



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
MEETING MINUTES: MARCH 4, 2020**

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 # 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:

March 4, 2020
10:00 A.M.

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

Website: www.svmppo.org
Email: SVMPO@SierraVistaAZ.gov
Administrator Phone: 520-515-8525

SVMPO TAC MEMBERS IN ATTENDANCE:

Chair: Daniel Coxworth, AICP, Cochise County Planning Director
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: Matt McLachlan, Director Community Development, City of Sierra Vista
Member: Jim Halterman, Town of Huachuca City
Member: Mark Hoffman, Arizona Department of Transportation (*telephonically*)

SVMPO TAC MEMBERS ABSENT:

Member: Mike Normand, Vista Transit Administrator

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP
SVMPO Civil Engineer: Dennis Donovan, P.E.

OTHERS PRESENT:

Blake Fisher, Sierra Vista GIS Technician
Jothan Samuelson, Works Consulting (*telephonically*)
Adam Langford, Works Consulting (*telephonically*)
Sage Donaldson, ADOT (*telephonically*)

1. CALL TO ORDER AND ROLL CALL

Chair Coxworth called the meeting to order at 10:00 a.m. Administrator Lamberton took roll call and confirmed that a quorum was in place. It was noted that this TAC meeting was planned to be

shorter than normal to accommodate the need for Sierra Vista staff to prepare and attend two Open Houses scheduled later this same day.

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 McLachlan; seconded by Member Flissar and the motion unanimously passed.

MOTION: Member McLachlan

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 7/0

3. CALL TO THE PUBLIC

This is the time set aside for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H) action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

No member of the public was present at this meeting. Other attendees were either jurisdiction or consulting service staff present for specific TAC agenda item presentations.

4. APPROVAL OF MEETING MINUTES (for January 8, 2020 TAC Meeting)

Chair Coxworth asked members if they had reviewed the previous meeting minutes and if there were any needed corrections. Member Flissar moved to accept the meeting minutes for the TAC Regular Meeting of January 4, 2020; Member McLachlan seconded and the motion unanimously passed.

MOTION: Member Flissar

SECOND: Member McLachlan

ACTION: PASSED UNANIMOUSLY 7/0

CONTINUING BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2020-2024 TIP

Administrator Lamberton noted that no new changes to the TIP appeared to be needed at this time. TAC members discussed active projects.

LIDAR project: Vice-Chair Watkins previously reported that additional contributions have allowed them to go from the planned QR2 flight pulse rates to a QR1 pulse rate this significantly improving the quality of this data. However, this change is delaying the flight until the spring, likely in March or April of 2020. The SVMPO is contributing \$120,000 to this project. It is under the oversight of USGS thus is believed to be meeting required federal requirements.

Hydrology Study for Avendia Escuela: This project has a consultant on board and is beginning work on the floodplain/drainage study. Some additional forms might be needed.

North Garden/Fry Blvd Design/City of Sierra Vista: The second Open House is scheduled for this afternoon, March 4th with two sessions in early afternoon and then one in the evening. TAC members were invited to attend to provide input.

Emergency Pre-Emption Signal/Town of Huachuca City: The Town Council selected Mountain Power as the low bidder for this project and is in the process of completed a contract

with the successful bidder. It was clarified that ongoing maintenance that may be needed was on the activation device for the signal: those are non-standard pieces of equipment that are routinely updated by emergency agencies. Most maintenance work on the pre-emption signal, once installed on ADOT's Right-of-Way will be done by ADOT, pre Jeremy Moore, ADOT's Assistance District Engineer. An IGA with Whetstone Fire Dept. is already in place for cost sharing with the Town on the pre-emption signals. Updating the total project costs for the HURF Exchange project is pending signature from the interim Town Manager. Member Halterman advised that the current interim Town Manager, Eric Duthie, contract ends on March 27th.

Vista Transit Activities/City of Sierra Vista: Vista Transit Administrator Mike Normand is in attendance today (March 4th) at the kick-off meeting for the long awaited Coordinated Transit Study sponsored both by SEAGO and the SVMPO.

Administrator Lamberton asked if there were any issues that the SVMPO needed to address at this time on any of the active projects. TAC members indicated that they had no requested changes to the TIP at this time.

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

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. FEDERAL FUNCTIONAL CLASSIFICATION ROADWAY REBALANCING

Administrator Lamberton advised TAC members that review by the SVMPO staff indicate possible issues with the transmitted State data on desired changes to the region's functionally classified roadways. Staff have been discussing these discrepancies with ADOT and Works Consulting to resolve the differences between submitted and approved roadway segments and what is now appearing on the preliminary December 2019 approved FHWA maps. Spreadsheets were handed out to TAC members for their review against what they believed they submitted and/or what they would like to now see (given that the effort to review these classifications are now almost two years old). Works Consulting is in the processes of revising known geo-coding errors.

