



# REGULAR MEETING AGENDA

Sierra Vista Metropolitan Planning Organization

**Regular Meeting**

Wednesday, November 18, 2015

3:30 PM

Web: [www.SVMPO.org](http://www.SVMPO.org)

Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)

City of Sierra Vista

City Hall

City Manager's Conference Room

1011 North Coronado Drive

Sierra Vista, AZ 85635

## SVMPO Board of Directors

(One or more members may participate via teleconference)

Chair

Rick Mueller, Mayor, City of Sierra Vista

Vice-Chair

Richard Searle, Supervisor, Cochise County

Designated Alternate: Pat Call, Supervisor, Cochise County

Member

Bob Blanchard, Mayor Pro Tem, City of Sierra Vista

Member

Hank Huisking, Councilmember, City of Sierra Vista

Member

Rod Lane, Arizona Department of Transportation

SVMPO Administrator

Dan Coxworth, AICP

Please let the Chair know before the meeting begins if you wish to speak about an item that is **ON** the agenda.

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

2. **ACCEPTANCE OF THE AGENDA**

3. **CALL TO THE PUBLIC**

Although not required, please let the Chair know before the meeting begins if you wish to speak during the Call to the Public about anything that is **NOT** on the agenda.

4. **APPROVAL OF MEETING MINUTES**

SVMPO Regular Meeting of September 23, 2015 (Attached)

5. **ANNOUNCEMENTS AND UPDATES**

Announcements and/or updates may be provided by Board Members, SVMPO Administrator or other invitees.

**PRESENTATION / DISCUSSION / POSSIBLE ACTION**

**6. DISCUSSION / POSSIBLE ACTION: Amended SVMPO By-Laws (Attached)**

*Dan Coxworth*

*SUMMARY: At the last Board of Directors meeting on September 23, the Board placed the amended by-laws in a 30-day public review period. Since that meeting the MPO has received comments from one member of the public (attached).*

*The amendment includes minor changes located on pages 5 and 6. The changes affect voting membership to the SVMPO Technical Advisory Committee (TAC). Currently, TAC membership is determined by staff position title from member jurisdictions. The amendment will allow for the appointment of qualified City and County staff members to the TAC by respective City and County management.*

**7. DISCUSSION / POSSIBLE ACTION: 2016 SVMPO Board Meeting Schedule (Attached)**

*Dan Coxworth*

*SUMMARY: In 2015 the Board of Directors met 6 times (including this meeting) almost every other month. The attached meeting schedule proposes scheduling meetings the third Wednesday, every other month starting in January, 2016*

**8. DISCUSSION: Future Agenda Items**

*SVMPO Board*

**9. UPCOMING SCHEDULED MEETINGS**

- SVMPO Board: January TBD, City Hall
- SVMPO TAC: December 3, 1:30 p.m., Public Works

**10. ADJOURNMENT**

**For special needs and accommodations, please contact Daniel Coxworth prior to the meeting or activity. Mr. Coxworth can be reached at 520-439-2178 or email [Dan.Coxworth@SierraVistaAZ.GOV](mailto:Dan.Coxworth@SierraVistaAZ.GOV) or through Arizona Relay Service at 1-800-367-8939, or by dialing 7-1-1.**



# REGULAR MEETING MINUTES

Sierra Vista Metropolitan Planning Organization

**Regular Meeting**

Wednesday, September 23, 2015

3:30 PM

Web: [www.SVMPO.org](http://www.SVMPO.org)

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City of Sierra Vista

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Sierra Vista, AZ 85635

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## SVMPO Board of Directors Present:

Chair	Rick Mueller, Mayor, City of Sierra Vista
Designated Alternate	Pat Call, Supervisor, Cochise County
Member	Bob Blanchard, Mayor Pro Tem, City of Sierra Vista
Member	Bill Harmon, Arizona Department of Transportation
SVMPO Administrator	Dan Coxworth, AICP

## Absent:

Vice Chair	Richard Searle, Supervisor, Cochise County
Member	Hank Huisking, Councilmember, City of Sierra Vista

## Also Present:

Helen Lee	City of Sierra Vista
Jerry James	ADOT, Tucson District
Scott Beck	ADOT, Tucson District
Rod Lane	ADOT, Engineer, Tucson District
Ed Stillings	FHWA Phoenix
Jere Fredenburg	Citizen
Tricia Gerodette	Citizen
Derek Jordan	Sierra Vista Herald

## 1. CALL TO ORDER AND ROLL CALL

*Chair Mueller called the meeting to order at 3:30 p.m. and conducted the roll call.*

## 2. ACCEPTANCE OF THE AGENDA

*Chair Mueller asked for a motion to accept the agenda as written. Member Call so moved and Member Blanchard seconded. The motion passed unanimously, 4/0.*

**3. CALL TO THE PUBLIC**

Jere Fredenberg stated she would be submitting comments on the Amended SVMPO By-Laws that the TAC members' qualifications should be included and her concern that the City of Sierra Vista should have sole financial responsibility for the Fry Blvd. Study.

