



TRANSPORTATION ADVISORY COMMITTEE AGENDA

Date:	March 19, 2020
Time:	10 a.m.
Location:	Conference Call - Phone #: 800-326-0013 Conference ID: 5682213
Call-in No.	Call Randy Heiss (520-432-5301 Ext. 202) (rheiss@seago.org) 48 hrs. in advance of meeting date for call-in information.

Individuals wishing to participate in the meeting telephonically may do so by contacting Randy Heiss at (520) 432-5301 Extension 202. Contact must be made at least 48 hours before the meeting in order to obtain the call-in information. Please note that the option to participate telephonically may not be available unless requested as instructed above.

Si necesita acomodaciones especiales o un intérprete para esta conferencia, deben ponerse en contacto con Randy Heiss al número (520) 432-5301, Extensión 202, por lo menos setenta y dos (72) horas antes de la conferencia.

Voting TAC Members	Michael Bryce– Graham County (Chair) Randy Petty – Safford (Vice Chair) Mark Hoffman – ADOT MPD Michelle Johnson – Benson Jesus Haro – Bisbee Rudy Perez – Clifton Jackie Watkins – Cochise County	Luis Pedroza – Douglas John Basteen – Duncan Phil Ronnerud –Greenlee Co. Juan Guerra – Nogales Sean Lewis – Pima Charles Russell – San Carlos Apache Tribe (SCAT) Jesus Valdez – Santa Cruz County	Tom Palmer - Thatcher William Teeters – Willcox Regina Duran - Tombstone Ronald Robinson –Patagonia
Guests, Staff, and Other Expected Attendees	Randy Heiss – SEAGO Jennifer Henderson – ADOT Mark Henige - ADOT Karen Lambertson - SVMPO		

Shaded areas indicate items for possible action.

ITEM	SUBJECT	PRESENTER	PAGE
1.	Call to Order and Introductions	Michael	N/A
2.	Call to the Public	Michael	N/A
3.	Approval of Minutes of January 16, 2020	Michael	3-7
4.	STBG Ledger Report	Chris	8-13
5.	TIP Report <ul style="list-style-type: none"> • Possible TIP Amendment(s) • Possible Administrative Amendments 	Chris	14-16
6.	Approval of the SEAGO 2021-2025 Draft TIP (For Public Comment)	Chris	17-19
7.	Review and Discussion – SEAGO Traffic Count Program Procedures	Chris	20-32
8.	ADOT LPA Section Updates	TBD	N/A
9.	District Engineers' Report <ul style="list-style-type: none"> • Status of State Highway Projects • Quarterly Project Report 	TBD	N/A

10.	Regional Local Program Reports <ul style="list-style-type: none"> • Status of Local Projects <ul style="list-style-type: none"> ○ STP Projects ○ Update on Enhancement Projects ○ Update on HSIP Projects ○ Update on all Planning Studies 	Towns, Cities, Counties, & ADOT	N/A
11.	Items for General Discussion	All	N/A
12.	Next Meeting Date: May 25, 2020	Michael	N/A
13.	Adjourn	Michael	N/A

Direction may be given to SEAGO staff on any item on the agenda



SEAGO TRANSPORTATION ADVISORY COMMITTEE

DRAFT MEETING MINUTES FOR JANUARY 16,

Date:	January 16, 2020		
Time:	10 a.m.		
Location:	Cochise College Center – 1025 AZ-90, Benson, AZ 85602		
Voting TAC Members Present	Phil Ronnerud, Greenlee County (by phone) Michael Bryce, Graham County (Chair) John Basteen, Duncan Ron Robinson, Patagonia	Michelle Johnson, Benson Leonard Fontes, Santa Cruz County Gary Adams, Willcox Rudy Perez, Clifton Juan Guerra, Nogales Randy Petty, Safford	Mark Hoffman, ADOT Tom Palmer – Thatcher (by phone) Jackie Watkins, Cochise County
Guests, Staff, and Other Attendees	Randy Heiss, SEAGO Mark Henige, ADOT Jennifer Henderson, ADOT (by phone) Valerie Fuller, Cochise County		

1. Call to Order and Introductions

Chair Michael Bryce called the meeting to order at 10:05 a.m. TAC members, guests and SEAGO staff introduced themselves.

2. Call to the Public

Chairman Bryce made a Call to the Public and no one spoke.

3. Approval of November 19, 2019 Meeting Minutes

Chairman Bryce asked the TAC to review the minutes for needed corrections. Attendance information was identified as needing multiple corrections. . Randy Heiss identified those who were present noted that he would make the corrections involving those in attendance. Michael Bryce asked for a motion to approve the November 19, 2019 Minutes with the corrections identified.

MOTION: Mark Hoffman moved to approve

SECOND: Michelle Johnson

ACTION: APPROVED UNANIMOUSLY

4. STP Ledger Report

Chris Vertrees presented the Ledger Report. Chris advised that Randy Heiss developed a plan to keep Safford 20th Avenue in FFY2021. Elements of the plan included a loan to SEAGO in the amount of \$2,800,000 in FFY2021. Chris indicated that the loan would provide an increase of \$316,581 to address concerns bids will exceed the \$3,337,000 programmed by approximately \$350,000.

Randy Heiss advised the TAC that he spoke to Patrick Stone this morning. Patrick Stone advised that the funding was available for the loan and advised SEAGO to proceed with the loan documents.

Chris stated that the ADOT repayment schedule will be as follows:

FFY 2022 – \$971,396

FFY 2023 – \$451,461

FFY 2024 – \$847,708

FFY 2025 - \$530,065

Chris noted that that SEAGO STBG is fully committed through FFY2024. Safford will be responsible for any additional costs that exceed the \$3,653,581 programmed. If there are no significant changes in population data from the 2020 Census we should be able to begin considering STBG projects in FFY2025.

Chris advised that he will be asking the TAC to tentatively approve the attached loan agreements and repayment schedule following the TIP report and discussion.

