

# Lake Havasu MPO

METROPOLITAN PLANNING ORGANIZATION

## Executive Board (EB) Meeting

Tuesday, February 14, 2023



900 N. London Bridge Rd., Bldg. B  
Lake Havasu, AZ 86404  
(928)-453-2824

Disclaimer: This is not a legal document. Although much care was taken to ensure the accuracy of the information presented in this document, The Lake Havasu Metropolitan Planning Organization does not guarantee the accuracy of this information.

Cal Sheehy, Chairman  
Buster Johnson, Vice Chairman  
Nancy Campbell, Secretary/Treasurer  
Jeni Coke, Board Member  
Gary Knight, Board Member



[www.LHMPO.org](http://www.LHMPO.org)  
Lake Havasu City Police Facility  
Meeting Room  
2360 McCulloch Blvd. N  
Lake Havasu Cit, AZ 86403

## **Lake Havasu Metropolitan Planning Organization (LHMPO) Executive Board Meeting Agenda**

**Tuesday, February 14, 2023, 10:00 A.M.**

All Action items highlighted in gray

The Lake Havasu MPO Executive Board may vote to hold an Executive Session for the purposes of obtaining legal advice from the Attorney on any matter listed on the agenda under A.R.S §38-431.03(A)(3)

**1. Call to Order-** (Cal Sheehy)

**2. Pledge of Allegiance-** (Cal Sheehy)

**3. Roll Call-**(Sarah Lojewski)

**4. Call to the Public**

This item is to provide an opportunity for citizens wishing to address the Executive Board on issues within the jurisdiction of the LHMPO planning area that are not on the Agenda. Comments SHALL be limited to five (5) minutes or less.

**5. Meeting Minutes: December 13, 2022**

*Cal Sheehy, Chairman*

**6. Draft Scope of Work for the proposed Traffic Signal Analysis & Modeling Study**

*Justin Hembree, LHMPO Director*

**7. FY25/26 HSIP Award Announcements**

*Justin Hembree, LHMPO Director*

**8. Rural Transportation Advocacy Council (RTAC) Report (Information Only)**

*Kevin Adam, RTAC Executive Director*

**9. ADOT District Report (Information Only)**

*Todd Steinberger, ADOT NW District Engineer*

**10. Arizona Transportation Board Report (Information Only)**

*Gary Knight, District Representative*

## 11. Future Agenda Items

## 12. Upcoming Meetings Schedule

LHMPO TAC Meeting: **March 28, 2023, 10:00 AM**

LHMPO Executive Board Meeting: **April 11, 2023, 10:00 AM**

## Adjournment

*Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other nondiscrimination laws and authorities, LHMPO does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact LHMPO's Title VI Coordinator at [hembreej@lhcaz.gov](mailto:hembreej@lhcaz.gov). Requests should be made as early as possible to ensure LHMPO has an opportunity to address the accommodation.*

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*The following link provides access to a voluntary but highly important survey; by completing this survey, the Lake Havasu MPO will be able to determine who attends our public meetings and how we can improve participation:*

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*El siguiente enlace proporciona acceso a una encuesta voluntaria pero muy importante; al completar esta encuesta, la MPO del lago Havasu podrá determinar quién asiste a nuestras reuniones públicas y cómo podemos mejorar la participación:*

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Item #5

***ACTION ITEM***

***Meeting Minutes of December 13, 2022***

*Cal Sheehy, Chairman*

Agenda Item # 5

**LAKE HAVASU MPO  
REQUEST FOR ACTION  
February 14, 2023**

**SUBJECT:** Action to Approve the Consent Agenda

**SUBMITTED BY:** Justin Hembree, MPO Director

**AGENDA TYPE:** Public Hearing – Discussion / Possible Action

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**ATTACHMENTS:**

Executive Board meeting minutes of December 13, 2022

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**SUMMARY/BACKGROUND:**

Approve the minutes from the Executive Board meeting held December 13, 2022

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**ACTION OPTION:**

Motion to approve the Executive Board meeting minutes of December 13, 2022

**OR**

Motion to approve the Executive Board meeting minutes of December 13, 2022, with the noted changes

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**RECOMMENDATION:**

Motion to approve the Executive Board meeting minutes of December 13, 2022.

