



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION  
EXECUTIVE BOARD  
MEETING MINUTES: SEPTEMBER 20, 2018**



---

**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 # 807998048.  
Enter # for Attendee ID. For Arizona Relay  
Service use 1-800-367-8939, or dial 7-1-1.

**MEETING DATE AND TIME:**

September 20, 2018  
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, Mayor, City of Sierra Vista
Vice-Chair	Pat Call, Supervisor, Cochise County
Member	Rachel Gray, Councilmember, City of Sierra Vista
Member	Craig Mount, Councilmember, City of Sierra Vista (telephonically)
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

**OTHERS PRESENT:**

Mark Hoffman - ADOT  
Jeremy Moore - ADOT  
Michael Normand- Vista Transit Administrator  
Gwen Calhoun – City of Sierra Vista Councilmember  
Shar Porier – Herald/Review  
Tricia Gerrodette – Citizen  
Robin Dumas – Citizen  
Carolyn Umphrey – Citizen/City Council Candidate  
Dennis Donovan – Citizen

One Member of the Public/No-Sign In– Citizen

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

Chair Mueller called the meeting to order at 3:30 p.m. Chairman Mueller, Vice-Chair Call, Members Gray and Banks present. Member Mount present telephonically. Jeremy Moore was present for Rod Lane, ADOT.

A quorum was present.

### **2. ACCEPTANCE OF THE AGENDA**

Chair Mueller asked for a motion to accept the agenda of September 20, 2018, Regular Meeting of the SVMPO Board of Directors.

**MOTION:** Member Gray

**SECOND:** Member Banks

**ACTION:** PASSED UNANIMOUSLY 5/0

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

*This is the time set aside for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H) action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.*

Tricia Gerrodette, addressed the Board regarding her concern that consultation with federal entities should be occurring now that the MPO boundaries have been expanded. She stated that she looks forward to hearing how they will be brought into the mix.

No other member of the public wished to speak at the Call to the Public.

### **4. APPROVAL OF MEETING MINUTES (for July 19, 2018)**

Chair Mueller asked for a motion to accept Regular Meeting Minutes of the SVMPO Board of Directors. Member Gray noted several corrections which she had provided to Administrator Lamberton prior to the meeting. Chair Mueller clarified with Member Gray that these were all administrative corrections and amended his request for a motion to accept the Meeting Minutes, with those corrections.

**MOTION:** Member Banks

**SECOND:** Member Gray

**ACTION:** PASSED UNANIMOUSLY 5/0

## **OLD BUSINESS: DISCUSSION/POSSIBLE ACTION**

### **5. DISCUSSION: Fiscal Year 2019-2023 Transportation Improvement Program (TIP)**

Administrator Lamberton provided the Board with a brief overview of the current Transportation Improvement Program project status. She briefly described the following

current TIP projects.

1. **North Garden/Fry Blvd Phase 1 in the City of Sierra Vista**
2. **Adaptive Signal project in the City of Sierra Vista**
3. **Charleston Rd. HSIP project in Cochise County**

Administrator Lamberton also noted that one of last year's project, a Pavement Condition Survey conducted by the City of Sierra Vista, was just about completed and plans to prepare a presentation about the new software that would easily allow for ranking and prioritizing projects based on various pavement condition criteria.

This was an information item: no action was taken.

#### **6. DISCUSSION/ACTION: TRANSPORTATION ASSET MANAGEMENT (TAM) Performance Measures Charter**

Administrator Lamberton commended the Board for asking questions about the Charter. After researching the matter further, the Charter has been revised for clarity to better explain exactly where and what should be submitted to the various parties. Staff also confirmed with Vista Transit that the reporting requirements could be met with existing data that was available. The required Transit Asset Management Plan will be finalized after action by this Board and then be submitted to the National Transit Database by October 1<sup>st</sup>. Mike Normand, Vista Transit Administrator, stated that they were able to provide the required data and was available for any questions.

Administrator Lamberton indicated that agreeing to this Charter does not specifically change any funding but does have the potential to change priority rankings of projects.

Member Mount asked how hard it might be to make changes to this Agreement, especially as technology changes the way that things might be done in the future. Chair Mueller stated that his understanding was that the SVMPO Board could bring back the Agreement at any time and make any changes that the Board thought needed. Administrator Lamberton concurred, stating that the ability to easily make real-time changes to the Charter is why ADOT choose to use a Charter rather than a Memorandum of Understanding, which would require more formal execution.

Chair Mueller asked if the Board had any further concerns with the Charter. Hearing none, he then asked for a motion to approve the Charter Agreement with ADOT and Vista Transit.

