



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
EXECUTIVE BOARD
MEETING MINUTES: JANUARY 17, 2019**



MEETING LOCATION:

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

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.

MEETING DATE AND TIME:

January 17, 2019
3:30 PM

**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:

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

EXECUTIVE BOARD MEMBERS ABSENT

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| Member (Non-Voting) | Rod Lane, Arizona Department of Transportation |
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STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Jeremy Moore – ADOT (for Rod Lane)
Joanne Daley – Citizen
Jere Fredenberg- Citizen
Judith Marcheski, Vista Transit Volunteer
Mike Normand – Vista Transit (partial meeting)
Kevin Adams, RTAC Liaison (telephonically)

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:33 p.m.
Chairman Mueller, Vice-Chair Call, Members Gray, Pacheco and Banks present. Jeremy Moore, Southcentral Assistance District Engineer, was present for Rod Lane, ADOT. A quorum was

present. Chairman Mueller welcomed the new Sierra Vista representative to the SVMPO Board: Sarah Pacheco.

2. ACCEPTANCE OF THE AGENDA

Chair Mueller asked for a motion to accept the agenda of January 17, 2019, Regular Meeting of the SVMPO Board of Directors.

MOTION: Vice-Chair Call

SECOND: Member Gray

ACTION: PASSED UNANIMOUSLY 5/0

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. Administrator Lamberton noted for the Board that Ms. Judith Marcheski is was a volunteer for Vista Transit and was present for Mike Normand, Vista Transit's Administrator. *Mike Normand arrived later in the meeting.*

4. APPROVAL OF MEETING MINUTES (for November 15, 2018)

Chair Mueller asked for a motion to accept the November 15, 2018 Board meeting minutes. There being no comments or corrections, the meeting minutes were approved.

MOTION: Vice-Chair Call

SECOND: Member Gray

ACTION: PASSED UNANIMOUSLY 5/0

5. ELECTION OF BOARD CHAIR AND VICE-CHAIR

Chair Mueller noted that the SVMPO By-Laws called for elections of officers at this time of year. These positions serve for a period of two years: there are no formal policies in place regarding rotation or term limits for these positions.

Member Gray nominated Vice-Chair Call to remain in the **Vice-Chair position**; Chair Mueller seconded, the motion passed unanimously.

MOTION: Member Gray

SECOND: Chair Mueller

ACTION: PASSED UNANIMOUSLY 5/0

Vice Chair Call then nominated Chair Mueller to remain in position as **Board Chair**; Member Gray seconded, the motion passed unanimously.

MOTION: Vice-Chair Call

SECOND: Member Gray

ACTION: PASSED UNANIMOUSLY 5/0

The Board members briefly discussed the discrepancy in the By-Laws stating that positions were held for two years, but elections held every year. The Board agreed that holding elections every

two years would work for this Board; the Administrator was given direction to make that change when there were other By-Law amendments to be made.

6. APPOINTMENT OF AN RTAC ALTERNATE

Chair Mueller stated that he was currently the representative to RTAC (Rural Transportation Advocacy Council) and that this consists of monitoring what is going on at the State level. He stated that the RTAC does a pretty good job providing information. Chair Mueller stated that he goes to the meetings in Phoenix, but there is a tele-conference option, which is as effective. Kevin Adams, RTAC liaison, confirmed that the meetings are held monthly during the legislative session. Chair Mueller stated that the alternate likely would not have much work but might be interested in following the issues from the RTAC notices. The SVMPO is allowed to appoint an alternate and the Board was open to nominations.

Vice-Chair Call nominated Member Gray to be the RTAC alternate. Member Gray indicated willingness to take on this role. Member Banks then seconded the motion. It was approved unanimously.

