



# SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE: REGULAR MEETING AGENDA: JANUARY 10, 2019

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## MEETING LOCATION:

City of Sierra Vista: Public Works Bld.  
Main Conference Room  
401 Giulio Cesare Ave.  
Sierra Vista, AZ 85635

## MEETING DATE AND TIME:

January 10, 2019  
1:00 PM

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

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.

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

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## SVMPO TECHNICAL ADVISORY COMMITTEE (TAC)

*One or more members may participate via teleconference*

Chair:	Matt McLachlan, Dir. 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., Civil Engineer
Member:	Daniel Coxworth, AICP, Cochise County Planning Director Designated Alternate: Paul Esparza, AICP, Planning Manager
Member:	Jing Luo, P.E., City of Sierra Vista Engineer
Member:	Jennifer Fuller, Town Clerk, Town of Huachuca City Designated Alternate: Jim Halterman, Public Works Supervisor
Member:	Mike Normand, Vista Transit Administrator
Member:	Mark Hoffman, Arizona Department of Transportation

## STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

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*Members of the Public: Please let the Administrator know before the meeting if you wish to speak on a specific Agenda Item.*

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## 1. CALL TO ORDER AND ROLL CALL

## 2. ACCEPTANCE OF THE AGENDA

### **3. CALL TO THE PUBLIC**

This is the time set aside for the public to speak to the TAC. Speakers are limited to a three-minute presentation and may also submit written comments for the Board files. The TAC may not discuss or take formal action on 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 responding to any criticism, directing staff to review the matter, or scheduling the matter for discussion at a later date.

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

**Action:** Approval of the TAC Regular Meeting Minutes of November 1, 2018.

### **5. ELECTION OF TAC CHAIR AND VICE-CHAIR**

**Action:** Per the SVMPO By-Laws, Section III B 2, elected officers will be selected at the first meeting of the calendar year. The TAC will discuss and provide direction to the Administrator on rotation and balancing of member jurisdiction elected officers on the TAC. Nominations and election of both a Chair and a Vice-Chair of the TAC will be made.

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

#### **6. PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT**

**Action:** The Public Participation Plan was released for a 45 day public review comment period on December 1, 2018. The TAC will review comments received, suggested changes to the preliminary draft plan and provide review comments on the FY19 update to the Public Participation Plan. The TAC will be asked to forward the preliminary plan, with recommended revisions, to the Executive Board. The final plan will be presented to the Executive Board for approval on January 17<sup>th</sup>.

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

#### **7. SVMPO LEDGER**

The TAC will review the current funding ledger for the SVMPO region. The TAC will be advised of several loans made with FY19 funds for repayment in FY20 in order to secure construction funding for the North Garden/Fry Blvd project in the FY20 construction year. A brief presentation will be made on the interaction between the Federal Ledger, the SVMPO Ledger, the SVMPO TIP and the State TIP.

This is an informational item.

#### **8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): AMENDMENT TWO**

**Action:** The TAC will review the status of TIP projects and be advised of an administrative Amendment to the active TIP to move identified FY19 funding for the HURF Exchange North Garden/Fry Blvd Project into FY20 in order to be consistent with current design and construction schedule. There is no change to the project or overall regional funding as a result of this administrative Amendment.

TAC members may nominate, discuss and take possible action to assign a regional project to remaining FY19 STBG funds (rough estimate of \$226,322 available in the FY TIP).

## **9. WORK PROGRAM: FUTURE PROJECT IDENTIFICATION**

**Action:** The TAC will review the current FY19 Work Program, available planning funds (\$90,000) and take possible action to assign remaining FY19 funding to regional studies or planning activities. TAC members will give the Administrator guidance on planned attendance at conferences or need for memberships approved under the Work Program for TAC members.

The TAC will also discuss the Work Program elements for FY20 and provide direction to the Administrator on potential FY20 and FY21 activities.

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

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

ADOT and/or the Administrator will report on the status of current and potential ADOT projects within the region. This item is the time for the TAC to discuss issues or raise questions related to projects under the jurisdiction of ADOT.

This is an informational item.

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

A status update on SVMPO funded project activities will be given by each member jurisdiction: Pavement Condition Survey; Adaptive Signal Control; North Garden/Fry Blvd Design; pending Charleston Road HSIP Project.

This is the time set aside for the TAC Member to share information about member jurisdiction projects and current events/announcements.

This is an informational item.

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

SEAGO Meeting set for January 17, 2019 at 10:00 a.m. Cochise College, Benson, AZ

SVMPO Board Meeting set for January 17, 2019 at 3:30 p.m. Sierra Vista City Hall

MPO/COG Director Meeting on SPR funds set for January 22, 2019 at 9:00 a.m. ADOT, Phoenix, AZ

Rural Transportation Advisory Committee set for January 28, 2019 at 12:00 noon in Phoenix, AZ

MPO/COG Planner Meeting set for February 1, 2019 at 10:00 a.m. MAG offices, Phoenix, AZ

SVMPO Offices Closed: January 21<sup>st</sup> & February 18<sup>th</sup>

- ❖ The Administrator will update the TAC on the status of the adopted FY19 Title VI and Environmental Justice Plan. *ADOT Civil Rights Division approved December 17<sup>th</sup>.*
- ❖ The Administrator will update the TAC on the availability of recently updated SVMPO demographic and employment data on MAG's state-wide website:  
<https://maps.azmag.gov/>
- ❖ The Administrator will update the TAC on recruitment for two part-time positions with the SVMPO: both are for Regional Transportation Planners with one likely an academic internship and the other a Community Outreach Specialist.
- ❖ The Administrator will update the TAC on the status of Federal and State legislative activities.
- ❖ The Administrator will brief the TAC on changes to In-Kind Forms and Reporting.