Cal Sheehy, Chairman  
Buster Johnson, Vice Chairman  
Nancy Campbell, Secretary/Treasurer  
Jeni Coke, Board Member  
Gary Knight, Board Member



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## **Lake Havasu Metropolitan Planning Organization (LHMPO) Executive Board Meeting Minutes**

**Tuesday, December 13, 2022, 2:00 P.M.**

All Action items highlighted in gray

The Lake Havasu MPO Executive Board may vote to hold an Executive Session for the purposes of obtaining legal advice from the Attorney on any matter listed on the agenda under A.R.S §38-431.03(A)(3)

**1. Call to Order-** (Cal Sheehy)

Chairman Sheehy called the meeting to order at 2:00 pm.

**2. Pledge of Allegiance-** (Cal Sheehy)

Chairman Sheehy led in the Pledge of Allegiance.

**3. Roll Call-**(Sarah Lojewski)

The Roll Call was performed by Sarah Lojewski

Present: Chairman; Cal Sheehy, Vice Chairman; Buster Johnson, Secretary/Treasurer; Nancy Campbell, and Board members Gary Knight, & Jeni Coke.

**4. Call to the Public**

There was no request to address the Board.

**5. Meeting Minutes: October 11, 2022**

Board member Buster Johnson motioned to approve the October 11, 2022, Meeting Minutes.

The motion was seconded by Secretary/Treasurer Nancy Campbell.

**6. 2023 Officer Elections**

Jeni Coke motioned to approve the 2023 Executive Board Officer Elections. Buster Johnson seconded the motion. Officer positions remain the same in 2022: Chairman Cal Sheehy, Vice-Chairman Buster Johnson, Secretary/Treasurer Nancy Campbell, and members Jeni Coke, Gary Knight.

**7. 2023 Executive Board Meeting Schedule**

Nancy Campbell motioned to approve the 2023 Executive Board meeting schedule of six meetings per year with a start time of 10:00 am. Jeni Coke seconded the motion.

## **8. WACOG Coordination Plan**

Justin Hembree, LHMPO Director explained the WACOG coordination plan update to the TAC.

Nancy Campbell motioned to approve the 2023 updated WACOG Coordination Plan. Buster Johnson seconded the motion.

## **9. Lake Havasu City & LHMPO Lease Agreement**

Jeni Coke motioned to approve the Lake Havasu City & LHMPO 5-year lease agreement. Nancy Campbell seconded the motion.

## **10. Lake Havasu MPO Director's Report**

Justin Hembree, LHMPO Director updated the Executive Board on the following items.

### **1. RTAC Legislative Projects**

- Project info sheets were created for each project and submitted on November 8th to RTAC / Kevin Adam for presentation to legislators during the upcoming 2023 legislative session.

### **2. FY25/26 HSIP Application Update**

- December 8th - A safety review committee, of which the LHMPO Director will participate, will be held to review and approve the final list of HSIP projects for FY25/26

### **3. Signal ITS Update**

- Due to high unknown variables between the ADOT and Local Traffic Signal System, Lake Havasu City Staff and the MPO have agreed to the need to postpone the Joint Signal ITS project until in-depth Engineering Analysis/Modeling can be done to determine exactly what improvements need to be made along the Lake Havasu Ave, McCulloch Blvd, and State Route 95 Corridors. Pending TAC and Executive Board approval, the Lake Havasu MPO has agreed to hire a consultant to conduct a "Signal Optimization and Enhancement Study," which includes performing the engineering analysis/modeling.
- **Traffic Signal Optimization & Enhancement Study**  
Through a formal procurement process (RFP) tentatively scheduled for **FY 2024**, pending TAC and Executive Board approval, the LHMPO will hire a consultant to develop a plan for implementation of Adaptive Signal Control Technology (ASCT) or alternative traffic signal improvements to increase the overall efficiency and operations of three (3) main corridors (McCulloch Blvd, Lake Havasu Ave. & State Route 95).

