



**Lake Havasu Metropolitan Planning Organization (LHMPO)
Executive Board Meeting Agenda
Tuesday, February 8, 2022, 2:00 P.M.**

All Action items highlighted in gray

The Lake Havasu MPO Executive Board may vote to hold an Executive Session for the purposes of obtaining legal advice from the Attorney on any matter listed on the agenda under A.R.S §38-431.03(A)(3)

1. **Call to Order-** (Cal Sheehy)
2. **Pledge of Allegiance-** (Cal Sheehy)
3. **Roll Call-**(Sarah Lojewski)
4. **Call to the Public**
This item is to provide an opportunity for citizens wishing to address the Executive Board on issues within the jurisdiction of the LHMPO planning area that are not on the Agenda. Comments SHALL be limited to five (5) minutes or less.
5. **Meeting Minutes:** November 9, 2021
Cal Sheehy, Chairman
6. **2045 Regional Transportation Plan**
Justin Hembree, LHMPO Director; Phyllis Davis, Kittelson & Assoc.
7. **Lake Havasu MPO Procurement Policy**
Justin Hembree, LHMPO Director
8. **Title VI Training**
Sarah Lojewski, Administrative Specialist
9. **Rural Transportation Advocacy Council (RTAC) Report (Information Only)**
Kevin Adam, RTAC Executive Director
10. **ADOT District Report (Information Only)**
Todd Steinberger, ADOT NW District Engineer
11. **Arizona Transportation Board Report (Information Only)**
Gary Knight, District Representative

12. Future Agenda Items

Upcoming Meetings Schedule

- LHMPO TAC Meeting **March 22, 2022, 1:30 PM**
- LHMPO Executive Board Meeting: **April 12, 2022, 2:00 PM**
- State Transportation Board Meeting: **February 18, 2022 - Flagstaff, AZ**

Adjournment

Pursuant to the Americans with Disabilities Act (ADA), the Lake Havasu Metropolitan Planning Organization endeavors to ensure the accessibility of all of its programs, projects, and services to all persons with disabilities. If you need accommodation for this meeting, please contact Justin Hembree at 928-453-2823 at least 48 hours prior to the meeting so that accommodations may be arranged.

Item #5

Meeting Minutes

Cal Sheehy, Chairman

Agenda Item # 5

**LAKE HAVASU MPO
REQUEST FOR ACTION
February 8, 2022**

SUBJECT: Action to Approve the Consent Agenda

SUBMITTED BY: Justin Hembree, MPO Director

AGENDA TYPE: Public Hearing – Discussion / Possible Action

ATTACHMENTS:

Executive Board meeting minutes of November 9, 2021

SUMMARY/BACKGROUND:

Approve the minutes from the Executive Board meeting held November 9, 2021

ACTION OPTION:

Motion to approve the Executive Board meeting minutes of November 9, 2021

OR

Motion to approve the Executive Board meeting minutes of November 9, 2021, with the noted changes

RECOMMENDATION:

Motion to approve the Executive Board meeting minutes of November 9, 2021



**Lake Havasu Metropolitan Planning Organization (LHMPO)
Executive Board Meeting Agenda
Tuesday, November 9, 2021, 2:00 P.M.**

All Action items highlighted in gray

The Lake Havasu MPO Executive Board may vote to hold an Executive Session for the purposes of obtaining legal advice from the Attorney on any matter listed on the agenda under A.R.S §38-431.03(A)(3)

