



# SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD MEETING MINUTES: JUNE 27, 2019

**APPROVED**

---

## MEETING LOCATION:

City of Sierra Vista, City Hall  
City Manager's Conference Room  
1011 North Coronado Drive  
Sierra Vista, AZ 85635

## MEETING DATE AND TIME:

June 27, 2019  
3:00 PM

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.

## 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, City of Sierra Vista
Vice-Chair	Tom Borer, County Supervisor, Cochise County
Member	Rachel Gray, Vice-Chair, City of Sierra Vista <i>(by phone)</i>
Member	Sarah Pacheco, Councilmember, City of Sierra Vista <i>(by phone)</i>
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  
SVMPO Intern: Catarina Porter

## OTHERS PRESENT:

Jeremy Moore, for Rod Lane, ADOT *(by phone)*  
Matthew Williams, Town Manager, Town of Huachuca City

## 1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:01 p.m. Members Banks and Borer present. Member Gray and Mr. Moore, for Member Rod Lane, called in and were present by conference phone. Administrator Lamberton advised that Ms. Pacheco was expected shortly but that she was not expecting RTAC to call in as there were no specific agenda items for them to report on at this meeting. A quorum was present.

## **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 Banks seconded and the motion passed unanimously.

**MOTION:** Vice-Chair Borer

**SECOND:** Member Banks

**ACTION:** PASSED UNANIMOUSLY 4/0

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

No member of the public indicated a desire to speak. Other than Mr. Williams, Town of Huachuca City Manager, no other member of the public was present.

## **4. APPROVAL OF MEETING MINUTES**

**Action:** Approval of the Executive Board Regular Meeting Minutes of May 16, 2019. Chair Mueller asked if the Board had any comments or questions on either set of meeting minutes presented. Chair Mueller noted that his name was incorrectly spelled throughout the minutes, and requested correction of the spelling. Member Banks moved to approve minutes with the corrections noted, Vice-Chair Borer seconded. The motion passed unanimously.

**MOTION:** Member Banks

**SECOND:** Vice-Chair Borer

**ACTION:** PASSED UNANIMOUSLY 4/0

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

### **5. FY19 TITLE VI PLAN: COMPLIANCE REVIEW & TRAINING**

The FY19 Title VI plan was accepted by ADOT's Civil Rights Division on December 17, 2018. A Title VI Compliance Review was conducted on February 12, 2019. Administrator Lamberton referenced the Board's agenda packet that included the complete compliance report and the SVMPO Action Plan submitted in response. She stated that the one outstanding item was a complete FY20 Title VI Plan, which had been conditionally approved, pending the approval of the May minutes, an action that the Board had just taken.

Administrator Lamberton advised the Executive Board members that any member of the public that has a concern about their treatment under the non-discrimination laws and policies of both our federal and state agencies, as well as the MPO, can file a complaint. This process was provided to the Board in their agenda packets and is also available on the MPO website and in the MPO offices. To date, no complaints have been filed under Title VI with the MPO.

Administrator Lamberton also stated that the ADOT Civil Rights Divisions had presented to the MPO planners common issues that came up during their FY19 compliance reviews. Two of these challenges were raising the level of training with MPO Committees and Boards and reaching out to document the demographic characteristics of meeting attendees. The requirement is to ensure that outreach is conducted fairly and equitably, reaching to similar population group as is present in the region and in the adjacent areas of the project site. To do this it requires that the MPO know what that demographic breakdown looks like and then make adjustments in outreach to ensure we

reach the Title VI identified vulnerable population groups. This is why the North Garden project had identified the need for additional outreach to Spanish populations and why the Board increased project funding to make sure this could occur during the design phase.

Administrator Lamberton also shared with the Board members an outreach demographic poster board used at the TIP public houses. 71% of attendees responded on this poster board, a significant increase in a response rate to inquiries about demographics (typically done with survey forms). Board members discussed the data identified on the poster board. Chair Mueller asked what the next Title VI items for the Board would be. Administrator Lamberton replied that the next item was an Annual Report, due to the Civil Rights Division by August 1<sup>st</sup>, but this report did not require Board approval. She stated that all of the goals identified in the FY19 report had been completed. She also advised that the Board had been seeing items on Title VI frequently due to two factors: one, the MPO had been behind on developing their FY19 report and two, the SVMPO had been selected for an overall compliance review. The SVMPO is now caught up, the FY20 report has conditional approval, and there are no Title VI deficiencies identified for the MPO at this time.

