



Curtis Lueck & Associates

Transportation Planning
Traffic Engineering
Public Policy

MEMORANDUM

To: Carmine DeBonis Jr., Director
Pima County Development Services Department

Cc: Andy Gunning, PAG
Cheri Campbell, PAG
John Liosatos, PAG
Robert Done, PAG
Ben Goff, Pima County DOT
Robert Young, Pima County DOT
Subhash Raval, Pima County DSD
Brandon Matheson, Pima County DSD
Lesley Lukach, Pima County Attorney's Office
Hal Gilbreath, Pima County Attorney's Office
Curtis Lueck, P.E., PhD, CLA
Ken Shackman, P.E., PTOE, CLA

From: Marcos Esparza, P.E., PTOE
Senior Associate

Date: January 21, 2008

Subject: **Regional Access Management Plan (RAMP)–
Minutes from January 17, 2008 Meeting**

CLA Project Number: 2007.36

The project meeting was held at the City of Tucson/Pima County Public Works Building in the fourth floor Pima County small conference room. A meeting agenda was provided (attached). The following representatives from Pima County, Pima Association of Governments and CLA attended this meeting:

Pima County
Subhash Raval (DSD)
Robert Young (DOT)

Curtis Lueck & Associates
Marcos Esparza
Ken Shackman

Pima Association of Governments
Robert Done

Mr. Shackman presented the revised Project Management Plan, which was updated to incorporate the Direct Project Participants' comments. Additions to the Management Plan included the consideration of sustainable infrastructure concepts in the Plan, the acknowledgment of the PAG Access and Mobility Study

Report, the seeking of input from the Pascua Yaqui Tribe and the Tohono O'ohdam Nation, the changes in representation and responsibilities of the Direct Project Participants and the revision of the potential project stakeholders. The management plan also defines when during the course of the project the stakeholders would meet. Waiver processes will also be incorporated into the Policy Plan and the Design Guidelines. The project schedule (attached) was updated to include additional reviews of the draft working papers deliverable products.

Mr. Shackman indicated that if there were no other comments, that CLA would finalize the management plan and submit the final version to the Direct Project Participants.

Mr. Done said that he would discuss the changes in the management plan with the other PAG working group members to see if they had any further comments.

Mr. Shackman said that the Statewide Access Management Plan study is well behind schedule. The RAMP is being developed under the assumption that the ADOT study would have already developed some policy guidelines and design standards for the RAMP project members to review and possibly incorporate in the RAMP. Our task of developing draft access management design standards is to begin in April and we may not be able to rely on ADOT's access standards and any other applicable information from the Statewide Plan, if it is not ready by then.

Mr. Esparza passed out Working Paper 1B, the Current Local Jurisdiction Access Management Programs. Mr. Esparza said that the document could have had much more information, but that a brief summary of the documents with their legal authority and web links to some of the documents were provided for this task. He indicated that it will likely be a good resource for those in the planning, transportation and development arenas. However, he suggested some changes to the document, including more web links to the documents (if available), more information on access management programs in the state and additional discussion of the TRB Access Management Manual. Mr. Esparza asked the attendees for their comments in improving the report.

Mr. Shackman presented a list of potential members for the Working Group (attached). Mr. Raval indicated his concern on the number of members in the proposed working group list. He suggested that a larger group may require longer meeting times and that our job may become more complicated. Mr. Young said that based on experience, he would not expect all of the invited members would be at every working group meeting. Mr. Esparza suggested that all potential members in the proposed working group list be contacted and invited (or delegate someone to go) to the first meeting and that they be provided with the suggestion to send one member from their agency or jurisdiction to the subsequent meetings.

The discussion of whether the PAG and Pima County members would be a separate “management group” who would make the final decisions in the project since these agencies are the RAMP project funding participants. Mr. Done said that the larger working group could have a more “advisory” role. Mr. Esparza indicated that although we do not indicate this in the management plan, we would discuss this with Mr. Lueck and that it should be discussed further with Mr. DeBonis, Mr. Goff and Ms. Campbell.

Mr. Shackman went over the draft list of potential stakeholders (attached). He indicated that there were representatives from utility companies, land use developers, home builders (SAHBA), and the transportation community (including traffic engineering departments from the RAMP jurisdictions). Mr. Young said that SAHBA home builder and development-associated members could be contacted through SAHBA itself.

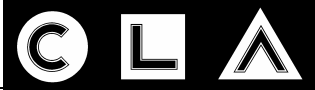
Mr. Raval recommended that the invitations to join the Working and Stakeholder groups should be sent from Mr. DeBonis’ office. Mr. Esparza said that CLA would prepare the letters for Mr. DeBonis’ review and signature.

Mr. Shackman discussed the CLA work task assignment matrix (attached) to let the members know who in CLA would be involved with each of the tasks.

Mr. Raval asked if PAG has found out if grants had been identified to help with the funding of the RAMP project. Mr. Raval also asked CLA to ask other RAMP jurisdictions to see if they wanted to participate in the project funding. He also said that PAG could prepare a letter requesting these jurisdictions to consider this.

Mr. Shackman said that the next deliverables would be the final Management Plan and the revised Working Paper 1B. The revised schedule has a two week period to review the draft Working Paper 1B. It was agreed that CLA would receive comments from the participants for Working Paper 1B by February 1, 2008.