5. TIP Report

Chris provided background on the Safford 20th Avenue project. Chris advised that at the November TAC meeting, the TAC discussed the Safford 20th Avenue project (SAF 12-02) that is currently programmed for construction in FY 2021 with a total estimated cost of \$3,337,000. According to the meeting minutes, Randy Heiss suggested that the Safford 20th Avenue project be moved from 2021 to 2022 via administrative amendment. Mark Henige advised that Safford will be ready to start advertisement for construction in the first quarter of 2021 (July – September 2020). Environmental reviews and other contracts may expire the more time the project is pushed out. ***Mark Hoffman suggested waiting until the ledger is updated and then seek loans to see if 2021 is still realistic.***

Following the meeting, Randy reconciled the ledger and the status of the loan agreements between SEAGO and SVMPO have been resolved. As discussed in the STBG Ledger Report, a tentative agreement is in place in which SEAGO will borrow \$2,800,000 from ADOT that will keep the Safford project moving forward in 2021. The borrowing of the full \$2,800,000 will provide an additional \$316,581 to address bids that exceed the \$3,337,000 currently programmed.

Chris advised that work still needs to be done to finalize the ADOT loan, review updated cost estimates, and determining Safford's financial commitment. Chris recommended that the TAC defer final programming decisions involving Safford 20th Avenue until our March TAC meeting.

Chris requested that the TAC tentatively approve the attached loan agreements and repayment schedule so that he can finalize the ADOT loan.

Michael Bryce asked for a motion to approve the ADOT Loan Agreements.

MOTION: Leonard Fontes moved to approve

SECOND: Randy Petty

ACTION: APPROVED UNANIMOUSLY

6. Off System Bridge Program – OSB Application Review & Prioritization

Chris advised that on November 8, 2019, the ADOT LPA section issued a call for Off System Bridge (OSB) projects. SEAGO received one OSB application. The application was submitted by the Town of Clifton for the replacement of the Chase Creek Bridge #1. The Bridge Sufficiency Rating is 23.40. This project will replace a structurally deficient bridge that was built in 1901. The Bridge Repair Report recommendations included repairing exterior T-beams or replacing the bridge. Due to the degree of deterioration of the existing superstructure, and since the bridge is eligible for bridge replacement funding, Clifton feels that replacing of the bridge is the best alternative. In 2018, this project was pre-scoped as part of ADOT’s Planning Assistance for Rural Areas Pre-Scoping Program. Cost estimates to match the existing width were:

Design	
Federal	\$162,064
Local Match	\$10,426
Total Design	\$172,490
Construction	
Federal	\$724,165
Local Match	\$46,589
Total Construction	\$770,754
Total Federal Project Cost	\$887,229

The TAC reviewed the project application. Multiple TAC members questioned the design estimate of \$92,490. The TAC felt that the estimate was significantly low. Rudy Perez indicated that he would revise the cost estimate to utilize the remaining funds available under the \$1million cap. Approximately \$229,246 would be available for design.

Chris asked the TAC to approve the application with the revised design estimate and that it is ranked as the Region’s top priority for the FY20 application cycle.

Michael Bryce asked for a motion to approve Clifton’s OSB application and to rank it as the SEAGO’s top priority for the FY20 application cycle.

- MOTION:** Jackie Watkins moved to approve
- SECOND:** Michelle Johnson
- ACTION: APPROVED UNANIMOUSLY**

7. Election of Officers

Chris advised the TAC that Article 6 of the SEAGO TAC Bylaws requires that a Chairperson and Vice-Chairperson be elected at the first meeting of the new calendar year. Our current officers are:

- Chairperson: Michael Bryce – Graham County
- Vice Chairperson: Randy Petty – City of Safford

The Bylaws provide no direction in regards to length of service limitations. Therefore, the TAC could elect to keep the current Chair and Vice-Chair in place or elect new officers. Chris advised that during the election of officer discussion last January, a recommendation was made that a rotation should be established in which the Vice-chair be elevated to the Chair position and a new Vice-chair be elected. There appeared to be support for this idea. However, no action was taken on this recommendation.

After discussion, Randy Petty indicated that he would be very busy with the 20th Avenue project and his preference was to keep our current officers the same.

Michael Bryce asked for a motion to keep the current officers in place for 2020.

MOTION: Jackie Watkins moved to approve

SECOND: Michelle Johnson

ACTION: APPROVED UNANIMOUSLY

8. ACIS Crash Data Training Reminder

Chris referred the TAC to pages 68 and 69 of their TAC packet. Attached were emails from Jennifer Catapano (ADOT LPA Liaison) about ACIS training to be conducted via webinar on January 29th and February 11th. Chris stated that the emails indicate it will be a two-phase training and that you would need to attend the first in order to attend the second.

Mark Henige (ADOT) clarified that it was not a two-phase training. The January training would be the same as the February training. Agencies could participate in either one.

9. LTAP Discussion

Chris advised the TAC that SEAGO annually programs \$10,000 in STP funding to the Local Technical Assistance Program (LTAP). The \$10,000 covers the membership costs for all of our member agencies. If we did not fund the program, the cost to each agency would be \$100 per transportation employee. Chris stated that SVMPO was being asked to program LTAP funds from their STBG program. Chris advised that SEAGO and SVMPO are currently reviewing how to best combine resources to reduce training costs and improve access to training. To determine a fair distribution for LTAP membership a questionnaire concerning LTAP training was developed.

Chris asked the TAC to take a few minutes to complete the questionnaire.

10. Local Public Stakeholder Meeting and LPA Section Updates

Chris distributed the meeting minutes from the December 12, 2019 LPA Stakeholders Meeting and asked Mark Henige if who could provide a recap of the meeting. Mark discussed NACOG's presentation of their Regional Strategic Transportation Safety Plan. The discussion centered on lessons learned. This facilitated a discussion on the HSIP program and rural areas. Mark provided feedback involving the safety program. Mark recapped the remainder of the meeting.

11. District Engineer's Report

Jason Hart provided a status update current and future Southeast District projects.

12. Regional Program Reports

Those in attendance reported their current status of local projects and issues.

13. Items for General Discussion

Chris Vertrees discussed next meeting items. The approval of the 2021-2025 TIP will need to be approved so it can be approved by our Board in April and proceed to the 45-day Public Comment period. A TIP amendment for the Safford 20th Avenue project will be needed if the ADOT loan is approved. Mark Hoffman stated that a request by the ADOT GIS Section to discuss its functional classification change request tool may be coming for or next meeting.

15. Next Meeting Date: March 19, 2012.

Meeting adjourned at 12:25 p.m.

DRAFT



TAC PACKET

TO: SEAGO TAC
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: MARCH 10, 2020
RE: STBG LEDGER REPORT

Attached is the SEAGO FY20 Ledger. The following actions are reflected in the Ledger.

