

**TECHNICAL ADVISORY
COMMITTEE
REGULAR MEETING AGENDA**

Local Governments and Citizens Working Together

**TECHNICAL ADVISORY COMMITTEE (TAC)
Regular Meeting
Thursday, March 12, 2020, 9:00 AM**

**Yuma County – Aldrich Auditorium
2351 West 26th Street
Yuma, Arizona 85364**

YMPO TAC Meeting
Thursday, March 12, 2020 9:00 AM

YMPO TAC Webinar Link
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YMPO TAC MEMBERS

Chair	VACANT
Vice-Chair	Joseph Grant, Public Works Director, Town of Wellton
Member	Samuel Palacios, Public Works Director, City of Somerton
Member	Omar Heredia, Planner, Cocopah Indian Tribe
Member	Mark Hoffman, Senior Planner, ADOT
Member	Susan Cowey, CIP Administrator, City of Yuma
Member	Chris Young, County Engineer, Yuma County
Member	Jennifer Albers, Principal Planner, City of Yuma
Member	Jeff Kramer, City Engineer, City of Yuma
Member	Joshua Scott, Public Works Director, Yuma County
Member	James Einwaechter, Assistant Public Works Director, City of San Luis

YMPO TAC EX-OFFICIOS

YCIPTA	Shelly Kreger
CALTRANS	Jacob Armstrong
FHWA	Romare Truly
FTA	Ted Matley
EPA	Jerry Wamsley

1. Call to Order and Declaration of Votes

The meeting will be called to order and the City of Yuma will declare the number and the distribution of their votes.

- 2. **Title VI of the Civil Rights ACT of 1964 Discussion and Information only**
A brief message will be read out reminding members of our Title VI obligations. Reminder to sign in at the meeting entrance and fill out the survey cards from the YMPO (optional).

- 3. **Election of OfficersDiscussion and/or Action**
Officers are already affirmed to the position for the year; however, the Chair is now vacant that was held by the City of San Luis.

- 4. **Call to the Public**
This item is to provide an opportunity for comments by the public. Individuals wishing to address the committee need not request permission in advance and are limited to three (3) minutes.

- 5. **Approval of Minutes Discussion and Action**
The draft minutes of January 14, 2020 and February 13, 2020 Regular Meetings are provided for your information, discussion, and/or approval.

- 6. **YMPO 2018-2019 YMPO Bicycle and Pedestrian Study and Design Standards Final Information, Discussion, and/or Action**
An update on the Study will be discussed for the Bike/Ped Study and Design Standards by Greenlight TE. This item is provided for your information, discussion, and/or recommended approval to the YMPO Executive Board in March.

- 7. **Pavement Management System Study Update Information, Discussion, and/or Action**
YMPO Staff will introduce the submitted Work Plan to the TAC and Tim Miller, Kimley-Horn (KHA) will be on the phone to answer questions that may arise.

- 8. **YMPO FY 2020 – 2024 TIP Amendment #1..... Information, Discussion, and/or Approval**
The City of Somerton and the City of Yuma are requesting an amendment to the TIP.

- 9. **Unified Planning Work Program (UPWP) Amendment #2 Information, Discussion, and/or Action**
YMPO is requesting the transfer of Surface Transportation Block Grant (STBG) funds to the Work Program for the YMPO FY 2022 – 2045 Regional Transportation Plan (Long-Range Transportation Plan).

- 10. **YMPO and ADOT.....Information and Discussion**
YMPO and ADOT staff will have the opportunity to update any other business that is or was not covered in the previous agenda items. This is a NO-ACTION agenda item.
 - (a) Regional Transportation Plan
 - (i) YMPO Accepted the RTS for October 2021
 - (ii) Theme for the Summit
 - (b) Rail, Heavy Freight Corridor Alignment Study
 - (c) Roads and Streets 2020

11. **In-Kind Match Forms****Information only**
This is on the agenda as a reminder that all YMPO business that any member or staff that does work for YMPO in any form (i.e., read, comment, setup meetings), YMPO is able to capture portions or all of your time as match for the YMPO match of all Programs.

11. **TAC Status Reports****Information and Discussion**
Member agencies will have the opportunity to report the status of their projects (Local or Federal). A list of ongoing projects is shown in the information below.

Town of Wellton:
Coyote Wash Bridge.

Yuma County:
Bridge 7751:
Bridge 8865:

City of San Luis:
Juan Sanchez Boulevard.

City of Yuma:
1st Avenue, 16th Street to Orange.
16th Street, Avenue B to Avenue C.
3E 32nd Street to 40th Street.

City of Somerton:

ADOT:
Araby Road Roundabout (South).

Cocopah Indian Tribe:

12. **Future Agenda Items****Discussion**
Members will have the opportunity to suggest future items for the TAC agenda.
A. Functional Classification.
B. TIP Amendments
C.

13. **Progress Reports****Discussion**
YMPO staff has provided a list of recent activities.
A. Feb 13 – YMPO TAC Meeting, YMPO Staff attended
B. Feb 13 – YMPO / Kimley-Horn RTP Discussion, Paul Ward, Charles Gutierrez participated
C. Feb 13 – Yuma Region Bicycle Coalition Meeting, Paul Ward attended
D. Feb 18 – ITS Strategic Plan Kickoff Meeting, Paul Ward and Charles Gutierrez attended

- E. Feb 19 – Safety Presentation discussion, Greenlight TE and YMPO Staff participated
- F. Feb 24 – 2020 YMPO Executive Board Chair Orientation, Charles Gutierrez and Crystal Figueroa attended
- G. Feb 25 – COG/MPO Directors Meeting, Charles Gutierrez attended
- H. Feb 26 – AZ ITE/IMSA Annual Conference, De'Laurien McKenzie attended
- I. Feb 27 – YMPO Executive Board Meeting, YMPO Staff attended
- J. Mar 2 – Build Grant 2020 Action Plan Meeting, Charles Gutierrez attended
- K. Mar 3 – ADOT/YMPO Title VI Training Meeting, Charles Gutierrez attended
- L. Mar 4 – 5310 Budget meeting with HOPE, Charles Gutierrez participated
- M. Mar 4 – Complete Count Committee, De'Laurien McKenzie attended

14. Adjournment

Notice: In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in YMPO programs, activities, or services, contact Paul Ward or Charles Gutierrez at 928-783-8911.

