



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE: REGULAR MEETING MINUTES: JUNE 8, 2022

DRAFT

MEETING LOCATION:

City of Sierra Vista Public Works Bld.
Training Conference Room
401 Giulio Cesare Ave. Sierra Vista, AZ

Teams Virtual Option

Join on your computer or mobile app

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Phone Conference ID: 414 164 726#

MEETING DATE AND TIME:

June 8, 2022
1:00 PM to 3:00 PM

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

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

**CDC PROTOCOLS WILL BE FOLLOWED
FOR PRE-SANITATION AND DISTANCING**

SVMPO TAC MEMBERS IN ATTENDANCE:

Chair: Brad Simmons, P.E., Cochise County Civil Engineer
Vice-Chair: Irene Zuniga, Capital Improvements and Development Manager
Member: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista
Member: Matt McLachlan, Dir. Community Development, City Sierra Vista (*virtual*)
Member: Jackie Watkins, P.E., Cochise County Engineer (*virtual*)
Member: Richard Stein, Transportation Services Administrator, Vista Transit (*virtual/no microphone*)
Member: Mark Hoffman, Arizona Department of Transportation/Multimodal Division (*virtual*)

SVMPO TAC MEMBERS NOT IN ATTENDANCE:

Member: Jim Halterman, Town of Huachuca City, Public Works Supervisor

STAFF:

SVMPO Director: Karen L. Lamberton, AICP
SVMPO Regional Civil Engineer: Dennis Donovan, P.E.
SVMPO Intern: Cat Porter, BYU-I

OTHERS PRESENT

Alt. Member: Travis Fast, Project Coordinator, Cochise County
Alt. Member: Chanel Kirkpatrick, External Services Manager, City of Sierra Vista
Victoria Yarbrough, Assistant City Manager, City of Sierra Vista
Jeremy Moore, Assistant District Engineer ADOT

1. CALL TO ORDER AND ROLL CALL

Chair Simmons called the TAC meeting to order at 1:10 p.m. Roll call was taken: a quorum was present.

2. ACCEPTANCE OF THE AGENDA

Chair Simmons asked for a motion to accept the agenda as presented. Member Flissar moved to accept the agenda; Vice-Chair Zuniga seconded and the motion was unanimously approved.

MOTION: Member Flissar

SECOND: Vice-Chair Zuniga

ACTION: PASSED UNANIMOUSLY 7/0

3. CALL TO THE PUBLIC

No members of the public were present at this meeting.

This is the time set aside for the public to speak to the TAC. Speakers are limited to a three-minute presentation and may also submit written comments for the Board files. The TAC may not discuss or take formal action on 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 responding to any criticism, directing staff to review the matter, or scheduling the matter for discussion at a later date.

4. APPROVAL OF THE MEETING MINUTES (April 13th, 2022 & April 18, 2022)

Director Lambertson asked members of the TAC if there were any revisions for either the April 13th or the April 18th TAC meeting minutes. Member Flissar noted several edits to the April 13th meeting minutes. Item #4 spelling error correction to "colonius", Item #5 suggested changing City members to City of Sierra Vista for clarification between the City of Sierra Vista and Hucahqua City, Item #6 moving the discussion on TIP categories to the April 18th meeting and Item #8 addressing issues were due to Covid. Member Flissar also noted on the April 18th meeting minutes corrections to Item 3 adding the discussion that occurred which included the benefits of having overmatch and the potential grant leverage of placing items on the TIP. She would like to see the discussion about the benefits of using the limited MPO funding which includes using the MPO to assist with paying for match with grants or identifying those projects to help with grant requests.

Member Hoffman commented the 2.5% new requirements of the IJJA bill is not ADOT but on the MPOs. This new section requires that MPO's spend a minimum of 2.5% on MPO planning funds on safety and multimodal transportation opportunities. Member Hoffman suggested this be clarified in the minutes.

Member McLachlan asked that the April 18th meeting minutes include the comments he had made in the discussion about development of TIP project selection – specifically those addressing the need for a formula to streamline allocation to better distribute funds, including factors such as population and lane miles.

