



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD: REGULAR MEETING AGENDA: SEPTEMBER, 2019

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:

September 19, 2019
3:00 p.m.

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: www.svmppo.org
Email: SVMPO@SierraVistaAZ.gov
Administrator Phone: 520-515-8525

SVMPO BOARD OF DIRECTORS

One or more members may participate via teleconference

Chair:	Rick Mueller, Mayor, City of Sierra Vista
Vice-Chair:	Tom Borer, Supervisor, Cochise County <i>Designated Alternate:</i> Peggy Judd, Supervisor, Cochise County
Member:	Rachel Gray, Councilmember, City of Sierra Vista
Member:	Sarah Pacheco, Councilmember, City of Sierra Vista
Member:	Joy Banks, Councilmember, Town of Huachuca City <i>Designated Alternate:</i> Cynthia Butterworth, Councilmember, Huachuca City
Member (Non-Voting)	Rod Lane, Arizona Department of Transportation

STAFF: SVMPO Administrator: Karen L. Lamberton, AICP

1. CALL TO ORDER AND ROLL CALL

2. ACCEPTANCE OF THE AGENDA

3. CALL TO THE PUBLIC

This is the time set aside for the public to comment. Speakers are limited to a three-minute presentation and may also submit written comments for the Board files. 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 responding to any criticism, directing staff to review the matter, or scheduling the matter for discussion at a later date.

4. APPROVAL OF MEETING MINUTES

Action: Approval of the Executive Board Regular Meeting Minutes of June 27, 2019.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. SVMPO LEDGER

The Board will review the current funding ledger for the SVMPO region and be advised of pending loans between the SVMPO and other agencies to ensure adequate funding in place for the \$2.5 million North Garden/Fry Blvd. construction project.

This is an information item.

6. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Action: The Board will review the approved 2020-2024 Transportation Improvement Program (TIP). A Call for Projects was issued to the member jurisdictions and proposed projects, along with TAC recommendations, will be presented. An additional \$320,000 dollars has been recommended for programming in the 2020-2024 TIP. These projects include supporting Cochise County's LIDAR flight; the City of Sierra Vista's North Garden/Fry Blvd design and construction project; the City of Sierra Vista's pending hydrology study for the Avendia Escuela extension and holding in reserve additional funds for the Town of Huachuca City's emergency pre-emption signal project, pending final cost estimates.

This is an action item.

7. BY-LAW REVISION

Action: One minor clarification in the SVMPO By-Laws will be brought forward to the SVMPO Board for action. The Board has identified a needed change to the SVMPO By-Laws, Section III: A. 3. (a) to set elections for every other year, beginning with our last election held in January of 2019, instead of once a year, at the first meeting of each calendar year.

This is an action item.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

8. SOUTHCENTRAL DISTRICT REPORT

ADOT and/or the Administrator will report on the status of current and potential ADOT projects within the region. This item is the time for the Board to discuss issues or raise questions related to projects under the jurisdiction of ADOT.

This is an information item.

9. RTAC REPORT

Kevin Adam, the RTAC Liaison, will provide the SVMPO Board members with a summary of federal and state legislative activities.

The Arizona Rural Summit is being held October 23-25, 2019, in Tucson, AZ. This conference is intended to foster coordination between rural local agencies on policy and state legislative activities. Board members will be asked to confirm attendance so that blocked rooms may be released for other attendees (the conference hotel is fully booked at this time).

This is discussion item. Direction to the SVMPO Administrator regarding attendance at the Rural Summit is requested.

10. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

ICOET Conference - September 23-27th - Sacramento, CA

BPAC Meeting - September 30th at 11 a.m. – Sierra Vista, AZ - Public Works Bld.

Arizona Rural Summit - October 16-18th - Tucson, AZ

AMPO Conference - October 21-25th - Baltimore, Maryland

TAC Meeting – November 5, 2019

The Administrator will provide a briefing or update to the Board on the following regional items:

- ❖ May 13, 2019 fully executed JPA Agreement with ADOT.
- ❖ ADOT contract and financial compliance audits of the SVMPO.
- ❖ Administrative Amendment to the adopted FY20/FY21 Work Program and Budget.
- ❖ FTA Required Transit Asset Management and Transportation Improvement Plan reports.
- ❖ SVMPO On-Call RFP.
- ❖ Sun Cloud Data Portal Project.
- ❖ SVMPO staff changes.

