



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
EXECUTIVE BOARD
MEETING MINUTES: NOVEMBER 15, 2018**

APPROVED

MEETING LOCATION:

City of Sierra Vista, City Hall
City Manager's Conference Room
1011 North Coronado Drive
Sierra Vista, AZ 85635

MEETING DATE AND TIME:

November 15, 2018
3:30 PM

To attend the meeting by telephone:
Call 1-415-655-0001. Meeting # 287 957 271.
Enter # for Attendee ID. For Arizona Relay
Service use 1-800-367-8939, or dial 7-1-1.

**FOR MORE INFORMATION OR TO REQUEST
ACCOMMODATION FOR SPECIAL NEEDS:**

Website: www.svmmpo.org
Email: SVMPO@SierraVistaAZ.gov
Administrator Phone: 520-515-8525

EXECUTIVE BOARD MEMBERS IN ATTENDANCE:

Chair	Rick Mueller, Mayor, City of Sierra Vista
Vice-Chair	Pat Call, Supervisor, Cochise County
Member	Rachel Gray, Councilmember, City of Sierra Vista (telephonically)
Member	Joy Banks, Councilmember, Town of Huachuca City

EXECUTIVE BOARD MEMBERS ABSENT

Member (Non-Voting)	Rod Lane, Arizona Department of Transportation
Member	Craig Mount, Councilmember, City of Sierra Vista

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Mark Hoffman – ADOT (telephonically for partial meeting)
Jeremy Moore – ADOT (for Rod Lane)
Tricia Gerrodette – Citizen
Joanne Daley – Citizen
Shar Porier – Sierra Vista Herald
Mike Normand – Vista Transit

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:40 p.m. Chairman Mueller, Vice-Chair Call, Members Banks present. Member Gray present telephonically. Jeremy Moore was present for Rod Lane, ADOT. A quorum was present.

2. ACCEPTANCE OF THE AGENDA

Chair Mueller asked for a motion to accept the agenda of November 15, 2018, Regular Meeting of the SVMPO Board of Directors.

MOTION: Vice-Chair Call

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 4/0

3. CALL TO THE PUBLIC

This is the time set aside for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H) action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

No member of the public indicated a desire to speak at the Call to the Public.

4. APPROVAL OF MEETING MINUTES (for September 20, 2018)

Chair Mueller asked for a motion to accept the September 20, 2018 Board meeting minutes. There being no comments or corrections, the meeting minutes were approved.

MOTION: Vice-Chair Call

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 4/0

OLD BUSINESS: DISCUSSION/POSSIBLE ACTION

5. WORK PROGRAM: FUTURE PROJECT IDENTIFICATION

The Executive Board was advised that the Work Program, as amended at the last Board meeting, was available for reference in their notebooks. Administrator Lamberton provided the Board with a summary of recommended adjustments to funding in the Work Program administrative and consultant services line items. After clarifying that it was at the discretion of the MPO if all funding revenues were distributed into funding line items, Administrator Lamberton noted that a specific project for use of the remaining funding would come back to the Board for their approval next calendar year. With no further questions or comments from the Board, the adjustments to the Work Program as stated in the supporting memo were approved.

MOTION: Vice-Chair Call

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 4/0

6. SVMPO BY-LAWS REVISION

The Executive Board had approved including a Transit representative on the SVMPO TAC at their Sept. 20th Board meeting. Administrator Lamberton explained to the Board that upon the recommendation of the SVMPO TAC and, after discussing availability with the Cochise County Planning Dept. staff, it was also recommended that a Community Development/Planning Dept. County position also be added to the TAC. The SVMPO TAC membership would then total eight: 3 Sierra Vista; 2 Cochise County; 1 Town of Huachuca City; 1 Transit; 1 ADOT. Chair Muller asked Vice-Chair Call if the County leadership was okay with this addition from their staff. Vice-Chair indicated that the County was supportive of this addition. The Board felt that it made sense to

match the City of Sierra Vista's balance between their planning and engineering departments and approved the recommended By-Law revisions to add both a transit and a County planning position to the SVMPO TAC. The recommended By-Laws were then approved.

