



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
BOARD OF DIRECTORS
MEETING MINUTES: MAY 27, 2021**

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 27, 2021
1:00 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	Rachel Gray, Mayor, City of Sierra Vista
Member	Carolyn Umphrey, Councilmember City of Sierra Vista
Member	Peggy Judd, County Supervisor, Cochise County(<i>telephonically</i>)
Cynthia Butterworth	Town of Huachuca City, (<i>alternate member/telephonically</i>)

EXECUTIVE BOARD MEMBERS NOT IN ATTENDANCE:

Vice-Chair	Johann Wallace, Mayor, Town of Huachuca City
Member	Richard Searle, STB District 3
Member	<i>Vacant Seat</i> , City of Sierra Vista

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Gregory Johnson, Councilmember, City of Sierra Vista
Jeremy Moore, Arizona Department of Transportation (*telephonically for Rod Lane*)
Ed Stillings, FHWA (*telephonically*)
Kevin Adam, RTAC (*telephonically*)
Brent Crowther, Kimley-Horn Consultant Team
Chris Johannes, Kimley-Horn Consultant Team

1. CALL TO ORDER AND ROLL CALL

Chair Gray called the meeting to order at 1:02 p.m. Member Umphrey was present. Member Judd for the County, and alternate member for the Town, Cynthia Butterworth, were present telephonically. A quorum was present. City Councilmember Gregory Johnson who will be joining the SVMPO Board officially after City Council action was also present (non-voting).

2. ACCEPTANCE OF THE AGENDA

Chair Gray noted that two requests had been made to the Chair to adjust the Agenda. Due to a potential loss of quorum mid-meeting, Item 6 was requested to be pulled up to after the Meeting Minutes were approved. Also, in order to accommodate a tight schedule for our SouthCentral District attendee, it was requested that Item 10 be moved up immediately after all action items. Chair Gray asked if the Board had any objections to these adjustments or other changes to the Agenda. Hearing none, the Chair asked for a motion to accept the agenda, as adjusted. Member Umphrey made the motion, Member Judd seconded, and the motion passed unanimously.

MOTION: Member Umphrey

SECOND: Member Judd

ACTION: PASSED UNANIMOUSLY 4/0

3. CALL TO THE PUBLIC

Chair Gray noted that no members of the public were present at the meeting and asked if anyone was present on the phone that wanted to speak. Hearing none, the Call to the Public was closed.

4. APPROVAL OF MEETING MINUTES (March 31, 2021)

Chair Gray asked any Board member has any comments or corrections to the Board of Directors Regular Meeting Minutes of March 31, 2021. Hearing none she called for the question.

Member Umphrey made the motion to accept the meeting minutes as presented, Member Judd seconded, and the motion to approve the March 31, 2021 meeting minutes was unanimously approved.

MOTION: Member Umphrey

SECOND: Member Judd

ACTION: PASSED UNANIMOUSLY 4/0

Adjustment to Agenda to pull up Item 6 to this point in the Agenda

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. FY22/FY23 Work Program (FINAL DRAFT)

The SVMPO Administrator briefed the Board on the FY22/FY23 Work Program. She stated that given the time factor for some of the Board members this presentation would rely heavily on the extensive memo and materials provided in advance to the Board on this item. Administrator Lamberton stated that the Work Program is a mandated document that sets out the work plan activities for the next two-years for the SVMPO.

Staff did meet with FHWA, FTA and ADOT on March 30, 2021 to review projected plan activities and budget. Ed Stillings, FHWA, commented that the preliminary Work Program presented to them was fairly complete with only a few little things that had been suggested as changes to the draft. Administrator Lamberton stated that recommended revisions had been made to the version the Board received.

The same nine work elements are being brought forward with the continuation and completion of three active planning activities currently underway as the highest FY22 work activities.

Administrator Lamberton noted those nine elements and described briefly what types of work

activities fit under each one: Administration; Transportation Systems Data and Monitoring; Long-Range Transportation Plan; Transportation Improvement Program (TIP); Coordinated Public Transit Planning; Alternative Transportation Systems Planning; Regional Planning, Special Projects Planning and Public Involvement and Outreach. One specific item, the SunCloud project, was brought to the attention of the Board: this project has been in the works since 2017 and is a partnership with MAG and FHWA on an Innovation Grant. A MOU is now in place and the match funds identified in this Work Program for FY22.

Administrator Lamberton stated that these proposed work activities were presented to the TAC but they chose to send this forward without a recommendation as it is more of a policy decision than a technical matter. In general, the TAC was supported of the Work Program activities but several members did raise concerns about one specific project: the Corridor study on Highway 90 through the Town of Huachuca City. Some felt it should not be in the regional plan but others felt that the highway in that area has enough issues that related to the Town, like the number of pedestrians that cross the Highway and that of the 11 crashes in the last five years in the Town, 9 of them were on the Highway or at the intersections to the Highway. The Administrator asked for Board direction if she should delete this project for now or leave it in.

