



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
MEETING MINUTES: MARCH 10, 2021**

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



**MEETING LOCATION/VIRTUAL:
WEB-EX MEETING**

Web-Ex Meeting Information Link:

<https://sierravista.webex.com/sierravista/j.php?MTID=m0ac79f8e3d6ff0f4480123417be9e460>

Meeting Number: 133 335 0208

Password: BZz9bjN8aw9

Host Key: 773341

Or Join by Phone: 1-415-655-0001

Access Code: 133 335 0208

MEETING DATE AND TIME:

March 10, 2021
10:00 AM

**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: (all members present virtually)

Chair: Linda Jones, Public Works Operations Manager for Vista Transit (*Joined Mid-Meeting*)

Vice-Chair: Brad Simmons, P.E., Cochise County Civil Engineer

Member: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista

Member: Matt McLachlan, Dir. Community Development, City Sierra Vista

Member: Jing Luo, P.E., City of Sierra Vista Engineer

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

Alternate Member: Jim Johnson, Ph.D, CBO, CCI; Building Official

Member: Jackie Watkins, P.E., Cochise County Engineer (*Joined Mid-Meeting*)

Alternative Member: Valarie Fuller, Engineering Tech I; Cochise County

Member: Mark Hoffman, Arizona Department of Transportation/Multi-Modal Division

SVMPO TAC MEMBERS ABSENT:

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT (all present virtually)

Jeremy Moore, ADOT Assistant District Engineer

Chris Joannes, Kimley-Horn Consultant Team

Dale Miller, Rick Engineering Company

1. CALL TO ORDER AND ROLL CALL

Vice-Chair Simmons called the meeting to order at 10:05 a.m. Roll call was taken, and a quorum was in place.

2. ACCEPTANCE OF THE AGENDA

The TAC reviewed the Agenda, and Vice-Chair Simmons asked for a motion to accept the Agenda of January 27, 2021. A Motion was made to accept the Agenda, as presented, by Member Hoffman; seconded by Member Luo, and the motion unanimously passed.

MOTION: Member Hoffman

SECOND: Member Luo

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

4. APPROVAL OF MEETING MINUTES

Vice-Chair Simmons asked members if they had any comments or corrections on the January meeting minutes. Hearing none, Member Hoffman moved to accept the meeting minutes for the TAC Regular Meeting of January 27, 2021; Member Luo seconded, and the motion unanimously passed. *(Member Watkins joined meeting during this item)*

MOTION: Member Hoffman

SECOND: Member Luo

ACTION: PASSED UNANIMOUSLY 8/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. FY22 TITLE VI PLAN (Preliminary Draft)

The SVMPO Administrator briefed the TAC on the preliminary draft of the FY22 Title VI Plan. This mandated regional plan informs the public outreach requirements for regional plans, programs and activities. The TAC discussed the figures presented on the lack of internet and computers within the region; questioning the data on that information. The Administrator noted that the Mayor of the City of Sierra Vista has no personal computer in his own household. The majority of no internet service is located in the north of the region, and the data presented reflects just the SVMPO, not the entire County as a whole. The information is derived from the American Community Survey (which also does ask about Smart Phones, Laptops and other virtually connected devices).

Member Luo recommends that as this is a policy document to simply forward it to the Board for approval rather than take formal TAC action on this item. Vice-Chair Simmons concurred, and consensus among other TAC members was to support moving the item forward to the Board for formal action. The SVMPO Administrator advised she would re-check the data sources as part of

finalizing this document for Board action. It is expected to be brought forward to the Board on March 31st. (*Chair Jones joined meeting during this item*)

This was an information and discussion item. No action was taken on this item by agreement of the TAC.

