



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION  
BOARD OF DIRECTORS  
MEETING MINUTES: JUNE 22, 2022**

**APPROVED**

**MEETING LOCATION:**

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

**MICROSOFT TEAMS VIRTUAL MTG  
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Phone Conference ID: 388 931 169#

**MEETING DATE AND TIME:**

June 22, 2022  
2:30 p.m.

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

Website: [www.svmppo.org](http://www.svmppo.org)  
Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)  
Director's Phone: 520-515-8

**SVMPO BOARD MEMBERS IN ATTENDANCE:**

Chair: Rachel Gray, Mayor Pro Tem, City of Sierra Vista  
Vice-Chair: Carolyn Umphrey, Councilmember, City of Sierra Vista  
Member: Gregory Johnson, Councilmember, City of Sierra Vista  
Member: Peggy Judd, Supervisor, Cochise County (*virtually*)  
Member: Cynthia Butterworth, Councilmember, Huachuca City

**SVMPO BOARD MEMBERS NOT IN ATTENDANCE:**

Member: Richard Searle, State Transportation Board

**STAFF:**

SVMPO Director: Karen L. Lamberton, AICP  
SVMPO Intern: Catarina Porter, BYU-I

**OTHERS PRESENT:**

Keith Settlemyer, Designated Alternate: Councilmember, Huachuca City  
Brad Simmons, TAC Chair/Cochise County Engineering Manager  
Chuck Potucek, City of Sierra Vista, City Manager  
Mark Hoffman, ADOT (*virtually*)  
Jeremy Moore, ADOT SouthCentral District (*virtually*)  
Kevin Adam, RTAC (*virtually*)

**CALL TO ORDER AND ROLL CALL**

Chair Gray called the meeting to order at 2:32 p.m. Chair Gray, Vice-Chair Umphrey, Members Butterworth and Johnson were present. Member Judd present virtually. A quorum was present. Chair Gray asked Brad Simmons to introduce himself and welcomed him as the SVMPO TAC Chair.

## **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, Vice-Chair Umphrey seconded, and the motion passed unanimously.

**MOTION:** Member Johnson

**SECOND:** Vice-Chair Umphrey

**ACTION:** PASSED UNANIMOUSLY 5/0

## **CALL TO THE PUBLIC**

Chair Gray asked if any of the attendees wished to address the Board. The Huachuca City alternate member Keith Settlemeyer asked if this was the time for him to ask any questions he might have. Chair Gray indicated that as a designated alternate member he could address the Board during any of the items, and if he would like was welcomed to join the Board at the table. Hearing no other comments or requests to speak, Chair Gray then closed the Call to the Public.

### **1. APPROVAL OF MEETING MINUTES (April 27, 2022)**

Chair Gray asked if any Board member had any comments or corrections to the Board of Directors Regular Meeting Minutes of April 27, 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.

Vice-Chair Umphrey made the motion to accept the meeting minutes as presented, Member Johnson seconded, and the motion to approve the April 22, 2022, meeting minutes was unanimously approved.

**MOTION:** Vice-Chair Umphrey

**SECOND:** Member Johnson

**ACTION:** PASSED UNANIMOUSLY 5/0

## **CONTINUING BUSINESS: PRESENTATION/DISCUSSION**

### **2. STBG FY23-FY27 LEDGER BALANCES**

The SVMPO Director provided the Board the current Transportation Improvement Program (TIP) ledger. She noted that this was unchanged from the STBG ledger from the April meeting. ADOT is still considering a phased change to the Federal Obligation Authority rate but as of this date the rate is calculated at 91.3% in order to provide a conservative projection. Director Lamberton asked Mark Hoffman, the ADOT liaison to the MPO if any additional information had been released about the potential of phasing in the OA rate. Mr. Hoffman indicated that he had not heard of any new direction or decision by ADOT about the OA rate in future years. Chair Gray noted it would be helpful if the rate was phased in.

Director Lamberton noted that the Surface Transportation Block Grant (STBG) fund balance through Fiscal Year 2027 is currently estimated to be \$745,702.

This was an information item. No action was taken.

### 3. 2022-2026 TIP AMENDMENT

The active 2022-2026 TIP was presented by the SVMPO Director with a request to add newly awarded 5310 awards to non-profit agencies within the region. This year's 5310 awards also provide an additional amount to SEAGO from the urban pool of transit funds for mobility management activities. Chair Gray asked about how much was awarded in the region and the SBVMPO Director stated it was about \$120,000.

Chair Gray asked if there were any additional questions from the Board. Hearing none, the Chair asked for a motion to amend the active 2023 TIP with the 5310 awards. Member Butterworth made the motion, Vice-Chair Umphrey seconded, and the motion passed unanimously.

