



**SEAGO TRANSPORTATION ADVISORY COMMITTEE**

**Draft Meeting Minutes for September 15, 2011**

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| <b>Date:</b>                | September 15, 2011   |   |  |
| <b>Time:</b>                | 10 a.m. to 2 p.m.  |   |  |
| <b>Place:</b>               | Cochise College Benson Center  |   |  |
|                             | 1025 State Hwy. 90, Benson, Arizona  |   |  |
| <b>Voting TAC Attendees</b> | Brad Hamilton, Benson<br>Heath Brown, Thatcher<br>Jesus Valdez, Santa Cruz County<br>Karen Lamberton, (Chair),<br>Cochise County<br>Lauren Ortega, Douglas | Michael Bryce, (Vice Chair),<br>Graham County<br>Randy Petty, Safford<br>Scott Dooley, Sierra Vista<br>Mark Hoffman, ADOT Rep.<br>Steve Troncale, Tombstone |  |
| <b>Guest Attendees</b>      | James Hartman, ADOT Safford<br>District Office   | Susan Anderson, ADOT Local<br>Govts.  |  |
| <b>Staff Attendees</b>      | Randy Heiss, SEAGO<br>Yolanda Urbina, SEAGO<br>Chris Vertrees, SEAGO   |   |  |

**CALL TO ORDER AND INTRODUCTIONS**

Chair Karen Lamberton called the meeting to order at 10:14 a.m. and the attendees introduced themselves. Randy introduced Chris Vertrees who is interested in becoming the Transportation Planner. Waiting for a quorum, non action items were discussed.

**CALL TO THE PUBLIC**

No members of the public commented.

**APPROVAL OF THE MINUTES OF JULY 21, 2011**

Chair Lamberton asked members to look over the minutes for any corrections. **Randy Petty moved to approve the minutes with the change under the TIP Report agenda item to change “Graham County bridge” to specify in the motion and elsewhere referenced the HSIP project as the “Fort Thomas Bridge,” Brad Hamilton seconded the motion, and the motion passed unanimously.**

**STP PROJECT STATUS UPDATES**

San Carlos Project

Randy Heiss reported that Barney Bigman has resigned and will be working with the Gila River Indian community and unable to report on the San Carlos project status. Randy did send him an e-mail stating that the TAC needed more information on the project. At the previous meeting, the TAC had asked for the status of the functional classification and ADOT approval of the environmental clearances for the San Carlos STP project. Mark Hoffman suggested removing the project from the TIP as it was an ineligible project. Randy will move it to the informational tab



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(placeholder tab). Randy Heiss will send a letter informing the Tribe of the STP presentation date in November and for them to bring the information requested by the TAC to make the project eligible. The Tribe can make a presentation along with the other presenters. **Randy Petty moved to move the San Carlos project to the information section of the TIP, Heath Brown seconded the motion, and the motion passed unanimously.**

#### Douglas

Lauren Ortega reported there is Port of Entry litigation, that ADOT received proposals to conduct a traffic study on the traffic gridlock due to outbound traffic from the US side into Mexico. The 3<sup>rd</sup> Street extension 2014 monies (\$800,000) would not be needed as the City of Douglas will pay for this project out of their budget and it will be done in-house (Cochise County will complete the earth work). This money can go back into the SEAGO regional account. Chino Road is moving forward, Steve Wilson (ADOT) has requested more CBI funding for the extension. Douglas has an IGA for Chino Road but is subject to change due to the funding changes. Mark Hoffman told Lauren that the project was two separate pots of money. Randy Heiss added that the money for Douglas was for construction and not design. Lauren stated that the 191 alignment connects Hwy. 80 to 191 to the new proposed Port of Entry. A firm location for the Port of Entry has not been received from the Mexican side. ADOT has decided to put that study on hold. **Scott Dooley moved at the request of the City of Douglas to remove the 2014 STP project for the Third Street extension and return the funds back into the SEAGO TIP, Michael Bryce seconded the motion, and the motion passed unanimously.**