6. SVMPO 2050 LONG-RANGE TRANSPORTATION PLAN UPDATE

The Long-Range Transportation Plan consultant team presented the results of modeled scenario runs. The seven presented scenarios were derived from the Travel Demand Model results from running the existing and future out-year (2050) models. Member McLachlan indicated interest, as did others on the TAC, in seeing the underlying base travel demand model results. The consultant team will be completing that chapter section and will send out to the SVMPO and TAC members. Of the scenarios presented, all had some effect on mitigating future congestion areas on the state highway system, some with more positive impacts than others. None had a dramatic impact on changing level of service on the local network, but some did have higher potential than others for opening up areas for future economic development or enhanced regional connections without use of the state highway system (currently the primary transportation spine of the MPO region system).

A preliminary project list, with planning level costs in 2021 dollars, was also presented for TAC reaction and comment. These reflect a combination of known County, City and Town transportation plans. Projects may be completed, or no longer desired and the TAC was asked to review and delete, add or update this list for the Long-Range Transportation Plan.

The TAC was asked to assist with outreach as not very many responses are hitting the virtual interactive map and survey that have been put up, accessible through the SVMPO website. Press Releases have also not gotten much play, given the dynamics of the news cycle at this time.

This was an information and discussion Item. The Administrator was directed to send to the TAC 1) draft statistics on the Travel Model transmitted when ready; 2) pending list in an editable format to the TAC for comments; 3) outreach handout with link.

CONTINUING BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

7. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2021-2025 TIP/2022-2026 TIP

The TAC reviewed the SVMPO Ledger and discussed the project status of all active projects in FY20. A status update on SVMPO funded project activities was given by each of the member jurisdiction representatives:

- **Adaptive Signal Control:** This project has been installed. The physical work is now completed, the only remaining task item on this project is setting up training for staff. This is expected to be fully closed-out soon. Compliments were expressed to ADOT's PM, Trish Brown, whose assistance was invaluable to getting this project to completion.
- **Emergency Pre-Emption Signal Project:** This project has been fully installed. The contractor has also come out and installed an additional warning light that allows approaching emergency vehicles to know what phase the signal is in (yellow/red). Compliments were paid to the contractor team and the ADOT inspectors for their

assurances. The HURF Exchange project paperwork is in the process of close-out at this time.

- **LIDAR flight:** The flight is completed and final invoicing against the transferred STBG funds has been made. Flight data is still on target for release in August/summer of 2021.
- **Transit activities:** Increase in passengers is reported, Vista Transit still following the FTA COVID protocols which means only two paratransit passengers at a time in their vans. They have ordered a new bus and are looking at the addition of two more vans with funds now available as part of the transit COVID relief funds.

North Garden/Fry Blvd Project:

The City of Sierra Vista stated that they were in receipt of the 100% design plans for the North Garden/Fry Blvd Design. The Administrator noted that the schedule for this project received a one-time extension, moving final construction close-out to July 27, 2022. Concern over the schedule was noted as previous estimates stated an 18-month construction schedule. It was emphasized by Member Hoffman, ADOT Multi-Modal Division, that construction obligation must occur within FY21. The City was advised that they needed to remain in very close communication with the HURF Exchange Division on the timeline and fully understand all the paperwork involved both in obligating the construction funds and also on the close-out side of the project.

City staff indicated they understood the schedule but felt that as they were at 100% design that they could go to bid very soon on this project and would meet the deadlines for obligating the funds and for completing construction of the scoped project. The MPO Administrator reiterated that this was a City project, but as it fell under the regional funding transfer to the State, the MPO needed to be kept in the loop on the progress so that we did not miss deadlines. It was also noted that if obligation was not met the chances of being able to move this level of funding late in the fiscal year and recover it back was slim to none. The Administrator offered her assistance if the City might have any questions about the HURF Exchange Process. She encouraged expediting the bid process as much as possible, given the tightening timelines and the fact that our experience with the Town's HURF Exchange project, final close-out takes about a month (inspections, punch-list, final approval letters, final invoicing and documentation).

