



# MEETING MINUTES

**Executive Board  
Regular Meeting  
Wednesday, March 19, 2014  
5:00 PM**

**Yavapai County Administrative Bldg.  
1015 Fair Street  
Prescott, AZ 86305**

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## **CYMPO Executive Board**

Chairman	Chris Kuknyo, Councilman, City of Prescott
Vice-Chairman	Mary Mallory, Councilwoman, Town of Prescott Valley
Secretary/Treasurer	Terry Nolan, Mayor, Town of Dewey-Humboldt
Member	Craig Brown, Yavapai County Supervisor
Member	Darryl Croft, Town of Chino Valley
Member	Alvin Stump, ADOT Representative

### **1. CALL TO ORDER AND ROLL CALL**

Chairman Kuknyo called the meeting to order at 5PM. Deb Hernandez performed roll call.

#### **Members Absent:**

Darryl Croft, Town of Chino Valley

### **2. ANNOUNCEMENTS AND UPDATES:**

Announcements and/or updates may be provided by Board Members, CYMPO Administrator or other invitees.

CYMPO Administrator Chris Bridges informed the Executive Board:

- He and Vice-Chair Mallory attended a meeting with Congressman Gosar and Congresswoman Kirkpatrick to discuss new highway bill
- Section 5310 Grant funding for Human Services Providers has begun
- Provided an update of the March Transportation Board Meeting

### **3. CALL TO THE PUBLIC:**

This item is to provide an opportunity for presentation of comments by the public on subjects *not on the agenda*. Individuals wishing to address the Board need not request permission in advance and are limited to three (3) minutes.

There were no public comments.

## **PRESENTATION**

### **4. ADOT ENFORCEMENT**

*Captain Mike Derfus  
(Task #1.2)*

Captain Mike Derfus presented a PowerPoint to the Executive Board explaining the purpose of ADOT's Enforcement and Compliance Division. Their primary purpose is to ensure the safe and efficient movement of people, goods and services throughout Arizona while promoting compliance with all

applicable state and federal laws and regulations. By doing so, lost revenues will be brought back into our State.

**DISCUSSION / POSSIBLE ACTION**

**5. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE EXECUTIVE BOARD MEETING MINUTES OF FEBRUARY 19, 2014**

*Chris Bridges, CYMPO Administrator*

*(Task #1.2)*

**MOTION**

Member Brown presented a motion to approve the Minutes of the Regular Meeting of February 19, 2013. The motion was seconded by Secretary-Treasurer Nolan.

**VOTE ON THE MOTION**

The vote on the motion was unanimous.

**6. DISCUSSION POSSIBLE ACTION TO APPROVE THE JOINT PROJECT AGREEMENT (JPA) 13-0003545-I BETWEEN THE STATE OF ARIZONA – ADOT AND CYMPO FOR REGIONAL SIGN AND POST REPLACEMENT PROJECT**

*Chris Bridges, CYMPO Administrator*

*(Task #6.1)*

Mr. Bridges stated this JPA has already been reviewed by the M-TAC and our attorney. This will be for the next round of sign and post replacements. Approval of this JPA would allow ADOT to move forward with the obligation and put the project out for bid.

**MOTION**

Member Brown presented a motion to approve JPA 13-0003545-I and authorize the Chairman, or in his absence the Vice Chairman, to sign IGA/JPA 13-0003545-I, the Regional Sign and Post Replacement Project, with the State of Arizona – Department of Transportation. The motion was seconded by Chairman Kuknyo.

**VOTE ON THE MOTION**

The vote on the motion was unanimous.

**7. DISCUSSION POSSIBLE ACTION TO REVIEW AND APPROVE THE CYMPO FY15 OPERATIONAL BUDGET**

*Chris Bridges, CYMPO Administrator*

*(Task #1.1)*

Mr. Bridges informed the Board, upon approval, CYMPO's FY15 Operational Budget will be submitted to Yavapai County to allow them to incorporate into their budget. This document includes carry over balances from previous years plus monies we anticipate receiving from ADOT and shows all activities, planning and operations, with the appropriate expenditure limit.

**MOTION**

Member Brown presented a motion to approve the FY15 CYMPO Operating Budget; and forward to Yavapai County. The motion was seconded by Member Nolan.

**VOTE ON THE MOTION**

The vote on the motion was unanimous.