**MOTION:** Member Butterworth

**SECOND:** Vice-Chair Umphrey

**ACTION:** PASSED UNANIMOUSLY 5/0

### 4. 2023-2027 FINAL DRAFT TIP

The SVMPO Director presented the drafted FY23-FY27 five-year Transportation Improvement Program for Board comment and consideration. She noted that one Open House was held for public comment on the draft TIP and thanked Vice-Chair Umphrey for attending. One member of the public did drop in: he expressed a great deal of interest in the activities in the West End area and was very pleased to see the inclusion of the grant funding awarded for pathway improvements throughout the City. Director Lamberton stated that Appendix B, page 27 of the drafted TIP will be updated to include all public feedback received during the past month.

Director Lamberton added that no public comments were submitted through the on-line comment form but that additional review comments were submitted by Vista Transit and ADOT with updated information received since the posting of the drafted TIP.

Director Lamberton that none of these changes were substantive or changed the intent and scope of the drafted TIP presented to the public. These changes include:

- Increased the annual transit appropriations to just over \$1 million (now shown in the Transit Ledger used to show fiscal constraint for the FTA funds);
- Added the funding source, STBG, to the first three noted projects, selected by the Board at their April Board meeting;
- Noted that the HC functional class is an urban minor collector to clarify its eligibility for funding (rural minor collectors are not eligible for STBG funding due to a tiny clause in the federal regulations);
- Added placeholder funding for FY23 in Bus Shelter Enhancements; Vehicle Maintenance and Facility Maintenance. These categories have enough carry-forward in the City budget to cover FY23; however, it could be helpful to show those possible expenditures, allowing future use of federal funds, in the TIP;
- Reduced the future costs for tracker software to \$24,000 federal/\$6,000 match based on recently received costs from the vender for ongoing services;

- Added to FY23 and future years placeholder for surveillance cameras in the amount of \$40,000 federal/\$10,000 match based on potential replacement or upgrades that may be needed.

Director Lamberton also noted that concurrence was received from City of Sierra Vista staff to include awarded and pending pathway grants within the Transit category (FTA funding).

These changes result in a carry-forward FY27 Balance of \$1,484,008 in the Transit Ledger. The Transit Ledger is provided to demonstrate fiscal constraint for anticipated FTA funding for the City's 5307 transit system.

Director Lamberton then stated that the TAC had forwarded the draft TIP to the Board with a recommendation of approval and that she recommends approval of the FY23-FY27 TIP, with the noted revisions.

Chair Gray asked how hard is it to amend the TIP. Director Lamberton stated that for minor amendments, such as to adjust for awarded grants, or slightly modify funding amounts that an administrative amendment can be done fairly easily. An example is the two entries for pathway grants in the draft TIP: one is very precise to reflect the awarded grant and the other a rounded number to reflect the potential grant request. For substantive amendments the item would come to the Board for action but that the TIP can be amended throughout the year, as the need arises.

The Board then discussed the first TIP STBG project for Moson Rd design and asked for clarification if this was the entire project or just the design phase. After confirming that it is only the design phase, clarification was asked about the County match amount. At the TAC mtg about potential TIP projects, Cochise County had indicated a willingness to provide over-match. The match shown reflects the minimum match required, plus the minimum \$30,000 for ADOT to provide oversight to the project. Attendee Brad Simmons confirmed that the Cochise County is anticipated at this time to use ADOT to provide oversight on the Design phase, given the scope of the project. Director Lamberton stated that the County was aware that they were on the hook for any amount that the Design phase exceeds the awarded STBG amount or the County would have to reduce the scope of the project. This exact amount will be better known after the pre-scoping work is completed, currently underway as a Planning project.

Hearing no further questions, the Chair asked for a motion to adopt the FY23-FY27 TIP, with the revisions noted by the Director. Vice-Chair Umphrey made the motion, Member Judd seconded, and the motion passed unanimously.

**MOTION:** Vice-Chair Umphrey

**SECOND:** Member Judd

**ACTION:** PASSED UNANIMOUSLY 5/0

## 5. TIP PROJECT PRIORITIZATION AND PENDING WORK SESSION

The SVMPO Director reminded Board members that a Board Work Session has been set for July 6, 2022, from 2:30 to about 3:30 p.m. to discuss, and potentially reach a consensus, on criteria for future TIP project selection.

Director Lamberton stated that the Work Session is anticipated to include information from FHWA and ADOT to frame the discussion, as well as examples from other regions on their TIP Project selection criteria.