#### Other

Regarding Safford's 20<sup>th</sup> Avenue STP project, staff met with the consultant and have design, environmental, and ROW funds to design that project and it is moving forward with the construction. Graham County received the 28<sup>th</sup> Avenue IGA from ADOT and it was sent back with comments. They have not received the IGA for Reay Lane. Susan Anderson stated that it was in draft form. Graham County has the revisions for the IGA for the enhancement project. Chair Lambertson appreciated Susan Anderson's (ADOT Local Governments) assistance on the IGAs. Sierra Vista has completed the 2 ½ miles on Fry Blvd. and the striping will be done the following week. Design for the Willcox project is complete. Next week, a one page category exclusion will be submitted. The enhancement project (Avenida del Sol) is at FHWA waiting for approval and will go down to placement. Santa Cruz County has the STP funding for Pendleton/Rio Rico Drive and needs to give the scope to Susan Anderson. The legislation for the flood control district has changed and Santa Cruz County is using that funding to pay for the bridge (Palo Parado), all documents are completed and looking for other funding. Construction will start the beginning of next year. Due to limitations of the flood control district to pay for some of the improvements, the intersection will be separated from this project and will compete for STP funding. They do not have the clearance but has associated documentation (survey, cultural) and the ROW is pending. **Lauren Ortega moved at the request of Santa Cruz County to remove the Palo Parado placeholder project, Brad Hamilton seconded the motion, and the motion passed unanimously.** Karen Lambertson provided a handout on Davis Road: IGAs approved by the Board, pulling apart the environmental clearance to move two of the mileposts forward. Milepost 9 has the wetland issue and further discussions with cultural resources. ADOT is allowing the County to keep all the environmental documents (tagging) and they will do the monitoring plan separately. Moving environmental clearance forward and will have SHPO sign off on the two mileposts. ROW is waiting for the environmental clearance document. She reminded members



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not to spend any money until the IGAs are out of FHWA. The County appreciated Mark's help in getting the HPP project match. Randy Heiss reported on the Bisbee Glass project (will leave this project in the TIP until the TERC meets October 4).

#### TIP REPORT

##### Administrative Changes

Randy Heiss went over the TIP administrative changes on page 11. They included: SRTS projects in Nogales and Rio Rico are obligated in 2011 and were clarified to indicate sponsorship by the U of A Cooperative Extension Office (obligated in 2011); Davis Road HPP, MP 13, and MP 5 design was ineligible and went beyond preliminary design and the design funding was moved into ROW acquisition (2012). Douglas SRTS unable to obligate in 2011 and funding was moved to 2013 and split into design and construction phases; Willcox-Fort Grant Road TE project was authorized and moved to funding obligated at the end of TIP; design and construction phase for remaining TE projects identified and broken out into separate phases; Sierra Vista Path to Higher Education has been obligated and moved to the 2011 section of the TIP; and the Bisbee glass sidewalk design amount was increased to \$15,397 which reduced construction down to \$50,000 and may be pulled according to City Manager Steve Pauken.

##### TIP Numbering System

Mark suggested a project identification number should be assigned to each project. This will align with the state's numbering system. The TAC may revise the numbering system. An existing column was changed to provide a phase ID to the project identification number.

Mark Hoffman reported that ADOT is hiring a consultant to do the research on the E-STIP project. ADOT received a letter from FWA and FTA concerning deficiencies in the TIPs and the STIP. Every agency including the state did not meet the requirements of 23CFR. There were deficiencies across the board, every region and the state had shortcomings as far as meeting all of the requirements. ADOT has created a group of representatives from COGs, small and large MPOs that will come up with the template. The letter identified all the deficiencies and ADOT will use a different formatted TIP that will follow where the agency has the project and all the phases will be on that one line (nothing will be broken out by year). Agencies will have the project and the columns for the four fiscal years. ADOT will require the TIPs and STIP to use the different format next year. SEAGO is already in the process of making the required changes (creating TIP numbers, phasing out the projects) from the deficiencies identified for SEAGO. A ledger showing that the project is fiscally constrained (documentation and audit proof) is also needed as well as the year of expenditure dollars. ADOT will use the new format for the STIP in 2013.

Randy pointed out the balances rolling over in 2011, 2012, and 2013. It is important to remember that the SEAGO TAC is making these balances under the assumption that SEAGO will receive \$1.5M yearly. There may be a six-month extension on the Surface Transportation bill (that will be the last one). They will come back with a reauthorization bill. A lot of the proposals seem to be leaning toward 30 percent reduction making it balance with the Highway Trust Fund which does not sound encouraging in terms of continued funding at this rate. Mark added that all federal (formula) programs are eligible for the 30 percent cut. And, programs not part of the formula could be taken out.



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#### Schedule Date for STP Project Presentations

STP project presentations are scheduled for Thursday, **January 19** (ranking). TAC members will give applicants input on their projects at the **November 17** TAC meeting and they are to bring their one page project submittal to the TAC meeting. Bring enough copies for everyone. The one page project should include the project description, status (ROW etc.), functional classification, and project cost. Final applications are due into SEAGO by **January 6** for the **January 19** TAC meeting (presentation and ranking).

#### **SEAGO LEDGER BALANCES**

The ledger balances reflected the previous TAC meeting changes and carry forward balances. Chair Lambertson congratulated Sierra Vista and Bisbee for the bid savings. FY 2012 has money for STP projects and a placeholder for the Traffic Count Program.

