



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE (TAC)  
MEETING MINUTES: NOVEMBER 4, 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 85603

To attend the meeting by telephone:  
Call 1-415-655-0001. Meeting 807998048 #  
Enter # for Attendee ID. For Arizona Relay  
Service use 1-800-367-8939, or dial 7-1-1.

**MEETING DATE AND TIME:**

November 4, 2020  
10:00 AM

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

Website: [www.svmmpo.org](http://www.svmmpo.org)  
Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)  
Administrator Phone: 520-515-8525

---

**SVMPO TAC MEMBERS IN ATTENDANCE: (all telephonically except as noted)**

Chair: Daniel Coxworth, AICP, Cochise County Development Services  
Vice-Chair: Jackie Watkins, P.E., Cochise County Engineer  
Alternative Member: Brad Simmons, P.E., Cochise County Civil Engineer  
Alternative Member: Valerie Fuller, Cochise County (*joined by phone at item 5*)  
Member: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista  
Member: Director Matt McLachlan, Dir. Community Development, City Sierra Vista  
Member: Jing Luo, P.E., City of Sierra Vista Engineer  
Alternative Member: Jim Johnson, Ph.D, CBO,CCI; Building Official for Jim Halterman  
Member: Linda Jones, Public Works Operations Manager for Vista Transit (*present in person*)  
Member: Mark Hoffman, Arizona Department of Transportation/Multi-Modal Division

**SVMPO TAC MEMBERS ABSENT:**

Member: Jim Halterman, Town of Huachuca City, Public Works Supervisor

**STAFF:**

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

**OTHERS PRESENT (All Telephonically) :**

Ed Latimer, Wilson and Company Consultant Team  
Chris Joannes, Kimley-Horn Consultant Team

**1. CALL TO ORDER AND ROLL CALL**

Chair Coxworth called the meeting to order at 10:03 a.m. Roll call was taken, and a quorum was in place.

## **2. ACCEPTANCE OF THE AGENDA**

The TAC reviewed the Agenda and Chair Coxworth asked for a motion to accept the agenda of November 4, 2020. A Motion was made to accept the Agenda, as presented, by Member Hoffman; seconded by Member Flissar, and the motion unanimously passed.

**MOTION:** Member Hoffman

**SECOND:** Member Flissar

**ACTION:** PASSED UNANIMOUSLY 8/0

## **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 attendees of the public indicated they wished to address the TAC at this time.

## **4. APPROVAL OF MEETING MINUTES**

Chair Coxworth asked members if they had any comments or corrections on the September 2, 2020 meeting minutes. Hearing none, Member Hoffman moved to accept the meeting minutes for the TAC Regular Meeting of September 2, 2020; Vice-Chair Watkins seconded, and the motion unanimously passed.

**MOTION:** Member Hoffman

**SECOND:** Vice-Chair Watkins

**ACTION:** PASSED UNANIMOUSLY 8/0

## **NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION**

### **5. VISTA TRANSIT SHORT-RANGE TRANSIT PLAN UPDATE**

Administrator Lamberton advised the TAC that Federal Transit Administration (FTA) and ADOT Transit requires updates to small urban transit system plan about every five years. Michael-Baker, with Godley Group, has been selected to lead this effort in behalf of Vista Transit and make recommendations for regional transit connections. The TAC was provided with briefing of the project schedule and major tasks.

Cochise County stated that they had been approached by the City of Douglas about taking over the transit routes: County staff stated that they had no interest in managing a transit system at this time. Vista Transit Administrator, Linda Jones, stated that they had met on-site at the transit center with Suzanne Harvey, the current Town of Huachuca City interim Town Manager and had a very productive meeting. Currently not only does the Cochise Commuter, from Douglas, through Bisbee, but also Greyhound, and potentially a future connection to Tombstone, and the Town of Huachuca City, stops at the Vista Transit Center. Doc. Johnson expressed the Town's appreciation for the City's assistance in developing their connector shuttle route.

The group indicated consensus that the scope and tasks appear complete at this time and will wait for a draft version to make further comment on this project. Administrator Lamberton emphasized that public outreach is moving forward concurrently with the public outreach for the

long-range transportation plan. TAC members will be asked to assist in pushing out that information for feedback in appropriate settings as large group meetings appear to not be prudent in the near-term.

This was an information and discussion item.

#### **6. SUN CLOUD PROJECT – PARTNERSHIP WITH MAG**

TAC members were briefly updated on the status of this project and asked to refer back to the very detailed October 29, 2020, e-mail to the TAC on this topic that described the full potential identified tasks and requested data from each member jurisdictions. Administrator Lamberton noted she had received a very clear and detailed breakdown from the City of Sierra Vista and would transmit that to the TAC as an example of how to proceed with that assignment.