1. **Call to Order**
Chairman Sheehy called the meeting to order at 2:00 pm.
2. **Pledge of Allegiance**
Chairman Sheehy led in the pledge of Allegiance.
3. **Roll Call-(Sarah Lojewski)**
The Roll Call was performed by Sarah Lojewski
Present: Chairman; Cal Sheehy, Vice Chairman; Buster Johnson, Secretary/Treasurer; David Lane, Board Members; Gary Knight, and Jeni Coke
4. **Call to the Public**
There was no request to address the Board.
5. **Meeting Minutes: September 14, 2021**
Buster Johnson made a motion to approve the September 14, 2021, Meeting Minutes. The motion was seconded by Board Member David Lane.
6. **2022 Executive Board Meeting Schedule**
Buster Johnson made a motion to approve the 2022 Executive Board meeting schedule option A 6 meetings per year. The motion was seconded by Secretary / Treasurer David Lane.
7. **2022 Executive Board Officer Elections- Chairman, Vice Chairman, and Secretary / Treasurer**
Secretary / Treasurer David Lane made a motion to approve the 2022 Executive Board Officer Elections-Chairman Cal Sheehy, Vice Chairman Buster Johnson, and Secretary David Lane. The motion was seconded by member Jeni Coke.
8. **FY 2022-2023 UPWP Amendment # 1**
Justin Hembree, LHMPO Director presented the following revisions necessary to the FY 2022-2023 Unified Planning Work Program. The LHMPO has identified and revised the FY22-23 UPWP to include the funding and the activities carried forward from the FY20-21 UPWP. The following changes have been made to the FY 22-23 UPWP:

Secretary David Lane made a motion to approve the revisions to the FY 2022-2023 Unified Planning Work Program. The motion was seconded by Board Member Gary Knight.

9. LHMPO Director's Report

Justin Hembree, LHMPO Director, provided an update on the following items.

- 2045 Regional Transportation Plan: The Draft Final Plan was sent out via email to Stakeholders, the TAC, and the Executive Board for review and comments. In addition, the public notice was advertised in the local newspaper and posted on social media sites on November 3, 2021. The public comment is open for a 30-day period, ending on December 3, 2021. The final plan is scheduled for TAC approval at the end of November 2021 and Executive Board approval in February 2022.
- FY25-26 HSIP Applications: Greenlight has completed draft applications of the four (4) FY25-26 HSIP projects previously approved by the TAC and Executive Board. Draft applications are ready for preliminary submittal to ADOT once ADOT announces the call for FY25-25 projects, which is expected sometime in January 2022.
- Rural Summit: The LHMPO staff attended along with Chairman Cal Sheehy. Greater Arizona came together and presented individual projects for each region and as a state-wide project to various state legislators in an effort to secure 2022 legislative set-aside/appropriations funds.
- Distracted Driving Campaign: Starlite has finished the final video of the distracted driving campaign. The final video was initially 90 seconds long; however, we decided to edit the footage and chop it into three (3) separate 30-second videos. One 30-second video will be released over the next three months, November, December, and January. A new video will be released each month on all social media sites. These final three videos complete the distracted driving campaign project for the LHMPO.

10. Rural Transportation Advocacy Council (RTAC) Report (Information Only)

Kevin Adam, RTAC Executive Director – Mr. Adam provided state and federal legislative updates.

11. ADOT District Report (Information Only)

Todd Steinberger, ADOT NW Assistant District Engineer updated provided a progress update on the projects within the region. The pavement preservation for the SR95 kick-off meeting is coming soon. The prison labor contract has been approved for litter clean-up along SR95.

12. Arizona Transportation Board Report (Information Only)

Gary Knight, District Representative provided an update on the upcoming Transportation Board meeting as well as providing a progress update on the projects within the region.

13. Future Agenda Items

No future agenda items were discussed.

Upcoming Meetings Schedule

- LHMPO Technical Advisory Committee (TAC) Meeting-**November 23, 2021**, Location Pending
- LHMPO Executive Board Meeting- Pending 2022 schedule approval
 - **Option A: February 8, 2022-6 meetings per year**
 - ~~Option B: January 11, 2021-9 meetings per year~~Held in-person: 2360 McCulloch Blvd., N., Lake Havasu City, AZ 86403
- State Transportation Board Meeting: **November 19, 2021 - Wickenburg**

Adjournment

Secretary David Lane made a motion to adjourn. The motion was seconded by Vice-Chairman Buster Johnson.

Adjourned at 2:46 pm.

