



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
EXECUTIVE BOARD
MEETING MINUTES: NOVEMBER 21, 2019**

DRAFT

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:

November 21, 2019
3:00 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:

Chair	Rick Mueller, City of Sierra Vista
Vice-Chair	Tom Borer, County Supervisor, Cochise County
Member	Sarah Pacheco, Councilmember, City of Sierra Vista
Member	Joy Banks, Councilmember, Town of Huachuca City
Member (Non-Voting)	Rod Lane, Arizona Department of Transportation (<i>telephonically</i>)

EXECUTIVE BOARD MEMBERS ABSENT:

Member	Rachel Gray, Vice-Chair, City of Sierra Vista (<i>at a conference</i>)
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STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Peggy Judd, County Supervisor (Alternative Member)
Kitt Judd, citizen
Matthew Williams, Town of Huachuca City Manager

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:03 p.m. Vice-Chair Borer, and Members Pacheco and Banks were present. Member Rod Lane, called in and was present by conference phone. A quorum was present. Chair Mueller acknowledge the presence of County Supervisor Peggy Judd, who is the designated alternate to Vice-Chair Borer.

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. Vice-Chair Borer made the motion, Member Pacheco seconded and the motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Pacheco

ACTION: PASSED UNANIMOUSLY 4/0

3. CALL TO THE PUBLIC

No member of the public indicated that they wished to speak.

4. APPROVAL OF MEETING MINUTES

Chair Mueller asked if the Board had any comments or questions on the Executive Board Regular Meeting Minutes of September 19, 2019. Board members took time to look them over and then Member Banks moved to approve as presented. Vice-Chair Borer seconded. The motion passed unanimously.

MOTION: Member Banks

SECOND: Vice-Chair Borer

ACTION: PASSED UNANIMOUSLY 4/0

5. APPROVAL OF WORK SESSION MINUTES

Chair Mueller noted that the Work Session meeting summary from last week's Nov 14th meeting was already prepared for their review. Board members took time to review over the Work Session meeting summary and Chair Mueller asked if the Board had any comments or questions on either set of meeting minutes presented. Hearing none, he called for a motion to accept as presented. Member Pacheco moved to accept as presented, Vice-Chair Borer seconded. The motion passed unanimously.

MOTION: Member Pacheco

SECOND: Member Borer

ACTION: PASSED UNANIMOUSLY 4/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Administrator Lamberton advised Board members of a request to transfer additional STBG funds to the Town of Huachuca City's Emergency Pre-Emption Signal Project. This project had gone out to bid but had a very wide range of bid estimates with the apparent low bidder still quite a bit higher than the engineer's estimates. The Town, the consultant team and SVMPO checked around with contracting firms and other jurisdictions and learned that the bid was responsive and in-line with bids coming in at this time for this type of project. Matthew Williams, the Town Manager, advised Board members that the Town will help to contribute to the project, as will the Whetstone Fire Dept., to make up the difference. The SVMPO had held back a funding buffer for this potential project and it was recommended to commit those funds to this regionally significant safety project on Highway 92.

Administrator Lamberton also shared a request from Vista Transit to purchase an additional service vehicle using unused Fiscal Year 17 funds. This does require a TIP Amendment before proceeding with a purchase but will have no effect on the SVMPO funding ledger. The Board reviewed the current funding ledger for the SVMPO region and concurred with taking action to fully program FY20 and FY21 funds as recommended.

Vice-Chair Borer moved to approve the TIP Amendments as presented. Member Banks seconded. The motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 4/0

7. BY-LAW REVISION: MATCH FORMULA CHANGE

Administrator Lamberton advised Board members that this By-Law revision reflects the discussion at last week's Work Session held on November 14, 2019. Board members were advised that two versions were available for the Board's review: a red-lined track changes version on the original document and a reformatted version showing potential changes in yellow highlighting.

Administrator Lamberton advised that Board that there were at least four types of funding that the regional government managed: the MPO operating funds where the match was tied to the federal or state funding source and was the subject of this meeting agenda item. Transportation Improvement Program, or the TIP, funds are also tied to the type of funding and match is the responsibility of the awarded jurisdiction. Membership dues are a separate charge and the MPO covers a portion of memberships for jurisdictions and invoices for the rest. And the fourth type of funding are private or non-profit funds that might become available or partnerships with a jurisdiction where the MPO pays a portion of the project (examples are sharing costs for the LIDAR flights/Cochise County or Hydrology Study/Sierra Vista)

This agenda item is about operating funds for the MPO only. During the Nov. 14th Work Session the SVMPO Board members identified a potential change to the SVMPO By-Laws, Section IV on Finances. This change would set the division of annual SVMPO operating costs between the three member jurisdictions by use of a formula consisting of two factors: population plus federally functionally classified roadways. Each annual Work Program budget match requirements would then be divided by this formula for determining annual jurisdiction match.

