



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
MEETING MINUTES: MAY 6, 2020**

**MEETING HELD TELEPHONICALLY DUE TO NATIONAL, STATE
AND LOCAL EMERGENCY ORDERS IN PLACE AT THIS TIME.**



MEETING LOCATION:

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

MEETING DATE AND TIME:

May 6, 2020
10:00 A.M.

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.

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

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

SVMPO TAC MEMBERS IN ATTENDANCE *(telephonically):*

Chair: Daniel Coxworth, AICP, Cochise County Planning Director
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: Matt McLachlan, Director Community Development, City of Sierra Vista
Member: Mark Hoffman, Arizona Department of Transportation
Member: Mike Normand, Vista Transit Administrator

SVMPO TAC MEMBERS ABSENT:

Member: Jim Halterman, Town of Huachuca City

STAFF:

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

OTHERS PRESENT: *(telephonically)*

Jeremy Moore, ADOT SouthCentral Assistant District Engineer
Jothan Samuelson, Works Consulting
Adam Langford, Works Consulting
Sage Donaldson, ADOT
Robert Settles, Burgess- Niple Consulting Firm

1. CALL TO ORDER AND ROLL CALL

Chair Coxworth called the meeting to order at 10:04 a.m. Chair Coxworth confirmed attendance of members and 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 Flissar; seconded by Vice-Chair Watkins and the motion unanimously passed.

MOTION: Member Flissar

SECOND: Vice-Chair Watkins

ACTION: PASSED UNANIMOUSLY 7/0

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 indicated a desire to speak at this item. Chair Coxworth noted that this item may not be needed for telephonic meetings. Administrator Lamberton noted that in the past the SVMPO TAC meetings did have a group of regular public attendees and this item does provide that opportunity to address the TAC, should anyone be in attendance.

4. APPROVAL OF MEETING MINUTES (for March 4, 2020 TAC Meeting)

Chair Coxworth asked members if they had reviewed the previous meeting minutes and if there were any needed corrections. Vice-Chair Watkins moved to accept the meeting minutes for the TAC Regular Meeting of March 4, 2020; Member Flissar seconded and the motion unanimously passed.

MOTION: Vice-Chair Watkins

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 7/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. FY21 TITLE VI UPDATE

The Administrator provided a brief update on the drafted FY21 Title VI update and noted changes from last year in the regional demographic data. The preliminary draft has been reviewed by ADOT's Civil Rights Division and they have committed to preparing a conditional approval in advance of the SVMPO Board meeting based on the presented draft. Administrator Lamberton thanked the City's GIS staff for assisting with the updated maps. Chair Coxworth asked members if they had reviewed the drafted plan and if there were any corrections or questions. Hearing none, Member Normand moved to forward the FY21 Title VI Plan to the SVMPO Board for approval; Member McLachlan seconded and the motion unanimously passed.

MOTION: Member Normand

SECOND: Member McLachlan

ACTION: PASSED UNANIMOUSLY 7/0

6. FEDERAL FUNCTIONAL CLASSIFICATION OF MEMBER JURISDICTION ROADWAYS

The TAC discussed the status of research done by the SVMPO staff on the recently adopted federal functional classified roadway network. Information from ADOT, including links to maps, were provided yesterday (May 5th) to TAC members with additional information about changes that had been made. ADOT staff confirmed that FHWA had adopted the changes and the "current" Federal Functional Classified Maps are the currently approved versions. TAC members asked for links to the interactive maps and Ms. Donaldson stated she would send that to the SVMPO for distribution (*e-mailed links sent on May 6th*) TAC members also discussed the road lists and the County felt that Forest Service roads should not be included in the County's calculation of miles. SVMPO's Civil Engineer, Mr. Donovan, explained the work he was doing to identify corrections that may need to be made, such as roads identified that within SEAGO when in fact they were within the SVMPO or roads that do not appear to be serving a federal classification purpose that were not requested to be added by jurisdictions. This work will be completed by SVMPO staff in the next few weeks and transmitted to the jurisdictions for their review and input. A presentation on the new AZGeo Change Request tool is planned for the June 3rd TAC meeting (*scheduled for June 10th*). Action steps for making corrections, if needed, for each jurisdiction will then be discussed and implemented over the next few months in order to ensure accuracy for all of the SVMPO roadway network on the functionally classified system.

This was a discussion item. No action was taken on this item.

