



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION  
EXECUTIVE BOARD  
MEETING MINUTES: MAY 16, 2019**

**APPROVED**

---

**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:**

May 16, 2019  
3:30 PM

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

Website: [www.svmmpo.org](http://www.svmmpo.org)  
Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)  
Administrator Phone: 520-515-8525

---

**EXECUTIVE BOARD MEMBERS IN ATTENDANCE:**

Chair	Rick Mueller, City of Sierra Vista
Vice-Chair	Tom Borer, County Supervisor, Cochise County
Member	Rachel Gray, Vice-Chair, City of Sierra Vista
Member	Sarah Pacheco, Councilmember, City of Sierra Vista
Member	Joy Banks, Councilmember, Town of Huachuca City

**EXECUTIVE BOARD MEMBERS ABSENT:**

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

**STAFF:**

SVMPO Administrator: Karen L. Lamberton, AICP  
SVMPO Intern: Catarina Porter

**OTHERS PRESENT:**

No others present, no one appeared to have called-in.

**1. CALL TO ORDER AND ROLL CALL**

Chair Mueller called the meeting to order at 3:31 p.m. Members Gray, Banks and Borer present. A quorum was present. Administrator Lamberton advised that Ms. Pacheco was expected shortly but that she was not expecting ADOT or RTAC to call in as there were no specific agenda items for them to report on at this meeting.

**2. ACCEPTANCE OF THE AGENDA**

Chair Mueller asked if the Board had any changes to the Agenda. Hearing none, the Chair asked for a

motion to accept. Member Gray made the motion, Member Borer seconded and the motion passed unanimously.

**MOTION:** Member Gray

**SECOND:** Member Borer

**ACTION:** PASSED UNANIMOUSLY 4/0

### **3. CALL TO THE PUBLIC**

No member of the public was present.

### **4. APPROVAL OF MEETING MINUTES**

**Action:** Approval of the Executive Board Regular Meeting Minutes of January 17, 2019 and May 9, 2019. Chair Mueller asked if the Board had any comments or questions on either set of meeting minutes presented. None were noted. Member Gray moved to approve both sets of minutes as presented, Member Borer seconded. The motion passed unanimously.

**MOTION:** Member Gray

**SECOND:** Member Borer

**ACTION:** PASSED UNANIMOUSLY 4/0

### **5. ELECTION OF BOARD VICE-CHAIR**

Chair Mueller noted that this was the time to nominate a Vice-Chair to fill the vacancy currently open. Member Gray nominated Mr. Borer, the County representative. Chair Mueller then seconded the motion. Member Banks indicated her willingness to serve in the position, if Member Borer, did not want to start off in this position as a new Board member. Mr. Borer indicated that he was willing to serve in this position. Chair Mueller called for the vote and Mr. Borer was elected to serve as the SVMPO Vice-Chair by unanimous vote.

**MOTION:** Member Gray

**SECOND:** Chair Mueller

**ACTION:** PASSED UNANIMOUSLY 4/0

### **NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION**

#### **6. WORK PROGRAM AND BUDGET: FY20/FY21**

*Member Sarah Pacheco arrived during this item.* Administrator Lamberton presented a brief summary of the Work Program and Budget, stating that this is the document that guides the activities of the SVMPO for the next two years. This is the first time a two year Work Program has been required. Administrator Lamberton noted that the SVMPO had met with FHWA and FTA in early April and this final draft version includes the recommendations of the federal agencies, ADOT and the TAC. Board members discussed various projects and their timelines recommended within the Work Program. It was noted that Amendments are expected as funding and project priorities

change, the Board is likely to see this Work Program again in September after the end of the fiscal adjustments are made.

**MOTION:** Vice-Chair Borer

**SECOND:** Member Gray

**ACTION:** PASSED UNANIMOUSLY 5/0

## **7. FY20 TITLE VI PLAN**

Administrator Lamberton stated that the FY20 Title VI Plan has been completed and that the ADOT Civil Rights Division has transmitted a conditional approval of the drafted plan. Also, the SVMPO has completed all of the action steps required of the Compliance Review conducted a few months ago and had just received a letter stating that the SVMPO was now in full compliance. Administrator Lamberton noted the one finding of specific note is that there are three Census Tracts in the West End area that meet the threshold for proactive language assistance to those that speak Spanish. A Safe Harbor analysis was included in the Title VI plan noting the limitations of resources to do extensive language assistance and the presence of English speakers in households with Spanish speaking residents. Administrator Lamberton stated that additional resources were directed to the North Garden project, located in the West End, to assist with this additional outreach requirement.

There being no future discussion, Chair Mueller called for the motion to approve the FY20 Title VI Plan. Member Banks so moved, Member Pacheco seconded and the motion passed unanimously.

**MOTION:** Member Banks

**SECOND:** Member Pacheco

**ACTION:** PASSED UNANIMOUSLY 5/0

## **8. SVMPO LEDGER**

The Board reviewed the current funding ledger for the SVMPO region and was advised of executed and pending loans between the SVMPO and other agencies to ensure adequate funding in place for the \$2.5 million North Garden/Fry Blvd. project. Chair Mueller explained to Vice-Chair Borer that this is very common to see loans between other agencies in order to build up enough funds to be able to do a project.

