

Technical Subcommittee Meeting ♦ June 1, 2016
NACOG AAA Offices, Flagstaff, AZ

MEMBER NAME	ENTITY	PRESENT	ABSENT	STAFF NAME	
Ray Alley	City of Holbrook		X	Jason Kelly	
Margie RS Begay	Navajo Nation		X	Cindy Binkley	
Bill Bess	Navajo County		X	Jason James	
Brandon Buchanan	City of Williams		X	RJ Erickson	
Terry Cooper	Town of Snowflake		X	GUEST NAME ENTITY	
Andy Dickey	City of Sedona		X	Caleb Lanting	City of Holbrook
Art Durazo	Town of Clarkdale	X		Chris Steele	Yavapai County
Dan Gabiou	ADOT MPD	X		Steven Craver	City of Sedona
Shane Hemesath	City of Show Low	X		Jason Bottjen	ADOT
Michael Lomayaktewa	Hopi Tribe		X	George Wallace	Stanley Consultants
Ron Long	Town of Camp Verde	X		Nate Reisner	ADOT
Gus Lundberg	Town of Taylor		X	Jeremy Peters	Town of Taylor
Roland Maldonado	Kaibab Paiute Tribe		X		
Roger McCormick	Yavapai County		X		
Matthew Patterson	Town of Pinetop-Lakeside	X			
Paul Ramsey	City of St. Johns		X		
Tim Rasmussen	Town of Springerville		X		
Bruce Ray	Town of Eagar	X			
Morgan Scott	City of Cottonwood		X		
David Swietanski	Apache County	X			
Scott Tkach	Coconino County	X			
Matthew Wood	City of Page		X		
Mark Woodson	City of Winslow/Town of Tusayan	X			
	Town of Fredonia				
	Town of Jerome				

I. Introductions

Chairman Scott Tkach called the meeting to order at 10:15 A.M. Self-introductions were made. A quorum was present.

II. Approval of Minutes

Chairman Tkach asked for any corrections to the April 6 meeting minutes. Hearing none, he asked for a motion to approve.

Mark Woodson moved to approve the April 6, 2016 meeting minutes as presented, seconded by Ron Long. Motion passed unanimously.

III. Call to the Audience

There were no comments from the audience.

IV. Budget Status & Membership In-Kind Reporting

Jason Kelly reported that the time and travel that local government staff dedicates to activities related to the NACOG planning program are eligible to be recorded, valued and used as in-kind for the match requirement for the program's grant funding.

The current ratio of in-kind collected will not meet NACOG's program needs for FY17. Going into next year, the program must nearly double its match contribution. If NACOG does not meet the required match level, action will be taken, including the cancellation of contracts for studies, reduction of activity, or reduction of staff. At CYMPO, if they don't meet their benchmark for in-kind contribution, member communities are invoiced for the balance.

Staff will draft an in-kind target for each LPA, to help members to know what the goal is, and what is needed to achieve it.

Chairman Tkach asked if there is some portion of the planning work that could be done by an advisory committee, both creating more in-kind contribution and relieving some of the work load on NACOG staff. Jason Kelly will discuss this with the chairman before the next meeting.

V. Regional Transportation Improvement Program (TIP)

A. Review High Priority Project Development Schedules

STP

Apache County

- Sanford Drive: An ADOT Project Manager, Patricia Brown, has been assigned to the project. County staff met with the project consultant last week for pre-scoping. ADOT is preparing a project scoping fee.

Coconino County

- Townsend Winona-Leupp Road: This project is in 2 portions. One of those parts is under construction. The other will advertise later this month.

City of Page

- Elm Street: Jason James reported that Stage IV plans are still ongoing. City staff received training on construction easements. The City is waiting for the JPA/IGA. Nate Reisner reported that Stage IV plans have been received by ADOT, and they are under review. Jason Kelly noted that there is an action item later on today's agenda to add more funding to this project.

Town of Pinetop-Lakeside

- Woodland Road: The project is short of funding. It will be discussed in today's TIP amendment item.
- Billy Creek Pedestrian Bridge: The kickoff meeting has been held. There could be issues with environmental review and funding. Town staff will provide more information as it becomes available.

