



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
MEETING MINUTES: JANUARY 27, 2021
MEETING HELD VIRTUALLY DUE TO NATIONAL, STATE and
LOCAL EMERGENCY ORDERS IN PLACE AT THIS TIME.**

APPROVED

MEETING LOCATION/VIRTUAL:

Microsoft Teams meeting

NOTE: If you don't have MS Teams on your computer, after clicking on the "Click here to join the meeting", click on "Continue on this browser". If you don't have a microphone on your computer, dial into the meeting using the call-in number.

Join on your computer or mobile app:

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Or call in (audio only)

[+1 480-757-7786,,127446193#](#)

Phone Conference ID: 127 446 193#

MEETING DATE AND TIME:

January 27, 2021
10:00 AM

**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 members present virtually)

Chair: *Vacant/Resignation from TAC Committee submitted Jan. 26, 2021*
Alternative Member: Brad Simmons, P.E., Cochise County Civil 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 Halterman, Town of Huachuca City, Public Works Supervisor
Alternate Member: Jim Johnson, Ph.D, CBO,CCI; Building Official
Member: Linda Jones, Public Works Operations Manager for Vista Transit
Member: Mark Hoffman, Arizona Department of Transportation/Multi-Modal Division

SVMPO TAC MEMBERS ABSENT:

Vice-Chair: Jackie Watkins, P.E., Cochise County Engineer
Alternative Member: Valerie Fuller, Cochise County

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP
SVMPO Civil Engineer: Dennis Donovan, P.E. (*Partial meeting*)

OTHERS PRESENT (all present virtually)

Jeremy Moore, ADOT Assistant District Engineer

Sage Donaldson, ADOT GIS/HPMS Analyst
Jothan Samuelson, Works Consulting/Traffic Data Consultant
Adam Langford, Works Consulting/Traffic Data Consultant
Chris Joannes, Kimley-Horn Consultant Team
Dale Miller, Rick Engineering Company

1. CALL TO ORDER AND ROLL CALL

Administrator Lamberton advised that the Chair, Dan Coxworth, had submitted his resignation to the SVMPO TAC, and that Brad Simmons would be appointed by the County in his place. The Vice-Chair, Jackie Watkins was also unable to attend. Mr. Coxworth had suggested that Mr. Brad Simmons could substitute for his position. The Administrator asked for action from the TAC to temporarily assign a Chair until action was taken on the annual TAC election, Agenda Item 5.

Member McLachlan then moved that Brad Simmons act as interim Chair, and Member Flissar seconded. Member Simmons indicated willingness to serve, and the Administrator asked for a vote on the motion. There was unanimous consent and Brad Simmons was then directed to take over the TAC meeting as a quorum was present.

MOTION: Member Flissar

SECOND: Member Hoffman

ACTION: PASSED UNANIMOUSLY 7/0

Interim Chair Simmons then called the meeting to order at 10:15 a.m. Roll call was taken, and a quorum was in place.

2. ACCEPTANCE OF THE AGENDA

The TAC reviewed the Agenda, and Interim Chair Simmons asked for a motion to accept the Agenda of January 27, 2021. 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 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 attendees of the public indicated they wished to address the TAC at this time.

4. APPROVAL OF MEETING MINUTES

Interim Chair Simmons asked members if they had any comments or corrections on the November meeting minutes. Hearing none, Member Flissar moved to accept the meeting minutes for the TAC Regular Meeting of November 4, 2020; Member Jones seconded, and the motion

unanimously passed.

MOTION: Member Flissar

SECOND: Member Jones

ACTION: PASSED UNANIMOUSLY 8/0

5. ELECTION OF TAC CHAIR AND VICE-CHAIR

Administrator Lamberton stated that per the SVMPO By-Laws, Section III B 2, elected officers were be selected at the first meeting of each calendar year. Nominations and/or volunteers were requested from among the TAC members. Member McLachlan nominated Member Linda Jones for the 2021 Chair. Member Jones indicated willingness to serve. Member McLachlan then nominated Member Brad Simmons as Vice-Chair. Member Simmons indicated willingness to serve. Member Flissar seconded the motion. The motion was then passed, with unanimous consent. The new Chair was congratulated, and the newly elected Chair was invited to take over running the meeting.