MOTION: Vice-Chair Call

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 5/0

OLD BUSINESS: DISCUSSION/POSSIBLE ACTION

7. PUBLIC PARTICIPATION PLAN: FINAL DRAFT

Administrator Lamberton gave a short presentation on the Final Draft Public Participation Plan, which was provided to the Board both electronically and was in their Board notebooks. She noted that two sections were added: one on the Role of Member Jurisdictions derived out of discussions with each of the member jurisdiction PIO's (Public Information Officers) and one on SVMPO Document Review Comment Periods. With the exception of the Public Participation Plan, other MPO plans must provide a, "reasonable opportunity", for public comment, which can be interpreted many ways. However, it is known that the intent is to include the public for their expertise, local knowledge and education in the development of regional plans and projects. The Board was directed to look at the Page 6 chart that set out the different levels of participation and the role the public can play in these different outreach efforts. Administrator Lamberton noted that being consistent with the message to the public on how their input would be used, and then following through, was important.

Chair Mueller stated that he liked this chart and concurred that being very clear about how we are reaching out to the public, to inform them, to involve them, to collaborate with them, helps to avoid confusion and disappointment among the public. Administrator Lamberton then directed the Board's attention to Appendix B on pages 16 and 17, noting that for this type of plan 12 comments was actually pretty good: typically, no public comments are made on this kind of plan. The only MPO document requiring a public comment period, under the FAST-ACT legislation, is the Public Participation Plan with a 45 day notice period. She also noted that it was of concern, that even though there were just a few comments, how many stated that they did not know what the MPO was, or what area it covered, and noted that at the Open House people attending the Welcome event for the new Council members would stop at the door and also did not know what

the MPO was. The SVMPO is fairly new in this area and not everyone knows what this agency is yet. Chair Mueller agreed that there was still work to be done to let people know what this agency was. Administrator Lamberton stated that the last comment she has on this item is that the MPO did work closely with Vista Transit to address the FTA requirements for this MPO plan.

Chair Mueller asked if staff were recommending approval. Administrator stated that the MPO was recommending approval, the TAC also recommended approval. The Chair of the TAC had stated that the updated Plan was thorough but the challenge would be in implementing it.

The Board was asked if they has any revisions or further comment on the Final Draft. None being presented, Chair Mueller called for a motion to adopt the 2019 Public Participation Plan. Vice-Chair Call so moved; Member Gray seconded, and the motion passed unanimously.

MOTION: Vice-Chair Call

SECOND: Member Gray

ACTION: PASSED UNANIMOUSLY 5/0

8. SVMPO LEDGER

Administrator Lamberton provided the Board with a summary of the process that MPO funds move through the mix of calendar year, state fiscal year and the federal fiscal year. The MPO follows the state fiscal year that ends in June and begins in July. The federal fiscal year ends in September and begins in October. There is always a gap where the MPO is working off of estimates between the State and Federal fiscal years.

The federal aid ledger is updated every month. It shows the funds that the federal government has approved annually. Appropriations are the funds that the federal government plans for the transportation program. Obligation Authority, shown as OA, reflects the actual funds approved annually and really exists to be programmed and spent. These funds pour into two separate lines of funding for the MPO: planning (Work Program) and projects (Transportation Improvement Program/TIP).

Administrator Lamberton went through two ledger handouts that showed the current status of both the planning and project funding. Chair Mueller explains that these ledgers show the loans given out and received back in. These loans are needed to allow the MPO to pile up enough funds to do a single project. Member Banks asked for confirmation that funds not spent are lost to us to spend later. Chair Mueller and Administrator Lamberton confirmed that this was the case: funds not programmed would be taken back and lost to the region.

This was an informational item: no action taken.

9. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): AMENDMENT TWO

Administrator Lamberton stated that one of things the MPO wanted to do was to fully program their TIP. The TAC discussed different options and sent forward to the Board three recommended changes: (1) to move forward into FY20 the identified FY19 funding for the HURF Exchange North Garden/Fry Blvd Project in order to be consistent with current design and construction schedule, and (2), to approve a new project in FY19 for an emergency pre-emption signal on Highway 90 within the Town of Huachuca City to facilitate access for the Whetstone Fire Dept., and other emergency services and (3), to pour the remaining FY19 funds into the West End design phase as a contingency to ensure that the full scope of the project could be adequately covered.

Administrator Lamberton provided a briefing on the potential emergency pre-emption signal stating that it looked like HURF Swap might be the most cost effective way to do it. Enough funds are placed in the TIP to move that project forward, with the support of ADOT that waived the warrant study as the final recommendations were obvious (presence of the fire station, highway levels of traffic and speeds, need for emergency access). She noted that the Town of Huachuca City provided a resolution supporting this project.