The SVMPO Director asked if there were any other review comments on either of the meeting minutes. Hearing none, Chair Simmons called for the motion to approve the TAC Regular Meeting Minutes of April 13th and the TAC Special Meeting minutes of April 18, 2022, with the noted revisions.

A motion was made by Member Flissar to approve the Meeting Minutes of April 13th and April 18th. A second was made by Member Kirkpatrick. The motion was then carried unanimously.

MOTION: Member Flissar

SECOND: Alt. Member Kirkpatrick

ACTION: PASSED UNANIMOUSLY 7/0

CONTINUING BUSINESS: PRESENTATION/DISCUSSION

5. STBG FY23-FY27 LEDGER BALANCES

The SVMPO Director provided the TAC the current Transportation Improvement Program (TIP) ledger and noted that there are no additional changes known by the MPO regarding future available funding. ADOT is still absorbing OA amount through FY23. Member Hoffman had a few minor edits that he will send to the MPO Director. The MPO Director briefed the TAC on the actions taken at the last Board meeting and stated that the projects and amounts in the ledger reflect those approved Board actions. The Board's stated intent was to prime up projects to better position for grants as opposed to fully funding projects from start to finish. As of the date of this meeting, the Surface Transportation Block Grant (STBG) funds through Fiscal Year 2027 that are not yet programmed are estimated to be \$745,702. Construction cost are way up to about a 33% increase and some MPO are having to seek out-of-state contractors given the number of projects now being constructed. The MPO Director advised TAC Members to consider being prepared for overmatch even on projects with 5.7% match amounts in order to cover the rapidly increasing construction costs and competition for consultants and contractors.

Member Flissar requested several edits to help clarify the ledger. Naming the Skyline project as Skyline Drive Design and ROW to not confuse with the pathway project was suggested. Adding 7th to Hatfield to the BST pavement grant to specify limits was also recommended.

Vice-Chair Zuniga asked about the Pavement Condition update, stating it was one of the City's highest priorities. The SVMPO Director reminded TAC Members that the Work Program brought to them in February's meeting includes the Planning Funds. Those planning projects are not in the TIP. The SVMPO Director noted that her recollection was that the Pavement project update is in FY23, Access Management Plan in FY24 and the Timing Signal in FY25, subject to funding and staff capacity. Victoria Yarbrough, Assistant City Manager stated that the Pavement and Access Management projects are a high priority for the City of Sierra Vista and they can help in any way they can with overcoming the limited staffing and resources the MPO has. The SVMPO Director asked if the City of Sierra Vista might be able to provide overmatch. Victoria Yarbrough requested a funding amount and she will let the SVMPO Director know.

Member McLachlan asked for clarification on the TIP parking lot. SVMPO Director confirmed that the parking lot is still part of the TIP and increases the probability for those projects for grants but cautioned that it does not ensure funding for those projects.

Vice-Chair Irene added that the City of Sierra Vista has applied for three additional grants that are not noted and will send the MPO Director the projects and exact amounts. The SVMPO Director added that if any TAC Members have any additional questions or would like a more detailed explanation of the Ledger, she would be able to discuss this topic with them individually.

This was an information item. No action was taken.

6. 2023-2027 FINAL DRAFT TIP

The SVMPO Director presented the draft five-year Transportation Improvement Program (TIP) to the TAC for review comments. She noted that there would be three potential changes to the drafted TIP

before going to the Board that were recently forwarded to the MPO since the draft TIP was posted. These are:

1. The addition of just awarded 5310 projects. These are transit funded projects for non-profits in the region that provide transportation services. The new FY23 funding for 5310 projects was awarded to the Santa Cruz Training Programs who help transport those with disabilities to work locations and bring clients into Sierra Vista as well as a continuation of funding to ViCap. Funds for mobility management will also be used to partner with SEAGO on the mandated coordinated transportation planning in the region.
2. One of the new transportation bill funding programs is the Carbon Reducation Program or CRP. The MPO will be receiving funding from this program and a short narrative will be included in the TIP, with anticipated additional funding for FY22 & FY23 in the amount of \$114,755 annually. Regulatory guidance is still being developed for this program but it will help with alternative mode development projects in the region.
3. The SVMPO Director also noted that although she was fairly certain of the FY23 funding for Vista Transit she would be requesting to meet with Vista Transit staff to clarify future project expectations.

