



REGULAR MEETING MINUTES

Sierra Vista Metropolitan Planning Organization
Regular Meeting
Wednesday, September 23, 2015
3:30 PM

City of Sierra Vista
City Hall
City Manager's Conference Room
1011 North Coronado Drive
Sierra Vista, AZ 85635

Web: www.SVMPO.org
Email: SVMPO@SierraVistaAZ.gov

SVMPO Board of Directors Present:

Chair	Rick Mueller, Mayor, City of Sierra Vista
Designated Alternate	Pat Call, Supervisor, Cochise County
Member	Bob Blanchard, Mayor Pro Tem, City of Sierra Vista
Member	Bill Harmon, Arizona Department of Transportation
SVMPO Administrator	Dan Coxworth, AICP

Absent:

Vice Chair	Richard Searle, Supervisor, Cochise County
Member	Hank Huisking, Councilmember, City of Sierra Vista

Also Present:

Helen Lee	City of Sierra Vista
Jerry James	ADOT, Tucson District
Scott Beck	ADOT, Tucson District
Rod Lane	ADOT, Engineer, Tucson District
Ed Stillings	FHWA Phoenix
Jere Fredenburg	Citizen
Tricia Gerodette	Citizen
Derek Jordan	Sierra Vista Herald

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:30 p.m. and conducted the roll call.

2. ACCEPTANCE OF THE AGENDA

Chair Mueller asked for a motion to accept the agenda as written. Member Call so moved and Member Blanchard seconded. The motion passed unanimously, 4/0.

3. CALL TO THE PUBLIC

Jere Fredenberg stated she would be submitting comments on the Amended SVMPO By-Laws that the TAC members' qualifications should be included and her concern that the City of Sierra Vista should have sole financial responsibility for the Fry Blvd. Study.

4. APPROVAL OF MEETING MINUTES

SVMPO Regular Meeting of July 22, 2015 (Attached)

Member Harmon asked that the term “pre-scoping” be changed to “scoping” on the bottom of page three.

Chair Mueller asked for a motion to approve the SVMPO Regular Meeting of July 22, 2015, with the recommended revision. Member Call so moved and Member Blanchard seconded. The motion passed unanimously, 4/0.

5. ANNOUNCEMENTS AND UPDATES

➤ Mr. Coxworth stated that the SVMPO is cooperating with SEAGO to develop a Regional Strategic Highway Safety Plan, which will look at current crash data, identify safety emphasis areas, create strategies, and identify projects for HSIP monies. TAC approved the scope of the Plan. The scope will be hitting the street for consultants, and is to be developed in March of 2016. SEAGO is not asking for money to develop the plan at this time. A copy of the plan was presented to the Sierra Vista Transportation Safety Committee, whose members are likely to serve on the TAC for the regional strategic plan for the Sierra Vista area.

PRESENTATION / DISCUSSION / POSSIBLE ACTION

6. DISCUSSION: ADOT District Boundary Changes

Bill Harmon, ADOT District 8 Engineer

SUMMARY: The recent reorganization of ADOT District boundaries will remove Sierra Vista from the Safford District and place it in the Tucson District (see attached map and brochure)

Mr. Harmon announced that, as part of the redistricting, he will no longer represent ADOT on the SVMPO Board. That responsibility will be delegated to Rod Lane, his counterpart in the Tucson District.

Mr. Harmon explained the new boundaries on the map, a change of 10 districts down to eight districts. The redistricting came about in order to maintain responsible allocation of diminished revenues. One of the drivers is because Sierra Vista now has an MPO and can be better served within the Tucson Corridor.

Routine construction and maintenance will be covered by Rod Lane. Mr. Lane introduced the following ADOT stakeholders:

- Jerry James – Operations, Project Management and Permits
- Scott Beck - Development and Permits
- James Golmes - Traffic Engineer, Safford Region

In response to Chair Mueller, Mr. Lane explained that the proposed boundaries will become in effect as of October 1st and came about as an administrative change proposed by the Director.

Mayor Mueller confirmed that the City of Sierra Vista would still be in charge of light maintenance and suggested that the ADOT team meet with local key players such to conduct a project overview to boost communication.

Member Call asked how the districts were determined. Mr. Lane explained that the lines were drawn by maintenance units which were drawn in terms of emergency response times. Mr. Call stated that the county had been broken into two different districts. Chair Mueller added that SEAGO's boundaries had been as well.

In response to Mr. Coxworth, Mr. Lane confirmed the lines were drawn at mile markers.

7. DISCUSSION / ACTION: Amend SVMPO By-Laws (ATTACHED)

Dan Coxworth

SUMMARY: Minor changes to the SVMPO By-Laws amending pages 5 and 6 to generalize voting membership of the SVMPO Technical Advisory Committee (TAC). Currently, TAC membership is determined by staff position title from member jurisdictions. The amendment will allow for appointment to the TAC by respective City and County management.

Chair Mueller asked for a motion to submit the Amended SVMPO By-Laws for a 30-day Public Review and Comment period. Member Call so moved and Member Blanchard seconded. The motion passed unanimously, 4/0.

8. DISCUSSION: Memorandum of Understanding (MOU) Between the SVMPO and City of Sierra Vista for Employment Services for the MPO Administrator (ATTACHED).

