



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
MEETING MINUTES: JANUARY 8, 2020**

APPROVED

MEETING LOCATION:

Public Works, Pete Castro Center
Main Conference Room
401 Giulio Cesare Avenue
Sierra Vista, AZ 85635

To attend the meeting by telephone:
Call 1-415-655-0001. Meeting # 287 957 271
Enter # for Attendee ID. For Arizona Relay
Service use 1-800-367-8939, or dial 7-1-1.

MEETING DATE AND TIME:

January 8, 2020
10:00 A.M.

**FOR MORE INFORMATION OR TO REQUEST
ACCOMMODATION FOR SPECIAL NEEDS:**

Website: www.svmpto.org
Email: SVMPO@SierraVistaAZ.gov
Administrator Phone: 520-515-8525

SVMPO TAC MEMBERS IN ATTENDANCE:

Chair: Matt McLachlan, Director Community Development, City of Sierra Vista
Vice-Chair: Jackie Watkins, P.E., Cochise County Engineer
Member: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista
Member: Jing Luo, P.E. City of Sierra Vista
Member: Mike Normand, Vista Transit Administrator
Member: Mark Hoffman, Arizona Department of Transportation (*telephonically*)

SVMPO TAC MEMBERS ABSENT:

Member: Daniel Coxworth, AICP, Cochise County Planning Director
Member: Jim Halterman, Town of Huachuca City.

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP
SVMPO Civil Engineer: Dennis Donovan, P.E.

OTHERS PRESENT:

Valerie Fuller, Cochise County

1. CALL TO ORDER AND ROLL CALL

Chair McLachlan called the meeting to order at 10:04 a.m. Administrator Lamberton took roll call and confirmed that a quorum was in place.

2. ACCEPTANCE OF THE AGENDA

The TAC reviewed the Agenda and the TAC had no changes to the Agenda as presented. A Motion was made to accept the Agenda as presented by Member Normand seconded by Member Flissar and unanimously passed.

MOTION: Member Normand

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 6/0

3. CALL TO THE PUBLIC

This is the time set aside for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H) action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

No member of the public was present at this meeting.

4. APPROVAL OF MEETING MINUTES (for November 5, 2019 TAC Meeting)

Chair McLachlan asked members if they had reviewed the previous meeting minutes and if there were any needed corrections. Administrator Lambert asked for the last name of one of the Sierra Vista staff members missing on page 7 of the drafted minutes. Member Flissar noted this would be Jeff Faglie. With that one change, no other changes were noted by TAC members. Member Flissar moved to accept the meeting minutes for the TAC Regular Meeting of November 5, 2019 with the addition noted; Member Luo seconded. The motion passed, unanimously.

MOTION: Member Flissar

SECOND: Member Luo

ACTION: PASSED UNANIMOUSLY 6/0

5. ELECTION OF TAC CHAIR AND VICE-CHAIR

Chair McLachlan stated that this was time of year in which elections were held for the TAC and asked for nominations for the positions of Chair and Vice-Chair. The TAC members noted that discussions had occurred last year about any changes that might be needed formal or informal policies and concurred that they felt the processes in place were still working just fine.

Vice-Chair Watkins nominated Member Dan Coxworth for the Chair position, Member Flissar seconded the motion noting that although Member Coxworth was not present it was the County's turn to be the SVMPO TAC Chair and he was well familiar with the MPO work. The motion to appoint Member Coxworth as Chair was approved unanimously. As he was not present at the meeting Administrator Lambert stated she would advise him of his appointment and if he declines the honor the TAC can revisit the item at the next meeting. The outgoing Chair McLachlan then continued to Chair the meeting, given the absence of the newly appointed Chair.

MOTION: Vice-Chair Watkins

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 6/0

Out-going Chair McLachlan nominated Member Normand for Vice-Chair position but Member Normand declined to take on that role as he plans to retire sometime early summer. The current Vice-Chair Watkins indicated she was willing to continue in the role. The TAC discussed briefly if there was any concern with having the County fill both the Chair and Vice-Chair position. There

was concurrence from TAC members that they felt in this small of a technical advisory committee this was not an issue of concern. The out-going Chair McLachlan moved to re-elect Vice-Chair Watkins as Vice-Chair and Member Flissar seconded. The motion to re-elect Jackie Watkins as the TAC Vice-Chair was passed unanimously. The new appointments take effect immediately.

MOTION: Member McLachlan

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 6/0

OLD BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. SVMPO LEDGER

Administrator Lamberton went over the current STBG ledger with the TAC. She noted that the SVMPO ledger is currently zeroed out for both FY20 and FY21. Changes were made to include the required 10% payment out of STBG to ADOT for executing the HURF Exchange funds and the loan with ADOT has been submitted, but approval still pending at the time of the TAC agenda transmittal. Agreements have been reached with SEAGO to adjust their repayment schedule in order to assist with moving a project in Safford forward on schedule. The TAC had no questions on the ledger.

This was an information item: No action was taken on this item.

7. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2020-2024 TIP

Administrator Lamberton noted that no new changes to the TIP appeared to be needed at this time. FHWA/FTA has still not approved the 2020-2024 TIP so changes are actually still being made to the old 2019-2023 TIP. The TIP is fully programed for both FY20 and FY21. Potentially a small project could be brought in FY22 and then by FY23 about \$1.5 million will be available.

Administrator Lamberton handed out to TAC members updated TIP tables based on FHWA approvals granted on January 7th.

The TAC identified a few potential regional projects: Moson Road study or work; Bicycle pathways on Highway 92; BST Extension issue revisited; Charleston Rd. pavement preservation or reconstruction; possibly contribution to the construction of the Avendia Escuela extension.

Administrator Lamberton indicated that a formal call for projects was likely this time next year.

The intent is to fully program the TIP with projects waiting to be pulled in for future years so that sufficient time is allowed for the extra time it takes to set up and manage federally funded projects.

TAC members then began to discuss active projects.

LIDAR project: Vice-Chair Watkins reported that additional contributions have allowed them to go from the planned QR2 flight pulse rates to a QR1 pulse rate this significantly improving the quality of this data. However, it will delay the flight until the spring, likely in March of 2020. Administrator Lamberton stated that these funds are now available and have been approved as

a shift into the SVMPO's Work Program. Billing for the SVMPO share must occur within the next couple of months. The SVMPO is contributing \$120,000 to this project.

Hydrology Study for Avendia Escuela: The City is currently conducting survey in the area. Procurement is getting ready to either bid the project or contract using a state contract for the Hydrology/Floodplain work. The SVMPO is contributing \$50,000 to this project. Member Hoffman confirmed that the invoicing to the SVMPO needs to include documentation of the project work – e.g. executed contract, invoices. Something must be billed to the project within 90 days so that the project does not go inactive. Administrative Lamberton stated she would confirm when the authorization occurred (*December 13, 2019*)

Adaptive Signal Control/City of Sierra Vista: The final documents had been provided to ADOT and specific equipment had been approved as sole source items. The City of Sierra Vista staff did not believe this was advertised yet. Member Hoffman and Administrator Lamberton stated they would follow up on the status of this project.

North Garden/Fry Blvd Design/City of Sierra Vista: A design consultant, EPS Group, has been selected and a fully executed contract completed. The first public Open House was held on Wednesday, Nov. 13th. A project design meeting will be scheduled soon and the second Open House is tentatively planned in March 2020.

Emergency Pre-Emption Signal/Town of Huachuca City: This project was advertised and the Town Council selected Mountain Power as the low bidder for this project. The Town is in the process of contracting with Mountain Power (goes to Town Council on Jan 9th) and then a kick-off meeting is expected. SVMPO has had discussions with ADOT about required inspections.

Member Flissar stated that they have concerns over the maintenance requirements that ADOT seems to be requiring of this equipment entirely within their Right-of-Way. Although they want to be a good partner with the Town it does seem to them that ADOT is asking for more than they should from the Town and the County in regards to maintenance on these signals and beacons. Vice-Chair Watkins remarked that maybe it is the Fire Dept. should be covering the maintenance costs not the Town or the City. Member Flissar and Member Lou remarked that all the signals, once built, including the pedestrian HAWK crossing are maintained by ADOT. Why this is different is troubling to them and they think that this conversation needs to be continued with ADOT.

Member Hoffman stated he would ask some questions of Rod Lane or Jay Gomes about why this is being treated differently. Administrator Lamberton stated that there seems to be a trend from ADOT of pushing more onto the local agencies – understandable because of their budget constraints but it seems to start that with the tiny Town of Huachuca City for a safety measures doesn't seem reasonable.

Vista Transit Activities/City of Sierra Vista: Vista Transit Administrator Mike Normand, advised the TAC that the daily work of operating the Transit system was moving forward with employee training, ADA Enhancements, operating the system and maintenance. A great deal of work is underway on the stops themselves, with new signs being installed, schedules are posted now in new holders, 4 foot benches are replacing the 6 foot benches to be fully ADA complaint (not just accessible) and two buses arrived on December 31st. The added TIP project for a service vehicle is to replace a truck in for their fleet services that can hold all the maintenance equipment that is needed. The new service vehicle can now be ordered and

Member Normand believes that Yolanda/Finance submitted the grant paperwork revisions today (The TIP Amendment to add this new service vehicle had been approved on Jan 7th).

SunCloud Data Portal Project: An initial meeting has been held with MAG staff in October. No further action has been taken but MAG staff are trying to develop a scope of work that meets agency needs but also meets with the criteria of the funded grant.\

Administrator Lamberton asked if there were any issues that the SVMPO needed to address at this time on any of the active projects. TAC members indicated that they had no new changes to request to the TIP at this time.

