



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE (TAC)  
MEETING MINUTES: SEPTEMBER 3, 2019**



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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:**

September 3, 2019  
10:30 A.M.

**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)  
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: Jackie Watkins, P.E., Cochise County Engineer  
Member: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista  
Member: Jing Luo, P.E. City of Sierra Vista  
Member: Daniel Coxworth, AICP, Cochise County Planning Director  
Member: Matthew Williams, Town of Huachuca City/present for Jim Halterman.  
Member: Mike Normand, Vista Transit Administrator  
Member: Mark Hoffman, Arizona Department of Transportation

**SVMPO TAC MEMBERS ABSENT: ALL MEMBERS PRESENT**

**STAFF:**

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

**OTHERS PRESENT:**

Rossio Aravjo for Jeremy Moore, Assistant District Engineer, ADOT  
Mark Henige, ADOT LPA Section  
Tricia Gerrodette, Citizen

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

Chair McLachlan called the meeting to order at 10:31 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. A Motion was made to accept the Agenda as presented by Member Hoffman, seconded by Member Williams and unanimously passed.

**MOTION:** Member Hoffman

**SECOND:** Member Williams

**ACTION:** PASSED UNANIMOUSLY 8/0

## **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.*

Chair McLachlan acknowledged Ms. Gerrodette and asked if she had any comments to present to the TAC. She indicated that she did not. No public comments were made at this meeting.

## **4. APPROVAL OF MEETING MINUTES (for June 18, 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 Flissar moved to accept the meeting minutes for the TAC Regular Meeting of June 18, 2019; Member Normand seconded. The motion passed, unanimously.

**MOTION:** Member Flissar

**SECOND:** Member Normand

**ACTION:** PASSED UNANIMOUSLY 8/0

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

### **5. FY20/FY21 SVMPO Work Program**

The TAC reviewed the August 16, 2019 approved Administrative Amendment to the FY20/FY21 Work Program. Administrator Lamberton explained that this document guides the work activities of the MPO and advised that FHWA approved this first Administrative Amendment on August 20th. Additional amendments are expected when the federal fiscal year ends in October – it is expected that the FTA numbers will be adjusted again later this year. At this time, the SVMPO has a balanced budget and fully programmed activities for both Fiscal Years 21 and 22.

Administrator Lamberton stated that the priorities for projects in the next two to four months will be getting out the consultant contracts for the pending Long-Range Transportation Plan; Short-Range Transit Plan and the Town's Roadway Assessment.

TAC members were provided with hard copies of the currently active Work Program and Budget. Administrator Lamberton stated that the approved Work Program is also now available on the SVMPO website. Hearing no other questions on this item, Chair McLachlan moved to Item 6.

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

## 6. SVMPO LEDGER

Administrator Lamberton went over the current STBG ledger with the TAC. \$760,424 is available within the next couple of fiscal years for programming. This August 2019 version shows the Obligation Authority transfer from the STBG ledger that holds the Work program funds harmless. The loan amount, shown highlighted in the handout, has not yet been executed pending TAC action on potential future projects.

Chair McLachlan asked Administrator Lamberton for a reminder about how the Obligation Authority worked. Administrator Lamberton stated that federal funds are identified in each Federal re-authorization bill for future years. This amount shows up as appropriated funds for preliminary planning of future budget years. But then each year Congress actually decides what their real budget will be – this amount is what is actually obligated and available to spend. This is known as the Obligation Authority and varies from 100% of what was appropriated to some lesser amount. Administrator Lamberton stated she has seen this drop into the mid/low 80 percentile. At this time it is 94.7% of appropriate funds. However, one strategy that regional agencies can use is pool all their federal funding sources into a total and pull the amount of “loss” of funds off of whichever fund source has the most reserves left in it. The SVMPO has been keeping their full funding in planning funds and taking it from construction funds. When regional planning needs decline and more projects are moved towards construction in the TIP, the SVMPO can adjust which funding source we use to make up the congressionally set Obligation Authority “loss” of appropriated funds.

