



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE (TAC)  
MEETING MINUTES: FEBRUARY 9, 2022**



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**MEETING LOCATION: VIRTUAL MTG**

Microsoft Teams meeting

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Phoenix

Phone Conference ID: 565 671 001#

**MEETING DATE AND TIME:**

February 9, 2022  
1:00 PM

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

Website: [www.svmpto.org](http://www.svmpto.org)  
Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)  
Director's Phone: 520-515-8525

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**SVMPO TAC MEMBERS IN ATTENDANCE:**

Chair: Brad Simmons, P.E., Cochise County Civil Engineer (*after vote on Item 5*)  
Vice-Chair: Irene Zuniga, Capital Improvements and Development Manager (*after vote on Item 5*)  
Member: Matt McLachlan, Dir. Community Development, City Sierra Vista  
Member: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista  
Member: Jim Halterman, Town of Huachuca City, Public Works Supervisor  
Member: Mark Hoffman, Arizona Department of Transportation/Multimodal Division  
Member: Jim Halterman, Public Works Director, Town of Huachuca City  
Alternate Member: Jim (Doc) Johnson, Ph.D, CBO,CCI; Building Official Town of Huachuca City  
Alternative Member: Valarie Fuller, Engineering Tech I; Cochise County for Jackie Watkins

**SVMPO TAC MEMBERS ABSENT:**

Member: Jackie Watkins, P.E., Cochise County Engineer  
Member: Vista Transit ***Vacant***  
Member: County Planning Dept. ***Vacant***

**STAFF:**

SVMPO Director: Karen L. Lamberton, AICP  
SVMPO Regional Civil Engineer: Dennis Donovan, P.E.  
SVMPO Intern: Cat Porter, BYU-I

**OTHERS PRESENT**

Jeremy Moore, P.E. ADOT SouthCentral Assistant Engineer  
Rachel Gray, Chair SVMPO Board and Sierra Vista Mayor Pro Tem  
Benny Young, P.E., Professional Consultant Services

Chanel Kirkpatrick, External Services Manager, City of Sierra Vista

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

Vice-Chair Simmons called the TAC meeting to order at 1:03 p.m. Roll call was taken and a quorum was in place. Director Lambertson welcomed Chanel Kirkpatrick to the TAC, who is filling in an interim position until the now vacant Vista Transit position is filled. With the TAC Chair absent, Vice-Chair Simmons took lead until the selection of TAC officers item set for later in the meeting today.

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

Vice-Chair Simmons asked the TAC if they had any changes to the presented agenda. Hearing none, Member Hoffman moved to accept the agenda as presented; Member McLaughlin seconded the motion, and the motion unanimously passed.

**MOTION:** Member Hoffman

**SECOND:** Member McLachlan

**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 were present to address the TAC at this time.

### **4. APPROVAL OF MEETING MINUTES (October 27, 2021)**

Vice-Chair Simmons asked members if they had any comments or corrections on the October 27, 2021 meeting minutes. It was noted that one of the attending member names was mis-spelled. Member Flissar moved to accept the meeting minutes, with the noted correction to member name spelling, for the TAC Regular Meeting of October 27, 2021, Alt. Member Johnson seconded, and the motion unanimously passed.

**MOTION:** Member Flissar

**SECOND:** Alt. Member Johnson

**ACTION:** PASSED UNANIMOUSLY 8/0

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

#### **5. SELECTION OF CHAIR/VICE-CHAIR**

It was noted that the 2021 Chair, Linda Jones, was no longer working in the region and the Chair position was currently vacant. Officers for the SVMPO TAC are selected, per the bylaws, at the first meeting of each year. Nominations were opened for the positions of Chair and Vice-Chair.

Nomination of Brad Simmons for Chair and Irene Zuniga for Vice-Chair was made by Member McLachlan, seconded by Alt. Member Johnson. Brad Simmons and Irene Zuniga indicated they were willing to serve, the motion was called and carried unanimously.

**MOTION:** Member McLachlan

**SECOND:** Alt. Member Johnson

**ACTION:** PASSED UNANIMOUSLY 8/0

#### **6. STBG FY22 LEDGER BALANCES**

The SVMPO Director briefed the TAC on the current TIP ledger and explained the potentially available funds for future projects. Director Lamberton noted that although the BILJA congressional legislation was passed, obligation of the federal fiscal year funds has not yet been tricked down to the regional governments as of yet. As of the current ledger for FY22-26 just over \$2 million is available in the out-year. Funding strategies include partnering with local jurisdictions for higher match amounts; borrowing funds from future years to bring forward projects that are ready for a design or construction phase, seeking competitive grants, over-matching to leverage available regional funds.

