



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
MEETING MINUTES: JUNE 3, 2020**

**MEETING HELD TELEPHONICALLY DUE TO NATIONAL, STATE
AND LOCAL EMERGENCY ORDERS IN PLACE AT THIS TIME.**

DRAFT

MEETING LOCATION:

Public Works, Pete Castro Center
Main Conference Room
401 Giulio Cesare Avenue
Sierra Vista, AZ 85635

MEETING DATE AND TIME:

June 3, 2020
10:00 A.M.

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.

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

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

SVMPO TAC MEMBERS IN ATTENDANCE *(all telephonically):*

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: Jay Lowe, Town of Huachuca City
Member: Mark Hoffman, Arizona Department of Transportation
Member: Mike Normand, Vista Transit Administrator

SVMPO TAC MEMBERS ABSENT:

STAFF:

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

OTHERS PRESENT: *(all telephonically):*

Jeremy Moore, ADOT SouthCentral Assistant District Engineer
Cynthia Butterworth, Town of Huachuca City *(SVMPO Board alternate member)*
Brad Simmons, Cochise County *(alternate member)*
Blake Fisher, City of Sierra Vista

1. CALL TO ORDER AND ROLL CALL

Chair Coxworth called the meeting to order at 10:01 a.m. Chair Coxworth confirmed attendance of Members, welcomed other attendees, and noted 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 was made by Member Flissar; seconded by Member Normand and the motion unanimously passed.

MOTION: Member Flissar

SECOND: Member Normand

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.

No regular members of the public were present and no other attendees indicated they wished to address the TAC at this time.

4. APPROVAL OF MEETING MINUTES (for May 6 2020 TAC Meeting)

Chair Coxworth asked members if they had reviewed the previous meeting minutes and if there were any needed corrections. Member Normand moved to accept the meeting minutes for the TAC Regular Meeting of May 6, 2020; Member Flissar seconded and the motion unanimously passed.

MOTION: Member Normand

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 8/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. FY21 WORK PROGRAM POTENTIAL AMENDMENT

The TAC reviewed recommended revisions to the Work Program for FY21 with the SVMPO Administrator. Budgets will be adjusted to reflect projected carry forward amounts from FY20 and changes in allocations to the SVMPO region from federal agencies. The City and County have been working on a joint study request for the Theater Drive roadway that traverses both jurisdictions. The SVMPO Administrator noted receipt of an initial scope of work on this proposed project. Mark Hoffman, ADOT, requested it be specifically noted in the Amendment Tow request as the proposed Theater Drive project scope now exceeds a basic pre-scoping and cost estimate review.

The SVMPO Administrator stated she believed there were enough funds to adjust the FY21 Budget to include the larger scope of work, if the TAC was in agreement. The TAC concurred and a short discussion occurred regarding the priority of this project and if it could be placed ahead of the Long-Range Transportation Plan. The SVMPO Administrator noted that it could not because the Long-Range Transportation Plan, while it is a longer-range viewpoint, has federal mandates in terms of horizon years and update timelines that the SVMPO must meet.

CONTINUING BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. FEDERAL FUNCTIONAL CLASSIFICATION OF MEMBER JURISDICTION ROADWAYS

The TAC discussed the research done by the SVMPO staff on the recently adopted federal functional classified roadway network. TAC members were sent just the day before (May 5th)

spreadsheets indicating the results of research conducted by SVMPO staff on what roadways have been included in the currently approved Federal Functional Classified roadway network and potential issues with boundaries, geo-coding and/or inclusion of local or private roadways. Member McLaughlin asked if this data had been compared to the City's Traffic Circulation Map. SVMPO Civil Engineer, Dennis Donovan indicated that it did not. The SVMPO agreed to get together with the City's GIS staff (Blake Fisher) and see if map overlays could show if these roadway designations were consistent.

The TAC was very interested in summaries of roadway miles by jurisdictions and hoped that this new ADOT tool would provide that information. A presentation on the new AZGeo Change Request tool has been scheduled for a WebEx meeting on June 10th at 10 a.m. The Administrator encouraged each jurisdiction to have the appropriate staff available for that WebEx meeting and also stated a second opportunity would be available in July for a similar meeting being scheduled by SEAGO.

This was a discussion item: No action was taken on this item.

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

Administrator Lamberton noted the drafted 2021-2015 TIP had been posted for public review on the SVMPO website. No new projects are included – at this time the North Garden/Fry Blvd project fully programs all FY21 dollars. Call for projects typically goes out in January. However, given the small amount of annual allocations for construction projects it is likely at least FY23 before even a small construction project can be considered. Jing Lou, Sierra Vista, stated that they might have some smaller eligible projects and they would discuss that with the SVMPO Administrator.

Member Normand indicated that the Vista Transit received over \$2 million dollars through the federal CARES Act to fill in funding gaps and needs related to COVID-19 impacts. He stated that they plan to use these funds primarily on operations this year and on potentially replacing one or more buses in the next couple of years. These funds will relieve the City of significant match requirements for transit operations next fiscal year.

This was a discussion item: No action was taken on this item.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

8. SOUTHCENTRAL DISTRICT REPORT

Mr. Moore, ADOT's South Central Assistant District Engineer, stated that the impact on HURF revenues in the last few months have been significant. As a result the State DOT has pulled back their five-year plan even further than it had been previously: there already were no capital projects planned for the SVMPO region but now maintenance and preservation activities will also be cut back. The new revisions and financial projections will be discussed by the State Transportation Board and the TAC was advised that those meetings are now accessible electronically. Information about that can be found on the ADOT State Transportation Board website.

Member Hoffman noted that the HURF Exchange program may be suspended in future years but there is a commitment to attempt to meet the commitments made to existing HURF Exchange projects. He stated that the IGA Amendment for the North Garden/Fry Blvd project was underway and should be transmitted to the City soon.

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

9. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

Chair Coxworth asked if member jurisdictions has anything they wished to share with the TAC.

Vice-Chair Watkins, Cochise County, noted that the LIDAR flight was yet again delayed but should occur in next fiscal year. Member Hoffman stated that the funds had been obligated and would roll over into next state fiscal year. Vice-Chair Watkins stated that the County would get the IGA completed for this transfer of funds for this project.

Members Flissar and Luo discussed the status of the North Garden/Fry Blvd project. EPS, the consulting team, expects to have draft 25% design plans by early July. A review meeting will then be held and the City is committed to moving that project to full design quickly. They added that the Adaptive Signal project was still in procurement with ADOT at this time.

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

10. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

BPAC Mtg – June 23, 2020 at 10 a.m.

SVMPO Board of Directors: June 18, 2020 at 3:00 p.m.

TAC meeting: Sept 2, 2020 at 10 a.m.

SVMPO Board of Directors Work Session: August 20, 2020 at 3:00 p.m.

- ❖ The Administrator advised the TAC that SVMPO On-Call Contacting was underway and as soon as all contracts were completed a final award list would be posted. Calls for Cost Proposals for pending Work Program activities will then begin to be issued.
- ❖ The Administrator advised the TAC that the SVMPO Board did adopt a revised City of Sierra Vista Hosting Agreement and a Match Agreement with the Town of Huachuca City. Cochise County is still working with their staff and Board of Supervisors on their Match Agreement, potentially for the June Board meeting.

11. FUTURE AGENDA ITEMS

The next TAC meeting is scheduled for September 2nd at 10 a.m.

12. ADJOURNMENT

Chair Coxworth adjourned the meeting at 11:37 a.m.