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Item #6

2045 Regional Transportation Plan

Justin Hembree, LHMPO Director

**LAKE HAVASU MPO
REQUEST FOR ACTION
February 8, 2022**

**SUBJECT: DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2045
REGIONAL TRANSPORTATION PLAN (RTP)**

SUBMITTED BY: Justin Hembree, LHMPPO Director

AGENDA TYPE: Public Hearing

ATTACHMENTS:

Final 2045 Regional Transportation Plan (RTP)

SUMMARY/BACKGROUND:

The Regional Transportation Plan (RTP) is a federally required document that is updated every 5 years. This plan provides transportation investments for the region identifying multimodal transportation needs over the next 25 years.

A draft of the RTP was submitted to stakeholders, TAC members, and Executive Board members on October, 27, 2021 for review and comment with a resubmittal due date of November 19, 2021.

Notice to the public was posted on November 3, 2021 to the newspaper and relevant social media sites. The notice gave the public an opportunity to submit their comments of the Draft RTP up until December 3, 2021.

The Final Draft, which includes revisions based on stakeholder, TAC Executive Board, and Public comments, is attached for your review and consideration.

LHMPO staff is recommending approval of the 2045 RTP.

ACTION OPTION:

Motion to approve the 2045 Final Regional Transportation Plan (RTP)

OR

Motion to approve the 2045 Final Regional Transportation Plan (RTP), with the noted changes

RECOMMENDATION:

Motion to approve the 2045 Final Regional Transportation Plan (RTP)

Item #7

Lake Havasu MPO Procurement Policy

Justin Hembree, LHMPO Director

**LAKE HAVASU MPO
REQUEST FOR ACTION
February 8, 2022**

SUBJECT: Lake Havasu MPO Procurement Policy - Draft

SUBMITTED BY: Justin Hembree, LHMPO Director

AGENDA TYPE: Discussion / Possible Action

ATTACHMENTS:

2022 Lake Havasu MPO Procurement Policy – Draft.

SUMMARY/BACKGROUND:

As sub-recipients of federal funds, the Lake Havasu MPO is required to adhere to the federal regulations and federal procurement code; however, the LHMPO must also adhere to the Arizona Department of Transportation (ADOT) Work Program Grant Agreement (contract), which requires compliance with the state procurement code. i.e., the Lake Havasu MPO must follow a hybrid Federal/State procurement code and comply with various regulations depending on certain circumstances.

Adhering to both Federal & State Procurement Codes has caused confusion; the Lake Havasu MPO Procurement Policy establishes clarification and procedural guidance on which rules apply.

A few points of clarification:

1. This policy in no way suggests changes to City practices. The LHMPO will still follow City processes and use required forms to register vendors/contractors into Oracle's Requisition/PO payment system.
2. This policy is a hybrid of State & Federal compliance; we are already following a majority of federal regulations, except for areas in which the LHMPO/ADOT contract calls for adherence to State code (e.g., travel rates)
3. Exhibit A - "LHMPO Procurement Methods at a Glance" is a simple two-page summary of procurement thresholds, required approvals, solicitation requirements, and documentation requirements.

The draft policy was submitted to ADOT for review and preliminary approval. I am happy to announce that the LHMPO received a stamp of approval and support from ADOT's Contract & Procurement Compliance Manager (Dr. Sally Palmer).

ACTION OPTION:

Motion to approve the 2022 Lake Havasu MPO Procurement Policy

OR

Motion to approve the 2022 Lake Havasu MPO Procurement Policy, with the noted changes

RECOMMENDATION:

Motion to approve the 2022 Lake Havasu MPO Procurement Policy

Item #8

Title VI Training

Sarah Lojewski, Administrative Specialist

Item #9

Rural Transportation Advocacy Council (RTAC) Report

(Information Only)

Kevin Adam, RTAC Executive Director

Item #10

ADOT District Report ***(Information Only)***

Todd Steinberger, ADOT NW District Engineer

Item #11

Discussion and Update of the Arizona State Transportation Board Activities.

Gary Knight, District Representative