**8. DISCUSSION POSSIBLE ACTION TO APPROVE A LETTER OF SUPPORT FOR YAVAPAI REGIONAL TRANSIT'S 5311 GRANT APPLICATION**

*Chris Bridges, CYMPO Administrator*

*(Task 8.0)*

Mr. Bridges explained part of the ADOT Grant process involves Yavapai Regional Transit obtaining letters of support. CYMPO provided YRT with a letter of support for their first grant application and YRT has requested we do so once again. He introduced Ron Romley who then gave an update of the progress YRT has made with providing public transit within the CYMPO region.

**MOTION**

Member Brown presented a motion to approve the "Letter of Support" for Yavapai Regional Transit's 5311 Grant Application. The motion was seconded by Chairman Kuknyo.

**VOTE ON THE MOTION**

The vote on the motion was unanimous.

**1A DISCUSSION / POSSIBLE ACTION TO APPROVE AMENDMENT #4 TO THE FY14-23 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP) TO INCLUDE ADOT SECTION 5310 GRANT AWARDS, AT THE REQUEST OF FTA AND ADOT STAFF**

*Chris Bridges, CYMPO Administrator*

*(Task 1.2)*

Mr. Bridges indicated this item was presented as an emergency request from ADOT. FTA has directed ADOT that grants awarded in FY2014 must be included within the local MTIP in order for those transportation providers to receive monies; thus, creating a need to amend our current FY14-23 MTIP.

**MOTION**

Secretary-Treasurer Nolan presented a motion to approve Amendment #4 to the FY14-23 MTIP to include ADOT Section 5310 Grant Awards. The motion was seconded by Chairman Kuknyo.

**VOTE ON THE MOTION**

The vote on the motion was unanimous.

**DISCUSSION**

**9. DISCUSSION AND UPDATE OF THE FY 2015 WORK PROGRAM (WP) DRAFT #1**

*Chris Bridges, CYMPO Administrator*

*(Task #1.1)*

Mr. Bridges informed CYMPO has been working on this draft since February. It has already been presented to the M-TAC and their recommended changes have been incorporated within the document. On April 1, Federal Highways and ADOT will be meeting with us for their formal review. Those changes will then be submitted to the M-TAC for their review in April for final approval in May.

**10. DISCUSSION AND REVIEW OF THE FY15-24 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP) DRAFT #1**

*Chris Bridges, CYMPO Administrator*

*(Task #1.2)*

Mr. Bridges expressed this is a very raw first draft of our MTIP. ADOT staff has requested we not present our MTIP until after the June State Transportation Board Meeting. We are still in the process of gathering information on all State and local projects within our region to incorporate them into our FY15 MTIP and will be presenting you those changes in the future.

**11. UPDATE OF THE REGIONAL TRANSPORTATION PLAN**

*Chris Bridges, CYMPO Administrator*  
(Task #4.0)

Mr. Bridges stated he recently met with AECOM and their traffic modeler, who has been working closely with ADOT for a base traffic model. Good progress is being made. We will conduct a Work Session on April 2<sup>nd</sup> and have scheduled our first public review for April 23<sup>rd</sup> in the Prescott Valley Library Auditorium. This update should be completed in December.

**12. UPDATE OF THE HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)**

*Chris Bridges, CYMPO Administrator*  
(Task #6.1)

Mr. Bridges informed the current sign and post replacement project is continuing and currently operating in Prescott Valley. It is anticipated the whole project should be completed by the end of August.

**13. ANTICIPATED FUTURE AGENDA ITEMS**

*Chris Bridges, CYMPO Administrator*  
(Task #1.2)

- UPWP Draft
- MTIP Draft
- RTP Update
- HSIP Update

**14. UPCOMING SCHEDULED MEETINGS**

- Fed/ADOT Work Program Review, **Tuesday, April 1, 2014**, ADOT Administration Building, 1109 East Commerce Drive, Prescott, AZ
- M-TAC Meeting: **Thursday, April 3, 2014**, Prescott Valley Library Auditorium, 1<sup>st</sup> Floor, 7401 E. Civic Circle, Prescott Valley, AZ 86314 (*CYMPO Multimodal Technical Advisory Committee monthly meeting*)
- Local Coordinating Council Meeting, **Wednesday, April 9, 2014**, ADOT Administration Bldg., 1109 East Commerce Drive, Prescott, AZ
- State Transportation Board Meeting: **April 11, 2014, Marana**
- Executive Board Meeting: **Wednesday, April 16, 2014, 5:00 PM**, County Board of Supervisor's Room, 1015 Fair Street, Prescott, AZ

**15. ADJOURNMENT at 6:31**



Chris Kuknyo, Chairman  
Executive Board

ATTEST:

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Deborah Hernandez, Program Secretary