### **13. FUTURE AGENDA ITEMS**

The next TAC meeting is scheduled for March 5, 2019 at 10:00 a.m.

### **14. ADJOURNMENT**

The meeting room is accessible to those individuals with mobility impairments. Individuals with disabilities who require special accommodations or have limited English proficiency and are in need of an interpreter may contact Karen Lambertson at 520.515.8525 at least 72 hours before the meeting time to request accommodations.

Si necesita acomodaciones especiales o un interprete para esta conferencia, debe pnerse en contacto con Karen Lambertson al numero 520.515.8525 por lo menos setenta y dos (72) hora antes de la conferencia.



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE (TAC)  
MEETING MINUTES: NOVEMBER 1, 2018**

**DRAFT**

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**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  
Service use 1-800-367-8939, or dial 7-1-1.

**MEETING DATE AND TIME:**

November 1, 2018  
1:00 PM

**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

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**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: Mark Hoffman, Arizona Department of Transportation (*by phone*)

**SVMPO TAC MEMBERS IN ABSENT:**

Member: Jennifer Fuller, Town Clerk, Town of Huachuca City

**STAFF:**

SVMPO Administrator: Karen L. Lamberton, AICP

**OTHERS PRESENT:**

Mike Normand – Vista Transit Transportation Administrator

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

Chair McLachlan called the meeting to order at 1:04 a.m. Administrator Lamberton took roll call and confirmed that 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.

**MOTION:** Member Watkins

**SECOND:** Vice-Chair Flissar

**ACTION:** PASSED UNANIMOUSLY 5/0

### **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 was in attendance: no requests to speak to the TAC were submitted.

### **4. APPROVAL OF MEETING MINUTES (for September 6, 2018 TAC Meeting)**

Chair McLachlan asked members if they had reviewed the previous meeting minutes and if there were any needed corrections. Hearing none, Vice-Chair Flissar moved to accept the meeting minutes for the TAC Regular Meeting of September 6, 2018; Member Watkins seconded. The motion passed, unanimously.

**MOTION:** Vice-Chair Flissar

**SECOND:** Member Watkins

**ACTION:** PASSED UNANIMOUSLY 5/0

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

#### **5. WORK PROGRAM: FUTURE PROJECT IDENTIFICATION**

Administrator Lamberton advised the TAC that after adjustments were made to the TIP revenues at the last TAC and Board meetings there remained approximately \$110,000 for FY19 operations and planning activities. ADOT has advised that it is acceptable to leave funds undesignated or, as it typical for most MPO's, could match revenues to planned expenses. The SVMPO Administrator provided a recommendation for designating the remaining funds and asked for TAC direction.

The TAC discussed how funds might be used and the Administrator provided a potential list of future projects drawn from jurisdiction plans. Administrator Lamberton then clarified that the list was only an example of potential uses of future SVMPO funds and this action before the TAC was only related to FY19 operation and planning funds. Administrator Lamberton noted that the current work plan identified potential memberships in various organizations in excess of what had been budgeted and that additional funds were needed for addressing the SVMPO website. In addition, outreach for the Public Participation Plan may require additional funds for mailings and ads that had not been set aside as of yet. Chair McLachlan asked about tasks related to GIS activities that were needed and the Administrator stated it wasn't GIS services needed, it was primarily website services, but in the work program those were stated as one line item.

Member Hoffman stated that the amounts noted in the TAC member show total dollars and look like they include not just the federal funds but also the match funds. Administrator Lamberton stated that the intent was to deal with the discrepancy between Table 1 and Table 2 as shown in the adopted Work Plan as shown on page 14. These are total dollars, federal plus local match.

The TAC discussed options and then agreed that they were not uncomfortable with leaving some funds as undesignated for use for future activities. Member Hoffman then made a motion to amend the work program for the administrative items as noted in the TAC memo for an additional \$5,000 in Consultant Services for the website and \$5,000 for the Public Participation Plan outreach with the remaining funds to remain undesignated for future activities. Vice-Chair Flissar seconded, and the motion passed unanimously.

**MOTION:** Member Hoffman

**SECOND:** Vice-Chair Flissar

**ACTION:** PASSED UNANIMOUSLY 5/0

This item was returned to at the request of Member Hoffman and the consent of the TAC: Member Hoffman stated that his intention had been to make a motion to include all the administrative item increases noted in the TAC memo.

Member Hoffman then made a motion to rescind his previous motion on Agenda Item 5. Member Luo seconded. Motion to rescind passed unanimously 5/0. Member Hoffman then restated his Motion as follows: to add to the FY19 Work Program the revisions as noted in the Agenda Packet Memo for Agenda Item 5 to increase Administration Direct Expenses by \$10, 239 and increase Consulting Services by \$10,000 (\$5,000 Website and \$5,000 Public Participation Plan) with the remaining funds to be left undesignated for future work activities. Vice-Chair seconded and the restated motion passed unanimously.