This was an informational item: No action was taken on this item.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

8. SAFETY THRESHOLDS/MEASURES

Administrator Lamberton advises the TAC of the need to review and approve safety targets each year. Member Flissar stated that she doesn't see these measures having much of an impact on the prioritization within the SVMPO region because of our size. Vice-Chair Watkins stated that to set our own regional safety goals we would have to analyze a great deal of data in order to develop and report on it. Administrator Lamberton noted that the presentation on the development of the five year trends was attached to their packets and that the MPO Directors had continue to raise their objections to the use of the word "target" to describe these safety measures. Member Hoffman suggested that the SVMPO replace that word with "projections" as shown in the first page of the Power Point presentation in our support letter back to ADOT. The TAC felt that the Board would be more comfortable with the use of projections over targets.

Member Flissar moved to accept the state FY20 safety projections (targets); Vice-Chair Watkins seconded. The motion passed, unanimously.

MOTION: Member Flissar

SECOND: Vice-Chair Watkins

ACTION: PASSED UNANIMOUSLY 6/0

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

9. IN-KIND MATCH FORMULA AND REQUIREMENTS

Administrator Lamberton stated that she knew this was an uncomfortable topic but nevertheless match amounts are required for the operating expenses of the MPO. The Board has set a formula for determining match amounts going forward – the largest change is for the County. Each jurisdictions will form their own agreement with the SVMPO on how they are going to pay their match, and when. Member Watkins asked about how the miles were determined for the federally functionally classified roadways as the number of miles seemed much too low to her. Member Flissar also stated that the miles did not look right. It is not clear if these are reflecting centerline miles, or lane miles. Administrator Lamberton stated that her source was the data from Works Consulting based on the revised federally functionally classified roadways for the SVMPO region and had no reason to not believe that the data she received was flawed. She will follow up and get clarification as to what was included and if adjustments are needed.

The TAC briefly discussed the issue of submitting in-kind forms for staff support. The TAC had no recommendations for changes in the process and understood the necessity for the forms and documentation. Member Lou asked that e-mail reminders continue to be sent and Member Flissar says it works fairly well to have a list of possible activities that might be included. Out-going Chair McLachlan stated this might become easier to track when the City goes to an electronic reporting format. Administrator Lamberton stated the need for obtaining documentation of hourly rates for audit purposes from the County and the Town – the City of Sierra Vista already has a process in place to obtain those records.

This was a discussion item.

10. SOUTHCENTRAL DISTRICT REPORT

No member from Southcentral District was in attendance. Member Hoffman advised the TAC that if they had projects of interest for ADOT to let them know by April of next year for consideration. The new state-wide project list is now beginning to be developed. Member Hoffman also advised that the electronic submittal tool to submit changes to the federally functionally classified system was now ready and ADOT staff are very willing to come down and provide training to the TAC about this new process.

This was an information item: No action was taken on this item.

11. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

Jurisdiction TAC members stated they had nothing new to report beyond their earlier comments on active projects.

This was an information item: No action was taken on this item.

12. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

Administrator Lamberton highlighted several items for the TAC

- The TAC was advised that this region is hosting the Arizona State Transportation Board in Bisbee on Feb 21st. This is a rare opportunity to attend this meeting as it will be held within Cochise County.
- A sign-up sheet for TAC members to indicate potential interest in 2020 conferences/training was passed around. Roads and Streets registration opens up early next month – and the SVMPO will block rooms as they do tend to fill up quickly at the conference hotel. Administrator Lamberton noted that just signing up does not mean that you must attend but it does help the MPO ensure that we have adequate budget available and we plan to coordinate with interested TAC members when registration opens up. No TAC member indicated that they had an interest in the Western Planner conference this year (not in the current Work Program and also being held in North Dakota).
- Administrator Lamberton advised the TAC that the Board would be considering consolidating their FHWA and FTA funds into one award to MPO's. All MPO's must agree, so far, all have with the exception of SVMPO and MAG. Advantages are that the FTA funds take on the FHWA match amounts and buffers MPO's from the FTA federal shut-down's that seem to occur more often than FHWA shut-downs. Downsides are ensuring that FTA still weighs in on Work Programs and that FTA/Transit activities are not then downsized or removed from MPO activities. Member Hoffman clarified that if this is put into place it would likely take the FTA transit funds and merge them with the FHWA PL funds and then it

would all take on the 5.7% match. This topic, if all the MPO's agree to do this, will likely be discussed at the Arizona Transit Conference in April. It would not go into effect until the next two year Work Program.

- Administrator Lamberton stated that she is still working on getting the SVMPO On-Call Procurement effort back out on the streets. A resolution has been reached but a new DBE goal must now be obtained, this is still pending. Once an updated goal is transmitted the SVMPO On-Call will go out again. CYMPO will be taking a strictly engineering tasks list forward and SVMPO will be taking a strictly planning task list forward. Both will be reciprocal list for state-wide use by MPO's and COGS.

13. FUTURE AGENDA ITEMS

The next TAC meeting is scheduled for March 4th at 10 a.m. It was suggested that the TAC schedule a presentation on the federally functional classification system for the March meeting. James Meyer is the ADOT contact for this project.

The TAC had no other future items to discuss.

14. ADJOURNMENT

Out-going Chair McLachlan adjourned the meeting at 11:38 p.m.