***Member Sarah Pacheco joined the meeting by phone during this item.***

**No action taken:** this was an information/training item.

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

### **6. SVMPO LEDGER**

The Board reviewed the current funding ledger for the SVMPO region and was advised that loans had been fully executed to move available funds from FY 19 to FY20. Administrator Lamberton advised Board members that the amount at the bottom of the ledger, an estimated \$1.9 million, was the amount available to be programmed for eligible projects in the Transportation Improvement Program (TIP).

**No action was taken:** this was an information item.

### **7. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

**Action:** The Board was provided the approved 2019-2023 Transportation Improvement Program (TIP) and Administrator Lamberton stated that this was the final approved version of the TIP for the prior year. The completed 2020-2024 TIP was provided to the Board and the Administrator discussed what was included in the full update of this document.

Administrator Lamberton stated that amendments to this TIP was a certainty, and were expected with this document. As carry forward amounts are determined, new projects added and costs finalized, changes would come forward to the Board. A Call for Projects has been issued to all member jurisdictions. None of the proposed projects were deemed solid enough to bring forward at this time. The TAC recommended that additional work be done to detailed more closely costs and proposed time schedules before they made recommendations on future projects to the Board. Those potential project include the possibility of contributions to LIDAR mapping for the County, Hydrology Study for the City, additional North Garden/Fry Blvd. phases for the City and roadway resurfacing within the Town.

Administrator Lamberton shared that several Open Houses were provided for the draft TIP and thanked Member Banks for her attendance at the Town's Open House held at the Town Library. 35 people attended the Open Houses and provided comments to staff. Those comments are noted in the Public Outreach section of the TIP. Comments indicated that there was a desire by attendees for the MPO to look further into transit options between Vista Transit and outlying areas, that most attendees liked the projects presented with one stating that they "hoped we could get them built". Several ideas were presented that the TAC is considering, including a joint project between the County and the City on Theater Dr. The Administrator pointed out that although 35 people did not seem like a lot (and she also noted this number did not include staff or relatives present just to help out) it was more than the 27 people that showed up for the five Open Houses that PAG held on their TIP and is, for this kind of regional document, a good response.

Chair Mueller asked if the Board if they had any further questions or comments on the 2020-2024 TIP. Hearing none, the Chair asked for a motion to adopt the TIP. Member Borer made the motion, Member Banks seconded and the motion passed unanimously.

**MOTION:** Vice-Chair Borer

**SECOND:** Member Banks

**ACTION:** PASSED UNANIMOUSLY 5/0

#### **8. JOINT PROJECT AGREEMENT BETWEEN ADOT AND SVMPO**

Administrator Lamberton advised the Board that the update of the Joint Project Agreement update between the Arizona Dept. of Transportation and the SVMPO had been executed. A number of revisions have been made to this agreement, adding requirements, changing deadlines and setting thresholds for audits. The current tasks and deadlines were provided to the Board in their agenda packets and the Administrator directed the Board's attention to these items. These are the items required to be completed by the MPO in exchange for the federal and state planning funds the MPO receives to conduct regional transportation planning work.

**No action was taken:** this was an information item.

#### **9. WORK PROGRAM AND BUDGET: FY20/FY21**

The Executive Board adopted the FY20/FY21 Work Program at their May Board meeting. A brief summary was presented of the major work elements and proposed work tasks. Administrator Lamberton pointed out that the Work Program was fully programmed and that results in an aggressive and proactive FY20 set of work tasks. It also reflects a large carry forward in funds, almost double the typical MPO work program. That results in a higher than normal match requirements – the topic of the next agenda item.

Chair Mueller asked if there were any questions or requested changes to the Work Program. Hearing none, he advised that it was expected that the work program items would come forward to the Board again for possible amendment as new projects or changes in funding occurred.

**No action was taken:** this is an information item.

#### **10. IN-KIND MATCH DISCUSSION: FY20/FY21**

Administrator Lamberton advised the Executive Board that one implication of the larger Work Program was a doubling of needed match amounts. She stated that the SVMPO is currently relying entirely on in-kind match with no cash match contributions from any of the member jurisdictions. The Board can make choices about how to meet their required match and one very common way is to have a formula to adjust the match requirements. Member Banks pointed out that it made no sense for the Town to have the same match as the County, who has a much larger share of the SVMPO and more resources.

Administrator Lamberton stated she was looking for either a motion from the Board or direction from the Board on what they wanted to do to ensure the MPO is able to make their match amounts. She noted that they could continue to do what they are doing now, they could front end match amounts to create a funding source dedicated to the MPO activities, they could develop a formula driven match requirements with a mix between in-kind and cash match, they could look at cash match for the operating costs of the MPO and look to in-kind from whichever member jurisdiction is benefiting from any given study, plan or project. Administrator Lamberton reminded Board members that in-kind match assumes a commitment from each member jurisdiction to staff time dedicated to regional activities. Currently, only the City of Sierra Vista provides any other services for the MPO and it is their in-kind contribution, through the provision of office spaces and services, that covers virtually all of the in-kind match claimed by the SVMPO.