1. A loan from ADOT for \$2,800,000 has been finalized for FFY2021.
2. This will make \$3,653,581 in Federal Funds available for the Safford 20th Avenue in FFY2021.
3. This will reflect an increase of \$316,581 to address bids that exceed the \$3,337,000 currently programmed (see TIP Report). I spoke to the ADOT Project Manager on 3/10/20. He is expecting at least \$300,000 increase in the current cost estimate.
4. \$73,969 in HSIP funding from the Cochise County Sign Replacement Project was returned to SEAGO as the result of Final Voucher savings.
5. This left SEAGO with \$177,096 in unused OA in FFY20. This was loaned to ADOT with repayment requested in FFY22. ADOT has approved the loan agreement.
6. SVMPO modified our FFY19 Loan Agreement allowing for the repayment of the \$425,000 (borrowed to bring the Thatcher project to fruition) to be repaid in the amount of \$29,383 in 2020 and the remaining \$395,617 in 2023. ADOT has finalized this modified agreement.
7. The ADOT repayment schedule will be as follows:
 - FFY 2022 – \$971,396
 - FFY 2023 – \$451,461
 - FFY 2024 – \$847,708
 - FFY 2025 - \$529,435

It should be noted that SEAGO STBG is fully committed through FFY2024. Safford will be responsible for any additional costs that exceed the \$3,653,581 programmed. If there are no significant changes in population data from the 2020 Census we should have \$433,199 in apportionments and \$380,421 in OA available for programming/loan in FY25.

SEAGO STBGP Ledger 2020-2024

Revised: March 10, 2020

Action	94.9% * OA Rate	Projected Fed Funds *		Cumulative Balance	
		Apportionment	OA	Apportionment	OA
STBGP Carry Forward FY 2019	94.9%	\$0	\$0	\$0	\$0
FY 2020 Allocation*	94.9%	\$909,856	\$857,078	\$909,856	\$857,078
Repay NACOG Loan (OUT)		-\$375,000	-\$375,000	\$534,856	\$482,078
Repay WACOG Loan (OUT)		-\$118,377	-\$118,377	\$416,479	\$363,701
Repay SVMPO Loan (OUT) for Thatcher Part 1		-\$29,383	-\$29,383	\$387,096	\$334,318
Repay SVMPO Loan (OUT) Clifton		-\$200,000	-\$200,000	\$187,096	\$134,318
Tech Transfer (LTAP)		-\$10,000	-\$10,000	\$177,096	\$124,318
Final Voucher Savings - Cochise County HSIP Sign Project		\$0	\$69,994	\$177,096	\$194,312
FY2020 STBG Loan (OUT) To be repaid in 2022		-\$177,096	-\$177,096	\$177,096	\$17,216
FY 2020 Unused O/A - CC HSIP Sign Project (Use or Lose)		\$0	-\$17,216	\$0	\$0
FY2020 Balance				\$0	\$0
FY 2021 Allocation	94.9%	\$909,856	\$857,078	\$909,856	\$857,078
STBG ADOT Loan Repayment (IN)		\$6,503	\$6,503	\$916,359	\$863,581
Loan Funds from ADOT for Safford 20th Ave. (IN)		\$2,800,000	\$2,800,000	\$3,716,359	\$3,663,581
Safford: 20th Avenue		-\$3,653,581	-\$3,653,581	\$62,778	\$10,000
FY2021 Unused STBG Apportionments (Use or Lose)		-\$52,778	\$0	\$10,000	\$10,000
Tech Transfer (LTAP)		-\$10,000	-\$10,000	\$0	\$0
FY 2021 Balance				\$0	\$0
FY 2022 Allocation	94.9%	\$909,856	\$857,078	\$909,856	\$857,078
FY2020 STBG Loan Repayment (IN)		\$177,096	\$177,096	\$1,086,952	\$1,034,174
Partial repayment Safford 20th Ave. Loan (OUT)		-\$971,396	-\$971,396	\$115,556	\$62,778
Tech Transfer (LTAP)		-\$10,000	-\$10,000	\$105,556	\$52,778
Loan Out -?		-\$52,778	-\$52,778	\$52,778	\$0
FY2022 Unused STBG Apportionments (Use or Lose)		-\$52,778	\$0	\$0	\$0
FY 2022 Balance				\$0	\$0
FY 2023 Allocation	94.9%	\$909,856	\$857,078	\$909,856	\$857,078
Repay SVMPO Loan (OUT) for Thatcher Part 2		-\$395,617	-\$395,617	\$514,239	\$461,461
Partial repayment Safford 20th Ave. Loan (OUT)		-\$451,461	-\$451,461	\$62,778	\$10,000
FY2023 Unused STBG Apportionments (Use or Lose)		-\$52,778	\$0	\$10,000	\$10,000
Tech Transfer (LTAP)		-\$10,000	-\$10,000	\$0	\$0
FY 2023 Balance				\$0	\$0
FY 2024 Allocation	94.9%	\$909,856	\$857,078	\$909,856	\$857,078
Partial repayment Safford 20th Ave. Loan (OUT)		-\$847,078	-\$847,078	\$62,778	\$10,000
FY 2022 Loan In - ?		\$52,778	\$52,778	\$115,556	\$62,778
Tech Transfer (LTAP)		-\$10,000	-\$10,000	\$105,556	\$52,778
FY 2024 Balance				\$105,556	\$52,778

- * Notes:
1. OA = Obligated Authority. This is the amount of money that can actually be obligated to SEAGO based upon the OA %.
 2. STBGP = Surface Transportation Block Grant Program. This amount is allocated to SEAGO based upon the 2010 population
 3. OA Rate of 94.9% is subject to change
 4. in addition to the OA Rate of 94.9%, \$6,375 of OA is taken annually for the SPR funding to the SEAGO region.
 5. STBGP Apportionments are SEAGO estimates and subject to change.
 6. Reflects loss of \$86,326 from SVMPO boundary expansion
 7. Balance carry forward is no longer allowed. Excess funds must be utilized or loaned to another COG or to the State.

This is an internal SEAGO document, and is used to provide a general overview of STBGP funds for a five year period.