Member Flissar suggested that the MPO coordinate with the City of Sierra Vista's Finance Dept on the information presented on page 21 of the drafted TIP (Vista Transit projects). Member McLachlan asked if the Moson Design for FY23 was borrowed money to build up funding. The SVMPO Director explained that the MPO has some loans coming back in and that Moson Road Design project was fully funded, without loans, in FY23. Member Flissar recalled that the County was ready to pay overmatch to fund this project instead of using more MPO funding. The Director explained that the SVMPO Board chose to fund the Moson Project the way shown and it has been recommended by the Board that the County hang onto their potential overmatch for the construction phase.

Member Hoffman commented that Skyline Drive should be shown as with the 'Urban' qualifier to make it clear it was eligible for funding. Member McLachlan also wanted to know if the Town of Huachuca was applying for grants for the construction of Skyline Drive. The SVMPO Director responded that this project is still a potential project in the proposed state budget and that she believes that Hauchcua City is proactively looking for any and all opportunities for additional funding possibilities.

Member Flissar commented that the TIP Open House conflicts with a City budget work session. The SVMPO Director explained that this was a limited in-person outreach effort and presented as an opportunity for TAC Members to attend but it is not a requirement to do so. She asked that TAC members share the Open House information to anyone they know that might be interested in learning more about regional projects and plans.

The SVMPO Director then stated that she wanted to remind the TAC that this was an annual document but that changes could be made to amend the TIP throughout the year if additional funding became available or new projects needed to be added.

Hearing no other comments, Chair Simmons asked for a motion to forward the draft TIP, with the identified additions, to the Board for possible approval. A motion was made by Member Flissar to forward the draft TIP, with noted additions, to the Board for approval. A second was made by

Alt. Member Kirkpatrick . The motion was then carried unanimously.

MOTION: Member Flissar

SECOND: Alt. Member Kirkpatrick

ACTION: PASSED UNANIMOUSLY 7/0

7. TIP PROJECT PRIORITIZATION AND PENDING WORK SESSION

The SVMPO Director briefed TAC members on the scheduled Board Work Session, set for July 6, 2022, from 2:30 to about 3:30 p.m. to discuss and potentially reach a consensus on criteria for future TIP project selection. She then had the TAC members participate in a short interactive exercise. TAC members were given an opportunity to indicate their highest priority for consideration for TIP project selection, then to indicate two additional factors they felt were also highly important and then three factors they felt the Board should consider. Those members attending virtually had been sent an electronic handout to fill out and send back in. Each member wrote down what criteria they felt is important for the Board to consider in regional project selection. This feedback was collected and will be prepared for the Board to consider during their Work Session on July 6th.

TAC members were reminded that there are mandated criteria for these TIP projects which include that they be a federally functionally classified roadway, meet adopted LRTP priorities and help to address adopted performance measures.

Member McLachlan asked for a definition of what regionally significant means in context of developing a funding formula. He stated that he believed it should be the higher level roadways, like arterials. He would also like more information about adjusting funding within the five-year TIP. The TIP is required to be fiscally constrained but can be amended. Member Watkins mentioned that if the MPO did just a population based formula the MPO's wouldn't be needed because that funding could just go separately to each agency. The MPO is to fund regional priorities, not just local priorities. She also noted that SEAGO rotates funding between member agencies and might have some sort of formula that they use.

Within the agenda packet was a TIP flowchart and Member Flissar would like to see clarification on what is deemed regionally significant. She also asked for specific clarification on the item stating projects had to be 'In the Long-Range Transportation Plan or Local Agency Transportation Plan'. The SVMPO Director explained that in some cases a newer local agency plan might be developed and it was possible to amend the Long-Range Transportation Plan. Typically, TIP projects are pulled from the Long-Range Transportation Plan near-term priorities. A more updated local agency plan might adjust those project priorities.