Town of Snowflake

- Snowflake Boulevard: Jason James reported that the Town received the project IGA, which has been executed by the Town Council and returned to ADOT. They are waiting to be assigned a Project Manager.

Town of Taylor

- Love Lake Road: This project has been completed.
- Papermill Road: This project is in design. Town staff will follow up with NACOG staff to provide a more specific status.

City of Winslow

- Renaissance on Route 66, Phase VI: The Tracks and Federal ID number have been received. Per email communication with ADOT the JPA is under construction. The City has yet to receive the assignment of a Project Manager.

Yavapai County

- SR 89-Verde Ranch Road: Construction is expected to begin soon.
- Boynton - Dry Creek: The IGA has been executed by the Board of Supervisors. The project should be kicked off soon. Mark Woodson added that the survey crew was on-site yesterday.

Town of Camp Verde

- Main Street & Montezuma Castle: This project has been cancelled, and its funding was transferred to the SR 260 roundabout and Finnie Flat sidewalk projects.
- SR 260/Industrial Drive Roundabout: This is an ADOT project. It is in design.
- Finnie Flat Sidewalk: This project is going to the boards for approval before going out to bid. Town staff has received no indication from ADOT that the project funding is in jeopardy. Ron Long will communicate with the ADOT Project Manager to verify.

Town of Clarkdale

- Main Street/Broadway: 100% plans have been submitted to ADOT. ADOT has invoiced the town for design review and local match, which have both been paid. The utility clearance letter has been submitted to ADOT. The temporary construction easement has been recorded and sent to ADOT. The anticipated State Transportation Board review is in September.

Transportation Alternatives Program

City of Page

- Lake Powell Boulevard: This project is being reviewed by ADOT finance. Their cost estimate differs from the original cost estimate by approximately \$200,000 and they are trying to work out the difference.

City of Winslow

- Renaissance on Route 66, Phase V: This project is out to bid. Bids are due June 17, it will go to State Transportation Board in July. Construction is scheduled to begin in August.
- The Station at La Posada: ADOT received final plans from the architect in May, and they are under review. The project is expected to advertise in June.

Town of Clarkdale

- Safe Routes to School: The project consultant has submitted 60% plans to ADOT. The Town has received an IGA to increase project funding to cover cost overruns on design and construction. ADOT has invoiced the Town for design review. The IGA is slated for Town Council approval on 6/14. Nate Reisner reported that ADOT has received the project's 60% plans, and has provided comments. ADOT met with the project consultant to discuss comments.

NACOG

- Regional Sign Panel Replacement Phase 1: This phase includes the communities of Snowflake, Pinetop-Lakeside, Yavapai County, Winslow, Clarkdale and Taylor. Installations in Clarkdale and Yavapai County have been completed. Installation in Snowflake is almost complete, except for school signs that need to be ordered. There was a pre-activity meeting in Pinetop-Lakeside, construction will start soon and should be completed in about 3 weeks. Winslow will be completed last.
- Regional Sign Panel Replacement Phase 2: This phase includes the communities of Page, Holbrook, Taylor, Springerville, Eagar, St. Johns and Williams. The IGA was completed by NACOG and submitted to ADOT on 5/11.
- Regional Sign Panel Replacement Phase 3: This phase involves the Hopi Tribe and the Navajo Nation. The HSIP applications were submitted on 5/1. They are under review at ADOT. NACOG is working with both agencies on the QAQC on their lists.

B. FY17 LPA Project Commitment Due 6/30/16

The FY17 project sponsors were notified that their project commitment is due at the end of June. Staff has received notification that the Town of Pinetop-Lakeside will be cancelling their project, and is proposing to re-allocate the funding to another project. Yavapai County has delivered their commitment letter and it will go forward to the Board of Supervisors later this month. Coconino County's project commitment is scheduled for approval by the Board of Supervisors this month.

Jason Kelly asked staff from the Town of Clarkdale for the status of their project commitment. Art Durazo reported that the council resolution is in the Town Manager's hands. He will find out the status and report to NACOG staff offline.