Administrator Lamberton indicated that the Board may wish to discuss opportunities for either the County or the Town to share in the opportunity to provide services that could count towards their in-kind match. One option for member jurisdictions to consider is a different type of split between services so that the burden is not entirely on the City of Sierra Vista. Chair Mueller stated that it has not been a problem to host the MPO, to date, and they are happy to continue to do so. Member Banks stated that the Town could possibly provide meeting rooms or some other service to help with their in-kind match. Vice-Chair Borer stated that a central location was important for MPO meetings but that the County was also willing to consider providing some services and would discuss this with the County Administrator and other Board members. Board members agreed that the provision of services or the purchase of services should be an effective use of both SVMPO and member jurisdiction resources.

After discussion of this item, no firm decision was made by the Board. The Board felt this matter would require some thought and several pointed out that FY20 budgets were set and may not have considered a contribution to the MPO. Administrator Lamberton stated that for the first part of the year there would be no harm in continuing with the current practice; however, that she was seeking a decision by the beginning of next calendar year in order to ensure that match could be made for the fully programmed Work Program.

Additional information about different options and possible splits in match amounts were requested for further discussion at the next Board meeting. Member jurisdictions indicated that they would be having discussions with their Town/City Councils and with the Board of Supervisors on this topic. Completing the Work Program is important to the Board members and there was general consensus that a way would be found that was fair and equitable to ensure match requirements was covered. The Administrator was asked to bring back to the Board formula based

in-kind match options for splitting match amounts up by different categories; in particular, populations, square miles and road miles.

**No action was taken:** this was a discussion item.

#### **11. WORK SESSION FOLLOW-UP**

Administrator Lamberton directed the attention of the Board members to the action items of from the Board Work Session held in April. She stated she was asked to set these for a regular meeting and further discussion. Board members then commenced to discuss the current composition of the Board and the implications of the current five member Board. There was some sentiment that adding in ADOT as a voting member had merit but then concern was expressed that a six member Board resulted in the possibility of tie votes.

Chair Mueller suggested that the County consider adding a second member. Vice-Chair Borer indicated that this was not at all possible with the existing County resources and could not be done. Vice-Chair Borer then suggested that the City of Sierra Vista consider dropping one member and making them an alternate thus increasing the potential of always having a quorum available but also then keeping with the five member Board. Chair Mueller stated that he was opposed to dropping a Sierra Vista member. Both Vice-Chair Borer and Member Banks inquired why this was the case as the City would still have two voting members. The Chair then stated that he would bring that discussion to his City Council but that he would not recommend dropping a City Board member. He advised that he would check with his City Council and then let the Administrator know to bring the item back to the Board for further discussion.

Administrator Lamberton noted that there are ways to address tie votes and that was also an option for the Board to consider if ADOT was brought on a voting member. The Administrator was asked if other positions could be created that were not elected officials and she advised that the formation of the Executive Board was limited to elected officials with the exception of the ADOT voting seat that was reserved for the State Transportation Board member, who is a Governor appointed position, or their designee, who is always the District Engineer for the MPO region. The larger committees are those underneath the Board, such as the TAC or subcommittees or temporarily formed Citizen TACs for larger projects, like the long-range transportation planning effort.

Chair Mueller advised the Board that the City was looking at revising their Agreement with the SVMPO and a draft was over at the City Manager's office.

**No action was taken:** this was a discussion item.

#### **12. TRANSIT ASSET MANAGEMENT REPORT**

Ms. Catarina Porter, the SVMPO Transportation Planner intern, shared with Board a complete inventory and assessment of the Vista Transit shelters and stops. The inventory included benches, signs, trash-cans and over-all condition of the shelter or stop. Recommendations were made to Vista Transit and a presentation had been done with Vista Transit staff of the findings of the inventory. This completed inventory has been wrapped into an update of the September 2018 Transit Asset Management Report. The revised June 2019 Transit Asset Management Report, known as the TAM Report, now meets the FTA requirements until 2022, under current FTA and

ADOT Transit Division policies. Copies of the completed TAM Report was provided to Board members.

Chair Mueller noted that this report was timely as Vista Transit will be changing their routes on July 1<sup>st</sup>. It was also noted that it was important to ensure that adequate ADA space (e.g. for wheelchairs) is provided under shade/shelters at the new stops along the revised routes.