MOTION: Vice-Chair Call

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 4/0

7. SAFETY PERFORMANCE MEASURES

Administrator Lamberton explained that each year ADOT develops performance measures for a number of factors, including safety. The FY19 safety measures, she noted, are unfortunately higher than FY18 for several of the targets. The Executive Board discussed the differences between the FY18 and FY19 targets and concurred with the observation that the use of the word targets was not exactly describing what these numbers represented. The Administrator noted that these percentages represent ADOT's expectations for next year and do influence priorities of projects for the state and regional level. Chair Mueller noted that if the MPO does not adopt ADOT's measures we would need to establish our own measures. He then stated that the logical thing to do it to adopt the State's measures as noted in the meeting materials. The Board then approved the adoption/support of ADOT's FY19 safety performance measures.

MOTION: Member Gray

SECOND: Vice-Chair Call

ACTION: PASSED UNANIMOUSLY 4/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): AMENDMENT ONE

Administrator Lamberton described the recommended Amendment One to the SVMPO TIP. Four changes were brought forward: to bring forward into FY19 the identified FY18 funding for the HURF Exchange North Garden/Fry Blvd Project in order to be consistent with the approved IGA and Project Initiation drawdown scheduled; adjust the North Garden project location description to match IGA and approved HURF scope; a FTA TIP adjustment to bring forward into FY19 a FY16 vehicle purchase; and an addition of ADA communication announcement system.

Chair Mueller asked Mike Normand, Vista Transit Administrator, if these bus changes were to smaller buses. Mr. Normand indicated that they were. Chair Mueller than asked for clarification of the additional communication system. Mr. Normand indicated that having a visual and audio system to announce bus stops was desired for ADA but a previous demonstration project did not work out very well. However, the buses did have video capability and GPS hooked up already. Another type of electronical system was developed to use the existing hardware and GPS system. Vice-Chair asked about the costs and it was noted that the share was 80% federal to 20% local with the total costs being \$41,000. There being no further questions, the Board then approved the recommended Amendment One to the TIP.

MOTION: Member Banks

SECOND: Vice-Chair Call

ACTION: PASSED UNANIMOUSLY 4/0

9. FY19 TITLE VI PLAN UPDATE

The Administrator provided the Executive Board with demographic maps and each jurisdiction with their jurisdiction specific demographic profiles. She briefly described the purpose and contents of the final draft Title VI Plan and noted that it was due August 1st of each year but that SVMPO had an extension pending the replacement of the MPO Administrator. The Administrator commented that this data helps the MPO better communicate to specific population groups and also helps the jurisdictions to understand different travel patterns. The Board briefly discussed the demographic maps and Member Banks asked about the way the MAG demographic viewer was displaying occupied household data. The Administrator stated that she would review how that data is being displayed and discuss that directly with Member Banks. No corrections or additions to the Title VI Plan were noted. The Administrator stated that Title VI data and analysis would be brought to the MPO committees and Board on a regular basis to inform MPO project decisions. The Board then voted to approve the FY19 Title VI plan and directed the Administrator to forward the Title VI Plan to ADOT.

MOTION: Vice-Chair Call

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 4/0

10. 2019 TAC and BOARD MEETING SCHEDULE

The Board reviewed recommended 2019 meeting dates and no known conflicts with those dates was identified. The Administrator provided a list of MPO deliverables and explained that many of them cluster in May and June, coinciding with the end of the fiscal year. The Board agreed that no formal action needed taken on the meeting schedule and accepted the proposed dates for tentative calendaring of next year's Board meetings.

No formal action was taken on this item.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

11. PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

The Executive Board briefly discussed the draft update to the SVMPO Public Participation Plan. The Administrator asked for guidance on the public outreach period given that this draft plan would be released for review over the holiday season. Board members felt the sooner this update, with the expanded MPO boundaries, was approved the better. It was agreed to send the draft plan out for public review: there is a required minimum of a 45 day public review period. The Administrator noted that she had shared the draft with all three member jurisdiction PIO's and would follow up with them for their final comments during the public review period.

This was an information item: no formal action was taken on this item.