**MOTION:** Member Hoffman

**SECOND:** Vice-Chair Flissar

**ACTION:** PASSED UNANIMOUSLY 5/0

## **6. SVMPO BY-LAWS REVISION**

Administrator Lamberton advised the TAC that the Executive Board had approved the TAC's recommendation to include a Transit representative on the SVMPO TAC at their Sept. 20<sup>th</sup> meeting. At the Board's direction a revision to the SVMPO By-Laws is proposed. Administrator Lamberton asked the TAC to also consider adding a second Cochise County TAC member to represent the Community Development/Planning Dept. mirroring the membership for the City of Sierra Vista with both engineering and planning represented. She advised that this proposal had been discussed with both the Chair of the SVMPO Board and with the County's Planning Director and received favorably.

If approved by the SVMPO Board, this position would likely be filled by Dan Coxworth, County's Planning Director, with his alternate being Paul Esparza, the County's Planning Manager. Chair McLaughlin stated that adding that planning expertise to the TAC would be beneficial in future planning activities of the MPO.

Member Luo made a motion to approve the revised By-Laws as presented. Member Watkins seconded and the motion passed unanimously.

**MOTION:** Member Luo

**SECOND:** Member Watkins

**ACTION:** PASSED UNANIMOUSLY 5/0

## 7. SAFETY PERFORMANCE MEASURES

The TAC discussed the TAC memo related to the adopted ADOT FY19 safety measures. Concern was stated by several members regarding the use of the word "targets" to express this performance measure. Chair McLachlan stated that these targets ought to be zero. Member Hoffman indicated that these figures reflect a rolling predictive average more than a target.

It was noted that the FY19 targeted performance measures were indicating worse conditions than the FY18 measures. Vice-Chair Flissar read out the FY19 targets and Member Hoffman located and advised the TAC of the FY18 measures:

- ❖ Number of Fatalities – 5% Increase vs FY18 4% Increase
- ❖ Rate of Fatalities – 2% Increase vs FY18 2% Increase
- ❖ Number of Serious Injuries – 1% Increase vs FY18 0% Increase
- ❖ Rate of Serious Injuries – 4% Decrease vs FY18 1% Decrease
- ❖ Number of non-motorized Fatalities and Serious Injuries – 3% Increase vs FY18 2% Increase

The reasons for this were discussed which included increases in traffic volumes state-wide and a more conservative/less optimistic approach on this second year of adopting safety measures. Chair McLachlan asked if the same state-wide indicators were present in the SVMPO region. This data was recently put together for the SVMPO/SEAGO Safety Plan and Administrator Lamberton stated that this plan was just posted on the SVMPO website but that she did not have that information readily at hand for this meeting. Member Hoffman noted that the SVMPO Administrator could reach out to Kerry Wilcoxon, State Traffic Safety Engineer, for specific regional safety data. Administrator Lamberton also noted that the adopted Safety Plan defaulted to the ADOT targets for safety performance measures. The SVMPO does have the option to establish their own safety performance measures each year.

The TAC discussed providing a blanket statement that going forward the SVMPO would use the ADOT performance targets for safety unless, and until, they decided to establish their own. Administrator Lamberton advised that FHWA had indicated to the MPO's and COG's at last week's Rural Summit that this would be acceptable. Member Watkins indicated that she would rather the TAC look at the safety measures each year and re-consider them annually. She stated that ADOT doesn't always reflect local thought in broad state-wide measures and the SVMPO may wish to consider something as important as safety measures more often. Vice-Chair Flissar noted that this was good insight and concurred.

Vice-Chair Flissar made a motion to accept the ADOT FY19 safety targets, clarifying acceptance just for FY19 and not a blanket adoption at this time. Member Watkins seconded, the motion passed unanimously.

**MOTION:** Vice-Chair Flissar

**SECOND:** Member Watkins

**ACTION:** PASSED UNANIMOUSLY 5/0



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

### **8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): AMENDMENT ONE**

The TAC briefly discussed Amendment One to the SVMPO TIP. Four changes were brought forward: to bring forward into FY19 the identified FY18 funding for the HURF Exchange North Garden/Fry Blvd Project in order to be consistent with the approved IGA and Project Initiation drawdown scheduled; adjust the North Garden project location description to match IGA and approved HURF scope; a FTA TIP adjustment to bring forward into FY19 a FY16 vehicle purchase; and an addition of ADA communication announcement system.

Vice-Chair Flissar indicated that she didn't have any concerns with these requests. Member Luo asked for clarification regarding the North Garden location description change as it related to the construction phase. Administrator Lamberton confirmed that the location description did not change the scope of the project but simply made the project boundaries match the IGA and HURF Swap application. Construction would only be for the identified Phase 1, not the full project length under preliminary design.

Member Watkins asked if the communication announcement system was part of the bus stop or on the bus itself. Mike Normand, Sierra Vista Transit Administrator, stated that the buses were currently equipped with a visual monitor that was not active. This system would be on the bus itself and provide both a visual message of the upcoming stop and an audio message for the bus stop. These will enhance services to those with hearing and visual impairments.

Vice-Chair Flissar then moved to accept the TIP Amendments as noted. Member Luo seconded and the motion passed unanimously.