**MOTION:** Member Gray

**SECOND:** Member Mount

**ACTION:** PASSED UNANIMOUSLY 5/0

Chair Mueller then asked for a second motion to support the ADOT established transit management targets as recommended by Vista Transit. Mark Hoffman, ADOT staff, clarified that Vista Transit was electing to make the ADOT targets their own targets, they would be Vista Transit targets. Administrator Lamberton noted the specific targets would be easily met by Vista Transit

as their current asset management practices exceeded those proposed by ADOT.

**MOTION:** Member Banks

**SECOND:** Member Call

**ACTION:** PASSED UNANIMOUSLY 5/0

Chair Mueller asked for Board discussion about the recommendation of the SVMPO TAC to add a transit voting member to the SVMPO. It was clarified that in the case of larger transit organizations there might be an elected Transit Board, and in those cases, a voting member might sit on the Executive Board. In smaller areas, like the SVMPO, it is more common for the voting member to sit on the TAC. A discussion was held about who would be the voting member on the TAC and Member Gray asked Mike Normand if he served as staff support to the TAC at this time. Mr. Normand responded that he did not provide staff support. Administrator Lamberton noted that typically the largest transit agency in the region would be the member, with an alternate either a mobility manager or a smaller transit agency or a non-profit provider.

Chair Mueller asked for a motion to add a transit voting member to the SVMPO TAC.

**MOTION:** Member Call

**SECOND:** Member Banks

**ACTION:** PASSED UNANIMOUSLY 5/0

Administrator Lamberton thanked the Board and stated that she would bring that change back to the Board as a modification to the SVMPO By-Laws at their next meeting.

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

### **7. DISCUSSION/ACTION - WORK PROGRAM AMENDMENT: FY19 Funding Adjustments**

Administrator Lamberton presented the recommendations of the TAC to amend the Work Program to include three adjustments: adjust PL and FTA 5305 apportionments and carry-over amounts for FY19; increase in-kind match for the increased FY19 funds; adjust carry over funds for Regional Planning to reflect funds not invoiced in FY18.

Chair Mueller asked the Board if they had any questions. Member Gray asked if the increase in in-kind was only the City of Sierra Vista. Administrator Lamberton stated that the increase in the in-kind was equally shared among all member jurisdictions. She then noted that the increase to roughly \$66,000 was still under the estimated \$70,000 in-kind planned under the FY19 budget.

Chair Mueller asked for a motion to approve Amendment One of the SVMPO Work Program.

**MOTION:** Member Gray

**SECOND:** Member Mount

**ACTION:** PASSED UNANIMOUSLY 5/0

## **8. DISCUSSION/POSSIBLE ACTION – NATIONAL HIGHWAY SYSTEM PERFORMANCE MEASURES**

Administrator Lamberton advised that although the SVMPO is being asked to review and support these targets, unlike other areas of the State our region has no National Highway's that are off the State system. She directed the Board attention to the Handout in their packet showing a map with the roadways and bridges impacted by these performance measures.

Administrator Lamberton advised that just a few days ago we learned that the targets for non-interstate pavement had been adjusted. Because only one factor, roughness, was required to be considered for this planning cycle, ADOT had adjusted their targets. Cracking is weighed more heavily in ranking if a pavement is in poor or failing condition – roughness, not so much. But then, just today (September 20<sup>th</sup>) the SVMPO was advised that ADOT had further conversations with FHWA and were going back to their first method of ranking pavement failure. She advised that at the end of this story is that regardless of what the ADOT targets are they only impact just ADOT's roadways. All the SVMPO is being asked to do is to support those targets.

Jeremy Moore, ADOT, shared that a project might be bumped up in priority if doing so would help meet these targets. Mark Hoffman, ADOT, added that it also effects how ADOT priorities projects in the five-year program. The Board discussed with the ADOT partners how the prioritization of projects occurs and how the MPO stays involved in that process. Project ranking typically occurs in October of each year. Chair Mueller asked if there was anything in the pipeline for the region. Mr. Moore stated that there were a couple of proposed projects on State Highway 90 but nothing was really on the top of the list.

Chair Mueller asked for a motion to adopt the ADOT established performance targets for the National Highway System with the SVMPO region.

**MOTION:** Member Call

**SECOND:** Member Banks

**ACTION:** PASSED UNANIMOUSLY 5/0

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

### **9. DISTRICT ENGINEERS REPORT**

Jeremy Moore, representing SouthCentral District, reported on ongoing projects in the SVMPO region.