Administrator Lamberton stated that to then fully absorb all available FY19 funds it was recommended to add the rest of the funds to the North Garden design project. In a scoping meeting on this project it looked like additional funds might be needed to accomplish the full scope of what we wanted to design for the North Garden project. This would require some paperwork but taking this action would provide a contingency to reach to the full desired design scope of work.

Member Banks asked if this would use all the funds for this year in the TIP. Administrator Lamberton stated that it would. Member Banks said that the Town was really grateful for this (*the signal project*) and it has been a nightmare for emergency services to get out on the Highway. Chair Mueller asked where it would be located and Member Banks stated that would be up to ADOT. Mr. Moore, ADOT Assistant District Engineer, stated they would figure this out with the Town and the Whetstone Fire Dept. but did not think this would take a lot of design.

Member Banks moved to amend the TIP with these items, Vice-Chair call seconded and the motion passed unanimously.

MOTION: Member Banks

SECOND: Vice-Chair Call

ACTION: PASSED UNANIMOUSLY 5/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

10. WORK PROGRAM: AMENDMENT THREE

Administrator Lamberton briefed the Board on this fiscal year's work program status and available Work Program budget. She advised that the Vista Transit study was not needed now as the Town's transit system is currently shut down. Vista Transit may need assistance in the next year's work program for a short-range transit plan. Administrator Lamberton described four proposed work program additions: one equipment purchase for a Road Geometry accelerometer for Cochise County and three proposed new line items: a potential roadway assessment for the Town of Huachuca City; a potential Signal Timing Study for the City of Sierra Vista; an enhanced Public Outreach contingency for the North Garden/Fry Blvd project in the City of Sierra Vista.

The Board discussed the need for the enhanced Public Outreach on the North Garden project and Member Gray indicated concern that this might be duplicative work. Administrator Lamberton stated that the MPO has a strong interest in seeing a very robust public outreach occurred with this project because we know that we have overlays of many of our vulnerable populations in that area as noted in our Title VI Plan. This cost money and during design, often to ensure adequate technical design, the softer side of outreach is a funding item that is easier to cut out. Chair Mueller stated that he saw this as potential enhancement, not a duplication of the outreach effort.

Administrator Lamberton noted that funds not used would roll over: this is a designated contingency to ensure adequate outreach but, if not needed, would come back to the Board for re-programming.

Chair Mueller asked if there were other items that were discussed. Administrator Lamberton noted that she placed those in Item 12 in the future Work Program. Vice-Chair Call stated that he was interested in what these other ideas were. Administrator Lamberton stated that one was a Corridor study of Highway 90 through the Town of Huachuca City and the City of Sierra Vista is looking for a hydrology study for a future bridge. The County had only brought forward the equipment request but there are potential projects in their Long-Range Transportation plan. Chair Mueller noted that the Sierra Vista project was at least several years out for construction. Both of these ideas appeared to both need more funding and more time to move forward than was available in FY19 and seemed more appropriate to consider for FY20.

Vice-Chair Call stated he was not opposed to it but was unsure about ear-marking the \$10,000 for North Garden outreach rather than letting it float until there was certainty it would be needed. Administrator Lamberton stated that the reason she was asking for the placement now was because the Board only meets every two months and that this timeframe can take too long to move something along at the end of the fiscal year. She also noted that the design scope decisions were expected to be made in the next couple of weeks. After reiterating that allocation in the Work Program doesn't mean the funds will be spent if that item is not needed, the Board indicated agreement with the proposed additions. Member Gray made the motion to amend the Work Program as noted, Member Banks seconded, and the motion passed unanimously.

MOTION: Member Gray

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 5/0

11. WORK PROGRAM: TRAVEL AND TRAINING

Administrator Lamberton stated this item bridged between the current Work Program and the next agenda item on the future Work Program. She shared the 2019 conference opportunities and encouraged the Board to attend the Rural Summit this year. The Rural Summit is being sponsored by SEAGO, this region. The Board indicated that the technical conferences should be attended by their technical staff. The Board discussed the value of the Rural Summit and its planned focus on Port of Entries, border and economic issues. The Chair Mueller stated that as part of being a member of this Board, some of these conferences can be beneficial. He shared his perspective that it is not always necessary to stay for the entire conference or stay overnight but good to attend, when possible, and the agenda items are relevant.