**MOTION:** Vice-Chair Flissar

**SECOND:** Member Luo

**ACTION:** PASSED UNANIMOUSLY 5/0

### **9. FY19 TITLE VI PLAN UPDATE**

Administrator Lamberton advised the TAC that new direction from ADOT's Civil Rights Dept. requires an annual update of Title VI plans. In addition, the SVMPO has expanded its boundaries and added the Town of Huachuca City since the last Title VI plan was adopted. Maps still need to be added: mapping boundaries were recently revised to include the new boundaries in the MAG demographic viewers. The TAC reviewed briefly the proposed FY19 Title VI activities noted in the FY18 annual report and did not have any additions. Vice-Chair Flissar asked who had drafted this work and Administrator Lamberton stated that she had completed both the Title VI FY18 annual report and the draft Title VI plan. Vice-Chair Flissar stated that the Plan looked okay with her, and with the understanding that maps would be added to the Plan, moved to send the Title VI Plan forward to the Board for approval. Member Watkins seconded and the motion passed unanimously.

**MOTION:** Vice-Chair Flissar

**SECOND:** Member Watkins

**ACTION:** PASSED UNANIMOUSLY 5/0

### **13. EVERY DAY COUNTS STAKEHOLDERS MEETING REPORT**

Members Watkins and Luo shared their observations from September 27, 2018 EDC meeting. Member Watkins stated that she felt there was not enough emphasis on EDC topics (*EDC selected innovations*) and would like more expertise on specific topics rather than just how ADOT did things. Member Lou agreed with that summation. She added that it was good that ADOT did seem open to the local jurisdictions sharing their perspectives. She also thought the presentations was good and that there was opportunity to learn from other's experiences. Both attendees felt that the communication was good and did like the emphasis on trying to lower costs.

The next EDC Stakeholders meeting will focus on Right-of-Way acquisition issues. Member Watkins stated that changes in federal law are needed and it is hard to argue with SHPO. The TAC shared frustrations with the time delays and costs associated with very minor changes on existing roadways that are caused by the federal regulations related to archeological studies. Member Lou wondered if exceptions could be made for very small projects (signs and fences were mentioned as examples). Chair McLachlan mentioned that a Resolution had been passed by the SEAGO Administrative Council this morning (*Resolution 2018-04*) speaking to this very issue of the need to make changes in the federal process.

Cochise County/Member Watkins indicated that she planned to bring at least one of her Right-of-Way agents to the next EDC Stakeholder's Meeting scheduled for December 13<sup>th</sup>. TAC members were encouraged to rotate coverage of this opportunity to meet directly with ADOT and FHWA leadership on local agency issues.

This was an informational item: No action was needed/taken on this item.

### **14. SOUTHCENTRAL DISTRICT REPORT**

Administrator Lamberton reported that the recent ADOT priority project meeting did include several projects on Highway 92, including a segment within the Town of Huachuca City, on their potential list. However, it was also noted that ADOT has about 1,200 identified projects state-wide with the potential of funding about 20 of them. Member Hoffman stated that the next step was finalizing scoring and programing for the 5 year ADOT plan. Once finalized he will send to SVMPO for distribution.

The Foothills project is still not completed. Individual signals are now set up for vehicle recognition but to the Administrator's knowledge the entire stretch of signals has not been re-calibrated. Member Watkins added that she did not think it had been done either and that there have been traffic control issues, like lanes set up too narrowly, out by the Mall area. Final striping might be completed in about two weeks, last she knew. ADOT is attempting to add on a segment of paving at the Charleston and Highway 92 intersection with a change order so this addition is potentially part of the delay in completing this project.

This was an informational item: No action was needed/taken on this item.

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*Member Hoffman requested concurrence from the TAC to return to Agenda Item 5 to address an oversight in his initial motion on amending the Work Program. The TAC concurred and Agenda Item 5 was revisited at this point in the TAC meeting.*

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## 15. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

Administrator Lamberton stated that the following meeting and office closures were anticipated:

- ❖ SVMPO Board Meeting set for November 15, 2018 at 3:30 p.m. Sierra Vista City Hall
- ❖ SEAGO Meeting set for November 15, 2018 at 10:00 a.m. Cochise College, Benson, AZ
- ❖ EDC Stakeholder Meeting set for December 13, 2018 at 10:00 a.m., MAG office, Phoenix, AZ
- ❖ SVMPO Offices Closed: November 12; November 22, 23; December 24, 25; Jan. 1<sup>st</sup>.

Administrator Lamberton briefed the TAC on the highlights of the recently attended Rural Summit. She advised that ADOT was looking at pulling back some or all of SPR funds currently dispersed to MPO's for planning activities. A work session with the MPO/COG directors will be held with ADOT/FHWA to discuss this issue in the next couple of months. There may be a proposal put forth by several State senators to bring a revenue source directed to transportation forward; however, several pointed questions to the Governor's policy staff advisor on if the Governor would support such a measure should it reach his desk next term were not answered one way or the other. A briefing will be put together for the Board and shared with the TAC. Chair McLachlan advised that a copy of Kevin Adams (*RTAC staff*) report to the SEAGO could be useful.

