



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
BOARD OF DIRECTORS
MEETING MINUTES: JUNE 18, 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:

June 18, 2020
4:00 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, Mayor, City of Sierra Vista
Vice-Chair	Tom Borer, County Supervisor, Cochise County
Member	Rachel Gray, Vice-Mayor, 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:

Richard Searle, State Transportation Board Member

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 4:05 p.m. Vice-Chair Borer, Members Gray, Pacheco, Banks were present. A quorum was present. Chair Mueller acknowledged the presence of the newly appointed State Transportation Board member, Richard Searle. No one indicated their attendance telephonically at this time.

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. 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 general public was present or indicated they were on the telephone and wished to speak.

4. APPROVAL OF MEETING MINUTES

Chair Mueller asked if the Board had any comments or questions on the Board of Directors Regular Meeting Minutes of May 21, 2020. Chair Mueller indicated he had a couple of corrections to note: in several places he noted several misspellings of his name and asked that those be corrected in the final version. Board members took a few additional minutes to look the drafted minutes over and then Vice-Chair Borer moved to approve the May 21, 2020 meeting minutes, with noted revisions. Member Gray seconded. The motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Gray

ACTION: PASSED 5/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. COCHISE COUNTY MATCH AGREEMENT

Vice-Chair Borer was asked to update the Board on the status of the Cochise County Match Agreement. A final version is not yet ready, but Vice-Chair Borer indicated completion of it was very close. The County was in agreement with the changes noted in the Administrator's recommended revisions in the Item 5 memo.

Vice-Chair Borer asked if any members of the Board had any other recommended revisions. None were indicated and the general consensus was that the Board was willing to approve the drafted Agreement, with the revisions noted. Vice-Chair Borer indicated that he will continue his discussions with the County Administrator and Finance Director. Cochise County indicated that they would try to have a version ready for the SVMPO's next Board meeting for consideration (In September 2020).

Chair Mueller asked if there were any additional questions or concerns about the County's draft. Hearing none, and there being no action to undertake, Chair Mueller stated that the Board would move to the next agenda item.

This was a discussion item. No action was taken.

CONTINUING BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. FY20/FY21 WORK PROGRAM AMENDMENT TWO

The Board reviewed proposed amendments to the two-year Work Program as the MPO moves

into the next Fiscal Year. The FY21 Budget had been adjusted to reflect anticipated carry forward of funds, based on the currently anticipated May/June expenses. Projects were also shifted into the FY21 that were not yet completed in FY20. Although most changes are considered to be administrative, the budget increases to FY21 are substantive and Administrator Lamberton indicated that this made it appropriate for the Board to review and formally approve. She also stated that the final version would include the STBG fund transfer that was expected to be expended in FY20, but the flight was delayed and should now be shown in the FY21 budget. This is a contribution that the Board previously approved towards the LIDAR flight that is County-wide and will assist the entire region with improved data for both public and private users conducting surveys or drainage work.

Member Banks noted that the Town is going to have to work with other agencies in order to take full advantage of the \$50,000 Legacy Grant they received to re-start up a transit route. But they do not have staff to implement this grant right now. Administrator Lamberton confirmed that she was pulling together SEAGO, Vista Transit and the Town to see if something could be done so those funds were not lost to the region.

Administrator Lamberton advised the Board that the one new project specifically added to the Work Program was to include a joint City/County project for recommendations and a cost estimate for Theater Drive phased improvements. Board members concurred this was a roadway that did have a lot of traffic on it but looked more like an alleyway than like a roadway. The Administrator noted that storm-water is a huge issue there, with the roadway flooding regularly. It is also unknown what the right-of-way is or the impact of the extensive utilities in the area are on possible roadway improvements. In the Board approved FY20 Work Program funds were set aside to scope out projects but the scale of this effort is more than just a simple review so ADOT recommended it be called out as its own project. Other than this one addition, and calling out specifically the contribution to the LIDAR flight project for the County, the projects are the same as in the previously adopted plan.