Chair Mueller then read the proposed language of the suggested change in the section. He then asked if there were any revisions that might need to be made to make sure that this section is clear to future Board members or to anyone else that might need to read and understand it. Vice-Chair Borer then commented that this language appear completely clear to him. No other members had any suggestions for revising this section and concurred that as stated the proposed language reflected their understanding of the agreements of the Work Session. Hearing no further questions, Chair Mueller called for a motion on this item.

Vice-Chair Borer moved to approve, Member Banks seconded. The motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 4/0

8. BY-LAW REVISION: SPECIAL (ADVISORY) COMMITTEES

Administrator Lamberton shared with the SVMPO Board that the current structure of the advisory subcommittees for the MPO have been very formal and it has been difficult to recruit additional and replacement members. There is no mechanism to remove members that do not routinely participate and the reporting directly to the SVMPO Board rather than having ideas vetted by jurisdictional technical staff has been a barrier to the development of fundable, and eligible, regional projects. However, it is also felt that this group has an important role to play in connecting alternative modes, especially those that encourage healthy travel options, for a complete transportation network. In addition, the Long-Range Transportation Plan is going to be starting up next year and this element – bicycling and walking – are important elements to that planning process.

Administrator Lamberton stated that she has had several formal discussions with the current membership of the Bicycle/Pedestrian Committee, with the State Bicycle and Pedestrian Coordinator and the TAC. These groups recommended that revisions be made to the organizing structure in order to create more flexibility with a broader focus for advisory groups. Board members were provided with both red-lined copies and a revision showing changes, if implemented, in the organizational structure of the one subcommittee that the SVMPO currently has in place (BPAC).

Two changes were recommended: one to the underlying By-Laws related to the formation of subcommittees and the second to the Organizing By-Laws for the Bicycle/Pedestrian Committee (BPAC).

Changes to the SVMPO By-Laws and to the organizing By-Laws of the Bicycle/Pedestrian Advisory subcommittee were recommended for Board consideration by the BPAC and the TAC. Administrator Lamberton asked if there were any questions or concerns with the suggested restructuring. Board members then discussed the number of members and agreed that having this group report up through the Technical Advisory Committee made sense. There was some concern noted with having as many as 12 members on this committee but given that this was proposed as an advisory committee, and that at least 10 identified positions were already identified, the Board members decided they were comfortable with leaving that range of potential members in place. Member Banks noted that this revised set of operating By-Laws seemed to allow more interaction, was more inviting and noted that she was excited about the potential for the regional scale of planning that could occur if this group would really get involved.

Board members then discussed how selections would be made. Administrator Lamberton indicated that there had been some issues with the current structure with only one year terms and Board members being fully responsible for identifying and appointing new members every year – and when members then failed to show up and participate. However, SVMPO Board members indicated that a vetting process, and formal appointments, do bring a level of legitimacy to the advisory subcommittee recommendations. A slight revision to the proposed language for membership was proposed to have subcommittee memberships continue to be appointed by the SVMPO Board but expanded the avenues to appointment through potential recommendations of member jurisdiction departments, agencies and business or member jurisdiction elected officials. Board members agreed with this making this change.

Chair Mueller also noted the few administrative changes that were highlighted throughout the By-Laws, noting specifically the item where written notification of changes to Board membership, instead of requiring annual written notification of ongoing members, would be revised. He also noted the renumbering to adjust throughout the document, as needed.

Chair Mueller stated that he felt these were two separate items for motions and Board members concurred with taking the By-Laws as one item and the potential changes to the BPAC By-Laws as a separate vote.

Vice-Chair Borer then moved to approve the changes to the By-Laws as presented, including those administrative changes noted in the draft documents. Member Banks seconded. The motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 4/0

Vice-Chair Borer then moved to approve the BPAC Operating By-Laws, with the one noted Board revision regarding selection of members. Member Banks seconded. The motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 4/0

Administrator Lamberton thanked the Board for their support of these changes and stated that she would do her best to see this group reconvene in 2020 in a more engaged way.

9. BY-LAW REVISION: ADMINISTRATIVE CHANGES

This item was addressed concurrently with agenda item 8 and no further action was taken on this item.