Match requirements for this project is \$25,000, but at this time no one is aware of a formal agreement with MAG about this – the SVMPO did provide a letter of support for the grant but once the grant was approved no formal agreements seemed to have been formed.

Administrator Lamberton noted that we may want to consider just paying in cash and using any staff effort on this towards MPO operating costs so two sets of In-Kind documentation did not need to be maintained. Chair Coxworth expressed his understanding that data itself had value toward match. Administrator Lamberton noted if we can document, and justify the cost, this should be true. The discussion about match has been ongoing at MAG, but nothing formal has been identified to date.

This was an information and discussion item.

#### **7. PERFORMANCE MEASURES: MID-PERIOD ADJUSTMENTS**

ADOT has revised their federally mandated performance measures and requested MPO review and concurrence. Administrator Lamberton advised that MPO's do have the option to identify their own performance measures. After a short discussion, although it was understood that two of the three revised measures related solely to the Interstate (not within the SVMPO), Vice-Chair Watkins asked if the TAC members could have more time to take a look at the recommendations of ADOT.

Chair Coxworth stated he had no objection and no other TAC member thought there would be any harm in punting this item for additional review at the next TAC meeting, given the deadline for MPO response was several months out.

Administrator Lamberton then stated she would bring this item back to the TAC in January.

This was an information item. No action was taken.

#### **CONTINUING BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION**

#### **8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2021-2025 TIP**

Administrator Lamberton noted that the STBG ledger was the same as last TAC meeting and asked if there were any questions on the ledger. Hearing none, she advised that a Call for new TIP projects would go out in early Spring of next year. Member jurisdictions then provided the following status reports on their SVMPO funded project activities:

**Adaptive Signal Control Project:** ADOT's procurement process is completed and vendors selected. Sierra Vista was given approval to sole source software and that vendor is in the procurement process right now. This project is now anticipated to move forward to completion, now that equipment is being ordered for this project. This is a HSIP funded project.

**North Garden/Fry Blvd Design:** 35% design plans are completed, Sierra Vista comments and meeting with the design consultant team have been held and work is moving forward on the 75% design plans. These are anticipated within the next month. This is a HURF Exchange funded project.

**Emergency Pre-Emption Signal Project:** The first phase, the Whetstone emergency solar flashers are fully installed. The full implementation of the signals at School Drive are pending the arrival of delayed delivery of equipment. It is hoped that these will arrive within a couple of weeks and the project fully complete by early December. This is a HURF Exchange project.

**Cochise County LIDAR flight:** The flight itself has been completed, data at the two-foot contours will be delivered by next September. The MOU has been fully executed between the County and the SVMPO for the transfer of funds. Cochise County advises that they are sending an invoice and documentation very soon to SVMPO. Administrator Lamberton notes that this project has been set up to be reimbursed and sent to ADOT promptly by our Fiscal Agent. This is a STBG transfer.

**Transit Activities:** Vista Transit Administrator Jones indicated that one bus replacement has been ordered but it looks like construction of the bus and delivery may take as long as 9-12 months. Administrator Lamberton asked Member Hoffman if the TIP indicated a bus but what was really needed was a van, was that generic enough or would the TIP need modified to be more specific. Member Hoffman referred this to the FTA representative for this area. Member Flissar noted that any change would also have to change the City Budget descriptions, in addition, match amounts would have to be confirmed to be present. This process could take as long as the process to update to the FY22 TIP and City budget. The process is possible but may not be effective from a time standpoint. Funds are Federal Transit Administration (FTA) and local match from the City.

This was a discussion item.

## **9. SVMPO 2050 LONG-RANGE TRANSPORTATION PLAN UPDATE**

Kimley-Horn, partnered with Rick Engineering and Gordley Group, are the consultant team for the project. The SVMPO Board met in a Work Session on October 15<sup>th</sup> and selected priorities for the Long-Range Transportation Plan projects. The regional priorities are based on the federal factors and were approved by the SVMPO Board at their regular meeting on Sept. 17<sup>th</sup>. After discussion, the SVMPO Board felt that these priority criteria were interwoven tightly enough that they choose to equally weigh the selected factors rather than give any of them a higher rating. They may adjust this weighing later when the project selection phase is reached. Administrator Lamberton noted that the TAC should take the time to review these project selection criteria, when they have time, as these will be the primary selection criteria at the project recommendation phase next Spring.