The Board discussed if the Long-Range Transportation Plan could be done by City and/or County staff to save funds. The Administrator indicated that if staff resources were available for dedicated full-time work on this during the next nine months some work could be done in-house. However, the largest heavy lift on the project is the technical development of the required transportation model for the larger area of the expanded boundaries of the SVMPO. She estimated that would take at least six months – from the standpoint of effective use of resources hiring consultant services is both typical among MPO's and this is one of the required MPO documents. Mr. Searle stated that his understanding was that these MPO funds were all federal funds and those funds were limited only to work like the Long-Range Transportation Plan and could not be redirected to local projects. Administrator Lamberton added that we were also under a bit of a time crunch as these longer-range plans were required to have a 20-year horizon, plus be done every five years. This MPO is on top of both of those deadlines right now. She also advised the Board that she had already obtained from FHWA an extension to these deadlines, given the delays in getting out our On-Call for Procurement that were not the fault of this MPO or ADOT.

Several minor revisions were noted for spelling and clarification in the document. A short section was added to specify potential future MPO staffing, at the request of the Sierra Vista HR Dept. No further questions or concerns being presented, Chair Mueller called for the motion. Member Gray

moved that the FY20/21 Work Program Amendment Two, with noted corrections, be approved. Vice-Chair Borer seconded. The motion passed unanimously.

MOTION: Member Gray

SECOND: Vice-Chair Borer

ACTION: PASSED 5/0

7. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2021-2025 TIP

The Board reviewed the SVMPO Ledgers and it was noted that all funds are fully expended in the upcoming fiscal year for the North Garden/Fry Blvd project. Administrator Lamberton reminded the Board that smaller MPO's typically had to lend funds out and get them back later in order to build up enough funds to do a construction project. It is likely a new project will not be possible until at least FY2023. The FY2025 balance is currently \$1.9 million but it is yet unknown what the new transportation act may do to the funding (The transportation bill expires this September).

Limited public outreach was done as no new projects were added and the requirement is that we have public input for a four-year plan. Last year this MPO did substantive public outreach and ADOT stated that we could use that input for this update. A short press release was released and the drafted TIP posted on the front page of the MPO website, as well as in the May and June TAC and Board agenda packets. No public comments were received this year on the TIP update.

The Administrator shared updated financial information received from Vista Transit that made slight modifications, about a 2% change in the transit portion, to fully commit all awarded CARES ACT transit funding in this TIP update. Board members also noted a few clerical corrections in the TIP document that were needed before finalizing.

No further questions or concerns being presented, Chair Mueller called for the motion. Member Pacheco moved to adopt the 2021-2025 TIP, with the noted corrections and updated Vista Transit figures. Member Gray seconded. The motion passed unanimously.

MOTION: Member Pacheco

SECOND: Member Gray

ACTION: PASSED 5/0

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

8. SOUTHCENTRAL DISTRICT REPORT

Administrator Lamberton indicated that Jeremy Moore, ADOT Assistant District Engineer, sends his apologies, but was unable to attend. He had no new information to present beyond the activities that they are assisting the Town of Huachuca City on with the emergency signal.

Member Banks stated that the latest update that she had on that project was that the concrete was pouring next week, the week after that boring for the conduits under the highway were planned. At this time this project is ahead of schedule. The Town is planning a ribbon cutting when the project is at completion and will invite the SVMPO Board to that event, when scheduled. Member Banks added that ADOT has been very helpful with the inspections and had in fact been

out there on the site that very morning. Mr. Searle, noted that the Town of Huachuca City has wanted a signal at that location for a long time so this was a great first step in that direction.

This was a discussion item. No action was taken.

9. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

State Transportation Board Meeting – June 19th at 9 a.m. Payson/Telephonic

BPAC Mtg – June 23, 2020 at 10 a.m.

Title VI Training Mtg(s) – June 24th or June 26th (Mandated FHWA Training)

MPO/COG Directors Mtg – June 30th at 10 a.m.

TAC Mtg – Sept, 2, 2020

It was noted that the Rural Transportation Summit has been cancelled for 2020. Many other conferences are cancelling, converting to virtual conferences or potentially moving into the Fall. The Roads and Streets Conference is currently re-scheduled for Sept. 23-25, 2019.

