



SEAGO TRANSPORTATION ADVISORY COMMITTEE

MEETING MINUTES FOR SEPTEMBER 21, 2017

Date:	September 21, 2017		
Time:	10 a.m.		
Location:	Cochise College Benson Center, 1025 State Hwy. 90, Benson, Arizona		
Voting TAC Members Present	Karen Lamberton, Cochise Mark Hoffman, ADOT Jesus Valdez, Santa Cruz Randy Petty, Safford John Basteen, Duncan	Michelle Johnson, Benson Heath Brown, Thatcher Andy Haratyk, Bisbee Lynn Kartchner, Douglas	
Guests, Staff, and Other Attendees	Chris Vertrees, SEAGO Randy Heiss, SEAGO Brad Simmons, Cochise Leonard Fontes, Santa Cruz Tom Engel, ADOT	Allen Hathcock, Kimley-Horn	

1. Call to Order and Introductions

Chair Jesus Valdez called the meeting to order at 10:09 a.m. TAC members, guests and SEAGO staff introduced themselves.

2. Call to the Public

Chair Jesus Valdez made a Call to the Public and no one spoke.

3. Approval of Minutes of July 20, 2017

Chair Jesus Valdez asked for a motion to approve the July 20, 2017 Minutes.

MOTION: Michelle Johnson moved to approve the July 20, 2017 Minutes.

SECOND: Andy Haratyk

ACTION: APPROVED UNANIMOUSLY

4. Cochise County Road Design & Construction Standard Presentation

Allen Hathcock (Kimley-Horn), the Project Manager for the Cochise County Design Standard Update provided an overview of Cochise County's development process and the updated standards. Allen and Karen received and answered questions concerning the project. Karen and Allen provided the TAC with copies of public information brochures involving standards for residential driveways, commercial driveways, and sight distance triangles. Karen advised the TAC that the brochures and design standard materials were available for their use.

5. STP/HSIP Ledger Reports

Chris Vertrees presented the STP/HSIP Ledger Reports that were included in the TAC packet on pages 8 and 9.



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6. TIP Report

Chris Vertrees presented the TIP Report. Chris reminded the TAC that at our last meeting, we discussed the status of Chino Road Phase II which is programmed for this year. The TAC had concerns about funding and the readiness of the project to proceed this year. Chris provided an update on the project's status:

The ADOT project manager met with the consultant for this project to determine what needs to be done (and the associated costs) to finish up design, as well as how much money will be needed for construction. The following is a summary of what they concluded:

Remaining design (consultant) and PMDR fees:

\$ 75,440	Federal funds (94.3%)
\$ 4,560	City of Douglas match (5.7%)
\$ 80,000	TOTAL

Construction:

\$ 2,829,000	Federal funds (94.3%)
\$ 171,000	City of Douglas match (5.7%)
\$ 3,000,000	TOTAL

We currently have the following programmed for this project:

Construction:

\$ 2,357,500	Federal funds (94.3%)
\$ 142,500	City of Douglas match (5.7%)
\$ 2,500,000	TOTAL

Chris advised the TAC that the current estimate reflects an increase of \$546,940 in Federal funding. If funding is available, the ADOT project manager believes that this project can advertise in February 2018. Chris notified the TAC that the Douglas City Engineer (Lynn Kartchner) believes the estimate is excessive and has not considered the following:

- The culverts are all in.
- There is only one water line and one sewer line that cross it, and those both belong to the City.
- Much of the construction material including hot-mix can be produced in Douglas.
- The project is highly isolated, making traffic control costs minimal.

Lynn answered TAC questions involving costs and project readiness.

Chris advised the TAC that we currently have \$1,216,413 available in STP. Including the obligation authority we have available through our un-programmed HSIP funds and potential loan commitments from other COGs, we have close to \$2.1 million available. If the project costs stay close to those currently programmed, we are in positive position to fund this project. Any increase in costs will force a reprogramming decision.



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Before any programming decisions are made and any loan agreements are signed, we need an updated cost estimate that considers the variables noted above. Chris recommended the following TAC action:

1. Make no project reprogramming decision at this meeting.
2. Move \$75,440 in Federal funding from construction to design.
3. Authorize the signing of loan agreements not to exceed \$850,000 if we receive an updated cost estimate that keeps the project within the current funding parameters.

Chair Jesus Valdez asked for a motion to approve the TIP Amendment.

MOTION: Randy Petty made a motion to:

1. Make no project reprogramming decision at this meeting.
2. Move \$75,440 in Federal funding from construction to design.
3. Authorize the signing of loan agreements not to exceed \$850,000 if we receive an updated cost estimate that keeps the project within the current funding parameters.

SECOND: Andy Haratyk

ACTION: APPROVED UNANIMOUSLY

7. SHSP Update & Extension Request

Chris Vertrees referred the TAC to pages 14 to 16 of the TAC Packet. Chris reviewed the results of the results of the potential HSIP project locations involving comments received and prioritization voting that occurred in August. Chris answered questions involving the prioritization process and the HSIP application development process.

Chris advised the TAC that Michael Blankenship and Scott Kelley have left Amec Foster Wheeler to open their own consulting firm. However, they are under sub-contract with AMEC finish the development of the SEAGO/SVMPO SHSP. Chris also advised the TAC that this development along with developing the two HSIP projects for SVMPO/Sierra Vista has delayed the delivery of our draft SHSP. The draft plan can be ready for delivery by early-October. This would require a SHSP TAC meeting no later than the 3rd work of October so that it can be presented to our Administrative Council and Executive Board in November.