11. ANNOUNCEMENTS AND UPDATES

This is the time set aside for the Executive Board to share information and current events.

12. FUTURE AGENDA ITEMS

The last 2019 Board meeting is scheduled for **November 21, 2019 at 3:30 p.m.** Several Board members indicated potential conflicts with the November Board date. Alternative dates could potentially be Thursday, November 7th or Thursday, November 14th. The SVMPO Administrator seeks direction from Board members to ensure a potential quorum for the November meeting date. The SVMPO Board may also discuss, and tentatively select, Work Session dates for items related to reaching consensus on member jurisdiction match contributions; structure of the SVMPO Board; and, potentially restructuring the Bicycle and Pedestrian Advisory Subcommittee.

13. EXECUTIVE SESSION

The SVMPO Board may vote to adjourn to Executive Session pursuant to A.R.S. §38.431.03 for purposes of evaluating the performance of the SVMPO Administrator. The SVMPO Administrator's one-year anniversary in this position was August 27, 2019.

If authorized by the requisite vote of the SVMPO Board, the Executive Session will be held immediately after the vote, at the same location as the SVMPO Regular Board meeting, and will not be open to the public. Discussion and possible action may occur, as permitted under A.R.S. §38.431.03 (A) (1)-(7), related to the performance evaluation and/or contract language regarding her position responsibilities and delegated authority.

14. ADJOURNMENT of REGULAR SESSION

The meeting room is accessible to those individuals with mobility impairments. Individuals with disabilities who require special accommodations or have limited English proficiency and are in need of an interpreter may contact Karen Lamberton at 520.515.8525 at least 72 hours before the meeting time to request accommodations.

Si necesita acomodaciones especiales o un interprete para esta conferencia, debe ponerse en contacto con Karen Lamberton al numero 520.515.8525 por lo menos setenta y dos (72) hora antes de la conferencia.



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

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:

June 27, 2019
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, 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
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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 1st, 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 1st. 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 11th- 19th.

- ❖ 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 21st, 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.

SVMPO STBG Ledger FY 2020-2024

9/03/2019

**SVMPO Administrator Revisions
For Discussion Purposes Only**

SVMPO STBG Ledger Action	Projected Fed Funds			Cumulative Balance	
	OA Rate	Apportionment	OA	Apportionment	OA
FY 2019 Balance				\$20,326	\$0
FY 2020 Allocation	94.9% *	\$398,555	\$378,229	\$418,881	\$378,229
Work Program OA Transfer		\$0	-\$12,806	\$418,881	\$365,423
Repayment in from SEAGO		\$200,000	\$200,000	\$618,881	\$565,423
Repayment in from CYMPO		\$10,000	\$10,000	\$628,881	\$575,423
Repayment in from ADOT		\$2,021,056	\$2,021,056	\$2,649,937	\$2,596,479
North Garden Ave/Fry Blvd Design		-\$55,000	-\$55,000	\$2,594,937	\$2,541,479
Transfer to Work Program: Hydrology Study		-\$50,000	-\$50,000	\$2,544,937	\$2,491,479
Transfer to Work Program: LIDAR Flight		-\$120,000	-\$120,000	\$2,424,937	\$2,371,479
Huachuca City Pre-Emption Signal		-\$100,000	-\$100,000	\$2,324,937	\$2,271,479
Loan to MPO/ADOT Pending		-\$2,241,479	-\$2,241,479	\$83,458	\$30,000
FY 2020 Balance				\$83,458	\$30,000
FY 2021 Allocation	94.9% *	\$398,555	\$378,229	\$482,013	\$408,228
Work Program OA Transfer		\$0	-\$12,806	\$482,013	\$395,422
Repayment in from SEAGO		\$0	\$0	\$482,013	\$395,422
Repayment from MPO/ADOT Pending		\$2,241,479	\$2,241,479	\$2,723,492	\$2,636,901
North Garden Ave/Fry Blvd Phase 1		-\$77,000	-\$77,000	\$2,646,492	\$2,559,901
North Garden Ave/Fry Blvd Phase 1		-\$2,539,284	-\$2,539,284	\$107,208	\$20,617
FY 2021 Balance				\$107,208	\$20,617
FY 2022 Allocation	94.9% *	\$398,555	\$378,229	\$505,763	\$398,846
Repayment in from SEAGO		\$425,000	\$425,000	\$930,763	\$823,846
FY 2022 Balance				\$930,763	\$823,846
FY 2023 Allocation	94.9% *	\$398,555	\$378,229	\$1,329,318	\$1,202,075
FY 2023 Balance				\$1,329,318	\$1,202,075
FY 2024 Allocation	94.9% *	\$398,555	\$378,229	\$1,727,873	\$1,580,303
FY 2024 Balance				\$1,727,873	\$1,580,303

