



SCMPO

EXECUTIVE BOARD  
MEETING AGENDA

DATE:	September 9, 2014	TIME:	10:00 AM
PLACE:	510 E Florence Blvd., City Hall Council Chambers, Casa Grande		
	520-705-5153 Sharon's Cell		
Executive Board Members			
Chairman	Bob Jackson, Casa Grande Mayor	Member	Joseph Nagy, Eloy Mayor
Vice Chairman	Steve Miller, Pinal County Supervisor	Member	Kelly Anderson, ADOT District 4 Representative
Secretary	Tom Shope, Coolidge Mayor		
Treasurer			
<b>Shaded items are action items: Action may be taken on any item on the agenda, or items brought up at the meeting.</b>			
ITEM	AGENDA ITEM	PRESENTER	PAGE
1	Call to order and Introductions	Mayor Jackson	
2	Approval of Minutes of July 8, 2014	Mayor Jackson	1
3	Call to the Public	Mayor Jackson	
4	RTAC Update - Report	Kevin Adam	
5	Transportation Advisory Committee Report	Susanna Struble	
6	FHWA Update (if attending)	Ed Stillings	
7	MPO Report - Update <ul style="list-style-type: none"> <li>● Six Month MPO Report - In-Kind Report</li> <li>● Regional Transportation Plan - RFP went out Aug 27 (Schedule)</li> <li>● Transit Implementation Plan - RFP out by mid October <ul style="list-style-type: none"> <li>● Mobility Management Training</li> </ul> </li> <li>● Safety Plan - RFP out by end of September</li> <li>● Air Quality - Call for Projects from MAG</li> </ul>	Sharon Sharon Sharon  Irene Irene	4
8	TIP - List of projects Amendment #3 Discussion and Action	Irene Higgs	9
9	Resolution and MOU with City of Casa Grande for Financial Services.	Sharon	15
10	Approval of TAC By-Laws	Irene Higgs	26
11	Transportation Trade Corridor Alliance - Road Map	ADOT	33
12	Member Jurisdictions Reports and Comments		

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



SCMPO

## EXECUTIVE BOARD MEETING AGENDA

ITEM	AGENDA ITEM	PRESENTER	PAGE
13	Announcements and other items to discuss: <ul style="list-style-type: none"><li>• State Transportation Board Meeting - Sept 12, at Casa Grande City Hall - 9:00 AM</li><li>• Report on the League Conference - Bob Jackson; Others</li><li>• Transportation Trade Corridor Alliance Meeting and "As the World Trades II"</li></ul>		35
14	Next Meeting Date and Agenda Items <ul style="list-style-type: none"><li>• November 18 ***MEETING DATE CHANGE<ul style="list-style-type: none"><li>• Approval of RTP Consultant Contract</li></ul></li></ul>		
	Adjourn		



# SCMPO EXECUTIVE BOARD MEETING MINUTES

#2

## SCMPO

DATE:	July 8, 2014	TIME:	10:00 AM
PLACE:	Eloy - Santa Cruz Library - 1000 N. Main Street, Eloy AZ		
	520-366-6038 Sharon's Cell		
Shaded items are action items: Action may be taken on any item on the agenda, or items brought up at the meeting.			
<b>Executive Board Members</b>		<b>Guests and Staff</b>	
Attendees:	Mayor Bob Jackson, CG Mayor Joe Nagy, Eloy Mayor Tom Shope, Coolidge Kelly Anderson, ADOT Board Member	Harvey Krauss, Eloy Jill Dusenberry, Coolidge Doug Hansen, Pinal Co. Kevin Adam, RTAC	Sharon Mitchell, SCMPO Irene Higgs, SCMPO Susanne Struble, Coolidge Greg Stanley, Pinal Co. Jenny Bixby, AECOM
ITEM	AGENDA ITEM		
1	Call to order, Pledge and Introductions		
2	Approval of Minutes of May 13, 2014	<b>APPROVED 4-0</b>	
3	Call to the Public		
	<i>No comments from the public</i>		
4	Rural Transportation Advocacy Council (RTAC) Update		
	<i>Kevin Adam provided an overview of both the Federal and State activities as it relates to funding. He sends out updates weekly to everyone.</i>		
5	Transportation Advisory Committee Report		
	<i>Susanna Struble provided an overview of the TAC meeting, and approved items. She also provided a very detailed report on the CAG modeling and RTP meetings that she, Duane Eitel, and Doug Hansen attended.</i>		
	<i>Irene Higgs will also be attending the CAG meetings from now on.</i>		
6	FHWA Update		
	<i>No one from FHWA attended this time.</i>		



# SCMPO EXECUTIVE BOARD MEETING MINUTES

## SCMPO

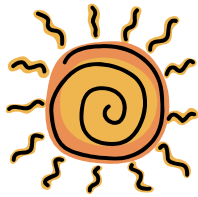
ITEM	AGENDA ITEM
7	<p>MPO Report - Update</p> <ul style="list-style-type: none"> <li>● Regional Transportation Plan</li> <li>● Safety Plan</li> <li>● Transit Implementation Plan &amp; Transit Update               <ul style="list-style-type: none"> <li>● SCMPO Mobility Management - Transit</li> </ul> </li> <li>● Air Quality - Consultation team update</li> </ul>
	<p><i>Sharon introduced Irene Higgs as the new Sun Corridor Transportation Planning Supervisor, and we're all very happy that she is on board.</i></p> <p><b>RTP:</b> <i>CAG's RTP should be completed within three months, which will provide some valuable data for the SCMPO's RTP. SCMPO's staff anticipate meeting with some TAC members to discuss the scoping document and the RFP, by the end of August. Hopefully in the next few weeks.</i></p> <p><i>Mayor Jackson would like to meet with Casa Grande, Coolidge and SCMPO staff to discuss the RTP prior to starting on the scoping and RFP. His office will set up those meetings very soon.</i></p> <p><b>Safety Plan:</b> <i>Irene Higgs will take the lead on the Safety plan, and Lance Dunagan from Eloy will be working with her.</i></p> <p><b>Transit:</b> <i>CAG did not receive their Mobility Management Grant, and as such, the MPO will most likely apply for those funds from ADOT in order to ensure all FTA requirements are met for the region. We will still be working with CAG, but most likely have our own Mobility Management program, and develop our required Coordination Plan through the Transit Implementation Planning process this year. CAG's 2014 Coordination Plan was approved by ADOT, which covers the MPO for 2014.</i></p> <p><b>Air Quality:</b> <i>Sharon explained that we will be required to have all TIP amendments go through a review process called consultation. She has developed a list of people that will review our TIP and TIP amendments to ensure they are compliant and do not trigger a conformity finding. The first consultation was sent out for TIP amendment #2, and we received no comments.</i></p>
8	<p>TIP - List of projects Amendment #1 Revision - Information Only</p>
	<p><i>We provided to MAG a copy of our TIP-Listing of Projects Amendment #1 for review. As a result, they found a couple of errors that would have triggered a conformity finding. In the memo attached to the agenda packet, it details the changes that had to be made. The corrected TIP amendment #1 was sent to ADOT, and ADOT has approved it, and sent it off to FHWA for review and approval.</i></p>



