

Lake Havasu MPO

METROPOLITAN PLANNING ORGANIZATION

Executive Board (EB) Meeting

Tuesday, December 12, 2023



900 N. London Bridge Rd., Bldg. B
Lake Havasu, AZ 86404
(928)-453-2824

Disclaimer: This is not a legal document. Although much care was taken to ensure the accuracy of the information presented in this document, The Lake Havasu Metropolitan Planning Organization does not guarantee the accuracy of this information.

Cal Sheehy, Chairman
Buster Johnson, Vice Chairman
Nancy Campbell, Secretary/Treasurer
Jeni Coke, Board Member
Gary Knight, Board Member



www.LHMPO.org
Lake Havasu City Police Facility
Meeting Room
2360 McCulloch Blvd. N
Lake Havasu Cit, AZ 86403

Lake Havasu Metropolitan Planning Organization (LHMPO)

Executive Board Meeting Agenda

Tuesday, December 12, 2023, 10:00 A.M.

All Action items highlighted in gray

The Lake Havasu MPO Executive Board may vote to hold an Executive Session for the purpose of obtaining legal advice from an attorney for the Board 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: October 10, 2023

Cal Sheehy, EB Chairman

6. 2024 Officer Elections

Cal Sheehy, EB Chairman

7. 2024 Meeting Schedule

Justin Hembree, LHMPO Director

8. Transportation Alternatives (TA) Grant Award Announcements-(Information Only)

Justin Hembree, LHMPO Director

9. Signal Analysis & Modeling Study-(Information Only)

Justin Hembree, LHMPO Director

10. Carbon Reduction Program (CRP) (Information Only)

Justin Hembree, LHMPO Director

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

Kevin Adam, RTAC Executive Director

12. ADOT District Report (Information Only)

Todd Steinberger, ADOT NW District Engineer

13. Arizona Transportation Board Report (Information Only)

Gary Knight, District Representative

14. Future Agenda Items

15. Upcoming Meetings Schedule

LHMPO TAC Meeting: **January 23, 2024, 10:00 AM**

LHMPO Executive Board Meeting: **February 13, 2024, 10:00 AM**

Adjournment

Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other nondiscrimination laws and authorities, LHMPO does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact LHMPO's Title VI Coordinator at hembreej@lhcaz.gov. Requests should be made as early as possible to ensure LHMPO has an opportunity to address the accommodation.

De acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés) y otras normas y leyes antidiscriminatorias, la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad. Las personas que requieran asistencia (dentro de lo razonable) ya sea por el idioma o discapacidad deben ponerse en contacto con el Director Ejecutivo de la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) en hembreej@lhcaz.gov. Las solicitudes deben hacerse lo antes posible para asegurar que la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) tenga la oportunidad de hacer los arreglos necesarios.

The following link provides access to a voluntary but highly important survey; by completing this survey, the Lake Havasu MPO will be able to determine who attends our public meetings and how we can improve participation:

https://docs.google.com/forms/d/e/1FAIpQLSfcVaS6fU1kTF_So2QoPfOsfDZjqlBpbTwqsl6HLwFxl5Xy-Q/viewform

El siguiente enlace proporciona acceso a una encuesta voluntaria pero muy importante; al completar esta encuesta, la MPO del lago Havasu podrá determinar quién asiste a nuestras reuniones públicas y cómo podemos mejorar la participación:

<https://docs.google.com/forms/d/e/1FAIpQLSe6l7IM8eKfc9mxiJcUmuLMbpLfnQ3vWCNKbigDMW4CQXb0g/viewform>

*Lake Havasu Metropolitan Planning Organization
900 London Bridge Road, Building B
Lake Havasu City, AZ 86404
(928) 453-2823
www.lhmpo.org*

Item #5

Meeting Minutes

Cal Sheehy, Chairman

Agenda Item # 5

**LAKE HAVASU MPO
REQUEST FOR ACTION
December 12, 2023**

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 October 10, 2023.

SUMMARY/BACKGROUND:

Approve the minutes from the Executive Board meeting held on October 10, 2023.

ACTION OPTION:

Motion to approve the Executive Board meeting minutes of October 10, 2023.

OR

Motion to approve the Executive Board meeting minutes of October 10, 2023, with the noted changes

RECOMMENDATION:

Motion to approve the Executive Board meeting minutes of October 10, 2023.



Lake Havasu Metropolitan Planning Organization (LHMPO)
Executive Board Meeting Minutes
Tuesday, October 10, 2023, 10:00 A.M.

All Action items highlighted in gray

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

1. Call to Order- (Cal Sheehy)

Chairman Sheehy called the meeting to order at 10:02 a.m.