Chair Gray asked if it was correct that projects in the Work Program did not have to be done if they were listed. Administrator Lamberton stated that was correct: projects are not mandated to be completed just because they are approved in this Work Program. These are placeholders for what the MPO might want to do but if we remove it and the MPO wants to do it later we would have to amend the Work Program and put it back in.

Member Judd stated she thought it would not hurt to leave it in for now and the Board could get more details about what would be done before any additional actions were taken. Alternate Member Butterworth also stated that she would like it to stay in noting that traffic on the Highway is only getting heavier each year and the Town does expect more businesses to come in along the Highway. Member Umphrey concurred with both Member Judd and Butterworth saying that there are good reasons to leave it in for now.

Administrator Lamberton noted that this was tentatively set for the Fiscal Year 2023, with the Theater drive project going out in Fiscal Year 2022 so there is a lot of time for both the TAC and the Board to discuss this further. Chair Gray said she did want to understand better what the TAC concerns were on this project but felt that the project should stay in and the Board would discuss the need for the project and the project scope further before any further action was taken on it.

The FY22/FY23 Work Program will be forwarded to ADOT's Multimodal Planning Division who will send it on to FHWA for approval. Ed Stillings, FHWA stated they intend to have all the MPO Work Program's approved by the end of the fiscal year (June 30th).

Member Umphrey made the motion to accept the FY22/23 Unified Work Program and Annual Budget as presented, Alternative Member Butterworth seconded, and the motion to approve the FY22/FY23 Unified Work Program and Annual Budget was unanimously approved.

MOTION: Member Umphrey

SECOND: Member Butterworth

ACTION: PASSED UNANIMOUSLY 4/0

5. MPO 101 and JOINT PROJECT GRANT AGREEMENT BRIEFING

The Board then returned to the previous item on the Agenda. Given the importance of this briefing for new members, but the short-time in which a full quorum was expected to be available it was suggested that this item be tabled until the next meeting by Chair Gray. It was noted that the Joint Project Agreement is a standard document signed every year, but due the fact there were so many new members it was desired that the details of this document be shared with the full Board. The SVMPO By-Laws do identify signatory authority to the SVMPO Chair on this document and there was general consensus to go ahead and execute that Agreement but to bring it back to the Board as an informational item.

Member Umphrey moved to table this item until the June 24th Board meeting. Alternate Member Butterworth seconded. The motion to table this item was unanimously approved.

MOTION: Member Umphrey

SECOND: Member Butterworth

ACTION: PASSED UNANIMOUSLY 4/0

Adjustment to Agenda to pull up Item 10 to this point in the Agenda

10. STATE TRANSPORTATION BOARD/SOUTHCENTRAL DISTRICT REPORT

Jeremy Moore, for SouthCentral District thanked the Board for accommodating an earlier report from ADOT on their Agenda today. He provided an update to ADOT's five-year plan and the process by which each District prioritizes projects for programming.

This was an information item. No action was taken.

CONTINUING BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

7. 2022-2026 TRANSPORTATION IMPROVEMENT PROGRAM (Preliminary Draft)

The 2022-2023 TIP draft was presented to the Board and the SVMPO Administrator stated that the MPO annually updates our construction funding program and this is known as our short-range (five-year) Transportation Improvement Program or the TIP. Given the limitations in new funding, and the fact that there are three studies nearing completion that will not only prioritize projects but will develop preliminary cost estimates, Administrator Lamberton stated that the TAC concurred with her recommendation that the MPO hold off on programming the TIP until the three active studies are completed, and the federal fiscal year awards are made in October. The Board could then consider fully programming the TIP early next year.

The process to place projects on the TIP was described to the Board using the flow chart on page 24 of the Agenda Packet. Some projects did not meet the criteria for being a regional project, others are not eligible for the funding source and others may require more funding than is available in any given year and so it may take several years to accumulate enough funds for a project.

The Board was directed to take a look at the ledger for available funding for this TIP cycle on page 35 of the Agenda Packet. Going into this next year the SVMPO basically has zero dollars. The City did obligate their construction funds for their West End project on North Garden and Fry Blvd this fiscal year and that pulled about \$3 million dollars from the regional funds all together. The

Administrator noted that it will likely take a few years to pile up enough funds to do another project. She also provided the new members clarification that appropriations are the funds estimated by Congress during their federal transportation authorization bills but the Obligation Authority, shown as OA, is the amount Congress actually budgets during their annual budget cycle. The OA ratio can change every year and in fact, for FY 22 it was changed to something like 88.9%. However, the MPO's have been advised that ADOT is holding the MPO's harmless from that funding adjustment and are allowing our current year OA ratio of 94.9% to remain in place.

Administrator Lamberton reminded the TAC that the TIP also includes the funding for Vista Transit and is required for them to continue to obtain their FTA allocations. It is also a document that is routinely amended as new information about funding, federal or state funded grants to jurisdictions are awarded, or new regional projects are selected that are required to be in the regional TIP's. Chair Gray added that it was important for the City members to realize that the City budget for Vista Transit will not exactly match the regional TIP. They serve two different purposes and Administrator Lamberton added that when we set it up well, then minor changes in the City's Transit needs, for example a 30-foot bus instead of a 28-foot bus, is already covered by the generic description and rounded up financial estimates in the regional TIP. It was noted that last year the TIP did a pretty good job estimating the needs and no transit amendments had to be made.