COG/MPO Federal-Aid Funding Transfer or Loan Request Form

Transferring Agency ADOT

Funding Type	Federal Fiscal Year	Amount		Loand or Transferred To	Project/Purpose	Transfer or Loan?	Repayment Terms/ Schedule (loans only)
		Apportionments	Obligation Authority (OA)				
STBG	2021	\$2,800,000	\$2,800,000	SEAGO	Safford 20th Avenue	Loan	Per Attached Repayment Schedule
TOTAL		\$2,800,000	\$2,800,000				

Transferring Agency Approval:

The undersigned authorizes the transfer of funds identified above.



Signature

Patrick Stone

Printed Name

Prog/Proj Funding Admin

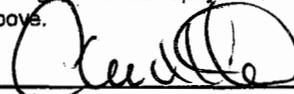
Title

02/18/20

Date

Receiving Agency Approval:

The undersigned approves the receipt of the funds and agrees to the repayment terms, if any, identified above.



Signature

Chris Vertrees

Printed Name

Transportation Program Administrator

Title

1/30/2020

Date

ADOT Acknowledgement or Approval:



Signature

Patrick Stone

Printed Name

Prog/Proj Funding Admin

Title

02/18/20

Date

Email completed form to Arizona Department of Transportation Financial Management Services at mprogramfinance@azdot.gov. Approved transfer/loan requests must be received by June 15th each year; allow two weeks for approval. Transfers generally will appear on the next ledger, depending on the date of receipt.

This request will be processed based on the amount of apportionments and obligation authority available to the loaning/transferring agency at the time of receipt, which may be different than the amount shown on the most recent ledger. Loans are to be repaid; transfers will not be repaid.

Loans of apportionments and/or obligation authority to ADOT- these loans are not guaranteed; are capped at a total, maximum of \$10 million annually; are limited to greater Arizona STP projects in a TIP which exceed the region's available STP allocation; will be on a first come, first served basis if available; require advance approval. Every effort should be made to reprogram federal funds on projects ready to authorize by June 30th annually or to loan to other regional entities before approaching ADOT about a loan. Loans to ADOT must be approved and executed by March 31st annually.

Loans/transfers from MAG or PAG to Greater Arizona have certain restrictions, depending on the type of funding and population in the area of the project to which the loan is related. Contact Financial Management Services at 602-712-7441 for further information.

ADOT-SEAGO FY2021 STBG Loan (\$2,800,000) Repayment Schedule	
Year	Amount
FFY-2022	\$971,396
FFY-2023	\$451,461
FFY-2024	\$847,708
FFY-2025	\$529,435
Total	\$2,800,000

Transferring Agency Approval:

Printed Name: Patrick Stone

Title: Prog/Proj Funding Admin

Date: 02/18/20

Signature: 

Receiving Agency Approval:

Printed Name: Chia Vertices

Title: Transportation Program Administrator

Date: 2/14/2020

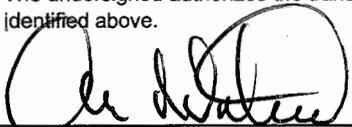
Signature: 

COG/MPO Federal-Aid Funding Transfer or Loan Request Form

Transferring Agency SEAGO

Funding Type	Federal Fiscal Year	Amount		Loand or Transferred To	Project/Purpose	Transfer or Loan?	Repayment Terms/ Schedule (loans only)
		Apportionments	Obligation Authority (OA)				
STBG	FY20	\$177,096	\$177,096	ADOT	For Use on ADOT Projects	Loan	FY2022
TOTAL		\$177,096	\$177,096				

Transferring Agency Approval:
 The undersigned authorizes the transfer of funds identified above.



 Signature

Chris Vertrees

 Printed Name

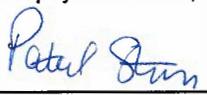
Transporation Program Administrator

 Title

1/30/2020

 Date

Receiving Agency Approval:
 The undersigned approves the receipt of the funds and agrees to the repayment terms, if any, identified above.



 Signature

Patrick Stone

 Printed Name

Prog/Proj Funding Admin

 Title

02/14/20

 Date

ADOT Acknowledgement or Approval:



 Signature

Patrick Stone

 Printed Name

Prog/Proj Fund Admin

 Title

02/14/20

 Date

Email completed form to Arizona Department of Transportation Financial Management Services at mprogramfinance@azdot.gov. Approved transfer/loan requests must be received by June 15th each year; allow two weeks for approval. Transfers generally will appear on the next ledger, depending on the date of receipt.

This request will be processed based on the amount of apportionments and obligation authority available to the loaning/transferring agency at the time of receipt, which may be different than the amount shown on the most recent ledger. Loans are to be repaid; transfers will not be repaid.

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Loans/transfers from MAG or PAG to Greater Arizona have certain restrictions, depending on the type of funding and population in the area of the project to which the loan is related. Contact Financial Management Services at 602-712-7441 for further information.

Arizona Department of Transportation

REVISED Dec 3, 2019
REPAYMENT AGREEMENT

COG/MPO Federal-Aid Funding Transfer or Loan Request Form

SVMPOSEAGO-19L1

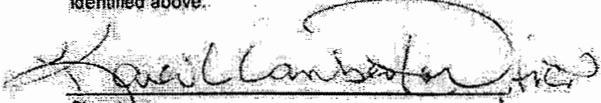
Transferring Agency SVMPO

Funding Type	Federal Fiscal Year	Amount		Loan or Transferred To	Project/Purpose	Transfer or Loan?	Repayment Terms/Schedule (loans only)
		Apportionments	Obligation Authority (OA)				
STBG	FY19	\$29,383	\$29,383	SEAGO	FY19 TIP (Thatcher)	Loan	FY20
STBG	FY19	\$395,617	\$395,617	SEAGO	FY19 TIP (Thatcher)	Loan	FY23
TOTAL		\$425,000	\$425,000				

Transferring Agency Approval:
The undersigned authorizes the transfer of funds identified above.

Receiving Agency Approval:
The undersigned approves the receipt of the funds and agrees to the repayment terms, if any, identified above.

