



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
BOARD OF DIRECTORS
MEETING MINUTES: APRIL 27, 2022**

DRAFT

MEETING LOCATION:

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

MEETING DATE AND TIME:

April 27, 2022
2:30 p.m. to 4:00 p.m.

**MICROSOFT TEAMS VIRTUAL MTG
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Phone Conference ID: 516 772 681#

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

Website: www.svmmpo.org
Email: SVMPO@SierraVistaAZ.gov
SVMPO Director Phone: 520-515-8525

EXECUTIVE BOARD MEMBERS IN ATTENDANCE:

Chair	Rachel Gray, Mayor, City of Sierra Vista
Vice-Chair	Carolyn Umphrey, Councilmember City of Sierra Vista (<i>virtually</i>)
Member	Cynthia Butterworth, Councilmember, Town of Huachuca City
Member:	Gregory Johnson, Councilmember City of Sierra Vista
Member	Peggy Judd, County Supervisor, Cochise County (<i>virtually</i>)
Member	Richard Searle, State Transportation Board (<i>virtually</i>)

EXECUTIVE BOARD MEMBERS NOT IN ATTENDANCE: N/A All Present

STAFF:

SVMPO Director: Karen L. Lamberton, AICP
SVMPO Project Manager: Benny Young P.E. (*virtually until 3:00 p.m.*)
SVMPO Engineer: Dennis Donovan P.E.
SVMPO Intern: Cat Porter, BYU-I

OTHERS PRESENT:

Keith Settlemyer, Town of Huachuca City Alternate Member
Chuck Potucek, Sierra Vista City Manager (*partial meeting/Item 6-8*)
Ed Stillings, FHWA (*virtually*)
Jeremy Moore, ADOT SouthCentral District (*virtually*)
Kevin Adam, RTAC (*virtually through Item 4*)
Amy Moran, Wilson & Company (*virtually until 3:00 p.m.*)
Chanel Kirkpatrick, SV External Services Manager
Richard Stein, SV Aviation/Transit Administrator

CALL TO ORDER AND ROLL CALL

Chair Gray called the meeting to order at 2:36 p.m. Chair Gray, Vice-Chair Umphrey and Members Butterworth, Johnson, Judd and Searle present. A quorum was present.

1. ACCEPTANCE OF THE AGENDA

Chair Gray asked if there were any adjustments requested to the presented agenda. Hearing none, the Chair asked for a motion to accept the agenda. Member Johnson made the motion, Member Butterworth seconded, and the motion passed unanimously.

MOTION: Member Johnson

SECOND: Member Butterworth

ACTION: PASSED UNANIMOUSLY 6/0

2. CALL TO THE PUBLIC

Chair Gray noted that no members of the public appeared to be present and asked if anyone was on-line that wished to address the Board. Chanel Kirkpatrick introduced herself and Richard Stien to the Board. Both are new Sierra Vista employees and will be working with the Aviation and Transit departments for the City of Sierra Vista.

Hearing no other requests to speak from members of the public, Chair Gray then closed the Call to the Public.

3. APPROVAL OF MEETING MINUTES (February 23, 2022)

Chair Gray asked if any Board member had any comments or corrections to the Board of Directors Regular Meeting Minutes of February 23, 2022. After a moment for Board members to take a look at the presented minutes, no corrections were noted. Hearing none, she called for the question.

Member Butterworth made the motion to accept the meeting minutes as presented, Member Johnson seconded, and the motion to approve the February 27, 2022, meeting minutes was unanimously approved.

MOTION: Member Butterworth

SECOND: Member Johnson

ACTION: PASSED UNANIMOUSLY 6/0

INFORMATIONAL ITEMS

4. RURAL TRANSPORTATION ADVOCACY REPORT/LEGISLATIVE ACTIVITIES

Kevin Adam, Rural Transportation Advocacy Council (RTAC) liaison, provided the Board with an update of the activities at the federal and state levels on transportation issues and funding. A great deal of uncertainty remains at the State level as budgets are not near being finalized; however, there is an unexpected State surplus and there is a possibility of additional funding for rural areas in the area of grant assistance, possible match funds for federal grants, and also the possibility of earmarked local agency or state projects.

Chair Gray thanked Mr. Adams for his advocacy work in behalf of our region and look forward to seeing positive results for these efforts. Mr. Adams encouraged jurisdiction elected officials to continue to advocate with their own state legislators on these issues as the state legislature begins to focus on finalizing the budget for this session.