# SCMPO EXECUTIVE BOARD MEETING MINUTES

## SCMPO

ITEM	AGENDA ITEM	
9	Approval of: ● TIP-Listing of Projects Amendment #2	<b>Approved 4-0</b>
	<i>TIP-Listing of Projects Amendment #2 was approved by the Executive Board. The Agenda packet has the memo detailing all the changes. This TIP Amendment #2 will be sent to ADOT by the end of the week for review, and processing.</i>	
10	Approval of: ● 2015 - 2025 TIP - Listing of Projects	<b>Approved 4-0</b>
	<i>The 2015 TIP listing of projects has gone through the public review process for 30 days, and we received no comments or corrections. The 2015 TIP is due to ADOT by August 1st. The TIP was reviewed by the consultation team, approved by the TAC and approved by the Executive Board. SCMPO Staff will submit the 2015 TIP by August 1st.</i>	
11	Approval of: ● Title VI and Public Participation Plan	<b>Approved 4-0</b>
	<i>The Title VI and Public Participation Plan has gone through the public review process for 30 days, and there were no comments received. The TAC approved both plans at their May meeting, and the Executive board approved 4-0. Sun Corridor MPO will now submit both plans to ADOT for review and processing before August 1, 2014.</i>	
12	Member Jurisdictions Reports and Comments	
	<i>Executive Board provided general comments on projects and happenings in their communities.</i>	
13	Announcements and other items to discuss: ● Rural Transportation Summit - January 7- 9, 2015 in Flagstaff at Little America. ● League Conference - August 19-22, in Phoenix ● AMPO Conference - October 21-24 in Atlanta	
	<i>Kevin Adam (RTAC), encouraged suggestions for the Rural Summit in Flagstaff. General announcements of upcoming events. SCMPO Staff will be attending the AMPO conference in Atlanta in October.</i>  <i>The Memorandum of Understanding (MOU) with Casa Grande for financial services was inadvertently left off the agenda. Sharon provided a copy to the board members and Mayor Jackson as the members to review the document and provide an email vote to Sharon in order for us to get the MOU on the Casa Grande City Council in August. Sharon will provide the email vote as soon as possible.</i>	
14	Next Meeting Date - September 9th: Pinal County will host	
	<i>Next meeting will be September 9th, and Pinal County will host.</i>	
15	Adjourn - 11:15 AM	



## Sun Corridor MPO Six Month Accomplishments

#7

---

**MEMO TO:** SCMPO EXECUTIVE BOARD  
**FROM:** SHARON MITCHELL, SCMPO Director  
**DATE:** September 9, 2014  
**SUBJECT:** MPO Six month Update on accomplishments

---

Below are the required tasks that were completed from February through July, 2014:

- Developed the 2014 and 2015 work program; including budgets
- Monthly invoicing and reports to ADOT; In-kind collection and summary for 2013-14
- Rented and set up new offices
- Ordered SCMPO Vehicle
- Hired Transportation Planner
- Requested and received authorization to use SCMPO's 2014 STP and HSIP funding for the required RTP; and provide for a Transit Implementation Plan and Safety Plan.
- Developed the required Title VI and Public Involvement Plan. Submitted it to ADOT
- Hire attorney to complete corporation paperwork (IGA with Casa Grande)

*Project specific:*

- HPMS: Obtained the raw data from ADOT regarding the 2012 HPMS information for our communities. Developed a report and provided that to the TAC. Worked with CAG to update all HPMS data for the MPO for 2013 data.
- Functional Classifications: Work with ADOT on two sections of Arterials in Casa Grande and Coolidge in order to change those sections to Minor Arterials.
- Air Quality: Working with MAG to ensure all our projects do not trigger a conformity issue, and provide them with our TIP amendments. Meet with them monthly. Developed our process for consultation (still in draft form)
- TIP: Moved all SCMPO projects from the CAG TIP; developed the new SCMPO TIP-Listing of projects; developed the approved amendments (#1, #2, and #3). Met with each local government regarding their existing projects, and future needs (more than once).
- RTP: Received funding authorization for the RTP June 30<sup>th</sup>. Started on draft RFP
- Transit Plan: Started gathering data to develop the RFP.
- Safety Plan: Received funding authorization in June 2014. Will start on the RFP in September.

- Transit: Worked with CAG to ensure our Mobility Management responsibilities were fulfilled through their MM program.

Meetings; trainings, and conferences; presentations, etc.

- Monthly Arizona Transit Association (board member)
  - High Capacity Rail Committee; and the Conference Committee
- Transportation Trade Corridor Alliance meetings (board member)
- COG/MPO by-monthly Planners Meetings
- COG/MPO quarterly Directors Meetings
- RTAC Meetings
- MAG monthly Air Quality Meetings
- Monthly TAC meetings, and by-monthly Executive Board Meetings
- State Transportation Meetings (attended five)
- Pinal Partnership breakfast meetings
- Annual Work Program meeting with ADOT/FHWA/FTA
- Pinal County CART Transit Meeting
- Pinal County Board of Supervisors presentation
- N/S Corridor study; High Capacity Rail study; I-11 Study
- Numerous webinars and trainings
- Met with numerous consultants regarding our upcoming plans

The MPO is moving forward with our state and federal responsibilities (by contract), and only one final thing has to be accomplished; the corporation paperwork was not filed correctly, and we are in the process of refile and getting our corporation established. We have an MOU/IGA with the City of Casa Grande that has been approved by the City Council.

Our new planner is now on board (Irene Higgs), and all project related responsibilities have been transferred over to her. This will allow more time to start working on the vision and goals for the MPO.

There are more activities and tasks that were accomplished during this last six months; however this listing is a good representation of the things we accomplished.

*Future Activities:*

- Continue working on the Regional Transportation Plan, with the hope it will be completed by January-March 2016
- Work on the Request for Proposals for both the Safety Plan and the Transit Implementation Plan. Both RFP's should be out September-October.
  - Continue to work on both Transit and Safety Plans, with the hope they will be completed by March-June 2016 or before.
- Continue to work with MAG on the Air Quality and Conformity issues throughout the region to ensure we are compliant.
- Work with each community to ensure they have projects they want modeled submitted to MAG for conformity (due to MAG by Mid-December).
  - Work with each community to identify Safety projects for programming out our funding until 2018-2019.
  - Work with each community to identify Surface Transportation Projects to ensure we program all funding.
  - Continue to update and follow the TIP-Listing of Projects to ensure the TIP is accurate, and the projects are moving forward.
- Continue attending all meetings as necessary
- Update the Title VI and Public Participation Plan
- Develop the Mobility Management Program for Transit
  - Write ADOT grant; if awarded, hire staff
  - Develop a summary Coordination Plan for the Region to identify providers; identify gaps in services; needs; and overall coordination activities for the region.
- Irene and I will attend the AMPO conference in October.

And a bunch of other activities!



*INKIND FOR 2014 and 2015:*

I have provided you with a summary for the 2013-2014 In-Kind. As you will note, we exceeded our in-kind for 2013-14. This is due in a large part to the City of Casa Grande providing the financial, management, and HR services for the MPO.

Below is a table for 2014-2015 (which started July 1, 2014), which shows how much in-kind each member must provide.

We have provided an in-kind tracking form to each member, and they will be providing this form quarterly to Sun Corridor MPO. This will ensure we are capturing all the in-kind that is required for the year.

We do not anticipate any 'cash match' will be needed for 2014-2015.