MOTION: Member McLachlan

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 7/0

OLD BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. PERFORMANCE MEASURES: NHS PAVEMENT & SAFETY MID-PERIOD ADJUSTMENTS

Administrator Lamberton advised the TAC that on an annual basis ADOT reviews and revises their federally mandated performance measures and requests MPO review and concurrence. The MPO's do have the option to identify their own roadway and safety performance measures. In discussions on this item with the SVMPO Board last November, Board members did indicate that they saw no reason to expend staff time and funding on developing our own regional measures.

The Administrator noted that of the roadway performance measures the only one related to our region was the decrease in the percent of roadways that the State felt should be in poor condition. On the safety measures it was also noted that the earlier 2020 declines in crashes, as traffic volumes decreased, seemed to have reversed itself for no known reason: crashes are now exceeding previous traffic volumes and the crash rate increase by vehicle miles traveled (VMT) has been observed not only nation-wide, but in particular in Arizona, and within Cochise County, an increase in what could be called "reckless driving". Passing in No Passing zones has notably increased, along with speeding (already an identified issue in this region).

Administrator Lamberton then asked if there were any further questions about these proposed measures and what action the TAC might like to make at this time stating that the TAC may choose to take formal action recommending a position to the SVMPO Board or elect to allow this item to move forward for the SVMPO Board to consider.

Member Flissar stated that she was fine with not taking any formal action on this item and recommended that the TAC simply allow this item to go forward for Board action. There was general consensus from the TAC members and this item was then removed as a TAC agenda action item.

This was a discussion item. No action was taken.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

7. ADOT TRAFFIC COUNT COORDINATION/HPMS REPORTING

The ADOT GIS/HPMS Dept. staff: Sage Donaldson, with Jothan Samuelson and Adam Langford from Works Consulting, had joined the TAC meeting to discuss with the TAC member jurisdiction's elements of the state-wide traffic count program, how member jurisdiction data was inputted and used, and to answer questions about the traffic counts within the SVMPO region.

Although the SVMPO region is doing very well at inputting traffic data there are still some areas identified with either very old counts, missing data (like classification) or are new federally functionally classified roads with no traffic counts. Addressing these gaps is a current priority of the ADOT Traffic Monitoring Group and electronic shared tools are being developed by ADOT to help local agencies identify where these needs are. Uploading all the traffic count data possible by the early part of February is critical to the HPMS reporting timelines.

Member Lou asked how often roadways ought to be counted. Works Consulting stated it depends on the type of classification of the roadway but usually it is within a minimum cycle of every 3 years for higher classified roadways and at least every 6 years for lower classified or local roadways.

Traffic data is downloaded all through the year, and a project is underway to help real-time downloading of areas with continual counters, such as Sierra Vista has for some of their intersections. A demonstration effort is occurring on some of the state highways but it does require the purchase of some software. Administrator Lamberton asked about costs and requested a potential budget for that software, stating that this might be an opportunity for the MPO to partner with ADOT and Sierra Vista to test this on a local jurisdiction that has continuous intersection count capacity but not automatic downloads of that data. Works Consulting stated they would find out about the actual costs of this software and send that to the SVMPO. Member Lou suggested that there was a need for a significant off-line conversation on this topic as there are a lot of questions about the effort involved, manual labor hours, how powerful of a tool it might be, how often needed to be updated or maintained, annual service charges among them.

This is an information and discussion item. *Additional details of this presentation may be found in the Power Point presentation included with the Jan. 27th Agenda Packet.*

8. SVMPO 2050 LONG-RANGE TRANSPORTATION PLAN UPDATE

Chris Johannes, from Kimley-Horn, joined the TAC to share the status of the Long-Range Transportation Plan effort. Kimley-Horn, partnered with Rick Engineering and Gordley Group, are the consultant team for developing the first update of the SVMPO Long-Range Transportation Plan, with the extended MPO boundaries. Chris Johannes presented the work effort for the Long-Range Transportation Plan to date, and then engaged the TAC in a discussion of an initial list of recommendations for the Long-Range Transportation Plan that had been developed and/or approved in other plans within the region.

