



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE (TAC)  
MEETING MINUTES: JUNE 18, 2019**

**APPROVED**

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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 # 287 957 271  
Enter # for Attendee ID. For Arizona Relay  
Service use 1-800-367-8939, or dial 7-1-1.

**MEETING DATE AND TIME:**

June 18, 2019  
10:00 A.M.

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

Website: [www.svmppo.org](http://www.svmppo.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  
Member: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista  
Member: Daniel Coxworth, AICP, Cochise County Planning Director  
Member: Brad Simmons, P.E., for Jackie Watkins, Cochise County  
Member: Mike Normand, Vista Transit Administrator  
Member: Mark Hoffman, Arizona Department of Transportation (*by phone*)

**SVMPO TAC MEMBERS ABSENT:**

Vice-Chair: Jackie Watkins, P.E., Cochise County Engineer  
Member: Jing Luo, P.E. City of Sierra Vista  
Member: Jim Halterman, Town of Huachuca City

**STAFF:**

SVMPO Administrator: Karen L. Lamberton, AICP  
SVMPO Intern: Catarina Porter

**OTHERS PRESENT:**

Jennifer Henderson, ADOT LPA Section  
Jeremy Moore, Assistant District Engineer, ADOT (*by phone*)

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

Chair McLachlan called the meeting to order at 10:09 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. Member Flissar motioned to accept the agenda as presented, Member Normand seconded, the motion passed unanimously.

**MOTION:** Member Flissar

**SECOND:** Member Normand

**ACTION:** PASSED UNANIMOUSLY 6/0

## **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 indicated they wished to speak. Jennifer Henderson, from ADOT's LPA section was welcomed by the TAC Chair.

## **4. APPROVAL OF MEETING MINUTES (for May 8, 2019 TAC Meeting)**

Chair McLachlan asked members if they had reviewed the previous meeting minutes and if there were any needed corrections. Hearing none, Member Normand moved to accept the meeting minutes for the TAC Regular Meeting of May 8, 2019; Member Flissar seconded. The motion passed, unanimously.

**MOTION:** Member Normand

**SECOND:** Member Flissar

**ACTION:** PASSED UNANIMOUSLY 6/0

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

### **5. SVMPO LEDGER**

The TAC reviewed the funding ledger for the SVMPO region. The current ledger showed \$509,049 in funds that were exchanged for HURF funds in the amount of \$458,144 for two projects that were scheduled to obligate in this fiscal year. The Administrator noted that just about \$1.9 million would be available by FY2024 for new projects. Member Coxworth asked if it was necessary to execute loans every year of the STBG allocations. Member Hoffman indicated that FHWA had stated it was necessary in order to zero out the ledgers each year.

No action was taken on this item.

### **6. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): CALL FOR PROJECTS**

The TAC discussed two submitted project proposals: one for a resurfacing on Charleston Rd. and the second one for a Hydrology study for Avendia Escuela. Other project ideas were also discussed for a potential joint City/County project on Theater Rd., possibly work on Moson Rd., also there may be a need for resurfacing of roads in Town of Huachuca City and the completion of the North Garden project.

Member Normand talked about possibility doing a few signature transit bus stop shelters and wondered if these projects were eligible for funds. Administrator Lamberton stated that in some cases transit projects were eligible expenditures. Member Coxworth stated that the County would be unlikely to support all the STBG funds going to the North Garden project. Member Flissar responded that the North Garden project, if done well, could be a game changer on how we do road projects in the area. Administrator Lamberton noted that the need to prioritize projects, given the available funding, for the 2024 TIP would require more information that the TAC had available to them at this meeting. TAC members concurred and after additional discussion, the TAC recommended that each jurisdiction come back with more detailed project applications for the TAC to consider in more depth before programming the rest of the available funds.

Administrator Lamberton stated that she needed maintenance and operating budget amounts from each member jurisdiction for the final TIP document.

No action was taken on this item.

#### **7. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): DRAFT 2020-2024 TIP**

Administrator Lamberton provided TAC members with the drafted 2020-2024 TIP. She shared that about 20 people had attended the Open House at the Town of Huachuca City's library event and that another Open House was scheduled for later on this same day (June 18<sup>th</sup>) and TAC members were invited to participate if their time allowed. The majority of comments to date were inquiries about the MPO, support for the emergency signal project, a desire for a transit connection to the City of Sierra Vista and comments about economic development.

The TAC went over the drafted TIP and Administrator Lamberton stated that it included the items required for the TIP regarding federal emphasis areas, performance measures, Title VI assessment. Vice-Chair Flissar questioned the statement about no segments of the National Highway System (NHS) being in the SVMPO region. Member Hoffman looked the NHS system up and informed the TAC that both Highway 90 and 92 were in the NHS system: the correct statement is that there were no local agency segments in the NHS. Administrator Lamberton stated she would revise this section to reflect this information. She also stated that work was ongoing with Vista Transit, ADOT Transit and Federal Transit Authority to clarify questions on the available transit funding and the section on transit funds would be revised to reflect any comments received from those reviewers. The public comment section would also be updated to reflect the Open House being held later in the day.

Administrator Lamberton noted that the 2024 TIP does not have any new highway related projects and the only new transit project is the parking lot resurfacing scheduled for FY20.