3. **Election of Officers** **Discussion and/or Action**
Depending on the January 30, 2020 YMPO Executive Board meeting composition might change, and the TAC might have to change accordingly in February.

4. **Call to the Public**
This item is to provide an opportunity for comments by the public. Individuals wishing to address the committee need not request permission in advance and are limited to three (3) minutes.

Gene Dalbey greeted and wished everyone present a Happy New Year.

5. **Approval of Minutes** **Discussion and Action**
The draft minutes of December 12, 2019 Regular Meeting were approved by the TAC.

Joe Grant motioned to approve the minutes as presented.

Jennifer Albers seconded.

Motion carried unanimously.

6. **YMPO 2018-2019 YMPO Bicycle and Pedestrian Study and Design Standards Update**..... **Information, Discussion, and/or Action**
Mike Blankenship, Greenlight TE, called in and updated the TAC on the Bike/Ped Study and Design Standards. Mike Blankenship informed the TAC that he will be sending out the recommendations and cost estimates for review and comments. The deadline for those comments is January 28, 2020. Mike also stated that the draft report will be sent out for review and comments and the deadline for the comments is February 11, 2020. Greenlight TE plans to present the final report for approval by the YMPO Executive Board on February 27, 2020.

7. **YMPO Regional Transportation Plan** **Information, Discussion, and/or Action**
Charles Gutierrez asked the TAC to review the draft Scope of Work for the RTP and to send any comments to Paul Ward and Charles Gutierrez. Joshua Scott asked Charles Gutierrez to clarify Task 2 TransCAD Model. The Scope of Work states the consultant will discuss the possibility of a new TransCAD user interface and states the TransCAD interface is a deliverable. Charles Gutierrez will clarify after discussing Task 2 with Paul Ward, the Project Manager for the RTP. Joshua Scott wanted additional information regarding the TAC project support, Charles Gutierrez made it clear that the YMPO TAC is the main TAC for the RTP. Jennifer Albers mentioned if the consultant plans to use Social Pinpoint for the Public Involvement that it should be identified in the in RTP.

8. **Pavement Management Study Update** **Information, Discussion, and/or Action**
Charles Gutierrez opened up by mentioning that Timothy Miller, Kimley-Horn and Associates (KHA) are working out the Kick-Off meeting. The question is to the TAC, does the TAC want to be the TAC of the entire process or have a sub-committee for this effort? Joshua Scott mentions that he is not sure about the City of Yuma but of the County at this time we are beginning the pavement study for the county. It might help the smaller agencies by creating the subcommittee and report back to the larger TAC as deemed necessary. Jennifer Albers asked if the subcommittee meet if there are not 5 members

present and Charles explained the composition of the Public Meeting requirement for a Quorum. This is once there are 4 members according to the YMPO Bylaws, a formal meeting request is now required and is posted in the public notification area. Jennifer reiterated the question by asking can the meeting be held, and the answer was yes. Michael Jones asked with this scenario will the subcommittee have the expertise and he made the recommendation of having the full TAC. Joe Grant asked what the subcommittee would be able to do. The subcommittee will be able to review, comment, and make recommendations to the TAC. Mr. Jones asks what about projects. Mr. Gutierrez says that any project selection will still be vetted through the full TAC. Mr. Grant says basically we are prioritizing roads. Eulogio Vera asks if we are prioritizing as a region or local and the answer was as a region. Mr. Scott says that the City of Yuma has already completed their plan and the county will be completed by end of the month. Mark Hoffman explained that efforts of the City of Yuma and the County will be incorporated into the documents at the YMPO PMSS. Mr. Vera states that this will be subcommittee looking at the prioritized lists and making recommendations to the TAC and Ms. Albers says and bring the entire document back to the TAC for approval and Mr. Vera states that the TAC will have full knowledge of the details after subcommittee meetings. That way the entire TAC body will be vetted. Mr. Grant says that the priority list of these members the city and county will be looked at through this process because that data will be there already but even though the city and the county have list already these list of priorities are for each member only and not at the Regional level. This data from the two members will be incorporated for regionality and the county agreed. Ms. Albers states that the City of Yuma looked at every street regardless of federal classification. Many roads are not federally funded, and each jurisdiction will have their own priority list and Wellton will not have the same priorities as the City of Yuma will. Mr. Grant states that is fine but regionally this is looking at the federal portion and where will the federal funds go to but a regional prioritized list.

The decision was made to use a subcommittee and bring the information back to the TAC as the PMSS develops.

9. In-kind Match PresentationInformation and Discussion

Crystal Figueroa presented on the In-Kind Match process. Crystal Figueroa thanked the TAC for their efforts in tracking and submitting In-Kind Match forms. In the presentation Crystal compared TAC In- Kind Match that was collected from previous years. The amounts have increased due to YMPO tracking In-Kind contributions based on actual employment hourly wages and using the IRS mileage rate, 53 cents per mile. Crystal expressed that every little bit helps and encouraged everyone to keep up the excellent work.

10. YMPO and ADOTInformation and Discussion

YMPO and ADOT staff had the opportunity to update on any other business that is or was not covered in the previous agenda items. This is a NO-ACTION agenda item.

- (a) **Regional Transportation Plan**- covered in Item 7.
- (b) **ITS Plan**- Charles Gutierrez will send out for review and comments.
- (c) **Rail, Heavy Freight Corridor Alignment Study**- YMPO staff are waiting for a few more comments.
- (d) **Air Quality**- completed.
- (e) **TAC Officers** covered in Item 3.

- (f) **ADOT Off-System Bridge Program-** Mark Hoffman shared that the applications are due February 21, 2020.

11. TAC Status ReportsInformation and Discussion
Member agencies had the opportunity to report the status of their projects (Local or Federal). A list of ongoing projects is shown in the information below.

Town of Wellton:

Coyote Wash Bridge- project is completed.

Yuma County:

Bridge 7751 and Bridge 8865 are both completed, a final walk through was done on January 13, 2020 and there were no issues.

Highway 95 and Engler- The bid opening for a traffic light signal will open on January 17, 2020.

8th Street between C and D- 70-80% completed.

City of San Luis:

Juan Sanchez Boulevard- ADOT completed the environmental clearance. The City of San Luis will continue with ROW purchase.