This working spreadsheet was revised in real-time as members indicated projects they knew were completed, or in development or planned for future construction. Member jurisdictions,

including ADOT, were asked to continue to refine the list and send in revisions or notes. After discussion of the timeline, Administrator Lamberton requested that each jurisdiction try to provide feedback within two weeks – by February 12th. Member Luo asked if they could begin identifying other projects not on this list that they knew might be needed and Mr. Johannes stated that they absolutely could begin that future list development now. On the consultants end they will begin to identify where the out-year traffic modeling shows potential gaps, congestion or safety issues that a project might be able to address.

Several members of the TAC asked about the costs shown. The costs on the spreadsheet are from the prior plan, in 2015 dollars. Any information about updated costs from the member jurisdictions is welcomed and would be helpful. However, the consultant team was also tasked with developing a financial plan and will be updating all the project costs for the final 2050 Plan.

This is an information and discussion item. *Additional details of this presentation may be found in the Power Point presentation included with the Jan. 27th Agenda Packet.*

CONTINUING BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

9. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2021-2025 TIP

The TAC reviewed the SVMPO Ledger (no changes had been made since last meeting). A status update on SVMPO funded project activities was given by each member jurisdiction:

- Adaptive Signal Control project is in active acquisition of procurement items at this time;
- North Garden/Fry Blvd Design has submitted 75% review comments to the design team and the next version should be the 90% design plans for this project;
- Emergency Pre-Emption Signal Project is expecting the final full sized electric cabinet to be installed on Feb. 2nd, remaining 6 remotes had been delivered to the Police/Fire Depts on the 26th and draft As-Constructed plans were completed. Project expected to finalize by end of the month;
- LIDAR flight is complete, and data is being transmitted to the County in phases. Final sets of data should be received in early summer. Next USGS billing should complete out the STBG transfer contribution of the SVMPO towards this effort;
- Transit activities include the ordering of one planned replacement bus and other mechanical issues on existing buses have been repaired and are up and running.

A short discussion between TAC members was held on transit needs. There will be an increase in planning dollars for transit in the next fiscal year due to a change in the State formula for allocating FTA funds; however, implementing projects is limited not by the amount of FTA funds received but by the match requirements the City needs to meet within their limited resources. The current 5311 transit program has different match requirements than the previous rural 5307 program. To date, Vista Transit has not been able to fully use all the available FTA funds they have allocated to them.

The Administrator stated that a Call for the next round of TIP funding would be going out in the next few months. It was noted that the SVMPO may need to loan out FY22 in order to gain enough funds to complete a project in FY23 or later.

This was an information item.

10. ACTIVE WORK PROGRAM TASKS: FY21

The SVMPO Administrator provided TAC members with a very brief overview of active Work Program tasks that are currently underway and directed their attention to the agenda packet memo for additional details. These active Work Program project include:

- Short-Range Transit planning effort is underway with Michael-Baker, with a coordinated outreach effort with the Long-Range Transportation Plan. Outreach Boards are in final draft format under review now by Vista Transit Drivers, and other transit advocates. They are planned to be posted in early February at the Transit Center. The existing condition chapter is nearly completed, and this plan is on schedule with anticipated completion this fiscal year.
- Town of Huachuca City Roadway Inventory & Assessment project has just been awarded and a kick-off meeting held last week. Traffic counts are being coordinated with Cochise County and a video drive through of the major roadways in the greater Town area will be conducted on Jan 28th and 29th. This project is expected to be completed in the Fall of this year.
- Work Program mid-year annual Budget adjustments are going to the Board for action. Adjustments being made reduce the budget by \$2,141 dollars, being taken from the Travel and Training line item, to match the reduced federal allocation to the MPO and task elements are adjusted for actual, not estimated, project contract amounts. About 26% of the Work Program budget has been spent in the first two quarters, but this will be increased significantly in the 3rd quarter as these active planning projects move forward and submit invoices. *This revised FY21 Budget was provided within the TAC Agenda Packet if additional details are needed on this topic.*
- The Sun Cloud project has yet to formally enter into agreement with the SVMPO and is still developing its scope of work. It may be possible that they can assist the Town of Huachuca City with hardware/software to set up their City Hall to be able to hold interactive virtual meetings. There was a commitment of match made by the previous Administrator but nothing formal has been set in place, or a schedule, or a completion date.
- The preliminary FY22 Title VI Plan was provided for the TAC review with an abstract of the minor changes that have occurred within the region. TAC member was asked to assist with providing ethnic/race data for this report.

