



**PIMA COUNTY TRANSPORTATION ADVISORY COMMITTEE (PCTAC)
Meeting Minutes**

**Abrams Public Health Center, 3950 S. Country Club Road
Tuesday, August 1, 2017, 2:00 p.m.**

Members Present: Chris DeSimone, Reggie Drout, Dan Eckstrom, Eric Ponce, Rick Price, Sergio Arellano (phone), Lucretia Free, Dan Castro, Bob Gugino (Phone), John Bernal, Tony Paez, Curtis Lueck, Amber Smith

Others Present: Chuck Huckelberry (County Administrator), Carmine DeBonis (Deputy County Administrator-Public Works), Karen Friar (Deputy County Attorney), Ana Olivares (PCDOT), David Cummings (PCDOT), Robert Lane (PCDOT), Annabelle Valenzuela (PCDOT), Shara Cañez (PCDOT), Vanessa Schmidt, (PCDOT).

1. Call to Order - Roll Call

Annabelle Valenzuela- Community Relations Program Manager for Pima County Department of Transportation (PCDOT) called the meeting to order at 2:10 PM. Shara Cañez, Program Coordinator, PCDOT took roll call and a quorum was present.

2. Pledge of Allegiance

3. Welcome and Introductions

Chuck Huckelberry, Pima County Administrator welcomed the committee and provided an overview of main tasks. The main task of this committee is to allocate funding for road repair within incorporated/unincorporated Pima County and where to spend \$19.5 million that will come from property tax increase. Pima County staff is here to support the committee from logistical, administrative and technical perspectives and with any questions. Committee must make decisions in advance due to contractual obligations for construction to occur- by October 17, 2017. It is desirable the committee meets this deadline. Since Priscilla Cornelio (Transportation Director) is currently on vacation and will be retiring this year, Ana Olivares, Deputy Director will be taking her place.

Ana Olivares, (Deputy Director) introduced the staff and provided an overview of the Department of Transportation. This year's operating budget: \$48.3 million. Capital Improvement Project Budget for this year: \$50.6 million. PCDOT's budget does not include \$19.5 million that will go towards road preservation in unincorporated Pima County and all jurisdictions. Asked committee members to introduce themselves

General Items

4. Election of Chair and Vice Chair

Annabelle Valenzuela, PCDOT provided guidelines/responsibilities of Chair and Vice Chair. Responsibilities include to help coordinate schedules and meeting times and ensure committee is in compliance with established bi-laws and ordinances. Coordinate agenda items with staff and provide leadership. Ensure committee complies with its responsibilities and ensure there is time during meetings to fully discuss agenda items. Ensure conversation relating to agenda items are appropriate and on-topic. Vice-Chair fills in for Chair when needed.

Priscilla S. Cornelio, P.E., Director



Chair - Dan Eckstrom nominates Curtis Lueck (declines). Curtis Lueck nominates Lucretia Free. Bob Gugino nominates John Bernal (declines). Mr. Eckstrom seconds Lucretia Free. Lucretia Free accepts the nomination of Chair.

Vice Chair - Rick Price nominates Bob Gugino and John Bernal seconds. Bob Gugino accepts the nomination. Chris DeSimone nominates Amber Smith. Curtis Lueck seconds the nomination. Amber Smith accepts the nomination. Lucretia Free asks the two nominees to give reason why they would like to become Vice Chair. Curtis Lueck asked about the schedule availability for the two nominees. Amber Smith has no conflicts, Bob Gugino has a more limited availability.

Dan Eckstrom moves the two vice chairs motion, Rick Price seconds. Lucretia Free calls the vote on the selection of two vice chairs. Motion carries 12 to 1. Ms. Smith will be first Vice Chair; Mr. Gugino will be second Vice Chair.

5. Open Meeting Law overview

Karen S. Friar Deputy County Attorney, discussed how the Open Meeting Law applies to this committee, the purpose of your agenda, and texting, emails and social media.

The purpose of the Open Meeting Law is to ensure public access to government process. This committee/sub-committees formed will be subject to open meeting law. Any gathering of a quorum (in person, through technology) at which the committee discusses/proposes/deliberates or takes legal action is subject to restrictions of open meeting law. Quorum is officially seven members because there are 13 total members on this committee. Any time there is at least seven members discussing, proposing, deliberating, you must do it in open session. Notice of meeting/agendas must be given at least 24 hours in advance, must be given to each member of committee as well as public.

Call to the public- the public has a right to attend and to listen, record, etc. as long as they are not disruptive. Public can deviate from agenda items but committee members cannot. Committee may restrict the amount of time that each public speaker has but cannot restrict on content or get into discussions with them. Committee members may respond to criticism, ask staff to review a specific issue. Make sure that a quorum of committee does not respond to the criticism being made.

The legal actions of this committee is that they provide recommendations to the Board of Supervisors (BOS) on the expenditure of limited resources. Those are important and must be done during open meeting. Members can attend meeting telephonically but should be used only when necessary and placed on the agenda so that the public knows. Make sure public can hear when members telephonically speak.