Vice-Chair Call added that the Rural Summit is a fairly important conference to attend for Board members that have not attended one in the past. Administrator Lamberton briefed the Board on the 1999 Casa Grande Accords, the Rural Summit came out of having an annual meeting to discuss the rural transportation issues with state and congressional office staff and elected officials. Kevin Adams, RTAC Liaison, stated that Wednesday has really grown into a very productive day. Last year, a working lunch was held with legislators and RTAC holds their meetings as does the COG/MPO directors. Thursday is the break-out sessions and key-note sessions and past agendas

for the last 3-4 years is up on their website at the www.azrts.org website. After assessing Board member interest, the Board indicated that the Administrator could plan for at least three members attending the Rural Summit.

Administrative Lamberton shared with the Board that there was an opportunity for a grant funded opportunity for a regional inter-disciplinary team to attend a Walkability Action Institute. Elected official attendance is required and she asked if there was any Board interest in this Institute. Chair Mueller suggested that individual discussions be held with the jurisdictions to see if there was interest. Member Banks stated it really is a significant commitment, attendees must be able to walk about and be physically fit. She added that it is at least a five day commitment and it is right around Easter. Administrator Lamberton noted that the Cochise County Health Dept. was very interested. Member Banks also stated that maybe we should look into what the State might be able to provide on a one day activity here at the local level. Mr. Moore, ADOT, states that the State Bicycle/Pedestrian Coordinator worked in his office and he would have her call the MPO on this topic.

This was an informational item: no action was taken.

12. WORK PROGRAM: FUTURE PROJECT IDENTIFICATION

Administrator Lamberton advised the Board that this is item to introduce the Work Program update that will be a topic in the next couple of meetings. The next year's Program must be a two year program, so that is a change. There is about \$270,000 in annual funds for the program, with about 1,800 to 2,000 work hours available, so that there is a limitation to what can be accomplished. Administrator Lamberton states that she has recommended a few changes in the Work Elements and breaks out Public Transit into its own work element.

There were two items Administrator Lamberton stated she needed feedback on: the work program elements and the work program activities. She is looking for Board feedback on what the jurisdictions would like included or not included. A draft will be brought forward at the March Board meeting and robust conversation had at that time. An approved FY20 & FY21 Work Program is required to be completed by the end of June 2019.

This is an informational item: no action was taken.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

13. SOUTHCENTRAL DISTRICT REPORT

ADOT's Assistant District Engineer, Jeremy Moore, advised the Board that the Buffalo Solider Trail project was now completed. The SR 92 pavement project was finishing up final striping. The actual striping lanes had been painted but the weather has been a bit too cold for the final thermoplastic striping so this final step will be done about in 4-5 weeks. The Foothills signal is not yet completed: there are still a couple electronic components on back-order. This signal will be a protected left, when finalized, but need the parts to come in. He added that it is a state-wide issue with delays in obtaining these electronic component parts. A few final punch list items, including fixing up some damage concrete on the pathway, are being done to complete this project.

ADOT is also working with the MPO on the emergency pre-emption signal.

Mr. Moore mentioned that ADOT has received some calls about the potholes located in the area of the SR92/and Giulio Cesare intersection, around the gas station. He states that ADOT will get out and take a look at that and see if there is something that can be done about it.

This was an informational item: no action taken.

14. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

MPO/COG Director Meeting on SPR funds set for January 22, 2019 at 9:00 a.m. ADOT, Phoenix, AZ
Rural Transportation Advocacy Council (RTAC) set for January 28, 2019 at 10:30 a.m. in Phoenix, AZ

MPO/COG Planner Meeting set for February 1, 2019 at 10:00 a.m. MAG offices, Phoenix, AZ

Title VI Compliance Review on February 12, 2019 from 9 a.m. to 1 p.m. SVMPO Offices.

State Transportation Board is scheduled for February 15, 2019 at 9:00 a.m. in Douglas, AZ

FHWA/FTA Work Program annual audit and review, typically in February, SVMPO Offices.