Administrator Lamberton shared with the TAC that she understood obtaining supervisor signatures were sometimes a problem with submitted In-Kind forms but our extremely knowledgeable liaison to ADOT on our funding, Yolanda, is very clear that it is required. Administrator Lamberton also shared that she would like the TAC to begin to think about how the In-Kind match has been divided. At the present time, of the approximately \$77,000 of required match, \$30 thousand is provided by the City for office space and support; another \$12,000 is apparently City of Sierra Vista cash match, and the remaining amount essentially split between the three member jurisdictions. The Town of Huachuca City, with 2.83 square miles and zero federal functionally classed roads, has the same match at Cochise County who now has 459 square miles of the SVMPO region. Sierra Vista makes up 152.5 square miles. A briefing will be given to the Board on this item and, concurrently with the next Work Program, there may be a desire to make adjustments to the SVMPO match requirements.

This was an informational item: No action was needed/taken on this item.

## 16. ANNOUNCEMENTS AND UPDATES

TAC members stated that they had no new information to share information regarding jurisdiction projects or current events.

This was an informational item: No action was needed/taken on this item.

## 17. FUTURE AGENDA ITEMS

Chair McLachlan asked for a layout of the Master schedule and SVMPO deliverables so that next year can be planned for work tasks. Vice-Chair noted that the next meeting should include the two new TAC members so a good discussion on those tasks could be held. The final Public Participation Plan could come forward and work on a two-year Work Program could begin.

This was an informational item: No action was needed/taken on this item.

## 18. ADJOURNMENT

Chair McLachlan adjourned the meeting at 2:31 p.m.



# Sierra Vista Metropolitan Planning Organization Memorandum

**To:** SVMPO TAC  
**From:** Karen L. Lamberton, AICP, SVMPO Administrator  
**Date:** January 3, 2019  
**Subject:** Election of TAC Chair and Vice-Chair

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The SVMPO TAC, per the SVMPO By-Laws, Section III B 2, annually elect officers at the first meeting of the calendar year. At this time there are no formal or informal TAC policies on rotation of the Chair and Vice-Chair positions. Extensions of terms of office are allowed by the SVMPO By-Laws. ADOT, although they are an official TAC member, typically does not take on the role of the Committee Chair or Vice-Chair.

It is suggested that the TAC consider two informal policies regarding annual elections:

1. Consider rotating the Vice-Chair up to the Chair position each year.
2. Nominating a new Vice-Chair from a different jurisdiction than Chair to ensure that a balance of leadership between the member jurisdictions, and a sharing of the burden of this task, might be achieved.

The Chair is responsible for reviewing the TAC draft agenda and providing guidance to the Administrator on items to include on each meeting; for running the TAC meeting according to Robert's Rules of Order and ensuring that the TAC meetings start up and end on time. The Vice-Chair steps in when the Chair is unable to attend or covers the meeting when the Chair is delayed until he/she arrives.

## **Attachments:**

**Action Requested:** Guidance to the Administrator on annual election policy for the TAC; nominations and selection of a Chair and Vice-Chair to the TAC.



# Sierra Vista Metropolitan Planning Organization Memorandum

**To:** SVMPO TAC  
**From:** Karen L. Lamberton, AICP, SVMPO Administrator  
**Date:** January 3, 2019  
**Subject:** Public Participation Plan: Public Comments and Final Draft

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The SVMPO Public Participation Plan was adopted on October 22, 2014. An update was prepared to include the expanded MPO boundaries and to prepare for the public outreach phase of the pending FY20 Long-Range Transportation Plan. The Public Participation Plan sets out policy statements with a recommended strategies for involving the public in programs, plans and projects.

The updated Public Participation Plan was released to the public for a 45 day comment period on December 1<sup>st</sup>. A Press Release was issued and the preliminary plan made available on the SVMPO website, along with an interactive comment form. Copies were made available at all member jurisdiction offices and both the Sierra Vista and Town of Huachuca City's libraries.

To date five comments have been received:

Comment	Response	Source/Jurisdiction
"This is only for Sierra Vista, right?"	No, this includes the entire SVMPO area as shown on Map on page 3.	Verbally: Whetstone area resident/Town of Huachuca City Library
"Some of the words seem pretty complicated." Suggests an abstract version that is simpler to read.	Good idea. The audience for the document is FHWA/ADOT and jurisdiction staff but a handout designed to explain outreach strategies would be a good thing to develop for the SVMPO.	Verbally: Whetstone area resident/Town of Huachuca City Library
"Looks pretty good to me."	Thanks.	E-Mail: Cochise County Planning Dept.
Need to include specific transit related section to compile with FTA requirements for Vista Transit grant awards.	Will add a section specific to Vista Transit. Requested specific strategies from Vista Transit to ensure compliance with FTA requirements.	Verbally: Vista Transit Administrator
Include bicyclists and walkers/runners in the stakeholder list.	Good idea. Will include multi-modal transportation users as a stakeholder group.	Verbally: Bicycle/ Pedestrian Advisory Committee

Discussions with the member jurisdiction PIO's included offers to host space for meetings, to push items out on jurisdiction's social media, to attend, when reasonable and available, public meetings. A new section titled Role of Member Jurisdictions will be added onto page 10 between the Title VI Policy and the Role of the Public. No substantive changes have been suggested: minor revisions include adding multi-modal users to the stakeholder list on page 4 and noting that the Title VI plan is reviewed and approved annually by the ADOT Civil Rights Division on page 10. The summary of public input will be added as Appendix B.