City of Yuma:

1st Avenue, 16th Street to Orange- No update available.

16th Street, Avenue B to Avenue C- No update available.

3E 32nd Street to 40th Street- No update available.

City of Somerton:

Zocalo Gardens Subdivision- The notice of award to Cemex was sent out and expecting construction in the next two or three weeks.

ADOT:

I-8, Avenue 36E MP to 46 Pavement Preservation- 95% plans have been sent for review and comments are due back soon. Construction is programmed for the 4th quarter FY 20.

I-8, MP 82-96, East of Yuma/Maricopa County Line- Pavement preservation project for EB and WB roadways. The project was awarded to FNF Construction.

I-8 MP 46 SW of Dateland Pavement preservation- The contractor is working on removing and replacing guardrail, replacing ROW fence, removing trees crushing material, installing pipe liners, and will start paving operations within the next few weeks.

Cocopah Indian Tribe:

No update available.

12. Future Agenda ItemsDiscussion
Members had the opportunity to suggest future items for the TAC agenda.

A. **Functional Classification-** YMPO staff and possibly ADOT staff will meet with the City of Somerton and the City of San Luis.

B. **TIP Amendments-** HURF project for the City of Somerton.

- C. **2020 Roads & Streets-** Charles Gutierrez reminded the TAC to notify YMPO staff for travel accommodations.

13. Progress Reports.....Discussion****
YMPO staff provided a list of recent activities.

- A. Dec 12 – TAC/Executive Board Luncheon, All YMPO Staff attended
- B. Dec 12 – Executive Board meeting – All YMPO Staff attended
- C. Dec 13 – ADOT Regional Safety Plans Meeting, Charles Gutierrez participated
- D. Dec 17 - Regional Mobility Committee meeting, Melissa Ramos, and Charles Gutierrez
- E. Dec 20 – AZ State Transportation Board meeting (Phoenix), Paul Ward attended
- F. Dec 25 - Christmas Day - HOLIDAY.
- G. January 1 – New Year’s Day - HOLIDAY
- H. January 8 – Aerial Flight Photo – De’Laurien McKenzie participated
- I. January 13 – 5310 MM Grant Workshop, Charles Gutierrez, and Melissa Ramos

14. Adjournment

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Minutes Prepared By:

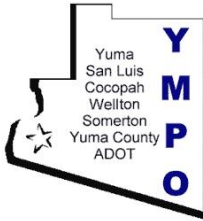
Minutes Submitted by:

Minutes approved
by:

Melissa Ramos, YMPO
Administrative Assistant

Charles Gutierrez, YMPO
Senior Planning Manager

Eulogio Vera, YMPO
TAC Chair



**TECHNICAL ADVISORY
COMMITTEE
REGULAR MEETING MINUTES**

Local Governments and Citizens Working Together

**TECHNICAL ADVISORY COMMITTEE (TAC)
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YMPO TAC MEMBERS

- Vice-Chair Joseph Grant, Public Works Director, Town of Wellton
- Member Samuel Palacios, Public Works Director, City of Somerton
- Member Mark Hoffman, Senior Planner, ADOT
- Member Susan Cowey, CIP Administrator, City of Yuma
- Member Chris Young, County Engineer, Yuma County
- Member Jeff Kramer, City Engineer, City of Yuma
- Member Joshua Scott, Public Works Director, Yuma County

YMPO TAC MEMBERS ABSENT

- Chair Eulogio Vera, Public Works Director City of San Luis
- Member Omar Heredia, Planner, Cocopah Indian Tribe
- Member Jennifer Albers, Principal Planner, City of Yuma

1. **Call to Order and Declaration of Votes**
The YMPO TAC Vice-Chair Joseph Grant, called the meeting to order. The City of Yuma declaration of votes: Jeff Kramer 3 votes and Susan Cowey 2 votes.
2. **Title VI of the Civil Rights ACT of 1964..... Discussion and Information only**
A brief message was read aloud reminding members of our Title VI obligations. Reminder to sign in at the meeting entrance and fill out the survey cards from the YMPO (optional).
3. **Election of Officers.....Discussion and/or Action**
Officers are already affirmed to the position for the year; however, the Executive Board composition might change, and the TAC may possibly have to change accordingly in March.

4. **Call to the Public**

This item is to provide an opportunity for comments by the public. Individuals wishing to address the committee need not request permission in advance and are limited to three (3) minutes.

Gene Dalbey wished everyone present a happy Valentine's Day.

5. **Approval of Minutes Discussion and Action**

The draft minutes of January 14, 2019 Regular Meeting will be presented next TAC meeting for information, discussion, and/or approval.

6. **YMPO 2018-2019 YMPO Bicycle and Pedestrian Study and Design Standards Update..... Information, Discussion, and/or Action**

Mike Blankenship updated the TAC on the Bike/Ped Study and Design Standards. The draft final report will be available on February 21, 2020 for review and comments, all comments are due two weeks after. Mike Blankenship encouraged all TAC members to submit comments on the draft final report.

7. **Pavement Management System Study Kick-Off..... Information, Discussion, and/or Action**

YMPO Staff will introduce Tim Miller, Kimley-Horn (KHA) as the Pavement Management System Study consultant.

Kimley-Horn & Associates (Kimley-Horn) delivered a kickoff presentation to the YMPO Technical Advisory Committee (TAC) to introduce the YMPO Pavement Management System Study. The presentation provided a high-level project introduction that included discussion on pavement management principles, the Study scope of work, requests for information, and schedule.

Mr. Tim Miller provided a brief introduction to pavement management systems (PMS). He explained that a PMS is a tool used by agencies to support cost-effective decision-making regarding pavement maintenance and rehabilitation activities (M&R). He emphasized that a PMS provides an objective procedure for evaluating pavement condition and performance such that the best M&R treatment can be selected at an optimal time to prolong pavement life. Mr. Miller defined the pavement management process as having the following key activities: 1) define system inventory, 2) evaluate network conditions, 3) assess pavement performance, 4) develop funding scenarios, and 5) build capital improvement plan. He emphasized that the overall goal of implementing a pavement management system is 'to keep good roads in good condition'.