Member Coxworth moved to forward the 2020-2024 TIP to the Executive Board for approval with changes as noted by the Administrator, Member Normand seconded and the motion passed, unanimously.

**MOTION:** Member Coxworth

**SECOND:** Member Normand

**ACTION:** PASSED UNANIMOUSLY 6/0

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

### **8. SUN CLOUD PROJECT**

Administrator Lamberton reminded the TAC members that the SVMPO was a partner in an awarded Acceleration Innovation Grant for the development of the SunCloud Project. \$100,000 of this grant was awarded for the SVMPO region and the SVMPO committed to a \$25,000 in-kind match in the grant application. These funds might be used for staffing, travel, including out of state peer site visits and instate travel for team meetings, internet service fees, software licenses and consultants.

Administrator Lamberton stated that MAG was taking the lead on this project. Early steps have included identifying what currently exists in each region and holding initial assessment meetings in each region with key stakeholders. Administrator Lamberton stated that jurisdictions need to be prepared to commit time from their GIS, IT, and Transportation Planner staff. These meetings are very tentatively set for July and August timeframes. TAC members indicate an interest in the original grant application and Administrator Lamberton stated she would sent this out to the TAC.

Member Coxworth indicated an interest in taking a lead role in this effort. Administrator Lamberton enthusiastically supported that offer and stated that she will advise MAG to begin to include Member Coxworth in and would appreciate that support from the County.

No action was taken on this item.

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

### **9. EMPLOYMENT DATABASE UPDATE**

Catarina Porter, the SVMPO intern, provided a short Power Point presentation to the TAC on the FY19 employment data update. She stated she had been working at updating regional employment data for several months. The trend appeared to be fewer employees than the databases had indicated. *See attached Power Point slides for additional information.*

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

Jeremy Moore, ADOT, advised that the maintenance activities on Charleston and Giulio Cesare were completed. Mr. Moore indicated that in some areas of re-striping the stripes appeared to be too narrow and their contractor, PMI, will be out to re-stripe to a wider width soon. Vice-Chair Flissar noted that she had thought the striping was temporary and was glad to hear that it would be redone. Another segment at Avendia de Sol appears to be missing intersection reflectors and Mr. Moore will check on that so see if they are set correctly. The Foothills project is now completed and the Sierra Vista engineers indicated that they thought it looked good.

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

Member Simmons offered a summary of the EDC meeting attended recently on 3-D modeling. He noted that the product is not yet fully developed yet but it is the direction the industry is going. Member Coxworth noted that the County is in the process of implementing an ARCGIS platform in the Cloud.

Jennifer Henderson, ADOT's Local Agency Group, provided an update to the TAC of the HURF Exchange projects. North Garden is still pending the section for a design consultant team, underway with the City of Sierra Vista at this time. The Adaptive Signal project has a new ADOT PM< Tricia Brown, who has just recently contacted the City of Sierra Vista and held a status meeting. This project is pending specification sheets from City Engineers. The Town of Huachuca City's emergency per-emption signal project was established on June 16<sup>th</sup> and an IGA is being drafted.

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

The next EDC meeting is on Sept. 12<sup>th</sup>, with a focus on utility clearances, and TAC members were encouraged to plan to attend one of these stakeholder meetings, when their time allowed.

MPO Directors Meeting, June 25, 2019 at 10:00 a.m., Phoenix, AZ

SVMPO Board Meeting set for June 27, 2019 at 3:00 p.m. Sierra Vista City Hall

MPO Administrator on vacation July 11<sup>th</sup> through July 19<sup>th</sup>.

MPO Planners Meeting, August 2, 2019, Phoenix, AZ

MPO Directors Meeting, August 22<sup>nd</sup>, at League of Cities and Towns

BPAC Meeting, August 29<sup>th</sup> at 11 a.m., Public Works Bld.

Western Planner and APA New Mexico/Santa Fe, Sept 8-11<sup>th</sup>. *Tentative*

- ❖ Registration for the AZ Public Works Association Conference, August 7-9<sup>th</sup>; AZ Planning Association Conference, Sept 11-13<sup>th</sup>; Rural Summit, October 16<sup>th</sup> – 18<sup>th</sup>.
- ❖ The Administrator advised the TAC that the JPA Agreement with ADOT had been revised and signed.
- ❖ The Administrator advised the TAC that the SVMPO was working with the City on a revised Agreement for office and support services.
- ❖ The Administrator provided the TAC with the most current RTAC update on the status of Federal and State legislative activities.

## **13. FUTURE AGENDA ITEMS**

The next TAC meeting is scheduled for September 3<sup>rd</sup> at 10 a.m. Member Flissar noted that both the September and November meetings conflict with a City Manager's meeting that both she and the Chair need to attend on those same days that end at 10 a.m. By general consent it was agreed to shift the TAC meeting time to 10:30 a.m. Administrator Lamberton stated she would post the new times and provide updated outlook meeting notices to the TAC members.

The last 2019 TAC meeting is scheduled for November 5<sup>th</sup>.

## **14. ADJOURNMENT**

Chair McLachlan adjourned the meeting at 11:34 a.m.