



MEMORANDUM

Date: March 11, 2022

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: Jan Leshner 
Acting County Administrator

Re: **Appointment of Interim Transportation Director**

As previously communicated to you, Pima County Transportation Director Ana Olivares will be retiring effective June 3, 2022. I have evaluated the best approach to fill the Director role and have decided to appoint Transportation Deputy Director Kathryn Skinner as Interim Transportation Director effective June 4, 2022.

Ms. Skinner is a Professional Engineer with twenty-one years of transportation experience outlined in her attached résumé. Ms. Skinner joined Pima County over fifteen years ago as a Civil Engineer in the Bicycle-Pedestrian Program and has since held a variety of positions in traffic engineering, capital programming, project management, analysis and planning. Her current role of Deputy Director, which she has held for three years, has allowed her to incorporate technology-based strategies across department functions all while obtaining a Master's of Organizational Leadership.

Ms. Skinner's assignment as Interim Transportation Director will be reviewed in September 2022 to determine whether to extend the interim assignment, make a permanent appointment or initiate an open recruitment.

JKL

Attachment

c: Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Yves Khawam, PhD, Assistant County Administrator for Public Works
Ana Olivares, Director, Transportation
Kathryn Skinner, Deputy Director, Transportation

Kathryn M. Skinner, P.E.

• Kathryn.Skinner@pima.gov •

Education

Northern Arizona University, 2021 Master of Organizational Leadership

University of Arizona, 2001 BS Civil Engineering

Professional Engineer (Civil) Arizona #44058; California #68842

Experience

Pima County Department of Transportation | Tucson, AZ

Deputy Director 2019-present

- Deputy Director through various leadership transitions; oversight of Analysis & Programming, Maintenance Operations, Construction Monitoring, Analytics & Process Management and Transportation Network Management System
- Highlights and Accomplishments:
 - Lead the development of a new Transportation Vision and Mission Statement for the Department;
 - Lead the initial phases of Smart Mobility and Technology-Based solution planning for the Department in collaboration with the University of Arizona and regional jurisdictions;
 - Managed the procurement and rollout of new technology and data tools including DynusT and StreetLight Data;
 - Development of a revised Impact Fee program and ordinance approved by Board of Supervisors in August 2020;
 - Development of Pima County proposal to Regional Transportation Authority Next;
 - Development of the new Roadway and Development Street Standards Manual (Draft);
 - Coordination with Development Services Department on development project review, planning review and development agreements.
- Budget oversight of PCDOT CIP five-year plan, including project schedules, budget, status, funding and annual adopted budget.
- Participated in the PAG Transportation Planning Committee (TPC), including monthly preparation of meeting materials and agenda review with Transportation Director.

Pima County Department of Transportation | Tucson, AZ

Division Manager 2017-2019

- Division Manager through multiple departmental reorganizations; divisions managed included Programming & Engineering, Planning & Design, and Analysis & Programming.
- Division Highlights and Accomplishments:
 - Development of the new City/County Joint Pavement Marking and Signing Manual;
 - Development of multiple Standard Operating Procedures, including Capital Improvement Program (CIP) Performance Management Process;
 - Development of the pre-design process providing comprehensive and detailed project selection, scoping, cost estimates and schedules;
 - Long Range Planning including County's Integrated Infrastructure Plan, Pima Association of Governments (PAG) Regional Mobility and Accessibility Plan;
 - Traffic Action Request integration to SeeClickFix and Maximo;
- Budget oversight of PCDOT CIP five year plan, including project schedules, budgets, status, funding and annual adopted budget.



Pima County Department of Transportation | Tucson, AZ

CIP Advocacy Manager 2016-2017

- Managed PCDOT CIP five year plan, including project schedules, budgets, status, funding and annual adopted budget.
- Prepared reports, analyses and memoranda on the CIP for Transportation Director, County Administration, and stakeholders.
- Coordinated with County Finance on behalf of Transportation Department, including project billings for federally, state and locally funded projects.
- Represented Pima County in the PAG Transportation Improvement Program Subcommittee (TIP).

Pima County Department of Transportation | Tucson, AZ

Civil Engineering Manager 2015-2016

- Managed \$23M RTA roadway improvement project in coordination with the Town of Oro Valley, including preparation and execution of project agreements, participation in public open houses, oversight of County staff on design review and participation in all project team meetings.
- Managed master planning of 9-mile corridor project.
- Continued to fill the responsibilities of Senior Program Manager through August 2016.

Pima County Department of Transportation | Tucson, AZ

Senior Program Manager 2011-2015

- Managed PCDOT CIP five year plan, including project schedules, budgets, status, funding and annual adopted budget.
- Managed the \$160M Road Repair and Pavement Preservation Program for Pima County 2015 Bond Election:
 - Lead the Proposition 425 Regional Pavement Task Force comprised of representatives of each jurisdiction within Pima County;
 - Developed the arterial and local roadway recommendations;
 - Coordinated with the PC Information Technology Department to develop a database and reporting system for roadway conditions;
- Trained PCDOT project managers on financial and project management software.
- Supervised staff responsible for preparation and processing of Intergovernmental Agreements for the department.

Pima County Department of Transportation | Tucson, AZ

Civil Engineer 2007 – 2011

- Managed 18 transportation projects including locally and federally funded projects.
- Performed design review of all CIP project plans for ADA, pedestrian, and bicycle infrastructure features.
- Participated in public open houses and outreach events related to bicycle and pedestrian projects.
- Provided technical and quality assurance review of Traffic Impact Studies prepared by PCDOT Traffic Division.

Structural Grace, Inc. | Tucson, AZ

Engineering Intern, Design Engineer, Project Engineer 2001 – 2006

- Managed design projects, including retaining walls, custom culverts and custom railings.
- Prepared design calculations, plans, quantities and specifications for publicly and privately funded projects.
- Design of cast in place, post tension box, pre-stressed girder, and steel and hybrid box type bridge superstructures; spread footings, drilled shaft and “spill-through” type substructures; cast in place, stone stacked, mechanically stabilized earth and soldier pile type retaining walls.
- Construction inspection of bridges, culverts and retaining walls for private development.