



# SEAGO TRANSPORTATION ADVISORY COMMITTEE

## MEETING MINUTES FOR NOVEMBER 16, 2017

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<b>Date:</b>	November 16, 2017		
<b>Time:</b>	10 a.m.		
<b>Location:</b>	Cochise College Benson Center, 1025 State Hwy. 90, Benson, Arizona		
<b>Voting TAC Members Present</b>	Karen Lamberton, Cochise Mark Hoffman, ADOT Jesus Valdez, Santa Cruz (Phone) Randy Petty, Safford Ian McGaughey, Clifton	Michelle Johnson, Benson Heath Brown, Thatcher Dwayne Wallace, Bisbee Lynn Kartchner, Douglas Michael Bryce, Graham	
<b>Guests, Staff, and Other Attendees</b>	Chris Vertrees, SEAGO Tom Engel, ADOT		

### 1. Call to Order and Introductions

Vice-Chair Michael Bryce called the meeting to order at 10:10 a.m. TAC members, guests and SEAGO staff introduced themselves.

### 2. Call to the Public

Vice-Chair Michael Bryce made a Call to the Public and no one spoke.

### 3. Approval of Minutes of September 21, 2017

Vice-Chair Michael Bryce asked for a motion to approve the September 21, 2017 Minutes.

**MOTION:** Karen Lamberton moved to approve the September 21, 2017 Minutes.

**SECOND:** Ian McGaughey

**ACTION: APPROVED UNANIMOUSLY**

### 4. STP/HSIP Ledger Reports

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

### 5. 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. At the meeting, Chris advised the TAC that 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.



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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.

At our September TAC meeting, the TAC voted 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.

Chris advised the TAC that as of this date, SEAGO has not received an updated construction estimate. We have a potential loan agreement of approximately \$400,000 with NACOG in place. They must get Board approval at their December meeting. We have a few other potential loan partners waiting for our programming decision. I cannot hold up the programming decisions of our COG/MPO partners any longer. **Therefore, it is recommended that we tentatively move this project to FY19 pending the results of an updated construction estimate. A final year placement of this project will be made at our March TAC meeting.**

Vice-Chair Michael Bryce asked for a motion to approve the TIP amendment.

**MOTION:** Randy Petty moved to approve moving the Chino Road Phase II project to FY19.

**SECOND:** Mark Hoffman

**ACTION: APPROVED UNANIMOUSLY**

#### **6. LTAP Funding Discussion and Training Survey Results**

Chris referred the TAC to the LTAP Funding Discussion and Training Survey located on pages 15 and 16 of the packet. Chris reminded the TAC that at our last two TAC meetings we discussed the value of the Local Technical Assistance Program (LTAP). Although a vote was not taking at our September meeting, 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. As a result of those discussions, SEAGO distributed a Regional Needs Training Survey to the TAC. SEAGO received 12 replies to the survey. The following are the results of the survey:

Should we continue to use STP to fund LTAP membership/training?

Yes: 12

No: 0

Conclusion: Keep using STP to fund LTAP.



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Would your agency participate in a regional roadway maintenance and safety training program?

Yes: 11

No: 0

Not Sure: 1

Conclusion: Pursue the development of a Regional Training Program.

If you are interested in participating, would you be willing to send staff to a central training location such as Benson?

Yes: 12

No: 0

Conclusion: Identify a central location for training (Cochise College Benson Center?).

Best Months for Training (Top 6 in Priority Order)

1. January

2. December

3. February

4. November

5. October

6. March

Conclusion: Schedule training courses from October through March.

The TAC directed Chris to pursue scheduling the following training classes:

- a. Introduction to Survey and Grade Checking
- b. Maintenance Math
- c. Signing and Striping I

In addition, the TAC was interested in scheduling a Heavy Equipment Certification Course. However, the TAC wanted Chris to obtain answers to the following questions before pursuing this course:

1. Is it a national certification or just a LTAP certification?
2. What equipment does the training focus on?
3. What are the minimum attendance requirements?
4. What are the training site and training equipment requirements?

The TAC will further discuss at our January TAC meeting.

#### **7. SEAGO Transit Report**

Chris Vertrees presented the Transit report that was included in the TAC packet on pages 17-18.

#### **8. ADOT-LPA Stakeholder Meeting Update**

Karen Lamberton advised the TAC that there has not been a meeting since our last TAC meeting. However, she had several pieces of information involving the LPA section to the TAC. She advised the TAC that Jodi Rooney, Manager of the ADOT Local Public Agency Section retired. She provided the TAC with information involving contact information for LPA liaisons. She advised the TAC that Mark Henige was the new ADOT LPA contact for Project Initiation Letters. She provided the TAC a copy of the LPA Stakeholder meeting schedule and asked for TAC members to review their schedules and try to make these meetings. She advised the TAC

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that the next meeting will be on December 7<sup>th</sup>. The focus will be on project initiation processes. She asked the TAC for any issues that they were experiencing or questions they wanted her to ask involving project initiation issues. TAC members provided Karen with several examples for her to address at the meeting.

#### 9. District Engineers' Report

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

#### 10. Regional Local Program Reports

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

#### 11. Items for General Discussion

Vice-Chair Michael Bryce asked if anyone had items for general discussion. No one spoke.

#### 12. Items for Next Meeting

Chris Vertrees advised the TAC that the next meeting will include the election of officers and approval of the annual meeting schedule. Chris will have an update on the training schedule.

#### 13. Next Meeting Date: January 18, 2018 at the Cochise College Benson Center.

**MEETING ADJOURNED AT 12:45 PM**

Minutes Approved on: 1/18/18

Prepared by: Chris Vertrees

Chris Vertrees  
SEAGO Transportation Program Manager