- ❖ The Administrator advised the Board that the contracting on the On-Call contracts would be completed this week and the final awarded list published early next week. CYMPO (Central Yavapai Metropolitan Planning Organization) completed the engineering On-Call for regional work and the Administrator noted that several MPO's have called, including MAG (Maricopa Association of Governments), thanking the SVMPO for this work and indicating their interest in using this regional On-Call list. Task Orders will then be able to be issued more easily for the City's Procurement staff off of this list yet ensure that the SVMPO meets all the federal and state regulations. This effort took longer than we had anticipated but is now nearly completed.
- ❖ Census 2020 Count statistics were updated to data from today, June 18th. Cochise County has a 56.9% response rate; Sierra Vista with a 65.6% response rate and Town of Huachuca City has a 59% response rate. The COVID-19 situation has delayed the typical door-to-door follow-up and the Census Bureau has begun to mail forms to households that have not responded.
- ❖ The Board were advised that an update to the MPO/COG Manual will be undertaken by ADOT with the help of a hired consultant, WSP Consultant, and all of the state-wide regional agencies.
- ❖ Traffic Count Programs and Reporting will also be updated with the assistance of Works Consulting and regional and local agencies.
- ❖ The Administrator noted in her report that work continues to improve the accuracy of the FHWA adopted Federal Functional Classified roadway system data.
- ❖ The Board was advised in the Administrator's report that that the State has moved the Real ID deadline to October 1, 2021.
- ❖ The Administrator drew the Board attention to the table on page 20 of the agenda packet that shows the currently expected FY21 match requirements per member jurisdiction. There is enough carry forward in-kind match to meet the FTA match requirements – FTA is the only funding source allowing carry forward on in-kind. The Town may be able to make their match through in-kind given that they have an active HURF Exchange project right now. The City plans to cover their match with a cash match in FY21. Cochise County is still working their match agreement out with the MPO. These figures are slightly less than what

the Board saw at their last meeting and follows the formula in the adopted By-Laws. Mr. Searle asked if the SVMPO used population or road miles to determine match. Chair Mueller indicated that this MPO chose to use both.

This was an information item.

10. ANNOUNCEMENTS, UPDATES and LEGISLATIVE ITEMS

Vice-Chair Borer mentioned that the County has been investigating issues brought to their attention about the Brown Canyon trail – a new property owner has purchased land that includes part of the well-used pathway. The County has investigated and no public easement was ever put into place and legally the new property owner can fence that section off. The new owners have posted No Trespassing signs. Finding an alternative route has not been easily identified yet, given that much of that area is in fact held in private hands.

There is also interest among some private parties to start a Go Fund project for a multi-use path from BST down to Camino de Flores, connecting with the Ramsey pathway. The County can't formally support a Go Fund project but if the private partners are able to put together funds a partnership might be possible to create this pathway.

No other Board members had anything else to report to the Board at this time.

11. FUTURE AGENDA ITEMS

The Board of Directors has tentatively set a Board Work Session for **August 20, 2020 at 3:00 p.m.** There are no known items at this time for this Works Session. After a brief discussion, it was decided to leave this date as placeholder for a potential Work Session. The Chair will discuss the need and potential Work Session items with the Administrator. Board members will be notified a few weeks in advance if this Work Session will be held and the topics chosen to for the Board to discuss, if it is held.

The next Board of Directors meeting is tentatively set for **September 17, 2020 at 3:00 p.m.** Final FY20 expenses will be known and shared at that meeting. A pending BPAC member, for the County, Byron Baker, will be brought forward for Board consideration to add to the BPAC membership.

Mr. Searle, the State Transportation Board member, asked if the Board might reconsider when they hold their MPO meetings. He indicated he wants to be active with both the SVMPO and SEAGO but our meeting is set the day before the State Transportation Board meetings – which are held all over the State. This potentially may cause him travel difficulties for attending our MPO meetings. Chair Mueller indicated that this MPO does want to accommodate a State Transportation Board member attendance. Two more 2020 meetings are currently scheduled: Sept 17th and Nov. 19th.

Chair Mueller stated that the Board may wish to consider making adding ADOT as a voting member now that a State Transportation Board member is appointed. Member Banks indicated her support for taking this action.

12. ADJOURNMENT of REGULAR SESSION

Chair Mueller adjourned the regular meeting at 5:08 p.m.