The final plan will include evaluation, analysis, need, and benefit of all existing and all necessary future improvements; including but not limited to, interim improvements, traffic signal timings, ASCT related improvements, hardware, servers, communications



equipment, switches, system software, management systems, and system integration services. The plan will also identify agency roles and responsibilities related to the installation and operation of fully-functioning ASCT or alternative systems for each roadway segment and individual traffic signal locations.

#### **4. Field Data Services (FDS) Traffic Count Update**

- Traffic Data has been collected, the final reports were received November 30th. The MPO distributed the reports to City Staff via email during the first week of December.

#### **11. Rural Transportation Advocacy Council (RTAC) Report (Information Only)**

Kevin Adam, RTAC Executive Director – Mr. Adam was absent and did not provide state and federal legislative updates.

#### **12. ADOT District Report (Information Only)**

Todd Steinberger, ADOT NW District Engineer updated the Board on the following.

- ADOT is working on advertising the SR 95 pavement mill and fill project this winter
- ADOT is going to try to do a once a month litter pick up with our prison labor crew unless the prison can not provide the staff.
- ADOT appreciates the MPO and the City continue to coordinate with ADOT on signal coordination.
- Over the next couple of months on I-40 between Kingman and Havasu you will see maintenance roadway improvements.

#### **13. Arizona Transportation Board Report (Information Only)**

Gary Knight, District Representative provided an update from the State Transportation Board meeting with the upcoming projects outside of the region.

#### **14. Future Agenda Items**

No future agenda items were discussed.

#### **15. Upcoming Meetings Schedule**

- State Transportation Board Meeting: **December 16, 2022 – Chinle**
- LHMPO TAC Meeting **January 24, 2023, 10:00 AM**
- LHMPO Executive Board Meeting: **February 14, 2023, 2:00 PM or possibly 10:00 AM**

#### **Adjournment**



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## Item #6

### **Draft scope of work for the proposed Traffic Signal Analysis & Modeling Study**

*Justin Hembree, LHMPO Director*

# Traffic Signal Analysis & Modeling Study

## Lake Havasu MPO – Request for Proposals (RFP) Timeline

<b>Due Dates:</b>	<b>Description:</b>
December - January	<b>LHMPO to Draft Scope of Work</b>
January - March, 2023	<b>Distribute Draft Scope to TAC, Executive Board, and ADOT MPD for Review &amp; Comment</b>
March 10, 2023	<b>Scope Comments Due to LHMPO</b>
March 21, 2023	<b>TAC Meeting – Scope/RFP Approval</b>
April 11, 2023	<b>Executive Board Meeting – RFP Approval</b> (Executive Board approval to advertise the RFP, authority for Selection Committee and LHMPO Director to select top candidate, and authority for LHMPO Director and Executive Board Chair (LHMPO Purchasing Agent) to Award Contract (Notice to Proceed and Professional Service Agreement).
April - May, 2023	<b>Submit RFP Packet to ADOT MPD Contracts for review, Request DBE Goal, &amp; Project # from ADOT</b>
June 5, 2023	<b>1<sup>st</sup> Preliminary Notice</b> (30 calendar days before official advertisement date) <i>*Send emails, post to website, and post to social media</i>
July 3, 2023	<b>2<sup>nd</sup> Preliminary Notice</b> (7 calendar days before official advertisement date) <i>*Send emails, post to website, and post to social media</i>
<b>July 10, 2023</b>	<b>Official Procurement/Advertisement Date</b> <i>*Send the request to publish the notice/announcement to the Newspaper 1-2 weeks prior. Post to Website and Social Media Sites.</i>
July 17, 2023	<b>Questions Deadline</b> (5 business days after official advertisement date, consultants to submit all questions regarding the RFP to the LHMPO)
July 24, 2023	<b>Questions Response</b> (5 business days after consultant questions deadline, the LHMPO will respond, in writing (and posted to the LHMPO website), to all questions regarding the RFP)
<b>September 1, 2023</b>	<b>Proposal Submittal Deadline</b> (While not required, and in order to ensure comprehensive responses, the LHMPO will set a 45-60 day timeframe in which bidders have to respond to RFP)
September 26, 2023	<b>TAC Meeting - Proposal Ranking &amp; Approval</b> (Each proposal will be reviewed & ranked/scored by selection committee members per the RFP evaluation criteria. Final ranking to be completed 10 business days after the proposal submittal deadline)
October 2 - 13, 2023	<b>Interviews – If Necessary</b> (Interviews may be scheduled if needed, Interviews will be conducted per the RFP interview evaluation criteria. Locations for Interviews may be conducted in-person or virtually (e.g., Zoom, GoToMeeting, or Teams) pending availability and or other factors.
October 10 or December 12, 2023	<b>Executive Board – Final Approval</b>
October – December, 2023	<b>Professional Service Agreement – Contract &amp; Negotiations.</b> (Once a top firm has been selected, the LHMPO and that Consulting firm will finalize the Professional Service Agreement (Contract) and make any necessary revisions to the Scope of Work (Budget, Tasks, and or Timeline).
October – December, 2023	<b>Notice to Top Firm</b> (Notify the top-ranked firm/selected bidder within 5 business days of last interview or proposal ranking of the selection committee's final decision).
January 2024 – June 2025	<b>Study timeframe – 12 to 18 Months</b>

