



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION  
BOARD OF DIRECTORS  
MEETING MINUTES: MAY 21, 2020**

**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:**

May 21, 2020  
4:00 PM

**FOR MORE INFORMATION OR TO REQUEST  
ACCOMMODATION FOR SPECIAL NEEDS:**

Website: [www.svmmpo.org](http://www.svmmpo.org)  
Email: [SVMPO@SierraVistaAZ.gov](mailto: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 <i>(telephonically)</i>
Member	Joy Banks, Councilmember, Town of Huachuca City <i>(telephonically)</i>
Member (Non-Voting)	Rod Lane, Arizona Department of Transportation <i>(telephonically)</i>

**EXECUTIVE BOARD MEMBERS ABSENT:**

**STAFF:**

SVMPO Administrator: Karen L. Lamberton, AICP

**OTHERS PRESENT:**

Philip Cushman, Town of Huachuca City Town Manager  
Cynthia Butterworth, Councilmember, Town of Huachuca City, *(alternate member/telephonically)*  
Ed Stilling, FHWA *(telephonically)*  
Kevin Adam, RTAC *(telephonically)*

**1. CALL TO ORDER AND ROLL CALL**

Chair Mueller called the meeting to order at 4:08 p.m. Vice-Chair Borer, Member Gray were present. Members Pacheco, Banks were present via the telephone. A quorum was present. Town Councilmember Cynthia Butterworth, who is the designated alternate to Member Banks, was also present by telephone. Chair Mueller acknowledged the presence of the new Town of Huachuca City Town Manager, Philip Cushman. Chair Mueller also welcomed Ed Stillings for FHWA and Kevin Adam for RTAC, both who also joined by telephone during the meeting.

## **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.

## **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 March 19, 2020. Board members took a few minutes to look them over and then Vice-Chair Borer moved to approve the March 16, 2020 meeting minutes, as presented. Member Banks seconded. The motion passed unanimously.

**MOTION:** Vice-Chair Borer

**SECOND:** Member Gray

**ACTION:** PASSED 5/0

## **NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION**

### **5. FY21 TITLE VI UPDATE**

Administrator Lamberton stated that the FY21 Title VI Plan had been completed. ADOT's Civil Rights Division has provided a conditional approval after their preliminary review of the document. She directed the Board's attention to the Item 5 Title VI memo that included changes in the region since last year. These included a slight decrease in population, an increase in minority population, an unfortunate increase in married couples with children in poverty and an interesting transportation related fact: the percent of those traveling alone in a vehicle to work declined in the same percentage as those now working from home.

Administrator Lamberton asked if there were any questions on the presented documents. Hearing none, Chair Mueller called for a motion to approve the FY21 Title VI Plan. Member Gray so moved, Vice-Chair Borer seconded. The motion passed unanimously.

**MOTION:** Member Gray

**SECOND:** Vice-Chair Borer

**ACTION:** PASSED 5/0

### **6. CITY OF SIERRA VISTA HOSTING AGREEMENT**

The City of Sierra Vista presented to the Board members a proposed revised hosting agreement for providing space and hosting services for the regional MPO. This revised hosting agreement includes a commitment to a cash match payment agreement. Chair Mueller thanked the Administrator for her work with his City Manager's office on this document. Administrator Lamberton acknowledged the significant amount of work that the City Manager's office had put into working with each City department to refine this agreement. Chair Mueller asked if

any of the Board members had any questions or objections to the presented Hosting Agreement. Hearing none, he stated that the City would take this Hosting agreement to the City Council, once approved by the SVMPO Board. Member Gray then moved to accept the Hosting Agreement as presented, Vice-Chair Borer seconded. The motion passed unanimously.

**MOTION:** Member Gray

**SECOND:** Vice-Chair Borer

**ACTION:** PASSED 5/0

## **7. TOWN OF HUACHUCA CITY MATCH AGREEMENT**

The Town of Huachuca City had provided Board members with a Match Agreement that was approved by the Town Council on January 24, 2020. This new agreement includes a commitment to how match will be determined and paid each fiscal year to the MPO. The Town choose to allow each Town Council, depending on how their annual budget looked like that year, make a determination if they would pay their match by in-kind, services or cash. The Town has met their in-kind match contributions for FY20.

Member Gray asked for an example of how in-kind match worked. Administrator Lamberton stated that this is when a jurisdiction provides staff resources to a regional task that they might not do otherwise. These services in behalf of the region can then be charged at their full burden labor rate against any match requirements for the regional funds. An example of eligible in-kind match is attendance by jurisdiction staff members to the Technical Advisory Committee or maps made by a jurisdiction staff member, in behalf of a regional project. If work is done for a regional project, not a jurisdiction project, in-kind contribution can be claimed.