The Board then briefly discussed the materials provided in the agenda packet of the preliminary list of items from the TAC that they hoped the Board would consider in developing project selection criteria. Chair Gray asked the TAC Chair, Brad Simmons, what did "impact to the residents served" mean to the TAC. TAC Chair Simmons replied that it could mean that the project positively impacts the residents in the area of the project, giving as an example the Theater Drive Area project residents, or it could also mean a positive impact on the region as a whole. Director Lamberton noted that the TAC list do not reflect a consensus, and were not derived from discussion of the TAC, but was a verbatim summary of collected hand-written notes during a guided exercise on TIP selection criteria from TAC members. These considerations are intended as a starting place for the Board's Work Session discussion, along with information about why is mandated to consider and what the Board has already approved, such as their regional priorities in the Long-Range Transportation Plan.

Hearing no further discussion on this item, the Board moved to the next agenda item.

This was a discussion item. No action was taken.

## **6. FY23 DRAFT TITLE VI PLAN**

The SVMPO Director stated that each year the Board reviewed and adopts a Title VI report. This annual report helps the region and member jurisdictions better understand the demographics of the area. In the SVMPO region the three highest needs for translation services are for households where Spanish, Tagalog or German are spoken. Director Lamberton stated that ADOT's Civil Rights Division has reviewed the drafted plan and advised that it met the requirements and was compliant with all current requirements.

Director Lamberton then shared that the mapping issue had been resolved and, although they were not available when the Board agenda packets were transmitted, they were available an hour before this meeting began, and for those in the meeting an illustrative set of Title VI maps were provided. These are not required to be included as all the data is within the narrative and table of the drafted, and posted, Title VI plan but the illustrative maps are much easier to review and compare demographic data. These will be added to the plan, prior to finalizing for transmittal to the ADOT Civil Rights Division.

Hearing no further questions, the Chair asked for a motion to accept the adopt the FY23 Title VI Plan, with the inclusion of the illustrative maps. Member Butterworth made the motion, Vice-Chair Umphrey seconded, and the motion passed unanimously.

**MOTION:** Member Butterworth

**SECOND:** Vice-Chair Umphrey

**ACTION:** PASSED UNANIMOUSLY 5/0

## 7. FY23 PERFORMANCE MEASURES

The SVMPO Director advised the Board that the MPO approves performance measures (targets) set by ADOT annually. Several sets of performance measures come before the Board each year: for safety, transit and roadway. Several of the roadway measures do not apply in our region as we have no section of Interstate in the SVMPO. Director Lamberton then noted the change in FY23 performance targets to improve the National Highway System pavement condition from 28% to 31% ; to improve the travel time reliability from 74.9% to 77%, and that bridges maintained in good condition remained the same at 52%.

Our region does have the option to develop our own targets for the relevant measures but historically the Board has adopted the ADOT recommended targets. Director Lamberton stated that the MPO TAC recommended support of the FY23 ADOT performance measures as presented.

The Board concurred that it made sense to continue to adopt the ADOT recommended performance measures and the TAC Chair Simmons stated he also supported that approach. The Chair asked for a motion to accept the roadway performance measures as set by ADOT for FY23. Vice-Chair Umphrey made the motion, Member Johnson seconded, and the motion passed unanimously.

**MOTION:** Vice -Chair Umphrey

**SECOND:** Member Johnson

**ACTION:** PASSED UNANIMOUSLY 5/0

## 8. INFORMATIONAL ITEMS/DIRECTION TO SVMPO DIRECTOR MAY BE GIVEN

### Rural Transportation Advocacy Report/Legislative Activities

Kevin Adam, Rural Transportation Advocacy Council (RTAC) liaison provided a real-time update on the Az State Legislative Budget. Although consensus was reached with the Governor's office and both House and Senate leadership to include the Rural Transportation Project list, this list was no longer in the Budget moving forward at this time. There are increases for specific ADOT projects included in the State Budget at this time, but negotiations are continuing among the State Legislators attempting to reach consensus adequate to pass a joint Budget.

Board members were provided with the draft budget bills and summaries of transportation elements still included in the budget moving forward. There is a possibility, remote, but still a possibility, that the rural transportation projects may be added back in, as the State Budget projects a carry forward exceeding \$6 Billion dollars at this time. *(The Rural Transportation Project ask totaled \$66 Million and included the Huachuca City Skyline project and the Joint City/County Theater Drive project).*

State projects in our region included as additional earmarks were:

- SR 90 pavement rehabilitation from the US Border Patrol Station to Campus Drive: \$39.2 Million
- SR 90 improvements from Campus Drive to Moson Rd. inflation adjustment: \$3.71 Million

In addition, there is a \$50 Million set-aside for federal grant match assistance for Greater AZ. This would be an award process that ADOT would manage if this remains in the State Budget. Chair Gray asked for a definition of Greater AZ and Kevin Adam replied that there are three pools of

funds: for the Maricopa County (MAG), Pima County (PAG) and then all the other Counties, 13 of them, are called Greater AZ.