ADOT Acknowledgement or Approval:



 Signature
 Karen L. Lamberton

 Printed Name
 SVMPO Administrator

 Title
 December 3, 2019

 Date

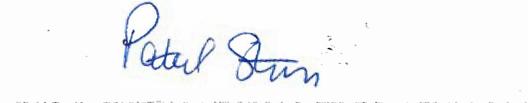


 Signature
 Randy Heiss

 Printed Name
 Executive Director

 Title
 12/3/2019

 Date



 Signature
 Patrick Stone

 Printed Name
 Prog/Proj Fund Admin

 Title
 02/14/20

 Date

Email completed form to Arizona Department of Transportation Financial Management Services at mprogramfinance@azdot.gov. Approved transfer/loan requests must be received by June 15th each year; allow two weeks for approval. Transfers generally will appear on the next ledger, depending on the date of receipt.

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TAC PACKET

TO: SEAGO TAC
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: MARCH 11, 2020
RE: TIP REPORT

The following Amendment to our 2020-2024TIP is requested:

At your January TAC meeting, the TAC discussed the Safford 20th Avenue project (SAF 12-02) that is currently programmed for construction in FY 2021 with a total estimated cost of \$3,337,000.

At that meeting the TAC was advised that a tentative agreement was in place in which SEAGO would borrow \$2,800,000 from ADOT to keep the Safford project moving forward in 2021. The borrowing of the full \$2,800,000 will provide an additional \$316,581 to address bids that exceed the \$3,337,000 currently programmed.

In addition, the TAC was advised that work still needed to be done to finalize the ADOT loan. It was recommended that we defer final programming decisions involving Safford 20th Avenue until our March TAC meeting. The TAC agreed with the recommendation and provided direction to finalize the ADOT loan.

The ADOT loan has been finalized and the funds will available in Federal Fiscal Year 2021 (October 2020). ***It should be noted that the project cannot go to bid until Quarter 2 of the State Fiscal Year (October 2020).***

If approved, the Safford 20th Avenue Project (SAF 12-02) will be programmed as follows:

Safford 20th Avenue Project (SAF 12-02)	
Phase:	Construction
Federal Share	\$3,653,581
Local Match	\$220,842
Total Project Cost	\$3,874,423

Attachments: SEAGO Draft 2020 – 2024 TIP Amendment #1

SEAGO REGION
 Draft 2020- 2024 TIP Amendment #1
 Approved By: Administrative Council- Executive Board -

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	HURF EXCHANGE	LOCAL MATCH	OTHER FUNDS	TOTAL COST
2020														
NOG 20-02	City of Nogales	Pathway Project, Baffert Dr to Nogales High School	East side of Grand Avenue from Baffert Drive to Country Club Drive. Intersects with Grand Avenue path on south side of Frank Reed Road to Nogales High School	3 miles	Design	N/A	N/A	N/A	CMAQ	\$121,162		\$7,324		\$128,486
SCC 20-01	Santa Cruz County	Santa Cruz County Chip Seal Road Improvement Project	10.39 miles of 27 unpaved road segments in unincorporated Santa Cruz County.	10.39 miles	PMDR Fee	Rural Local	2	2	CMAQ	\$28,290		\$1,710		\$30,000
SCC20-01	Santa Cruz County	Santa Cruz County Chip Seal Road Improvement Project	10.39 miles of 27 unpaved road segments in unincorporated Santa Cruz County.	10.39 miles	Construction	Rural Local	2	2	CMAQ	\$719,917		\$43,516		\$763,433
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Construction	Rural Major Collector			HRRRP	\$984,555		\$59,512		\$1,044,067
GGH-BR-02	Graham County	Ft. Thomas River Structure No. 8131 Phase 1	Ft. Thomas River Road @ Gila River		Scoping, Design, Environmental	Minor Collector	2	2	Off System Bridge	\$328,290		\$19,844		\$348,134
									STP	\$10,000				\$10,000
										\$2,192,214		\$131,905		\$2,324,119
2021														
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$3,653,581		\$220,842		\$3,874,423
CCH 21-01	Cochise County	Charleston, Double Adobe, Barataria Rds - E & C Rumble Strips	Charleston Road from Tombstone to 4.8 miles south of Tombstone; Double Adobe Road from SR 80 to Frontier Road; Barataria Boulevard from Moson Road to Ranch Road.	10.7 miles	Design	Major Collector	2	2	HSIP	\$264,000		\$0		\$264,000
SCC 21-01	Santa Cruz County	Pendleton Drive - Roadway Dip Elimination	Pendleton Drive Dip at Sonoita Creek Wash	.25 miles	Design	Major Collector	2	2	HSIP	\$241,408		\$14,592		\$256,000
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GGH-BR-02	Graham County	Ft Thomas River Structure No. 8131 Phase 2	Ft. Thomas River Road @ Gila River		ROW	Minor Collector	2	2	Off System Bridge	\$69,699		\$4,213		\$73,912
									STP	\$10,000				\$10,000
										\$5,089,071		\$291,049		\$5,380,120
2022														
CCH 21-01	Cochise County	Charleston, Double Adobe, Barataria Rds - E & C Rumble Strips	Charleston Road from Tombstone to 4.8 miles south of Tombstone; Double Adobe Road from SR 80 to Frontier Road; Barataria Boulevard from Moson Road to Ranch Road.	10.7 miles	Construction	Major Collector	2	2	HSIP	\$383,940		\$0		\$383,940
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									STP	\$10,000				\$10,000
										\$3,411,791		\$182,415		\$3,594,206
2023														
									STP	\$10,000				\$10,000
										\$10,000		\$0	\$0	\$10,000

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2024													
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Design	Urban Minor Arterial	2	2	STP	\$75,440		\$4,560	\$80,000
DGS17-01	City of Douglas LTAP	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Construction	Urban Minor Arterial	2	2	STP	\$2,829,000		\$171,000	\$3,000,000
									STP	\$10,000			\$10,000
TOTAL FOR 2024										\$2,914,440		\$175,560	\$3,090,000

FUNDING OBLIGATED IN 2019														
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	Construction	Urban Major Collector	2	3	HU		\$2,402,528	\$243,981	\$2,646,509	
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HPP	\$996,375		\$60,226	\$1,056,601	
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$2,300,000			\$2,300,000	
NOG 19-01	City of Nogales	Valle Verde/Paseo Verde Paving Project	Valle Verde Dr. and Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr.	1150 Feet	Construction	Urban Local	2	2	CMAQ	\$537,510		\$32,490	\$570,000	
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	Pendleton Drive, Via Caliente to Circulo Cerro & Pendleton Drive/Ruby Road Intersection	Varies	Construction	Rural Major Collector	2	2	CMAQ	\$672,213		\$40,632	\$712,845	
SCC 18-01	Santa Cruz County	I-19/Ruby Road TI-Improvements	I-19/Ruby Road TI		Design	Rural Major Collector	2	2	CMAQ	\$984,256		\$59,494	\$1,043,750	
CLF16-01	Town of Clifton LTAP	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	STP	\$200,000		\$12,089	\$212,089	
									STP	\$10,000			\$10,000	
TOTAL FOR 2019										\$5,700,354	\$2,402,528	\$204,931	\$243,981	\$8,551,794