SVMPO Offices Closed: January 21, 2019

- ❖ The Administrator updated the Board on the availability of recently updated SVMPO demographic and employment data on MAG's state-wide website.
- ❖ The Administrator updated the Board on the status of the adopted FY19 Title VI and Environmental Justice Plan. ADOT's Civil Rights Division approved the SVMPO Title VI Plan on December 17th. The Administrator Lamberton advises the Board that a compliance review is being conducted on February 12th. In addition, the next year's version will be coming to the Board in the next Board meeting. The MPO had an extension for last year's Plan, but these Plans are due August 1st, with approved Board minutes attached so the FY20 Plan is already being prepared.
- ❖ The Administrator updated the Board on the status of Federal and State legislative activities. Kevin Adams, RTAC liaison, advised that the federal shut-down timeframe is anyone guess as to when it will end. Administrator Lamberton advised that jurisdictions are beginning to look to either temporarily shutting down their transit services or carrying them financially until the federal shut-down is resolved.
- ❖ The Administrator updated the Board that one new member has been recommended for the Bicycle/Pedestrian Advisory Committee.
- ❖ The Administrator advised the Board that one academic internship position might be filled this month and a Community Outreach Specialist position posted.

Administrator Lamberton stated that the updated crash maps for the region were provided to each Board Member. The call for safety projects are being released this month with potential projects developed by the May Board meeting. The safety plan that SEAGO/SVMPO cost about \$400,000 to complete but to date over \$6 million dollars in projects have been brought into both regions so that has seemed to be a good return on that investment.

Administrator Lamberton noted that the State Transportation Board rotates around the different regions and on February 15th would be in Douglas. She encouraged the Board members to attend if there were able to do so. Chair Mueller asked about the State Transportation Board appointee, it is supposed to be appointed out of Cochise County for this next six year term. He notes that the County and the other Mayor's in the County should look at the requirements and how this works.

Kevin Adams, RTAC Liaison, advises that the State Transportation Board appointment is a Governor's appointee, it is the Governor's office that makes the decision. Typically, they have not allowed current elected officials to serve but they have made two exceptions to that recently. The Board would like to know what the process is and then propose a candidate or two. Kevin Adams, RTAC Liaison, recommends that they (*the County*) build a strong consensus and begin talking with the Governor's office out at least six months out. Administrator Lamberton stated it does really help when someone is on the State Transportation Board that understands the issues of the Ports of Entry and freight/goods movement.

This was an information item: no formal action was taken on this item. *A summary of Administrator's report is provided in an attached handout to these minutes.*

15. ANNOUNCEMENTS AND UPDATE

Chair Mueller stated this was the time for Board member to share if they had any updates to present but would like to start first with Kevin Adams, from RTAC, if he had any news to share.

Kevin Adams, RTAC Liaison, advised that he plans to get the first legislative bill summary out next week. He let the Board members know that if they were not on the RTAC distribution, and want to be, to let either the Administrator or himself know and we'll get them on that list.

Member Banks advised the Board members that the MPO Administrator had come and met with their Mayor and their building official and other staff and that they had talked over many different things. She shared that they were excited about improving their Town and the gateway to Sierra Vista. She reported that properties were being cleared, cars being crushed and a lot of good things were happening. Member Banks asked about the status of the four roads that were being reclassified. Administrator Lamberton stated that the formal reclassification was expected pretty soon, they have already been approved by the State and the maps were headed up to FHWA for final review.

Member Pacheco added a brief comment to complement the Public Participation Plan. She stated that she had not been a part of developing it but in reading through it earlier thought it looked comprehensive.

Chair Mueller mentioned that he had also recently met with the new Mayor of Huachuca City and he wanted to share with the Board that the Huachuca City Mayor had been impressed with the helping hand of the MPO. Chair Mueller shared with Member Banks that the MPO was pleased that Huachuca City is now part of the team.

16. FUTURE AGENDA ITEMS

No other future agenda items were noted by Board members.

The next Executive Board meeting is scheduled for March 21, 2019.

17. ADJOURNMENT

Chair Mueller adjourned the meeting at 4:52 p.m.