2. Pledge of Allegiance- (Cal Sheehy)

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; Nancy Campbell, and Board members Jeni Coke. Board Member Gary Knight was present after roll call.

4. Call to the Public

There was no request to address the Board.

5. Meeting Minutes: August 08, 2023

Secretary/Treasurer Nancy Campbell motioned to approve the August 08, 2023, Meeting Minutes. Vice Chairman Buster Johnson seconded the motion.

6. Traffic Signal Analysis & Modeling Study – Request For Proposals

The LHMPO TAC received and reviewed three proposals in response to the MPOs RFP solicitation. The three firms were: Kittelson & Associates, Greenlight Traffic Engineering, and Kimley-Horn & Associates. The TAC unanimously ranked Kimley-Horn as the top firm. Jeni Coke motioned to approve Kimley-Horn as the top firm/consultant, the LHMPO to proceed with the contract negotiations, and the MPO chair to initiate the contract. Vice Chairman Buster Johnson seconded the motion.

7. RTAC Project for Legislative Session 2024

The list comprised of projects for Greater AZ totaling \$400 million will be introduced to the state legislators as a *single* piece of legislation (bill) or may simply be included in the Governor's budget. Based on the table and figures provided by the Rural Transportation Advocacy Council (RTAC), the overall anticipated funding available to the LHMPO region is estimated at \$14.2 million. The LHMPO worked with the locals to identify projects for the 14.2 million they identified four projects. Facts sheets for each project have been finalized and are included in the agenda packet.

Secretary/Treasurer Nancy Campbell motioned to approve the RTAC projects for the Legislative Session 2024. Vice Chairman Buster Johnson seconded the motion.

8. Transportation Alternatives (TA) Call for Projects

Justin Hembree, LHMPO Director advised the Executive Board on the safe routes to school scoping grant application submitted by the LHMPO requesting \$400k in federal grant funds; the scoping project lists 8 locations comprised of elementary, middle, and high schools. The LHMPO is expected to receive the award or non-award notification from ADOT by the end of October.

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

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

10. ADOT District Report (Information Only)

Todd Steinberger, P.E. Northwest Assistant District Engineer the ADOT district advised the Board on the upcoming projects in the region.

11. Arizona Transportation Board Report (Information Only)

Gary Knight, District Representative provided an update from the State Transportation Board meeting.

12. Future Agenda Items

No future MPO-related agenda items were discussed.

13. Upcoming Meetings Schedule

LHMPO TAC Meeting: **November 14, 2023, 10:00 AM**

LHMPO Executive Board Meeting: **December 12, 2023, 10:00 AM**

Adjournment

Adjourned at 10:26 am

Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other nondiscrimination laws and authorities, LHMPO does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact LHMPO's Title VI Coordinator at hembreej@lhcaz.gov. Requests should be made as early as possible to ensure LHMPO has an opportunity to address the accommodation.

De acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés) y otras normas y leyes antidiscriminatorias, la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad. Las personas que requieran asistencia (dentro de lo razonable) ya sea por el idioma o discapacidad deben ponerse en contacto con el Director Ejecutivo de la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) en hembreej@lhcaz.gov. Las solicitudes deben hacerse lo antes posible para asegurar que la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) tenga la oportunidad de hacer los arreglos necesarios.

The following link provides access to a voluntary but highly important survey; by completing this survey, the Lake Havasu MPO will be able to determine who attends our public meetings and how we can improve participation:

https://docs.google.com/forms/d/e/1FAIpQLSfcVaS6fU1kTF_So2QoPfOsfDZjqlBpbTwqsl6HLwFxl5Xy-Q/viewform

El siguiente enlace proporciona acceso a una encuesta voluntaria pero muy importante; al completar esta encuesta, la MPO del lago Havasu podrá determinar quién asiste a nuestras reuniones públicas y cómo podemos mejorar la participación:

<https://docs.google.com/forms/d/e/1FAIpQLSe6l7IM8eKfcf9mxiJcUmuLMbpLfnQ3vWCNKbigDMW4CQXb0g/viewform>

Item #6

2024 Officer Elections

Justin Hembree, LHMPO Director

**LAKE HAVASU MPO
REQUEST FOR ACTION
December 12, 2023**

SUBJECT: Discussion Possible Action to Hold Elections or Make
Appointments of Chair, Vice-Chair, and Secretary/Treasurer

SUBMITTED BY: Justin Hembree, MPO Director

AGENDA TYPE: Public Hearing

ATTACHMENTS: Board Roster

SUMMARY/BACKGROUND:

Executive Board elections or appointments are performed annually, unless a need arises due to personnel changes. This action would be effective through the calendar year 2024.