Future Construction Projects													
CCH12-10	Cochise County	Davis Rd. Improvements	Davis Road MP 13	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$924,560		\$55,885	\$980,445
CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,045,000		\$63,165	\$1,108,165
TBD	City of Willcox	Bisbee Ave	729 N. Bisbee Ave to 165 S. Bisbee Ave	0.57 miles	Design	Rural Major Collector	2	2	STP	\$4,715		\$285	\$5,000
TBD	City of Willcox	Bisbee Ave	729 N. Bisbee Ave to 165 S. Bisbee Ave	0.57 miles	Construction	Rural Major Collector	2	2	STP	\$730,526		\$44,157	\$774,683
TBD	City of Safford	14th Avenue Improvement	14th Ave from Relation Street to 8th Street	1 mile	Construction	Rural Major Collector	2	3	TBD	\$11,771,300		\$711,521	\$12,482,821



TAC PACKET

TO: SEAGO TAC
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MARCH 10, 2020
RE: SEAGO REGION DRAFT (PUBLIC COMMENT) 2021-2025 TIP

The SEAGO Region 2021-2025 TIP needs be submitted to ADOT by **July 1, 2019**. Due to the SEAGO TAC, Administrative Council, and Executive Board schedules, and the forty-five (45) day public participation process, the 2021-2025 Draft TIP needs to be approved at this meeting for submission to our Administrative and Executive Committees.

The following adjustments to the 2020-2024 TIP were made in the drafting of the 2021-2025 TIP:

- All projects listed as Obligated in 2019 section of the TIP have been removed.
- All FY 2020 projects that are expected to obligate by June 30, 2020, have been moved to the Obligated in 2020 section of the TIP.
- SAF 12-02 – City of Safford – (20th Avenue Phase): The 20th Avenue Project was presented to the TAC for an amendment to our 2020-2024 TIP in the amount of \$3,653,581 Federal. It has been anticipated that the amendment will be approved.

Attachments: Draft 2021-2025 TIP for Public Comment

SEAGO REGION
 Draft 2021- 2025 TIP (Public Comment)
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TAC PACKET

TO: SEAGO TAC
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: MARCH 10, 2020
RE: SEAGO TRAFFIC COUNT PROGRAM PROCEDURE MANUAL

The SEAGO Five-Year Strategic Plan (2017-2022) identified the development of an internal traffic count program as the top priority for the SEAGO Transportation Program. The strategic planning committee felt that building this capacity internally will eliminate the costs associated with contracting with a consulting firm to gather this data and would reduce agency data collection costs. The purpose of the SEAGO Traffic Count Program is to:

- 1) Assist local member agencies through the collection of traffic count data to support transportation plans, traffic studies/analyses, grant applications, and road maintenance programs.
- 2) Support local roadway functional classification requests.
- 3) Provide fee-based services to non-member public and private entities to support economic development activities.
- 4) Support ADOT HPMS program.

SEAGO has been developing this project the last few years. We have reached the point in capacity building (equipment, training, and technical ability) to begin implementation of the program. SEAGO has developed a procedure manual for our traffic count program. ***Your review and input would be of great value to ensure to ensure data collection is done safely and meets the needs of our member agencies.***

Attachments: SEAGO Traffic Count Program Procedure Manual



D R A F T

Traffic Data Collection Program Procedures Manual



March 9, 2020

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OVERVIEW

Introduction

Counting traffic volumes and vehicle types is important to ensuring the SEAGO and our stakeholders have accurate data to use in decision making. This procedure manual identifies the end-to-end process of traffic data collection in the SEAGO region to ensure data collection is done safely and meets the needs of our member agencies.

Purpose

The SEAGO Five-Year Strategic Plan (2017-2022) identified the development of an internal traffic count program as the top priority for the SEAGO Transportation Program. The strategic planning committee felt that building this capacity internally will eliminate the costs associated with contracting with a consulting firm to gather this data, and would reduce agency data collection costs. The purpose of the SEAGO Traffic Count Program is to:

- Assist local member agencies through the collection of traffic count data to support transportation plans, traffic studies/analyses, grant applications, and road maintenance programs.
- Support local roadway functional classification requests.
- Provide fee-based services to non-member public and private entities to support economic development activities.
- Support ADOT HPMS program.

Program Overview

Traffic monitoring is performed to collect data that describe the use and performance of the roadway system. The SEAGO traffic data collection program performs short term, automatic counts utilizing pneumatic tubes placed on the top of road surfaces at locations where traffic counting is required. This point is referred to as a “count station” or “site.” As vehicles pass over the tube, the resulting compressing sends a burst of air to an air switch, which can be installed in any type of traffic counting device. Air switches can provide accurate axle counts even when compressions occur as far as 100 feet from the traffic counter. Although the life of the pneumatic tubes is traffic dependant as they directly drive over it, it is used worldwide for speed measurement and vehicle classification for any level of traffic. Care should be exercised in placing and operating the system, to ensure its efficient operation and minimize any potential for error in the data.

Definitions

- **Average Daily Traffic Counts (ADT):** These counts provide a close approximation to the actual number of vehicles passing through a given location on an average weekday.
- **Functional Classification:** Functional classification is the process by which streets and highways are grouped into classes according to the character of service they are intended to provide. Functional classification defines a process by defining the role that any particular road or street should play in serving the flow of traffic through a road network. There are three main functional classes as defined by the United States Federal Highway Administration: arterial, collector, and local.
- **Highway Performance Monitoring System (HPMS):** The HPMS is a national level highway information system that includes data on the extent, condition, performance, use and operating characteristics of the nation's highways.
- **Intersection Turning Movement Counts:** The purpose of the Intersection Turning Movement Counts is to summarize the counts of vehicle movements through an intersection during certain time periods. SEAGO will use a manual counter to collect turning movement data. Turning movement counts shall be of a short duration for a specific time period and a specific count interval. A count interval is defined as the fraction of an hour that is used to aggregate the collected count data.
- **Traffic Data Management System (TDMS):** TDMS is the central repository for local traffic counts within the SEAGO region. The system combines interactive GIS mapping with historical data collection to create custom reports to manage and analyze transportation data.
- **Traffic Volume Count:** Traffic volume is the number of vehicles that pass a specific point during a specific time period.
- **Vehicle Classification Counts:** SEAGO vehicle classification counts are machine counts performed using pneumatic tubes laid across each lane of a street. A counting machine then detects the number of axles that cross the tubes. The data is then processed through an algorithm provided by our counting system's software to define the 13 types of vehicles based on the spacing of axles as defined by the Federal Highway Administration (FHWA).