This was an informal item. No action was taken.

#### **7. TIP UPDATE AND CALL FOR PROJECTS**

Director Lamberton stated that it has been a goal of the MPO to fully program out the SVMPO Transportation Improvement Program. At this time, other than transit projects, the TIP has no identified projects, other than potential transfers to the Work Program to help develop future TIP projects. In the last TIP cycle, it seemed premature to set projects until the Long-Range Transportation Plan, underway at that time, had been completed.

The SVMPO Director directed the attention of the TAC members to the TIP project selection flow chart in the agenda packet. She shared that the process of developing each annual TIP moves from the current TIP, through a set of criteria, to arrive at prioritized regional projects for the new TIP that met eligibility criteria and had a reasonable chance of meeting time schedules and match requirements.

A Call for Projects had been issued and a total of eight projects were submitted. In addition, two projects were submitted by the SVMPO Board to the AZ State Legislator for potential earmarked funding: one project from the Town of Huachuca City was submitted for consideration on the TIP and the other, a Joint County/City project (for Theater Drive) was not.

Director Lamberton, at the request of Member McLachlan, then discussed the State Legislation that had been proposed for two projects. This bill, HB2396, is still in the state legislature committees and it is yet unknown if these projects will be funded through an ear-marked bill and what the requirements might be if they are funded. It is a long-shot attempt by the rural MPO/COG's for state-shared revenues from recent federal transportation funding distributed to the States, with set-asides for the MAG and PAG areas but not for the rural areas. Both the Theater Drive and Skyline Drive Project were selected by the SVMPO Board to be included in this attempt at potential funding. These projects can be placed on the TIP and if new funding does show up projects can then be moved up that are ready to go but are in future years.

Director Lamberton then asked that each member jurisdictions discuss their proposed projects and asked for positive feedback from the TAC to assist in strengthening each proposal and ensuring that the projects could be success if brought forward for regional funding. She noted that costs for materials and contractors in the first half of FY22 were coming in close to 20 higher

than estimates and recommended a 10 to 20 percent increase in estimated costs for all submitted projects.

In addition, it was suggested that the TAC could consider a “parking lot” of possible projects to bring up into the active TIP as additional funding is identified.

Cochise County presented their Moson Rd. Corridor request for design funds in the amount of \$1 million. They are not asking for construction funds at this time but would ask for construction to be placed on the placeholder list in the amount of \$8 million, noting that this would only be a contribution from the region, not the full funded amount. This project is listed as #2<sup>nd</sup> (RWY-11) in the 2050 LRTP.

The Town of Huachuca City presented two projects: a proposed pathway project in the amount of \$240,000 as a potential HURF Exchange Project; and the Skyline Drive project in the amount of \$849,643 to provide a stronger pavement cross-section to the primary connection from the state highway to the landfill. It was noted it would be prudent to increase both these costs by at least 10 percent. A HURF Exchange project could be identified for first quarter FY23 if placed in the TIP now. *Unfortunately, the pathway project submittals was not received by some TAC members for review, and this limited the ability to discuss this project – it was re-sent via e-mail in real time to TAC members.* The pathway project is a near-term priority for the Town Council and listed as #24<sup>th</sup> (REC-8) in the LRTP Bike/Ped/Rec Projects and the Skyline Project is listed #3 (RWY-19) in the LRTP.

The City of Sierra Vista submitted five projects. Of these two were quickly identified as being eligible to be funded with planning funds rather than with limited STBG funds: a Pavement Condition Index Study and an Access Management Study. Other member jurisdictions had expressed interest in a region-wide Access Management Study at a prior TAC meeting. Director Lamberton stated she would look at the funding opportunities in the Work Program but noted it would have to be amended for these projects. A potential Signal Timing Study is in the current FY22/FY23 Work Program and Member Zuniga indicated both of these proposed studies are a higher priority for the City. The remaining three projects were then presented: a pavement preservation project on Willcox Drive with a request for \$934,819; a multi-use pathway on Hwy 92 from BST to Kachina with a request for \$1.33 million; and a potentially phased pavement replacement project on BST from 7<sup>th</sup> street to Hatfield requested for \$4.34 million. The Willcox Drive project is listed as 16<sup>th</sup> (PRES-14) in the LRTP; multi-use pathway listed 10<sup>th</sup> (BIKE-18) in the state highway project list in the LRTP; the BST project is listed 7<sup>th</sup> (PRES-13) in the LRTP.

A question was raised about the TAC involvement in the prioritization process for these projects and Director Lamberton stated she would provide a summary of the process to TAC members.