Alt. Member Kirkpatrick asked the SVMPO Director to send out what other MPOs are doing to prioritize TIP projects to see if we can learn from them. The SVMPO Director stated this information will be part of the Work Session and sent out to the TAC members.

This was a discussion item. No action was taken.

8. FY23 DRAFT TITLE VI PLAN

The SVMPO Director shared highlights of the drafted FY23 Title VI Plan with TAC members. This annual updated plan identifies those areas within the region that may require targeted or specialized (e.g. translation) outreach activities. In the SVMPO region, Spanish is still the most frequently spoken

language and there are a few Census Tracts that we need to accommodate translation services during project development. The SVMPO Director also noted that the Census numbers are still being received and some data will not be released till October or even into next calendar year. There are some notable overcounts and undercounts in the Census numbers. Direction has been given to MPO's is to use what they have in their Title VI Plan. This preliminary draft has been reviewed by the ADOT Civil Rights Department and meets all the mandated requirements. The one addition expected is to add the map set illustrating the data discussed within the plan itself. The SVMPO Director briefly shared why the Title VI plan is important for understanding the underserved or traditionally disenfranchised groups within our region. She stated that the data between last year and this year show that our region has gotten a bit older, whiter and also smaller in population size.

Chair Simmons asked if there were any additional comments. Hearing none, he asked for a motion to forward the drafted Title VI plan to the Board for adoption.

A motion was made by Member Flissar to forward the draft Title VI Plan to the Board for approval. A second was made by Alt. Member Kirkpatrick. The motion was then carried unanimously.

MOTION: Member Flissar

SECOND: Alt. Member Kirkpatrick

ACTION: PASSED UNANIMOUSLY 7/0

9. FY23 PERFORMANCE MEASURES

Annually, the region considers setting performance measures and/or adopting the measures set by ADOT. The measures are goals that the State and MPO's try to exceed or meet by selecting projects that help to address those targeted transportation issues. The SVMPO Director asked for direction from the TAC if the State performance measures appeared to be reasonable for our area or if they wanted to form their own performance measures for any of the targeted areas relevant to our region. TAC members concurred to continue to adopt ADOT's performance measures.

This is a discussion item. No action was taken.

10. JURISDICTION PROJECT UPDATES

TAC Members will be provided updates about their active regional and local agency projects. These included:

- **City of Sierra Vista West End HURF Exchange Project** had a final walk through with ADOT and ADOT certified that this project is substantively completed. They also noted that there was a West End Fest Event that had a great turn out and Sierra Vista has had lots of positive reviews of the project. Vice-Chair Zuniga is assisting her staff with project close-out and finalization of this project.
- **Huachuca City Roadway Inventory & Assessment Project:** Utility mapping effort has been completed and Dennis Donovan shared with the TAC Members the printed Utility Mapping Books which are the final deliverable of the HC Roadway Study Project. Mr. Donovan noted that these were just one of the final set of materials produced for the Town and that an

interactive electronic version was also provided. Town Council and staff were very pleased with this project deliverables and they have already been put to use by the Town.

- **Vista Transit Plans and Projects:** Cashless App project has received bids which will be reviewed and hope to make selections by end of the week. Additional transit grant funding is also being applied for. Vista Transit/City of Sierra Vista have received back initial comments for their Triennial Review and will have the 5 day inspection, virtually, not in-person, in two weeks.
- The **Joint County/City Theater Drive Project** is in progress and the Joint Agency Forum was held on May 13th. The SVMPO Director expressed gratitude for TAC member participation at the Forum. A meeting summary for that Forum, Traffic Report, area mailings and a technical TAC meeting invite should be going out to the TAC soon.
- **Moson Rd. Pre-Scoping Cross-Section Lane Layout Project** has selected Michael Baker as the consultant team. The Notice to Proceed went out on June 7th. Member Hoffman asked how many consultant teams responded. The SVMPO Director indicated that three firms had responded, but then one backed out stating they had been awarded several large projects and no longer had adequate staff capacity. Of the two remaining firms, the proposed costs were fairly close together.