#### **INACTIVE TE PROJECTS**

##### Douglas

Lauren Ortega reported that a decision has not been made whether to rescind or ask for an extension on the old A Avenue project. A meeting will be scheduled with Natalie Clark next week to find out the status of the project since Carlos De La Torre left Douglas (some money has been expended). She will inform SEAGO of the decision.

##### Bisbee

Randy Heiss reported that the glass sidewalk project will be pulled from consideration. There is \$37,000 with the additional match. They would have to contribute the design etc. which was not included in the enhancement eligibility. They will pull the project and reapply with the additional costs for the next round. The criteria for the TE projects has changed (design and construction costs are allowed).

##### Other TE Projects

Sierra Vista had 100 percent completed projects and others waiting for ERR approval. Tombstone's 2007 award has bids scheduled and will be awarded. Two projects (HSIP and TE) dovetailed together which caused the delay and they have final project assessment.

#### **HSIP APPLICATION FORM**

Randy Heiss reported that the HSIP application form included in the packet was done by Irene Higgs. She did an excellent job and put a lot of work into the form. Randy sent out a spreadsheet to members. Safford is going but not to the end, Sierra Vista's HSIP project for Avenida Cochise/Oakmont has been completed and sent to C&NS, they made their changes and it is out to advertisement and will be obligated by month's end. Graham County's Peterson Wash project is completed but not closed out. Cochise County and Douglas are working with procurement on the signage and are waiting.



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#### DISCUSSION/POSSIBLE ACTION ON THE TITLE VI IMPLEMENTATION PLAN

Randy Heiss reported that ADOT had accepted the Title VI Plan and was told it did not need Administrative Council or Executive Board approval. The Title VI Plan schedule is outlined in the TAC packet memo. Currently, the plan is at the public comment phase until September 30. He will integrate any changes/comments he receives.

It was noted that any member entity receiving federal monies must have a Title VI Plan. SEAGO has offered member entities the use of the SEAGO plan that they can change to fit their agency. The ADOT Title VI training at the Double Tree in Tucson on **September 26** was cancelled. Randy will inform members of the rescheduled information. It was suggested that ADOT Title VI staff be invited to and to address the TAC.

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#### UPDATE ON TRAFFIC COUNT RFP

Randy Heiss announced that the Traffic Count RFP was completed and posted. A pre-proposal conference will be held **September 21**. Michael Bryce, Scott Dooley, and Karen Lamberton will serve on the Traffic Count Committee and their recommendations will be forwarded to the TAC for award at the November 17 meeting.

#### STATE TRANSPORTATION MEETING

Chair Lamberton reminded members of the STB meeting **September 16** at the Benson Council Chambers at 9 a.m. She stated the need to be more proactive regarding the State Transportation Board meetings and she suggested putting aside transportation resources for the meeting. She added that the NACOG region asked consultants to contribute resources. The jurisdictions also presented regional projects. She asked members to think about this topic for next year's meeting, presenting local issues, and backing the district engineer to get needed projects.

#### IN-KIND MATCH – SIGN IN SHEET DISCUSSION

Randy provided an updated meeting sign-in sheet explaining the use of the prep time column (reasonable estimate spent) which will be used for in-kind for the Traffic Count Program requirement match.

#### TRANSIT REPORT

Randy Heiss directed members to read Melanie Greene's transit report on page 48 of the packet. As Chris Vertrees phases into the transportation program, Randy will be attending the County Coordination meetings (SEAGO region) to get acquainted with the challenges the transit operators are facing.



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#### DISTRICT ENGINEER'S REPORT

James Hartman gave the District Engineer's report for Bill Harmon. He reported that the San Francisco River Bridge/Wood Canyon Bridge are ongoing (little over half way done in Clifton), poured the deck a month ago, Segment 5 ongoing design project of US 191 continuation of the divided highway (Safford and Willcox) doing drainage work, Old Safford Road mill and fill up in Clifton started this month and lane test driven this week, the US 191 Safford south of new bridge in 3-Way (slope flattening project) out for bid soon, work on I-10 SR 90 TI is ongoing, working on getting new westbound bridge constructed, slow and ongoing and doing some differential milling on eastbound side as well (Phase II), SR 80 Tombstone replacing culverts and recently finished 3 cuts across the highway to install pipes and should be finished in October, finishing the landscaping on Arizona Street (Bisbee) and will be finished up this month, Fry Blvd. work finished, I-10- Mescal TI poured the deck last week and waiting to get that open on the 20<sup>th</sup> (poured closer pores for concrete barrier), and ongoing district-wide chip seals and bonding and occur when the procurement money is received.