Program Costs

Each member agency will receive four (4) free counts each year. Additional counts may be subject to the fee schedule located below:

Count Type	SEAGO Member Agency Cost*	Non-Member Agency Cost
48-Hour ADT Mechanical Tube Count	\$50	\$175
48-Hour Directional Volume Count	\$60	\$200
48-Hour Directional & Hourly Volume Count	\$75	\$225
48-Hour Directional & Hourly + Classification + Speed Count	\$100	\$250
2-Hour Turning Movement Count	\$125	\$275

Responsibilities

The following are requesting agency responsibilities:

- Select count locations. **Counts must be on locally owned roads. SEAGO will not conduct counts on state highways.** Count locations shall be at least 100 feet from any intersections and shall not be located on a curve.
- Complete and submit Traffic Count Request Form.
- Complete a payment agreement (if needed).
- Secure any locally required clearances/permits.
- Notify appropriate road maintenance staff of equipment installation and use.

The following are the responsibilities of SEAGO:

- Procure and maintain counting equipment.
- Properly train SEAGO staff on equipment installation and use.
- Develop safety procedures and safety checklist.
- Ensure staff are properly trained in safety procedures.
- Develop a Tools and Equipment Checklist
- Quality test equipment and installation methods.
- Notify requesting agency when on site.
- Install and collect counting equipment.
- Upload data collection results into the SEAGO TDMS within 72 hours of count completion.
- Notify requesting agency when data is available in the SEAGO TDMS.
- Update these procedures as SEAGO moves through the project development phases.

Monitoring Duration

In general, all SEAGO traffic counts will have a 48 to 72 hour collection period. Longer duration counts are possible, but will need to be negotiated in advance.

Data Collection Location

A specific location for counting site must be determined onsite. The following should be kept in mind when deciding on the counting site:

- The road section should have uniform geometric characteristics along the road length and be away from junctions;
- Location should be on a horizontal (flat) and geometrically straight road section;
- Section of the road to have an uninterrupted traffic flow;
- Sections should have very little pedestrian or animal traffic;
- Chosen location should be near signpost or other structure to secure equipment.

Vehicles and Safety Equipment

All vehicles used to collect traffic data shall be equipped with the following equipment:

- A yellow strobe light centrally positioned on top of the vehicle;
- First Aid Kit.
- Fire Extinguisher;
- Any other equipment deemed necessary for safe operation.

All personnel who collect traffic count/vehicle data shall adhere to the following procedures:

- Seat safety belts shall be worn during the operation of vehicles.
- Reflective safety vests and United Laboratories approved safety glasses safety prescription glasses shall be worn during field operations.

Vehicle safety shall include the following:

- Turn signal and yellow roof mounted strobe light shall be activated as the traffic count vehicle approaches the work site usually five hundred to one thousand feet (500' - 1,000') in advance of the site.
- The proper turn signal shall be activated when leaving the work site.

- The strobe light shall also remain activated as the vehicle leaves the work site and re-enters traffic flow.
- The strobe light shall be turned off after the vehicle safely re-enters traffic flow
- Field vehicles shall be parked where there is adequate space to park the vehicle safely. The vehicle shall be parked a minimum of four (4) feet from the edge of pavement.
- Field vehicle shall be properly identified as a SEAGO vehicle using the supplied magnetic signs.

Staff Safety Procedures

- Field technicians shall use extreme caution when setting or retrieving road tubes or other equipment.
- Field technicians shall use discretion regarding their safety in hazardous situations in which there is dense fog, heavy rain, lightning, etc.
- Traffic data collection activities are always performed utilizing two-person crews.
- SEAGO shall request agency assistance when local roads that exceed 2 lanes.
- Working in the roadway is dangerous. Make sure drivers can see you. Wear a bright orange or yellow safety vest and hat at all times.
- Do not assume that drivers always see you. Never turn your back on traffic.
- Do not assume that drivers know which direction you are going to move next. They may steer their vehicle into the vacant space that you were planning to use as a safe refuge. Always stay clear of the roadway when traffic is approaching.
- Do not hold onto the road tube while vehicles drive over it. They can snag the tube pulling it through your hands.

Setup Procedures

Road Tube Condition: Road tubes can have holes or cuts in them from previous use. Bend the road tube continuously for the entire length and look for small cracks that indicate that the tube is getting old and may provide poor results. Check the tube for holes at 2 PSI (maximum) of air pressure with the tube submersed in water. If there are any bubbles, then the tube has a hole or crack. One or two small holes may be usable; however, it is a sign of a tube that will eventually fail. In wet conditions those holes in the tube will draw in water that can block air signals to the counter. A small amount (ex: one tablespoon) of water can stop the pulse from reaching the counter and possibly damage the air switch in the counter.

Road Tube Obstructions: Dirt and insects can get into the tube; clear these out with compressed air. To remove water before use (if you don't have access to compressed air) start from the far end of the tube and raise it to chest height then slowly walk the length of the tube causing each section to be raised to evacuate any water.

Road Tube Length: Keep the length of the road tube no shorter than 30 feet and no longer than 100 feet. **The ideal length is 40 to 60 feet.** Road tubes shorter than 30 feet will damage the air switches very quickly. Lengths longer than 60 feet will start to miss some axle hits that occur beyond 60 feet.

Make sure that tubes used for classification are the **same physical length**. If they are more than 6 inches in difference, you need to cut them to be equal length. When stretching tubes used for speed or axle classification take care to stretch both tubes the same amount.