Because a jurisdiction can claim fully burdened labor rates one addition to drafted Agreements has been to allow the SVMPO to ask HR Dept.'s for those rates so that jurisdictions can receive full credit for the costs that a staff member has contributed to the regional work.

Chair Mueller asked if any of the Board members had any other questions or objections to the presented Huachuca City Agreement. Hearing none, Vice-Chair Borer moved to accept the Huachuca City Agreement as presented, Member Pacheco seconded. The motion passed unanimously.

**MOTION:** Vice-Chair Borer

**SECOND:** Member Pacheco

**ACTION:** PASSED 5/0

## **8. COCHISE COUNTY MATCH AGREEMENT**

Vice-Chair Borer brought a drafted Agreement with him and copies were made for Board members in attendance. Administrator Lamberton noted that she would send that draft out immediately after the meeting to those Board members present by telephone. Vice-Chair Borer stated that the County was still discussing how much they should have to pay and when it needed to be paid. Administrator Lamberton noted that there were two types of major funding items with the MPO: one was the Work Program which is region-wide and the other is the Transportation Improvement Program (TIP), which is project specific. Jurisdictions share in the total costs of the match needed for all Work Program activities but are solely responsible

for any projects awarded to their jurisdiction in the TIP. A discussion was held about the need to meet match for the regular activities of the MPO and that match amounts could easily be spread out throughout the year. It was also noted that in the early years of this MPO there was only 10% of the County within the SVMPO boundaries. That changed in January of 2018, and the County now has a much larger area for which regional funds are now assigned to the SVMPO to administer. It is harder for the City to now fully cover the County's share of match, as they have done in the past, and have currently been doing for FY20.

Vice-Chair Borer indicated that more discussion was needed with his County Administrator and Finance Director. Chair Mueller indicated that the SVMPO Administrator was available for any assistance that the SVMPO might provide them in their discussions. Cochise County indicated that they would try to have a version ready for the SVMPO's June Board meeting for consideration.

This was a discussion item: no action was taken.

#### **9. BY-LAW UPDATE TO SECTION IV: FINANCE**

The Administrator presented potential language to clarify the timing for determining match requirements as a possible update to the SVMPO By-Laws. The Board discussed the implications of match amount requests and the reasons for the shift of funds from FY20 into FY21. Board members were in agreement with using centerline miles, rather than lane miles, given the relative ease of determining centerline miles over lane miles and the fact that the level of work involved would ultimately not make a substantive difference in the match amounts required. Member Gray asked for clarification of where the match funds were derived from and Administrator Lamberton advised the Board that each year the Board reviews and adopts a Work Program with a Budget. That Budget is determined by allocations from Federal and State funding sources. Each funding source has its own match requirements and then, using the formula now adopted by the SVMPO Board, each jurisdiction would then be assigned their share of the regional match funds needed for regional operating expenses.

A brief discussion was also had about the implications of storing up funds in years when projects do not go out to avoid a large match requirement being needed for a large project in any one year, such as is needed to meet the Long-Range Transportation Plan. A topic for another meeting may be a funding account that belongs entirely to the SVMPO rather than using the City as the "bank" for expending funds for the MPO and then the City having to wait for reimbursements for those regional expenditures.

Chair Mueller noted that this action item was to approve the proposed language to clarify when the match requirement data would be collected. The Board consensus was that the language proposed made sense for them now and they could change it later if needed. No further questions or concerns being presented, Chair Mueller called for the motion. Member Gray moved that the clarifying language noted in the Item 9 memo be added to the SVMPO By-Laws, Vice-Chair Borer seconded. The motion passed unanimously.

**MOTION:** Member Gray

**SECOND:** Vice-Chair Borer

**ACTION:** PASSED 5/0

## **INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN**

### **10. SOUTHCENTRAL DISTRICT REPORT**

Rod Lane, District Engineer for the SouthCentral District, introduced himself and shared with the Board challenges that ADOT was facing with the declines in HURF revenues due to the drop in traveling throughout the State and the fewer vehicles being bought during this time, reducing VLT (Vehicle License Tax) revenues far below earlier projections. The State's five-year plan was re-issued with lower projected funds and fewer projects. The SVMPO region already had no capacity projects planned in the State's five-year program but now even less maintenance dollars are available for basic preservation of the existing system. Mr. Lane noted that the State Transportation Board meetings are available electronically through the ADOT website. Administrator Lamberton added that she would send out to the Board the link to the State Transportation Board site after the meeting.