#### REGIONAL LOCAL PROGRAM REPORT

##### Status of Local Projects

The Tombstone PARA grant has kicked off a study for the realignment of Hwy. 80 off of Fremont Street and based on the results, a decision will be made on the traffic studies. Safford has the 20<sup>th</sup> Avenue project and Susan Anderson got the JPA process started, kickoff meeting with the consultant. Tombstone appreciated Susan's assistance. Safford has two trail projects (one will be in construction soon) and ADOT is looking at the final bid package. The second project will have a JPA and PA completed, waiting to see if there are any concerns on the environmental so the environmental process can be started. Main Street improvement received a JPA but can't do anything until FHWA gives the OK to proceed. The project is piggybacked on the HSIP traffic signal, the JPA has been received and they are waiting for FHWA to give the OK to proceed. Hopefully, in October they can start the environmental studies. FHWA audited Sierra Vista on one of the multi-use paths. Sierra Vista proceeded with design before FHWA's approval to move forward. FHWA submits a form to ADOT that states that the agency can proceed with design. Once an agency has completed the environmental documentation then the agency can proceed with design to ADOT. Funding is not authorized at that point in time. ADOT doesn't submit the approval to proceed FHWA forms to the local agencies. Agencies should demand the FHWA form from ADOT. Sierra Vista utilized consultants to do the environmental etc. through the state process procurement. ADOT had stated that as long as the agency is following Arizona State procurement procedures they are fine. The FWHA stated that the agency has to have approval from ADOT for the use of a consultant for each project. A memo came out recently stating that no project will accepted until the consultants are approved by ADOT for pre-design and design effective immediately. Using a consultant for any portion of federally-funded projects has to be approved by ADOT. Randy Heiss paraphrased FHWA that by using federal money an agency needs to follow ADOT procurement process specifically related to HSIP, TE, and STP. Randy Heiss has already advertised for the Traffic Count proposal, using STP money and moving it into planning, the bid is out, proposal packages requested, and the pre-proposal conference is scheduled for next week. It was suggested that Randy contact the Program Manager or the person who sent out the e-mail. Randy asked Mark Hoffman to look into it. Susan responded that there is an FHWA form ADPR2X that will have the name of your project and the date that funding



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was obligated, project authorized, and the funding set aside. Local governments is now receiving copies of that form and will forward it on to the agency. This is the last step the agency needs to have the JPA in place and executed. Also mentioned in Sierra Vista's audit, the agency has to include a "Buy America" clause in all of the documents and needs certification for all of the steel in a project. The jurisdiction has to have the certification in their file for anything beyond 1 percent of the contract amount. Susan Anderson reported new FHWA forms will come out soon.

#### Update on Enhancement Projects

Thatcher enhancement project underway, for the Reay Lane bid has an approved JPA, ERR due today, chip and seal for SR 70 and Reay Lane, bids have been returned and should go into construction in October. Has two railroad crossings that need signals raised when they go into construction in Thatcher. Cochise County is doing chip and seal for Benson. Karen Lamberton asked Brad Hamilton if Post Ranch Road needed chip and seal (Cochise County/Benson will working on the project).

Mark Hoffman reported the Bisbee PARA has a draft improvement plan; the next phase public meeting for October 13-14 is being finalized. The Tombstone PARA is working on existing conditions and the Nogales pedestrian and Sierra Vista bike path projects are wrapping up. ADOT will be working on a statewide rest area study (strategic plan on how to invest in rest areas over the next 20 years). ADOT is also developing a border master plan (evaluating the POEs, the roadways to and from to handle efficiently the pedestrian, car traffic, freight, and rail). The project will be awarded to consultant (Stantech) and it will start soon. Randy Heiss is interested in serving on the TAC. There are 11 PARA projects in the new round, which will be reviewed and selected on Monday, notification selection will go out the end of the month. The SEAGO region had three projects submitted (Safford, Cochise County, and Santa Cruz County).

#### **ITEMS FOR GENERAL DISCUSSION**

Randy Heiss announced the upcoming Census Training schedule for 9 a.m. to 12 p.m. on Thursday, **October 27** at the Cochise College Benson Center (the June 28 training was cancelled due to the problems the College had with its HVAC).

Randy Heiss added that Lauren Ortega reported that Douglas did not receive the final LTAF distribution and asked if other jurisdictions had similar problems to let him know. The judge ruled that the state could not take the LTAF money and use it in the general fund. The judge was not specific in his ruling and there may be an appeal and lengthy discussion. The LTAF money was part of Pima and Maricopa County's plan to reach air quality standards and the state taking the money meant they wouldn't have the money to invest in transit to do that. The decision whether the judge's ruling only applies to attainment areas or whether it applies to the whole state will be visited.

#### **ITEMS FOR NEXT MEETING**

Items include: approve and award the recommendation regarding the Traffic Count Program; hear the descriptions for STP funds in November.

#### **NEXT MEETING DATE**

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The next meeting is scheduled for **Thursday, November 17** at 10 a.m. at the Cochise College Benson Center.

#### **ADJOURNMENT**

The meeting adjourned at 1 p.m.