This was an information item. No action was taken.

11. SOUTHCENTRAL DISTRICT REPORT

ADOT reported on the status of current and potential ADOT projects within the region. Jeremy Moore updated the TAC on four pending state project in the area:

- SR90 Glen to Calle De Cultra: Awarded to Granite Construction and are hoping to begin work in July of this year.
- SR90 Carter Cavern: Awarded to F&F Construction are hoping to begin work by the end of the month.
- SR90 Benson to Railroad Dr: Project is going to be scheduled.
- SR90 Campus to Moson Rd: Project is still in the design phase right now but ADOT is projecting a Feb 2023 construction. Member Flissar noted that the City of Sierra Vista does receive a number of complaints about this section of roadway.

Member Hoffman updated the TAC that the ADOT's Long Range Transportation Plan has been awarded to a consultant team (*negotiations on contract not final and disclosure of consultant award is pending*) and that ADOT is working on the public involvement plan component. An update on the Border Master Plan is underway and they are currently developing survey's and scheduling in person visits. Updating priority project lists from the previous plan is also underway. Member Hoffman indicated that he would send the SVMPO Director the project website link. The 5-year State construction plan is going to the State Transportation Board on the 17th for approval.

This was an information item. No action was taken.

12. UPCOMING SCHEDULED MEETINGS and DIRECTOR'S REPORT

Regional Transportation Open House: June 15th at 4:00 p.m. to 7 p.m. Sierra Vista Library

SVMPO Board Meeting: June 22nd at 2:30 to 4:30 p.m.

SVMPO Board Work Session: July 6th at 2:30 to 3:30 p.m.

SVMPO Board Meeting: July 6, 2022 at 3:30 p.m. to 4:30 p.m.

SVMPO TAC Meeting: October 12th, 2022, at 1:00 p.m.

Conferences:

AZPlanning Conference: August 24th – August 26th Scottsdale, AZ

Rural Summit: September 14th – September 16th Maricopa, AZ

Roads and Streets Conference – September 28th – September 30th Tucson, AZ

The SVMPO Director informed TAC members that the MPO budgets an opportunity for all TAC members and/or their alternates to attend these conferences and pays for their registration. Jurisdictions are responsible for lodging and per-diem. She requested that anyone wishing to attend either the AzPlanning Conference or Roads & Streets to let her know and she would making those registrations in early July (next fiscal year).

The SVMPO Director advised TAC members that the proposed rural transportation projects are still active and in the proposed State budget at this time. Additional ADOT funds are also in the draft State budget, including additional funds for the Campus to Moson Rd. state project. The State Budget is not yet passed, but the MPO will let the TAC know if these regional projects make it into the funding for FY23 through a state earmark.

This was an information item. No action was taken.

13. FUTURE AGENDA ITEMS

The Board will hold a Work Session on **July 6th from 2:30 p.m. to about 3:30 p.m.** at the Sierra Vista City Hall, City Managers Conference Room to discuss TIP project selection criteria. TAC members are encouraged to attend. ***The tentatively set August 10th TAC meeting and August 24th Board meeting will be cancelled.*** The next TAC meeting is scheduled for **October 12, 2022 at 1:00 p.m.**

Items expected to be presented include end of the fiscal year financial reports, updated FY23 Work Program budget and implications of state legislative activities undertaken, and reporting on conferences attended in August and September by TAC members.

This was an information item. No action was taken.

14. ADJOURNMENT

Hearing no further questions or comments, by general consensus, Chair Simmons adjourned the TAC meeting at 2:46pm.

A motion was made by Vice-Chair Zuniga to adjourn this TAC Meeting. A second was made by Member Flissar. The motion was then carried unanimously.

MOTION: Vice-Chair Zuniga

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 7/0