C. Review and Possible Action on Fiscal Year 2016-2023 TIP Amendment 5

This will be the final amendment to the FY16-23 TIP. The amendment includes the re-allocation of each sub-region's carry forward funding, which has been under discussion.

Town of Camp Verde: There are seven roundabouts being installed on SR 260 between I-17 and Thousand Trails. The project is short on funding, and ADOT has proposed cancelling one of the roundabouts. The Town wants to keep the roundabout in the project, so that the right in/right out highway access points in the area will continue to function properly. The Verde Valley has decided to put all of its carry-forward funding (\$240,000) toward this project. The Town of Camp Verde will contribute an additional \$60,000. ADOT would then need to come up with \$1.2 million to make the project whole.

Mark Woodson moved to approve the Town of Camp Verde's request for a TIP amendment, seconded by David Swietanski. Motion passed unanimously.

Town of Clarkdale: The Town would like to accelerate its SRTS project from FY19 to FY17. ADOT was able to accelerate the project through design review. The Town has contributed additional funding to cover short falls in design and construction.

Ron Long moved to approve the Town of Clarkdale's request for a TIP amendment, seconded by Mark Woodson. Motion passed unanimously.

Town of Pinetop-Lakeside: The Town would like to cancel its Woodland Lake Road Pathway project due to funding shortfalls and issues with the right of way on Forest Service land. They would further

like to re-allocate the funding to cover shortfalls on their Woodland Road project. The Navajo sub-region will also contribute a portion of its carry-forward funding to the Woodland Road project to make it whole.

Mark Woodson moved to approve the Town of Pinetop-Lakeside's request for TIP amendment, seconded by David Swietanski. Motion passed unanimously.

City of Show Low: The Navajo sub-region would like to use carry-forward funding in to address the funding shortfall on the City's East Huning project.

Ron Long moved to approve the City of Show Low's request for TIP amendment, seconded by Mark Woodson. Motion passed unanimously.

City of Page: The Coconino sub-region would like to use carry-forward funding to make the City's Elm Street project whole.

Mark Woodson moved to approve the City of Page's request for TIP amendment, seconded by Art Durazo. Motion passed unanimously.

VI. Regional Highway Performance Measuring System (HPMS)

A. Review and Possible Action Regarding Navajo County Functional Classification Changes

Navajo County public works is requesting modification of their roadway functional classifications. County staff has taken the time to review their classifications and perform some clean-up. This request must be approved at the regional level, so ADOT can make the changes at the state level. NACOG staff has reviewed the proposed changes with Bryan Cook, and there are no issues.

Mark Woodson moved to approve Navajo County's request for modification to their roadway functional classifications, seconded by Matt Patterson. Motion passed unanimously.

VII. Regional Initiatives

A. NACOG-FMPO-CYMPO Position on Generating Additional State Transportation Revenues

In February, representatives from NACOG, FMPO and CYMPO met to discuss a regional position on the state funding issue. The concept of generating additional transportation revenues has been conversation nationwide. A follow-up meeting was held 2 weeks ago. The result of that meeting is that the region will be working with the legislative committee that is being developed to create a task force to discuss generating additional revenues. The intent is cooperate/collaborate with the task force, and potentially nominate a northern Arizona representative to participate.

B. Regional Strategic Transportation Safety Plan (RSTSP)

Jason Kelly reported that the RFP process for the Regional Strategic Safety Plan is completed, and NACOG in contract negotiations with the preferred firm. Staff anticipates that negotiations will be completed by the end of the month. This plan will benefit all partners in the region to help northern Arizona be more competitive at the state level for safety projects.

C. Geographic Information System (GIS) Program Update

Jason James performed a demonstration of geographic information system that he is putting in place for the NACOG region. The project includes information on specific transportation projects that are ongoing in the NACOG region. The final product will have additional layers, tools and

features. Staff hopes to have a beta version up and running by the August meeting. The final version should be operational and linked to the NACOG website by the end of the year. Information in the system will be updated with each TSC meeting.

The Technical Subcommittee members would like to see links to transportation studies done in the region, functional classification and crash data included in the system.