**No action was taken:** this was an information item.

## **9. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

The Board reviewed the active 2019-2020 TIP and were advised that for scheduling purposes all FY19 projects were being moved into the FY20 program year. The Board discussed the projects and Vice-Chair Borer asked about the North Garden project scope of work. Sierra Vista Board members shared information about the desired scope of work and that the delay in getting out the design contract was because the initial bids were higher than expected. A consultant team is expected to be selected by the end of next month. Administrator Lamberton stated that the delay in the design phase might involve moving the construction phase out one more fiscal year but that the TAC recommended keeping this project scheduled in Fiscal Year 20 until a design schedule had been approved. If at all possible, it is hoped to move to the construction phase by June of next year

but the timeframe for design starts when the contract is issued. It was noted that project information was available on the SVMPO website located at [www.svmppo.org](http://www.svmppo.org)

Administrator Lamberton asked if the City of Sierra Vista has seen the amended IGA for the additional funds for the North Garden project design phase. The Chair indicated they had not and asked the Administrator to look into the status of that IGA amendment. Administrator Lamberton stated that she would do that immediately as she had expected that document to already be processed.

Administrator Lamberton advised that a Call for Projects had been made for the 2020-2024 TIP and that four Open Houses had been planned to solicit public comment on the future TIP. She also noted that PAG, the larger MPO in the Pima County area, had held their TIP Open Houses and had a total of 27 people attend. She hoped the SVMPO could do better than that but there is not an expectation of a large turn-out for this type of outreach. The 2020-2024 Final Draft TIP will be brought back to the Board next month. Administrator Lamberton then indicated that no Board action was needed on the future TIP, but a motion to approve the changes to the current TIP would be appreciated.

Chair Mueller then asked if there were any other questions on the TIP item. Hearing none, the Chair called for the motion. Vice-Chair moved to approve the TIP Amendments, Member Gray seconded and the motion passed unanimously.

**MOTION:** Vice-Chair Borer

**SECOND:** Member Gray

**ACTION:** PASSED UNANIMOUSLY 5/0

#### **10. FUTURE BOARD MEETING DATES**

The next scheduled Board meeting is set for June 27, 2019 at 3:00 p.m.

The Board discussed the Board meeting dates. Vice-Chair Borer asked if meeting date information could also be sent to Lisa Culp, County administrative secretary who tracks his calendar. Administrator Lamberton indicated she had her e-mail and would do so. All five Board members indicated that June 27<sup>th</sup> was available on their calendars and discussed the earlier 3:00 p.m. start time. This start time was set to accommodate the City's Council Meeting, set for 5:00 p.m. that same day. The Board discussed, and then choose to not set another meeting earlier than the scheduled June meeting for items removed from the May agenda. None of the items were deemed to be time-sensitive. It was acknowledged that changes to the Agreement with Sierra Vista might not be accomplished in this fiscal year.

2019 Board meetings are also set for September 19<sup>th</sup> and November 21<sup>st</sup>, both at 3:30 p.m.

Future dates in September and November were also discussed. There may be a potential issue with the November date as Member Gray knows that several council members, including herself, will be attending a conference in San Antonio. Member Pacheco noted that at the Work Session (*held on April 25<sup>th</sup>*) a discussion was had about the possibility of appointing a Sierra Vista alternate, or making one of the current Board members an alternate member. Chair Mueller stated that the discussion about that was an internal Sierra Vista discussion that still needed to be had.

**No action was taken:** the Administrator was directed to keep to the June 27<sup>th</sup> meeting and the Board would revisit future dates at each meeting. Administrator Lamberton said she would send out additional meeting reminders and for the Board members to let her know if it reached a level of too many reminders.

## **INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN**

### **11. ANNOUNCEMENTS, UPCOMING SCHEDULED MEETINGS AND UPDATES**

The Administrator advised that the following meetings were scheduled:

- MPO/COG Planner Meeting set for June 7, 2019 at 10:00 a.m. MAG offices, Phoenix, AZ
- EDC Stakeholders Meeting set for June 13, 2019 at 10:00 a.m. MAG offices, Phoenix, AZ
- MPO/COG Director Meeting set for June 25, 2019 at 10:00 a.m. MAG offices, Phoenix, AZ
- Administrator will be on vacation/working out of the office from May 17<sup>th</sup>-May 21<sup>st</sup>.

Chair Mueller stated that it would be helpful to the Board if after meetings a short summary went out to Board members of what was covered and key items that might keep the Board up to date on current issues. The rest of the Board members indicated that they were interested in this information and Member Gray noted that the City of Sierra Vista does have a travel report form that the Administrator might look at for a possible template. Administrator Lamberton indicated she would be pleased to provide this information to the Board members.

A brief discussion was had regrading evaluations of the SVMPO Administrator. An annual review would tentatively be set in September as an Executive Session, possibly concurrently with the scheduled Board meeting on the 19<sup>th</sup>.

### **12. ADJOURNMENT**

Chair Mueller adjourned the meeting at 4:16 p.m.