



EXECUTIVE BOARD MEETING MINUTES

DATE:	July 11, 2017	TIME:	9:00 AM Executive Session 10:00 AM Regular Meeting
PLACE:	Casa Grande – City of Casa Grande Council Chambers, 510 E. Florence Blvd., Casa Grande, Arizona		
	Irene's Cell 520-705-5143		
Shaded items are action items: Action may be taken on any item on the agenda, or items brought up at the meeting.			
Attendees:	Supervisor Steve Miller, Pinal Co Mayor Craig McFarland, CG Mayor Joel Belloc, Eloy Mayor Jon Thompson, Coolidge	Duane Eitel, Casa Grande Harvey Krauss, Eloy Matt Rencher, Coolidge Kerry Wilcoxon, ADOT Jerry James, ADOT Emily Dawson, ADOT	Greg Stanley, Pinal Co. Kathy Borquez, Pinal Co. Andy Smith, Pinal Co. Irene Higgs, SCMPO Jason Hafner, SCMPO
ITEM	AGENDA ITEM - EXECUTIVE SESSION MEETING		
1	Call to order	9:04 AM	
2	Vote to adjourn to Executive Session A.R.S. §38-431.03(A)	APPROVED 4 - 0	
	<i>Secretary/Treasurer Craig McFarland presented a motion to adjourn to Executive Session. Motion was seconded by Vice Chair Steve Miller.</i>		
3	<p>Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of public officer, appointee, or employee (A.R.S § 38-431 (A)(1))</p> <ul style="list-style-type: none"> • Executive Director Annual Evaluation <p>Any records or documents distributed to the Executive Board or any conversations occurring during executive session shall be kept confidential. Legal action involving a final vote or decision shall not be taken at an executive session.</p>		
4	Adjourn Executive Session	APPROVED 4 - 0	
	<i>Board Member Jon Thompson presented a motion to adjourn from Executive Session. Motion was seconded by Secretary/Treasurer Craig McFarland . Meeting adjourned at 9:44 AM.</i>		
ITEM	AGENDA ITEM - REGULAR BOARD MEETING		
1	Call to Order, Pledge and Introductions	10:00 AM	
2	Approval of Meeting Minutes: April 17, 2017, May 9, 2017, June 1, 2017 and June 13, 2017	APPROVED 4 - 0	
	<i>A motion to approve the April 17, 2017, May 9, 2017, June 1, 2017 and June 13, 2017 meeting minutes was made by Board Member Jon Thompson. Motion was seconded by Secretary/Treasurer Craig McFarland.</i>		
3	Call to the Public		
	<i>There were no public comments.</i>		

Anyone needing accommodations, please contact Irene Higgs at 520-705-5143 48 hours prior to the meeting.



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4	Regional Transportation Advocacy Council (RTAC)
	<i>Irene Higgs provided an update on RTAC Transportation (attached) for Kevin Adam.</i>
5	<p>Transportation Advisory Committee (TAC) Update:</p> <ul style="list-style-type: none"> • City of Casa Grande Transit Development Plan • Traffic Count, Data Collection and Mapping Project Update
	<p><i>Duane Eitel provided the following update:</i></p> <ul style="list-style-type: none"> • Traffic Count, Data Collection and Mapping Project Update - All traffic counts have been completed. Traffic Count Mapping has been completed and sent to the member agencies. MPO Staff will provide these counts/maps to Craig via email. • City of Casa Grande Transit Development Plan - The study is over 50% complete. We have received over 70 surveys for the online mapping tool. The team will be presenting to City Council on Monday, August 21, 2017.
6	Arizona Department of Transportation (ADOT) Planner Update
	<p><i>Irene Higgs provided the following update for Jason Bottjen</i></p> <ul style="list-style-type: none"> • PARA Program: The FY18 PARA Program call for projects closed on May 31st. A total of 19 applications (15 PARA Study applications and 4 PARA Pre-Scoping applications) were received with \$2.8M requested. The Budget for the PARA program for Fiscal Year 18 is \$940K. Notification of selected PARA Pre-Scoping Projects and PARA Planning studies is forthcoming later this month. • Statewide Planning Studies Program: Formerly known as the District Studies Program; the Statewide Studies Program has been approved for FY18 with a budget of \$1.0M. Applications have been received and are currently being reviewed by the Statewide Studies Program Manager. Selected District Studies will be announced later this month.
7	Federal Highways Administration (FHWA) Update
	<i>Ed Stillings was unable to attend.</i>
8	District Engineer Update
	<i>Jerry James provided an update on projects within the region (attached).</i>
9	<ul style="list-style-type: none"> • Metropolitan Planning Organization (MPO) Update (9.1) • Federal Fiscal Year (FFY) 2017 Ledger (9.2) • Design/Construction Report (9.3) • TIP Administrative Amendment #7 (9.4) • FHWA/SCMPO FIRE Review (9.5)