The next meeting is scheduled for February 21, 2008 at 8:30 in the 2nd Floor Conference Room. Mr. Raval will check to see if a larger conference room may be available to accommodate the members of the Working Group.



Regional Access Management Plan Meeting

January 17, 2008 8:30 AM
Public Works Bldg. Fourth Floor Small Conference Room

AGENDA

1. Introductions
2. Project Management Plan (Deliverable 1A)
 - a. Review Changes - Ken
 - b. Finalize
3. Project Schedule
 - a. Review Changes - Ken
 - b. Finalize
4. Local Access Management Programs (Deliverable 1B)
 - a. Presentation - Marcos
 - b. Discussion
5. Working Group
 - a. Membership List - Ken
 - b. Invitations
6. Stakeholder Group
 - a. Membership List - Ken
 - b. Invitations
7. Assignment Matrix
 - a. Presentation - Ken
8. Other/Miscellaneous
 - a. Next Deliverables - All
 - b. ADOT Statewide Access Management Plan Status
9. Next Meeting
 - a. Time and Place - All



Regional Access Management Plan (RAMP)

Potential Members for Working Group

Jurisdiction	Subject Area	Potential Member
Marana	Planning	Kevin Kish
	Public Works/Transportation	Keith Brann
Oro Valley	Planning	Sara Moore
	Public Works/Transportation	Craig Civalier
Pascua Yaqui Tribe	Planning	Artemio Hoyos
	Public Works/Transportation	Carlos Carranza
Sahuarita	Planning	John Neunuebel
	Public Works/Transportation	Bob Welch
South Tucson	Planning	Richard Salaz
	Public Works/Transportation	Angel Lopez
Tohono O'odham Nation	Planning	Marilyn Celestine
	Public Works/Transportation	Fred Stevens
Tucson	Planning	Glen Moyer
	Public Works/Transportation	James Glock



Regional Access Management Plan (RAMP)

Potential Members for Stakeholders Group

Organization	Potential Member	Title
ADOT Permitting	Sylvia Hanna	Permitting Supervisor
ADOT Planning	Greg Gentsch	District Engineer
ADOT Traffic Engineering	Reza Karimvand	Regional Traffic Engr.
AIA (Southern AZ Chapter)	Robin Shamback	President
Arizona State Land Department	Michelle Muench	Acting Office Manager
ASCE (AZ Section)	Sheila Bowen	President Elect
Castro Engineering	Frank Castro	Principal/Owner
Diamond Ventures	Charlie Bowles	Vice President
Kalil Bottling Co.	George Kalil	President
Lewis & Roca	Keri Silvyn	Attorney
Marana Traffic Engineering	Fernando Prol	Traffic Div. Manager
Oro Valley Traffic Engineering	Jose Rodriguez	Engrg. Div. Manager
PCDOT Traffic Engineering	Albert Letzkus	County Traffic Engr.
PC Reg. Wastewater Reclaim.	Michael Gritzuk	Director
Psomas	Thomas McGovern	Vice President
SAHBA	Ed Taczanowsky	President
SunTran	Katrina Heineking	General Manager
Tucson Assoc. of Realtors	Rick Hodges	CEO
Tucson Metro C of C	Jack Camper	President
TREO	Joe Snell	CEO
Tucson Electric Power Co.	James Pignatelli	CEO/President
Tucson-Pima Co. Bike Adv. Com	Kathryn Skinner	Bike/Ped Prog. Engr.
Tucson Police (Traf. Enfrgmt Sect)	Sgt. Tim Beam	Section Supervisor
TDOT Traffic Engineering	Vincent Catalano	Traffic Engrg. Manager
Walgreen Drug Stores	Sue Bandurraga	District Manager (East)
Westcor	Mitch Stallard	Vice President

Pima County Regional Access Management Plan

CLA Work Task Assignment Matrix

Work Task (WT)	Lead Person	Support Staff	CLA Staff Performing Review
WT 1A: Project Management Plan	KS	CR/JW	CL/ME
WT 1B: Current Local Access Management Programs Paper	ME	JW	CL/KS
WT 2: Establish Working Group	KS		CL
WT 3: Establish Stakeholders Group	KS		CL
WT 4: Issues and Opportunities Paper	KS	CR/JW	CL/ME
WT 5: Best Practices Paper	ME	JW	CL/KS
WT 6: Draft Policy Plan	ME	CR/JW	CL/JB/ KS
WT 7: Draft Design Guidelines	KS	CR/JW	CL/JB/ME
WT 8: Final Policy Plan	ME/KS	CR/JW	CL/JB
WT 9: Final Design Guidelines	KS/ME	CR/JW	CL/JB
WT 10: Implementation and Integration Strategies Paper	CL	CR/JW	ME/JB/KS
WT 11A: Executive Summary	KS	CR/JW	CL/ME
WT 11B: Presentation Materials	KS	CR/JW	CL/ME

Staff Name Key:

CL: Curtis Lueck
 CR: Cheryl Rader

JB: James Barry
 JW: Jennifer Windrow

KS: Kenneth Shackman
 ME: Marcos Esparza

KAS/01-13-08
 CLA Project 2007.36