* OA Rate subject to change

OA = Obligation Authority. Percentage of apportionments that is available for reimbursable expenses

STBG = Surface Transportation Block Grant funds. This amount is allocated to SVMPO based upon the 2010 Census

Cumulative Balances = Any apportionments or OA balance is added to the next allocation for programming.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: September 19, 2019
Subject: 2020-2024 Transportation Improvement Program (TIP)

A Call for Projects was issued earlier this year and the SVMPO TAC discussed five submitted Proposals and identified potential projects for programming available TIP funds. \$398,000 is available to the SVMPO in apportionments each fiscal year. Annual apportionments translates into \$378,229 in funds that can be obligated by the SVMPO for regional construction projects.

The SVMPO TAC recommends the following actions be taken to add funding to one existing TIP project and to transfer funds into the SVMPO Work Program for two new planning related activities. A recommendation is also made to hold a contingency amount back until the November meetings before executing loans on remaining funds. One project, for a Cochise County pathway around their Palominos detention basin, was discussed and had merit but the project did not meet eligibility for HURF Exchange and the total project cost of \$30,000 made the use of federal STBG funds ineffective due to the federal mandates which would increase costs and time for this small enhancement.

1. The North Garden/Fry Blvd design project cost proposal was higher than currently programmed funds. The City requested an additional \$50,000 in design and \$70,000 for the construction phase to fully fund the approved design scope of work and cover the post-design engineering services. This is a HURF Exchange project and an additional 10% over the amount requested to cover the ADOT exchange rate from STBG. \$55,000 needed in FY20; \$77,000 in FY21.
2. The City of Sierra Vista requested a contribution of \$50,000 towards the Hydrology/Floodplain Study for the Avendia Esculea extension project. This project has the potential of construction funds from WalMart for up to half of the bridge costs. It is an identified regional corridor link and it strongly recommended by emergency services and law enforcement to address the one single access point to a large recreational area.
3. Cochise County requested a contribution towards a LIDAR flight of \$120,000. This flight is a critical data update need for regional work on long-range planning and design needs for member jurisdiction. Technology advances have added value to this flight data, especially as it relates to floodplain mapping.
4. The Town of Huachuca City requested that the SVMPO hold a buffer of \$30,000 for the Town of Huachuca City's Emergency Pre-Emption Signal project. Rick Engineering is preparing design plans and a bid packet for the Town this month. This project is expecting a solid cost estimate by our November TAC meeting: the bid packet should be ready by the end of October. Although preliminary estimates indicated that sufficient funds were set aside the Town is working with ADOT to finalize the number of signal heads and other features that potentially could increase costs.

The SVMPO does have have options for lending funds to other MPO's in order to carry funds forward into future TIP years. It is recommended that any funds not programmed by the November TAC and Board meetings be transferred in a loan(s) to future years.

Future projects for FY2022-2024 are expected to be developed through planning studies conducted in the next two years as part of the approved Work Program. Fully developed Project Scope, costs and time schedules would be brought forward by the member jurisdictions to the SVMPO TAC, and then to the Board, before being included in future TIP's. Future projects may include:

1. The City of Sierra Vista Avenida Escula bridge project and roadway extension.
2. The City of Sierra Vista North Garden/Fry Blvd Phase 2 construction.
3. The Town of Huachuca City roadway resurfacing project. The full scope and potential costs are expected to come out of a roadway assessment study planned for this calendar year for roadway network in and around the Town of Huachuca City.
4. Cochise County work on Moson Road.

Attachments:

Action Requested: Motion to amend the 2020-2044 TIP to add a total of \$302,000 in new and added funding to three projects on the 2020-2024 TIP.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: September 19, 2019
Subject: SVMPO By-Laws Revision

On January 17, 2019, the SVMPO Board of Directors directed the Administrator to bring forward a revision to the SVMPO By-Laws to clarify an inconsistency in the SVMPO By-Laws regarding election cycles when there were other By-Law amendments being brought forward. However, ADOT's contract compliance and JPA audit reviews flagged this By-Law discrepancy and it is recommended to address this minor change within this calendar year.