Mr. Miller then discussed the Study's scope of work and reviewed each of the eight tasks defined in the scope. He highlighted the work products and deliverables that will be developed for each task and reviewed key objectives. Once the work plan is developed and approved by YMPO, Kimley-Horn will be requesting documents, maps, and other files from member agencies. The delivery of these documents to Kimley-Horn will help to define the pavement network under investigation for each agency. As member agencies provide this documentation, Kimley-Horn will be able to finalize data collection procedures.

As part of the data gathering effort, Kimley-Horn will solicit feedback from member agencies on the attributes required in a PMS software platform. Kimley-Horn will develop a survey and distribute to project stakeholders to assess the which features are most important in the PMS. Feedback provided in this survey will be critical in determining which software packages will be implemented and in determining the direction of the Study in general.

Kimley-Horn concluded the presentation by providing an overview of the Study schedule, which will be finalized in the subsequent development of the updated work plan and schedule. Mr. Miller articulated that near-term tasks (Feb/Mar 2020) are focused on data gathering of roadway network extents, M&R strategies, and material costs. Mid-term tasks (Apr/May 2020) will be focused on pavement data collection and the initial assessment of PMS software options. Longer-range efforts (Jun-Dec 2020) will be focused on integrating data into the selected PMS software and developing budget scenarios to provide an indication of budgetary needs to maintain or improve roadway conditions.

8. **Functional Classification ADOTInformation and Discussion**

ADOT GIS Staff, James Meyer and Sage Donaldson with Adam Langford, Works Consulting, presented the outcome of the Functional Classification Renovation of the process and adjusting of the system.

Mr Langford and Ms. Donaldson started the presentation by using a presentation displayed on the screen.

1. Federal Functional Classification Rebalancing status and change request tool
2. Validation of road ownership information and Certified Public Mileage (CPM)

The results from over 100 agencies were over 3,000+ comments with a coordinated effort of over 1700 miles of mileage that was not previously attributed to the system overall. AZGEO Federal Functional Classification (FFC) was created to help aid in the multi-agency requests. Stakeholders were emailed with requested data to review and comment on at their jurisdictions.

Validation of Road Ownership and CPM

- Certified Public Mileage (CPM): The sum of all public roads in the state that are, passable with a standard passenger car, not restricted by any gates or other barriers, publicly accessible, and includes BIA lands.

*Note: there are exceptions where private roads are counted in CPM

Certified Public Mileage

- ADOT reports road Ownership/Maintainership as part of HPMS
- ARNOLD (statewide GIS network) requirements are leading to significant increase in Certified Public Mileage
- AZGEO Tool will allow agencies to see CPM agencies and edit Ownership/Maintainership information.

The Validation of Road Ownership and CPM

AZGEO Tool for summary of CPM by agency and editing Ownership/Maintainership information the tool will let one view, and select segments, enter the ownership, add more documents, and save and notify.

Sage, James, and Adam went through a demonstration of the AZGEO website.

The request was made to the TAC members to send to Charles names that should have access to the AZGEO site.

9. **YMPO and ADOT.....Information and Discussion**
YMPO and ADOT staff had the opportunity to update any other business that is or was not covered in the previous agenda items. This is a NO-ACTION agenda item.

- (a) Regional Transportation Plan- YMPO staff are finalizing the scope of work.
- (b) ITS Plan- This project is on hold.
- (c) Rail Heavy Freight Corridor Alignment Study- This project is on hold.
- (d) 2020 Roads & Streets- YMPO staff will be handling travel accommodations for this event.

10. **In-Kind Match FormsInformation only**
Charles Gutierrez reminded the TAC that all YMPO business that any member or staff that does work for YMPO in any form (i.e., read, comment, setup meetings), YMPO is able to capture portions or all of your time as match for the YMPO match of all Programs.

11. **TAC Status Reports.....Information and Discussion**
Member agencies had the opportunity to report the status of their projects (Local or Federal). A list of ongoing projects is shown in the information below.

Town of Wellton:

Coyote Wash Bridge- This project is completed and can be removed from the list.

Yuma County:

Bridge 7751 and 8865 are both completed and can be removed from the list.

Yuma County has submitted documentation for project initiation on a bridge project located on Avenue 28 E and County 9th Street.

Martinez Lake project has begun and should be completed in 18 months.

City of San Luis:

Juan Sanchez Boulevard- No update available.

City of Yuma:

1st Avenue, 16th Street to Orange- in the final stages, should be completed in March.

16th Street, Avenue B to Avenue C- this project had a problem with pavement, the City of Yuma re-evaluated the plans and the project is now back on track.

3E 32nd Street to 40th Street- This project is completed and can be removed from the list.

City of Somerton:

Zocalo Gardens Subdivision- This project should begin within the next two or three weeks.

Cesar Chavez- The plans for this project are completed.

ADOT:

US 95, Avenue 9E to Fortuna Wash Bridge- Project consists of widening US 95 to a 5 lane section. Phase one was split into two projects. Fortuna Wash Bridge project has

been completed. Additional funding has been programmed for the remaining portion of this project (Avenue 9E to Fortuna Intersection) with \$3 million in FY 20 and \$25 million in FY21. Designer and PM establishing what is needed to get the project ready for advertisement. Tentative advertisement date is March 2020.

US 95 and Dome Valley Road Intersection Improvement- Project funding has been approved. The JPA has been executed. The Designer, PM, and the District met to review the project scope. Draft scoping letter will be submitted for review by April 2020.

Cocopah Indian Tribe:

Charles Gutierrez informed the TAC that Omar Heredia, Planner for the Cocopah Indian Tribe last day as an employee with the Cocopah Indian Tribe will be February 21, 2020.

12. Future Agenda ItemsDiscussion

Members had the opportunity to suggest future items for the TAC agenda.

- A. Functional Classification.
- B. TIP Amendments

13. Progress ReportsDiscussion

YMPO staff has provided a list of recent activities.