Insert End Plugs: The end of the road tube that is not connected to the counter should have a plug in it to keep out water, dirt and insects in order to allow the air switch to function properly. A concrete nail will work temporarily however; they will work themselves out of the tube over time. Also the threaded end plugs can also work themselves out unless inserted about 1 1/4" inches into road tube. To absolutely stop them from working out, use bailing wire and place a couple wraps around tube between end of plug and the end of the tube.

Count Site Location

Location: Choose a spot preferably on a straight, flat roadway with free flowing traffic between 10mph and 70+mph. Diamond air switches will work consistently down to 6mph and over 100mph and beyond.

Speed Consideration: SEAGO will not set counters on roads with speed limits that exceed 55 MPH without local jurisdiction assistance.

Road Surface Condition: Avoid rutted and potholed roads. They cause the road tube to slap and could cause the counter to double count. Consider the quality of pavement you are driving nails into, if it is poor, then your nails or tape may not stay in place for the duration of your study.

Problem Locations: Stay away from traffic signals and other places where cars are likely to stop, drastically slow down or speed up. If you count the legs of an intersection, counting the outbound lanes will work better. If you must count the inbound lanes, place road tubes where traffic is moving at least 7 mph (ex: midblock placement). Likewise, hills and off ramps can be counted, but take precautions to prevent the tube from being rolled or pulled down the road causing tears in the tube and inaccuracy in speed calculations. Use road tape to secure the tube in each lane to the road surface for best results.

Road Tube Installation

Road tube is held in position on the road by a wide variety of fixtures. Most are designed to attach the road tube at the edges of the road. On very wide roads centerline clamps are used or the tube can be taped to the road in the center. Most securing devices attach to asphalt/concrete with concrete nails. The nail is driven into the asphalt until the nail head sticks up 1/4" above the pavement. Most securing hardware is designed to slip over the nail head and is held in position by the tension of the road tube. In hot weather (90 degrees and above) we recommend, where possible, that you drive 12" spikes into the dirt alongside the road.

STEP #1 - Install Anchor on the Far End (opposite side of the road). Use a small sledge or engineers hammer to place your nail in the pavement. Measure out the distance between tubes if you are installing more than one tube and place your other nail/anchor appropriately.

STEP #2 - Layout Tube Across Roadway: After attaching your road tube grip and securing your end plug, walk your tube across the roadway and secure it with your anchor. After it is secure, return to the near side to place your anchor in the pavement. **NOTE:** Do not hold onto a road tube when a vehicle drives over it. Occasionally a vehicle can "grab" the tube pulling it and all of the metal attached to it right out of your hand(s).

Testing Road Tube Air Signal

Testing the road tube for proper signal is recommended if you suspect a tube failure. If you do not have a tester, you can use the counter to verify the tube is operating by using the display or monitor function. It is not recommended to manually test tubes (DO NOT insert the tube into your ear or mouth for any reason at any time). If you have all your road tubes installed and connected to the counter, you are ready to test for proper operation. Turn the counter "on" and press the key that will

bring up “configure system” (see instruction on inside of lid for a listing). Press the enter key when the display shows configure system. If you are going to do time interval count with no speed or axle data collection, select “count” from the choices of “raw”, “binned”, “count” or “sensor”. Then press the enter key until you are back to configure system. If you need binned, speed or axle data, select “binned” and press enter until “configure system” shows on screen. From “configure system” press “1” key to get “starting collecting”. Step through the program and verify proper operation. In count only you will know if the road tubes are registering properly. If classifier is set to speed and axle classify and you get questionable results or a lot of sensor miss codes check for proper road tube operation by reprogramming the counter to operate in count only and set it to count every axle and not divide by two. Then verify that each road tube counts the correct number of axles and that they show up in the correct channel of the counter. Do this in “test sensor” mode located almost at the end of the programming setup for count. In test sensor you can zero the count on the display after each vehicle passes by pressing the “0” key. That will eliminate the need to add and subtract axle numbers in your head.

Equipment Checklist

- Four-pound sledge/engineers hammer;
- Padlock(s)
- Pry bar to remove nails
- Duct tape
- Road tube grips and anchors
- Road tube end plug(s)
- 2 ½" and 3 ½" concrete nails
- Safety vest, hart, gloves, glasses
- Road tube(s) and traffic counter(s)
- Tape measure
- Six foot lengths of chain/security cable
- 12" dirt spikes
- Strobe lights
- Magnetic SEAGO signs

Traffic Data Collection Project Form

Project: _____

Count Location: _____

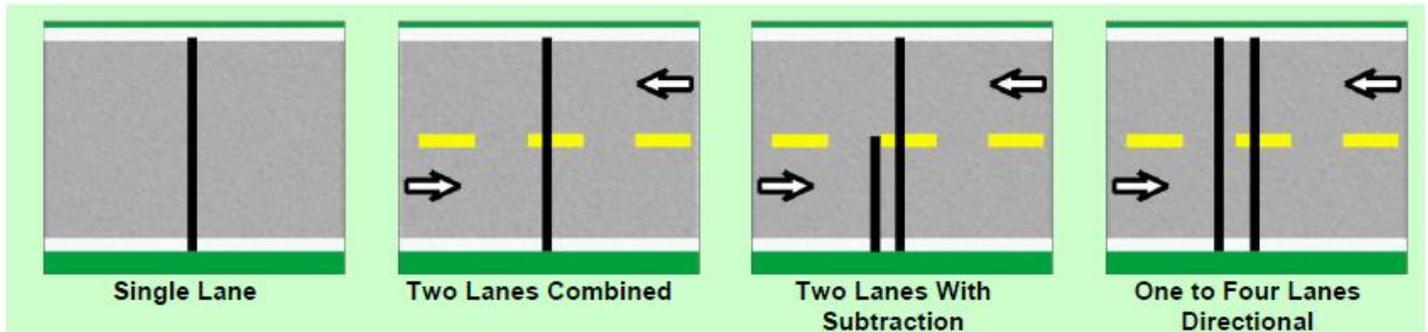
Start Date/Time: _____ End Date/Time: _____

Equipment No: _____

Configuration (circle):

1 to 2 Lane Count Configurations:

Counting traffic for lanes only requires one tube per lane or one tube for combined counts. Interval and non-interval counts can be performed with the following layouts.



1 to 2 Lane Classification Configurations:

Classifying traffic and directional traffic (speed, axle, gap, headway) require two road tubes. Below are typical road tube layouts.