Public comment will continue to be received until January 17<sup>th</sup>. The SVMPO will transmit in early January a Winter Newsletter soliciting comment for this drafted plan. The Town of Huachuca City has also included a link to this Plan, and requested comments, on their Town's newsletter, inserted into all of the Town's utility bills.

The Administrator seeks suggestions from the TAC as to strategies that each member jurisdictions finds effective and/or is prepared to coordinate with the SVMPO in implementing.

**Attachments:** *Both the adopted and preliminary draft Public Participation Plan update are available on the [svmpo.org](http://svmpo.org) website.*

**Action Requested:** Jurisdiction review comments on the preliminary plan and a recommendation to forward, with noted revisions, to the Executive Board for possible adoption.

**SVMPO STBG Ledger FY 2019-2023**  
**12/20/2018**  
**Lamberton Revisions (pending Loans)**  
**For Discussion Purposes Only**

SVMPO STBG Ledger		Projected Fed Funds		Cumulative Balance	
Action	OA Rate	Apportionment	OA	Apportionment	OA
<b>FY 2019 Allocation</b>	<b>94.9% *</b>	\$398,555	\$378,229	\$398,555	\$378,229
Repayment in from MAG		\$1,212,842	\$1,212,842	\$1,611,397	\$1,591,071
Repayment in from MAG		\$560,000	\$560,000	\$2,171,397	\$2,151,071
Repayment in from MAG		\$486,888	\$486,888	\$2,658,285	\$2,637,959
Repayment in from ADOT		\$163,104	\$163,104	\$2,821,389	\$2,801,063
Repayment in from ADOT		\$264,042	\$264,042	\$3,085,431	\$3,065,105
North Garden Ave/Fry Blvd Phase 1		-\$293,380	-\$293,380	\$2,792,051	\$2,771,725
Loan to SEAGO		-\$425,000	-\$425,000	\$2,367,051	\$2,346,725
Loan to SEAGO		-\$200,000	-\$200,000	\$2,167,051	\$2,146,725
Loan to Lake Havesu		-\$200,000	-\$200,000	\$1,967,051	\$1,946,725
Loan to ADOT		-\$1,740,729	-\$1,740,729	\$226,322	\$205,996
<b>FY 2019 Balance</b>				<b>\$226,322</b>	<b>\$205,996</b>
<b>FY 2020 Allocation</b>	<b>94.9% *</b>	\$398,555	\$378,229	\$624,877	\$584,224
Repayment in from SEAGO		\$200,000	\$200,000	\$824,877	\$784,224
Repayment in from Lake Havesu		\$200,000	\$200,000	\$1,024,877	\$984,224
Repayment in from ADOT		\$1,740,729	\$1,740,729	\$2,765,606	\$2,724,953
North Garden Ave/Fry Blvd Phase 1		-\$2,539,284	-\$2,539,284	\$226,322	\$185,669
<b>FY 2020 Balance</b>				<b>\$226,322</b>	<b>\$185,669</b>
<b>FY 2021 Allocation</b>	<b>94.9% *</b>	\$398,555	\$378,229	\$624,877	\$563,898
Repayment in from SEAGO		\$425,000	\$425,000	\$1,049,877	\$988,898
<b>FY 2021 Balance</b>				<b>\$1,049,877</b>	<b>\$988,898</b>
<b>FY 2022 Allocation</b>	<b>94.9% *</b>	\$398,555	\$378,229	\$1,448,432	\$1,367,127
<b>FY 2022 Balance</b>				<b>\$1,448,432</b>	<b>\$1,367,127</b>
<b>FY 2023 Allocation</b>	<b>94.9% *</b>	\$398,555	\$378,229	\$1,846,987	\$1,745,355
<b>FY 2023 Balance</b>				<b>\$1,846,987</b>	<b>\$1,745,355</b>

\* OA Rate subject to change

OA = Obligation Authority. Percentage of apportionments that is available for reimbursable expenses

STBG = Surface Transportation Block Grant funds. This amount is allocated to SVMPO based upon the 2010 Census

Cumulative Balances = Any apportionments or OA balance is added to the next allocation for programming.



# Sierra Vista Metropolitan Planning Organization Memorandum

**To:** SVMPO TAC  
**From:** Karen L. Lamberton, AICP, SVMPO Administrator  
**Date:** January 3, 2019  
**Subject:** TIP Amendment Two

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The SVMPO adopted their FY19 Transportation Improvement Plan (TIP) on July 19, 2018. Four Amendments were made at the November 15, 2018 Executive Board meeting. One Administrative Amendment to the 2019-2023 TIP has been made (no change to project or funding) as follows:

- ❖ Moved the construction phase funds for the SVMPO 18-01 Fry Blvd between N. Garden Ave. and 7<sup>th</sup> Street; N. Garden Ave. between Fry Blvd. and Buffalo Soldier Trail project from FY19 to FY20. Design is expected to be completed in the middle of FY20 with the construction phase likely to occur in the second half of FY20. This TIP Amendment was requested by the City of Sierra Vista after review of the proposed design and construction schedule with the SVMPO Administrator.

A second Administrative Amendment may be needed to move the FY19 HSIP Adaptive Signal Installation/Construction Project to FY20. At this time, it is still possible that the installation phase could occur by June 2019; however, it is highly likely that this phase will need to move to the next fiscal year.