**4. APPROVAL OF MEETING MINUTES**

SVMPO Regular Meeting of July 22, 2015

Member Harmon asked that the term "pre-scoping" be changed to "scoping" on the bottom of page three.

*Chair Mueller asked for a motion to approve the SVMPO Regular Meeting of July 22, 2015, with the recommended revision. Member Call so moved and Member Blanchard seconded. The motion passed unanimously, 4/0.*

**5. ANNOUNCEMENTS AND UPDATES**

➤ Mr. Coxworth stated that the SVMPO is cooperating with SEAGO to develop a Regional Strategic Highway Safety Plan, which will look at current crash data, identify safety emphasis areas, create strategies, and identify projects for HSIP funds. The SEAGO TAC approved the scope of the Plan. The scope will be hitting the street for consultants, and is to begin development in March of 2016. SEAGO is not asking for money to develop the plan at this time. Mr. Coxworth spoke about development of the Plan with the Sierra Vista Transportation Safety Committee, whose members are likely to serve on the TAC for the regional strategic plan for the Sierra Vista area.

**PRESENTATION / DISCUSSION / POSSIBLE ACTION**

**6. DISCUSSION: ADOT District Boundary Changes**

*Bill Harmon, ADOT District 8 Engineer*

*SUMMARY: The recent reorganization of ADOT District boundaries will remove Sierra Vista from the Safford District and place it in the Tucson District (see attached map and brochure)*

Mr. Harmon announced that, as part of the redistricting, he will no longer represent ADOT on the SVMPO Board. That responsibility will be delegated to Rod Lane, his counterpart in the Tucson District.

Mr. Harmon explained the new boundaries on the map, a change of 10 districts down to eight districts. The redistricting came about in order to maintain responsible allocation of diminished revenues. One of the drivers is because Sierra Vista now has an MPO and can be better served within the Tucson Corridor.

Routine construction and maintenance will be covered by Rod Lane. Mr. Lane introduced the following ADOT stakeholders:

- Jerry James – Operations, Project Management and Permits
- Scott Beck - Development and Permits
- James Golmes - Traffic Engineer, Safford Region

In response to Chair Mueller, Mr. Lane explained that the proposed boundaries will become in effect as of October 1<sup>st</sup> and came about as an administrative change proposed by the Director.

Mayor Mueller confirmed that the City of Sierra Vista would still be in charge of light maintenance and suggested that the ADOT team meet with local key players conduct a project overview to boost communication.

Member Call asked how the districts were determined. Mr. Lane explained that the lines were drawn by maintenance units which were drawn in terms of emergency response times. Mr. Call stated that the county had been broken into two different districts. Chair Mueller added that SEAGO's boundaries had been as well.

In response to Mr. Coxworth, Mr. Lane confirmed the lines were drawn at mile markers.

**7. DISCUSSION / ACTION: Amend SVMPO By-Laws (ATTACHED)**

*Dan Coxworth*

*SUMMARY: Minor changes to the SVMPO By-Laws amending pages 5 and 6 to generalize voting membership of the SVMPO Technical Advisory Committee (TAC). Currently, TAC membership is determined by staff position title from member jurisdictions. The amendment will allow for appointment to the TAC by respective City and County management.*

*Chair Mueller asked for a motion to submit the Amended SVMPO By-Laws for a 30-day Public Review and Comment period. Member Call so moved and Member Blanchard seconded. The motion passed unanimously, 4/0.*

**8. DISCUSSION: Memorandum of Understanding (MOU) Between the SVMPO and City of Sierra Vista for Employment Services for the MPO Administrator (ATTACHED).**

*Board of Directors*

*SUMMARY: Memorandum of Understanding (MOU) between the Board and City concerning employment services for the MPO Administrator position.*

Mr. Coxworth explained the current MOU had lapsed. A feature of the new MOU is that it will automatically rollover instead of lapsing at the end of the fiscal year.

