



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE (TAC)  
MEETING MINUTES: SEPTEMBER 2, 2020**  
**MEETING HELD TELEPHONICALLY DUE TO NATIONAL, STATE  
AND LOCAL EMERGENCY ORDERS IN PLACE AT THIS TIME.**



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**MEETING LOCATION:**

Public Works, Pete Castro Center  
Main Conference Room  
401 Giulio Cesare Avenue  
Sierra Vista, AZ 85603

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:**

September 2, 2020  
10:00 AM

**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: Daniel Coxworth, AICP, Cochise County Development Services  
Vice-Chair: Brad Simmons, P.E., Civil Engineer for Jackie Watkins, P.E., Cochise County Engineer  
Member: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista  
Member: Director Matt McLachlan, Dir. Community Development, City Sierra Vista  
Member: Jing Luo, P.E., City of Sierra Vista Engineer  
Member: Jim Johnson, Ph.D, CBO,CCI; Building Official for Jim Halterman, Town of Huachuca City,  
Public Works Supervisor (*Jim Halterman joined the TAC meeting for a portion of the TAC Mtg.*)  
Member: Linda Jones, Public Works Operations Manager for Vista Transit  
Member: Mark Hoffman, Arizona Department of Transportation/Multi-Modal Division

**SVMPO TAC MEMBERS ABSENT:**

**STAFF:**

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

**OTHERS PRESENT (All Telephonically) :**

SVMPO Chair Fredrick Mueller (*for first hour of TAC meeting*)

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

Chair Coxworth called the meeting to order at 10:00 a.m. Roll call was taken, and a quorum was in

place. Linda Jones was introduced as the new Vista Transit Administrator and it was noted that she would be now representing Vista Transit on the TAC. The Town of Huachuca City has also re-appointed Jim Halterman to the TAC with Doc Johnson, the Town Engineers as his alternative. They were welcomed to the regional TAC.

## **2. ACCEPTANCE OF THE AGENDA**

The TAC reviewed the Agenda and Chair Coxworth asked for a motion to accept the agenda of September 2, 2020. A Motion was made to accept the Agenda, as presented, by Member Flissar; seconded by Member Hoffman, and the motion unanimously passed.

**MOTION:** Member Flissar

**SECOND:** Member Hoffman

**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**

Chair Coxworth asked members if they had any comments or corrections on the June 3, 2020 meeting minutes. Hearing none, Member Flissar moved to accept the meeting minutes for the TAC Regular Meeting of June 3, 2020; Member Luo seconded, and the motion unanimously passed.

**MOTION:** Member Flissar

**SECOND:** Member Luo

**ACTION:** PASSED UNANIMOUSLY 8/0

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

### **5. FY20 and FY21 Work Program Projects**

Administrator Lamberton advised the TAC that the Work Program for FY21 had been approved by the SVMPO Board on June 18, 2020 and by ADOT Multimodal Planning and FHWA on July 30, 2020. The most current updated plan is available to both the TAC members, and the public, on the svmpo.org website.

#### **Huachuca City Roadway Inventory and Assessment**

Administrator Lamberton stated that the MPO had been working closely with the Town of Huachuca City to finalize a scope of services for the pending Town of Huachuca City Roadway Inventory and Assessment project. This will involve the County for a small portion of this project related to future annexation areas. One outcome of this effort will be providing to the consultant selected for the long-range transportation planning effort the data layers needed for a complete Travel Demand Model and current existing conditions. This in final review by the Town and

expected to be released for Cost Proposals to the On-Call List for Corridor and Area Planning by early September.