The SVMPO By-Laws, Section III: A. 3.(a) sets elections for every year, at the first meeting of each calendar year. That same section also sets the Chair and Vice-Chair positions to serve "...for a period of two years".

The SVMPO Board indicated that they desire to keep the two-year time frame for each position, unless there is a vacancy, and to hold elections every other year.

It is recommended to change the language in Section III: A. 3. (a) as follows:

- (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, **every other 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 two years.

Attachments:

Action Requested: A motion to approve revising the SVMPO By-Laws to cause elections to be held every other year, consistent with positions for Chair and Vice-Chair being held for two years.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

401 Giulio Cesare Ave, Sierra Vista, Az 85635-2411

Administrator’s Report/Executive Board Meeting: September 19, 2019

Joint Project Agreement with ADOT

The revised Joint Project Agreement between the SVMPO Board and ADOT was fully executed on May 13, 2019. The new Agreement, GRT-19-0007317-T, defines the mandated tasks of the MPO in exchange for appropriated federal and state funds. The major change is that Work Programs are now required to cover a two year period of time; Transportation Improvement Program projects are now to be maintained in an electronic format called E-STIP and reimbursements are to be made in an electronic format called E-Grants.

Contract Compliance and JPA Audits

The SVMPO recently underwent another audit by ADOT related to our Joint Project Agreement and Finance Arrangements. Audits of the MPO activities are routine, with ADOT rotating between their 12 COG’s and MPO’s, to assist us in meeting all the federal and state requirements that govern our work. These are the first audits held of our operations since the SVMPO was formed in 2014.

The contract compliance review was held on July 9th, the SVMPO responded on July 22nd and agreed to work with the SVMPO Board on organization structure, the City’s Agreement with the MPO and potentially bring changes to our By-Laws forward to implement those structural changes. The FY19 JPA/Grant Administration audit was held on August 27th and 28th. The findings from this two-day audit will be transmitted by the end of September and the MPO will have two weeks to respond to those recommendations. We expect these findings to be closely aligned with the earlier contract compliance review and are already working at addressing known areas of deficiencies (the one that is of most concern may be the historic pattern of late reimbursement filings – by the end of FY19 these were occurring on time with no submittal errors). Other potential deficiencies, such as the lack of an approved Title VI Plan, had been fully addressed by the end of FY19.

The Board will be kept apprised of the findings and any actions needed to be taken by the SVMPO to be fully compliant with our agreements with ADOT.

Work Program and Annual Budget Administrative Amendment

The FY20 & FY21 Unified Work Program and Budget was approved by Federal Highway Administration on June 27, 2019. At the close of the Fiscal Year, the carry forward amounts were adjusted from projected to actual dollars and brought forward as an Administrative Amendment on August 16, 2019. This Administrative Amendment was approved on August 20, 2019.

Final budget, with actual carry forwards and FY20 fund awards is \$630,387.99. Match amounts reflect a higher percentage of PL funds, with lower match amounts, being carried over instead of SPR funds, with higher match amounts. Total match now needed for FY20 is \$81, 493.63. The SVMPO is following up on the potential that in-kind match for the FTA funds may be allowed to be carried forward: if this is the case then the SVMPO has sufficient FY19 carry forward in-kind match funds to fully cover the FTA fund in-kind match requirement.

FY2020 REVENUES: AUGUST 2019				
REVENUE SOURCE	APPORTIONMENT	OA	IN-KIND MATCH	BUDGET
PL/ FY19 (Carry Forward)	\$ 167,923.77	\$ 167,923.77	\$ 10,150.22	\$ 178,073.99
SPR / FY19 (Carry Forward)	\$ 56,990.39	\$ 56,990.39	\$ 14,247.60	\$ 71,237.99
FTA/FY18 (Carry Forward)	\$ 43,233.20	\$ 43,233.20	\$ 10,808.30	\$ 54,041.50
PL / FY20	\$ 126,081.00	\$ 126,081.00	\$ 7,621.01	\$ 133,702.01
SPR / FY20	\$ 125,000.00	\$ 125,000.00	\$ 31,250.00	\$ 156,250.00
FTA 5305 FY19	\$ 29,666.00	\$ 29,666.00	\$ 7,416.50	\$ 37,082.50
TOTAL	\$ 548,894.36	\$ 548,894.36	\$ 81,493.63	\$ 630,387.99