CONTINUING BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

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

Administrator Lamberton noted the drafted 2021-2025 TIP had been posted for public review on the SVMPO website. The 2021-2025 TIP will come to the TAC next month for approval: a very limited public outreach will be done given that there are no new projects to present. It will be posted on the website, a press release and small ad released. Administrator Lamberton stated that TAC members will be sent links when advertisements have done out and requested that they attempt to get at least one person to make review comments on it. It is not expected that a full public meeting is possible to be held at this time.

Member McLachlan asked about the Theater Drive project and Administrator Lamberton stated that this was first going to be scoped through a Work Program activity and is not in the TIP at this time. It is possible that it could be included as a construction project in a future TIP, once fully scoped and costs are estimated.

Member jurisdictions then discussed the project status of their projects.

Hydrology Study for Avendia Escuela: Administrator Lamberton stated that additional federal requirements for partnering on this project were unable to be met within the timeline needed – these funds have been returned to the SVMPO and were then reprogrammed into the North Garden/Fry Blvd project by the SVMPO Board.

LIDAR project: Vice-Chair Watkins stated that this flight will not be occurring until next month or the month after. It is uncertain given the COVID situation. Administrator Lamberton asked Member Hoffman if this funding, transferred in December 2019 with requirements to be invoiced by February, needed some action to handle the fact that invoicing was unlikely to occur until next fiscal year. Member Hoffman noted that as the STBG funds had been

transferred to the Work Program and the Work Program is a two year program, FHWA, if given updates on the status, would be okay with carrying the funds over for a few more months. If invoicing would not occur within six months of the transfer, then there might need to be some action taken at that time. It was noted that a MOU was still needed for this activity, a draft had been sent to the County for completion. Vice-Chair Watkins stated she would move that MOU through the process at the County and get that to the SVMPO for final approval.

North Garden/Fry Blvd Design/City of Sierra Vista: Member Flissar stated that the public meetings had been held for this project and the City was attempting to set up both a Work Session and a City Council meeting to select a final design. The COVID-19 situation has hindered scheduling these meetings but the City Council feels strongly about making this decision in a meeting where the public can physically attend. Tentatively, both these meetings are scheduled for later on in this month. Administrator Lamberton asked if Member Hoffman had anything to add to this project briefing and he stated he did not.

Emergency Pre-Emption Signal/Town of Huachuca City: Administrator Lamberton noted that the new Town Manager, Philip Cushman, had just now begun his new position a few weeks ago. The Emergency Signal project is moving forward as scheduled and the poles and mast arms ordered. It is expected that there will be about a 20 week manufacturing and delivery timeframe; construction is expected to be in early Fall of this year. Mr. Moore, from ADOT, advised that his staff were reviewing the final submittals for the ROW Encroachment permit on this project and expected that to be issued within a week or so. Cut sheets, signal specifications and Traffic Control Plans were submitted and a final check is being made on those documents. This project is on track to be constructed in the Fall of this calendar year.

Vista Transit Activities/City of Sierra Vista: Vista Transit is dealing with the implications of the CARES Act funding and extra requirements related to the COVID-19 situation. Operations are continuing with additional disinfection protocols for all the buses but the transit center remains closed until the State and FTA indicates it is safe to re-open those types of facilities. Member Normand is working with Sierra Vista Finance to identify eligible categories for using the CARES ACT funding but right now it looks like it may cover operating costs for FY21.

Member Normand also noted that the parking lot resurfacing project was completed and that the bus stop announcement system will be installed as soon as travel restrictions are lifted. Vista Transit is beginning to replace some of their buses, this year one of the smaller ones and then next year plan to replace a larger 30-foot bus.

This was a discussion item: No action was taken on this item.

8. LONG-RANGE TRANSPORTATION PLAN UPDATE

Administrator Lamberton stated that Cost Proposals were being transmitted to potential consulting firms with possible interviews to be set for the May 12-14th timeframe. TAC members are welcomed to join in on those interviews, if interested. An extension request has been sent to FHWA given that the plan should be updated by the end of this calendar year, to keep a 20-year horizon date. Alternatively, a phased plan will be done with a quick update to push out the out-year and then a full update done in 2021. Chair Coxworth asked if TAC members had any comments and none were offered.

