



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD WORK SESSION MEETING SUMMARY: NOVEMBER 14, 2019

APPROVED

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:

November 14, 2019
1:00 PM

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: www.svmppo.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
Member	Sarah Pacheco, Councilmember, City of Sierra Vista
Member	Joy Banks, Councilmember, Town of Huachuca City
Member (Non-Voting)	Rod Lane, Arizona Department of Transportation

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Ed Stillings, Federal Highway Administration
Matthew Williams, Town of Huachuca City Manager
Victoria Yarbrough, City of Sierra Vista Assistant City Manager (*In attendance for Items 1 & 2*)

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 1:07 p.m. Vice-Chair Borer, and Members Gray, Pacheco and Banks were present. Member Rod Lane, called in and was present by conference phone. A quorum was present.

2. SVMPO and CITY OF SIERRA VISTA HOSTING AGREEMENT

Executive Board members discussed possible revisions to the existing SVMPO and City of Sierra Vista agreement for hosting the SVMPO and providing various support services. The City of Sierra Vista indicated their willingness to continue their hosting agreement with the SVMPO. Chair

Mueller shared with the SVMPO members proposed changes that were under discussed with the City's Manager's office and SVMPO Administrator. Once a final version has been drafted both the SVMPO Executive Board and the Arizona Department of Transportation will be given the opportunity to review prior to adoption by both the SVMPO Board and the City of Sierra Vista Council.

3. SVMPO EXECUTIVE BOARD COMPOSITION

Executive Board Members discussed possible revisions to the existing SVMPO Executive Board composition and approved voting members. These revisions included keeping the SVMPO Executive Board the same as it currently is; changing the non-voting status of the ADOT representative to a voting position; dropping or adding member jurisdictions representatives. Board members indicated concerns with having an even number of Board members. Parliamentary procedures were also discussed as they might relate to dealing with tie votes.

It was noted that typically MPOs had a seat that was dedicated to a State Transportation Board member, appointed by the Governor. The seat for the SVMPO district has been vacant but Chair Mueller noted that the Governor has made an appointment, Mr. Richard Searle, a former County Supervisor. This position is pending Arizona State senate confirmation, which would not occur any earlier than January. The Executive Board indicate a desire to continue the discussion about changing the Board composition after the State Transportation Board member for the SVMPO District is formally appointed in early 2020.

4. WORK SESSION BREAK

Chair Mueller checked in with the members of the Board and all indicated a desire to continue to the next Work Session agenda item.

5. SVMPO MEMBER JURISDICTION MATCH REQUIREMENTS

Executive Board members discussed existing regional match requirements and reviewed different methods for determining local match contributions to the regional MPO work efforts. Board members concurred that a fair and equitable formula to share the required match amounts could be identified and placed into the By-Laws a standard procedure moving forward. After additional discussion, Board members chose to develop a formula based upon population and federally functional classified roadway miles within each jurisdiction. Contribution amounts required would be identified during the annual Work Program process. Member jurisdictions would then develop separate agreements with the SVMPO as to what method (cash and/or In-Kind services) would be used to cover their share of MPO operating expenses. These Agreements would likely be developed during each member jurisdiction budget discussions that usually occur before the end of each fiscal year.

6. FUTURE DISCUSSION ITEMS AND BOARD REQUESTS

Board member concurred with bringing an item related to the committee structures and possible changes to the Bicycle/Pedestrian Advisory Committee to the next regularly scheduled Board meeting of November 21st at 3:00 p.m. Ms. Gray and Ms. Banks indicated that they had provided a draft review on to the SVMPO Administrator's job description to Chair Mueller and it would be shared for later discussion. Mr. Borer noted that he did want to have a discussion about a possible

project for a multi-use path but that was a topic for another Board meeting and/or Work Session. No other Board member noted any other items for future Board meetings and/or Work Sessions.

7. DIRECTION TO THE SVMPO ADMINISTRATOR

Chair Mueller summarized the direction reached at this Work Session to the Board members and the SVMPO Administrator: to bring forward a change to the By-Laws regarding the formula for developing match requirements; to bring the Committee structure item forward at the next regular Board meeting and that other items may be set for a later meetings once the 2020 Executive Board schedule is set. Member jurisdictions requested a summary of the cost implications of the formula driven match requirements from the SVMPO Administrator to share with their jurisdiction staff and other elected officials.

8. ADJOURNMENT

Chair Mueller adjourned the Work Session at 2:43 p.m.