



REGULAR MEETING AGENDA

Sierra Vista Metropolitan Planning Organization

Regular Meeting

Thursday, July 21, 2016

3:30 PM

Web: www.SVMPO.org

Email: 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 May 19, 2016

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: SVMPO Title VI Plan

Dan Coxworth

SUMMARY: The Title VI Plan is a required Plan of the MPO. The Plan covers SVMPO efforts in providing Title VI (Title VI of the City Rights Act of 1964) non-discrimination policies and Environmental Justice transportation planning activities for Federal Aid Programs administered through Sierra Vista MPO. Link to [Draft Title VI Plan](#)

7. DISCUSSION: Future Agenda Items

SVMPO Board

8. UPCOMING SCHEDULED MEETINGS

- SVMPO TAC: September 1, 3:00 p.m., Public Works
- SVMPO Board: September 15, 3:30 p.m., City Hall

9. 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 or through Arizona Relay Service at 1-800-367-8939, or by dialing 7-1-1.



REGULAR MEETING MINUTES

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SVMPO Board of Directors Present:

(One or more members may participate via teleconference)

Chair	Rick Mueller, Mayor, City of Sierra Vista
Vice-Chair	Richard Searle, Supervisor, Cochise County (arrived at 3:38 p.m.)
Member	Rod Lane, Arizona Department of Transportation (participated via teleconference)
Member	Hank Huisking, Councilmember, City of Sierra Vista
SVMPO Administrator	Dan Coxworth, AICP

Absent:

Member	Bob Blanchard, Mayor Pro Tem, City of Sierra Vista
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Also Present:

Kevin Adam, RTAC Chair (by telephone)

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:32 p.m. SVMPO Administrator Coxworth conducted a roll call.

2. ACCEPTANCE OF THE AGENDA

Chair Mueller asked for a motion to accept the agenda of the May 19, 2016 regular Meeting of the SVMPO Board of Directors. Member Huisking so moved and Chair Mueller seconded. The motion passed unanimously, 3/0

3. CALL TO THE PUBLIC

No comments were made by the public

4. APPROVAL OF MEETING MINUTES - SVMPO Regular Meeting of March 17, 2016

Chair Mueller asked for a motion to accept the SVMPO regular meeting minutes of March 17, 2016, as written. Member Huisking so moved and Chair Mueller seconded. The motion passed unanimously, 3/0

5. ANNOUNCEMENTS AND UPDATES

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

- Kevin Adam, Chair of the Rural Transportation Advisory Committee (RTAC), updated the Board on current legislative bills at the State that affect transportation and transportation funding.
- Administrator Coxworth updated the Board the Fry Blvd. Corridor Study. A City Council Work Session is scheduled for June 21, 2016.

PRESENTATION / DISCUSSION / POSSIBLE ACTION

6. DISCUSSION / POSSIBLE ACTION: SVMPO Transportation Improvement Program (TIP) (Attached)

Dan Coxworth

Summary: The TIP identifies transportation projects that will use Federal funds in the SVMPO Planning Area for the next five years (2017 -2021). The TIP was placed in a 30-day public review/comment period after the Technical Advisory Committee recommended approval on April 14.

Schedule:

- *Call for Projects from Technical Advisory Committee (TAC) – March 3, 2016*
- *TAC review and recommendation to the Board – April 14*
- *30-day public review – April 15 – May 19*
- *Board review/approval – May 19*

Mr. Coxworth explained that the TIP is a required document of the MPO and that the TIP is used to identify projects using Federal funds such as Surface Transportation Program (STP) fund and Highway Safety Improvement Program fund.

The first project on the list is the resurfacing of Buffalo Soldier Trail. Vice-Chair Searle asked how much Safety money was loaned to MAG that will be repaid in STP. Mr. Coxworth responded approximately \$400K.

A large portion of STP will be repaid to the MPO next year and MAG as expressed an interest in borrowing the money and repay the following year.

The TIP can be amended and adjusted by the Board as necessary.

