



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION BOARD OF DIRECTORS MEETING MINUTES: MARCH 19, 2020

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:

March 19, 2020
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, Mayor, City of Sierra Vista
Vice-Chair	Tom Borer, County Supervisor, Cochise County
Member	Rachel Gray, Vice-Mayor, City of Sierra Vista (<i>telephonically</i>)
Member	Sarah Pacheco, Councilmember, City of Sierra Vista (<i>telephonically</i>)
Member	Joy Banks, Councilmember, Town of Huachuca City (<i>telephonically</i>)

EXECUTIVE BOARD MEMBERS ABSENT:

Member (Non-Voting)	Jeremy Moore for Rod Lane, Arizona Department of Transportation
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STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Cynthia Butterworth, Councilmember, Town of Huachuca City, (*alternate member/telephonically*)
Ed Stilling, FHWA (*telephonically*)
Kevin Adam, RTAC (*telephonically*)
Mark Hoffman, ADOT (*telephonically*)

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:08 p.m. Vice-Chair Borer was present. Members Gray, Pacheco, Banks were present via the telephone. A quorum was present. Town Councilmember Cynthia Butterworth, who is the designated alternate to Member Banks was also present by telephone. Chair Mueller welcomed Ed Stillings for FHWA, Kevin Adam for RAC and Mark Hoffman for ADOT who had joined the meeting by telephone.

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 the agenda as presented. Member Gray made the motion, Member Banks seconded and the motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 5/0

3. CALL TO THE PUBLIC

No member of the general public was present.

4. APPROVAL OF MEETING MINUTES

Chair Mueller asked if the Board had any comments or questions on the Executive Board Regular Meeting Minutes of January 16, 2020. Board members took a few minutes to look them over and then Vice-Chair Borer moved to approve the January 16, 2020 meeting minutes as presented. Member Banks seconded. The motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Gray

ACTION: PASSED 5/0

5. APPROVAL OF WORK SESSION MEETING SUMMARY

Chair Mueller indicated that he didn't think that Work Session summaries required approval because there were no action item. The Board concurred and the Chair asked for a motion to accept the February 20, 2020 Work Session meeting summary. Board members indicated that they had no changes and Vice-Chair moved to accept the Work Session meeting summary. Member Gray seconded. The motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Gray

ACTION: PASSED 5/0

CONTINUING BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. FY20 Bicycle/Pedestrian Advisory Committee Appointments

The SVMPO has one standing advisory subcommittee: the Bicycle/Pedestrian Advisory Subcommittee. The Board was presented with a recommendation for filling the Hereford/Palominos area citizen representative position with Mr. Mike Baltunis. Both Vice-Chair Borer and Member Gray spoke up in strong favor of appointing Mr. Baltunis citing to his positive involvement in the community and his co-ownership of one of the bike shops in the area. Vice-Chair Borer also stated he might have another interested applicant and the Board was encouraged to continue to recruit to fill all vacancies on this subcommittee.

MOTION: Member Gray

SECOND: Vice-Chair Borer

ACTION: PASSED 5/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

7. FEDERAL FUNCTIONAL CLASSIFICATION ROADWAY REBALANCING

The SVMPO staff updated the Board of Directors on the recently adopted FHWA Federally Functionally classified roadways within the SVMPO region. She noted that staff had identified potential discrepancies between submitted and approved roadway segments and what is now appearing on the preliminary December 2019 approved FHWA maps. These changes may affect the newly adopted member jurisdiction match formula calculations.

Chair Mueller indicated that the funding formula needed to set more specifically what measures were being used and when that data was being pulled to set the amounts for match. The statement was made that the Census data and the mid-decade population adjustments made sense for the population figures and that a date certain should be used for when the centerline miles were calculated. A number of dates were suggested but the Board seemed to feel that population is usually released at the end of each calendar year and maybe it made sense to bring those figures forward to the January Board meeting for approval. Member jurisdictions indicated that would be in enough time for their budget planning. The Administrator was directed to bring something forward to the Board for action on this topic at the next meeting.

This was an information item. No action was taken.

8. CITY OF SIERRA VISTA HOSTING AGREEMENT

The Administrator advised that this document had been completed with the work of the City Manager's office and consultation with City departments. It now provides detail on what activities City staff would be undertaking in behalf of the MPO and how that would be invoiced or counted towards match. The City plans to go to a cash match and then invoice the MPO directly for specific office space and services. Commercial rates were determined with the assistance of Tony Boone, the City's economic development director, and agreed to be paid out as high level B Commercial space in terms of lease rates. Language has been reviewed and approved by ADOT as per comments made during contract compliance reviews held earlier this year. The Board had been provided with a final draft copy electronically.

Chari Mueller stated that he wanted to bring all agreements forward together for Board action and since it was known that the County was not yet ready he recommended holding this item for approval until the Board was able to review the final version in more details.

No action was taken.

9. TOWN OF HUACHUCA CITY MATCH AGREEMENT

The Town of Huachuca City reported that they had completed their match agreement and the Town Council had signed off on it in January. This new agreement included a commitment to figure out how the Town would pay their match that fiscal year and provide

that information to the MPO each year. The three options to pay match - staff resources, services or cash contributions - could then be considered each year depending on what the Town's resources were projected to be at that time. The Town attorney drafted this document and also gave permission for that document to be transmitted over to the County for their use, if they so desired.

Member Banks indicated that although their Town Council had already signed off on their agreement she had no objection to bringing all three Agreements forward for action at once.

No action was taken.

