



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION BOARD OF DIRECTORS MEETING MINUTES: JANUARY 16, 2020



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:

January 16, 2020
3:30 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, Mayor, City of Sierra Vista
Vice-Chair	Tom Borer, County Supervisor, Cochise County
Member	Rachel Gray, Vice-Mayor, City of Sierra Vista
Member	Joy Banks, Councilmember, Town of Huachuca City
Member (Non-Voting) (telephonically)	Jeremy Moore for Rod Lane, Arizona Department of Transportation

EXECUTIVE BOARD MEMBERS ABSENT:

Member	Sarah Pacheco, Councilmember, City of Sierra Vista
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STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Cynthia Butterworth, Councilmember, Town of Huachuca City, (alternate member)

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:33 p.m. Vice-Chair Borer, and Members Gray and Banks were present. Jeremy Moore called in for Member Rod Lane, was present by conference phone. A quorum was present. Chair Mueller acknowledge the presence of Town Councilmember Cynthia Butterworth, who is the designated alternate to Member Banks.

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 the agenda as presented. Member Gray made the motion, Member Banks seconded and the motion passed unanimously.

MOTION: Member Gray

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 4/0

3. CALL TO THE PUBLIC

No member of the public was present.

4. APPROVAL OF MEETING MINUTES

Chair Mueller asked if the Board had any comments or questions on the Executive Board Regular Meeting Minutes of November 21, 2019. Board members took a few minutes to look them over and then Vice-Chair Borer moved to approve the Nov. 21st meeting minutes as presented. Member Banks seconded. Member Banks abstained stating she was not in attendance at the Nov 21st meeting. The motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Banks

ACTION: PASSED 3/0 with one abstention.

CONTINUING BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. STBG Ledger and TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2020-2024 TIP

The Administrator updated the Board on the revised 2020-2024 TIP and the impact on the current STBG Ledger. She stated that at this time FY20 and FY21 are fully programed. The status of the following projects were presented: Adaptive Signal Control; North Garden/Fry Blvd Design; Emergency Vehicle Preemption Signal Project; Avendia Esculea Extension Hydrology Study; LIDAR flight; and Transit activities. *(These projects are more fully described in the Board agenda packet memo on this topic).* The County and the City of Sierra Vista were advised that the funding had been approved to move STBG funds into the Work Program for their LIDAR and Hydrology studies and were available now for invoicing.

Member Banks thanked ADOT for their support of their Emergency Vehicle Preemption Signal Project. Member Banks also stated that the Town was in a transitional period with Town Managers and asked if the SVMPO staff could help support the project effort during this time. Chair Mueller asked what that might entail and Administrator Lamberton stated primarily this is a coordination effort with ADOT, the contractor and the Town to ensure the project did not miss any key deadlines. The SVMPO Board members indicated that this sounded reasonable and any effort to ensure that the Town's HURF Exchange project stayed on track was important to pursue. Administrator Lamberton stated that one of the primary reasons for bringing on a Civil Engineer as a SVMPO support employee was to assist with this specific Town project.

Jeremy Moore, ADOT's Assistant District engineer, weighed in on the issue of maintaining the project once constructed. The primary component that requires local jurisdiction maintenance is the elective components for triggering the preemption of the lights: these are not standard ADOT parts and each fire and police departments have different requirements for those triggering

software and hardware. ADOT indicated that they are even willing to assist with installation of any replacement parts if the Town has obtained replacement or upgraded equipment. A maintenance agreement between the Town and the City of Sierra Vista has been executed and Member Gray stated that she recalled it being generic enough to reach to whatever level of maintenance that might be needed. The support of ADOT in this matter was greatly appreciated by the SVMPO Board, citing to local agency cost savings.

Administrator Lamberton stated that no new action was needed on the TIP at this time.