Mr. Searle asked how the projects were selected and placed on the TIP. Mr. Coxworth explained the Technical Advisory Committee (TAC) brought forward projects. Mr. Searle asked if the county had a project. Mr. Coxworth said they did not.

The TIP was placed in a 30-day public review period and the MPO did not receive any comments except one comment at the TAC that other roads in the region should be a higher priority without specifically mentioning which roads.

Chair Mueller asked for a motion to approve the Transportation Improvement Program (TIP). Vice-Chair Searle made a motion to approve the TIP as written. Seconded by Member Huisking. The motion passed unanimously, 4/0

7. DISCUSSION / POSSIBLE ACTION: Fiscal Year 2017 Work Program & Budget (Attached)

Dan Coxworth

Summary: The FY17 Work Program & Budget identifies funding sources and projects for the SVMPO in Fiscal Year 2017. The Work Program & Budget was placed in a 30-day public review/comment period after the Technical Advisory Committee recommended approval on April 14.

Schedule:

- *Call for Projects from Technical Advisory Committee (TAC) – March 3, 2016*
- *Board discussion – March 17*
- *TAC review and recommendation to the Board – April 14*
- *30-day public review - April 15 – May 19*
- *Board review/approval – May 19*

Mr. Coxworth explained that the Work Program and Budget guides the activities of the MPO for the next Fiscal Year. Approximately \$417K cash is available for projects which pays for administration of the MPO and two planning studies to include the Moson Road Corridor Study and the Origin & Destination Study.

There are other planning projects that the Board may decide are a higher priority and the budget can be amended as necessary. Cochise county staff explained county funds may be available to help pay for the Moson Road study.

The budget also outlines funds for data collection such as traffic counts.

The Budget was placed in a 30-day public review and the MPO did not receive any comments.

Chair Mueller asked for a motion. Member Huisking made a motion to approve the Fiscal Year 2017 Work Program & Budget as written. Seconded by Vice-Chair Searle. The motion passed unanimously, 4/0

8. DISCUSSION / POSSIBLE ACTION: Contract for Services from Lee Engineering to conduct the Origin & Destination Study (Attached)

Dan Coxworth

SUMMARY: The Technical Advisory Committee (TAC) received three proposals to develop the Origin & Destination (O&D) Study. Lee Engineering's proposal was ranked as the best and most qualified by the TAC. The Study will measure the effects to the Sierra Vista region's transportation system and economy of Mexican visitors crossing the border at the Douglas Port of Entry for goods and services.

Mr. Coxworth explained that the Origin & Destination (O&D) study is being done in coordination with the City's Economic Development Department. The purpose of the study is to establish a baseline of the number Mexican National visitors to the Sierra Vista region and how much they are spending for good and services.

The cost is approximately \$99K. Two surveys will be conducted. One in the late summer and the next in the late fall. Mr. Searle asked how much this was driven by the City's Economic Development Dept. Mr. Coxworth explained that it was mostly driven by the City and it would not be done if the City did not want to do it.

The O&D study will also consider transit needs.

Mr. Searle asked why the cost were increased from the initial cost submitted by the consultant. Mr. Coxworth explained that an additional survey was added.

Mr. Searle asked about visitors from Canada. Mr. Coxworth explained that the budgeted amount could only pay for a Study of Mexican visitors.

Crossborder group is the sub-consultant and will develop the survey in coordination with the City and MPO. Mrs. Huisking asked when the project will be complete. The Study will be complete by the end of the year.

Chair Mueller asked for a motion to approve the Contract for Services from Lee Engineering to conduct the Origin & Destination Study. Member Huisking made a motion to approve the Contract. Seconded by Vice-Chair Searle. The motion passed unanimously, 4/0.

9. DISCUSSION: Future Agenda Items

SVMPO Board

10. UPCOMING SCHEDULED MEETINGS

- SVMPO Board: July 21, 3:30 p.m., City Hall

11. ADJOURNMENT

Chair Mueller adjourned the meeting at 4:23 p.m.

Chair Frederick W. Mueller

Minutes prepared by:

*Daniel Coxworth, Administrator
City of Sierra Vista*