Each member jurisdiction was asked to review their data, what they had submitted and identify any omissions or corrections. The TAC felt that each member jurisdiction could work directly with Works Consulting for corrections and Administrator Lamberton stated she would send out contact information after the meeting. Johan Samuelson, Works Consulting, provided the link to the website: <https://arcg.is/1oCeDv> Sage Donaldson, ADOT, also stated that the updated Federally Functionally Classified maps could be reached via the ADOT website as well.

An interactive work session with ADOT and Works Consulting will be set up to resolve issues in the near future. In addition, ADOT desires to work with the member jurisdictions on traffic count information related to HPMS reporting needs.

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

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

7. FY21 TITLE VI UPDATE

Administrator Lamberton advised that it was already time for the next Title VI update. A draft for approval will be presented for approval to the Board of Directors in May 2020. An update of the

American Community Survey data for 2014-2018 was handed out to TAC members. Administrator Lamberton briefly highlighted differences noted since last year: the region has slightly less people, slightly more Hispanics, high number of married families in poverty, a decrease in those driving alone to work that is mirrored by an increase by those working from home. A mandatory FHWA training is being held in March 2020 and new guidance will be incorporated into the next version of the SVMPO demographic profile. Additional mapping may be requested from the City's GIS Dept. to update the previous plan to reflect this new data.

This was an information item.

8. CENSUS 2020

Administrator Lamberton briefly advised the TAC that the decennial Census was upon us. Information provided to the MPO Directors from the Bureau of the Census indicated that we can expect significant variances in reported numbers due to an untested plan to use an algorithm on released data. Although advised against such a measure by Census statisticians the Bureau has been directed to move ahead with "scrambling" the released data for all levels below the base data required for congressional redistricting.

Chair Coxworth advised that there was an active Complete Count Committee in Cochise County and that he felt that the jurisdictions had done a lot of work to prepare for the Census. The Census count date is April 1, 2020. Administrator Lamberton noted that the Bureau is relying heavily on electronic submittals of forms and this may be an issue in rural areas without good virtual networks in place.

This was an information item.

9. SOUTHCENTRAL DISTRICT REPORT

No member from Southcentral District was in attendance. Member Hoffman advised the TAC that the two projects now using STBG funds would need to meet federal requirements. Vice-Chair Watkins advised that the LIDAR project was a USGS project and thus did meet the federal requirements. Staff will need to look into how the Hydrology study was procured and make sure it has all the signed documents: it was included in the MPO DBE goal recently obtained.

This was an information item.

10. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

Jurisdiction TAC members stated they had nothing new to report beyond their earlier comments on active projects. Vice-Chair Watkins did note that the County does intend to undertake a DCR on Moson road and asked Member Hoffman if it would be eligible for federal funds for construction if the DCR was paid for entirely by the County. Member Hoffman stated that the construction could be funded out of federal dollars even if local funds were used for the planning phases.

This was an information item.

11. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

Administrator Lamberton highlighted several items for the TAC:

North Garden/Fry Blvd Public Open Houses, March 4th 1-3 p.m. & 5:00 to 7:00 p.m.

EDC Meeting, Phoenix, March 12th at 10 a.m.

SVMPO Board of Directors Mtg – March 19, 2020 at 3:00 p.m.

BPAC Mtg – March 31, 2020 at 10 a.m.

SVMPO Board of Directors Work Session – April 16, 2020 at 3:00 p.m.
COG/MPO Planning and Directors Mtg, AZTA Conference, April 13th 10 a.m.

- ❖ The Administrator advised the TAC that a decision on if FHWA and FTA funds might be combined into one planning grant is still pending a decision by MAG. MAG appears to be leaning towards supporting the consolidated option for a pilot program period of 2-4 years but have asked for additional information and assurances that ADOT can and will provide a level of reporting on funding sources for both FHWA and FTA planning funds. Member Hoffman clarified that the consolidated planning funds would not include any SPR funds. It would; however, reduce the match for FTA funds to 5.7 percent.
- ❖ The Administrator asked the TAC if they had any specific changes they needed to see before administrative amendments to the Work Program Amendments and Budget changes were brought forward. The County and the City would like to see a planning study for Theater Drive put into the program for next year.
- ❖ The Administrator advised the TAC of the need for member jurisdiction representation on the selection committee (TAC members or other assigned jurisdiction staff) for the pending On-Call Solicitation, once it has been vetted by the legal staff and released.

12. FUTURE AGENDA ITEMS

The next TAC meeting is scheduled for **May 6th at 10 a.m.** The TAC discussed if an earlier time or change of date was needed due to the Roads and Streets conference being held on that same day and noted that early opening sessions typically did not start until late afternoon. Members felt that the TAC meeting could be held as previously planned.

The need for training on the new Federal functionally classified tool was discussed and the TAC asked if it might be possible to hold that earlier on the same day as the TAC meeting at 9:30 a.m. Administrator Lamberton stated that she would look into that and send out an outlook invite if both ADOT and Works Consulting could make that earlier training meeting date.

The TAC had no other future items to discuss.

13. ADJOURNMENT

Chair Coxworth adjourned the meeting at 10:50 a.m.