This was an information item. No action was taken.

5. THEATER DRIVE INVENTORY & ASSESSMENT STUDY

The SVMPO Project Lead, Benny Young, P.E., briefed the Board members on the status of the Theater Drive Study, stating that this has just gotten fully underway. The consultant team, Wilson and Company, are collecting data and traffic counts will be taken within the next couple of weeks. Stakeholder interviews are being conducted with about 20 key individuals: Chair Gray noted she had received an interview invite and encouraged those on the Council to respond to this opportunity to talk with the consultant team.

The Board was provided with handouts that set out the proposed project schedule, Press Release and a webpage informational piece that will be posted on the SVMPO website.

The SVMPO Project Manager and Study team indicated their enthusiasm for meeting with Board members and jurisdiction technical staff on this area. There are many opportunities there to make small improvements that will be important to the residents and businesses in the area.

This multi-jurisdiction study area with both the City of Sierra Vista and Cochise County will be holding a **Joint Agency Forum on May 13, 2022**: the full SVMPO Board was invited to participate in this interactive and facilitated discussion to help develop phased and prioritized potential improvements in the area. This full-day event will be held at the Sierra Suites, located in Sierra Vista. Formal invites will be sent out shortly with more details on this event. Board members were asked to hold this date. Lunch will be provided.

Chair Gray asked Board members to reach out to the SVMPO Director with any questions they might have on this item.

This was an information item. No action was taken.

NEW BUSINESS: DISCUSSION & POSSIBLE ACTION

6. STBG LEDGER UPDATE

The SVMPO Director shared with Board members the most current Surface Transportation Block Grant (STBG) Ledger and stated that this spreadsheet shows the available funding for the next Transportation Improvement Program (TIP). The STBG Ledger has a current five-year available balance for project programming of \$2,495,702.

Hearing no questions, the Board moved to the next item.

This was an information item. No action was taken.

7. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROGRAMING POLICIES

The SVMPO Chair advised Board members that the MPO has not yet developed a specific policy for project selection. She noted that always needs would outweigh funding. She asked the board members to read the provided memo on this topic and recommended that a Work session be held to specifically focus on developing a selection policy for our MPO.

The Board concurred with the concept of planning for a deeper discussion on potential programming policies at a later date. The SVMPO Board had planned for a potential Work Session in their 2022 calendar for July 6th and it was agreed to set that date for both a Work Session of about an hour, followed by a regular Board meeting of about an hour: 2:30 p.m. to 4:30 p.m. was suggested. If this meeting is held, the August Board meeting could then be cancelled, if all action items are addressed in July.

This was an information item. Direction to the SVMPO Director was to send out a placeholder Board Work Session and Board meeting date for July 6th on the topic of developing a TIP project selection policy.

8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): FY2023-FY2027

Board members were provided with a blank example of a Call for Projects, along with all the proposed projects that had been submitted by the three jurisdictions. These proposed projects were not discussed in depth other than to note that both the County and the Town had updated their project proposals after the February TAC meetings, the City had not, but the requested projects were substantively the same as was provided to the Board at their February meeting.

Chair Gray advised the Board that she had invited in Chuck Potucek, the City Manager, who has a lot of history about how regional projects are selected. Mr. Potucek briefed the Board on how things had worked when the City was part of SEAGO: projects had to be selected among 20 jurisdictions and eventually an option was worked out where opportunities to apply for funding were rotated among all the jurisdictions. It could take a long time to get a little bit of money. He also concurred with Chair Gray's observation that needs always outweigh the funds. He encouraged the Board to consider staging up shovel ready projects so that grant opportunities were more easily obtained and stated that the City had been very successful with taking that approach.

Chair Gray stated that she and the SVMPO Director had worked out a potential strategy that provided all three jurisdictions with Design funds within the first two years of the next TIP. If all worked out, additional funds through earmarks or other grants would help with construction but the projects would be started and have a better idea of what they needed. She stated that Moson Rd. was an important corridor for both the City and the County and there were enough funds anticipated in FY23 to fund their Design request. In FY24, the Design requests for both the City's top priority for Buffalo Solider Trail and the Skyline Dr. project for Huachuca City could be funded. She also noted that when she met recently with Congresswoman Kirkpatrick's office about transportation needs in this region the first question the staff asked was: is that project in the TIP?