Amount of In-Kind that Members will contribute for 2014-2015  
This includes all three Plans

<b>Members</b>	<b>2014-15</b>	<b>Population</b>	<b>% of Pop</b>
Eloy	\$12,970	17,021	14.2%
Coolidge	\$9,225	12,120	10.1%
Pinal County (Rural Areas)	\$29,685	38,919	32.5%
Casa Grande	\$39,371	51,531	43.1%
<b>SUBTOTAL</b>	<b>\$91,251</b>	<b>119,591</b>	<b>99.9%</b>

**SUN CORRIDOR MPO  
IN-KIND CONTRIBUTION SUMMARY**

**In-Kind Services July 1, 2013 through June 30, 2014 Summary**

*This includes 2012-2013 activities that were not captured prior to requesting reimbursements*

DATE of Meeting	Meeting or event	Citizen Input			Professional Service			TOTAL				Total	
		Consulting Time	Travel Time	Prep Time	Consulting Time	Travel Time	Prep Time	Total Hours	Miles Traveled	Mileage Costs	Time Costs		
<b>TAC &amp; EB - Other Meetings</b>													
January 30, 2014	TAC				21	8.65	12	41.65	408	\$171	\$3,328	\$3,498	
March 4, 2014	TAC	6	4	2	12	6	4	34	354	\$161	\$2,550	\$2,711	
April 17, 2014	TAC	10	22	5	8	14	4	63	1,672	\$761	\$4,725	\$5,486	
May 29, 2014	TAC	15	19	10	18	5.5	12	79.5	747	\$303	\$5,963	\$6,265	
June 26, 2014	TAC	15	20	10	12	3.5	8	68.5	627	\$345	\$5,138	\$5,482	
February 11, 2014	EB												
March 11, 2014	EB				4	7	2	13	34	\$100	\$975	\$1,075	
May 13, 2014	EB	6	9	3	12	10	6	46	687	\$286	\$3,450	\$3,736	
<b>TOTAL</b>		<b>52</b>	<b>74</b>	<b>30</b>	<b>87</b>	<b>55</b>	<b>48</b>	<b>346</b>	<b>4,529</b>	<b>\$2,126</b>	<b>\$26,128</b>	<b>\$28,253</b>	
<b>OTHER IN-KIND</b>										<b>In Kind Budget</b>		<b>PROVIDED</b>	
February - April 2014	Office Space - PC									\$3,000		\$10,123	
2013 - June 2014	Coolidge									\$9,077		\$10,123	
2013 - June 2014	Eloy									\$12,763		\$12,763	
2013 - June 2014	Casa Grande									\$38,743		\$38,743	
2013 - June 2014	Pinal County									\$29,212		\$29,212	
<b>TOTALS</b>					<b>87</b>	<b>55</b>	<b>48</b>	<b>346</b>	<b>4,529</b>	<b>\$89,795</b>	<b>\$91,921</b>	<b>\$26,128</b>	<b>\$129,785</b>

TOTAL IN-KIND CONTRIBUTION - ALL \$129,785

TOTAL IN-KIND NEEDED FOR 2013-2014 \$89,789

BALANCE \$39,996



## EXECUTIVE BOARD MEETING MEMO

**MEMO TO:** SCMPO EXECUTIVE BOARD  
**FROM:** Irene Higgs, Transportation Planning Supervisor  
**DATE:** September 9, 2014  
**SUBJECT:** TIP-Listing of Projects Amendment #3

The following changes to the TIP-List of Projects are requested (changes are highlighted in green):

- Pinal County:
  - Updated the generic “Dust Mitigation” projects for FY2015-2018; clarifying project location and funding amount.
- “Parking Lot” of proposed HSIP projects (Projects will not be programmed until they receive HSIP Eligibility approval from ADOT/FHWA. Estimates are subject to change):
  - **CSG HSIP15-010D/010C** City of Casa Grande - Upgrade Pedestrian Countdown Heads II and APS, \$89,848
  - **CLG HSIP15-011D/011C** City of Coolidge - SR87 at Ruins Dr., MP 134.28 in COOLIDGE, Safeway Traffic Signal \$742,001
  - **ELY HSIP15-012D/012C** City of Eloy - Upgrade Regulatory Signs, \$189,048
  - **ELY HSIP15-013D/013C** City of Eloy - Upgrade Pavement Markings \$362,278
  - **PNL HSIP15-014D/014C** Pinal County - Sign Management System and Sign Upgrade \$271,399

*This TIP Amendment was provided to the consultation team for review and comments, and there were no comments received.*

Board Action Requested: <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Action Requested Below
--

<b>A motion to approve Amendment #3 for the Sun Corridor MPO TIP- List of Projects, and submit the Amendment to ADOT for review and approval.</b>
---

SCMPO 2014-2020

Listing of Projects

**Amend #3 Approval: TAC August 28, 2014; EB September 9, 2014**

TIP	TIP ID # or TRAC's #	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF WORK DESCRIPTION	FUNC CLASS	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	ADOT Review Cost	ADOT Const Admin	LOCAL MATCH	OTHER FUNDS	OTHER FUNDS	TOTAL COST
<b>2014</b>																	
TAC/EB Approved																	
	CSG 09-01H	Casa Grande	Pinal Ave. Bypass	Pinal Ave and Main St	N/A	ROW Acquisition	Rural Principal	0	0	HPP	\$895,275		\$125,339	\$255,153			\$1,275,767
											\$0			\$0			\$0
	CSG 11-01R	Casa Grande	Rock n Roll n SRTS	San Carlos Trail & Various	0.4	New Construction	Urban Collector	0	0	SRTS	\$294,940		\$5,000	\$0			\$299,940
	CSG 14-P1	Casa Grande	I-8 Henness Rd. TI	I-8 and Henness Road	1 Mile	Project Development - Design phase	Arterial	0	6	Private				\$0	\$935,000		\$935,000
<b>11-Feb</b>	CLG 16-01D	Coolidge	Main St. Improvements	Central Ave from Main St to First St	0.5	Design	Major Collector	2	2	STP	\$243,290	\$56,710	\$0	\$18,134			\$318,134
	CLG 10-01T	Coolidge	Central Ave. TE Ped St Scape	Az Blvd. to Main St.	0.4	Project Development	Urban Collector	0	0	TE	\$143,995	\$5,000		\$8,704			\$157,699
	CLG 14-01C	Coolidge	Citywide Striping	Various	N/A	Procurement & Install	N/A	0	0	HSIP	\$245,075						\$245,075
	ELY 14-01C	Eloy	Street Signs	Various	N/A	Procurement & Install	N/A	0	0	HSIP	\$61,860						\$61,860
<b>11-Feb</b>	SMP 14-RTP	SCMPO	RTP Plan	Used 2014 STP fun	N/A	Plan	N/A	0	0	STP	\$300,000			\$18,134			\$318,134
	SMP 14-Tran	SCMPO	Transit Plan	Used 2014 STP fun	N/A	Plan	N/A			STP	\$131,661			\$7,958			\$139,619
<b>2/11/14 &amp; 4/17/14</b>	SMP 14-Safe	SCMPO	HSIP Plan	\$158,750 2014 HSIP \$27,573	N/A	Plan	N/A	0	0	HSIP	\$314,963			\$19,038			\$334,001
																	\$0
		<b>TOTAL FOR 2014</b>									<b>\$2,631,059</b>	<b>\$61,710</b>		<b>\$327,121</b>	<b>\$935,000</b>	<b>\$0</b>	<b>\$4,085,228</b>
<b>2015</b>																	
	CLG 16-01D	Coolidge	Main St. Improvements	Central Ave from Main St to First St	0.5	Additional Design	Major Collector	2	2	STP	\$117,000			\$29,250			\$146,250
	CLG 10-01T	Coolidge	Central Ave TE	Az Blvd to Main St.	0.4	New Const	Urban Collector	0	0	TE	\$750,000			\$45,334			\$795,334
																	\$0
																	\$0
	CLG 13-01C	Coolidge	Central Ave STP	Az Blvd to Main St.	0.4	Re-Construction	Urban Collector	2	2	STP	\$498,944			\$30,159			\$529,103
																	\$0
	<b>LTAP</b>									STP	\$500						\$500
		<b>TOTAL FOR</b>									<b>\$1,366,444</b>			<b>\$104,743</b>	<b>\$0</b>		<b>\$1,471,187</b>