This was a discussion item. No action was taken on this item.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

9. SOUTHCENTRAL DISTRICT REPORT

Mr. Moore, ADOT's SouthCentral Assistant District Engineer noted that the project to complete the pedestrian improvements on Ramsey Rd//Ramsey Canyon and Highway 90 are completed. Vice-Chair Watkins stated that County Supervisor Borer sends his thanks to ADOT for doing that project. Other than that improvement, Mr. Moore stated that there was not much else going on in the region. ADOT has noted that traffic counts have declined between 25 to up to 45 percent on the state highway/Interstate system. They are trying to complete work on the Interstate that needs done during this time of lower traffic volumes to take advantage of the lower over-all impact on the traveling public, where possible.

This was an information item.

10. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

Chair Coxworth asked if member jurisdictions has anything they wished to share with the TAC.

Vice-Chair Watkins stated that the County has also noticed declines in traffic volumes on Davis Road of up to 50 percent and on Moson Road of 40 percent in the last month. She stated that Moson Road traffic volumes are picking up now and are now more in the range of a 20 percent decline in travel but there is still less traffic on the County roadway network than normal.

Member Flissar and Member Lou stated that the COVID-19 situation was still causing a great deal of uncertainty about schedules and funding. Member Flissar felt this was really just the beginning of a longer period of challenges related to this issue and referenced the high likelihood being noted about a second virus phase in the Fall. TAC members concurred with the City's concern about budget shortfalls and how that might play out in the next few years.

Chair Coxworth noted that the County is looking to change over some of their existing GIS tools to ESRI products and wanted the City to be aware of that since they do share layers of data with each other. Member McLachlan stated he had felt for some time a joint GIS group was needed between the City and the County to coordinate GIS data. The City asked when this change might happen and Chair Coxworth was unsure but thought by the end of the calendar year. He stated that he would find out and let the TAC know with more certainty about when any changes might happen and would work with the City to ensure that needed information was not lost during this shift.

It was noted that Member Norman, Vista Transit Administrator, has plans for retirement in the next two or three months. Member Normand stated he has not yet set a firm date for this retirement; the City typically does not undertake recruitment until a position is vacated. It is unknown at this time who might be handling his tasks during the interim period.

Member McLachlan asked Member Hoffman if there was any continued discussion about taking away state planning funds and Member Hoffman stated that he had not heard anything being said about making any changes to the existing share of state revenues to the MPO planning programs.

This was an information item.

11. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

BPAC Mtg – May 19, 2020 at 10 a.m.

SVMPO Board of Directors: May 21, 2020 at 3:00 p.m.

TAC meeting: June 3, 2020 at 10 a.m.

SVMPO Board of Directors: June 18, 2020 at 3:00 p.m.

- ❖ The Administrator stated that all the MPO's have now agreed to consolidate FHWA and FTA funds for MPO planning activities: consolidated funding will begin in FY22. This will have implications for match and project requirements going forward. It was agreed that this new method would be tried out for a couple of years and then re-visited, and if not effective and/or the State loses valuable connections with FTA, this may be reversed and return back to separating these funding streams.
- ❖ The Administrator stated that the TAC should expect to see a fairly large carry forward of funds into the FY21 Work Program given the unexpected delays in Procurement for approved Work Program activities: most notably for the Long-Range Transportation Plan. Theater Drive will be added as a specific planning study but the category and funding is already approved in the current Work Program. SVMPO has not yet received a scope of work for this potential planning study or boundaries for the proposed work. Member Hoffman confirmed that they could go up to a 15 percent in design with Work program funds but no further. A discussion occurred about a Scope of Work development and Chair Coxworth stated that he would send out a meeting invite to discuss this item.
- ❖ The Administrator advised the TAC that the SVMPO On-Call Ranking Committee met yesterday, May 5th, and had done a great deal of work with a total of 26 Proposals submitted. Two were disqualified for failure to meet the Solicitation requirements and 24 Proposals were then ranked. A final Quality Control check on all the ranking numbers with adjustments that the Ranking Committee concurred with was underway and then contracting will occur. The final On-Call list will be sent out to the TAC after Procurement has approved the firms and contracts. Administrator Lamberton thanked the participating TAC members: Jing for the City, Jackie/Brad for the County, Doc. Johnson for the Town, and Mark/ADOT. The ranking committee was fortunate to have strong representation on the ranking committee from the rest of the state, which included SEAGO, NACOG and Sun Corridor MPO.

12. FUTURE AGENDA ITEMS

The next TAC meeting is scheduled for June 3rd at 10 a.m. The primary purpose of this TAC meeting will be to take action on the revised 2021-2025 TIP. The AzGeo tool will be presented at the June meeting as well. No other major items were identified by TAC members.

13. ADJOURNMENT

Chair Coxworth adjourned the meeting at 11:30 a.m.