- A. Jan 15 – Transportation Sales Tax meeting, Paul Ward attended
- B. Jan 16 – 5311 Grant Application Webinar, Charles Gutierrez participated
- C. Jan 16 – MCAS Tour with AZSTB, YMPO Staff and Board Members
- D. Jan 17 – AZSTB meeting Yuma, Paul Ward and Charles Gutierrez attended
- E. Jan 21 – INFRA Webinar, Charles Gutierrez participated
- F. Jan 23 – Title VI On-Site Compliance Visit, Paul Ward and Charles Gutierrez attended
- G. Jan 24 – PM-10 and Ozone Update, Paul Ward participated
- H. Jan 27 – RTAC Meeting, Paul Ward and Councilmember Maria Cruz (San Luis)
- I. Jan 27 – YCIPTA Board Meeting, Melissa Ramos attended
- J. Jan 30 – Executive Board Meeting, YMPO Staff
- K. Feb 5/6 – Mobility Management Training, Melissa Ramos attended
- L. Feb 7 – COG/MPO Planner’s Meeting, Charles Gutierrez and De’Laurien McKenzie attended
- M. Feb 7 – ADOT/MPO/COG Working Group, YMPO Staff attended
- N. Feb 7 – AZ Regional Mobility Manager’s Meeting, Charles Gutierrez Attended
- O. Feb 10 – ADOT/YMPO Coordination Meeting
- P. Feb 11 – ACIS Training

14. Adjournment

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accommodations for participation in YMPO programs, activities, or services, contact Paul Ward or Charles Gutierrez at 928-783-8911.

Minutes Prepared By:

Minutes Submitted by:

Minutes approved
by:

Melissa Ramos, YMPO
Administrative Assistant

Charles Gutierrez, YMPO
Senior Planning Manager

Joseph Grant, YMPO
TAC Vice-Chair

YMPO INFORMATION SUMMARY for Agenda Item #3

ELECTION OF OFFICERS

DATE: March 5, 2020

SUBJECT: Election of Officers

SUMMARY:

The Chair Eulogio Vera, City of San Luis of the YMPO TAC is moving on from the City. We wish Eulogio the very best.

The YMPO TAC Officers now require a change in Structure. Currently, Joe Grant, Town of Wellton is the Vice-Chair and has been notified of the change in San Luis. Joe will at the March 2020 TAC meeting be the Interim Chair until a recommended approval from the TAC for Chair and Vice-Chair is determined.

VACANT is the Chair position at this time.

The past structure of the TAC is as follows:

		TAC CHAIR	VC
2010		YC-Paul Melcher	SL-John Starkey
2011		SL-John Starkey	SOM-Sam Palacios
2012		SOM-Sam Palacios	COY-Joel Olea
2013		COY-Joel Olea	WEL-Joe Grant
2014		WEL-Joe Grant	YC-Roger Patterson
2015		YC-Roger Patterson	SL-John Starkey
2016		SL-John Starkey	SOM-Sam Palacios
2017		SOM-Sam Palacios	COY-Jennifer Albers
2018		COY-Jennifer Albers	YC-Maggie Castro
2019		YC-Maggie Castro -August	SL-Eulogio Vera
2019		SL-Eulogio Vera - September	WEL-Joe Grant
2020		SL-Eulogio Vera - February	WEL-Joe Grant
2020		WEL-Joe Grant -Interim - March	

PUBLIC INPUT:

Currently, no public input has been requested or given

ACTION NEEDED:

A motion to decide on the Chair and Vice-Chair positions

PRIOR BOARD/COMMITTEE ACTIONS:

N/A

CONTACT PERSON:

Charles A. Gutierrez, Senior Planning/Mobility Manager, 928-783-8911

YMPO INFORMATION SUMMARY for Agenda Item #6
YMPO 2018-2019 YMPO Bicycle and Pedestrian Study
and Design Standards Final

DATE: March 5, 2020

SUBJECT: YMPO 2018-2019 YMPO Bicycle and Pedestrian Study and Design Standards Final

SUMMARY:

Mike Blankenship, Greenlight TE, will present the DRAFT YMPO Bicycle and Pedestrian Study and Design Standards to the TAC for recommended approval to the YMPO Executive Board.

All comments that have been submitted to Greenlight TE have been considered in the Appendix A.

The TAC will have the opportunity to ask any questions for clarification of any portion of the document prior to recommended approval of the Study and Standards.

PUBLIC INPUT:

Public Comments were addressed in the document and have been considered and addressed.

ACTION NEEDED:

A motion to decide on the Chair and Vice-Chair positions

CONTACT PERSON:

Charles A. Gutierrez, Senior Planning/Mobility Manager, 928-783-8911

YMPO INFORMATION SUMMARY for Agenda Item #7
Pavement Management System Study Update

DATE: March 5, 2020

SUBJECT: Pavement Management System Study Update

SUMMARY:

KHA will update the TAC with the revised Work Plan or Scope of Work.

PUBLIC INPUT:

ACTION NEEDED:

A motion to approve the Scope of Work (Work Plan)

CONTACT PERSON:

Charles A. Gutierrez, Senior Planning/Mobility Manager, 928-783-8911

FY 2019-20 YMPO Pavement Management System Study

Work Plan



FEBRUARY 2020 | VERSION 1

Prepared By:

Kimley»»Horn

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1. INTRODUCTION AND BACKGROUND

INTRODUCTION

The member agencies of the YMPO frequently make important decisions on roadway improvement projects to maintain safe and operational conditions. Understanding the conditions of the roadway network allows the YMPO and member agencies to make informed decisions about how to best allocate limited roadway maintenance and rehabilitation (M&R) dollars while delivering reliable infrastructure to the Yuma region.

Effectively managing a roadway network depends on an agency's ability to strategically sequence appropriate pavement treatments and preservation strategies. Pavement management systems (PMS) provide a structure for developing such strategies. While a PMS serves the critical purposes of storing roadway inventory information, assessing treatment alternatives, and prioritizing work, its ultimate effectiveness relies on implementing a technical solution that can be updated, maintained, and optimized by its users.

STUDY PURPOSE

The purpose of the YMPO Pavement Management System Study is to provide YMPO member agencies with the tools and training to implement, customize, and maintain their pavement management programs. The Study will guide member agencies in the pavement management process, data collection protocols, and best practices that, when implemented successfully, will support the YMPO in achieving its goal of justifying current roadway M&R needs and the funding required to complete these improvements.

Specifically, the YMPO Pavement Management System Study will:

1. Review current roadway inventories, records, and maintenance practices employed by member agencies to manage the pavement network.
2. Investigate the PMS options commercially available in order to vet, customize, and implement an appropriate software solution that is practical, effective, and user-friendly.
3. Conduct pavement condition evaluations to characterize current roadway conditions.
4. Analyze current pavement conditions and model performance such that conditions can be forecast into future planning cycles.
5. Assess network needs and simulate various budget scenarios to understand how different levels of funding can maintain or improve current conditions.
6. Develop highly graphical reports, maps, and other deliverables to summarize the results of this Study.
7. Train member agencies to operate and maintain the selected PMS.

