



# SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD WORK SESSION MEETING SUMMARY: APRIL 25, 2019

**DRAFT**

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## 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:

April 25, 2019  
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

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## EXECUTIVE BOARD MEMBERS IN ATTENDANCE:

Chair	Rick Mueller, Mayor, City of Sierra Vista
Member	Ann English for Tom Borer, Cochise County
Member	Sarah Pacheco, Councilmember, City of Sierra Vista
Member	Joy Banks, Councilmember, Town of Huachuca City
Member (Non-Voting)	Rod Lane, Arizona Department of Transportation

## EXECUTIVE BOARD MEMBERS ABSENT

Member	Rachel Gray, Councilmember, City of Sierra Vista
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## STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

## OTHERS PRESENT:

Mark Hoffman – ADOT (telephonically for partial meeting)  
Ed Stillings – FHWA (telephonically for partial meeting)  
Tom Klimek – Armstrong Consulting/Member of the Public

### 1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:03 p.m. Chairman Mueller, Members Pacheco, Banks, English (alternate rep for Tom Borer) and Lane present. A quorum was present.

### 2. PRESENTATION AND DISCUSSION

A short presentation on role of MPO's in general, and the formation of the SVMPO, provided the framework for a discussion among Board members about the current operating practices of the

SVMPO. Many questions were asked about why decisions had been made in the past regarding Board structure, membership, match requirements and operating practices. Information was presented by members and the SVMPO Administrator about these topics, including typical operating procedures among the other seven MPO's in the State.

The following guidance was given on Structure of the Board/Relationship with Member Jurisdictions/Agreements with Sierra Vista:

- Noted that the SVMPO is a separate entity that is an independently operating Board representing all member jurisdictions.
- Members indicated continued support for the practice of taking technical adjustments or actions, that are within the umbrella of already adopted policy or practice, forward via the Administrator, with Board Chair direction, with consultation with the jurisdiction most directly impacted by the action. Policy actions or actions that involve more than one jurisdictions it is desired to bring the full Board using tools like telephonic meetings, if time is of concern. Noted to avoid violations of Open Meeting Law that could occur by informally polling the full Board for direction.
- Members indicated that actions requiring signature, that bind the full Board (that is not already designated to the Board Chair via the By-Laws), should come before the Board.
- Noted that the SVMPO is still developing standard policies and practices so items, that may seem small in nature, will continue to come forward for formal direction.
- Noted that the Board Chair, in particular, but also all Board members, have to take off their jurisdiction hats and put on their regional hats when considering action in behalf of the SVMPO.
- Board membership/revisions to By-Laws may be considered. A request for a formal appointment from ADOT would be requested (the one on record pre-dates the change in ADOT Districts). Membership changes could include increasing membership (e.g. add another County rep and/or add ADOT as a voting member) or decreasing membership (reducing Sierra Vista's membership). Noted that these items are potential options for discussion but no consensus/specific direction given on this item. Noted that having an even numbered Board might have implications for tied votes; however, also noted that a few MPO Boards have an even numbered Board and a policy to address tie votes can be put in place.
- Noted that a State Transportation Board member is not yet appointed: this is typically a position that also sits on MPO Boards. Noted that the SVMPO is the only MPO without ADOT having a voting seat at the MPO table.
- The Agreement with the City of Sierra Vista should be reconsidered and if changes would be more cost effective the Board could consider proposed revisions. Anticipated timeframe would be June/July. Noted that Sierra Vista has requested their City Manager's office to work on this issue.
- Additional information is requested to be presented to the Board on SVMPO costs that are currently being covered solely by Sierra Vista. The question was raised if it was still appropriate to have the City of Sierra Vista solely responsible for space and service costs.
- Additional information requested to be presented to the Board on options for providing various support services; what those costs might be and the implications of changing current practices both pro and con.

- A question was asked if there was a reason to have a Secretary/Treasurer on the Board like some of the other MPO's do.
- Some members felt that the SVMPO should evolve to incorporate elements that most of the other MPO's do; other members felt that the SVMPO should ensure that the unique needs of the SVMPO's member jurisdictions are met and not be as concerned if other MPO's follow the same practices or not.

The following guidance was given on the topic of Match/In-Kind Contributions/Cash Contributions:

- Agreement that the Board would discuss in regular meeting the match requirements to include the amounts assessed to each member jurisdiction, and if a cash match of any amount is needed.
- Additional information is requested to be presented to the Board related to formal documents and /or agreements that set out the match amounts now required.
- Additional information is requested to be presented to the Board justification/need for both match amounts in general and cash match, specifically.
- Additional information is requested to be presented to the Board about in-kind match: what constituted in-kind match and how can it be met, how is it used, impacts to member jurisdictions both pro and con for using in-kind match for the SVMPO work.
- The Board would like to see a suite of options presented for meeting required match amounts, including options with some amount of cash match.
- RTAC assessments need to be clarified: how much is being paid by whom/ensure that duplicate payments are not being made by SEAGO and SVMPO for RTAC. The reason for being a member of RTAC may need to be briefed for the Board as well as why the MPO is paying these local agency dues. Noted that part of the reason was because an agreement was reached to allow 70% of those dues to be paid with MPO federal funds.

### **3. EXECUTIVE BOARD MEETING DATES: 2019**

The next Executive Board meeting is currently scheduled for May 9, 2019 at 3:00 p.m. After discussion, the Board agreed to leave this date standing. Member Pacheco noted that she would not be able to attend; however, a quorum for this meeting has been tentatively confirmed by Board members.

Board members discussed meeting dates and the following guidance was given:

- Whenever possible the SVMPO Board would hold to the SVMPO Board approved meeting dates.
- However, to facilitate Board member attendance, meeting date conflicts should be provided to the SVMPO Administrator as soon as known.
- Meeting dates for the rest of the year will be noted in future Board meeting agenda's for Board member review of potential conflicts.
- Members unable to attend should check with their designated alternate for ensuring that their jurisdiction is represented before moving meeting dates.
- Both Cochise County and the Town of Huachuca City have a designated alternate on record. Sierra Vista will look into who they nominated, or if they haven't nominated an alternate, will consider doing so.

- The protocol for addressing the absence of both Chair and Vice-Chair were shared (any member calls the Board to order, selects a pro-tem Chair for the meeting) and Board members indicated agreement with this practice going forward.

#### 4. FUTURE DISCUSSION ITEMS AND BOARD REQUESTS

It was noted that a Vice-Chair would be elected at the next regular Board meeting. A question was asked about what projects had been completed by the SVMPO. The next SVMPO Board meeting will be May 9, 2019 at 3:00 p.m.

#### 5. ADJOURNMENT

Chair Mueller adjourned the meeting at 4:31 p.m.

#### ACTION STEPS:

- Sierra Vista to review if they have designated a SVMPO rep alternate, and if not, may consider nominating someone.
- The Board to discuss/consider changes to By-Laws regarding ADOT voting or non-voting status.
- The Board to discuss/consider changes to By-Laws regarding voting membership.
- Sierra Vista to bring forward recommendations for changes in the Agreement for space and services for the MPO to the Board for consideration.
- The Board to consider adjustments to match amounts: how much per jurisdiction; in-kind vs cash.