



MEMORANDUM – SUMMARY MEETING NOTES

November 25, 2009

TO:

- Mark Hoffman, Project Manager, Multimodal Planning Division, Arizona Department of Transportation
- Karen Lamberton, Transportation Planner, Cochise County
- Brad Hamilton, Public Works Director, City of Benson
- Members, Northwest Cochise County TAC

FROM: Ronald Ross, Project Manager, URS Corporation
Sunny Bush, Public Participation, URS Corporation

SUBJECT: SUMMARY MEETING MINUTES FOR NOVEMBER 4, 2009
TECHNICAL ADVISORY COMMITTEE

ATTENDEES:

Mark Hoffman, ADOT
Karen Lamberton, Cochise County
Brad Hamilton, City of Benson
Tim Bolton, Arizona State Land Department
Mike Delong, Arizona Game and Fish Department
Mary McCool, Cochise County Trails Association
Tom Engel, Safford District Office, ADOT
Sunny Bush, URS Corporation
Ronald Ross, URS Corporation

OBSERVING:

Bob Iannarino, Tucson

LOCATION:

City Hall, City of Benson

The meeting agenda is attached to these minutes for reference.

Meeting Objectives:

- The primary objectives for this meeting were:
 - To complete a final review of the Current Conditions Report,

- To summarize the Common Themes Report (Stakeholder Interview Summary), and
- To decide on the basic criteria for identifying and evaluating population and socio-economic projections for 2020 and 2040.

Discussion:

- Mark Hoffman introduced himself as the new project manager for the Northwest Cochise County Transportation Plan project. Mark stated that this plan is being managed by the Arizona Department of Transportation, Multimodal Planning Division.
- Mark requested a status report on the project.
- Ron Ross, URS, provided a status report outlining the overall objectives for the plan, the current work effort and a description of the project timeline.
- Mary McCool asked who represented the eastern side of the study area. She was advised that Kate Mueller, St. David School Superintendent was asked to represent the St. David and eastern part of the study area. She has knowledge of the issues and has been active in the securing of both a Safe Routes to School grant and a transportation enhancement project for SR 80.
- It was explained that this project is not a transportation study like the Small Area Transportation Studies.
 - The objective is to prepare a long-range transportation plan (2040) to be presented to the County Board of Supervisors and the Benson City Council for their concurrence and/or approval. This would meet the necessary planning requirement for securing federal and state funds to make the improvements to the transportation systems.
 - In addition to the long-range transportation plan two special reports have been requested by Cochise County and the City of Benson, a Railroad-Highway Crossing Report and an Impact Fee Report.
- Ron Ross and Karen Lamberton gave a status report on the travel demand model and the data issues that have been encountered.

- The travel demand model is being prepared by Wilbur Smith and Associates for the entire county. The Northwest Cochise County project is will use the countywide model to project future transportation demand for the study area, thereby eliminating potential issues in assumptions and findings.
- Mark Hoffman stated that the Northwest Cochise County Area Transportation Plan is to be completed in June 2010.
 - The TAC discussed the need to extend the timeline by about three months in order to coordinate with the modeling project work being integrated with the County's modeling effort. The County acknowledged that much of this delay is the result of unexpected difficulty obtaining underlying data from the County but this issue has been resolved. ADOT indicated that extending the timeline would not be a problem and if necessary, an extension would be provided.
- A brief description of the purpose for a Current Conditions Report and its use in the planning process was given by Ron Ross and Mark Hoffman.
 - The report establishes the baseline economic, planning, environmental and historic conditions in the study area and describes the known transportation system performance deficiencies and areas where there are fatal flaws to expanding capacity.
 - The forecast of future conditions will begin with the current conditions.
 - The TAC members were sent a copy of the report prior to the meeting. Members requested time to go through their detailed comments and suggestions. The TAC agreed to review all the comments.
 - Comments were received from Mary McCool, Mike Demlong, Tim Bolton, Karen Lamberton and Brad Hamiltom. All the comments were recorded in the review draft of the report.
- A summary of the "Stakeholders Report" was given to the TAC. Mary McCool requested that the name of the report be changed since it did not include comments presented at the Public Meeting. Given past experiences it was stated that anyone with an interest in the study area should be considered a stakeholder.
 - It was explained that a summary of the Public Meeting is available as well as the comment forms, emails and correspondence received

after the meeting. That summary and this document are being used to build the record for developing future scenarios and for evaluating proposed transportation system improvements.

- Karen Lamberton agreed to provide a definition of the two terms as used in general planning parlance. In order to address the issue the report will now be titled “Key Issues, Common Themes, and Interview Notes. A Common Theme Map will be included in the report.
- A map showing the 2007 population and socio-economic factors was presented and discussed. TAC members did not identify any major errors in the distribution, although they questioned the employment numbers in the J-Six and Mescal areas. The actual numbers are not large and maybe a product of home-based and internet businesses.

Public Participation Process

- An open house public meeting was held in June at the Senior Center in Benson.
 - Sunny Bush, URS, presented a summary of the public meeting and comments received following the meeting.
 - The summary was handed out for the TAC’s information.
 - A couple of TAC members requested clarification regarding who is responsible for the public participation tasks. It was discussed that ADOT CCP is responsible for the public participation and that Sunny was their contractor.
 - It was brought to the TAC’s attention that the J-Six Community Development Association and Cochise County would like to expand the public participation task to include additional meetings and reviews. Sunny explained that ADOT would have to approve such a scope change.

Actions Taken

- The comments and suggestions for the Current Conditions Report will be reviewed and incorporated as appropriate. The TAC was to provide their comments by Friday of the next week so that the changes could be made before the next TAC meeting.

- Bad Hamilton and Karen Lamberton would provide additional information for the Current Conditions Report before Thanksgiving.
- The comments and name change would be made to the Key Issues, Common Themes and Interview Report and map.
- URS would identify and present the published population and socio-economic projections at the next TAC meeting.

Next TAC meeting:

- The next TAC meeting was tentatively scheduled for the afternoon of December 7, 2009 in Benson. The date would be posted on the ADOT PARA web page and an email would be sent to the TAC members.

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