2. SCOPE OF WORK

The YMPO Pavement Management System Study will be completed in eight tasks. Each task will produce one or more deliverables summarizing work tasks and findings. Tasks are listed below and work activities for each task are described following **Table 1**.

Table 1. Project Tasks

Task No.	Description	Work Product / Deliverable
Task 1	Task Review and Confirm or Adjust the Scope of Work	<ul style="list-style-type: none"> Revised scope of work Kickoff meeting minutes
Task 2	Prepare Detailed Work Plan and Schedule	<ul style="list-style-type: none"> Detailed work plan and schedule (this document)
Task 3	Pavement Condition Survey for Each Agency	<ul style="list-style-type: none"> Gap analysis summarizing available data System inventory spreadsheet Pavement network definition model
Task 4	Recommended M&R Strategies	<ul style="list-style-type: none"> Technical memorandum describing M&R treatments and unit costs
Task 5	Recommended PMS	<ul style="list-style-type: none"> Summary of member agency interviews Stakeholder survey assessing PMS needs and wants Recommendation on PMS software implementation
Task 6	Overall Budget Analyses and Funding Scenarios	<ul style="list-style-type: none"> Budget Options Report describing budget scenario results Maps showing impacts of funding on pavement conditions Preliminary PMS database for each agency Recommendations on methods to obtain additional funding
Task 7	Assistance in Implementing PMS Databases	<ul style="list-style-type: none"> Pavement data collection and import into PMS software Agency training on import process
Task 8	Final Reports and Council/Board Presentations	<ul style="list-style-type: none"> Final report Presentations to YMPO Technical Advisory Committee, Executive Board, and member agency councils and boards

1. TASK REVIEW AND CONFIRM OR ADJUST THE SCOPE OF WORK

Consultant will review the Scope of Work (SOW) in coordination with YMPO. Minor revisions to work items may be incorporated into the SOW based on YMPO project manager and TAC member review and feedback. The SOW will be submitted to YMPO staff for review in advance of distribution and presentation at the first TAC meeting.

Consultant will prepare a kickoff meeting presentation and deliver it during a monthly TAC meeting. Consultant will prepare and disseminate meeting minutes from the kickoff meeting.

Task Deliverables

- Revised scope of work, if required.
- Kickoff meeting with the TAC.
- Meeting minutes from the TAC kickoff meeting.

2. PREPARE DETAILED WORK PLAN AND SCHEDULE

The detailed work plan and schedule is incorporated into this document. The Stakeholder and Public Engagement Plan is outlined below.

Stakeholder and Public Engagement Plan

The information-focused Stakeholder and Public Engagement Plan is designed in the spirit of the YMPO's Public Participation Plan (PPP) to ensure a proactive public involvement process. The program is based on effective engagement with transportation stakeholders early in the process, checks in with them frequently, and then supports an outreach effort to present the final plan. The Stakeholder and Public Engagement Plan includes four primary elements:

- Conducting periodic project meetings with the TAC to discuss results, needs, and next steps.
- Organizing a TAC subcommittee comprised of representatives of interested parties or organizations to discuss Study execution in greater detail. Meetings with member agency's planning and/or engineering staffs will be coordinated during this time.
- Presenting Study results to YMPO Executive Board.
- Publishing Study results on the YMPO website.

Additional stakeholder and public meetings will not be needed as public participation will occur as part of the above-listed elements.

- 2.1. **TAC Meetings:** Four TAC meetings are envisioned for the project, which will be distributed throughout the schedule and held at key milestones to ensure that the TAC is informed about Study progress and to provide an opportunity for input at major

milestones. TAC meetings will be scheduled in coordination with other meetings (public meetings, regular TAC meetings, and/or other related meetings) to the extent practical. YMPO will provide a suitable meeting location and will send meeting notifications to appropriate individuals to meet Open Meeting requirements. If a quorum of the YMPO Executive Board or the YMPO TAC is expected, YMPO staff will send appropriate agenda notifications as required by the AZ Open Meeting Laws. TAC members are shown in **Table 2**.

- **Meeting 1** will serve as the project kick-off meeting as described in Task 1. Meeting 1 will also provide an introduction of the project to the Executive Board, including the goals of the project, an overview of the scope of work, progress made to date, and details on the next steps of the project.
- **Meeting 2** will be a review of the information assembled during the data gathering articulated in Task 3. Meeting 2 will focus on identifying available data and required data from each member agency and any gaps that may exist. The result of this meeting will be a finalized network definition map that defines roadway segments managed by member agencies. Following Meeting 2, the Consultant will initiate data collection activities.
- **Meeting 3** will provide the TAC with the draft methodology for implementing pavement management system for each member agency. This meeting will incorporate feedback received from member agencies regarding unit costs, maintenance treatments, and preferences on software platforms. Pavement condition data will be shared. This meeting will also set the stage for discussing the various budget scenarios that will be executed to determine appropriate funding levels.
- **Meeting 4** will provide the TAC with the results of the methodology established in Meeting 3, as well as draft results for the pavement management implementation. In addition, the Consultant will present the TAC with recommendations on appropriate pavement M&R funding levels.

2.2. **TAC Subcommittee Meetings:** TAC subcommittee meetings will be organized on a bi-weekly (twice monthly) basis to discuss details of the Study. Progress updates, data needs, and challenges will be discussed relevant to project execution.

2.3. **YMPO Executive Board Meeting:** One YMPO Executive Board meeting is envisioned. During this meeting, final Study documentation will be presented to the YMPO Executive Board.

2.4. **Agency Meetings Website Updates:** The bulk of information exchange will occur via the project website, linked to and hosted by the YMPO. Consultant will provide monthly updates on project progress that can be posted to the YMPO website. This includes TAC information and meeting notes, public meeting notices and notes, and a link to send comments, questions, and concerns to the project team. Additionally, deliverables produced from the other tasks will be provided to the YMPO for distribution through the website. Consultant will work with YMPO to develop the website template and content,

which will be provided to the YMPO Staff for the website.