The final Transportation Improvement Program (TIP) will be presented to the TAC at their June meeting. Chair Gray asked if any Board member had any questions on the TIP item. Hearing none, the Board then moved to Item 8.

This was an information item. No action was taken.

8. SHORT-RANGE TRANSIT PLAN

The Board was directed to take a look at the Power Point presentation in the packet for the introductory material on this study. A Short-Range Transit Plan is a requirement for 5307 Transit Agencies for Federal Transit Administration (FTA) funds. The MPO partnered with Vista Transit to see this study completed. The consulting team is coordinating with Vista Transit the five-year transit recommendations for the TIP process and are now identifying strategies for the Transit Plan.

The public outreach phase is completed for this plan and although there are fewer riders due to the pandemic, Administrator Lamberton noted that of the average daily ridership of 95 riders per day, there was a 79% response rate to the surveys – about double what was received in a previous outreach effort. She noted that many of the riders (over 71%) thought Vista transit was much better or better than other transit systems they had ridden; but most were riding because they had no other option. During the pandemic event, the transit system is serving the most vulnerable population groups in the City, their top destinations are for shopping and medical trips.

Chair Gray asked if the Transit Plan consultants were taking into account the ridership that existed before the pandemic. Administrator Lamberton stated that they were, and the declines were very much in line with what was seen nation-wide. The consulting team helped to develop some strategies that were effective with other transit agencies for maintaining ridership and some of those Vista Transit has already implemented with some success, for example, a video posted on the City's Facebook page showing how the buses are being sanitized for the safety of riders.

The TAC was encouraged to review drafted Short-Range Transit Plan sections that are posted on the SVMPO website for review: <https://www.svmppo.org/transportation-planning/short-range-transit-plan-update/> The schedule anticipates a final plan for Board approval in August of this year.

The Board had no specific questions on this transit planning effort at this time.

This was an information item. No action was taken.

9. SVMPO 2050 LONG-RANGE TRANSPORTATION PLAN UPDATE

Chris Johannes presented this item for the Kimley-Horn consulting team. The Power Point presentation provided an overview of the process undertaken, the mandated requirements for long-range transportation plans, public outreach activities undertaken to date, the modeling results, available funds over the planning period, project development, Board approved proprieties for project selection and an update on the project schedule.

Administrator Lamberton stated that the consultant team is also coordinating with both the consultant team for the Transit Plan and the Huachuca City Roadway study to ensure that those recommendations and cost estimates were consistent with the Long-Range Transportation Plan.

The Consulting Team reminded Board members that the modeled results and LRTP project lists are only one tool that member jurisdiction may use to determine projects and project priorities. Mr. Johannes stated that there may be a million and one reasons to choose a specific project projects but are intended to guide priorities for placing projects into the regional TIP and to assist jurisdictions in competing for grants.

This project is expected to be finalized within the next two months and presented for adoption by the SVMPO Board at their August 26, 2021 meeting. Board members were encouraged to take a look at drafted chapters available on the SVMPO website for review:

<https://www.svmppo.org/transportation-planning/2050-long-range-transportation-plan-update-2050-lrtp/>

This was an information and discussion item. No formal action was taken but direction was given to the Administrator to hold the June 10th Work Session on this item at the usual meeting time for the Board of 2:30 p.m.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

11. LEGISLATIVE UPDATE

The Rural Transportation Advocacy Council (RTAC) Liaison, Kevin Adam, discussed with Board members the status of National and State legislative activities.

There is the potential of additional dedicated transportation funding to the State of Arizona and developing those projects and approving one to potentially move forward may be a future discussion item of the Board.

Board members discussed with Kevin Adam the genesis of the Rural Summit and the potential of a shortened Strategic Session for this year, in order to avoid possible cancellation fees. If this is held it would be schedules for October 13-15.

This was an information item. No action was taken.

12. ANNOUNCEMENTS & JURISDICTION UPDATES

No member jurisdiction indicated they had any information to share at this time.

This was a discussion item. No action was taken.

13. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT (Written Report)

Land Use Law Workshop: June 3-4, 2021

SVMPO TAC Mtg: June 9, 2021

Potential Board Work Sessions: June 10, 2021 and August 12, 2021

FHWA and ADOT Civil Rights Division Title VI Training (Mandated): June 23, 2021

MPO Directors Mtg: June 30, 2021

Board members were referred to the written report and advised they could contact the SVMPO Administrator if they wanted to discuss any of those items in more detail with her.

This is an information item. *(This item was presented in written format only)* No action was taken.

14. FUTURE AGENDA ITEMS

The next SVMPO Board meeting is scheduled for **Thursday, June 24th at 2:30 p.m.** A Work Session will be held on Thursday, June 10th starting at 2:30 p.m. The Administrator will send information out to the Board and a meeting invite.

This was an information item. No action was taken.

15. ADJOURNMENT of REGULAR SESSION

By general consent, the SVMPO Board regular meeting was then adjourned at 2:36 p.m.