D. FY17 Peer Learning Program

NACOG staff is looking to enhance the value of each Technical Subcommittee meeting opportunity to include special topics and guest speakers. Other ideas include a peer learning/coffee talk for those that want to participate pre-meeting or over lunch. Staff hopes to kick off this program in August. Further details will be forthcoming.

E. Modernizing Technical Subcommittee

Staff has been working the Technical Subcommittee to modernize NACOG's Planning Program. The Policy and Procedure Manual has been implemented for 6 months. Jason Kelly reported that NACOG Planning is struggling to meet some of its contract deliverables because we don't have sufficient representation as a region for all of our contracts.

Jason Kelly recommended that the TSC create a task force to discuss who is/isn't sitting around the table and how the regional partners can work together to ensure that we meet our federal contract expectations. This task force would be overseen by the TSC Chairman. Staff will bring a blueprint of the focus points, time commitment and representation for the Task Force to the August meeting.

Art Durazo moved that the Technical Subcommittee will form a task force responsible for assisting staff with the evaluation of NACOG's committee structure and empower the Chair to oversee the committee function, seconded by Dan Gabiou. Motion passed unanimously.

VIII. Regional Transit Planning & Mobility Management

A. Update on 2016 ADOT Section 5310 Grants

RJ Erickson reported that the ADOT 5310 grant program closed on April 28. After the application deadline, Mobility Managers reviewed the applications received for eligibility. ADOT is currently reviewing the applications with the team, and will be announcing the new grant awards by the beginning of August.

ADOT is currently placing specific emphasis on the vehicle disposition policy. This policy has been in place for several years, but it is currently receiving renewed attention. Agencies that are not in compliance with the policy could end up returning money to the FTA or ADOT.

ADOT will be rolling out new invoicing procedure in the next few weeks.

Mobility on Demand (MOD) is the opportunity to apply for a grant program to increase personal choice with transportation, in cooperation with a public transit agency. There are 8 rural public transit organizations in the NACOG region. This grant cycle will close July 5.

B. Status of Northern Arizona Mobility Management Implementation Plan

The Mobility Management Implementation plan for Yavapai County is a NACOG/CYMPO joint project. Its purpose is to determine how to reach the citizenry and best deliver services and prioritize funding decisions.

One of the concerns of the plan developers is that Yavapai County is comprised of over 8,000 square miles. The CYMPO area is only 500 square miles. There needs to be more participation from the non-CYMPO communities in the county, to reach out to their citizens and help with assessing how to best meet their transit needs.

RJ encouraged the Technical Subcommittee members from Yavapai County to reach out to their transit stakeholders and ask them to respond to the surveys and become involved in the planning process.

The next plan meeting will be held on June 15.

C. Regional Training Program Schedule of Events

NACOG has partnered with the South Eastern Arizona Governments Organization (SEAGO) to create a regional training program. The purpose of this program is to provide technical assistance and training to our transit providers. The new training schedule will be sent out today. The June training has been cancelled.

Staff asked the committee members to share the training schedule with their staff, as well as human services and transit providers. Taxis and non-emergency medical transportation providers are eligible as well. Scholarships are available through RTAP, but requests must be submitted prior to 30 days before the event.

All classes will be held at the Northern Arizona Center for Entrepreneurship and Technology (NACET) facility in Flagstaff.

D. Miscellaneous Mobility Updates

NACOG is partnering with Greyhound to provide intercity transportation. Under this program a one-way trip is less than \$20 to go from Camp Verde to either Flagstaff or Phoenix. Staff has begun working with tribal partners to serve those communities. There has been discussion with White Mountain Transportation to put the program in place in the eastern areas of the region. NAIPTA is also doing a transit study.

This summer, Round Valley, in partnership with the Towns of Eagar and Springerville is rolling out a demand response program with its senior center to provide medical transportation from Round Valley to Show Low. They are considering a volunteer driver program, using vehicles obtained under the 5310 program, which are owned by the Town of Springerville.

NAIPTA has applied and received a transportation planning grant called Transportation Planning for All. The purpose is to involve stakeholders in prioritizing local projects.