Task Deliverables:

- Detailed work plan and schedule (this document)

Table 2. TAC Members

First Name	Last Name	Email	Organization
Jennifer	Albers	jennifer.albers@yumaaz.gov	City of Yuma
Josh	Scott	joshua.scott@yumacountyaz.gov	Yuma County
Susan	Cowey	susan.cowey@yumaaz.gov	City of Yuma
Joe	Grant	jgrant@town.wellton.az.us	Town of Wellton
Charles	Gutierrez	cgutierrez@ympo.org	YMPO
Omar	Heredia	herediao@cocopah.com	Cocopah Tribe
Mark	Hoffman	mhoffman@azdot.gov	ADOT
Jeff	Kramer	jeffrey.kramer@yumaaz.gov	City of Yuma
DeLaurien	McKenzie	dmckenzie@ympo.org	YMPO
Sam	Palacios	sampalacios@somertonaz.gov	City of Somerton
Frank	Sanchez	francisco.sanchez@yumacountyaz.gov	Yuma County
Chris	Young	chris.young@yumacountyaz.gov	Yuma County
Eulogio	Vera	evera@cityofsanluis.org	City of San Luis
Paul	Ward	pward@ympo.org	YMPO

3. PAVEMENT CONDITION SURVEY FOR EACH AGENCY

Consultant will compile available baseline data from YMPO, City of Yuma, Yuma County, San Luis, Somerton, Wellton, and the Cocopah Tribe. This data is expected to include:

- Geographic information system (GIS) or map files depicting the extent of member agencies' roadway networks.
- Construction drawings or as-built records of recent (since 2015) pavement construction or rehabilitation projects.
- Maintenance records of recent (since 2015) pavement preservation or roadway maintenance activities.
- Roadway inventory data (geometrics, roadway and right-of-way widths, speed limits, functional classifications, pavement type, etc.).
- Geotechnical or materials reports.
- Engineering reports.
- Traffic reports.
- Other information that the YMPO and member agencies may have available.

It is anticipated that some of this information is available on the AZGEO GIS clearinghouse website. Consultant will request access to the AZGEO clearinghouse to assess the applicability of this information to the Study. Consultant expects that the data available on AZGEO will help define the extent of each member agency's pavement network. Subsequent discussions and data gathering activities will be undertaken in coordination with the TAC Subcommittee and member agency stakeholders to fill potential data gaps. If some data gaps cannot be filled with existing information, Consultant will work with YMPO to develop reasonable assumptions.

Task Deliverables:

- Gap analysis summarizing required and available data.
- Tabular summary of network inventory information.
- GIS model of pavement network for each member agency.

4. RECOMMENDED MAINTENANCE AND REHABILITATION STRATEGIES

Consultant will review the pavement maintenance and rehabilitation (M&R) strategies currently used by member agencies to maintain and improve pavement conditions. Consultant anticipates that a range of M&R treatment options will be explored, from pavement preservation and surface treatment options to mill-and-overlay and full-depth reconstruction. Consultant will coordinate with the TAC Subcommittee to understand the performance of selected treatments and any deficiencies or shortcomings experienced by member agencies in using these treatments.

In conjunction with developing a list of suitable pavement M&R treatments, Consultant will identify material unit costs associated with each treatment. These costs will be based on recent bid tabs obtained by member agencies for related work. Consultant will work with TAC Subcommittee to identify an appropriate contingency percentage for construction items beyond the material unit cost such as mobilization, permitting, design, and other related infrastructure improvement (e.g., curb, gutter, sidewalk, appurtenances).

Task Deliverables:

- Memorandum discussing M&R treatments and related costs.

5. RECOMMENDED PMS FOR MEMBER AGENCIES

Consultant will work with TAC Subcommittee and member agency stakeholders to determine an appropriate pavement management system (PMS) for implementation at each agency. Based on the results of the preceding tasks, Consultant will develop a stakeholder survey that will ascertain the software attributes or features desired for each agency. The survey will allow

stakeholders to indicate if each PMS feature is a) not needed, b) desirable, but not necessary, c) desired or important, and d) must have or very important. If additional information is needed, Consultant will conduct interviews with member agency staff and document interview responses.

Stakeholder responses will be compiled to produce an overall attribute score. These scores will be assessed in light of the capabilities of several commercially available PMS platforms, including (but not limited to) StreetSaver, Cartegraph, and PAVER. Based on software functionality and user preferences, an overall score for each software platform will be developed, with the top-ranked software ultimately being recommended for implementation at each agency.

Task Deliverables:

- Stakeholder survey to assess PMS preferences.
- Summary of member agency interviews (if needed).
- Recommendation on PMS software for implementation.

6. OVERALL BUDGET ANALYSES AND FUNDING SCENARIOS

Based on the PMS implementation recommendations developed in Task 5 and the pavement condition evaluations conducted in Task 7, Consultant will develop a series of funding scenarios in the selected PMS. The budget scenarios will focus on:

- An overall roadway M&R needs assessment (unconstrained scenario).
- Assessment of conditions given current funding levels (maintain budget scenario).
- Assessment of required funding to maintain current conditions (maintain condition scenario).
- Improve network conditions by five pavement condition index (PCI) points (agency target condition scenario).
- Improve network conditions to a YMPO regional target (YMPO target condition scenario).

Based on the results of the analysis, Consultant will make recommendations on how to structure a M&R program to achieve the condition goals identified by the YMPO and TAC. In the likely event that funding shortfalls exist, Consultant will collaborate with stakeholders to identify strategies for obtaining additional roadway funding.

Task Deliverables:

- Budget Options Report describing results of the budget scenarios.
- Maps depicting the impacts of various funding levels on network pavement conditions.
- Implementation of preliminary PMS database for each member agency.
- Recommendations on strategies to obtain additional roadway funding.

7. ASSISTANCE IN IMPLEMENTING PMS DATABASES

Consultant will begin populating member agency PMS databases with pavement condition data. Pavement condition data will be collected in two phases based on the member agency. Because the City of Yuma and Yuma County have existing PMS databases in place, Consultant will focus data collection efforts in San Luis, Somerton, Wellton, and Cocopah Tribe.

For Yuma County and the City of Yuma, Consultant will focus on reviewing existing PMS databases. This review will include current PMS system configurations, including analysis parameters, decision trees, maintenance policies, treatment selections, and unit costs. Confirming existing PMS parameters will allow for consistent comparisons of pavement conditions between member agencies.