12. SOUTHCENTRAL DISTRICT REPORT

Jeremy Moore, ADOT traffic engineer, for Rob Lane and the Southcentral District, provided the Executive Board with an update of ADOT activities in the region. A summary of the District activities for the quarter (Oct-Dec 2018) was also provided to each Board member. Mr. Moore shared that the Hatfield project was now complete. At the last Board meeting a question had been asked about the distance between the pedestrian pathway and the travel lane and Mr. Moore

stated that this had been looked at by their design engineer. The distance is shorter (was 19 feet from travel lane and is now 16 feet from travel lane) but the shorter distance is still compliant with AASHTO and meets design standards. ADOT also worked out final striping on eastbound Foothills Drive from Hwy 92 with the County, City and ADOT to allow for both left and right turns in and turns out from the County complex. The Hwy 92 project still has some repaving and final striping to be completed. Striping is scheduled for Nov 26th and 27th with final work on the Foothills leg, including the signal loop installation, on Dec. 5th. ADOT was unable to add in the Charleston intersection as the paving costs were too high and temperatures dropped too low making desired (but not scheduled) reconstruction work pushed off until April of 2019. Instead, ADOT maintenance crews plan to do some patch work to restore worn areas on the intersection.

Vice-Chair Call asked about the left turning movements onto Foothills from Hwy 92, stating that the way it is set up right now traffic is backing up and getting stuck in the intersection, often blocking through traffic. Mr. Moore stated that the intersection work wasn't final yet and acknowledged that the temporary turning lane is shorter than they would like. However, putting in an interim dirt section to open up another lane did not look like an effective temporary measure. Final striping will re-set all the lines out in that intersection. It is hoped to have the construction work all completed before mid-December.

This was an informational item.

13. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

- ❖ The Administrator reported on federal and state agency outreach conducted since the last Board meeting.
- ❖ The Administrator reported on activities of the Bicycle/Pedestrian Advisory Subcommittee.
- ❖ The Administrator reported on the Rural Summit on October 24-26th in Lake Havasu. A report was given on national and state legislative positions related to transportation.
- ❖ The Administrator shared information about in-kind forms and jurisdiction match requirements.
- ❖ *Summary of Administrator's report provided in attached handout to these minutes.*

14. ANNOUNCEMENTS AND UPDATES

Chair Mueller asked each Board member if they had any updates to present. Member Banks noted that the Town of Huachuca City had ended their bus line and no longer had any bus service. No other member had any other comments or updates to make.

15. FUTURE AGENDA ITEMS

Appointment by member jurisdictions of their representatives and alternates to the MPO Board should occur by the first 2019 meeting. The Executive Board would also be voting and/or re-appointing a Chair and Vice-Chair at their January meeting. No other future agenda items were noted by Board members.

The next Executive Board meeting would be January 17, 2019.

16. ADJOURNMENT

Chair Mueller adjourned the meeting at 4:31 p.m.



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Administrator's Report/Executive Board Meeting: November 15, 2018

Federal and State Agency Outreach

Letters reaching out to the state and federal agencies within the new SVMPO boundaries have been sent out, under the Chair Mueller's signature, to the following agencies:

1. BLM Director/Raymond Suazo
2. ASLD Commissioner/Lisa Atkins
3. Coronado National Memorial Park Acting Superintendent/Matt Stoffolano
4. Sierra Vista Ranger District/NFS District Ranger/Celeste Kinsey

Personal contact with each of these agencies occurred by phone, interaction with the ASLD occurred almost immediately with requests for the SVMPO boundary shape file, which has been provided to the ASLD GIS Dept.

Bicycle and Pedestrian Advisory Committee

This SVMPO advisory sub-committee met on October 30th and discussed the future of this subcommittee. Everyone present was enthused about continuing this subcommittee and the next meeting is set for Dec 3rd. The group felt that it would be best to identify members by expertise and position: SVMPO is reaching out to identified gaps in positions for Safe Routes to Schools; runners/hiking clubs; a focus on disability and/or elderly mobility. The State Bicycle/Pedestrian Coordinator attended: Donna Lewandowski. The group was supportive of the proposed east/west bicycle route that the City of Sierra Vista has been moving forward and were pleased to hear it was under consideration for construction.

Please let the Administrator know if any of the Executive Board members has a name to put forward for this advisory committee: we currently have two vacancies.

Rural Summit: Abstract from Presentations, Speakers and Discussions with Attendees

The Rural Summit was held last month along with a Rural Transportation Advocacy Council Meeting. New information for MPO's included that all updates to TIP's and Long-Range Plans must include all performance targets; the next round of Every Day Counts initiatives includes one about innovative MPO's...what that is about we will be learning in the next year or so. There was floated the possibility that ADOT may pull back on the State Planning funds (SPR) which are discretionary pass-down to the MPO's. SVMPO receives about \$125,000 to \$110,000 of these funds annually right now. Most MPO's use for staffing: a work session on this topic with the MPO Directors, ADOT and FHWA will be set.

