



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
EXECUTIVE BOARD
MEETING MINUTES: SEPTEMBER 19, 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:

September 19, 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
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

EXECUTIVE BOARD MEMBERS ABSENT:

Member (Non-Voting)	Rod Lane, Arizona Department of Transportation
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STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Jeremy Moore, for Rod Lane, ADOT (*by phone*)
Kevin Adam, RTAC Liaison

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:02 p.m. Vice-Chair Borer, and Members Gray, Pacheco and Banks were present. Mr. Moore, for Member Rod Lane, called in and was present by conference phone. 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 Gray seconded and the motion

passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Gray

ACTION: PASSED UNANIMOUSLY 5/0

3. CALL TO THE PUBLIC

No member of the public was present/wished to speak.

4. APPROVAL OF MEETING MINUTES

Action: Approval of the Executive Board Regular Meeting Minutes of June 27, 2019. Chair Mueller asked if the Board had any comments or questions on either set of meeting minutes presented. Member Banks moved to approve Banks, Member Gray seconded. The motion passed unanimously.

MOTION: Member Banks

SECOND: Member Gray

ACTION: PASSED UNANIMOUSLY 5/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. SVMPO LEDGER

Administrator Lamberton explained that the SVMPO ledger shows the pending actions under item 6 in grey with the potential loan(s) in orange. The ledger indicates that both FY20 and FY21 are close to being fully programmed and it will take a couple years after that to pile up sufficient funding for another substantive construction project. Development of out-year projects will occur in early 2020 for next year's TIP process. Board members asked for clarification of the ledger columns and how to track funds through the spreadsheet and Administrator Lamberton explained how the funds were subtracted and added within the ledger. Vice-Chair Borer asked if there was ever a problem with loaned funds not being returned during the year they were needed and Chair Mueller stated that this had never been a problem.

Vice-Chair Borer asked about the potential for the SVMPO to investigate the addition of pedestrian walk signs at the Ramsey Rd/Ramsey Canyon and Highway 92 intersections. Mr. Moore, ADOT, indicated that he would check into what studies had been done related to that issue from Traffic Engineering.

This was an information item: no action was taken on this item.

6. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Administrator Lamberton briefly reviewed the recommended changes to the 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.

Vice-Chair Borer moved to approve the changes to the 2020-2024 TIP, Member Banks seconded. The motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 5/0

7. BY-LAW REVISION

Administrator Lamberton explained that one minor clarification in the SVMPO By-Laws is needed at this time. Last January, during the elections for Chair and Vice-Chair, the Board identified a needed change to the SVMPO By-Laws, Section III: A. 3. (a). This change would 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.

Member Gray moved to approve the change the SVMPO By-Laws, Member Pacheco seconded. The motion passed unanimously.

MOTION: Member Gray

SECOND: Member Pacheco

ACTION: PASSED UNANIMOUSLY 5/0

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

8. SOUTHCENTRAL DISTRICT REPORT

Jeremy Moore, for ADOT reported that the Foothills intersection project was completed with a final walk through occurring next week. There are no other major construction project planned in the region in ADOT's five year plan. Maintenance work is about all that is expected at this time. ADOT Traffic Engineering is working the MPO's consultant, RICK Engineering, on the Town's pre-emption signal design. A phone conference is scheduled for Friday, Sept., 20th. Member Banks thanked ADOT for their work on this Town project.

This was an information item: no action was taken on this item.

9. RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) REPORT

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

The Board discussed attendance at the Arizona Rural Summit which will be held October 16-18, 2019, in Tucson, AZ. Board member Banks is registered to attend; Member Pacheco indicated interest in attending the Thursday meeting. Member Gray indicated that she may attend the RTAC meeting on Wednesday but not stay over for the full Summit.

This was an information item: no action was taken on this item.

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 briefed the Board on the following regional items (see attached handout):

- ❖ 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

Member Banks indicated that the Town was working on the maintenance IGA with ADOT for the emergency signal project. She stated that the Town is very pleased with the engineered design and looking forward to the signal installation.

12. FUTURE AGENDA ITEMS

Member Gray indicated that she was not available for the next scheduled Board meeting on **November 21, 2019 at 3:00 p.m.** However, it appeared that all the other Board members were available on that date and, with confirmation of a potential quorum, the Administrator was directed to leave this meeting as scheduled.

The Board discussed the need for two or three separate Work Sessions regarding potential changes to the By-Laws, how to cover match requirements and to discuss possible changes to the BPAC. The Administrator was directed to seek out dates in November and December/January for these work sessions.

13. EXECUTIVE SESSION

The SVMPO Board voted to adjourn to Executive Session pursuant to A.R.S. §38.431.03 for purposes of evaluating the performance of the SVMPO Administrator at 4:35 p.m.

Discussion occurred, as permitted under A.R.S. §38.431.03 (A) (1)-(7), related to the annual performance evaluation for Administrator Lamberton. Administrator Lamberton has held this position for one year as of August 27, 2019. Board members shared their written evaluations and discussed with the Administrator their observations and Ms. Lamberton's self-assessment.

The Executive Session was adjourned at 5:23 p.m.

14. ADJOURNMENT

Chair Mueller adjourned the regular meeting at 5:24 p.m.