Administrator Lamberton noted that the development of a revised Transportation Analysis Zone system for the expanded boundaries was almost complete and was being populated by socio-economic data. Eleven traffic count locations were identified as gaps – providing for additional traffic counts was anticipated and budgeted in the scope of work. TAC members

asked to see the traffic count list and it was clarified that these were for 48-hour ADT counts only, not speed or classification. Administrator Lamberton stated she would send the list out, noting many of the counts needed were on the ADOT system. ROW Encroachment Permits will be requested from the contractor in advance of placing counters. Counts taken would also be submitted to the TDMS system by the contractor for future reference.

The first public phase will begin soon with an on-line Social PinPoint tool and survey. Given the limitations on large scaled public meetings, TAC members were asked to assist in pushing this information out through formal and informal methods. Administrator Lamberton asked TAC members to forward any comments received, even very minor or simple comments, as documenting the outreach is an important component of the federal requirements for this planning effort.

Chair Coxworth asked if the TAC members had any other questions on this topic. Hearing none, Administrator Lamberton reminded the TAC to contact her if anything comes up before the next meeting, but that they could expect to see several e-mails on this topic over the next few months.

This was an information and discussion item.

## **INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN**

### **10. SOUTHCENTRAL DISTRICT REPORT**

SouthCentral District representatives were not present, no updates were provided. Member Hoffman stated he would provide his ADOT update on the next item.

No information was provided on this item.

### **11. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS**

Vice-Chair Watkins asked if the SVMPO could look into providing these meetings via Microsoft Teams. Administrator Lamberton stated she would look into that virtual connection option. No other member jurisdiction has any specific items to share. Member Hoffman stated for ADOT that at the last State Transportation Board meeting on October 27, 2020, the State's five-year plan was approved. It has now been sent forward to FHWA for approval – the delay was in an effort to obtain better economic numbers for the future program. The Districts have held the P2P reviews and these District priorities will be reviewed, and the next FY22-26 five-year plan will be drafted.

Attendees at the virtual Roads and Streets Conference and virtual AzTA conference shared meeting highlights. All attendees indicated that the virtual meetings were far easier to attend for them and sessions were “really well done” and that they had “learned a lot of information” and felt the virtual conferences turned out to be a “good option”.

This was an information item.

### **12. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT**

Sun Cloud Mtg: November 6<sup>th</sup> at 11 a.m. MAG/Telephonic

BPAC Mtg – November 17, 2020 at 10 a.m. Public Works Training Room/Telephonic

SVMPO Board Meeting – November 19, 2020 at 3:00 p.m. SV City Managers Conference Room

COG/MPO/ADOT Working Group: December 11<sup>th</sup> at 1 p.m.

- ❖ Cochise County held a Work Session on October 27<sup>th</sup> regarding their role with the SVMPO and Match Agreement. The County Board of Supervisors expects to vote on their Match Agreement with the SVMPO on Nov. 17<sup>th</sup>. If passed, it will be presented to the SVMPO Board on Nov. 19<sup>th</sup>.
- ❖ The SVMPO Board voted to add the State Transportation Board member, Richard Searle, to the SVMPO Board as a voting member at their Sept. 17, 2020 meeting.
- ❖ Congress voted to extend the federal transportation bill, FAST-ACT, for another year. The next annual budget is not yet set but the expectation is that current federal transportation funding levels will be carried forward for another year.
- ❖ Administrator Lamberton explained the need for quarterly In-Kind Reports from all member jurisdictions. Although acknowledging the difficulty to track and document these reports, they are needed, and the SVMPO has briefed all the Town, City and County Managers/Administrators and elected officials on the need for staff to provide this information to the SVMPO.
- ❖ Administrator Lamberton stated that factors outside the MPO control did delay the release of several Cost Proposals, but the Town of Huachuca City's Roadway assessment is almost released, in the final stages with Procurement/Fiscal Agent at this time. A County ranking member would be helpful. The Theater Drive project did receive back comments from Member Hoffman and Administrator Lamberton stated she would get those included and that final draft back out to Matt/City and Dan/County to be finalized. This one will likely not go out until after the winter holidays.

This was an information item.

### **13. FUTURE AGENDA ITEMS & 2021 CALENDAR**

The next TAC meeting is not yet scheduled. The first tentative 2021 meeting will be held on **Wednesday, January 27, 2021, at 10 a.m.** Administrator Lamberton noted that the later January meeting was to accommodate the fact that early January meetings typically end up being rescheduled due to holiday schedules or winter weather/blizzards. TAC members reviewed the tentative 2021 meeting dates and indicated that at this time no known conflicts existed. The Wednesday morning meeting time seems to be working well for the TAC members at this time.

Administrator Lamberton noted the need for TAC members to be prepared for the Work Session dates; tentatively to be scheduled in April or in May.

This was an information item.

### **14. ADJOURNMENT**

Hearing no further questions or comments, by general consensus, Chair Coxworth adjourned the meeting at 11:34 p.m.