This was a discussion item. No action was taken.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. FY 20 SAFETY PROJECTIONS (THRESHOLDS/MEASURES)

Administrator Lamberton explained that the Board had earlier executed a Charter with the State of Arizona stating that the MPO would review and provide various performance measures throughout the year. The State has reviewed crash data over the last five years and recommend thresholds for safety measures for the next fiscal year. The Board noted that although some of these measures show increases that is related to the increase in the number of vehicle miles traveled in the State. Although it is desired that the number of fatalities and serious injuries would go down it is realistic to expect that unfortunately increases may occur next year.

The Board discussed the level of effort that would be needed to produce our own regional safety projections (targets) and felt that it made sense to support the State findings. The Board also discussed the proposed language for actions the MPO was willing to support going forward and Administrator Lamberton stated that some of these suggested activities went beyond what the SVMPO Board had approved in their Work Program for safety activities. The Board felt that it was appropriate to state we would accomplish our Work Program activities and to reference those activities in the SVMPO support letter of the ADOT safety projections (targets).

A brief discussion was then had between Board members about who should be the signatory on such letters. Chair Mueller stated that it made sense to have letters going to ADOT Director or higher level federal or state staff be signed by the Chair but communication to departments could be signed off on by the Administrator. Vice-Chair Borer stated that made sense to him and there was general agreement from the other Board members to take that approach going forward.

Chair Mueller then directed the attention of the Board members to the drafted letter and after everyone had a chance to review that letter asked for a motion on this item.

Vice-Chair Borer then moved to direct the Administrator to send a letter supporting the ADOT safety projections (targets) to ADOT. Member Banks seconded. The motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 4/0

7. FHWA/FTA CONSOLIDATED PLANNING FUNDING OPTION

Administrator Lamberton advised the Board that Federal regulations now allowed States to choose to consolidate into one single funding award to MPO's within their States. In order to implement

this potential funding option all MPO's in the State must agree to it. At the MPO Director's meetings the general feeling was that by combining both Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds it provided more flexibility with the funds, reduced risk of federal shut-downs impacting transit reimbursement, reduced the required match while still allowing local agencies the flexibility to add funds and reduced reimbursement paperwork. At this time 38 States have chosen to consolidate planning funds and agreements have been made to ensure the ongoing participation of FTA in MPO planning activities.

Board members discussed the presented information about this item and noted the importance of protecting planning activities for transit in the annual Work Program. Chair Mueller saw some advantages in blending these funds because in some years additional funds are needed for transit planning and in other years less funds are needed and could be more effectively used on other projects. Member Gray agreed with the need to still be able to identify the different funding flows even if they are combined into one funding award to the MPO. It was also stated by several members the importance of keeping the FTA actively involved in the local agency transit planning activities. It was noted that the Vista Transit Administrator, Mike Normand, supported the concept because it would greatly reduce their match requirements for competitive planning grant opportunities (from 20% to 5.7%).

Chair Mueller asked if there were any additional questions or discussion on this item. Hearing none, he called for the motion. Member Gray moved to support the consolidation of the FHWA and FTA funds. Member Banks seconded. The motion then passed unanimously.

MOTION: Member Gray

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 4/0

8. FY20 Bicycle/Pedestrian Advisory Committee Appointments

The Administrator thanked the Board for the restructuring of this key advisory subcommittee at their last Board meeting. Five applications had been received for the next two-year terms for the BPAC Advisory Subcommittee positions. One or more of the Board members knew each of the applicants and were complimentary about the abilities these members would bring to this advisory subcommittee. Other potential applicants were discussed between members and Board members agreed to reach out and see if they could persuade a few more members to participate. Member Gray asked if the SVMPO was involved with the Sierra Vista Be Healthy group and Administrator Lamberton stated she was aware of the group but was not involved. Member Gray stated that she would send an invite with the next meeting date as many of these members would be good connections for soliciting appointments to the BPAC.

Administrator Lamberton stated she would send out the information about how to submit applications to the SVMPO Board (*transmitted via e-mail on January 16th*) and that the next BPAC meeting is scheduled for Jan. 28th at 10 a.m. at the Sierra Vista Public Works Bld.

The Administrator presented the slate of applicants with a recommendations of appointment. Chair Mueller asked if any of these applicants were still active members. Administrator Lamberton stated that per the previous By-Laws all of the member's terms had expired. Chair Mueller asked

for verification that the new term limits were now two-year terms and Administrator Lamberton confirmed that BPAC appointments were now for a two-year term.

