



MEMO To: Charlene FitzGerald, ADOT Project Manager, ADOT MPD
Karen Lamberton, Transportation Planner, Cochise County
Jeff Pregler, Senior Planner, City of Sierra Vista

Date: 12 December 2008 Meeting Date

From: Dale E. Miller, WSA Project Manager

Subject: Project Kick-Off Meeting
Cochise County and Sierra Vista QRS-II Model Update
ADOT Contract No. T0849AQ001; Purchase Order No. TD0249
Notice to Proceed Date: 10 December 2008

Location: Conference Room, City of Sierra Vista City Hall
1011 N Coronado Dr, Sierra Vista 85635

The following individuals were in attendance:

- Charlene FitzGerald, ADOT Project Manager, ADOT MPD
- Karen Lamberton, Transportation Planner, Cochise County
- Jeff Pregler, Senior Planner, City of Sierra Vista
- Tom Cooney, Wilbur Smith; Transportation Planner/Travel Demand Modeler
- Dale Miller, Wilbur Smith; Project Manager
- Kate Hedden, Wilbur Smith; Transportation Planner

The following paragraphs summarize the various areas of discussion and information exchanged



1. Welcome & introductions of all present
2. Charlene FitzGerald is to maintain the TAC Member List; she will issue this when finalized
3. Dale Miller discussed the communications protocol for the project; all correspondence to the WSA team is to be directed to Dale Miller with a copy to both Tom Cooney and Kate Hedden; this ensures prompt and responsive action to your requests and needs
4. It was stated that this project needs to be coordinated with URS, the consultant on the concurrent Northwest Cochise County and City of Benson Transportation Plan
5. A project overview was given discussing that the QRS-II model to be developed will be used for developing long range transportation plans for the county and communities within the county, initially the City of Sierra Vista
6. Cochise County intends on using the travel demand model for prioritizing its project needs due to budgetary cost constraints
7. Cochise County wants to receive data sets that are user-friendly, simple, and easy to update
8. Tom Cooney stated that calibrating the model is the "heavy lifting"
9. It is likely that there may be key pieces of information or data that may be lacking; the report accompanying the model will set forth this need for future continuing efforts to refine and improve the model
10. Discussion ensued regarding the key county road system network; the network to be modeled will be established and agreed upon by all parties
11. WSA requested the County and City provide available mapping from their GIS databases for use in developing the travel demand model; both parties agreed to furnish available mapping data
12. Tom Cooney reported that the model runs will include current conditions (calibrated) and runs for the years 2020 and 2040
13. ADOT will furnish the HPMS information to WSA
14. ADOT will provide crash data for the last 5 years for the study area to WSA; this data can help point out key roadway segments to include in the model network
15. Cochise County will use the model to develop, in-house, a long range transportation plan; there is no hard deadline established for this plan as of yet; it will include data generated during the Northwest Cochise County and City of Benson Transportation Plan regarding project financing
16. Karen Lamberton noted that the Power Plant being developed at Bowie near Willcox will be a major traffic generator to be considered
17. It was noted that Cochise County is part of the Safford District of ADOT
18. Employment data will be needed for the travel demand model; WSA will acquire "Infodata" for use on this study and will also obtain employment data from other sources such as the Department of Commerce, Cochise County Community College, Chambers of Commerce, etc.
19. The existing Sierra Vista QRS-II model will be updated as part of this study and it will be a component of the county-wide model
20. The City has a comprehensive plan known as VISTA 2020 that will provide good background data; the model will be used to provide new data for the 040 planning horizon and the new general plan scheduled to be updated in 2010; the City needs updated routes and GIS mapping incorporated



21. A priority of the City is to model alternative routes and bypass routes to the state highway routes
22. Karen Lamberton reported on the census tract geography and that the County has 2010 Census Tract splits
23. The possible need to create some new TAZ's was discussed
24. Tom Cooney reported that WSA would compile a listing of the variables to use and that all stakeholders should agree to the variables
25. Special travel generator information is needed such as 12- and 12+ school enrollment, employment data, land use data, border crossing data, the prison at Douglas, the power plant at Bowie, Fort Huachuca (#1 employer in the County), Cochise County government (#3 employer in the County), etc.
26. Employment is looked at from a retail and non-retail aspect; income can be looked at but is not a critical factor typically
27. Jeff Pregler mentioned that he may have some economic indicator information he can provide
28. Tom Cooney discussed other variables such as tourist trips and freight movements
29. Karen Lamberton stated that Cochise County is a "clean slate" with no model now and they will have something when this model is done; it will be based on the best available data and can be refined and improved as time goes by
30. Some key roadway segments include:
 - a. Moson Corridor on the east side of Sierra Vista – its extension to connect to AZ 92
 - b. Kings Ranch Road
 - c. Davis Road – trucks sometimes use this to and from Douglas
 - d. Gleason Road
31. Karen Lamberton stated an objective of the County's is to have a network of county roads that can provide circulation within the County allowing people to get around the state highway system
 - a. It was agreed that the first document needed is a comprehensive roadway network map
32. Karen Lamberton state that Route 191 is not a good truck route to and from Douglas, so trucks sometimes try to find alternate routes to I-10
33. SR 80 and SR 90 are two major and important corridors in the County
34. Most of the traffic in the County is in the Sierra Vista area and along I-10 from the west County line to the Benson area
35. Cochise County is to provide their County GIS mapping of aerial photos and road centerlines and all attributes; needs a map layer for Federal Aid routes and for functional classifications
36. Tom Cooney stressed the importance of defining the roadway network that is desired to be modeled; that will generate the TAZ system; the TAZ system is different for a County-wide model as compared to an urban area model like Sierra Vista
37. Dirt roads that are to be part of the network need to be stipulated; for the most part, low volume unsurfaced roads are not relevant to traffic circulation
38. The training program was discussed with an initial fundamentals session on the model and its use and later in the project a follow-up training session on the model created and its use, interpretation and on-going maintenance and update



- a. Cochise County stated they will likely have 3 or 4 to go through the complete training
 - b. Jeff Pregler stated there will likely be 2 from the City of Sierra Vista to go through complete training
 - c. Sharon Mitchell from SEAGO may sit in on an orientation session
 - d. Brad Hamilton from Benson may want to participate in the training
 - e. Need for an overview session for a select group to be defined to create a general awareness of the model, what it is, what it does, what it does not do, etc.
 - f. The County has a computer training room that can be used for model training
39. Charlene FitzGerald provided the contact for the Statewide travel demand model, Michael Gordon with HDR
40. Charlene FitzGerald also reported that Cambridge Systematics had done a model for Southeastern Arizona
41. It was discussed and agreed upon that WSA would meet with the County's GIS staff on January 5th to gain familiarity with the information and data available from this source
42. Available sources for traffic count data was discussed; WSA will compile a list of traffic count locations and will obtain from ADOT and the local governments available traffic count data from traffic impact analyses, project studies and reports, traffic count programs, ADOT's automated traffic count stations, etc.
- a. The County is interested in receiving a recommendation on a pattern for a traffic count program to put into place
43. Should additional traffic counts be needed, WSA will work with the County and the City to provide the supplemental traffic counts through available resources
44. Cochise County is to provide any demographic data they have that will include TAZ information
45. Charlene FitzGerald noted the contact for the Douglas travel demand model (part of the SATS study) is Jim Witkowski with Morrison Maierle and for the Benson travel demand model (part of the Benson SATS study) is Sarah Simpson with United Civil Group
46. Tom Cooney noted that the PAG model covers part of Cochise County

**** End of Project Kick-Off Meeting Minutes ****