



EXECUTIVE BOARD MEETING AGENDA

DATE:	September 8, 2015	TIME:	9:00 AM Executive Session 10:00 to Noon Regular Meeting
PLACE:	Coolidge City Council Chambers - 911 S. Arizona Blvd., Coolidge		
	520-705-5153 Sharon's Cell		

REVISED AGENDA 9-2-15

Executive Board Members

Chairman	Steve Miller, Pinal County Supervisor	Sec/Tres	Joel Belloc, Mayor Eloy
Member	Kelly Anderson, ADOT District 4 Rep	Member	Bob Jackson, Mayor Casa Grande
Vice Chair	Jon Thompson, Mayor Coolidge		

Shaded items are action items: Action may be taken on any item on the agenda, or items brought up at the meeting.

ITEM	AGENDA ITEM	PRESENTER	PAGE
1	Call to order		
2	Executive Session Executive Director Performance Evaluation	Supervisor Miller	
3	Adjourn		
1	Call to order, Pledge and Introductions	Supervisor Miller	
2	Approval of Minutes of July 14, 2015	Supervisor Miller	1
3	Call to the Public	Supervisor Miller	
4	RTAC	Kevin Adam	
5	TAC Update	Susanna Struble	
6	ADOT Planner Report	Charla Glendening	
7	FHWA Update	Ed Stillings	
8	District Engineer Report	Rod Lane Jerry James	
9	MPO Update: <ul style="list-style-type: none"> • MPO Progress Report - Sharon • Transit Update - Sharon • Update on Strategic Planning Session - Sharon • Construction Projects Report - Irene • RTP Update - Irene • Safety Plan Update - Irene 	Sharon Mitchell Irene Higgs	4-10
10	Approval to loan FY2016 STP with Payback in FY 2017 - \$312,000	Irene Higgs	11
11	Approval to advertise: Traffic Count RFP - \$20,000	Irene Higgs	12
12	Approval to advertise: Transit Implementation Plan RFP	Sharon Mitchell	13
13	Approval to submit a grant for Transit 5304 planning funds in the amount of approximately \$200,000 to add to our Transit Implementation Plan project.	Sharon Mitchell	14

Anyone needing accommodations, please contact Sharon Mitchell at 520-705-5153 48 hours prior to the meeting.



ITEM	AGENDA ITEM	PRESENTER	PAGE
14	Approval of the 5310 Mobility Management Award, and advertise for new MM position - \$80,000	Sharon Mitchell	15
15	Approval of the invoice for the strategic planning session \$2,460	Sharon Mitchell	
16	Member Jurisdiction Reports and Comments		
17	Announcements: <ul style="list-style-type: none"> ● September 16: Safety Plan Stakeholder Meeting (Location TBD) ● September 18: State Transportation Board Meeting in Tombstone ● October 20-28: AMPO Conference - Sharon to attend ● December: JPAC Meeting in Tucson (Date to be determined) 	Steve Miller	
18	Next Executive Board Meeting Date: <ul style="list-style-type: none"> ● November 10, 2015 - Eloy to Host Possible Agenda Items for November 10 Meeting: <ul style="list-style-type: none"> ● TIP Amendment 		
19	Adjourn	Steve Miller	

SCMPO Executive Retreat



Sun Corridor MPO

Work plan for advance interviews and facilitation of executive board strategic planning retreat.

**Gunn
Communications, Inc.**

67 E Weldon Avenue
Suite 103
Phoenix AZ 85012

623-362-1597

8/31/2015

DRAFT

Method of Approach

Background

The 2010 Census determined that the City of Casa Grande had reached a population over 50,000. As a result, federal law requires that a Metropolitan Planning Organization be formed to provide transportation planning services within the designated boundaries.

The Sun Corridor MPO was officially formed on March 5, 2013, and includes the cities of Casa Grande, Coolidge, Eloy and the small urban and rural areas of Pinal County. Portions of the Sun Corridor MPO are also within PM 10 and PM 2.5 non-attainment areas. The Sun Corridor MPO covers 1,115 square miles, and hosts a population of 119,332.

With two years of successful operation, it is a good time for the organization to focus on its future direction. Some of the questions to be answered during the retreat include the following.

- How has the MPO benefited its communities to date?
- What are the future opportunities?
- What do the communities need/want from the MPO?

Step 1 - Board Interviews and TAC Survey

Schedule:

4 weeks prior to the retreat

Goal:

To gain insight how the board and TAC members currently view the MPO and their individual ideas for the future.

Activities:

Telephone interviews with Board members
Online survey for TAC members

GCI to draft 10-12 survey questions for review and approval by MPO staff. MPO will contact the board members informing them they will be contacted by Theresa Gunn prior to the retreat. Theresa will contact Board members upon receipt of contact information with the goal of completing interviews in one week. At the same time, GCI will prepare an online survey consisting of the same questions for participation by TAC members. MPO staff will forward survey link to TAC members.

Step 2 - Survey Analysis and Retreat Planning

Schedule:

2 weeks prior to the retreat

Goal:

To use input from the Board interviews and TAC surveys to draft the retreat agenda.



Activities:

Survey/Interview Report

Draft Agenda

Theresa Gunn will meet with MPO staff to review the findings from the surveys and interviews and to discuss/review the draft retreat agenda.

Step 3 - Retreat Facilitation

Schedule:

To be determined

Goal:

To create a mission, vision and future direction for the MPO.

Activities:

Prepare materials for the 9-4 retreat

Facilitation

Meeting Summary

GCI will provide all of the necessary meeting materials, supplies and equipment. MPO will provide copies of any meeting handouts and secure the meeting location. GCI will document and provide a summary of the retreat.

Tasks and Cost Estimate

Theresa Gunn will be the project manager and will be the primary point of contact for SCMPO. She will conduct interviews, draft the agendas, facilitate the retreat and conduct a final review of the meeting summary and documents. Ashley Dunn will be responsible for meeting logistics and will attend the retreat to assist in documentation of the discussion.

GCI hourly rates are:

- Theresa Gunn (TG) - ~~\$150~~ -- **DISCOUNTED FOR SCMPO - \$120**
- Ashley Dunn (AD) - \$60

The actual hours will depend on the length of the interviews. We have estimated an initial number of hours to complete each task based on our experience in providing similar services. We will only bill for the actual hours worked.



Task No.	Activity GCI	Activity SCMPO Staff	Hours	Cost Estimate
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1.0 Board Interviews and TAC Survey

1.1	Prepare draft interview questions for review by SCMPO	Approve interview questions	TG - .5	\$60
1.2	Conduct interviews with 5 board meetings	Provide list with contact information	TG - 3	\$360
1.3	Prepare online survey for TAC members	Distribute online survey to TAC members	TG - .5	\$60

2.0 Step 2 - Survey Analysis and Retreat Planning

2.1	Analysis of survey results and interview comments and prepare key findings report		TG - 2	\$240
2.2	Meeting with SCMPO staff to review findings and draft retreat agenda	Schedule meeting	TG - 1	\$120

3.0 Retreat Facilitation (7 hours)

3.1	Prepare meeting materials and pull equipment and supplies		AD - 2	\$120
3.2	Set-up and facilitate 7-hour retreat	Meeting location	TG - 7 AD - 7	\$840 \$420
3.3	Draft and final meeting summary	Review draft meeting summary	TG - 1 AD - 2	\$120 \$120

Summary of Fees:

1.0 Board Interviews and TAC Survey - **\$480**

2.0 Survey Analysis and Retreat Planning - **\$360**

3.0 Retreat Facilitation - **\$1,620**

TOTAL: \$2,460