At the time of this TAC meeting agenda transmittal, the active TIP has an estimated \$226,322 in STBG authorizations that could be allocated to a potential FY19 design and/or construction project. There are several eligible projects that are may be able to effectively use these funds within the first half of 2019 that are under discussion.

- ❖ The City of Sierra Vista may need additional funds to undertake the design of a FY19 HSIP funded project already on the TIP: Adaptive Signal Control.
- ❖ The Town of Huachuca City may be able to pursue an Emergency Pre-Emption Signal for the Whetstone Fire Dept. on Highway 92. Design and construction is estimated to be \$50,000. ADOT has indicated tentative approval of the placement of this emergency pre-emption signal on the State Highway.

Member jurisdictions are asked to bring to the TAC any other potential projects for the use of available FY19 funds. Unused funds, not allocated at this meeting, will likely be loaned to another



MPO or COG for re-programming in a later year.

Because the SVMPO Executive Board only meets every other month, funding placeholders are a strategy to ensure that the SVMPO can take immediate action to pursue potential projects if detailed project scoping, cost estimate and jurisdiction approvals all fall into place consistent with the approved conceptual project.

**Attachments:** 2019-2013 TIP

**Action Requested:** Review of Amended TIP, discussion and possible direction to the Administrator to modify the TIP, as eligible projects become viable, for Board consideration and/or possible motion to add an eligible project to the FY19 TIP.



# Sierra Vista Metropolitan Planning Organization Memorandum

**To:** SVMPO TAC  
**From:** Karen L. Lamberton, AICP, SVMPO Administrator  
**Date:** January 3, 2019  
**Subject:** SVMPO Work Program FY19 and pending FY20 & FY21 Update

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The SVMPO Board of Directors adopted the Sierra Vista MPO, FY19 Work Program & Budget on May 17, 2018. After adjustments to the Budget were made to reflect known apportionments, carry-over amounts and expenses the FY19 Budget has available revenues of \$510,940.00 and identified expenses of \$420,940.00. *Note: SVMPO has just received the authorization of FY19 funds from FHWA and will have updated revenue calculations for the TAC Mtg.*

ADOT has advised that the TAC may balance the revenues with expenditures or may choose to hold funds undesignated as shown in the current Work Program. The SVMPO currently has \$90,000 of anticipated revenues for SVMPO operations and planning that has not been assigned to a Work Program line item. In addition, there are designated planning funds for contract services set aside in the approved Work Program for transportation studies or projects and a \$50,000 set-aside for a transit related feasibility study that will apparently not go forward at this time.

Several options for plans, studies or projects include:

- ❖ A roadway assessment for the Town of Huachuca City and surrounding area that includes identification of right-of-way, ownership, condition;
- ❖ Signal timing study update for the City of Sierra Vista (existing one 18+ years old/best practices are updates every 5 years);
- ❖ HSIP project roadway and counter-measure assessment, project initiation support for the Cochise County Charleston Rd. project.

TAC members are asked to identify potential planning studies or projects in their jurisdiction's short or long-range plans for potential inclusion in the SVMPO work program. The Administrator asks for support from the TAC to include conceptual studies into the Work Program so that action can be taken to move regionally significant planning efforts forward in this fiscal year. Funds not identified or projects not in their initial stages for programming by April will likely be carried over for re-programming in the following fiscal year.

## **2019 Conferences, Training and Professional Memberships**

The Work Program provides for SVMPO support of TAC members cost of registration at included conferences or trainings. The FY19 Work Program includes the AZ Transit Conference (April 8-10) and the Roads and Streets Conference (April 17-19). At this time it does not include support for lodging or the Az. Planning Conference (Sept 11-13).

Association of Pedestrian and Bicycle Professional membership dues are also available to members of the BPAC or the TAC.

Registration for both the Az Transit Conference and the Roads and Streets begin in January. The Administrator seeks direction on:

1. Which TAC members plan to attend either of those conferences and desire MPO support to be registered;
2. If any TAC member would like to renew or have a Pedestrian/Bicycle Professional Membership; and,
3. Is an inability to provide lodging a barrier to TAC members attending, and if so, does the TAC wish to include that support in the Work Program; and,
4. What annual conferences and memberships have a regional link to them that the TAC would like included in the FY20 Work Program?

## **FY20 & FY21 Work Program Update**

The next Work Program will be required to cover two years (FY20 & FY21). The TAC is requested to bring forward desired work activities for the next two years. The proposed timeline for development of the FY 2020 Work Program is:

*January 2019: Preliminary Discussions of Work Elements and Annual Activities*

*March 2019: Draft Work Program and Budget*

*May 2019: Final Work Program and Budget or Adoption*

The SVMPO has an estimated \$248,213 apportionments for the SVMPO organization, its plans, studies and reports with annual allocation of \$398,555 for regional projects. In-Kind match provides an additional \$35,573 in resources. The SVMPO has one full-time Administrator with two part-time positions in the process of being filled at this time. An estimated range of 1,840 to 2,880 work hours are available to accomplish the desired activities of the SVMPO.