SCMPO 2014-2020  
Listing of Projects

*Amend #3 Approval: TAC August 28, 2014; EB September 9, 2014*

TIP	TIP ID # or TRAC's #	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF WORK DESCRIPTION	FUNC CLASS	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	ADOT Review Cost	ADOT Const Admin	LOCAL MATCH	OTHER FUNDS	OTHER FUNDS	TOTAL COST
2020																	
																	\$0
																	\$0
		LTAP								STP	\$500						\$500
		TOTAL FOR									\$500			\$0	\$0	\$0	\$500

**TRANSIT PROGRAMMING**

		Agency Name	Site Name	Project Location	RURAL / URBAN	Project Description	FED AID TYPE	CAPITAL	MATCH	OPERATING	MATCH	MOBILITY MANAGEMENT	ADMINISTRATIVE	
2014	5311	Cotton Express / CART	Coolidge	Coolidge/MPO	Rural	1-19 Passenger Bus; Terminal Fare Box; 6-Automated Fare Boxes	FTA	\$799,843	\$360,616					\$1,160,459
	5310	Human Services	Casa Grande	Casa Grande/MPO	Urban	Replacement Maxivan No Lift - VIN 2147	FTA	\$20,800	\$5,200					\$26,000
	5310	Human Services	Casa Grande	Casa Grande/MPO	Urban	Replacement Maxivan No Lift - VIN 2147	FTA	\$20,800	\$5,200					\$26,000
	5310	Horizon Human	Casa Grande	Casa Grande/MPO	Urban	Replacement Maxivan No Lift - VIN 9321	FTA	\$20,800	\$5,200					\$26,000
														\$0
							FTA	\$862,243	\$376,216	\$0	\$0	\$0	\$0	\$1,238,459

MPO was implemented in 2014, CAG provided all the transit activities for 2014.

**LIST OF AIR QUALITY PROJECTS (FROM MAG'S LIST) 2014 through 2018**

TIP YEAR	TIP ID #: LG # or TRAC's #	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	FUNC CLASS	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	ADOT Review Cost	ADOT Const Admin	LOCAL MATCH	Local/Private FUNDS	OTHER FUNDS	TOTAL COST
ADOT																	
2014		ADOT	I-8 Santa Rosa Wash	Santa Rosa Wash	0.3	Scour Retrofit	1	4	4	Bridge	\$800,000						\$800,000
2017		ADOT	SR-287 Pave Pres	La Palma Rd -JCT I-10		Project Dev				STP	\$320,000						\$320,000
2017		ADOT	SR-287 Pave Pres	La Palma Rd -JCT I-10	1	Const	2	2	2	STP	\$1,803,000						\$1,803,000
2016		ADOT	I-8 Bianco Rd-JCT I-10	Bianco Rd	8.3	Pave Pres	2	4	4	STP	\$13,872,000						\$13,872,000
CASA GRANDE																	\$0
2015	CSG 15 L01	Casa Grande	Doan St:	Trekell Rd to Pottebaum			4	0	2						\$2,100,000		\$2,100,000
2015	CSG 14-P1 D	Casa Grande	I-8/Henness TI	I-8 and Henness	1 Mile	Project Dev	1	0	6			\$45,000			\$890,000		\$935,000
2035	CSG 14-P1C	Casa Grande	I-8/Henness TI	I-8 and Henness	1 Mile	Project Dev	1	0	6						\$18,000,000		\$18,000,000
																	\$0

SCMPO 2014-2020  
Listing of Projects

**Amend #3 Approval: TAC August 28, 2014; EB September 9, 2014**

TIP	TIP ID # or TRAC's #	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF WORK DESCRIPTION	FUNC CLASS	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	ADOT Review Cost	ADOT Const Admin	LOCAL MATCH	OTHER FUNDS	OTHER FUNDS	TOTAL COST
COOLIDGE																	\$0
2013	CLG 11-01D	Coolidge - CAG	Coolidge Ave	1st to Az Blvd	.5 Mile	Project Dev	4	2	2	STP	\$400,000			\$24,178			\$424,178
2014	CLC 11-01C	Coolidge- CAG	Coolidge Ave	1st to Az Blvd	.5 Mile	Const	4	2	2	STP	\$1,200,000			\$72,534			\$1,272,534
2018	MCC45-1	Coolidge	McCartney Road	Signal Peak to Toltec Buttes Rd.	.4 Mile	Const	4	2	4	Local							\$0
2017	VAH 1185-1	Coolidge	Vah Ki Inn Rd.	Main to Sonora St.	.1 Mile	Const	4	2	4	Local							\$0
2015		Coolidge	Various	Various		Dust Mitigation				Local					\$100,000		\$100,000
2016		Coolidge	Various	Various		Dust Mitigation				Local					\$130,000		\$130,000
2017		Coolidge	Various	Various		Dust Mitigation				Local					\$150,000		\$150,000
2018		Coolidge	Various	Various		Dust Mitigation				Local					\$175,000		\$175,000
																	\$0
ELOY	* All dust mitigation projects have been completed as of May 1, 2014																\$0
																	\$0
PINAL CO																	\$0
2014		Pinal Co	Various	Various		Dust Mitigation				Local					\$180,000		\$180,000
2015		Pinal Co	Various	Various		Dust Mitigation				Local					\$150,000		\$150,000
2016		Pinal Co	Various	Various		Dust Mitigation				Local					\$260,000		\$260,000
2017		Pinal Co	Various	Various		Dust Mitigation				Local					\$1,205,000		\$1,205,000
2015		Pinal Co	Comman Road	Midway to Mammoth	0.5	Dust Mitigation	NA	2	2	Local					\$75,000		\$75,000
2015		Pinal Co	Midway Road	Comman to Greene Wash	0.5	Dust Mitigation	NA	2	2	Local					\$75,000		\$75,000
2016		Pinal Co	Storey Road	11 mile Corner to LoLaLee Rd	2.4	Dust Mitigation	NA	2	2	Local					\$240,000		\$240,000
2016		Pinal Co	Hopi Drive	Pinal Ave to Trekell Rd	1	Dust Mitigation	NA	2	2	Local					\$200,000		\$200,000
2017		Pinal Co	Henness Rd	Val Vista Rd to Waverly Dr	1	Dust Mitigation	NA	2	2	Local					\$350,000		\$350,000
2017		Pinal Co	Harmon Rd	Toltec Hwy to Tweedy Rd	2	Dust Mitigation	NA	2	2	Local					\$360,000		\$360,000
2017		Pinal Co	LaPalma Rd	SR287 to 0.25 mi N. Kleck Rd	2.3	Dust Mitigation	NA	2	2	Local					\$150,000		\$150,000
2017		Pinal Co	McCartney Rd	I-10 to Evans Rd	3.1	Design	Major Collector	2	2	Local					\$300,000		\$300,000
2018		Pinal Co	Curry Rd	SR287 to Storey Rd	1	Dust Mitigation	NA	2	2	Local					\$110,000		\$110,000
2018		Pinal Co	Tweedy Rd	SR287 to Storey Rd	1	Dust Mitigation	NA	2	2	Local					\$110,000		\$110,000

SCMPO 2014-2020  
Listing of Projects

**Amend #3 Approval: TAC August 28, 2014; EB September 9, 2014**

TIP	TIP ID # or TRAC's #	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF WORK DESCRIPTION	FUNC CLASS	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	ADOT Review Cost	ADOT Const Admin	LOCAL MATCH	OTHER FUNDS	OTHER FUNDS	TOTAL COST
2018		Pinal Co	Peters Rd	Santa Cruz Wash to Corrales Rd	1.6	Dust Mitigation	NA	2	2	Local					\$350,000		\$350,000
2018		Pinal Co	McCartney Rd	I-10 to Evans Rd	3.1	Reconstruction	Major Collector	2	2	Local					\$3,200,000		\$3,200,000
																	\$0
		TOTAL									\$18,395,000	\$45,000	\$0	\$96,713	\$27,065,000	\$0	\$45,601,713