ACTION OPTION:

Motion to move forward with appointments or elections of Chair, Vice-Chair and Secretary/Treasurer, individually or as a slate

OR

Action as a result of the discussion of the Board

RECOMMENDATION:

Motion to move forward with appointments or elections of Chair, Vice-Chair and Secretary/Treasurer, individually or as a slate



Executive Board 2024 Roster

Cal Sheehy, Chairman

Lake Havasu City – Mayor

Office: (928) 453-4152

SheehyC@lhcaz.gov

Buster Johnson, Vice-Chairman

Mohave County, Supervisor District 3

Office: (928) 453-0724

johnsbd@frontiernet.net

Nancy Campbell, Secretary/Treasurer

Lake Havasu City, Councilmember

Office: (928) 453-4140

campbelln@lhcaz.gov

Jeni Coke, Member

Lake Havasu City, Councilmember

Office: (928) 453-4152

cokeJ@lhcaz.gov

Gary Knight, Member

State Transportation Board

Gary.Knight@yumaaz.gov

Item #7

2024 Meeting Schedule

Justin Hembree, LHMPO Director

Agenda Item # 7

**LAKE HAVASU MPO
REQUEST FOR ACTION
December 12, 2023**

SUBJECT: Discussion and Possible Action to Approve the 2024 Executive Board Meeting Schedule

SUBMITTED BY: Justin Hembree, MPO Director

AGENDA TYPE: Public Hearing

ATTACHMENTS:

2024 MPO Executive Meeting Schedule

SUMMARY/BACKGROUND:

The 2024 Executive Board meeting schedule will hold six meetings per year on the second Tuesday of every other month. If a meeting needs to be canceled, rescheduled, or added to the 2024 schedule, the Executive Board and others will be notified.

ACTION OPTION:

Motion to approve the 2024 Executive Board Meeting Schedule with six Meetings per year held at 10:00 am.

OR

Action as a result of the discussion of the Board

RECOMMENDATION:

Motion to approve the 2024 Executive Board Meeting Schedule with six Meetings per year held at 10:00 am.

**LAKE HAVASU METROPOLITAN
PLANNING ORGANIZATION (LHMPO)
EXECUTIVE BOARD
2024 MEETING SCHEDULE**

**The following is the 2024 meeting schedule for the Lake Havasu Metropolitan
Planning Organization (LHMPO) Executive Board**

MEETINGS –SECOND (2ND) TUESDAY EVERY OTHER MONTH

February 13	August 13
April 9	October 8
June 11	December 10

LOCATION OF MEETING: Lake Havasu City Police Facility Meeting Room
2360 McCulloch Boulevard N, Lake Havasu City, AZ 86403

TIME: 10:00 AM

All meeting times and locations are subject to change with adequate notice given

Adequate notice will be provided if a scheduled meeting is canceled

LHMPO endeavors to make all public meetings accessible to persons with disabilities. Please call (928) 453-2823 or e-mail lojewskis@lhcaz.gov, 72 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.

**** Meeting date changed from the regular schedule due to a conflict.**

Item #8

Transportation Alternatives (TA) Grant Award Announcement (Information Only)

Justin Hembree, LHMPO Director

Item #9

Traffic Signal Analysis & Modeling Study (Information Only)

Justin Hembree, LHMPO Director

Item #10

Carbon Reduction Program (CRP)

(Information Only)

Justin Hembree, LHMPO Director



**Lake Havasu Metropolitan
Planning Organization**
900 London Bridge Road, Bldg. B
Lake Havasu City, AZ 86404
(928) 453-2823

November 6, 2023

To: Lake Havasu MPO Member Agencies

Regarding: **Lake Havasu MPO - Call-for-Projects – Carbon Reduction Program (CRP) Funding**

To whom it may concern:

This letter serves as Lake Havasu Metropolitan Planning Organization's (LHMPO) formal call for **"Carbon Reduction Program Funding"** projects.

Program Background:

The CRP funding is a federal-aid highway funding program that funds projects designed to reduce transportation emissions, defined as carbon dioxide (CO₂) emissions from on-road highway sources. Eligible projects included, but not limited to, the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation. In addition, advanced transportation and congestion management technologies such as; Deployment of infrastructure-based intelligent transportation systems, capital improvements and the installation of vehicle-to-infrastructure communications equipment; replacing street lighting and traffic control devices with energy-efficient alternatives; projects to establish or operate a traffic monitoring, management, and control facility or program.