Vice-Chair Borer moved to accept the five presented members for appointment to two-year terms to the BPAC Advisory Subcommittee. Member Gray seconded. The motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Gary

ACTION: PASSED UNANIMOUSLY 4/0

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

9. SOUTHCENTRAL DISTRICT REPORT

Jeremy Moore, reporting for SouthCentral District, provided an update on the pedestrian signal addition to the Ramsey Canyon/Highway 92 intersection. ADOT's assessment of the box culverts and drainage in the area resulted in an added amenity to construct pedestrian handrails along those areas and those are being constructed right now in the ADOT yard. It is hoped to have the new pedestrian push buttons in by March/April with restriping of crosswalks on all four corners.

Member Banks thanked ADOT for their ongoing support to the MPO of the Town's emergency vehicle signal preemption project. Chair Mueller thanked Mr. Moore for his participation in this SVMPO meeting.

This was an information item. No action was taken.

10. RURAL TRANSPORTATION ADVOCACY COUNCIL REPORT

Administrator Lamberton noted that the legislative session was just beginning and shared with the Board the drafted strategic plan for the Rural Transportation Advocacy Council (RTAC) and a proposed resolution that would reflect the shared positions of all rural MPO's and COG's in the State. Chair Mueller is the SVMPO representative on the RTAC and Member Gray is the current alternate. Board members also advocate through the League of Cities and Towns. The biggest focus of the rural areas under discussion is how to effectively approach House representatives about allocating funds for critical transportation needs on local streets.

Administrator Lamberton noted that if any elected official desired assistance in arranging meetings with state legislators this is something that our RTAC liaison, Kevin Adam, is pleased to assist in arranging.

This was a discussion item. No action was taken.

11. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

BPAC Mtg - January 28, 2020 at 10 a.m.

SVMPO Board of Directors Work Session - Feb. 20, 2020 at 3:00 p.m.

Administrator out of the office on Jan. 10th, Jan 21st and Jan 22nd.

COG/MPO Planning Mtg, Phoenix, Feb 7th 10 a.m.

COG/MPO Directors Mtg, Phoenix, Feb 25th 10 a.m.

State Transportation Board – hosted by Bisbee on Feb. 21st at 9 a.m.

EDC Meeting, Phoenix, March 12th at 10 a.m.

- ❖ The Administrator provided all Board members the adopted revisions to the SVMPO By-Laws and the BPAC By-Laws. She also stated that information about parliamentary procedures per Robert's Rules of Order were attached to the back of the provided By-Law materials.
- ❖ The Administrator very briefly advised the Board that the issues that had held up the SVMPO On-Call Solicitation had been resolved and this is moving forward again.
- ❖ The Administrator provided the Board with a list of potential 2020 conferences that Board members might wish to consider attending. She asked if any Board member was interested in any of these conferences that the SVMPO would cover registration and to let her know to plan for covering their attendance.
- ❖ The Administrator noted that the Administrator's Report contained several key staff changes in partner agencies.

This was an information item. No action was taken.

12. ANNOUNCEMENTS AND UPDATES

No member jurisdiction had any specific announcements or updates to make on this item.

No discussion or action was taken on this item.

13. FUTURE AGENDA ITEMS

A Board of Directors Work Session is tentatively scheduled for **February 20th at 3:00 p.m.** The Board discussed potential items for this tentatively scheduled Work Session. It was agreed to transmit out the drafted SVMPO Administered evaluation form for discussion. Chair Mueller indicated he had been given a copy and wanted to make one change to it and then would get it out to Board members.

The next Board of Directors meeting is tentatively set for **March 19, 2019 at 3:00 p.m.** Administrator Lamberton indicated that the Board would begin to look at Work Program Amendments, FY21 VI approvals and likely additional performance measures for approval in future Board meetings.

This was a discussion item. No action was taken.

14. ADJOURNMENT

Chair Mueller adjourned the regular meeting at 4:35 p.m.