Administrator Lamberton asked if there were any questions on these activities. Member Flissar asked for additional clarification on the SunCloud project. It had been some time since the TAC had seen any city on this project and she asked how items like supplying virtual connections to the Town related to transportation activities. Administrator Lamberton stated she was not part of the initiation of this project, but her understanding was that this was a special innovation grant offered by the FHWA to expand the opportunity for southeastern Arizona regional and local agencies to collaborate on moving transportation related data to the Cloud.

As the MAG team, who is taking lead on this effort began to assess the project, they realized that urban areas needed deeper dives on data, but rural areas did not even have adequate bandwidth to access Cloud based data. This is a project still being developed, and as of yet there are no formal agreements related to exactly what the MPO would receive from this effort, and how much we must contribute. Member Flissar asked if the Administrator could send out more detailed

information known about this project and Administrator Lamberton stated that she would be willing to do so. (TAC E-mail Jan. 27th attached)

Member McLachlan then asked what had happened with the Theater Drive project. Administrator Lamberton stated that a final draft of the Cost Proposal had been prepared but to date comments had only been received back from ADOT, Member Hoffman, and the Cost Proposal had not yet been finalized. She also stated that planned staff hiring, that had been budgeted, had been unexpectedly stalled by a need of the SVMPO Board to clarify for the Fiscal Agent's HR Dept. the hiring authority of the SVMPO. As a result, the Administrator felt she could take on no more MPO projects effectively at this time. The Theater Drive project may not go out until early summer. If it can be done earlier, Administrator Lamberton stated she would do so, but at this time it did not seem prudent to move this planning project forward.

This was an information item.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

11. SOUTHCENTRAL DISTRICT REPORT

Member Hoffman, ADOT, stated he did not have anything at this time to report. SouthCentral District offered up that the emergency pre-emption signal at the Town should be completing in the early part of February and they were pleased to be able to assist with that project.

This was an information item.

12. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

Chair Jones asked if TAC Member had any information about their member jurisdiction projects and current events/announcements to share. Member Lou asked if the Administrator could set up a meeting with ADOT on Traffic Counts and the potential of auto-collection of data, and the Administrator stated that she could.

This was an information item.

13. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

SVMPO Board Meeting: January 28th and March 25th, 2021 at 2:30 p.m. SV City Managers Conference Room/Telephonic option available.

COG/MPO/ADOT Directors Meeting: February 24, 2021 at 10 a.m.

BPAC Mtg: March 2, 2021 at 10 a.m. Public Works Training Room or Virtually/Telephonic

Administrator Lamberton directed the attention of the TAC to the agenda memo on this item for details of current Work Program activities. She noted that Census 2020 data is not yet released.

She also advised the TAC that it is expected that the SVMPO Board will be taking action to in both the SVMPO Work Program, and in the SVMPO By-Laws, to provide additional clarification as to the authority of the SVMPO and its designated Administrator to take actions on hiring and staffing management at their March MPO Board meeting.

This was an information item. TAC members with additional questions or comments on any of these items were advised to contact the SVMPO Administrator, given the time left for today's meeting.

14. FUTURE AGENDA ITEMS & 2021 CALENDAR

The next TAC meeting is tentatively scheduled for **March 10, 2021 at 10:00 a.m.** Review and possible adoption of the FY21 Title VI plan is anticipated; preliminary draft chapters for both the Long-Range Transportation plan and Short-Range Transit plan are expected to be distributed for review and discussion.

TAC member jurisdiction assistance with LRTP outreach is also likely to occur during the month of February. Administrator Lamberton also requested that member jurisdiction assist the MPO with staging project presentation boards for distributing information through their on-site locations likely to be viewed by employees or the public.

This was an information item.

15. ADJOURNMENT

Hearing no further questions or comments, by general consensus, Chair Jones adjourned the meeting at 12:01 p.m.