### **Joint City/County Theater Drive Roadway and Drainage Assessment**

Chair Coxworth then asked the Administrator to brief TAC members on the status of the potential Scope of Work for a Theater Drive Roadway and Drainage Assessment. Administrator Lamberton stated that she had coordinated with both the City and the County Planning Depts. to draft a Scope of Work. At the June TAC meeting, the TAC had supported an expanded scope, beyond an initial project scoping and preliminary cost estimate. Additional information was provided by the City and the County that indicated several possible sources of funding for future construction that could include other regional or local funds, such as CDGB or Colonias Grants. However, it was noted that without a full scope for design and the potential construction costs for construction it was difficult to schedule this joint City/County project. The SVMPO Administrator noted that as the scope of services was developed a number of questions were raised where data might be available but was not readily known. Issues were also identified that might need to be addressed before a construction project could be undertaken. Among the items discussed was the identification of a State of Arizona property that could be either State Lands or ADOT, but part of the existing roadway has underlying Right-of-Way in State ownership; stormwater impacts on the roadway; fire department and other public facility potential access issues with intersections; controlling public expectations about future infrastructure improvements.

Administrator Lamberton stated that the potential expanded Scope of Services was presented to the SVMPO Board at their June meeting. The SVMPO Board supported this joint project and approved a Work Program amendment to provide funding, estimated by the Administrator to be in the range of \$65,000. The City asked why this project was in the funding source with the higher match amount given that the project for the Town of Huachuca City's Assessment was identified with a funding source with a lower match.

Administrator Lamberton advised that the Town's project was initially brought into the program with PL funds in FY20; whereas the Theater Drive project was an addition in FY21 and she was able to shift carry forward SPR funds to cover the estimated costs in the Work Program budget. **She also stated that match amounts are determined, not by specific Work Program tasks, but by the overall MPO Board approved operating budget.** The City or the County would not be paying any additional match funds for using SPR funds and the Town would not be paying less because their project is funded by PL funds. In addition, the Administrator noted, given that the MPO has a two-year, not a one-year, Work Program, for the first time MPO/COG's are being allowed to carry forward match for FHWA projects. This substantively reduced the FY21 match amounts needed for this year from all member jurisdictions.

Chair Coxworth then summarized the situation with the Theater Drive project stating that without a full assessment and detailed cost estimate neither the City or the County could effectively decide on funding or a phased construction timeline. Chair Coxworth and Member McLachlan indicated support for moving forward with this project and the TAC indicated that they concurred with taking forward the expanded scope of services for this joint City/County project. Administrator Lamberton stated she would finalize the preliminary draft for a Cost Proposal, send it for final review to both the City and County, and then release for Cost Proposals. Likely timeframe for the

next action steps on this item is a release of the Cost Proposal, through the Sierra Vista Procurement dept., by mid-September, with a Notice to Proceed by the end of October, depending on the City/County TAC member availability for review and consultant selection.

Chair Coxworth asked if there were any other questions regarding the active TIP or either of the Roadway projects. Hearing none, the discussion moved to the next Agenda item.

## **6. SVMPO 2050 LONG-RANGE TRANSPORTATION PLAN UPDATE**

Administrator Lamberton advised the TAC that the SVMPO is now under contract with Kimley-Horn, partnered with Rick Engineering and Gordley Group, for the development of the SVMPO Long-Range Transportation Plan update. She stated that the Long-Range Transportation Plan is one of the mandated documents for the regional government. It is required to have a 20-year horizon year and be updated every five years. Given the unexpected delays in finalizing the SVMPO On-Call consultant list, the SVMPO requested, and received, a FHWA time extension for this planning effort.

The preliminary schedule anticipates adopting the Long-Range Transportation Plan update in the April/May 2021 timeframe (the FHWA approved time extension is through December of 2021). TAC members will be asked to provide active support to this planning effort: requested support includes the provision of shape file layers, current documents, review and comment on future scenarios.