*Please note that many of these dates are estimates. The timeline may proceed more quickly or slowly depending on how certain events unfold.*

# Item #7

## **FY25/26 HSIP Award Announcements**

*Justin Hembree, LHMPO Director*

## Lake Havasu MPO Award Summary for the FY25-26 HSIP Application Cycle:

**Note:** The Design and/or Construction schedules for FY25/26 HSIP awarded projects have advanced due to increased available HSIP/IIJA funds at the state level.

The LHMPO was awarded 4 out of the 5 applications that were submitted. As a result, the total awarded funding for the region is roughly \$5.6 Million.

### 1. State Route 95 - Raised Median:

- S. Palo Verde to Industrial Blvd (0.8 miles),
- N. Palo Verde to Price Drive (2.6 miles)

Total Awarded Funding: \$ 3,704,839

Design: **FY24**

Construction: **FY25**

Sponsor: **ADOT Northwest District**

### 2. Swanson Ave Intersections (Wing Loop, Mariposa Dr., and Wing Loop):

- Rectangular Rapid Flash Beacons, High Visibility Crosswalks

Total Awarded Funding: \$ 379,992

Design: **FY24**

Construction: **FY26**

Sponsor: **Lake Havasu City**

### 3. Systemic Speed Feedback Signs:

- LED Speed Feedback signs along Major Routes: SR 95, Acoma Blvd, McCulloch Blvd, Palo Verde Blvd, Lake Havasu Ave, Kiowa Blvd, Jamaica Blvd, Beachcomber Blvd, Mesquite Ave, Swanson Ave - 40 Signs total.

Total Awarded Funding: \$ 1,014,856

Design: **FY24**

Construction: **FY25**

Sponsor: **Lake Havasu City**

### 4. Horizon 6 – Gold Springs Rd, Blue Canyon Rd:

- Widen 3 Feet, Restripe for 10' Lanes

Total Awarded Funding: \$ 554,571.

Design: **FY24**

Construction: **FY26**

Sponsor: **Mohave County**

### ~~5. Traffic Signal Warrant Study:~~

~~Signal Warrant Study—LHMPO Planning Study based on the recommendations of the 2045 long-range plan to analyze Non-Signalized Intersections~~

~~Sponsor: LHMPO~~

# Item #8

## **Rural Transportation Advocacy Council (RTAC) Report *(Information Only)***

*Kevin Adam, RTAC Executive Director*

# Item #9

## **ADOT District Report** ***(Information Only)***

*Todd Steinberger, ADOT NW District Engineer*



# Item #10

## ***Discussion and Update of the Arizona State Transportation Board Activities.***

*Gary Knight, District Representative*