Chair Mueller explained under the old MOU, it was unclear whether City staff or the SVMPO was in charge of the Administrator's evaluation. The new MOU will stipulate that the SVMPO Chair will conduct the annual review with the Administrator before June 30<sup>th</sup> every year going forward based on comments submitted by the Board members approximately two months prior to the review during Executive Session.

Member Call stated that the County's assessment would be based on comments from both Mr. Call and Vice Chair Searle.

*A consensus was established to move forward with the MOU with discussed revisions. No formal action was taken on this item.*

**9. ACTION: Title VI and Limited English Proficiency (LEP) Plan (Web Link)**

*Dan Coxworth*

*SUMMARY: Required by the MPO for receiving federal aid, the Title VI and LEP Plan outlines how the MPO will comply with the Title VI of the Civil Rights Act of 1964 and make every effort to prevent discrimination through the impacts of its programs, policies on minority and low-income populations within the region. The draft Title VI plan can be found here: <http://www.svmmpo.org/wp-content/uploads/2015/09/SVMPO-Title-VI-Plan-2016.pdf>*

Mr. Coxworth explained that the plan has been reviewed by the TAC, made available for public comment on the MPO’s website and the Sierra Vista Herald and had not received any comments.

*Chair Mueller asked for a motion to approve the Title VI and Limited English Proficiency (LEP) Plan, as written. Member Pat Call so moved and Member Blanchard seconded. The motion passed unanimously, 4/0.*

**10. ACTION: Contract for Services with J2 Engineering and Environmental Design for the Fry Blvd. West End Corridor Study (Forthcoming)**

*Dan Coxworth*

*SUMMARY: Review of the contract between the SVMPO and J2 Engineering and Environmental Design to conduct the Fry Blvd. West End Corridor Study.*

Mr. Coxworth explained that the project was approved as part of the Fiscal Year 15/16 Work Program. J2 Engineering had the highest ranked proposal out of six highly qualified firms. As such, they were asked to provide a detailed proposal with costs. The end result will be a concept design plan for the West End of Sierra Vista. The study will be comprised of two components: a technical analysis of the roadway to see what’s possible; and, public outreach with stakeholders to give an idea of what they would like to see on the roadway. Included in the plan are two public stakeholder meetings and an additional general public meeting.

J2 will make their final proposal in a joint work session with the Sierra Vista City Council and the SVMPO Board to give elected officials an opportunity to talk with J2. J2 has extensive experience with many projects in the Phoenix Metro area. The proposal is available to the Board for viewing but is not for public consumption until the contract is approved.

Chair Mueller stated that the City is trying to revitalize the west side of town and things are in the works for North Garden Avenue by narrowing the road, adding trees and making it more walk-able. As the City can find money, they are targeting Fry Boulevard from Carmichael west to the Main Gate. Chair Mueller explained that the first session with business owners will address what will work for their businesses. They will hold the general public meeting to get input from the public. It is a preliminary study to see if we can add sidewalks, trees and additional parking spaces. Chair Mueller added that this company has had success in other locations of Arizona.

Member Call asked if there was a possible scenario where the four lanes were brought down to two lanes with a median. Chair Mueller replied that he’s not sure if they can go down from four lanes but that access has been an issue and there is a definite need to make the area more walk-able and amenable to traffic.

Mr. Coxworth stated that the total cost of the study came to \$129,000, which is below budget. It gives a little wiggle room and an opportunity to add an additional public meeting if needed.

Council Member Call asked if they intended to use the area between Carmichael and the Main gate as a template. Chair Muller explained that the study will determine what types of items can be placed in certain areas, such as trees or benches.

Mr. Coxworth referred to J2's project in Downtown Tolleson, which had impressive results in an area similar to Fry Boulevard. He added that the process will start out fast but proceed rather slow.