TAC members were given a brief overview of the planning team, project scope and proposed process by Administrator Lamberton. The TAC then discussed their highest priorities, concerns and innovations in outreach that might be needed given COVID-19 emergency orders. Items of discussion included:

- Consideration of future capacity on local and highway roadways
- Desire for a stand-alone, regionally focused, Travel Demand Model
- Alternative/Multi-Modal regional connectivity
- Appropriate scale of the proposed recommendations to reflect regional and local agency financial constraints
- Value in the interactions between the member jurisdictions on ideas, best practices, potential for joint projects
- Innovations in funding needed, partnering on grant opportunities
- Compliant plan document for the federal and state agencies to ensure continued regional and local funding for all modes
- Potential to use the Foothills County complex meeting room – which is large enough for CDC standard social distancing – for outreach or TAC/Work Session meetings.

TAC members were asked to identify staff time to respond to consultant requests for information, to review their jurisdiction information, to identify public outreach opportunities and to provide feedback on any short or long-range transportation plans that include future project recommendations to the SVMPO for the consultant team. The TAC was also advised that the November TAC meeting would focus almost exclusively on the Long-Range Transportation effort.

TAC members also briefly discussed the final budget for the Long-Range Transportation Plan and asked the Administrator to send the approved fee schedule, along with the preliminary schedule to the TAC members. *(transmitted 9/3/2020)*

This was an information and discussion item.

## **7. VISTA TRANSIT SHORT-RANGE TRANSIT PLAN UPDATE**

Administrator Lamberton advised that the Federal Transit Administration (FTA) and ADOT Transit require updates to small urban transit system plan about every five years. Michael Baker International, partnered with Gordley Group, was selected for this effort and Notice to Proceed has just been issued. This consultant team was able to bring in a very competitive pricing due to the economies of scale by partnering with the same Public Outreach firm as is on the Long-Range Transportation Plan. They also have on staff a Transit Planner who lives, and works, out of Sierra Vista.

Administrator Lamberton noted that this is also a mandated regional planning effort. The consultant team is tasked with interacting with the Kimley-Horn consultant team to ensure a robust and consistent transit element. They will also assist with ensuring that the next update to the Transportation Improvement Program (TIP) matches the financial projections made in the Short-Range Transit Plan. The Administrator thanked the TAC members that participated in the selection team. This effort will be primarily overseen by Vista Transit.

This was an information item.

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

### **8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2021-2025 TIP**

The SVMPO Administrator stated that current SVMPO Ledger is in the agenda packet and is unchanged from the one reviewed by the TAC at their last June meeting. The current ledger shows that FY21 is fully expended for the North Garden project and no funds are available until FY22 for a new project. New TIP projects typically are developed as prioritized recommendations in the Long-Range Transportation Plan.

A status update on SVMPO funded project activities was given by each member jurisdiction:

**Adaptive Signal Control Project:** ADOT has bid this project out, on behalf of the City of Sierra Vista, and is in the process of issuing contracts. ADOT also has approved the purchase of software for the City of Sierra Vista. This is a HSIP funded project.

**North Garden/Fry Blvd Design:** This design project is currently at 35% and is under review by Sierra Vista staff. This is a HURF Exchange project and is expected to go to construction in 2021. Authorization of the additional funds towards design and construction was approved by ADOT on July 30, 2020, as was a six-month time extension to the construction phase.

**Emergency Pre-Emption Signal Project:** Foundations, Poles and Mast Arms have been installed and the contractor, Mountain Power, is now waiting for the cabinet and signs to be delivered. ADOT has been assisting with inspections. This is a HURF Exchange project and is expected to be completed by the end of this calendar year. Current schedule has activation by mid-October 2020.

**LIDAR Flight:** The County is still working on their MOU with the SVMPO for the transfer of STBG funds into the Work Program for this approved Work Program Task 2. The County reported that the ariel flight is now planned for the Spring of 2021. There is some concern that transfer of these types of funds typically must show project activities within 90 days. Funds may need to be de-obligated and then re-obligated, closer to the planned flight. ADOT Member Hoffman will consult with FHWA and ADOT Finance and advise the MPO if any action needs to be taken to hold these funds until the flight takes place. The MOU must be approved in advance of the project occurring. The County is working to take a MOU to their Board soon.