Several Board members asked how amendments or adjustments worked with the TIP. Director Lamberton stated that although the TIP must be approved each fiscal year, amendments may be

made at any time. As new funding is identified or projects drop out, changes can be made. She also noted that by creating a placeholder list it then becomes easier to make rapid administrative amendments to add new funding, if it is awarded to any jurisdictions for a specific project.

Director Lamberton noted that the final Draft TIP would be brought forward in June for adoption, with or without STBG funded projects. FTA funded transit projects and awarded grants would also be included in the regional TIP.

Member Judd made the motion to accept the project design projects as shown and funded in the preliminary STBG ledger and drafted TIP, Member Umphrey seconded, and the motion to place the projects with the funding as identified in the presented STBG ledger and draft TIP was unanimously approved.

MOTION: Member Judd

SECOND: Member Umphrey

ACTION: PASSED UNANIMOUSLY 6/0

9. SVMPO BY-LAW REVISION: STAFF CLASSIFICATION and COMPENSATION

The SVMPO Director stated that the Board has taken actions to set out specific authority for hiring actions for the SVMPO through our Fiscal Agent's HR Dept. She then stated that there was one administrative step that would help the process go more smoothly and presented a potential set of SVMPO specific staff classifications and compensation categories for inclusion as an Exhibit A to Section V of the adopted SVMPO By-Laws.

Director Lamberton noted that the SVMPO Budget allows for 2.5 FTE positions at this time, all of the identified positions would not all be hired at one time. No new hiring is expected within this calendar year. Member Johnson asked if these positions were based on similar titles in other MPO's. Director Lamberton advised that they did match up with other MPO's or COG's, as well as with ADOT titles and those already within the City staffing tables. It was also noted that the bottom range hourly rate of \$15.00 would be the Arizona minimum wage starting in 2023.

Member Butterworth made the motion to accept the meeting minutes as presented, Member Umphrey seconded, and the motion to approve the By-Law Amendment Nine and attached Exhibit A was unanimously passed.

MOTION: Member Butterworth

SECOND: Member Umphrey

ACTION: PASSED UNANIMOUSLY 6/0

INFORMATIONAL ITEMS/DIRECTION TO SVMPO DIRECTOR MAY BE GIVEN

10. FY22/FY23 WORK PROGRAM UPDATE and REVISED BUDGET

The SVMPO Director briefed the Board on several minor Administrative Amendments to the FY22/FY23 Work Program Budget. Anticipated projects are now specifically described and the Work Program Budget has been revised to reflect the most recent federal ledgers for carry-forward amounts and to add a small amount of funding from an audit reconciliation of FY17 Work Program

ledger. No specific action was needed from the Board on this item at this time but to date consultant service contracts are coming in on or under budget, and those costs savings return to the Work Program for re-programming other approved work activities.

This was an information item. No action was taken.

11. SOUTHCENTRAL DISTRICT REPORT

Jeremy Moore, for SouthCentral District, reported on the status of current and potential ADOT projects within the region. Quite a number of projects have been scheduled for pavement resurfacing work within the region in the next two years, including the area on Highway 90 that the City has been receiving many complaints about from citizens. Mr. Moore indicated that there appears to be about a 20% increase in funding for pavement preservation projects but that contractors are having trouble keeping up with the projects and materials shortages are driving up costs and delaying projects.

This was an information item.

12. UPCOMING SCHEDULED MEETINGS and DIRECTOR'S REPORT

American Planning Conference/San Diego: April 30th – May 3rd.

Theater Drive Joint Agency Forum: May 13, 2022

TAC Meeting: June 8, 2022

Board Meeting: June 22, 2022

Board Work Session/Regular Board Meeting: July 6, 2022

Board members were asked to review the written Directors report for an update on the pending Title VI plan.

This was an information item.

13. FUTURE AGENDA ITEMS

The next SVMPO Board meeting is scheduled for **Wednesday, June 22, 2022, at 2:30 p.m.** The Board also concurred with setting a Work Session and Board meeting on July 6th at 2:30 p.m.

Future agenda items will include potential adoption of the FY23 Title VI Plan; potential adoption of the FY2023-2027 Transportation Improvement Program (TIP); initial discussion of TIP programming policies.

This is an information item. No action was taken.

14. ADJOURNMENT of REGULAR SESSION

By general consent, the SVMPO Board regular meeting was then adjourned at 3:53 p.m.