***Chair Mueller asked for a motion to approve the Contract for Services with J2 Engineering and Environmental Design for the Fry Blvd. West End Corridor Study, as written. Member Call so moved and Member Blanchard seconded. The motion passed 4/0.***

**11. DISCUSSION: Future Agenda Items**

*SVMPO Board*

- *Mr. Coxworth announced that there would be no October meeting.*

**12. UPCOMING SCHEDULED MEETINGS**

- SVMPO Board: November 18, 3:30 p.m., City Hall
- SVMPO TAC: October 22, 1:30 p.m., Public Works
  - Long Range Transportation Plan (1-2 Chapters)
  - Origin/Destination Study

**13. ADJOURNMENT**

***Chair Mueller adjourned the meeting at 4:14 p.m.***

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*Chair Frederick W. Mueller*

*Minutes prepared by:*

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*Helen Lee, Administrative Secretary  
City of Sierra Vista*

**From:** [jcfred@jcdx2.com](mailto:jcfred@jcdx2.com)  
**To:** [SVMPO](#)  
**Subject:** SVMPO Proposed By-law Changes  
**Date:** Wednesday, September 30, 2015 9:08:35 AM

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#1 With no written guidance in the By-laws concerning the technical skills of the persons appointed to the SVMPO TAC there is a real possibility that virtually anyone could be appointed ... whether they have technical qualifications or not.

I request that qualifications be placed in the Bylaws to ensure that only qualified individuals are seated on the TAC committee. The qualifications might include job title indicating expertise in transportation, roads, etc...; or specific job titles that would demonstrate experience.

Although it would seem impossible that someone with no experience would be placed on the TAC, without guidelines, in the bylaws, this is a real possibility.

#2 Since the Bylaws are being considered for amendment, I would like to see NO alternates for the Board. A Board member is a Board member. By way of example, I emailed Richard Searle 'my county representative' regarding the Bylaws (on 9/23/2015) Mr. Searle was not at the meeting, Mr. Call, his alternate was. Mr. Call did not have my email. I was not represented. I am not aware of any other 'board' that has 'alternate' members. Someone might sit in, but would not be a voting 'board member'.

*Current Bylaw Language regarding Board members: At its discretion, each government entity may select alternates who are duly elected members of the governing body or a duly qualified employee designated by the State Transportation Board's SVMPO representative, when the primary member(s) is not available. The alternate(s) will have the same voting power and duties in the absence of the primary member(s).*

Thank you in advance for your consideration, and addressing my concerns.

Jere Fredenburgh  
Citizen  
520 803 9543



### SECTION I. OBJECTIVE

The objective of the Sierra Vista Metropolitan Planning Organization (SVMPO) is to carry out planning, coordination, and integration of activities necessary to maintain a comprehensive, cooperative, and continuing multi-agency transportation planning program; and further, as specified by the Board of Directors of SVMPO, carry out other related specific tasks including implementation thereof. The SVMPO will exercise leadership and initiative in transportation planning and assisting development of the greater Sierra Vista community.

### SECTION II: AREA

The area that permitted SVMPO to be designated as a Metropolitan Planning Organization (MPO) under federal and state law is the Sierra Vista Urbanized Area, shown in Figure 1. The Planning Area Boundary of the SVMPO includes the City of Sierra Vista incorporated limits including Fort Huachuca, and unincorporated areas of Cochise County, as depicted in Figure 2.

### SECTION III: ORGANIZATION

Jurisdictions that make up the SVMPO include the City of Sierra Vista, Cochise County, and the Arizona Department of Transportation (ADOT). Elected officials (except for ADOT's representative, who is appointed by the Governor of the State of Arizona) from each of those agencies make up a Board of Directors; an MPO Administrator; and technical staff make up a Technical Advisory Committee (TAC). In addition, there may be other special committees such as technical subcommittees and/or citizen tasks forces. Each group is defined below:

- A. **Board of Directors.** The SVMPO Board of Directors consists of elected officials from the City of Sierra Vista, Cochise County, and one member from the Arizona Department of Transportation's State Transportation Board who is appointed to the State Transportation Board by the Governor, or his/her designee, who must be an employee of

the Arizona Department of Transportation. It is the function of the Board of Directors to act as a policy making body, coordinating and directing transportation planning, implementation thereof and related activities within the overall regional comprehensive planning process.

1. Membership.

(a) To be an eligible member of the Board of Directors, that person must be a duly elected member of a governing body of a unit of local government located in the SVMPO planning area, excepting the member of the Arizona State Transportation Board. Each unit of local government and the State Transportation Board shall designate the person or persons among its duly elected governing body or, appointed to the State Transportation Board by the Governor that shall serve as primary member of the SVMPO Board of Directors. At its discretion, each government entity may select alternates who are duly elected members of the governing body or a duly qualified employee designated by the State Transportation Board's SVMPO representative, when the primary member(s) is not available. The alternate(s) will have the same voting power and duties in the absence of the primary member(s).

(b) Designation of Primary and Alternate members shall be in accordance with statute, ordinance or regulation governing each agency, and written verification shall be provided in a timely manner at least annually to the SVMPO Administrator.