As a second alternative Mike has proposed a no-cost time extension to obtain and analyze the new crash data (2016) and incorporate it into the network screening. In addition, data gaps discovered through direct contacts with local law enforcement agencies have not been fully updated in the ADOT crash database.

Chris recommended that the TAC accept the extension for the following reasons:

1. Currently almost all of our corridors require a partnership with ADOT as the lead applicant. This data could change the make-up of our corridors, allowing for increased internal options.
2. HSIP applications submitted in 2018 will require an update including the inclusion of 2016 crash data. Agencies may need to reevaluate counter measures, amend cost estimates, and recalculate the B/C ratio. An extension will eliminate these issues.



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3. We will still have AMEC under contract during the January HSIP call for applications, making them available to provide technical assistance.
4. Data amendments to our plan will not need to occur until January 2019.

Chris advised that if approved, the following is the amended approval timeline:

January 8, 2018 - Draft Plan to SEAGO for agency review

January 18, 2018 – SHSP TAC meeting to approve plan

February 2018 – SEAGO AC and EB approvals

Chair Jesus Valdez asked for a motion to approve or deny the no-cost extension.

MOTION: Karen Lamberton made a motion to accept the no-cost extension.

SECOND: Randy Petty

ACTION: APPROVED UNANIMOUSLY

8. SEAGO Transportation Issues Position Statement

Randy Heiss referred the TAC to the SEAGO Transportation Issues Position Statement located on pages 17 to 19 of the TAC packet. Randy advised the TAC that SEAGO has decided to move consideration 2018 Transportation Issues Position Statement from February to November so it would be in place for the start of the Legislative session in January. Randy reviewed each of the issues identified in the statement. Randy asked for input and answered questions concerning the position statement.

MOTION: Karen Lamberton made a motion to approve the SEAGO Transportation Issues Position Statement.

SECOND: Michelle Johnson

ACTION: APPROVED UNANIMOUSLY

9. LTAP Funding Discussion and Training Survey

Chris referred the TAC to the LTAP Funding Discussion and Training Survey located on pages 20 and 21 of the packet. Chris reminded the TAC of their July discussion involving the Local Technical Assistance Program (LTAP) and the annual STP programming of \$10,000 to support the program. Chris advised that the \$10,000 covers the membership costs for all of our member agencies. If we did not fund the program, the cost to each agency would be \$100 per transportation employee. As a LTAP member we have access to the following services:

- No fee access to any LTAP training provided at any location in the State.
- The ability to request localized on-demand training for any course offered by LTAP.
- No fee access to their equipment loan program (retroreflectometer and turning movement counters).
- No-fee access to their technical assistance program. Upon request, LTAP will provide a subject matter expert to assist local agencies with road construction, maintenance, and administrative issues.

Chris noted that although a vote was not taking, it appeared that the consensus of the group was that LTAP local training requests be scheduled through SEAGO. This is because of our ability to provide a central training location and conduct outreach to all member agencies to fill the class size mandates. To meet that goal, Chris asked members to complete the Regional Training Needs Survey. Results of the survey will be discussed at our next TAC meeting.



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10. SEAGO Traffic Count Implementation Procedures

Chris referred the TAC to SEAGO Traffic Count Implementation Procedures located on pages 22-25 of their TAC packet. Chris advised the TAC that the SEAGO Five-Year Strategic Plan (2017-2022) identified the development of an internal traffic count program as the top priority for the SEAGO Transportation Program. The strategic planning committee felt that building this capacity internally will eliminate the costs associated with contracting with a consulting firm to gather this data, and would reduce agency data collection costs during the annual Highway Performance Monitoring System (HPMS) reporting period. The purpose of the SEAGO Traffic Count Program is to:

- Assist local member agencies through the collection of traffic count data to support transportation plans, traffic studies/analyses, grant applications, and road maintenance programs.
- Support local roadway functional classification requests.
- Provide fee-based services to non-member public and private entities to support economic development activities.
- Ensure local HPMS sample road sections are counted within the 3-year reporting window.

Chris reviewed the implementation plan/procedure with the TAC. Chris asked for feedback and answered questions involving the implementation plan.

11. ADOT-LPA Stakeholder Meeting Update

Karen Lamberton provided the TAC an update involving the Arizona Local Public Agency (AZLPA) Stakeholder Council meeting held on September 14, 2017. She advised the TAC that ADOT's Traffic Safety Section presented information on the HSIP program, the HSIP application cycle, and the HSIP ranking process. Karen also recapped the information received involving the HURF Exchange Program and provided the TAC with a chart showing the ***Timeline to Obligation for Non-HURF Exchange Funded Projects*** for their records. Karen answered any questions the TAC had concerning the Stakeholder Council meeting.

12. District Engineers' Report

Tom Engel provided a District Engineer report for the Southeast District.

13. Regional Local Program Reports

Those in attendance reported their current status of local projects and issues.

14. Items for General Discussion

Chair Jesus Valdez asked if anyone had items for general discussion. No one spoke.

15. Items for Next Meeting

Chris Vertrees advised the TAC that Chino Road Phase II will need to be reviewed for a go or no-go at our November meeting. Chris also advised that he will have the results of the Training Survey for their review and direction.

14. Next Meeting Date: November 16, 2017 at the Cochise College Benson Center.

MEETING ADJOURNED AT 13:55 PM



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Minutes Approved on: 11/16/17

Prepared by: [Signature]
Chris Vertrees
SEAGO Transportation Program Manager