Kevin Adam, Rural Transportation Advocacy Council, advised the Board that the State Legislature was really trying to get a handle on how revenues will be impacted for infrastructure in the upcoming year. Current economic losses are being estimated at \$711 million for the state. There is the possibility that the HURF Exchange program will be suspended as it relies entirely on the State being able to cover federal funds. It is also of concern that the State may not be able to now make their match for several large Federal grants awarded on a couple of projects; although they may be delayed rather than completely lost.

The Board members discussed with Mr. Lane the concerns they had about speeds along the Highway 90 corridor. Typically speed studies are needed to reduce speeds and, in general, it is known that traffic moves through this area faster than the posted 45 mph posted speed limit signs. Enforcement activities have been increased through that corridor but other options may need considered to change the geometry of the roadway in such a way that encourages slower speeds and other modes of travel, like bicycling and walking. The number of pedestrians crossing the highway in this area is of concern to both the Town of Huachuca City and ADOT.

This was a discussion item. No action was taken.

### **11. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT**

SVMPO TAC Mtg – June 3, 2020 at 10 a.m.

SVMPO Board Mtg – June 18, 2020 at 3:00 p.m.

BPAC Mtg – June 23, 2020 at 10 a.m.

Chair Mueller asked if he could be transmitted the TAC meeting agenda in advance of the TAC meeting; Council Member Banks also indicated that she was interested in seeing the TAC agenda as well. Administrator Lamberton stated she would send the TAC agenda out to Board members in advance of the TAC meeting.

- ❖ The Administrator briefed the Board on the decision of the MPO Directors to consolidate FHWA and FTA funds for MPO planning activities: consolidated funding will begin in FY22. This may result in a lower match amount being required. The consolidated funding option will be tried for a period of four years and then be re-assessed if doing this new method of funding worked out as well as hoped. One concern is that FTA would become less involved

- in critical transit activities State-Wide: FTA has assured the MPO Directors that they will continue their current involvement with Arizona's transit system planning activities.
- ❖ The Administrator discussed with the Board with the most recent SVMPO Ledger and advised the Board members that the drafted 2021-2025 Transportation Improvement Program was currently released for public comment. It currently only has the one project: the North Garden/Fry Blvd project on it (as it typical in small MPO's as it takes many years to accumulate enough funds for one construction project) and will be brought to the Board for their consideration for adoption at their June Board meeting.
  - ❖ The Administrator briefed the Board on the status of potential updates to the recently FHWA adopted Federal Functional Classified roadway system. A June 10<sup>th</sup> meeting has been set up with ADOT and Work Consulting (a consultant firm under contract to ADOT) to introduce a new electronic tool for requesting changes to the classified roadway system and member jurisdiction staff will be invited to participate in this training event.
  - ❖ The Administrator stated that Work Program Amendments and Budget Changes were being drafted and that the FY21 Program and Budget would be brought forward to the Board at their June Board meeting. Updates to potential match requirements are expected to be close to those numbers shown in the handout for Item 5, presented to the Board at this meeting.
  - ❖ The Administrator provided the Board with the results of the SVMPO On-Call Tentative Award list and stated that contracting was underway at this time. Once On-Call contracts were completed several Work Program activities are expected to be released for Cost Proposals and planned projects begun.
  - ❖ The Administrator advised the Board that the selection of a consultant for the pending 2050 update to the SVMPO Long-Range Transportation Plan would be the first Task Order issued; hopefully within this Fiscal Year.

## **12. ANNOUNCEMENTS, UPDATES and FUTURE AGENDA ITEMS**

Chair Mueller asked each Board member if they had any announcements or updates for the SVMPO Board. None had any at this time. It was then noted that the next Board of Directors meeting is tentatively set for June 18, 2019 at 3:00 p.m. The 2021-2025 Transportation Improvement Program will be brought forward for adoption. FY21 Work Program Amendments may also be brought forward for Board review and possible approval.

## **13. ADJOURNMENT of REGULAR SESSION**

Chair Mueller adjourned the regular meeting at 5:40 p.m.

## **14. EXECUTIVE SESSION**

The SVMPO Board then voted to adjourn to Executive Session pursuant to A.R.S. §38.431.03 for purposes of evaluating the performance of the SVMPO Administrator and/or the SVMPO Administrator contract. The SVMPO Administrator was asked to leave the session and the Board then held a discussion in a closed Executive Session. The Executive Session was then adjourned on or about 6:00 p.m.