Much concern about the failure to effectively communicate the safety message and the transportation message re needs, costs, and implications was discussed in meetings/hallways/receptions. Over 1,000 deaths is too many but the way we message this is not working. Exploration of using much higher levels of hi-tech outreach methods...and much dismay on the part of MPO's who cite the lack of resources to manage that level of outreach. Future problems looming: e.g. automated cars created rutted lanes impacting pavement differently than travel today.

No evidence of a national transportation bill, expectation is a series of extension with no increases in funding. National debt is just on a trajectory upward, now at 804 billion, and alarm expressed at the end of sequestration in FY21 which will take the caps off of debt limits (not that this is doing any good, congress is simply over-riding them). At the state level two senators plan to take a "revenue generating bill" for transportation forward but the Governor is adamant, during his campaign for re-election, that he won't raise any taxes. As it would take 15 cents increase on the gas tax to just adjust for inflation...not hopeful here for increased revenues for infrastructure. Which means: the need to message to the public that if no new revenues than they must choose other options, like reduce - not add - to the transportation system, like change driver behavior radically, like change mandates and standards, like limit liability. Another run-up at a bill to allow Counties to increase from ½ cent to 1 cent for transportation at the local level is expected. Local money is the

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best/most effective money to have – most flexibility, stays in the local economy but...hoping for private investment into a public good is unlikely to happen. It simply doesn't pencil out for private sector to invest in infrastructure.

State Projects – FYI – about 1,200 projects in the hopper. Funding for about 20. Do not look for any expansion projects in the near future in the SVMPO or SEAGO regions. Final rankings not completed as of this date.

Casa Grande Accords – you may recall the 1999 summit that resulted in the formation of the RTAC and the agreements to share transportation revenues. Attendees were cautioned repeatedly that breaking these open and re-visiting them would likely go badly for the rural's...all the factors considered weigh more heavily on urban areas now. There is an acknowledgement that the MAG region, that has passed tax increases locally, has been a donor County to the rural's. There is a growing sense of pressure on rural Counties to come to the table with some contribution and not rely on Federal or MAG dollars. That said, MAG is not asking for the Casa Grande Accords to be re-visited and forcing that discussion at this time.

RTAC Board Meeting Schedule: **January 28th**, March 11th, April 8th, May 13th, June 10th, July 22nd. Jan 28th meeting includes lunch with State legislatures, the new House/Senate leadership will be announced, new Transportation Committee leadership announced. Meets in the League Bld in Phoenix. SVMPO does not have an alternate to this Board at this time/must be an elected official.

Next Rural Summit in mid-October, likely to be held in Tucson.

These notes reflect information presented by speakers or shown in their presentations/handouts at the 2018 Rural Summit and do not reflect a position by the SVMPO Board, SVMPO Administrator or by RTAC.

In-Kind Forms/Match Requirements

The Administrator has fielded a number of questions about in-kind forms for the SVMPO. The abstract version is that documentation of in-kind match requires several specific items: hours spent in preparation, at meetings, in travel; current loaded labor rates; sign off by employee's supervisors. Given the higher level positions of staff that are typically involved with MPO tasks that results in these forms being submitted to your offices or that of your City Manager or County Administrator. It is important that jurisdiction upper management knows that this is not just a paperwork requirement but is meeting requirements under the Joint Project Agreement and approved Work Programs for match to the federal funds the MPO receives.

In the upcoming Joint Project Agreement & Work Program updates this Board may wish to take another look at their In-Kind match split.

	Square Miles in SVMPO	Population in SVMPO	Households in SVMPO	Vehicle Miles Traveled (ADT) SVMPO	Fed Functionally Classified Road segments	In-Kind Match Required	In-Kind Match Contributions FY18
Cochise County	692.46	23,531	9,949	95,211 adt	9 +/-	\$10,786	\$6,712.59
Sierra Vista	152.55	44,381	16,954	162,249 adt	32 +/-	\$56,000 *	\$17,649.88 **
Huachuca City	2.83	2,180	897	8,584 adt	Zero***	\$10,786	Zero

*\$30,000 in office lease/support plus \$12,000 in cash match plus \$14,000 in In-Kind match.

** FY18 \$30,999.84 office lease/support plus \$9,764.12 cash match plus in-kind = total contribution of \$58,413.84

*** 4 segments have been submitted for FHWA approval, still pending.

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