(c) The number of eligible members on the Executive Board shall be as follows:

<b>Jurisdiction</b>	<b>Number of Members</b>
City of Sierra Vista	3
Cochise County	1
State Transportation Board	1
<b>Total</b>	<b>5</b>

(d) Any member, who for any reason shall no longer be in the service of the

governmental unit jurisdiction, shall have his/her position vacated automatically and another member shall be appointed by the appropriate governmental unit.

- (e) Representatives of the following units of government are voting members of the SVMPO: City of Sierra Vista, Cochise County, and the Arizona State Transportation Board.

## 2. Voting.

- (a) Each member of the Board of Directors is entitled to one (1) vote. Upon the absence of a Primary member at any particular meeting, his/her vote may be cast by an alternate member from the same jurisdiction.
- (b) Any declaration of abstention or conflict of interest must be stated prior to discussion of that particular agenda item.

## 3. Officers.

- (a) The members of the SVMPO shall elect the following officers: Chair and Vice Chair. Election of officers will occur at the first meeting of the calendar year. In the absence of the Chair, or upon his/her inability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair and Vice Chair will serve without compensation, and shall serve for a period of one year.
- (b) The Chair shall be able to vote on all matters before the SVMPO. He/she shall sign on behalf of the SVMPO all documents requiring signatures and shall perform all other duties required of the Chair. The Chair develops the Agenda for all board meetings, subject to approval by the Board. The SVMPO Board of Directors may delegate to the MPO Administrator such signatures it deems appropriate and/or necessary.
- (c) The SVMPO Chair shall have the custody and control of the funds, and shall report the state of the finances of the SVMPO at the close out of the fiscal year. He/she shall have the responsibility for keeping the minutes and such books, resolutions, or

other services that may be required by the SVMPO. The SVMPO Board of Directors may delegate to an employee, or employees, of the SVMPO any or all of the duties and powers described in this section (3)(c).

(d) If required by the SVMPO Board, any employee, or retained consultant so delegated any or all of his/her functions, shall give the SVMPO a bond in such, and with such surety or sureties as shall be satisfactory to the SVMPO, for the faithful performance of the duties of this office.

#### 4. Responsibilities.

(a) The SVMPO Board of Directors is responsible for all actions, agreements and functions to be carried out by the Sierra Vista Metropolitan Planning Organization.

(b) The SVMPO is responsible for development of the following essential products:

1. Long Range Regional Transportation Plan;
2. Transportation Improvement Program (TIP);
3. Public Participation Plan; and
4. Unified Planning Work Program and Budget;

(c) Other products deemed essential may be authorized by the Board of Directors, and specified in the Unified Planning Work Program.

#### 5. Meetings.

(a) The Board of Directors of the SVMPO shall follow the Open Meeting Laws of Arizona.

(b) The guideline for the parliamentary procedures used at meetings shall be Robert Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.

(c) A quorum shall be required for the conduct of any business. Majority (i.e., three) members of the SVMPO Board shall constitute a quorum for the transaction of

business.

- (d) The SVMPO Board of Directors shall meet regularly, at least once a quarter. Additional meetings may be called by the Chair as required. The time, date, and location of meetings will be posted at least twenty-four (24) hours in advance. The notices of the meetings shall conform to the open meeting laws of Arizona. Members will be notified of all meetings.
- (e) Remote participation by members or alternates for all Board meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote SVMPO Board member participant(s) are considered present for purposes of a quorum.

B. **Technical Advisory Committee (TAC).** The SVMPO's Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies (including ADOT). In addition, there may be one or more ex-officio, non-voting representatives from Fort Huachuca. Each ex-officio, non-voting member, must be approved by his/her respective agency. The MPO Administrator is a non-voting member of the TAC and will provide the required administrative support.

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Unified Planning Work Program, and any related issues as specified by the SVMPO's Board of Directors, and to so advise the Board of Directors on appropriate actions that may be taken. The TAC works closely with SVMPO staff, providing guidance and direction for development of the annual Unified Planning Work Program and Budget and work activities defined therein.

1. Membership.

- (a) Voting membership on the SVMPO Technical Advisory Committee shall be as follows:  
City of Sierra Vista - Three (3)

City staff positions appointed by the City Manager.

The persons appointed to the TAC shall be staff members of the City of Sierra Vista with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

~~Director of Public Works~~

~~Director of Community Development~~

~~City Engineer~~

Cochise County - One (1) position

County staff position appointed by the County Administrator.