**Transit Activities:** Much of the TIP reflects Vista Transit planned activities. Vista Transit stated that the 2019 approved project for a bus announcement system had been installed and a contractor was currently on site addressing a few system glitches that had been noticed. It is expected that this system would be fully operational by the end of the day. All other transit activities are moving forward as best they can during the COVID conditions: buses are limited to nine riders, all riders and drivers must wear masks, additional disinfecting protocols have been implemented. It was noted that the Short-Range Transit plan update effort includes a specific task element to develop training materials and outreach/education materials for drivers and riders about COVID protections and operational changes that are either required or are best practices.

Administrator Lamberton thanked the TAC members for their updates and advised that if any questions or assistance was needed from the SVMPO on any of these projects to let her know. She also noted that the development of the next TIP, 2022-2026, would reflect current project status and be coordinated with both the Long-Range Transportation Plan and the Short-Range Transit Plan efforts.

This was a discussion item.

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

### **9. SOUTHCENTRAL DISTRICT REPORT**

ADOT SouthCentral District reported that there was no new activites occurring in the SVMPO region, other than the soon to be completed emergency flashers and pre-emption signal in the Town of Huachuca City. Both the Town and SVMPO expressed their thanks to ADOT for their support of that project.

This was an information item.

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

Chair Coxworth asked if any jurisdiction TAC Members had any additional information to share about transportation related activities. County, City and Town representatives all indicated they had nothing new to add to what had already been discussed. ADOT Member Hoffman stated that the State 5-year plan was going back to the State Transportation Board for review and possible

approval at their Oct. 27<sup>th</sup> meeting. The State TIP had been held back in hopes that economic forecasts might be adjusted upward from the earlier versions that projected significant cuts to funding and possible projects. Once the State TIP is approved, then the MPO/COG's will receive approvals of their regional TIP's.

Member Hoffman noted that Richard Searle had been appointed to the State Transportation Board for this District. Administrator Lamberton added that the SVMPO Board will be considering adding the State Transportation Board member to the SVMPO Board as a voting member at their Sept. 17, 2020 meeting.

This was an information item.

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

MPO/COG Directors Mtg – September 3, 2020 at 10 a.m. Virtual Meeting.

Sun Cloud Meeting - Sept 10, 2020 at 3:00 p.m. Microsoft Team Meeting/Dan Coxworth

SVMPO Board Meeting – Sept 17, 2020 at 3:00 p.m. SV City Managers Conference Room

State Transportation Board Meeting – September 18<sup>th</sup> at 9 a.m. Lake Havasu/Telephonic

BPAC Mtg – September 29, 2020 at 10 a.m. Public Works Training Room/Telephonic

Administrator Lamberton also noted the following for the TAC's information:

- ❖ The Rural Transportation Summit has been cancelled for 2020.
- ❖ AzTA is being held as a virtual meeting and the new Vista Transit Administrator, Linda Jones, plans to attend.
- ❖ Roads and Streets was re-scheduled for Sept. 21-25<sup>th</sup> and will also be held as a virtual conference.
- ❖ Fy21 Title VI Annual Report accepted by ADOT Civil Rights Division: August 24, 2020. The approval letter is in the Agenda packet for TAC member review.

This was an information item.

### **12. FUTURE AGENDA ITEMS**

The next TAC meeting is scheduled for November 4, 2020 at 10 a.m.

Administrator Lamberton advised the TAC that the primary item at the November meeting would be an in-depth briefing and TAC discussion on the Long-Range Transportation Plan. Every effort is being made to use time already set aside for scheduled meetings for this effort. There also may be a future joint Work Session with the Board on October 15<sup>th</sup> that TAC members would be invited to attend.

### **13. ADJOURNMENT**

Hearing no further questions or comments, by general consensus, Chair Coxworth adjourned the meeting at 11:51 p.m.