Chair McLachlan asked for clarification on how much was available in this very next fiscal year. Administrator Lamberton, after confirming with Member Hoffman, stated that without doing any shifting of funds about there was \$322,617 immediately available in FY20. Any funds not programmed by the TAC would then be added to the loan amount and shifted over into FY21 and FY22. Hearing no additional questions, Chair McLachlan moved to the next agenda item.

This was an information item: No action was taken on this item.

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

Administrator Lamberton advised that the 2020-2024 was approved by the SVMPO Board on June 27, 2019. The TAC was provided with the adopted TIP tables and Chair McLachlan asked for an update on all active projects.

**Pavement Condition Survey/City of Sierra Vista:** This project is completed. SVMPO is working with the City’s Project Manager, Angela Dixon-Maher, to close this project out. A SVMPO Project Close-Out Form has been created and will be tested out for this project.

**Adaptive Signal Control/City of Sierra Vista:** This project is not yet into procurement. The City’s Project Manager, Irene Zuniga, has been working with ADOT to have a sole source vender approved. Mark Henige, manager of the ADOT HISP funded projects, stated that he believed that there were outstanding items related to moving this item to procurement, but once those were received, procurement should occur no later than December 2019 of this year. Member Luo indicated surprise at the length of time to actually complete procurement and Mr. Henige advised it could be sooner, if everything goes smoothly with the sole source justification and procurement process. Member Flissar noted that that the City was working on providing cut sheets to ADOT. The project is still on schedule for FY20.

**North Garden/Fry Blvd Design/City of Sierra Vista:** A design contractor, EPS Group, has been selected and a fully executed contract is expected by the end of next week. A kick-off meeting will then be scheduled shortly thereafter – the City is working with the contractor to set this meeting concurrently with completing the contract with them. Vice-Chair Watkins asked about the scope of design and if the sections outside the approved Phase 1 for construction would trigger the requirements for completion within ten years. ADOT representatives, Member Hoffman and Mr. Henige, concurred that the other segments within the design scope fell under preliminary engineering and thus did not trigger the requirements to complete construction at this time. Member Flissar stated that the Fry Blvd. project was a City Council priority and would be moved forward as funds were available.

Mr. Henige, manager of the ADOT HURF Exchange projects, stated that a signed Draw#1 should be submitted for processing as per the IGA and current HURF Exchange draw schedule on file. Administrator Lamberton indicated that she believed the first Draw request had already occurred but would follow-up on that. She also stated that depending on action taken by the TAC on the next item, there would likely be a revised HURF Exchange project schedule provided. *(SVMPO, with the City's Project Manager, submitted documentation on Draw #1, paid on 12-19-2018, and a drafted revised HURF Exchange schedule to the LPA Group on Sept. 6<sup>th</sup>).* At this time, it appears that this project will be going to construction as scheduled in FY21 but will need to be monitored closely as the design process moves forward. Initiation of the construction phase should occur no later than May of 2020 to meet the FY21 deadlines.

**Vista Transit activities/City of Sierra Vista:** Vista Transit Administrator Mike Normand, advised the TAC that employee training was ongoing; Vista Transit has begun the process to initiate the recommendations of the Transit Asset Management Inventory and been buying updated signs and purchased several new benches; a scope of work for the upcoming repaving of the parking lot will be sent to Member Luo by Vista Transit. Vista Transit thanked the SVMPO Intern, Ms. Caterina Porter, for the completion of several reports required by FTA that meet their funding requirements.

**Emergency Pre-Emption Signal/Town of Huachuca City:** Member Williams reported that the HURF Exchange IGA has been fully executed; a second IGA regarding future maintenance of the project has been completed and is set for his Town Council on the 12<sup>th</sup>. Rick Engineering, under contract to the SVMPO, is providing the bid packet to the Town and has completed a preliminary scope of design report for Town and SVMPO review. This project is expected to go to bid in November and construction planned to begin early next year. The critical path is the purchase of the required poles – TAC members discussed the potential delays that might be caused by the extensive need for replacement poles due to Hurricane's on the east coast. Poles may take four to six months to procure. The project is on scheduled for construction in FY20.