10. 2020 EXECUTIVE BOARD SCHEDULE

The Executive Board set tentative Board and Work Session meetings for the year 2020 as follows:

Potential Work Sessions	Executive Board Meetings
	Jan. 16 th
Feb 20 th	
	March 19 th
April 16 th	
	May 21 st
	June 18 th
Aug 20 th	
	Sept. 17 th
Oct. 15 th	
	Nov. 19 th

No formal action was taken on this item. The Administrator was directed to set these on the 2020 calendar as tentative meetings and Board members would take a look at their 2020 calendars for conflicts and advise the Board and/or the Administrator if changes might need to be made. All proposed meetings are currently set for Thursday afternoons from 3:00 to 4:30 p.m.

This was a discussion item: no action was taken on this item.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

11. SOUTHCENTRAL DISTRICT REPORT

Rod Lane, for ADOT, reported activities occurring in the next few years in the SouthCentral District, including work on several bridges on Highway 80 and 82 across the San Pedro Bridge. Several bridge scour projects are planned as are several major improvements along I-10 in the Tucson area: notably at Houghton Rd. The Ramsey Rd. intersection pedestrian improvements are being handled by their operations team and Mr. Lane did not have a formal date when that would be completed as of yet.

Administrator Lamberton shared the ADOT Planning to Programming flow chart she had just received at the SEAGO meeting that morning with Board members (*see attached*). There are two opportunities for the SVMPO Board to weigh in on state projects: in April and then later in June at the State Transportation Board meetings on the draft five year plans. Right now there are no capacity building projects in the next five years in the SVMPO region. A few modernization projects related to signals are planned, also a few safety enhancements in the area are scheduled to be built.

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

12. RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) REPORT

Chair Muller attended the Arizona Rural Summit meetings held October 16-18, 2019, in Tucson, AZ, as did Members Pacheco and Banks. Member Banks stated that she learned a lot about the connections with Mexico and stated that she felt she learned a lot of really good information, even though some of it was depressing related to the state of future funding for transportation. Member Pacheco also stated that she found the Summit to be very good and interesting.

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

13. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

The Administrator briefed the Board on the following regional items (see attached handout):

- ❖ Status of adopted FY20/FY21 Work Program and Budget projects.
- ❖ Projected 2020 Work Activity Highlights.
- ❖ SVMPO On-Call Request for Proposals.
- ❖ Briefing on National Conference Highlights

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

14. ANNOUNCEMENTS AND UPDATES

No members indicated any specific items to report. Vice-Chair Borer was wished Happy Birthday by the MPO Board members!