**HSIP "PARKING LOT" - PENDING HSIP ELIGIBILITY FROM ADOT/FHWA**

TIP	TIP ID # or TRAC's #	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF WORK DESCRIPTION	FUNC CLASS	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	ADOT Review Cost	ADOT Const Admin	LOCAL MATCH	OTHER FUNDS	OTHER FUNDS	TOTAL COST
	CSG HSIP15-010D	Casa Grande	Upgrade Pedestrian Countdown Heads II and APS	Various Locations in CASA GRANDE	0	Design - Upgrade Pedestrian Countdown Heads and APS	Various	0	0	HSIP	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
	CSG HSIP15-010C	Casa Grande	Upgrade Pedestrian Countdown Heads II and APS	Various Locations in CASA GRANDE	0	Procurement - Upgrade Pedestrian Countdown Heads and APS	Various	0	0	HSIP	\$59,848	\$0	\$0	\$0	\$0	\$0	\$59,848
	CLG HSIP15-011D	Coolidge	Safeway Traffic Signal	SR87 at Ruins Dr., MP 134.28 in COOLIDGE	0	Design - Install New Traffic Signal and Raised Median	Principal Arterial	2	2	HSIP	\$215,576		\$0	\$1,425	\$0	\$0	\$217,001
	CLG HSIP15-011C	Coolidge	Safeway Traffic Signal	SR87 at Ruins Dr., MP 134.28 in COOLIDGE	1	Construction - Install New Traffic Signal and Raised Median	Principal Arterial	2	2	HSIP	\$521,580		\$0	\$3,420	\$0	\$0	\$525,000
	ELY HSIP15-012D	Eloy	Upgrade Regulatory Signs	Various Locations in ELOY	0	Design - Upgrade Regulatory Signs including Hardware	Various	0	0	HSIP	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
	ELY HSIP15-012C	Eloy	Upgrade Regulatory Signs	Various Locations in ELOY	0	Construction - Installation to Upgrade Regulatory Signs including Hardware	Various	0	0	HSIP	\$159,048	\$0	\$0	\$0	\$0	\$0	\$159,048
	ELY HSIP15-013D	Eloy	Upgrade Pavement Markings	Various Locations in ELOY	44.7 Miles	Design - Upgrade Pavement Markings	Various	0	0	HSIP	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
	ELY HSIP15-013C	Eloy	Upgrade Pavement Markings	Various Locations in ELOY	44.7 Miles	Construction - Upgrade Pavement Markings	Various	0	0	HSIP	\$332,278	\$0	\$0	\$0	\$0	\$0	\$332,278
	PNL HSIP15-014D	Pinal County	Sign Management System and Sign Upgrade	Various Locations in PINAL COUNTY	0	Design - Sign Management System, Sign Upgrade and Retroreflectorometer	Various	0	0	HSIP	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
	PNL HSIP15-014C	Pinal County	Sign Management and Sign Upgrade	Various Locations in PINAL COUNTY	0	Procurement - Sign Management System, Sign Upgrade and Retroreflectorometer	Various	0	0	HSIP	\$241,399	\$0	\$0	\$0	\$0	\$0	\$241,399
		TOTAL									\$1,649,729	\$0	\$0	\$4,845	\$0	\$0	\$1,654,574





Sun Corridor Metropolitan  
Planning Organization

# 9

## EXECUTIVE BOARD MEETING MEMO

---

**MEMO TO:** SCMPO EXECUTIVE BOARD  
**FROM:** SHARON MITCHELL, SCMPO Director  
**DATE:** September 9, 2014  
**SUBJECT:** MOU-IGA With Casa Grande

---

Attached are the MOU-IGA and the Resolution from the City of Casa Grande to provide in-kind financial and HR services to the Sun Corridor MPO.

Please provide discussion and approval of this MOU-IGA.

Board Action Requested:  Information Only  Action Requested Below

**A motion to approve the MOU-IGA between the Sun Corridor MPO and the City of Casa Grande for financial and HR services.**

RESOLUTION NO. 4889

A RESOLUTION OF THE COUNCIL OF THE CITY OF CASA GRANDE, ARIZONA, AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION (SCMPO) AND THE CITY OF CASA GRANDE, FOR THE PURPOSE OF PROVIDING SUPPORT SERVICES AND TO SERVE AS FISCAL AGENT.

WHEREAS, the City of Casa Grande is a member of the Sun Corridor Metropolitan Planning Organization (SCMPO), which is by statute deemed a political subdivision of the State of Arizona authorized to exercise the powers specified in the Intergovernmental Agreement including, but not limited to, execution of Agreements and expenditure of allocated funds in support of its activities; and

WHEREAS, SCMPO is administrated by an Executive Board, composed of designees from each member agency, which is responsible for planning, program implementation and control, budgeting and employment of staff; and

WHEREAS, in order to carry out its functions, SCMPO requires certain support services including, but not limited to, employment/human resources, finance, information technology and purchasing; and

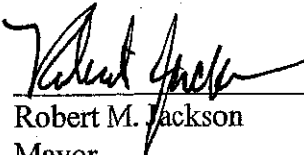
WHEREAS, the CITY already maintains the subject support services as required the performance of its own governmental functions; and

WHEREAS, the CITY and SCMPO now wish to enter into an Agreement whereby the CITY provides the subject support services to SCMPO as required for the conduct of SCMPO's operations which will benefit both the CITY and SCMPO;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Casa Grande, Arizona, as follows:

The Mayor and Council hereby authorize the City to act as the fiscal agent for SCMPO, and further authorize the City to enter into, and the City Manager to execute, an Intergovernmental Agreement (identified in City records as C.G. Contract No. 814-7 ) between the Sun Corridor Metropolitan Planning Organization (SCMPO) and the City of Casa Grande, to provide support services and to serve as fiscal agent for the Sun Corridor Metropolitan Planning Organization.

PASSED AND ADOPTED by the Mayor and Council of the City of Casa Grande, Arizona,  
this 18<sup>th</sup> day of August, 2014.

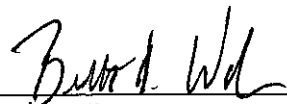
  
\_\_\_\_\_  
Robert M. Jackson  
Mayor

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Remilie S. Miller, MMC  
City Clerk



  
\_\_\_\_\_  
Brett Wallace  
City Attorney

INTERGOVERNMENTAL AGREEMENT  
Fiscal Agent and Support Services

THIS AGREEMENT is made and entered into this day \_\_\_\_\_, 2014, by and between the City of Casa Grande, a political subdivision of the State of Arizona, hereinafter called "CITY" and the Sun Corridor Metropolitan Planning Organization, a statutory legal entity established pursuant to the laws of the State of Arizona, hereinafter called "SCMPO."

