



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE (TAC) MEETING MINUTES: SEPTEMBER 6, 2018

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 # 807998048.
Enter # for Attendee ID. For Arizona Relay
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MEETING DATE AND TIME:

September 6, 2018
10:00 AM

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:

Chair: Matt McLachlan, Director Community Development, City of Sierra Vista
Vice-Chair: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista
Member: Jackie Watkins, P.E., Cochise County Engineer
Designated Alternate: Brad Simmons, P.E., Cochise County Civil Engineer
Member: Jing Luo, P.E., City Engineer, City of Sierra Vista
Member: Jennifer Fuller, Town Clerk, Town of Huachuca City
Member: Mark Hoffman, Arizona Department of Transportation

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Tricia Gerrodette – Member of the Public
Mike Normand – Vista Transit Transportation Administrator

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. Chair McLachlan asked the new TAC members to introduce themselves. Jackie Watkins stated that she has worked for the City of Sierra Vista, and for Cochise County, then for ADOT and having retired from ADOT is now back working for Cochise County again. Brad Simmons stated that he has been a civil engineer for Cochise County for about eight years. Vice-Chair Flissar asked about who was going to be the primary and alternate for the County. Administrator Lamberton indicated that a formal letter had been sent from Cochise

County to the SVMPO Board appointing Jackie Watkins as the primary and Brad Simmons as the alternative TAC member.

2. ACCEPTANCE OF THE AGENDA

The TAC reviewed the Agenda and Chair McLachlan asked if we needed a motion to accept the agenda of March 6, 2018. Administrator Lamberton indicated a formal motion was not needed on the agenda. The TAC had no changes to the Agenda as presented.

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.

Tricia Gerrodette, a member of the public, stated she had two items to share with the SVMPO TAC. The first issue she brought up was related to the timing of traffic lights along State Highway 92. Specifically, there are issues at the SR 92 and St. Andrews intersections with longer wait times and turn lane signals occurring when no one is present to make turns. Other intersections are also tripping to green or an arrow when no traffic was queued up. Ms. Gerrodette stated that something must be off with the timing and it is really quite aggravating.

Administrator Lamberton indicated that no action could be taken at a call to the public but a response could be made. Member Watkins stated that the timing is off due to the construction underway. At this present time the signal loops are cut and are going to be replaced when the final friction course is placed. TAC members shared Ms. Gerrodette's concern regarding the construction impacts on the signal timing and hoped that the timing would be adjusted when the construction project is completed.

Ms. Gerrodette observed that when the SVMPO expanded their boundaries there is supposed to be coordination with federal land agencies, especially in looking in looking at potential transit routes. She mentioned looking at transit routes to locations such as the Coronado Memorial National Park, San Pedro House. She encourages the SVMPO to include the federal land agencies in MPO outreach and planning.

4. APPROVAL OF MEETING MINUTES (for August 1, 2018 TAC Meeting)

Member Luo indicated that she was not at the last meeting: City of Sierra Vista staff member Angela (Dixon-Maher) attended instead. With this noted change, Vice-Chair Flissar moved to accept the meeting minutes for the TAC Regular Meeting of August 1, 2018; Member Luo seconded. The motion passed, unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Luo

ACTION: PASSED UNANIMOUSLY 6/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. TIP: Current Status

Member Hoffman went over the currently adopted TIP with the TAC. The TAC discussed the need for developing future projects and planning to either lend funds in future years in order to build to a larger project later or to develop phased projects to use annual allocations. Administrator Lamberton asked the TAC for project updates. Member Watkins indicated that the FY19 HSIP project on Charleston Road has not been initiated yet. Members Flissar and Luo indicated that the FY18 project for the Adapted Signal project has just received authorization from FHWA. Irene Zuniga is the Project Manger. The FY 18 North Garden project has an IGA with ADOT, which set agreed upon timelines, that will be reviewed by City Council on Sept. 13th. Angela Dixon-Maher will be the active Project Manager but the contact for ADOT is Irene Zuniga. Administrator Lamberton stated that she would get with each jurisdiction on their projects and a more detailed status report could be provided at the next TAC meeting.

No action was needed/taken on this item.

6. WORK PROGRAM ADMENDMENT: MS2 Capability Upgrade and Budget Updates

The TAC reviewed the ongoing regional planning costs for consultant services. Administrator Lamberton indicated that three updates were needed in order to adjust funds; increase in-kind match amounts and adjust carry forward amounts. Adjustments will be made to carry-over funds not yet billed in FY18 into FY19 in order to fully complete approved projects.