Chair Mueller asked if the TAM Report needed to be adopted. Administrator Lamberton advised that no Board action was required, this was an informational report required of Vista Transit. Chair Mueller then thanked Ms. Porter for her work in behalf of Vista Transit.

**No action was taken:** this was a presentation item.

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

#### **13. SOUTHCENTRAL DISTRICT REPORT**

Mr. Jeremy Moore, ADOT, shared that maintenance crews has completed work on Highway 90 at Charleston and Camino del Sol but that a little bit of striping modifications would be done in the next week or two. The Highway 92/Foothills project also completed and ADOT had just put in the RPM's for the turning lanes at the Foothills intersection. Chair Mueller commented that he had been asked to pass along thanks for the additional intersection striping by a member of the public. ADOT and/or the Administrator will report on the status of current and potential ADOT projects within the region.

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

Administrator Lamberton advised that the Rural Summit is scheduled for October 23-25, 2019 in Tucson, AZ. This is a conference intended to foster coordination between rural local agencies on policy and state legislative activities. Registration is now open and the SVMPO has budgeted registration fees for SVMPO Board members and their alternates. A block of rooms is reserved under the SVMPO; however, travel and room costs are on the member jurisdictions that choose to attend. Chair Mueller asked Board members that wish to attend the Rural Summit to let the Administrator know so that she can make sure they are registered.

SEAGO Meeting set for July 18, 2019 at 10:00 a.m. Cochise College, Benson, AZ

MPO/COG Planner Meeting set for August 2, 2019 at 10:00 a.m. MAG offices, Phoenix, AZ

EDC Stakeholders Meeting set for September 12, 2019 at 10:00 a.m. MAG offices, Phoenix, AZ

MPO/COG Director Meeting set for August 22, 2019 at 10:00 a.m. MAG offices, Phoenix, AZ

Administrator will possibly be on vacation/working out of the office from July 11<sup>th</sup>- 19<sup>th</sup>.

- ❖ Ms. Catarina Porter, SVMPO Transportation Planning Intern, provided a very brief update on work completed by the MPO on the MAG Employment Database. This database is available to the public for demographic information and employment data. The MPO's help to update purchased data from Dun and Bradstreet. Ms. Porter stated that she had conducted updates using web sources and direct contact by phone to businesses with more than five employees throughout the SVMPO region. In many cases the purchased data was

out of date, businesses were closed or had less employees than had been indicated. This data will also be used for the SVMPO transportation model needed for the upcoming long-range transportation plan update.

- ❖ Administrator Lamberton reminded the Board that they had previously supported a grant application to FHWA for the development of a virtual database portal called Sun Cloud Project. This grant request was awarded and MAG is taking the lead on this effort. A consultant team will be hired and this work will begin in a few months. Chair Mueller asked for a more detailed update on this topic at a future Board meeting.
- ❖ The Administrator and/or RTAC representatives will update the Board on the status of Federal and State legislative activities.

## **15. ANNOUNCEMENTS AND UPDATES**

Executive Board to share information and current events.

## **16. FUTURE AGENDA ITEMS**

The next Board meeting is scheduled for September 19, 2019 at 3:00 p.m. The Board discussed having an agenda item on Open Meeting Law. Board members indicated that they feel they have had a lot of training on this topic but if it was scheduled were not opposed to hearing the information again. Chair Mueller stated that the City has a great person to make this presentation – their City Clerk is very knowledgeable on this topic. Administrator Lamberton stated that it did not appear to be a topic of urgency but when an opportunity arises to provide an update on this topic she would schedule it for a Board meeting that was not overly scheduled with action items.

The September Board meeting will also include a closed Executive Board session to evaluate the Administrator who began work in late August of last year. Chair Mueller stated that he is working on an evaluation form that will be sent to Board members in advance of the Executive Session. A critique of the form will also be done at the session as it may not include all the items that should be reviewed. Member Borer indicated he may not have much to contribute as he hasn't been a Board member for the entire year but would be happy to sit in.

The last 2019 Board meeting is set for November 21<sup>st</sup>, at 3:30 p.m. Several Board members had previously indicated potential conflicts with the November Board date. These conflicts were not resolved but a quorum still seemed possible. The Sierra Vista members asked that the meeting be set earlier, at 3:00 p.m. to provide a little room between the MPO Board meeting and the Sierra Vista Council meeting that follows immediately thereafter. This meeting date and time will be revisited at the September meeting.

## **17. ADJOURNMENT**

Chair Mueller adjourned the meeting at 4:32 p.m.