1. SR90/Hatfield project is 99.9% completed with the final walk through occurring in a few weeks. Additional drainage work was completed on this project to add gabions and spillways as rainfall was causing flooding on the new roadway: these new additions have held up well during the most recent rainstorms.
2. SR92 paving and the Foothills intersection project are 4 to 6 weeks from completion. The paving is essentially completed and finish work is going on. A change order will keep the contractor on to resurface the Charleston and SR90 intersection that shows the impact of

heavy turning movements. It will be a two-night milling and replacement job. Member Call asked about the signal timing stating that he has been receiving citizen complaints. Mr. Moore indicated that ADOT is also receiving numerous complaints. The signal loops are currently not in place; signals are not timed specifically for traffic flows at this time. This work is expected to be completed in 3-4 weeks: by mid-October. Once all the signal loops are re-installed the traffic team will re-time the signals all through the project. They will watch how they do and can then tweak each signal light to maximize traffic flows.

Chair Mueller commented that the City of SV is looking at a signal system all connected together and indicated concern if the ADOT signals are not connected into a single system.

Chair Mueller asked that ADOT consider local protocols for planting trees. He stated that he appreciated ADOT re-planting trees in areas where they had to be cut for project work but that ADOT had planted them up high on the banks and not down lower in the drainage areas. This doesn't take advantage of natural drainage to water the trees. Mr. Moore said that absolutely it made sense to use water harvesting, when possible. He stated that he would take this back to ADOT and see if adjustments could be made in where they planted trees in the future. Member Banks asked where the re-planted trees were and Board members described the various locations where ADOT had recently provided landscaping.

Mr. Moore added that feedback from their maintenance staff led ADOT to not use chip-seal on this recent re-paving job on SR92. They hope that the roadway will hold up better.

Chair Mueller stated that a member of the public asked about the main gate bicycle path that narrows on the southeast side. When the road was widened the existing pathway was now much closer than it had been to the road. The Chair asked if some sort of fence or barrier could be put up: perhaps like the metal bars further down on this same pathway at an area with drop-offs. He asked if this is a safety issue given how close the traffic is now to the pathway. Mr. Moore stated he would check with the project designer and get back to the Board.

This was an informational item: no action was taken.

## **10. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT**

- ❖ Rural Summit set for October 24-26, 2018 in Lake Havesu, Arizona. Administrator Lamberton will be attending to represent the SVMPO and member jurisdictions. No other members plan to attend this year. A brief discussion about the purpose of the Rural Summit occurred and Administrator Lamberton advised that any SVMPO Board member was welcome to attend.
- ❖ SVMPO TAC: November 1, 2018, 1 p.m., Public Works Pete Castro Center, Main conference room
- ❖ SVMPO Board: November 15, 2018, 3:30 p.m., City Hall, City Manager's conference room

Administrator Lamberton also advised the Board that:

- ❖ The SVMPO Long-Range Transportation Plan update was tentatively scheduled to begin next year. Two updated plans will need to be completed first: the Public Participation Plan and the Title VI Plan. It is hoped that drafts of those two plans will be ready for the Board's next meeting in November. A copy of the current Public Participation Plan was provided to each Board member in the binders for their review and comments.
- ❖ The SVMPO completed recommendations to FHWA on proposed revisions to Federally Funded Roadway Classifications. The State is re-balancing the entire State network: several roadways were recommended for inclusion in the Federal Classification system. The Town of Huachuca City, which to date has zero of their maintained roadways in the federal system, identified four possible segments which were accepted by ADOT and will be presented to FHWA for consideration. This does not increase their funding for their roadway network but does create the *possibility* of future funding for improvements from sources like HSIP and regional STP funds.
- ❖ Arizona Department of Transportation has been awarded \$1 million dollars for developing a data portal in southern Arizona: \$100,000 has been identified for the SVMPO region. The previous Administrator assisted in the preparation of this grant. This project will be looking at enhanced data collection and more availability of data from the Case Grande Area down through our MPO region. The first meeting is next Monday; this project looks like it has potential to help our business partners with accurate, real-time data.
- ❖ The Administrator does not yet have a mobile phone activated yet, but it is expected to be activated soon. Administrator Lamberton will let the Board know what that number is when she is all set up.

## 11. ANNOUNCEMENTS AND UPDATES

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

Member Banks stated that the Town of Huachuca City have been meeting with Vista Transit and had a workshop with the Town Council last week. The item was tabled so discussions are still ongoing about what to do with their transit system.

No other Board member indicated that they had anything else to share. Chair Mueller stated that the Board welcomed Karen Lamberton as Administrator to their Board, and stated that they appreciated having ADOT and members of the public attend today's Board meeting.

## 12. ADJOURNMENT

Chair Mueller adjourned the meeting at 4:18 p.m.