Doc Johnson, Town of Huachuca City, noted that their close-out of their HURF Exchange project took about 3 to 4 weeks. The Town found Jennifer Henderson, ADOT's HURF Exchange PM, to be very helpful. He also noted that the project lost time related to delays in equipment supplies and advised that the City should be proactive with making sure that the contractor ordered all materials as quickly as possible as some items, that used to be readily available, turned out to take longer than was expected to be delivered. This caused unexpected delays in the project (although the contractor took action to ensure the pre-emption signal was lit up as per the expected schedule by use of a temporary cabinet).

Both the SVMPO Administrator and ADOT member Hoffman reiterated the importance of obligating the construction funds as quickly as possible, and to let ADOT know as soon as possible if any delays might occur related to the funding approvals. Given the City's assurance that they were on schedule for obligating those funds by June of this year, no action was requested to be taken by the TAC to shift the committed construction funds to FY22 at this time.

FY22-FY26 Preliminary Draft TIP:

The SVMPO Administrator also briefed the TAC members on the pending TIP for the next five years, tentatively set for adoption by the Board in June of this year. SVMPO currently receives \$398,555 annually in apportionments/\$378,229 annually in available Obligation Authority (OA). Obligation Authority is the actual dollar amount that may be programmed to be spent in any given year. Available funds are expected to grow to a potential of \$2,168,392 in apportionments /\$2,066,760 in available Obligation Authority by FFY2026.

Administrator noted several potential strategies to maximize use of the SVMPO STBG funds which could potentially include:

- Continue to use STBG funds to cover the Obligation Authority costs of other federal fund sources in our region's Work Program;
- Shift STBG funds over to Work Program planning projects in order to develop construction ready projects e.g. Theater Drive, Highway 90 Corridor Study project;
- Partner with other agencies like SEAGO or ADOT to help them overmatch on projects of regional significance within our region or within Cochise County (as a member jurisdiction of both the MPO/COG);
- Loan funds to the State or other MPO/COG's in a strategically planned schedule to pool sufficient funds for a construction project of regional need;
- Partner with ADOT on high priority safety and infrastructure improvement needs within the region on Highway needs by sharing regional funds with them towards those unfunded needs

It was noted that, at this time, the SVMPO has received no response from any member jurisdiction on TIP Call for Projects. As a result, at this time the pending five-year TIP is showing no projects, beyond the likelihood of using the option to shift the Obligation Authority costs for the Work Program funds onto FY22. Mandated outreach for the TIP will be occurring concurrently with the Long-Range Transportation Plan effort.

Member Watkins noted that it looks like we might need to dust off some of the older plans, like the one for the BST project, and see what a logical next step with those might be already started efforts. Member McLachlan noted that the City was working on some potential TIP projects to submit and Member Luo added it does make some sense to take the time to see what comes out of the planning projects and then build up the funds in the TIP by loaning it out and take the time to fully develop a future project. TAC members noted the limitations in funding, and the need to build up, or partner with, other agencies or jurisdictions to fully fund a substantive regional project.

Member McLachlan noted that it would be valuable for the TAC to develop criteria for selection of projects of the limited TIP funding. TAC members discussed and seemed to agree that consensus of the goals and objectives, taking into account the Board approved priorities as part of the Call for TIP Projects, are worth a longer discussion among the TAC members. The SVMPO Administrator concurred and stated this is very important when there is high competition for projects: the SVMPO, as a new MPO, had not yet reached the point where multiple projects were on the table yet for discussion. She noted that SEAGO tends to start with a basic Call for Projects, then from those top priorities brought in with fuller descriptions, even to the level of mini-DCR's and

presentations, and then selections made. Developing this process in advance of a competitive process would be worth a follow-up discussion on in a future TAC meeting.

This was an information and discussion item. No action was taken on this item.