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

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

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

Administrator Lamberton indicated that she had received three applications for TIP funds, with a fourth one presented to the TAC by Vice-Chair Watkins for LIDAR flight support. These four

projects were presented to the TAC and the TAC discussed the merits of each. It was noted that a fifth project, for a proposal related to a County pathway project around the Palominos detention basin, was not eligible for HURF Exchange and as a result, was not cost effective to fund directly as a STBG project – it was estimated that costs would increase by about \$200,000 for a \$30,000 project. The LIDAR flight would be taken at 2 ft. contours. Cochise County would be the first County have total coverage at this level in the State. Administrator Lamberton also noted that she desired to keep a buffer available for the Town’s Emergency Pre-Emption signal in case actual costs exceed estimates. It should be known by the next TAC meeting if additional funds are needed.

The proposed Theater Drive project appeared to need additional scoping for design criteria and cost estimated. The TAC recommended funding a scoping project for this proposal out of the Work Program. Administrator Lamberton agreed with this approach and stated that funds had been specifically set aside in the approved Work Program for scoping projects for the TIP. From a standpoint of time, she stated this proposal could queue up after contracting for the Long-Range Transportation Plan, Short Range Transit Plan and the Town’s Roadway Assessment goes out. The TAC was agreeable to this proposal and directed the Administrator to pursue that action at the appropriate time. Administrator Lamberton advised that she would work with Member Coxworth and Chair McLachlan to develop a scope of work.

Vice-Chair Watkins, also mentioned a conceptual proposal for a County need to study the Moson Road corridor. A Feasibility study, with a public outreach component, would be helpful to scope out a design and developed preliminary cost estimates. Vice-Chair Watkins stated this might be a \$200,000 project. Administrator Lamberton noted that the scale of this project would be more than could be undertaken concurrent with the Long-Range Transportation Plan but would likely be justified, and fall out as a high regional priority in that Plan, for a FY21 or FY22 project.

The TAC summarized requested new TIP project costs as follows: \$50,000 in FY20 for North Garden project design; \$70,000 in FY21 for North Garden construction; \$50,000 in FY20 for support to the City’s Hydrology Report; \$120,000 in FY20 for LIDAR flight; \$30,000 buffer for the Town’s Pre-Emption Signal project. Member Hoffman confirmed that adequate funds were available in the active TIP to add all these new costs. Administrator Lamberton noted that as these projects were included in the approved SVMPO Work Program they could move forward as an Administrative Amendment but that she anticipating bringing these TIP changes to the SVMPO Board on Sept. 19<sup>th</sup>.

Chair McLachlan called for a motion to include the new funding amounts for projects in the current TIP and Vice-Chair Watkins so moved. Member Flissar seconded and the motion carried unanimously.

**MOTION:** Vice-Chair Watkins

**SECOND:** Member Flissar

**ACTION:** PASSED UNANIMOUSLY 8/0

## **9. BICYCLE/PEDESTRIAN COMMITTEE RECOMMENDATIONS**

Administrator Lamberton stated that the Bicycle & Pedestrian Advisory Committee, hereafter BPAC, has not been functioning as effectively as was envisioned when originally developed. After discussion with BPAC members, and potential new members (from Cochise County Health and Social Services and the Sierra Vista School District), the Administrator strongly recommended to

the TAC that the BPAC operating structure and membership be reconfigured to improve its functionality. She indicated that the BPAC members were interested in continuing but in order for the SVMPO to be able to move that advisory committee forward it needed to be easily expanded, have provisions in place to remove non-participating members and focus the members on specific action tasks rather than be an informational group.