RECITALS

WHEREAS, SCMPO is an entity established pursuant to ARS§11-952, by Intergovernmental Agreement dated \_\_\_\_\_ (the "Intergovernmental Agreement") and which consists of duly-constituted governmental entities located within the boundaries of Pinal County, Arizona; and

WHEREAS, SCMPO as provided in ARS § 11-952.02(B)(1) is deemed a political subdivision of the State of Arizona authorized to exercise the powers specified in the Intergovernmental Agreement including, but not limited to, execution of Agreements and expenditure of allocated funds in support of its activities; and

WHEREAS, SCMPO is administrated by an Executive Board, composed of designees from each member agency, which is responsible for planning, program implementation and control, budgeting and employment of staff; and

WHEREAS, in order to carry out its functions, SCMPO requires certain support services including, but not limited to, employment/human resources, finance, information technology and purchasing; and

WHEREAS, the CITY maintains the subject support services as required the performance of its governmental functions;

WHEREAS, the Parties wish to enter into an Agreement whereby the CITY provides the subject support services to SCMPO as required for the conduct of SCMPO's operations.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Employment of Personnel. The CITY shall establish within its personnel system positions to be occupied exclusively by employees assigned to SCMPO (hereinafter "SCMPO Staff"), said positions and the terms and conditions of employment to be as described in Attachment A to this Agreement.
2. Finance/Accounting The CITY shall provide finance and accounting services to

SCMPO in the same manner as provided by the CITY to its own departments. In order to ensure auditability and to facilitate integration with existing financial and accounting systems, SCMPO agrees to adhere to the maximum feasible extent with the CITY's financial and accounting procedures.

3. Procurement Services. The CITY shall provide assistance to SCMPO as required for SCMPO's procurement of goods and services for its operations. Except as otherwise expressly provided herein SCMPO agrees to comply with the CITY's purchasing policies and procedures to the extent possible.
4. Compliance with State and Federal Requirements. The Parties agree that, notwithstanding the provisions of Sections 2 and 3 of this Agreement, each shall comply with federal and or state statutes, rules or regulations governing accounting and/or procurement as necessary to satisfy conditions for the receipt of federal or state funding.
  - a. The CITY serves only as Fiscal Agent for SCMPO. Activities of SCMPO are to be budgeted and audited separately and distinctly from the CITY.
5. Term of Agreement; Renewal. The initial term of this Agreement shall commence on \_\_\_\_\_, and shall expire on \_\_\_\_\_, unless earlier terminated as provided herein. Thereafter, it shall be deemed renewed for successive one-year terms unless written notice of intent not to renew is provided by either party to the other Party no less than 60 days prior to the expiration of the then-current term.
6. Termination. This Agreement may be terminated:
  - a. At any time by mutual agreement of the Parties
  - b. By either Party without cause upon 180 days written notice to the other Party of intent to terminate.
  - c. For breach of contract upon 10 days written notice by the Party claiming breach to the breaching party, said notice to specify the acts or omissions constituting the alleged breach.
7. Reimbursement by SCMPO. SCMPO shall reimburse the CITY for all costs incurred by the CITY pursuant to this Agreement. As part of the City's annual budget process, SCMPO shall provide to the CITY a written summary of its requirements for the support services as specified herein for the subsequent fiscal year.
8. Consideration for CITY Services. The consideration due the CITY for the services provided pursuant to this Agreement shall be based upon actual time spent by the City assisting SCMPO. The Parties understand and agree that the annual amount

payable shall be credited to the CITY's in-kind match and applied accordingly.

9. Indemnification. The Parties understand and agree that notwithstanding the technical status of SCMPO staff as CITY employees, the work activities of SCMPO Staff will be solely subject to direction by SCMPO and will be carried out on behalf of SCMPO rather than the CITY. Accordingly, it is further agreed that, to the maximum extent permitted by law, SCMPO shall defend, indemnify and hold harmless the CITY, its agents, officers officials and employees from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees and court costs and the cost of appellate proceedings), related to, arising out of, the acts or omissions of the SCMPO Staff pursuant to this Agreement or otherwise on behalf of SCMPO. In any such claim or action against the CITY, SCMPO upon notice and demand by the CITY, shall defend such action on behalf of the CITY by counsel acceptable to the CITY. It is further agreed that that the extent of SCMPO's indemnification obligation pursuant to this Section shall be restricted to the policy limits of insurance obtained and maintained by SCMPO pursuant to Section I 0 of this Agreement.
10. Insurance. SCMPO will obtain and maintain policies of insurance of such kinds and with such policy limits as required to protect the Parties from claims and losses, arising out of, the acts or omissions of the SCMPO Staff pursuant to this Agreement or otherwise on behalf of SCMPO and shall cause the CITY to be named as an additional insured on such policies. The CITY shall be an additional insured to the full limits of liability purchased by SCMPO even if those limits of liability exceed the minimum coverage amounts specified in this Section. SCMPO's insurance coverage shall be primary and non-contributory with respect to all other available sources. Minimum coverage's shall be as follows:
  - a. Commercial General Liability Insurance to include Premises liability coverage with a limit of not less than \$1,000,000 for each occurrence and an annual aggregate annual limit of not less than \$2,000,000.
  - b. Commercial Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 with respect to any owned, hired or non-owned vehicles assigned to or used by SCMPO Staff pursuant to this Agreement or otherwise on behalf of SCMPO.

On or before the effective date of this Agreement, SCMPO will provide to the CITY certificates of insurance, policy endorsements and such other documentation as the CITY may require confirming that the required coverage's are in place. At least 15 days prior to any material changes in forms or amounts of coverage or any change in carriers providing such coverage, SCMPO shall provide written notification to the CITY of such change.

11. Notices. Notices to be sent pursuant to this Agreement shall be sent regular mail, to the following addresses:

**SCMPO:**

Sharon Mitchell, Executive Director  
211 N Florence Street, Suite 107  
Casa Grande, AZ 85122

**CITY**

James Thompson, City Manager  
510 E. Florence Blvd  
Casa Grande, AZ 85122

Or to such other addresses (including electronic addresses) as the parties may officially designate in writing.

12. Entire Agreement. This Agreement contains the entire agreement between the parties and no modifications to the terms and conditions of the agreement shall be binding upon the parties unless evidenced by a written agreement approved and executed by CITY and SCMPO.

13. Conflicts of Interest. This agreement is subject to the provisions of A.R.S. §38-511 pertaining to conflicts of interest, the pertinent provisions of which are incorporated herein.

**IN WITNESS WHEREOF**, the parties have caused this instrument to be executed as of the date first above written.

[Approvals on  
Following Page]

**APPROVALS**

**Sun Corridor Metropolitan Planning Organization:**

Sharon Mitchell  
Executive Director  
211 N Florence Street, Suite 103  
Casa Grande, AZ 85122

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CITY of Casa Grande**

James Thompson  
City Manager  
510 E. Florence Blvd  
Casa Grande, AZ 85122

Signature \_\_\_\_\_

Date \_\_\_\_\_

Attest:

\_\_\_\_\_  
Remilie S. Miller, City Clerk

Approved as to form:

\_\_\_\_\_  
Brett Wallace, City Attorney



## DETERMINATIONS OF COUNSEL

Pursuant to A.R.S. Section 11-952(0), the foregoing Agreement has been reviewed by the undersigned City Attorney, who has determined that the Agreement is in proper form and is within the powers and authority granted under the laws of this State to the City of Casa Grande.

---

Brett Wallace, City Attorney

Pursuant to A.R.S. Section 11-952(D), the foregoing Agreement has been reviewed by the undersigned attorney for the Sun Corridor Metropolitan Planning Organization, who has determined that the Agreement is in proper form and is within the powers and authority granted under the laws of this State to the Sun Corridor Metropolitan Planning Organization.