Each Work Element should contain:

- Purpose
- FY20 & FY21 Activities
- Projected Outcomes *(End Projects/Tentative Schedule)*
- Budget: Fund Source and Cost Estimates
- Projected Consultant Activities

Recommended FY20 Work Elements:

FY19 Work Elements	FY20 Recommended Work Elements	Included Activities
Administration	Administration	MPO Staffing; Joint Project Agreement, Work Program, Corporation Commission Report, Staffing Committee and Board Meetings; Travel; Certifications, Annual Audits
Data Collection & Maintenance	Transportation Systems Data and Monitoring	Traffic Counts; Employment Data; Population Estimates; Census 2020, Modeling Datasets, Functional Classification
Long-Range Transportation Plan (LRTP)	Long-Range Transportation Plan (LRTP)	Long-Range Plan Update; LRTP Financial Plan; Implementing LRTP Activities
Transportation Improvement Program (TIP)	Transportation Improvement Program (TIP)	Short-Range Plan, TIP Amendments; Monitoring Active Projects; Safety Projects; Bridge Program
Public Transportation Planning	Coordinated Public Transit Planning	Transit Performance Measures; TAM Report, Transit Coordination Plan, FTA Assurances and Certifications
	Alternative Transportation Systems Planning	Bicycle; Pedestrian; Ecotourism Connections; Rail; Aviation
Regional Planning	Regional Planning	Intergovernmental and Interagency Studies; State Transportation System Support; Corridor or Sub-Area Plans; Freight/Goods Movement
	Special Project Planning	Safety Plan; annual Safety Targets; Economic Research; ITS
Public Participation Plan	Public Involvement and Outreach	Public Participation Plan, Title VI Plan, Title VI annual report, Website, Newsletters; Compliance Review; Translation; Material Distribution
Capital Expenditures	Capital Expenditures	

**Attachments:** Annual MPO Deliverables; *current Work Program on the [svmpo.org](http://svmpo.org) website.*

**Action Requested:**

1. Direction to the Administrator regarding what items should be added to the FY19 Work Program Elements or Activities. A motion may be made if a specific project or addition

is recommended by the TAC that is not already stated within the existing FY19 Work Program.

2. Direction to the Administrator regarding what conferences or professional memberships are needed by TAC members.
3. Direction to the Administrator regarding what work program elements or activities should be considered and/or prioritized for the FY20 and FY21 Work Program.



# SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

401 Giulio Cesare Ave, Sierra Vista, Az 85635-2411

## ANNUAL MPO DELIVERABLES – MATRIX

Below is a list of of planning documents that the MPO is responsible for submitting monthly, annually or as needed. The suggested schedule is based on best practices and is a recommendation only.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Notes	
Unified Work Program	Outline to TAC/Board	<i>FHWA REVIEW</i>	Draft to Board		Final to Board	Final to ADOT						Begin WP	Fy20-Fy22 MH 5/16 OK	
Planning Budget	Outline to TAC/Board		Draft to Board		Final to Board	Final to ADOT	Close-Out Prior WP 7/1				WPClose-Out Reconciliation	Begin Budget		
Joint Project Agreement			Draft to Board		Final to Board	Final to ADOT					<i>Must be executed by 6/30. If not new JPA, then old JPA needs to be extended by 6/30.</i>			
Title VI Goal and Accomplishment Report					Draft to TAC/Board	Final to Board		Final to ADOT 8/1						
Title VI Plan Update/LEP Plan			<i>Pre-Viewed by ADOT Civil Rights Division</i>		Draft to TAC/Board	Final to Board		Final to ADOT 8/1					Update annually	
Public Involvement Plan	Final to TAC/Board							Final to ADOT 8/1					Update as Needed	
Disadvantaged Business Enterprise (DBE) Program				Update as Needed									Update as Needed	
FTA Certifications and Assurances						Final to Board		Final to ADOT 8/1					Signed Annually, Include in Title VI Plan	
MPO Progress Report			End of Quarter			End of Quarter			End of Quarter			End of Quarter	Submit Quarterly	
ADOT Invoicing	For Q2			For Q3			For Q4			For Q1			Submit Quarterly	
Transportation Improvement Program (TIP)					Draft to TAC	Final to Board	Final to ADOT 6/30							
Regional Transportation Plan					Begin RFP				NTP				Complete by 12/2020	
Highway Safety Improvement Program	ADOT Call for Projects			Submit HSIP apps	<i>Crash data from previous year available in May/July</i>				Update B/C's and Data				Competitive Process	
Highway and Safety Targets									Final to Board					
Transit Coordination Plan													Under SEAGO	
Transit Asset Management Plan						Draft to Board			Final to Board	Final to ADOT 10/1				
Right-of-Way Statistical Report												Due to ADOT 12/31		
Corporation Commission Annual Report					Begin	Final to Board		Due by 8/20					Annually to Corporation Commission	
Statutory Agent											<i>When new Administrator is appointed/hired.</i>			
Standard Operating Procedures (SOP)	<i>On-Going: Required by FHWA for MPO's.</i>													
WebSite Updates	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Website Redevelopment planned in FY19

*As of December 2018: this is not a complete list of all potential 2019 Deliverables. Dates are subject to change.*

*The Sierra Vista Metropolitan Planning Organization is a regional policy and planning agency serving the City of Sierra Vista, the Town of Huachuca City and Cochise County in partnership with the Arizona State Department of Transportation. We share information and build consensus among our member jurisdictions on regional transportation plans and projects.*