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

15. FUTURE AGENDA ITEM

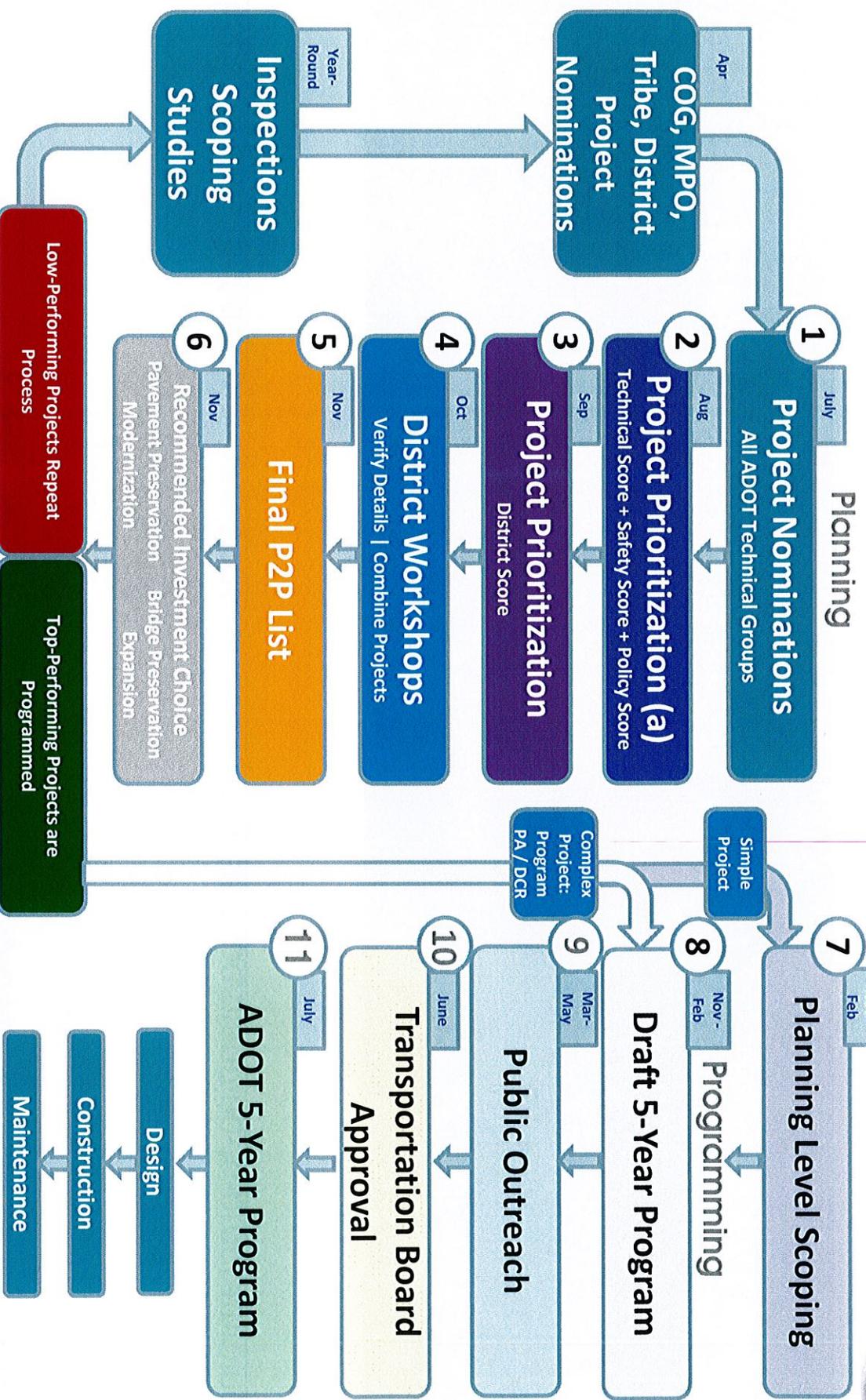
No Board members indicated any specific items for the next meeting. Chair Muller stated that if anything does come up to let him know and/or the Administrator and we would get it on the next agenda for January. The next Executive Board meeting is now tentatively set for January 16th at 3:00 p.m.

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

16. ADJOURNMENT

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

P2P Process Flowchart





SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

401 Giulio Cesare Ave, Sierra Vista, Az 85635-2411

Administrator's Report/Executive Board Meeting: November 21, 2019

Adopted FY20/Fy21 Work Program Projects

The City of Sierra Vista has successfully completed and closed out their Pavement Management project.

The City of Sierra Vista has initiated their Fry Blvd./North Garden project and held their first set of public outreach meetings on November 13th. A 62% response rate in collection of demographic data was achieved – this is significantly higher than typical for transportation related Open Houses.

The Town of Huachuca City released bid requests for their Emergency Preemption Signal project and bids were received last Friday, November 15th.

Cochise County reports that they anticipate doing their LIDAR flights by the end of this calendar year.

Projected 2020 Work Activity Highlights

Upcoming Work Projects for 2020 include:

- ✚ The Long-Range Transportation Plan will be put out to bid and a consultant team will undertake this 18 month project.
- ✚ The Short-Range Transit Plan is also anticipated to be released in early of next year with completion by summer of 2020.
- ✚ A Roadway Assessment for the greater Huachuca City area will go out in early Spring with an anticipated 9 month schedule.
- ✚ A Call for new TIP Projects for 2022-2025 will be released in March of 2020
- ✚ Updates to the annual Work Program will come forward to the Board in May.
- ✚ An updated TIP Draft will come before the Board in May with a final adoption anticipated in June
- ✚ The FY21 Title VI Plan will come forward in May for Board approval no later than June.

SVMPO On-Call Request for Proposals

The SVMPO successfully issued a solicitation for developing a comprehensive On-Call list for consultant teams interested in the regional studies and plans anticipated in the next 2-5 years. However, a protest from the American Council of Engineering Companies over a process related issue has stalled out the completion of this effort. Meetings with both FHWA and ADOT are on-going to resolve this matter. A meeting has been set for Dec. 10th and ADOT has committed to resolving the conflicting interpretations of “qualified professional services” as it relates to bid process based on costs or qualifications.

Briefing on National Conference Highlights

The SVMPO Administrator had the opportunity to attend several conferences in September and October. Positive interactions were held with FHWA, FTA and ADOT staff at these conferences; most notably with the managerial lead staff of the Environmental Division of ADOT and Az. Game and Fish; ADOT's Civil Rights Division at a half-day Environmental Justice training and with FHWA Dept. of Planning Lead Manager.