---

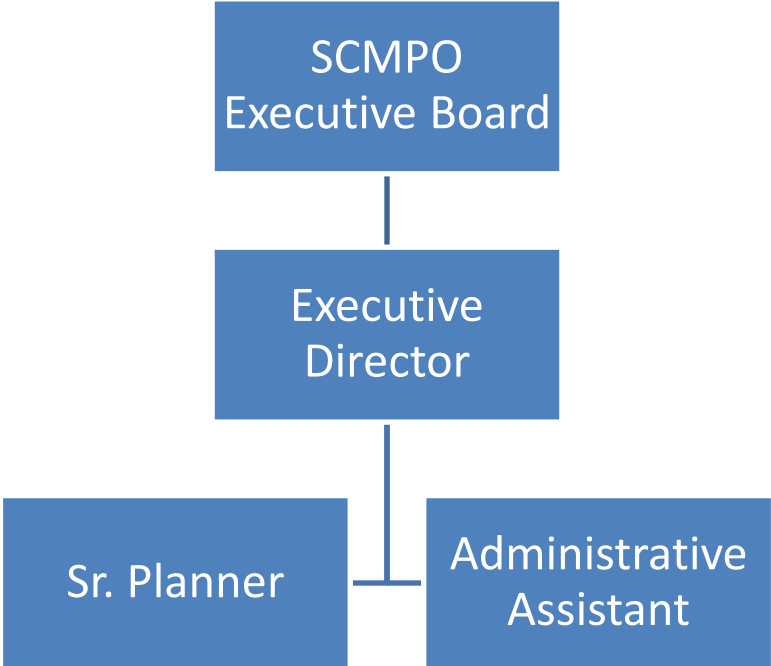
Denis Fitzgibbons, Attorney for the SCMPO

**Employment of SCMPO Personnel by CITY**

CITY shall integrate SCMPO staff into its personnel system in the manner set forth in this Attachment.

1. **Employee Status.** For purposes of this Agreement, unless otherwise expressly provided herein, the SCMPO Staff shall be considered employees of CITY on assignment to SCMPO and shall be subject to applicable CITY Employment Policies and Procedures and entitled CITY employee benefits, including, but not limited to health and other insurance, leave accrual, Workers' Compensation Insurance and participation in the Arizona State Retirement System.
  - a. All SCMPO staff are "at-will" employees and are specifically exempt from Article X – Grievances and Appeals of the City of Casa Grande Personnel Policy.
  - b. SCMPO positions will not be reflected on the official City of Casa Grande staff compliment nor be subject to city council approval.
2. **Form of Organization.** For purposes of organization, the SCMPO Staff shall be deemed to comprise a separate operating unit as depicted in Subsection I of this Attachment. Modification of this Organizational chart may be made by SCMPO at their sole discretion and does not require amendment of this Agreement.
3. **Administration.** All decisions with respect to operations, employment/retention, employee evaluation, employee compensation and work assignments shall be reserved to the discretion of the SCMPO Executive Board or its designees.
4. **Employee Vacancies/Additions.** In the event of a vacancy in any SCMPO position (existing or new), SCMPO will screen applicants and approve the successful candidate for employment. The CITY may assist with process as requested by SCMPO. Upon notice of a selection, the CITY shall process the person selected as a "new" CITY employee with benefits commensurate with new employee status and this agreement. Unless otherwise agreed by the Parties, termination and/or replacement of a current employee may be handled by CITY Human Resources staff upon receipt of a request by SCMPO and will not require amendment of this Agreement.

SCMPO ORGANIZATION CHART





Sun Corridor Metropolitan  
Planning Organization

# 10

## EXECUTIVE BOARD MEETING MEMO

---

**MEMO TO:** SCMPO EXECUTIVE BOARD  
**FROM:** SHARON MITCHELL, SCMPO Director  
**DATE:** September 9, 2014  
**SUBJECT:** TAC By-Laws

---

The Sun Corridor TAC has approved their By-Laws, and they now need to go before the Executive Board for approval and signature of the Chair.

Board Action Requested:  Information Only  Action Requested Below

**A motion to approve the Transportation Advisory Committee By-Laws.**

*SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS  
APPROVED MAY 29, 2014*

---

**I. NAME**

The official name of the committee shall be the Sun Corridor Metropolitan Planning Organization (Sun Corridor MPO or SCMPO) Transportation Technical Advisory Committee (herein, referred to as Committee).

**II. OBJECTIVE**

This functional committee, as set forth in the Sun Corridor MPO Bylaws, has been created to serve as a technical advisory committee on regional transportation planning and shall make recommendations on transportation related issues to the Sun Corridor MPO Executive Board.

**III. MEMBERSHIP**

A. The Committee shall consist of one member representing Pinal County, City of Casa Grande, City of Coolidge, City of Eloy, and the Arizona Department of Transportation. Committee representatives should have expertise in any of the following transportation subjects:

1. Highways
2. Public Works
3. Engineering
4. Aeronautics
5. Transit Systems
6. Planning

B. Membership should be representative of the Sun Corridor MPO region and its member jurisdictions.

C. Membership shall be recommended to the Committee, as necessary, in any of the following ways:

1. Request for nomination by any member of the Committee.
2. Request for nomination by staff.
3. Request for nomination by any member entity of Sun Corridor MPO.

Nominations originating from a local jurisdiction shall be accompanied by a letter from the appropriate city/town/county administrator approving of membership to

*SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS  
APPROVED MAY 29, 2014*

---

the Committee. Nominations shall be referred by the Committee to the Sun Corridor MPO Executive Board for approval.

- D. Members, and their respective jurisdictions, shall be considered inactive after missing two (2) consecutive meetings, unless excused prior to the meetings by notifying the chair or staff. Active status shall be resumed at the next meeting attended by the member. If a member misses the (2) meetings immediately preceding the presentation and approval of the Draft TIP, the member forfeits voting privileges on the draft TIP. If a member must miss a meeting, an alternate may be sent to represent that jurisdiction. A member shall not be considered absent by doing so.
- E. A member may attend and have full voting status via teleconferencing or videoconferencing (where available).
- F. After two (2) consecutive absences, a member shall be sent a letter, with copy to SCMPO Executive Board, reiterating the above policy concerning absences.
- G. One staff person, as designated by ADOT, shall also be a voting member.

**IV. VOTING**

- A. Each member of the Committee or the assigned alternate shall have one (1) vote on agenda items requiring action.
- B. A quorum of Committee members or alternates is necessary to take action on an agenda item. For purposes of determining a quorum, inactive jurisdictions shall not be counted toward the makeup of the total committee. For quorum purposes, 3 members will make a quorum.
- C. An affirmative vote by a majority of all committee members shall be required for the adoption or passage of a formal motion at a meeting in which a quorum has been established.

**V. SUBCOMMITTEES**

The Committee may establish subcommittees, as needed, to investigate and/or provide technical advice on special subjects. Members of subcommittees shall be approved by the Committee Chair and may include Committee members as well as individuals from the region having expertise in the subcommittee subject area. The duration of a subcommittee shall be determined by the Committee.

*SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS  
APPROVED MAY 29, 2014*

---

**VI. MEETING STRUCTURE**

- A. The Committee shall meet a minimum of six (6) times per year. The meeting dates and times of the Committee shall be established by the Chair in consultation with staff. Committee members shall be notified of all regularly scheduled meetings with written notices (email) at least one week prior to the meeting. All regularly scheduled meetings shall be held approximately one and one half weeks prior to the meeting date of the SCMPO Executive Board meeting.
- B. Special meetings may be called at the discretion of the Chair upon the request of the staff or at the request of three or more voting members of the Committee after a 72 hour notice has been given to each member of the pending special meeting.
- C. The order of business at Committee meetings shall be:
  - 1. Call to order
  - 2. Roll call
  - 3. Introductions
  - 4. Approval of minutes
  - 5. Standing reports
  - 6. Old business
  - 7. New business
  - 8. Call to the public
  - 9. Scheduling of next meeting
  - 10. Adjournment
- D. Meeting agendas shall be written and posted to comply with state of Arizona open meeting statutes.
- E. Staff shall set the meeting agenda in consultation with the Chair.
- F. All proposals by local jurisdictions which must receive Committee action and/or Executive Board consideration must be submitted to staff at least two weeks in advance for review and dissemination to Committee members.
- G. An annual meeting shall be held in November of each year at which time officers for the coming year shall be seated.
- H. A roster of Committee members present at all meetings shall be kept by staff.

*SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS  
APPROVED MAY 29, 2014*

---

- I. Staff shall be responsible for keeping minutes of all Committee meetings; all minutes shall be made available to the public and be posted on the SCMPO web site.

**VII. PROCEDURES AND FUNCTIONS**

- A. It is the responsibility of the Committee to advise staff in all subject areas of regional transportation planning including, but not limited to:

1. State highway system
2. Public transit programs
3. Local federal-aid systems
4. State primary and secondary airport systems
5. Special Transportation

- B. The Committee shall provide technical advice to staff in several topical areas:

1. The Committee shall review project requests and make recommendations based on Committee approved criteria to the Executive Board for the annual SCMPO Transportation Improvement Program (TIP).
2. The Committee shall review project requests and make recommendations to the Executive Board for the State Five-Year Construction Program.
3. The Committee shall review requests for changes regarding functional classification of roadways on the federal-aid system.
4. The Committee shall review the SCMPO Regional Transportation Plan.
5. The Committee shall review the Annual Unified Planning Work Program.

- C. The Committee shall provide, whenever appropriate, coordination and assistance to local, state, and federal agency programs or projects.

1. The Committee shall assist staff in obtaining necessary roadway data to fulfill State and Federal agency reporting of Highway Performance Monitoring System information.

- D. The Committee shall perform other duties and functions as assigned to them by the SCMPO Executive Board.



*SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS  
APPROVED MAY 29, 2014*

---

- E. The Committee shall be the initial contact for all transportation programs and planning activities in the SCMPO area.

**VIII. OFFICERS**

A. Chair

1. The Chair shall be selected from the city and county representatives by a majority vote of the Committee.
2. Elections shall be held in October or the last expected meeting prior to January of each year, so the Chair shall serve for one year beginning in January.
3. The Chair shall preside over all meetings of the Committee and may call such special meetings as may be necessary to conduct the business of the Committee after consultation with staff. A 72 hour notice shall be given to provide sufficient notification to all Committee members.
4. The Chair shall act as liaison for the Committee to staff and the SCMPO Executive Board.
  - a. If the Chair should be unable to complete the present term, the Vice-Chair shall automatically succeed as Chair serving the remainder of the term. In this circumstance, the Chair having filled the vacant position may be selected to continue serving as Chair at the next regular election.

B. Vice-Chair

1. The Vice-Chair shall be elected and approved in the same manner as the Chair. The Vice-Chair shall hold all duties, responsibilities and obligations in the absence of the Chair.
2. If the Vice-Chair should be unable to complete the current term, another member of the Committee will be elected to fill the remainder of the term by the same method as the original election.

**IX. STAFF**

- A. The Committee shall rely upon the Sun Corridor Metropolitan Planning Organization staff to perform necessary functions.

*SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS  
APPROVED MAY 29, 2014*

---

B. Staff shall recommend policies and procedures and furnish necessary planning input to the Committee as may be directed by Sun Corridor Metropolitan Planning Organization or the Committee.

**X. AMENDMENTS TO BYLAWS**

These Bylaws may be amended by the majority vote of the membership of the Committee at any meeting of the Committee and shall be ratified by the SCMPO Executive Board at the next regularly scheduled meeting.

**XI. PARLIAMENTARY AUTHORITY**

The rules for parliamentary procedure as found in Robert's Rules of Order shall govern all proceedings of the Committee. In the case of conflict between Robert's Rules and these Bylaws, or between Robert's Rules and a special rule adopted by the Committee, the Bylaws or special rule shall prevail.

These Bylaws have been reviewed and approved by the Sun Corridor MPO Transportation Technical Advisory Committee on May 29, 2014.

\_\_\_\_\_  
Susanna Struble, TAC Chair  
Transportation Technical Advisory Committee

\_\_\_\_\_  
Mayor Bob Jackson, Chair  
Sun Corridor MPO Executive Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## EXECUTIVE BOARD MEETING MEMO

**MEMO TO:** SCMPO EXECUTIVE BOARD  
**FROM:** SHARON MITCHELL, SCMPO Director  
**DATE:** September 9, 2014  
**SUBJECT:** Transportation Trade Corridor Alliance (TTCA) Road Map

The Governor’s Transportation Trade Corridor Alliance has been meeting for over two years now, gathering information from all over Arizona to help bring to the forefront the opportunities and advantages Arizona has for trade in goods and services. I have the honor of being on the Alliance, and will continue to represent the Sun Corridor MPO.

The result of our meetings has produced the ‘Transportation and Trade Corridor Alliance ‘The Roadmap’, Arizona’s Path to Global Market Expansion.

While the Road Map discusses the Trade through Arizona, it is recognized that we also need to start looking at infrastructure and development within these strategic corridors so we can begin to attract businesses and opportunities.

The Sun Corridor MPO is still considered a rural and small urban region, but it sits strategically in one of the most viable areas of Arizona for capturing and/or creating both domestic and international trade.

The Sun Corridor MPO will continue to work with the TTCA and others to ensure viable options for Economic Development, Trade, Transportation Infrastructure, and Public Transit are all part of the planning process for our region.

Board Action Requested:	<input checked="" type="checkbox"/> Information Only	<input type="checkbox"/> Action Requested Below

**PLEASE SAVE THE DATE: NOVEMBER 6, 2014**

**TTCA Steering Committee Meeting and “As the World Trades II”  
Forum**

**DATE: November 6, 2014**

**TIME: 1:00 PM – 7:30 PM (MST)**

**LOCATION: Phoenix (venue to be announced)**

**Schedule of Events** – *Please note that additional information including agendas, collateral material, and venue’s location will be sent soon*

**I. 1:00 PM to 3:00 PM - TTCA STEERING COMMITTEE MEETING**

**II. 3:30 PM to 5:30 PM – “AS THE WORLD TRADES II” FORUM**

**III. 5:30 PM to 7:30 PM – RECEPTION**

**Lorena Rueda**

**Program Manager, Transportation and Trade Corridor Alliance**

206 S. 17<sup>th</sup> Ave., Rm. 157, M/D 139A

Phoenix, AZ 85007

602.712.4445

[lrueda@azdot.gov](mailto:lrueda@azdot.gov)

[www.azttca.org](http://www.azttca.org)



## EXECUTIVE BOARD MEETING MEMO

**MEMO TO:** SCMPO EXECUTIVE BOARD  
**FROM:** SHARON MITCHELL, SCMPO Director  
**DATE:** September 9, 2014  
**SUBJECT:** Announcements

- State Transportation Board Meeting – September 12, 2014 @ 9:00 AM – Casa Grande Council Chambers.
- Transportation Trade Corridor Alliance Meeting and “As the World Trades II” Forum November 6.
- Trainings and upcoming events for staff in September (just a few):
  - MAG, Air Quality (Monthly)
  - FHWA Freight Planning Webinar
  - COG/MPO Planners Meeting (by-monthly)
  - Disadvantage Business Enterprise (DBE) Training
  - ADOT E-STIP Training (Required)
  - AzTA Transit Meetings, and High Speed Rail Committee Meeting (Monthly)
  - Women’s Information Network (WIN) ‘Women in Transportation’ (Sharon is a panelist)
  - AMPO – Association of Metropolitan Planning Organizations Conference (October)

Board Action Requested:	<input checked="" type="checkbox"/> Information Only	<input type="checkbox"/> Action Requested Below