



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

Date: 23 January 2009 Meeting Date

From: Dale E. Miller, WSA Project Manager

Subject: Project Coordination 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, ADOT MPD
206 S 17th Ave, Phoenix, AZ 85007

The following individuals were in attendance:

- Charlene FitzGerald, ADOT Project Manager, ADOT MPD
- Karen Lamberton, Transportation Planner, Cochise County
- Mark Catchpole, ADOT Data Services
- Amanda Rutherford, Transportation Planner, URS
- Aaron Iverson, Transportation Planner, URS
- 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. Purpose of the meeting was to coordinate the activities and schedules for this project with the concurrent Northwest Cochise County and City of Benson Transportation Plan project underway by URS; the Northwest Cochise County Plan includes update of a travel demand model that needs to be coordinated with the County's QRS-II model using common datasets for the overlapping region
3. Socioeconomic data information and sources were discussed; it was mentioned that DES commerce information had been transferred to the COG's and MPO's for ongoing update and maintenance; other sources of socioeconomic data include Cochise College, Infodata USA, SEAGO, Census Bureau, Chambers of Commerce, etc.
4. The TAC for both projects was discussed along with the fact that many of the TAC members would be common to both projects and that it may make sense to hold TAC meetings back to back to best utilize people's time; Charlene FitzGerald is to furnish TAC member listings for each project
5. URS agreed to assist with model development activities for the Northwest Cochise County and City of Benson region to accelerate the project; this would include helping define the network and TAZ systems, as well as sharing data on traffic counts and existing and future demographic data; the URS work will feed into the larger County-wide model
6. URS agreed to move their schedule to produce a calibrated model to October 2009 to mesh with the schedule for the QRS-II model development
7. Mark Catchpole with ADOT stated that HPMS information was available from ADOT's GIS group for CY2007 and CY2006, and that 2006 HPMS data provided the most complete information; it was cautioned to be leery of curve and grade data as it is not felt to be reliable; it was also recommended not to look at nor rely upon the AADT traffic projection data
8. URS and WSA are to review the TIA's on file at the City and the County to glean applicable and usable data such as recent traffic count data; it was agreed that all traffic count data from the year 2001 and newer would be usable and applicable
9. A request will be made to ADOT Tucson Traffic (Reza Karimvand) for access to the TIA's and applicable transportation study reports they may have on file for the same purpose; Charlene FitzGerald stated that she would make the request to Reza Karimvand to provide available traffic count data from the TIA's on file
10. Tom Cooney reported that the horizon years for the QRS-II model would be 2020 and 2040
11. Karen Lamberton stated she would provide available model input data to both consultant teams; Karen Lamberton provided to WSA the County Traffic Count data that was currently available; the County intends on conducting additional traffic counts at various locations applicable to the model
12. ATR data for Cochise County was discussed; WSA is in the process of obtaining this data from ADOT; Mark Catchpole stated he could provide an example printout of data including the factor sets such as day of week, month of year, axle factors, etc.; Mark Catchpole said the ATR information as it relates to traffic count data is very reliable
13. Tom Cooney stated that data of interest included the average weekday traffic for each month and vehicle classification data

*** *End of Project Coordination Meeting Minutes* ***