Because San Luis, Somerton, Wellton, and Cocopah Tribe do not have an existing PMS implementation, Consultant will focus data collection efforts in these locations. Consultant will use work products developed in previous tasks to conduct a network-level condition screening using a smartphone-based data collection solution. This data collection method will result in a photo log of all driven roads as well as simplified condition scores on a 1-to-5 scale. Data will be delivered at 10-ft intervals and aggregated based on linear segmentation developed during network definition tasks.

The results of the screening assessment will be used to guide detailed ASTM D6433 field evaluations. These field evaluations will capture pavement distress type, extent, and severity on roadway segments identified for evaluation. Results from the detailed field evaluations will be a) imported into the selected PMS platform, b) used to confirm the performance of recently placed M&R treatments, and c) confirm decision trees in PMS software before final acceptance.

In coordination with YMPO and the TAC Subcommittee, Consultant will determine a fair distribution of data gathering based on available funding. A minimum number of PCI inspections will be identified such that each member agency has actual, current data to begin reviewing and manipulating in the PMS database. This data will be required to develop the budget scenarios discussed in Task 6.

Task Deliverables:

- Data collection using combination of evaluation methods.
- Data import into PMS software.
- Member agency training on data import process.

8. FINAL REPORTS AND COUNCIL/BOARD PRESENTATIONS

Consultant will summarize Study results in this task, including a final written report and a series of presentations to the TAC, Executive Board, and member agency stakeholders. In preparing

the final reports and presentations, Consultant will depict results in a highly graphical manner such that key findings and results can be understood visually.

- 8.1. All public comments, whether written or verbal, will be incorporated into the final report. Consultant will provide the following:
- Files will be provided in Microsoft Office Word, Excel, or Powerpoint format, as appropriate.
 - Maps will be provided as GIS shapefiles or geodatabase (GDB) files.
 - Powerpoint presentation slides will be provided in electronic (PDF) and hard copy formats

Materials and data compiled, or reports generated, during this Study become the property of the YMPO.

Task Deliverables:

- Draft and Final Reports
- Presentations to YMPO TAC, Executive Board, and member agency Councils/Boards

3. PROJECT SCHEDULE

The project schedule is provided in Figure 1.



Figure 1. Project Schedule

YMPO INFORMATION SUMMARY for Agenda Item #8

YMPO FY 2020- 2024 TIP Amendment #1

DATE: March 5, 2020

SUBJECT: YMPO FY 2020- 2024 TIP Amendment #1

SUMMARY:

The YMPO Transportation Improvement Program (TIP) FY 2020-2024 was submitted to ADOT January 2020. Since this time, YMPO is awaiting on Arizona State Transportation Board to approve the State Implementation Program (STIP). All data has been submitted and submitted to the Electronic STIP (ESTIP).

The Cities of Yuma and Somerton are requesting changes to projects in each jurisdiction.

The City of Somerton: Requesting the Design funds to be programmed to the Construction phase. These funds are Highway Users Revenue Funds (HURF) and the City is requesting the transfer of the programmed HURF funds to be transferred to the Construction Phase. The below table shows the history of the Project.

Year	Type of Work	Project Sponsor	Project Name	Location	Funds	Total
2018						
SOM-18-01D	Design	Somerton	Cesar Chavez	Cano St to Fulton St	HURF	\$152,002
2019						
2018 SOM-18-01D	Credit	Somerton	Cesar Chavez	Cano St to Fulton St	HURF	\$87,723
2020						
2018 SOM-18-01C	Construction	Somerton	Cesar Chavez	Cano St to Fulton St	HURF	\$700,000
2018 SOM-18-01C	Construction	Somerton	Cesar Chavez	Cano St to Fulton St	HURF	\$87,723
2018 SOM-18-01C	Construction	Somerton	Cesar Chavez	Cano St to Fulton St	HURF	\$787,723

The City of Yuma: Requesting the Surface Transportation Block Grant (STBG) Funds on the COY-21-01: 8th St Corridor project programmed in Year 23/24 be deleted from the TIP and Re-Programmed to a new project that the City of Yuma would like to present to the TAC for consideration to programming a new project in the TIP.

The Project is 16th St: Arizona Ave to 3rd Ave

ACTION NEEDED:

A motion to approve the requested TIP changes and recommend to the Executive Board.

CONTACT PERSON:

Charles A. Gutierrez, Senior Planning/Mobility Manager, 928-783-8911

YMPO INFORMATION SUMMARY for Agenda Item 9

FY 20 YMPO Unified Planning Work Program Amendment #2

DATE: March 5, 2020

SUBJECT: FY 20 YMPO Unified Planning Work Program (UPWP) Amendment #2.

SUMMARY:

Each year, the YMPO develops the UPWP and Annual Budget in steps, in conjunction with member agency and public input. The Executive Board originally approved the current FY 2020-21 UPWP on May 16, 2019. YMPO is requesting the Amendment #2 to accept Surface Transportation Block Grant (STBG) Funds to aid in the development of the Regional Transportation Plan (RTP) or Long-Range Metropolitan Transportation Plan (LR MTP)

A request for funding the Long-Range Transit Plan has recently been submitted to ADOT for the 5305e Transit Funds but was not selected. The YMPO is required by **23 CFR §450.324**: Development and content of the metropolitan transportation plan – to complete the plan every four (4) years Non-Attainment of Air Quality or five (5) years in Attainment of Air Quality.

The RTP amount that is programmed for the RTP is \$350,000 and currently \$85,000 is programmed using various forms of funds. The request is to transfer \$265,000 of STBG funds to the UPWP FY 20 program that will be carried forward for the duration of the Plan.

PL/5305	STBG/	UPWP
\$85,000	\$265,000	\$350,000

PUBLIC INPUT:

N/A

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The absence of funds will result in the possibility of increasing Member Entity Dues for the purpose of the YMPO 2022-2045 RTP

ACTION NEEDED:

The motion to recommend approval of the Surface Transportation Block Grant (STBG) to the FY 20 UPWP for the purpose of the Regional Transportation Plan in the amount of \$265,000.

This item is on the agenda for review, discussion, and/or action to approve this portion of Amendment #2 to the current FY 2020 UPWP

CONTACT PERSON:

Charles Gutierrez, Senior Planning/Mobility Manager, 928-783-8911