8. ACTIVE WORK PROGRAM TASKS: FY21

The SVMPO Administrator provided a brief overview of active Work Program tasks that are currently underway. These included:

- **Short-Range Transit Plan:** This plan has developed preliminary drafts of the first four chapters, which are under review by the Vista Transit TAC and the MPO. Outreach is being set up at the Vista Transit Center, which will include hard-copy surveys to be handed out by drivers on the buses. This project is on schedule for completion and possible adoption by the Board in May.
- **Town of Huachuca City Roadway Inventory & Assessment:** The short title on this one is called the HC Roadway Study. Doc Johnson stated that a lot of great work had already been accomplished and the Town was looking at preliminary data collected by the consultant team (Rick Engineering). This project is on schedule at this time and was scoped to produce one or two projects appropriate for consideration for regional construction funding in a future TIP.
- **FY22/FY23 Work Program and Annual Budget status:** The next two-year Work Program is being developed for Board adoption in June of this year. A meeting with FHWA/FTA is set for March 30th to ensure the draft plan meets with required federal regulations and eligible projects. The scale of the work will be less than what was seen in the last Work Program because we have initiated two major high-cost planning projects this fiscal year: the Long-Range Transportation Plan and Short-Range Transit Plan.

This was an information item. No action was taken.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

9. SOUTHCENTRAL DISTRICT REPORT

Member Hoffman, ADOT, reminded the TAC that STBG funds can be shifted for use for authorized and eligible Work Program activities but it does not work the other way around: Work Program funds cannot be shifted back into construction/TIP projects. He also stated that the State Transportation Board would meet on March 19th, April 16th and May 21st with Public Hearings related to the ADOT draft 5-year construction plan (FY22-FY26). This plan is posted on the ADOT website and comments are welcomed.

SouthCentral District had no report at this time.

This was an information item. No action was taken.

10. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

No TAC Members had anything specific related to their jurisdictions to share at this time.

This was an information item. No action was taken.

11. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

FHWA/FTA/ADOT review of draft SVMPO FY22/FY23 Work Program: March 30, 2021
SVMPO Board Meeting: March 31, 2021 at 2:30 p.m. SV City Managers Conference Room
Possible Joint Jurisdiction Work Session : April 14th -April 15th.
BPAC Mtg: May 4, 2021 at 10 a.m. Public Works Training Room or Virtually/Telephonic

The SVMPO Administrator noted briefly for the TAC the following items:

- ❖ The 2020 Census population numbers have not yet been released: currently projected to be released in April of 2021.
- ❖ The Office of Management and Budget has posted for public comment a recommendation that urbanized area thresholds, for the purposes of mandating the development of MPO's, be raised from 50,000 to 100,000. In addition, the Bureau of the Census is expecting to release for public comments changes in how urban areas (currently known as urbanizing zone areas (UZA's) are defined. Thresholds are being raised, new definitions of what is considered to be connected are also being considered. There is no guidance at all on the impact on existing MPO's that may fall below the new thresholds.
- ❖ The SVMPO Board elected Mayor Wallace, Huachuca City, as the SVMPO Vice-Chair and Supervisor Peggy Judd is taking the vacated seat of Mr. Borer as a regular member of the Board.

This was an information item. No action was taken.

12. FUTURE AGENDA ITEMS

The next TAC meeting is scheduled for **May 12, 2021 at 10:00 a.m.** Preliminary FY22/FY23 Work Program will be discussed; Preliminary final chapters for both the Long-Range Transportation plan and Short-Range Transit plan are expected to be distributed for review and discussion.

TAC member jurisdiction assistance with LRTP outreach is also likely to occur during the month of April. There is currently a tentatively planned joint Work Session with all member jurisdictions in mid-April 2021 (possible April 14th or 15th) on the long-range transportation planning effort. It is not yet known if, or how, this joint Work Session may occur, but TAC members were asked to block these days on their schedules for a tentative meeting with the Board and/or their own member jurisdiction elected officials.

This was an informational item. No action was taken.

The SVMPO Administrator noted that she had requested a meeting with ADOT on Traffic Counts and the potential of auto-collection of data, and would follow up with the TAC on potential dates.

13. ADJOURNMENT

Hearing no further questions or comments, by general consensus, Chair Jones adjourned the meeting at 12:03 p.m.