TAC members noted that they also experience the same sort of difficulties with citizen committees. However, TAC members also felt strongly that these citizen committees provide valuable feedback that is desired for improving our communication with the groups interested in the bicycling and walking issues. Administrator Lamberton presented to the TAC her ideas for possible revisions to the underlying operating structure to the BPAC for TAC consideration. Member Williams noted that he would delete the use of the work "typically" from the revised special committee guidance; and also advised that the Administrator should check to see if this committee is allowed, under Open Meeting Law, to not include vacancies in the count for a quorum. The TAC discussed that some groups (such as an HOA) may have very low quorum counts but others (like elected Boards) may not exclude vacant seats. The Administrator stated that she would follow up with legal counsel and be sure what is allowed before making that change in the committee structure.

A brief discussion was had about the difference between advocacy groups, like the Cochise County Bicycle Advocates (CBA), and a formal structured committee like the BPAC. The primary problem with co-opting the CBA group as the "regional bicycling committee" is it would unfairly limit the CBA member's ability to talk with elected officials about their recommendations. A formal advisory committee is within the formal structure for making recommendations to elected officials, in particular on funding decisions, and it is groups like the CBA that then can advocate for or against those recommendations.

Chair McLachlan asked if a motion was needed. Administrator Lamberton stated she was seeking general guidance from the TAC if they supported the restructuring of this BPAC committee. The TAC indicated that she had that support and TAC members from the County and the City offered their own support to the activities of the BPAC group. Chair McLachlan stated he felt this advisory committee could play an important role in the upcoming Long-Range Transportation Plan but that the group should have the flexibility to not be forced to meet if there were not activities for the BPAC members to work specifically on.

This was a discussion item: No action was taken on this item. Direction was given to the SVMPO Administrator to take a restructuring recommendation to the Executive Board.

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

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

Rossio Aravjo, ADOT Engineer, provided an ADOT SouthCentral District Report to the TAC. Bridge Projects on the SR82 and Canyon Bridges are scheduled for March 2022. Signal Control phase work is going on now and work up in the Benson Interstate frontage roads are planned for November 2020, and in the San Pedro river area, for 2021.

The TAC asked about signal changes, specifically at the SR92/Avenida Cochise intersection where the lights have changed to a leading left instead of a lagging left. This occurred last week and the

City Engineers, Member Flissar and Member Luo, asked if ADOT could get out a press release about the change in signal timing.

Mr. Henige invited TAC members to the next Every Day Counts stakeholder group on Sept. 12<sup>th</sup> at 10 a.m. in the MAG offices. Topics will be related to Utility Clearances, ADA inventory by the Pre-Design Group and Pedestrian Safety. A discussion is underway at ADOT about Local Agency projects related to a pending state-wide communication guidance. Of specific concern is who is actually doing outreach during the construction phase and ensuring that the LPA's partnership with ADOT adequately budgets for the construction phase outreach.

Member Hoffman, stated that the next State Transportation Board is on Sept. 20<sup>th</sup>, and that the next year's five year program is being finalized.

This is an information item: No action was taken on this item.

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

The Town of Huachuca City Manager reported that the Town was now in the black, and that the Town had made huge progress in dealing with their fiscal situation.

Members Flissar and Luo had attended the AZ Public Works Association conference. They indicated that this had been valuable to them, mentioning specifically a session on leveraging infrastructure and economic development.

This was an information item: No action was taken on this item.

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

Given the time, the Administrator cut short the Administrator report and provided the TAC with the following highlights:

- She would be out of the office quite a bit related to conferences scheduled in September and October;
- The SVMPO had been audited last week for compliance with the Joint Project Agreement with ADOT and she would send the TAC those results when received sometime later this month; and,
- Advised that the SVMPO Intern, Cat Porter was returning back to school this week. The TAC thanked Ms. Porter for her service to the region and wished her luck with her educational pursuits.

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

The last TAC meeting for the calendar year is scheduled for **November 5<sup>th</sup> at 10:30 a.m.** Items expected to come forward on Match/In-Kind and revised Agreement with the SVMPO's Fiscal Agent/City of Sierra Vista. Mr. Henige asked for the SVMPO jurisdictions to transmit to his office issues and successes related to federal aid funds.

#### **14. ADJOURNMENT**

Chair McLachlan adjourned the meeting at 12:25 p.m.