Board of Directors

SUMMARY: Memorandum of Understanding (MOU) between the Board and City concerning employment services for the MPO Administrator position.

Mr. Coxworth explained the current MOU had lapsed. A feature of the new MOU is that it will automatically rollover instead of lapsing at the end of the fiscal year.

Chair Mueller explained under the old MOU, it was unclear whether City staff or the SVMPO was in charge of the Administrator's evaluation. The new MOU will stipulate that the SVMPO Chair will conduct the annual review with the Administrator before June 30th every year going forward based on comments submitted by the Board members approximately two months prior to the review during Executive Session.

Member Call stated that the County's assessment would be based on comments from both Mr. Call and Vice Chair Searle.

A consensus was established to move forward with the MOU with discussed revisions. No formal action was taken on this item.

9. ACTION: Title VI and Limited English Proficiency (LEP) Plan (Web Link)

Dan Coxworth

SUMMARY: Required by the MPO for receiving federal aid, the Title VI and LEP Plan outlines how the MPO will comply with the Title VI of the Civil Rights Act of 1964 and make every effort to prevent discrimination through the impacts of its programs, policies on minority and low-income populations within the region. The draft Title VI plan can be found here: <http://www.svmmpo.org/wp-content/uploads/2015/09/SVMPO-Title-VI-Plan-2016.pdf>

Mr. Coxworth explained that the plan has been reviewed by the TAC, made available for public comment on the MPO's website and the Sierra Vista Herald and had not received any comments.

Chair Mueller asked for a motion to approve the Title VI and Limited English Proficiency (LEP) Plan, as written. Member Pat Call so moved and Member Blanchard seconded. The motion passed unanimously, 4/0.

10. ACTION: Contract for Services with J2 Engineering and Environmental Design for the Fry Blvd. West End Corridor Study (Forthcoming)

Dan Coxworth

SUMMARY: Review of the contract between the SVMPO and J2 Engineering and Environmental Design to conduct the Fry Blvd. West End Corridor Study.

Mr. Coxworth explained that the project was approved as part of the Fiscal Year 15/16 Work Program. J2 Engineering had the highest ranked proposal out of six highly qualified firms. As such, they were asked to provide a detailed proposal with costs. The end result will be a concept design plan for the West End of Sierra Vista. The study will be comprised of two components: a technical analysis of the roadway to see what's possible; and, public outreach with stakeholders to give an idea of what they would like to see on the roadway. Included in the plan are two public stakeholder meetings and an additional general public meeting.

J2 will make their final proposal in a joint work session with the Sierra Vista City Council and the SVMPO Board to give elected officials an opportunity to talk with J2. J2 has extensive experience with many projects in the Phoenix Metro area. The proposal is available to the Board for viewing but is not for public consumption until the contract is approved.

Chair Mueller stated that the City is trying to revitalize the west side of town and things are in the works for North Garden Avenue by narrowing the road, adding trees and making it more walk-able. As the City can find money, they are targeting Fry Boulevard from Carmichael west to the Main Gate. Chair Mueller explained that the first session with business owners will address what will work for their businesses. Then they will hold the general public meeting to get input from the public. It is a preliminary study to see if we can add sidewalks, trees and additional parking spaces. Chair Mueller added that this company has had success in other locations of Arizona.

Member Call asked if there was a possible scenario where the four lanes were brought down to two lanes with a median. Chair Mueller replied that he's not sure if they can go down from four lanes but that access has been an issue and there is a definite need to make the area more walk-able and amenable to traffic.

Mr. Coxworth stated that the total cost of the study came to \$129,000, which is below budget. It gives a little wiggle room and an opportunity to add an additional public meeting if needed.

Council Member Call asked if they intended to use the area between Carmichael and the Main gate as a template. Chair Muller explained that the study will determine what types of items can be placed in certain areas, such as trees or benches.

Mr. Coxworth referred to J2's project in Downtown Tolleson, which had impressive results in an area similar to Fry Boulevard. He added that the process will start our fast but proceed rather slow.

Chair Mueller asked for a motion to approve the Contract for Services with J2 Engineering and Environmental Design for the Fry Blvd. West End Corridor Study, as written. Member Call so moved and Member Blanchard seconded. The motion passed 4/0.

11. DISCUSSION: Future Agenda Items

SVMPO Board

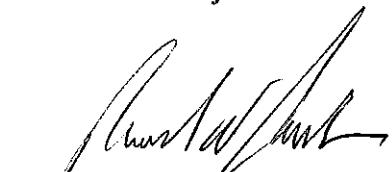
- *Mr. Coxworth announced that there would be no October meeting.*

12. UPCOMING SCHEDULED MEETINGS

- SVMPO Board: November 18, 3:30 p.m., City Hall
- SVMPO TAC: October 22, 1:30 p.m., Public Works
 - Long Range Transportation Plan (1-2 Chapters)
 - Origin/Destination Study

13. ADJOURNMENT

Chair Mueller adjourned the meeting at 4:14 p.m.



Chair Frederick W. Mueller

Minutes prepared by:



*Helen Lee, Administrative Secretary
City of Sierra Vista*