Funding Availability and Eligible Projects:

The following table provides the LHMPO area apportionment figures based on IIJA formula funding (based on population) and status of the LHMPO's CRP balance:

Annual Apportionment *OA	\$ 118,565.21
Currently available in FY24	\$ 329,947.97
Available in FY25 if all funding carried forward	\$ 448,513.01

The LHMPO has created a new section in the Transportation Improvement Program (TIP) specifically for the CRP funding. In order for projects to be programmed in the TIP for this specific funding source, formal TIP amendments will be required at the TAC and Executive Board levels.



**Lake Havasu Metropolitan
Planning Organization**

900 London Bridge Road, Bldg. B
Lake Havasu City, AZ 86404
(928) 453-2823

Eligible Projects Include:

- Establishing or operating a traffic monitoring, management, and control facility
- Public transit projects
- Transportation Alternative-eligible projects, including the construction, planning, and design of on- and off- road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation
 - New Pedestrian Bridge/Box Culvert is eligible
 - Sidewalk, ADA Ramps Projects
 - Trail Projects
- Advance transportation and congestion management technologies
- ITS capital improvements and vehicle-to-infrastructure communications equipment
- Efficient street lighting and traffic control devices (Solar, LED)
- Congestion pricing, mode shift, and transportation demand management (TDM)
- Projects to reduce environmental and community impacts of freight movement
- Alternative fuel vehicle deployment support
- Purchase of EV Charging Stations
 - Acquisition, installation, or operation of publicly accessible electric vehicle charging infrastructure is eligible under the CRP.
- Diesel retrofits
- Certain CMAQ-eligible projects
- Port congestion reduction

Funds can be used for any STBGP-eligible use if the state/MPO can demonstrate a reduction in transportation emissions.

Due Dates and Timeline:

The LHMPO respectfully requests that agencies fill out the attached project application and return to LHMPO by **Friday, March 15, 2024.**

The Call for Projects and funding will be discussed at the LHMPO Transportation Advisory Committee (TAC) meeting on **November 14, 2023** and the Executive Board meeting on **December 12, 2023.**



**Lake Havasu Metropolitan
Planning Organization**

900 London Bridge Road, Bldg. B
Lake Havasu City, AZ 86404
(928) 453-2823

Carbon Reduction Program Call-for-Projects Timeline

Due Date	Action Required	Responsible Member
November 6, 2023	Call for Projects - To be added as an agenda item on the November 14, 2023, TAC agenda. (Letter, Application, Timeline sent out via email)	LHMPO
November-March 2023-2024	Local Agencies identify projects of interest, develop project scope & cost estimates, and fill out LHMPO project application.	Local Agencies
November-March, 2023-2024	TAC Meetings - Project and Funding Discussions as necessary	TAC
March 15, 2024	Applications Due to LHMPO	Local Agencies
March 26, 2024	TAC Meeting - Project Approval	TAC
April 9, 2024	Executive Board Meeting – Project Approval	Executive Board

LHMPO member agencies and other eligible recipients are to submit applications & supporting documents for funding via email to:

Justin Hembree
Lake Havasu MPO - Executive Director
Hembreej@lhcaz.gov

Should you have any questions or corrections, please feel free to give me a call.

Sincerely,

Justin Hembree
LHMPO Executive Director

LHMPO – Carbon Reduction Program (CRP) Funding Project Application

GENERAL PROJECT INFORMATION

Project Name (Including Termini/Limits of Project):

Primary Route/Street:

Beginning Limit (Mile Post & Offset):

End Limit (Mile Post & Offset):

Project Length:

CONTACT INFORMATION

(If applicable)

Project Sponsor:

Contact Name:

Email Address:

Phone Number:

Administration: ☒ ADOT-Administered

PROJECT NEED

Please describe the purpose and scope of this project and how it relates to carbon reduction efforts.

Project Description and Scope:

PROJECT BUDGET		
Design Program Year: <input type="checkbox"/> 2024-2025		
Construction Program Year: <input type="checkbox"/> 2025-2026		
Carbon Reduction Program (CRP) Funds Federal Funds at 94.3%	Local Match at 5.7%	Total Cost
\$0	\$0.00	\$0.00

PROJECT DELIVERY
Delivery: <input checked="" type="checkbox"/> Design-Bid-Build

Item #11

Rural Transportation Advocacy Council (RTAC) Report *(Information Only)*

Kevin Adam, RTAC Executive Director

Item #12

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

Todd Steinberger, ADOT NW District Engineer

Item #13

Discussion and Update of the Arizona State Transportation Board Activities.

Gary Knight, District Representative