



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION  
BOARD OF DIRECTORS  
MEETING MINUTES: NOVEMBER 19, 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:**

November 19, 2020  
3:00 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 at 3:06 p.m.</i> )
Member	Joy Banks, Councilmember, Town of Huachuca City
Member	Richard Searle, STB District 3 ( <i>telephonically</i> )

**STAFF:**

SVMPO Administrator: Karen L. Lamberton, AICP

**OTHERS PRESENT:**

Ed Stillings, FHWA (*telephonically*)  
Jeremy Moore, Arizona Department of Transportation (*telephonically*)  
Cynthia Butterworth, Councilmember, Town of Huachuca City, (*alternate member/telephonically*)  
Peggy Judd, County Supervisor, Cochise County (*alternate member/telephonically*)  
Kevin Adam, RTAC Liaison (*telephonically*)  
Brent Crowther, Kimley-Horn, LRTP Consultant Project Manager (*telephonically*)

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

Chair Mueller called the meeting to order at 3:03 p.m. Vice-Chair Borer, Members Banks and Searle were present. Members Pacheco and Searle were present telephonically. A quorum was present. Town Councilmember Cynthia Butterworth, who is the designated alternate to Member Banks, was also present by telephone.

**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**

Chair Mueller noted that no member of the public was present at the meeting and asked if anyone who had called in had anything to present at the Call to the Public. Hearing none, the Call to the Public was closed.

### **4. APPROVAL OF MEETING MINUTES (Sept. 17<sup>th</sup> and Oct. 15<sup>th</sup>)**

Chair Muller noted that there were three sets of meeting minutes and summaries presented to the Board for review and approval. The Board was asked if they had any further comments or corrections to the Board of Directors Regular Meeting Minutes of September 17, 2020. Hearing none, he then asked if there were any changes requested to the Regular Meeting Minutes of October 15, 2020. Hearing none, the Chair then asked if there were any comments or corrections to the Work Session Meeting Notes of October 15, 2020. Hearing none, he called for the question. Vice-Chair Borer made the motion, Member Banks seconded, and the motion to approve the two sets of meeting minutes for Sept. 17<sup>th</sup> and Oct. 15<sup>th</sup> and the Work Session meeting summary of Oct. 15<sup>th</sup> were unanimously approved.

**MOTION:** Vice-Chair Borer

**SECOND:** Member Banks

**ACTION:** PASSED UNANIMOUSLY 5/0

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

#### **5. COCHISE COUNTY MATCH AGREEMENT**

Vice-Chair Borer advised that a Match Agreement had been completed and adopted by the Cochise County Board of Supervisors at their regular meeting on November 17<sup>th</sup>. A draft of that MOU was in the Board packet and the Chair then asked if there were any questions for the County on the MOU. Chair Mueller stated that he had read through it and it did state exactly what had been discussed by the Board in previous Board meetings.

Hearing no questions from the Board members, the Chair called for the question. Member Gray made the motion to accept the County Match Agreement MOU, Member Banks seconded it, and the motion passed unanimously.

Vice-Chair Borer then provided the County signed version to the Chair for the SVMPO signature. The SVMPO Administrator Lamberton thanked Vice-Chair Borer for taking this needed action through to completion.

**MOTION:** Member Gray

**SECOND:** Member Banks

**ACTION:** PASSED UNANIMOUSLY 6/0

*Note: Board Member Pacheco joined telephonically at 3:06 p.m. during the discussion of this item.*

## 6. SVMPO STAFFING AUTHORITY

The Chair presented this item and stated that the Board had discussed this item at a previous Board meeting. The Administrator had been instructed to bring forward potential options related to hiring of SVMPO staffing. Chair Mueller felt this item was not entirely clear as it was his intention as that this be a discussion solely of the existing SVMPO staff. Other Board members felt that a broader discussion that addressed SVMPO staffing, in general, might help to address this item for the future.

After some discussion, there was agreement among the Board that the approved Work Program did state, in general, potential staffing that might be needed. It was also agreed that the Board did not want to be making every single hire for the SVMPO: all three member jurisdiction rely on their County Administrator, or Town or City Managers, to handle hiring and staffing issues within their approved annual budgets.

It appeared less clear to some of the Board members who had the authority to hire and manage SVMPO staff, beyond the contracting for the SVMPO Administrator. Additional formal SVMPO Board action was desired to achieve that goal by clarifying language in the appropriate SVMPO documents, possibly within the Unified Work Program and Annual Budget. Vice-Chair Borer stated that the documents in place were adequate for actions already taken but establishing a clear paper trail on this issue would help ensure that both the Board and the SVMPO Administrator were clear on their roles and responsibilities related to staffing actions.

Member Pacheco suggested that this matter be tabled for a later date on the matter of future hiring. Board members concurred and **the broad overarching authority of the SVMPO Administrator related to staffing issue question was tabled** until the next Board meeting in order to solicit additional information and legal counsel advice.

After additional discussion, Board members then decided to take one smaller scaled action on staffing to retroactively approve the hiring of the current SVMPO Civil Engineer. Member Banks stated that the SVMPO Civil Engineer, Mr. Donovan, had been doing a fantastic job assisting the Town with their pre-emption signal project, and expressed the Town's appreciation for his help these past six months.

**Vice-Chair Borer then made a motion that the current hire of the Part-Time SVMPO Civil Engineer be ratified, based on Board approval of this date of November 19, 2020, not to exceed 35 hours a week, backdated to the hire date of October 2019, of Mr. Dennis Donovan, P.E.**

Member Gray seconded. The Chair asked if there was any further discussion. Board members indicated consensus with taking this action to retroactively approve the hiring of previous and existing staff.