10. COCHISE COUNTY MATCH AGREEMENT

Cochise County advised that they had not yet completed their agreement. Vice-Chair Borer advised that he had some questions about the formula and use of the funds. The Administrator advised that the requested match funds were for annual, ongoing operations of the MPO as set forth and approved by the Board in the annual Work Program. Project related match funds were agreed to and paid for per individual agreements by each jurisdiction as set forth and approved by the Board in the annual Transportation Improvement Program (TIP).

Vice-Chair Borer indicated his concern with the County's financial situation and likely significant losses of revenues in this next year. Chari Muller stated that match requirements to the SVMPO did not need paid all at once but could be paid on a payment plan. The Administrator noted that staff assistance or other services also could be used to help to make required match contributions and that a combination of options could be used as well depending what worked best for that given fiscal year.

No action was taken.

INFORMATIONAL ITEMS

11. Title VI FY21 Report

The Administrator stated that this plan must be updated annually and a preliminary draft will be presented for approval by the Board in May 2020. The final documents must include approved minutes so she would be looking for this to be an action item in May. The Administrator very briefly went over several demographic shifts that had occurred between the 2017 and 2018 released American Community Survey data with the Board. She stated this updated data will be incorporated into the FY21 update that the Board would be presented with in May.

This was an information item. No action was taken.

12. FEDERAL HIGHWAY ADMINISTRATION (FHWA) REPORT

Ed Stilling, the SVMPO FHWA Liaison, reported on the status of current and potential federal activities within the State and region. He advised that all federal agencies were placing their employees into tele-work options and limiting travel. He advised that FHWA staff were still

committed to keeping things going, in particular making sure that federal funds were paid out for ongoing reimbursement requests. He mentioned the availability of two grant funding sources – neither one has been applied for by the SVMPO at this time. The Administrator advised that this region is simply not competitive for those grants – they are targeted for large agencies and projects.

Federal transportation re-authorization bills are stalled at this time although there is a draft version from the transportation committee. It currently expires on Sept. 30th. Chair Muller advises that our own congressional delegation will need to be contacted as the reauthorization is a key thing that has to be addressed.

This was an information item. No action was taken.

13. SOUTHCENTRAL DISTRICT REPORT

The Administrator advised that ADOT's Jeremy Moore sends his regrets but was unable to call in. However, he had sent in information that the pedestrian signal project was underway and should be completed by the end of this month.

This was an information item. No action was taken.

14. RURAL TRANSPORTATION ADVOCACY COUNCIL REPORT

The RTAC Liaison, Kevin Adam, shared with the Board legislative highlights for this current legislative session. There are several bills directly related to transportation funding making their way through the Arizona legislature at this time but budget discussions have been delayed by the immediate need to turn the State's attention to the COVID potential impacts. A robust discussion occurred with Board members about current legislation and activities of both the House and Senate about pending bills. Member Gray noted that when Governor Dulcy visited Sierra Vista he was asked point blank about transportation funding via an increase in the gas tax and he was very clear that he would not sign off on any increase in taxes of any kind. Right now there are enough votes in the House to pass the bill but not enough to overcome a veto threat – the Speaker of the House and Senate President are working on some compromise language to see if a super-majority vote can be reached.

The issue with the COVID virus could have a significant and immediate impact on Arizona economy and the State legislature is attempting to quickly close their session or take a lengthy recess.

This was an information item. No action was taken.

15. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

BPAC Mtg – March 31, 2020 at 10 a.m. The Administrator advised that this meeting will either be cancelled or held as a tele-conference.

COG/MPO Planning and Directors Mtg, AZTA Conference, April 13th 10 a.m. The Administrator advised that this meeting was being held with the AZTA conference,, which has been cancelled. It has not yet been re-set. She also advised that the pending APA Conference was also cancelled.

SVMPO Board of Directors Work Session – April 16, 2020 at 3:00 p.m.

- ❖ The Administrator stated that MAG has now formally agreed to the proposal to consolidate the FHWA and FTA planning funds. ADOT will begin to work with FHWA and FTA to set this option in place for the FY22 planning year.
- ❖ The Administrator briefly summarized potential changes to the STBG Ledger and the Transportation Improvement Program projects.
- ❖ The Administrator advised that legal counsel had completed review of the final draft On-Call Solicitation and this is expected to be released within this month.

16. ANNOUNCEMENTS AND UPDATES

Member Banks advised that the Town had just selected a new Town Manager but the interim Town Manager would assist with the transition for at least one more month.

Member Gray stated she would be getting out the Administrator’s performance evaluation soon to all Board members.

Member Pacheco asked what the Hydrology Study was for and it was noted that this was a floodplain study for an eventual bridge for a roadway extension of Avenida Escuela. A development agreement is in place with Walmart to pay 50% of the roadway extension but there is a deadline on when Walmart has agreed to put in their share so this project needed to get started.

17. FUTURE AGENDA ITEMS

A Board of Directors Work Session is tentatively scheduled for **April 16th at 3:00 p.m.** One potential item is reviewing the current Administrator’s contract for potential revisions pending the completion of the Administrator’s annual review and discussion of contract renewal. The Administrator advised that materials had been sent to the Board’s attention via e-mail just shortly before the meeting regarding the pending contract renewal and the matter might be able to be handled without a meeting if the SVMPO Board members were in agreement with the recommended changes. Chair Muller stated that he wanted the Administrator’s performance evaluation completed first and would have the City’s HR Dept. develop a Contract Renewal.

The Administrator also advised that the Board could expect to see the Title VI Report for approval, Work Program Amendments and all three jurisdiction Agreements at the next meeting.

The next Board of Directors meeting is tentatively set for **May 21, 2019 at 3:00 p.m.**

18. ADJOURNMENT of REGULAR SESSION

Chair Mueller adjourned the regular meeting at 4:20 p.m.