Kevin Adam, the RTAC liaison, will keep the SVMPO posted on the final State Budget, which must be passed by the end of June to avoid a State government shut-down. He also encouraged the Board members to attend, if at all possible, the Rural Summit and help to convey infrastructure needs to the state legislators in attendance.

Vice-Chair Umphrey expressed her thanks to Kevin Adam and to the SVMPO Board members for their effort and advocacy in behalf of transportation funding at the State legislative level. She noted that although it doesn't look like the rural projects we wanted will be included, there is a notable increase in funding for ADOT and that was needed.

This was an information item. No action was taken.

### **Southcentral District Report**

ADOT's Assistant District Engineer, Jeremy Moore, reported on the status of current and potential ADOT projects within the region. A number of projects were approved in the ADOT's next five year plan including the San Pedro Bridge rehabilitation on SR82 in FY24, additional work on SR 90 in FY25 and construction work is beginning on segments of SR90, SR80 and SR92.

The Design work for the Campus Drive to Moson Rd. segment is being done now, ADOT is working on the ADA feasibility elements and conducting pavement core testing. Chair Gray asked if the SR 90 project being designed included the intersection – her recollection was that it did not. Jeremy Moore stated she was correct, the roadway work ends at the stop bars. The intersection of SR90/SR92 was reconstructed just a few years ago.

Board members indicated their appreciation for ADOT's work on the highways in the SVMPO region.

This was an information item. No action was taken.

### **Upcoming Scheduled Meetings & Directors Report**

Chair Gray noted the upcoming meetings and then asked the SVMPO Director to discuss the future conferences coming up. Pending Meetings and Conferences include:

- SVMPO Board Work Session: July 6<sup>th</sup> at 2:30 to 3:30 p.m.
- SVMPO Regular Board Meeting: July 6, 2022 at 3:30 p.m. to 4:30 p.m.
- SVMPO TAC Meeting: October 12<sup>th</sup>, 2022, at 1:00 p.m.
- SVMPO Board Meeting: October 26, 2022, at 2:30 p.m.

#### **Conferences:**

- AZPlanning Conference: August 24<sup>th</sup> – August 26<sup>th</sup> Scottsdale, AZ
- League of Cities & Towns – August 29-September 2<sup>nd</sup> Glendale, AZ
- Rural Summit: September 14<sup>th</sup> – September 16<sup>th</sup> Maricopa, AZ
- Roads and Streets Conference – September 28<sup>th</sup> – September 30<sup>th</sup> Tucson, AZ

Director Lamberton advised Board members that the MPO Work Program allows for TAC and Board members and their alternates to attend relevant conferences as described in the Work Program. Board members are encouraged to attend the Rural Summit and the Director asked

Board members to let her know by the next Board meeting in early July if they want to attend. Registration is open right now and hotels should be reserved as early as possible. Chair Gray noted that the Rural Summit is capped at 250 attendees but is an important opportunity to interact directly with State legislators.

Member Butterworth asked if she could designate her Town Manager to attend in her behalf. There was concurrence that a Town or City Manager or County Administrator would be an appropriate alternate designee, if a Board member was unable to attend. Member Butterworth stated she would check with their Town Manager, Suzanne Harvey, to see if she had availability and would have her get in touch with the SVMPO Director.

Director Lamberton briefly went over several items in the Directors Report:

- Member Butterworth shared with the Board copies of the completed utility mapping for the Town and expressed how valuable the work was to the Town, and in use by the Public Works staff. Rick Engineering was the consultant team on the Huachuca City Roadway Inventory Project and Member Butterworth stated that this consultant team did a great job for the Town and the MPO.
- Director Lamberton advised the Board that the Project Manager for the Theater Drive Project, Benny Young, had made a permanent move to California and had submitted his resignation. She stated that she would be taking over the Project Management with the Wilson & Company consultant team.
- The Moson Rd. project is now underway with a transmitted Notice to Proceed to Michael-Baker. Catarina Porter will be the MPO Project Manager until she leaves the MPO to return to school in a few months.

This was an information item. No action was taken.

### **FUTURE AGENDA ITEMS**

Chair Gray asked if any Board members had any items to share. None indicated that they did. The Chair noted that the next SVMPO Board meeting would be on July 6, 2022, beginning at 2:30 p.m. followed immediately by a regular Board meeting. It was noted that there is a Meet & Greet event at 5 p.m. that day for candidates. Director Lamberton stated that it was the intention that both the Work Session and Board meeting be tight and not run over its scheduled time.

The last SVMPO Board meeting for the calendar year will be on October 26, 2022, at 2:30 p.m.

This was a discussion item. No action was taken.

### **ADJOURNMENT of REGULAR SESSION**

By general consent, the SVMPO Board regular meeting was then adjourned at 3:38 p.m.