The motion being moved and seconded, the Chair called for the question. The motion was unanimously approved.

SVMPO Administrator than asked if she might have permission from the Chair to discuss this matter directly with the City/SVMPO attorney, on behalf of the SVMPO, to find an appropriate solution to this issue.

Chair Mueller indicated that the SVMPO Administrator had his full approval to contact and work with Nathan Williams, Esq. directly. Member Gray indicated she was also available to the Administrator to assist in developing language to clarify staffing and hiring authority.

**MOTION:** Vice-Chair Borer

**SECOND:** Member Gray

**ACTION:** PASSED UNANIMOUSLY 6/0

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

### **7. FUTURE AGENDA ITEMS: 2021 SVMPO Board Schedule**

The tentative 2021 SVMPO meeting schedule and possible action items were presented. The first tentative 2021 meeting would be held on **Thursday, January 29, 2021**. This shift from the third Thursday to the fourth Thursday is to accommodate the State Transportation Board meetings held on the Friday of the third week of each month, causing travel challenges for the State Transportation Board member. However, this now places the SVMPO meeting right in front of the typically scheduled City Council meetings. Administrator Lamberton asked if this was a problem for City Board members to have the Regional and City Board meeting back to back. City Board members indicated that it was not, but Member Gray noted that to ensure enough time for the regional items, and allow a break between meetings, that the SVMPO Board meeting could be moved up earlier to 2:30 p.m. Chair Mueller asked if that would cause any problems for the SVMPO Administrator. She stated it would not. It was then agreed, by consensus, to set the Board meetings start time in 2021 at 2:30 p.m.

It was noted that new SVMPO member jurisdiction members may be appointed for the next year following election results and appointments, if needed. A new Vice-Chair election might be held in January to fill the now vacated position, currently held by Vice-Chair Borer. It was noted that the current alternate for the County is Supervisor Judd.

The Board tentatively accepted the proposed 2021 meeting dates. It was noted that January Board meeting would likely have a review of a draft FY22 Title VI Plan, Short-Range Transit Plan Update, LRTP Existing Conditions and Travel Demand Model results and action taken on state-wide performance measure mid-period adjustments.

This was an information and discussion item. No formal action was taken on this item.

### **8. LEGISLATIVE UPDATE**

The RTAC Liaison, Kevin Adam, provided a short briefing to the Board members on National and State legislative updates regarding transportation activities and funding.

- ❖ Congress passed a Continuing Resolution funding the Federal Government at last year's funding levels through Dec. 11<sup>th</sup>. It appears that a second Continuing Resolution is likely to be passed probably extending funding through to March or April.
- ❖ The balance of the State legislature did not change very much at all with this election. The House is still 31/29 and the Senate shifted from 17-13 to 16-14, both Republican controlled. Changes will be occurring in the next few months as the impact of the recent election takes effect.

- ❖ Speaker Rusty Bowers and President Karen Fann are strong supporters of transportation bills. There will be a new minority leader: Rebecca Rios. A new Chair of the Senate Transportation Committee will be coming in: Tyler Pace, and for the House Transportation Committee: Frank Carroll.
- ❖ Arizona has 125,000 less jobs than before the pandemic leaving some uncertainty on how that will play out financially next year. The Highway Safety Fund is set to expire June 30<sup>th</sup>, end of fiscal year, leaving a \$161 million dollar gap in the DPS budget. The State Legislature will need to decide how to fund the Highway Patrol potentially creating challenges for the General Fund and HURF revenue sources.

This was an information and discussion item. No action was taken on this item.

## **9. ANNOUNCEMENTS & JURISDICTION UPDATES**

Member Banks announced that the pre-emptive signal poles and mast arms were going up and the Town was very excited to see this needed project being constructed. Member Pacheco clarified for Board meeting attendees that although she and her husband had sold their house in Sierra Vista, they were not moving from Sierra Vista at this time. They will be renting in Sierra Vista and they have no plans to move out of Sierra Vista at this time, she will still be fully involved in her role as a Sierra Vista Council member. No other Board members had any jurisdiction related updates.

Chair Mueller then made a formal presentation to the two outgoing Board members: Tom Borer, Vice-Chair, and Joy Banks, Board member, with signed certificates of appreciation for their service with the SVMPO Board. Both Vice-Chair Borer and Member Banks expressed their appreciation for the work that the regional agency had done for their jurisdictions and stated they appreciated the opportunity to participate in this important work in behalf of the region.

This was an information and presentation item. No action was taken on this item.

## **10. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT (Written Report)**

The Administrator's Report was provided in written form only and no discussion of these items occurred at this meeting. Information was provided in written format related to:

- ❖ 2021-2025 TIP Approval Pending
- ❖ Short-Range Transit Plan Update
- ❖ 2050 Long-Range Transportation Plan Update
- ❖ Work Program and Transportation Improvement Program Project Updates

This was an information item only: attendees were advised to contact the SVMPO Administrator with any questions or concerns on this report. No action was taken on this item.

## **11. ADJOURNMENT of REGULAR SESSION**

Chair Mueller adjourned the SVMPO Board regular meeting at 3:50 p.m.

*Note: This SVMPO Board meeting was shortened in order for the Sierra Vista City Council to convene for a special meeting related to the election result certification set for 4:00 p.m. in Council Chambers.*