Minutes must be available to the public within three business days of the conclusion of the meeting. "Meetings" are any interaction within a quorum in person or through technology. However, you do not all have to be in the same room at the same time to be in violation of the open meeting law. This can happen during a social gathering or when a quorum is splintered/daisy-chained. This can happen when you press "reply all" on an email. Must be careful on how you communicate with staff. You can ask staff for information and they may provide it, however, there is a problem when the public does not know about it. Just sharing facts can be considered a "deliberation."



Best course of action: if you are going to communicate with the quorum, do it during an open session. Do not use staff to circumvent open meeting law because you and staff can be subject to open meeting law violations.

Social media: it is best not to become “friends” with the quorum.

“Email Communications and the Open Meeting Law” was provided to the committee. *On the PCTAC section of the PCDOT website, click on “Documents” and it is titled “2014 Open Meeting Law Training Manual for Boards, and Commission (00094148-2xCDD05).”*

6. Responsibilities of the Committee

- Make recommendations specifically related to transportation improvements, operation and maintenance in the unincorporated area of Pima County, as well as for transportation improvements, operation and maintenance within incorporated cities and towns where County funds are being spent for these purposes.
- Make specific recommendations for streets and highways where County funds are spent for street/highway repair or pavement preservation within cities and towns. Such recommendations will be joint recommendations with any city or town transportation advisory committee. If the city or town does not have such a committee, the recommendation will be made by the mayor or council of that city or town.
- Make recommendations on any roadway or highway capacity improvements that utilize any of the following funding sources:
 - a. Regional Transportation Authority
 - b. Pima Association of Governments
 - c. Federal government
 - d. Highway User Revenue Funds (HURF)
 - e. Pay-as-you-go County HURF
- Make recommendations regarding the PCDOT’s annual budget. After working on property tax funding for local roadways, it will be time to start working on the Fiscal Year 2019 annual budget in November/December.
- Make recommendations regarding transportation policy and funding, including factual analysis of funding operation and maintenance claims or activities.
- Make recommendations regarding other transportation matters as requested by the Board of Supervisors at a public hearing.

7. Communication and Outreach

PCTAC agendas, meeting notices, meeting minutes, presentations will all be available online. The public has the option to fill out and send a feedback form. Staff will compile these forms for committee members.



Committee discussion on how committee members think they should proceed with method of communications with constituents. Chair Free asks members if they could share ideas now or wait until a future meeting. Topic will be discussed at a future time. Perhaps they can also get feedback from people during the “Call to the Public.”

Road Repair and Preservation

8. Description of the road repair and preservation problem

Items 8 and 9 combined as one presentation.

9. Description of the road repair and preservation programs

- a. Funding**
- b. Road Rating and Treatment Types**
- c. Other Jurisdictions and their Programs**
- d. Performing Work**

Rob Lane and David Cummings presented a PowerPoint on road repair and pavement preservation.

**See the “Pima County Transportation Advisory Committee” PowerPoint Presentation* Go to the PCTAC section of the PCDOT website and click on “Documents.” The PowerPoint Presentation is titled: TAC Presentation 1 updated 8/2/2017*

Committee members will be making recommendations on which streets will need repave; staff will decide the kind of treatment these streets will need. Other jurisdictions will make recommendations for what kind of treatments as well.

10. Future meetings

Discussion was held on the frequency of meetings to meet the October 17, 2017 deadline to have a recommendation to the Board of Supervisors. Chris DeSimone made a motion to meet every other week, and move the unincorporated Pima County later in the schedule to get input from people in respective districts. Rick Price seconds the motion. Motion passes unanimously.

Meeting schedules:

Monday, August 14, 2017, Abrams Building, 12:00 p.m. to 4:00 p.m.

Tuesday, August 29, 2017

Tuesday, September 12, 2017

Tuesday, September 26, 2017

Tuesday, October 10, 2017

11. Next meeting agenda

Chair Free will work with PCDOT staff to coordinate agenda.



12. Call to the public

Chair Free announces a 2-minute call to the public.

Christi Heintz provided a handout on the roads in Green Valley. Pictures show road conditions in the Green Valley Acres/Foothills Subdivision.

Mike Dawson commented on the Clarification of Committee's roles. First is to make priorities by October 17th for the BOS for maintenance and repairs. The second will come later, which is developing and making recommendations to contribute to the County's 5-Year Capital Improvement Program.

Linda Leedberg is interested in the procedure for the outreach program to be heard. Has submitted a petition for her roads to be repaired. Important for to be included in the process.

Don Weaver, Chair of Green Valley Council, mentioned he has worked with staff to come up with recommendations for road repair in Green Valley. GVC appreciates the consideration. Feels Green Valley has been shortchanged. He requested to make a GV presentation to the committee.

13. Adjournment

Chair Free made a motion to adjourn the meeting. A second was made by (inaudible). Meeting was adjourned at 5:10 p.m.