For eligibility in the 5310 program, projects must be captured in the regional coordination plan. Providers that are planning to submit applications for public transit/human services transportation should contact NACOG staff immediately for inclusion in the coordination plan.

IX. Statewide Initiatives

A. FAST ACT 101: Federal Surface Transportation Block Grant Program (STBG)

Dan Gabiou provided fact sheet handout. The primary change being made is to the program's name, which moving forward will be the Federal Surface Transportation Block Grant (STBG). Committee members can contact Dan Gabiou with any questions.

B. FY17 STBG Rescissions

Balancing the Federal budget is a constant negotiated issue with legislature. While there has been an increase in funding with the new legislation, appropriation is another issue. There is currently discussion about rescissions coming from the federal government. ADOT is advocating on behalf of the state.

Staff will keep the Technical Subcommittee informed about the status of the rescissions.

C. 2016 Planning Assistance for Rural Areas (PARA) Program

Dan Gabiou reported that for 2016, ADOT accepted PARA applications for pre-scoping projects only. The deadline to submit applications was 5/31. ADOT staff will review all applications received and will announce awards in the near future.

D. 2017-2021 ADOT Five Year Construction Program

The public hearings for the 2017-2021 Five Year Construction Program are completed. Management is working to finalize the draft. The 2017-2021 Five Year Construction Program should be approved by the State Transportation Board at the end of June and is scheduled for implementation in July.

E. 2016 Arizona Long Range Transportation Plan

Dan Gabiou reported that ADOT would be reaching out to local governments in the fall for comment on the 2016 Arizona Long Range Transportation Plan. Comments received will be incorporated into the plan and will help ADOT determine how to prioritize projects moving forward. Specific information on the meeting schedule will be circulated once it has been developed.

F. ADOT Pedestrian Safety Plan

ADOT is preparing to update its Pedestrian Safety Plan. Jason James will participate with the Technical Assistance Committee on behalf of the NACOG region. He will report back to the Technical Subcommittee as the process moves forward.

X. Miscellaneous Reports from Partners

Jason Kelly announced that Jason James has accepted a full-time position with NACOG as of 5/31.

XI. Upcoming Meetings, Workshops, Important Dates

Jason Kelly announced the following dates and deadlines, noting that Item G has been cancelled:

- A. 6/1/16: NACOG Technical Subcommittee (Flagstaff)
- B. 6/14/16: Arizona Tribal Transportation Partnership Steering Committee (Phoenix)
- C. 6/16/16: State Transportation Board Evening Reception (Holbrook)
- D. 6/17/16: State Transportation Board Meeting (Holbrook)
- E. 6/23/16: NACOG Regional Council (Flagstaff)
- F. 6/23/16: ADOT Pedestrian Safety Plan Committee (Phoenix)
- ~~G. 6/23/16: Mobility Training Workshop, Compliance (Flagstaff)~~
- H. 6/30/16: FY17 STP Project Commitment Due, See Policy & Procedure Manual
- I. 7/28/16: Mobility Training Workshop, Grant Management (Flagstaff)
- J. 8/3/16: NACOG Technical Subcommittee (Flagstaff)
- K. 8/25/16: Mobility Training Workshop, True Cost of Transit (Flagstaff)
- L. 9/8/16: NACOG Regional Council (Show Low)
- M. 9/20/16: Mobility Training Workshop, FAST Act (Flagstaff)
- N. 10/5/16: NACOG Technical Subcommittee (Holbrook)
- O. 10/20/16: Mobility Training Workshop, Vehicle & Asset Management (Flagstaff)

- P. 10/27/16: NACOG Regional Council (Flagstaff)
- Q. 11/30/16: Mobility Training Workshop, Best Practices (Flagstaff)
- R. 12/7/16: NACOG Technical Subcommittee (Flagstaff)
- S. 12/31/16: *FY17 Project Initiation Due to NACOG, ADOT*

Dates and locations of meetings are subject to change. Go to www.nacog.org for confirmation.

XII. Adjourn

Chairman Tkach asked if there were any further items for discussion. Hearing none, he adjourned the meeting at 12:10 P.M.

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