The Sierra Vista Metropolitan Planning Organization is a regional policy and planning agency serving the City of Sierra Vista, the Town of Huachuca City and Cochise County in partnership with the Arizona State Department of Transportation. We share information and build consensus among our member jurisdictions on regional transportation plans and projects.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

401 Giulio Cesare Ave, Sierra Vista, Az 85635-2411

Transit Asset Management and Transportation Improvement Plan reports

The SVMPO, in coordination with Sierra Vista's Vista Transit, has completed and transmitted required FTA reports related to Transit Assets Management and a Maintenance Plan for those assets. This work was completed by the SVMPO Intern, Caterina Porter, on August 12, 2019. These reports will meet requirements for 3-4 years under current regulations.

SVMPO On-Call Request for Proposals

In an effort to streamline the requirements of federal, state and the SVMPO Fiscal Agent for procurement, an On-Call Request for Proposals was developed to cover most of the potential activities in the approved Work Program. Once this list is developed On-Call consultants will be solicited for specific cost proposals related to approved tasks in the Work Program. This RFP is being released this week; a non-mandatory pre-proposal meeting is scheduled for October 8th and Proposals are due the end of October. Three projects are anticipated to be released for contracting in November: the Long-Range Transportation Plan; the Short Range Transit Plan and a Roadway Assessment for the Town of Huachuca City area.

This effort was more challenging than anticipated. However, the City and the SVMPO now have a template for taking projects out for bid and contracting for SVMPO projects.

Sun Cloud: A Megaregion Data Portal in the Sun Corridor of Arizona

This project is a grant funded project from the Center of Accelerating Innovation to develop technological enhancements to how data is collected, stored and shared throughout the southern Arizona region. Maricopa Association of Governments is taking the lead on this ambitious project: \$100,000 has been allocated specifically to the SVMPO region to assist us with software, hardware and potentially staffing to achieve the goals of this projects. There is a 20%/\$25,000 in-kind match associated with those funds. The total grant award was one million dollars.

Mr. Dan Coxworth, Cochise County's Community Development Director, plans to take an active role in this project. MAG is currently in early stages of the procurement process for a lead consultant team to undertake the work activities of this project. One of the first deliverables will be meetings in the region with emergency services, IT, utilities, colleges and other stakeholders that collect and use data in the region. MAG is looking to set this up within the next couple of months.

SVMPO Staff Changes

The Work Program identified funding for an intern and/or a part-time temporary position for both FY20 and FY21 as well as a potential full-time position for a regional transportation planner after January of 2021. The SVMPO Intern, Caterina Porter, returned to BYU-I earlier this month. Upon leaving Ms. Porter left the following note that I would like to share with you: *"I have really enjoyed the last seven months working as your intern. You were an excellent boss and mentor though this internship. The words of wisdom and guidance you have given me are sure to be valuable through both my career and personal life."*

We are filling her vacant spot with a part-time, temporary (6-8 month) civil engineer position. Mr. Dennis Donovan, P.E., will be joining the SVMPO in that role and will be providing project management and support to the Town of Huachuca City's projects and to the North Garden/Fry Blvd. project.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: September 19, 2019
Subject: Executive Session – SVMPO Administrator Annual Review

The SVMPO Board may vote to adjourn to Executive Session pursuant to A.R.S. §38.431.03 for purposes of evaluating the performance of the SVMPO Administrator. The SVMPO Administrator's one-year anniversary in this position was August 27, 2019.

If authorized by the requisite vote of the SVMPO Board, the Executive Session will be held immediately after the vote, at the same location as the SVMPO Regular Board meeting, and will not be open to the public. Discussion and possible action may occur, as permitted under A.R.S. §38.431.03 (A) (1)-(7), related to the performance evaluation and/or contract language regarding her position responsibilities and delegated authority.

The SVMPO Administrator is advised, under A.R.S. §431.03A.(1) of this notice of the intent to provide her with an annual review of her performance and discussion of her contract with the SVMPO Board within a closed executive session and of her right to request that this discussion or consideration occur in an open meeting. Such notice, if desired, shall be conveyed in writing not less than twenty-four of hours of the scheduled public meeting.