Chair McLachlan asked about what the carry over amount was specifically designated for. Administrator Lamberton clarified that these were funds that had yet to be spent on the existing scope of work that includes both consultant services and software. A project update was requested for next meeting. Member Jing Luo stated that this project has been very helpful; Chair Flissar mentions that the software allows you to plug in budget numbers and then the program will reprogram priorities. The City of Sierra Vista plans to use this program to make decisions in their five-year plan and also plan to create a presentation that will demonstrate the software.

Vice-Chair Flissar moved to amend the work program as noted; Member Fuller seconded. The motion passed, unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Fuller

ACTION: PASSED UNANIMOUSLY 6/o

7. NATIONAL HIGHWAY SYSTEM PERFORMANCE MEASURES

Administrator Lamberton discussed with the TAC the fact that there are no National Highways outside the State System in the SVMPO region. All bridges in this area are also on the State system. The TAC confirmed that there are no areas that are in non-attainment in the SVMPO region. Administrator Lamberton recommends supporting the State targets given that all the systems are on the State system in our region. Member Hoffman adds that what happens with the information is that the State scores all potential projects, then discusses those projects with the Districts and the MPO's for final scoring and selections. These measures then influence the final

rankings. Administrator Lamberton advised that ADOT adopted performance targets effective May 20, 2018. The SVMPO is required to respond by mid-November 2018 with MPO targets for bridges, pavement condition, freight reliability, travel time and emissions reduction measures.

Vice-Chair Flissar stated that it made sense to support the State targets because they are all on the state system and made a motion to do so. Member Watkins seconded. The motion passed unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Watkins

ACTION: PASSED UNANIMOUSLY 6/0

8. TRANSPORTATION ASSET MANAGEMENT (TAM) Performance Measures Charter

Administrator Lamberton provided a background to the TAC on how the Charter came into being and stated that the primary purpose of this is to encourage the communication between the State DOT's with the local transit agencies. This Charter formalizes the data sharing informal agreements that have been in place. The TAC was provided with a draft memo for the Executive Board and revised Charter that came out of work with Mike Normand, Vista Transit's Transportation Administrator.

Administrator Lamberton then asked the TAC if 1) the TAC was okay with using the State targets as Vista Transit's target's and 2) what does the TAC think about adding a seat at the TAC for transit. Mike Normand, Vista Transit, shared with the TAC his perspective on the State targets. He stated that the outcome we want is that the percentage of our fleet always meets the targets. By using the more conservative targets identified by the State is that Vista Transit would meet those easily. Vista Transit typically replaces buses at 7 years rather than the 10-year target. Vice-Chair Flissar asked if these are targets only and Mike Normand confirmed that there are no specific penalties for missing identified targets but results would be reflected in prioritization of future projects. The TAC discussed the State targets and how these would be reflected in the Vista Transit's planning. Mike Normand noted that meeting targets doesn't get you any more money but paying attention to life cycle does save the City in the long run because the fleet is maintained in good condition.

Mike Normand, Vista Transit, provided the TAC with additional background on how all these transit asset management requirements came into place. In larger urban areas capital expansion with light rail and other capital expansion funds were being funneled into new facilities, often serving a different demographic than the older bus fleets, which were not being maintained. Lawsuits did occur and in response FTA developed these performance measure requirements. The TAC indicated that a summary of this information would be good to include on the Board memo.

After clarifying that Vista Transit was okay with the State targets, Vice-Chair Flissar made a motion to adopt the State targets as listed in the handout. Member Fuller seconded. The motion passed unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Fuller

ACTION: PASSED UNANIMOUSLY 6/0

The TAC discussed the concept of placing a seat on the TAC for transit. Huachuca City is thinking of making changes to their transit services as well. Administrator Lamberton stated that often for smaller TAC's there would be one seat at the table for transit; the largest transit agency would be the representative and an alternative would be one of the smaller transit agencies or the mobility manager. The transit organizations work together but would then have one voting representative at the MPO. Member Hoffman encourages adding the transit representative, stating he doesn't see any negatives to doing so. The TAC indicates consensus on bringing this topic up with the Executive Board.