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	<ul style="list-style-type: none"> • Metropolitan Planning Organization (MPO) Update (9.1) - Irene Higgs provided an overview of activities that were attended during the months of May, June and a portion of July. • Federal Fiscal Year (FFY) 2017 Ledger (9.2) - Jason Hafner provided an update on the changes to the ledger. \$74k HSIP hit the ledger in May (City of Coolidge Sign Project). A loan was completed with ADOT in June 2017. \$7,000 of Obligation Authority hit the ledger in June 2017 and ADOT has agreed to roll the additional OA over to FY18. • Design/Construction Report (9.3) - Jason Hafner stated that all regional projects are moving forward. • TIP Administrative Amendment #7 (9.4) - Jason Hafner stated that an administrative amendment was requested by ADOT to Combine SR87 – Town of Picacho Interstate 10 widening project with the I-10 dust mitigation/early detection project; move the project into FY17; increase project budget to \$109M, no TAC, Executive Board or FHWA action was required. • FHWA/SCMPO Financial Integrity Review and Evaluation (FIRE) Review (9.5) - Irene Higgs stated that FHWA, Sun Corridor MPO, ADOT and the City of Casa Grande met on January 26, 2017 to conduct the FIRE review. The review had four primary purposes/objectives - 1.) expending Federal-Aid Highway funds on eligible planning activities; 2.) compliance with the FHWA FIRE Order; 3.) understands the Federal-Aid Highway Grant Administration; 4.) verify that Federal-Aid Highway Funds are being properly tracked and allocated, and that the MPO is invoicing ADOT for reimbursement on a timely basis. Best Practices" identified were that the Sun Corridor MPO has a high level of understanding of Federal regulations and laws; good general knowledge of the Federal Aid Highway Grant Administration process; good general internal control procedures in place; MPO has operated in good faith to comply with Federal regulations; has a strong internal structure in place to administer Federal Aid grants. Some of the "Action Items" identified by FHWA were that the Sun Corridor MPO needs to repay FHWA \$14.97 for an ineligible expense reimbursed in 2014; participate in training on eligible uses of Federal aid Highway funds; repay FHWA \$84.00 due to funds being expended prior to Federal Authorization in 2014; complete a Standard Operating Procedures manual by January 1, 2018; submit project closeout documentation for SPR and PL funds; add ADOT Project numbers on internal documentation. 	
10	<p>Consent Agenda</p> <p>ALL ITEMS LISTED BELOW WITH AN ASTERISK (*) ARE CONSIDERED TO BE ROUTINE MATTERS AND WILL BE ENACTED BY ONE MOTION AND ONE VOTE OF THE BOARD. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A BOARD MEMBER SO REQUESTS, IN WHICH EVENT THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED IN ITS NORMAL SEQUENCE ON THE AGENDA.</p> <p>Business: Possible Discussion and/or Action on the Following:</p>	APPROVED 4 - 0
*10.A.	Approval of the Arizona Corporation Commission Annual Report	
*10.B.	Approval of the Fall 2017 Air Quality Conformity Lists and send for 30 day Public Comment Period	
*10.C.	Approval to Reject all Proposals, Adjust the Scope and Re-Advertise the Request for Proposals for the Eloy Transit Feasibility Study	



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	<i>Board Member Jon Thompson presented a motion to approve the Consent Agenda as presented. Motion was seconded by Vice Chair Steve Miller .</i>	
11	Discussion and/or Approval of the Annual Evaluation of the Executive Director	APPROVED 4 - 0
	<i>Chairman Joel Belloc stated that Irene Higgs had a favorable annual review and would continue as the Executive Director for the MPO. The Executive Board would like to give Irene a step pay increase. Secretary/Treasurer Craig McFarland presented a motion to approved Irene's salary be moved from Step 9 (E) \$87,456.51 to Step 11 (F) \$91,611.73 and for Irene to continue to receive the \$400 monthly car allowance and be allowed to drive the MPO car for any MPO business that was 25 miles (ound trip. or more . Motion was seconded by Vice Chair Steve Miller.</i>	
12	<i>ADOT Safety Targets - Presentation</i>	
	<i>Kerry Wilcoxon, ADOT State Traffic Safety Engineer, presented the Arizona Safety Targets to the Executive Board. MPO staff will prepare a memo for the Executive Board to adopt the Arizona Safety Targets - September 12, 2017. Secretary/Treasurer Craig McFarland stated that he would like to see Arizona make two laws a priority - Distracted Driving and Secondary Seatbelt.</i>	
13	Member Jurisdiction Reports and Comments	
	<i>No comments from the members.</i>	
14	Announcements and Other Items to Discuss: <ul style="list-style-type: none"> • State Transportation Board Meeting - July 21, Kingman • North/South Corridor Stakeholder Agency Meeting, August 8, Phoenix • SCMPO TAC Meeting, August 24, Casa Grande • League of Cities and Towns Conference, August 22-25, Tucson • State Transportation Board Study Session, August 29, Phoenix • SCMPO TAC, October 26, Casa Grande • Rural Transportation Summit, October 18 - 20, Prescott 	
15	Next Meeting Date: <ul style="list-style-type: none"> • September 12, 2017 - Pinal County Complex (Casa Grande) 	
16	Adjourn	11:20 AM