The person appointed to the TAC shall be a staff member of Cochise County with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

~~Director of Public Works~~

Arizona Department of Transportation - One (1) position:

Planning Program Manager, ADOT for Systems Planning and Programming

The persons appointed to the TAC in each of the above named positions may, by a written statement to the Chairman of the Board of Directors and the Technical Advisory Committee, designate a regular alternate. Non-regular alternates (i.e., for a particular meeting) must be declared when the meeting is called to order.

(b) In addition to the voting members listed above, one or more ex-officio non-voting representatives from Fort Huachuca may participate on issues of concern and/or subjects of particular technical expertise.

## 2. Voting

Each member of the ~~Board of Directors~~ Technical Advisory Committee is entitled to one (1) vote. Upon the absence of a Primary member at any particular meeting, his/her vote may be cast by an alternate member from the same jurisdiction.

Elected officers of the TAC shall be elected on an annual basis at the first meeting of the calendar year.

## 3. Responsibilities.

The SVMPO Technical Advisory Committee shall be responsible for reviewing,

studying, analyzing, and as appropriate, making recommendations to the SVMPO Board of Directors on issues germane to the Sierra Vista Metropolitan Planning Organization.

#### 4. Meetings.

- (a) The guideline for parliamentary procedures at meetings shall be Roberts Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (b) A quorum shall be required for the conduct of any business. Majority (i.e., three) TAC members of the SVMPO shall constitute a quorum for the transaction of business.
- (c) The SVMPO TAC shall meet regularly at least once a quarter, unless determined otherwise by the Chair of the TAC or by a majority vote of the TAC. Members will be notified of all meetings.
- (d) Remote participation by TAC members or alternates for all TAC meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote TAC member participant(s) are considered present for purposes of a quorum.

## IV. FINANCES

- A. ***Fiscal Year.*** The Sierra Vista Metropolitan Planning Organization's fiscal year shall commence on July 1 of each year.
- B. ***Funding.*** The SVMPO shall have the power to receive funds from any public or private source including, but not limited to, the federal, state and local governments; voluntary associations; non-profit corporations, firms, partnerships, or person or any combination thereof; bequests, donations, devices, grants, and gifts of all kinds of property.
- C. ***Audit.*** The Chair shall call for an annual audit of the financial affairs of the SVMPO to be

made by the municipal entity performing financial services. The audit report shall be made available to all SVMPO members.

## **V. SPECIAL COMMITTEES**

### **A. Formation.**

1. Special SVMPO committees may be created by the SVMPO Board of Directors as deemed necessary. A special committee may be either an ad hoc committee for a specific work task, or a standing committee for one or more work tasks. Any such special committee will be responsible to the SVMPO Board of Directors.
2. At the direction of the Chair of the Board of Directors and the Technical Advisory Committee, respectively, subcommittees may be formed to investigate some particular work task/issue germane to the Sierra Vista Metropolitan Planning Organization.

**B. Powers and Duties.** The SVMPO Board of Directors shall define the duties, and authorize the power of all special committees. Special committees shall follow parliamentary procedures as defined in these Bylaws for the Board of Directors and Technical Advisory Committee. Special committees, unless membership consists exclusively of employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.

**C. Membership.** Membership on a special committee shall be determined by the SVMPO Board of Directors and/or the Technical Advisory Committee. The SVMPO Board of Directors and/or the Technical Advisory Committee may appoint, at its discretion, any individual it deems qualified to serve on a special committee.

## **VI. AMENDMENT OF BYLAWS**

These Bylaws can be amended by a majority vote of the Sierra Vista Metropolitan Planning Organization's Board of Directors at any scheduled meeting.



## **VII. SVMPO STAFF**

The SVMPO staff consists of an MPO Administrator and supporting staff personnel as designated by the Board.

DRAFT



# Memorandum

To: Sierra Vista Metropolitan Planning Organization Board of Directors  
From: Daniel Coxworth, Administrator  
Date: November 18, 2016  
Subject: 2016 Board of Directors Meeting Schedule

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The SVMPO Board of Directors are scheduled to meet the 3<sup>rd</sup> Thursday of the month, every other month at 3:30 p.m.  
Meeting location is at City Hall.

## **2016 Meeting Schedule:**

January 21, 3:30 p.m.

March 17, 3:30 p.m.

May 19, 3:30 p.m.

July 21, 3:30 p.m.

September 15, 3:30 p.m.

November 17, 3:30 p.m.