The TAC discussed with Member Hoffman what certain things meant in the Charter. It was determined that the lines about linkages is just a restating of using the measures as a factor in prioritizing projects for the TIP as described in other lines. It was agreed that those lines could be cut. The section stating a Performance System Report in the Long-Range Plan is specifically called out in the MPO requirements; it is new language. Administrator Lamberton stated she didn't know what this report was but would figure it out and the SVMPO would do one.

9. PRESENTATION/DISCUSSION Federal Functional Classification (FFC) Rebalancing

Both Cochise County and the City of Sierra Vista indicated that they have communicated with Works Consulting and feel that they have finalized their requested adjustments to the functional classifications on their roadway systems. Huachuca City has not yet made any comments on their roads yet. Member Fuller asked a few questions about federal functional classifications and the TAC discussed the purpose and process for classifying roadways. Administrator Lamberton stated that she would get with the Town of Huachuca City, drive the recommended roadways and then work with the Town to make any recommendations to Works Consulting.

Chair McLachlan asked if the jurisdiction has the final say. Administrator Lamberton stated that her understanding is that after re-consideration by the jurisdictions of the Works Consulting responses, the jurisdiction would have the final say. Vice-Chair Flissar made the observation that the professionals working on this task have to ensure that they have sound rationale and justification for the final decisions made.

No action was needed/taken on this item.

10. LONG-RANGE TRANSPORTATION PLAN UPDATE

The TAC discussed the need for an upcoming long-range transportation plan update. The last one was adopted in March of 2016. The next one is due by March 2021. It must have a 20-year horizon so the update has to bounce out to the year 2045 or 2050. Funds are available in FY19 for starting this process. Two documents should be completed first: the Public Participation Plan and the Title VI plan.

Administrator Lamberton asked about the modeling capability of the City of Sierra Vista. Vice-Chair Flissar noted it had been a couple of years, City staff Jeff Peglar works on the model with updates. The last effort was supported by ADOT's planning. There is a balance needed between the costs of hiring consultant services vs leaning on City of Sierra Vista staff. It is also an issue that this update is due during the Census 2020 effort – before updated demographic data is available.

Chair McLachlan asked that the topic come back to the TAC with what kinds of changes might be desired for this update. The TAC noted that the BST extension was not included in the previous long-range plan and that this outreach effort might be a time to bring that topic up again. It was also noted that most of the TAC was not involved in the last effort and would need some information about what was required. Tentatively, it may look like we need to start this effort in summer of 2019. A brief discussion was had about what may need to be added; a stronger recommendation section was suggested.

No action was needed/taken on this item.

11. BICYCLE & PEDESTRIAN ADVISORY COMMITTEE ACTIVITIES

The TAC agreed that this advisory committee should be re-engaged. It is desired that a directive outreach effort be made to bring in organized groups, especially in pedestrian areas, like Hiking Clubs or the Mountain Biking group. The TAC reviewed a proposed, very conceptual draft, east-west bicycle route in the City of Sierra Vista. Member Luo indicated that there are still a few things to work out to finalize this idea. Member Watkins also mentioned there is a desire by the County to extend the Ramsey bicycle path down to Highway 92. Administrator Lamberton stated that she will reach out to the members of this subcommittee and see where they are and if they are still interested in serving on this group.

No action was needed/taken on this item.

12. UPCOMING SCHEDULED MEETINGS

The TAC was advised that the next SVMPO Board Meeting is scheduled for September 20, 2018, 3:30 p.m., City Hall. The TAC discussed setting a formal set meeting dates for the TAC. Very tentatively, the possibly of the first Tuesday of every other month was considered. Administrator Lamberton stated that she would calendar that out for 2019 and see if any known conflicts exist. The next TAC meeting was set for November 1, 2018 at 1 p.m.

13. ANNOUNCEMENTS AND UPDATES

Administrator Lamberton shared that the Final Safety Plan should be available any day now and she will transmit to the TAC when it shows up.

Administrator Lamberton shared the purpose of the quarterly Every Day Counts ADOT/FHWA Stakeholder Group. The next two meetings are September 27, 2018 and December 12, 2018. She asked for the member jurisdictions to consider sending a representative, either themselves or lead Project Managers, that can help to inform FHWA and ADOT on process improvements. Member Luo asked for a request by e-mail and she would see if there was anyone that could be sent.

No other announcements were made.

14. ADJOURNMENT

Chair McLachlan adjourned the meeting at 11:41 p.m.