Director Lamberton thanked the member jurisdictions for submitting potential projects and that at the next meeting the TAC would be asked to roll up their sleeves and try to build a regionally prioritized and phased TIP that met the LRTP regional priorities and funding strategy adopted by the SVMPO Board. It is good to have competition for projects but given the over \$10 million in projects submitted and the availability of just over \$2 million for projects there is clearly a huge

funding gap to address. The Director stated that she would contact each member jurisdictions to assist in finalizing their TIP proposals for the next April TAC meeting.

This was a discussion item. No action was taken.

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

### **8. JURISDICTION TIP PROJECT UPDATES**

TAC Members provides brief updates about active regional and local agency projects. These included:

- Cochise County LIDAR flight data delivery status: The County has received an external hard-drive with all the data. USGS has not yet posted the new flight data on their site yet. The County and City are in the process of developing a shared links for data with a new GIS staff member hire.
- City of Sierra Vista West End HURF Exchange Project: The project is nearing completion on driveways and pathways; the contractor is working on the plantings and curbs. There are change orders on this project: Member Zuniga for the City asked if there was a possibility of obtaining additional funds through the regional process. Director Lamberton stated she would respond back directly to her on this inquiry.
- Huachuca City Utility mapping effort (final deliverable of HC Roadway Study Project): Alt. Member Johnson stated this project was going great and are on the downhill side towards finalizing all deliverables on this project. Very good work has been produced and the Town indicated they were pleased with the utility maps provided to them so far.
- Vista Transit Plans and Projects: Replacement buses have been ordered or pre-ordered. They are also proceeding forward with awarding a contract on purchasing cashless options for paying for transit rides: Director Lamberton stated this was one of the top priorities identified by riders in the just adopted Short-Range Transit Plan. A camera system upgrade is also in progress. Vista Transit has posted for new drivers and hope to being hiring soon.

This was an information item.

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

### **9. SOUTHCENTRAL DISTRICT REPORT**

Member Mark Hoffman, ADOT Multi-Modal Planning Division, noted that there are several competitive grant opportunities being released that member jurisdictions may wish to consider. Fact Sheets are out about these grants for the next cycle. The Border Master Plan is also continuing to move along.

Jeremy Moore, SouthCentral Assistant Engineer, noted that the SR90 project to do a pavement repair and preservation work on the section from Milepost 322-325 was out for bid and it is hoped to bring this to the State Transportation Board for award soon. Member Zuniga spoke for the City stating that this section, and issues at the intersection, result in frequent calls to the City and they are very pleased that this work is planned.

This was an information item. No action was taken.

## **10. UPCOMING SCHEDULED MEETINGS and DIRECTOR'S REPORT**

SVMPO Board Meeting: Feb 23<sup>rd</sup> at 2:30 to 4:30 p.m.

- ❖ The SVMPO Director Lamberton stated that she was pleased to report that the SVMPO was bringing on two part-time staff: Cat Porter, returned as an intern from BYU-I and would be working with the MPO through mid-April, and Benny Young, P.E. will be coming on board to be the Project Manager for the Theater Drive Inventory and Assessment project through calendar year 2022.
- ❖ Mr. Benny Young introduced himself and provided the TAC with a brief summary of his experience of working with the City of Sierra Vista for five years as their City Engineer and with Cochise County as their Public Works Director for a couple of years bracketing a career with the City of Tucson in various positions, including Assistant City Manager. He then updated the TAC on the pending Theater Drive project. The selection of the Theater Drive Inventory and Feasibility Assessment Project consultant team had been completed and Mr. Young thanked the members of the TAC that served on the selection committee. There were two very qualified finalists that were interviewed on Feb. 3<sup>rd</sup>. Wilson and Company, with Amy Moran as the consultant project lead, was awarded this project. Finalizing a Purchase Order is now underway with the MPO Fiscal Agent Procurement Dept. and a Notice to Proceed is expected to be issued by early March of this year. This Feasibility Assessment is expected to be conducted for about 9-10 months and be completed by the end of this calendar year.

This was an information item. No action was taken.

## **11. FUTURE AGENDA ITEMS**

The next TAC meeting is scheduled for **April 13, 2022, at 1:00 p.m.**

Items expected to be presented at the next TAC meeting include the draft FY23 TIP; draft FY23 Title VI Plan, amended FY22/FY23 Work Program budget. The SVMPO will be sending out a brief demographic survey required for the Title VI plan, Director Lamberton noted that it is mandatory that the MPO ask for this information, voluntary to respond. TAC members are encouraged to disclose demographic data for this required Title VI plan.

This was an informational item. No action was taken.

## **12. ADJOURNMENT**

Hearing no further questions or comments, by general consensus, Chair Simmons adjourned the TAC meeting at 3:00 p.m.