



MEETING MINUTES

**Executive Board
Regular Meeting
Wednesday, October 16, 2013
6:00 PM**

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

CYMPO Executive Board

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

1. CALL TO ORDER AND ROLL CALL

Chairman Croft called the meeting to order at 6 PM. Jean Knight performed roll call.

Members Absent:

Member Dallas Hammit, ADOT Representative

2. ANNOUNCEMENTS AND UPDATES:

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

Mr. Bridges related he and Chairman Croft attended the State Transportation Board meeting in Wickenburg, Friday, October 11th.

Vice Chairman Kuknyo indicated the dinner with the ADOT Director and the Executive Board went very well and was very informative. Member Brown also commented on the dinner.

Mr. Bridges further announced:

- The Highway Safety Improvement Program (HSIP) Sign Project meeting kick-off is scheduled for October 23rd.
- SR89 construction from Chino Valley Town limits to the Airport is delayed due to utility issues. Alvin Stump, ADOT Prescott District Engineer, announced the bid opening is in January and construction is tentatively scheduled to begin in March 2014.
- Reminded everyone about the Rural Transportation Summit scheduled for January 15th – 17th, 2014
- Gave an update on the information received at the I-17 project meeting in Kingman. There were two alternate routes going near Prescott and they were ruled out.

Member Brown shared information from the County Supervisors Association meeting. It was discussed to go after the HURF dollars that are currently being directed to DPS; and, look at different funding for DPS without raising the gas tax.

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.

DISCUSSION / POSSIBLE ACTION

4. DISCUSSION POSSIBLE ACTION TO APPROVE THE MEETING MINUTES - REGULAR MEETING OF SEPTEMBER 18, 2013

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

MOTION

Member Brown presented a motion to approve the Minutes of the Regular Meeting of September 18, 2013. The motion was seconded by Vice-Chairman Kuknyo.

VOTE ON THE MOTION

The vote on the motion was unanimous.

5. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE JOINT PROJECT AGREEMENT (JPA) 11-087 WP AMENDMENT 3 FOR TRAFFIC DEMAND MODELING SERVICES WITH THE ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT)

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

Mr. Bridges shared that AECOM, consultant who is proposed to prepare the CYMPO Long Range Transportation Plan, has recommended utilizing the ADOT traffic modeling, with their consultant actively involved in the process. This would result in a significant savings for the project. The JPA with ADOT has already been signed by ADOT and approved by the Attorney General's office. The M-TAC has recommended approval of the document. There is no fee being charged by ADOT for this service.

Mr. Bridges also commented how hard ADOT worked to process this quickly; which was completed and signed within a week.

MOTION

Member Brown presented a motion to authorize the Chairman, or in his absence the Vice-Chairman, to sign JPA 11-087 WP Amendment 3, with ADOT for Demand Modeling Services. The motion was seconded by Member Mallory.

VOTE ON THE MOTION

The vote on the motion was unanimous.

6. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH AECOM FOR THE CYMPO REGIONAL TRANSPORTATION PLAN UPDATE (RTP)

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

Mr. Bridges presented the Professional Services Agreement, with the Scope of Work attached for the Boards review and approval. He also introduced Jenny Bixby with AECOM, who in turn introduced the staff from AECOM who were with her. Mr. Bridges also indicated the JPA with ADOT was part of the Professional Services Agreement. He related the M-TAC discussed a contingency for possible additional

traffic counts; and, the M-TAC recommended additional funds for that portion of the Professional Services Agreement. The M-TAC is recommending the Executive Board approve the agreement for a cost not to exceed \$244,364.

MOTION

Member Brown presented a motion to authorize the Chairman, or in his absence the Vice-Chairman, to sign the Professional Services Agreement with AECOM for the preparation of the CYMPO Regional Transportation Plan Update, for an amount not to exceed \$244,364.00. The motion was seconded by Secretary/Treasurer Nolan.

VOTE ON THE MOTION

The vote on the motion was unanimous.

7. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE STATE OF ARIZONA – DEPARTMENT OF TRANSPORTATION SR 89 PROJECT

*Chris Bridges, CYMPO Administrator
(Task #6.2)*

Mr. Bridges related that part of the SR89 Widening project included adding a Roundabout at the current SR89/Perkins Drive at the Antelope Hills Golf Course. The MPO can commit \$ 1.2 million of State Planning & Research (STP) funds towards the project; the Project name is SR89 & James Lane. The roundabout would be almost identical to the roundabout at the new Deep Well Ranch Road/SR89 intersection. James lane has to be a functional classified roadway.

Member Mallory questioned the access control to James Lane. Scott Tkach, City of Prescott Engineer, responded the access control at James Lane has not been determined yet.

Vice-Chairman Kuknyo announced the Agreement with Yavapai County is on fast track and will be presented to the City of Prescott Council on November 5, 2013.

MOTION

Secretary/Treasurer Nolan presented a motion to approve IGA/JPA 13-0002560-I and authorize the Chairman, or in his absence the Vice-Chairman, to sign IGA/JPA 13-0002560-I, the James Lane – SR89 to Willow Creek Road, with the State of Arizona – Department of Transportation. The motion was seconded by Member Mallory.

VOTE ON THE MOTION

The vote on the motion passed, with Proxy Member Stump abstaining.

8. DISCUSSION AND POSSIBLE ACTION TO MOVE THE EXECUTIVE BOARD MEETING TIME TO 5:00 PM

*Craig Brown, CYMPO Board Member
(Task #1.2)*

Member Brown requested the Board members consider moving the Executive Board meeting to 5:00 PM as 6:00 PM conflicts with another meeting he would like to attend. He requested keeping it on the same day of the month: the 3rd Wednesday of the month.

Norm Davis, Town of Prescott Valley made comments.

MOTION

Secretary/Treasurer Nolan presented a motion to move the meeting to 5PM. The Motion was seconded by Vice-Chairman Kuknyo.

VOTE ON THE MOTION

The vote on the motion was unanimous.

9. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE EXECUTIVE BOARD MEETING SCHEDULE FOR 2014 AND APPROVE NEWSPAPER PUBLICATION

Chris Bridges, CYMPO Administrator

(Task #1.2)

Mr. Bridges presented the 2014 Executive Board Schedule for the Board's review and approval as well as Board approval to advertise the schedule.

MOTION

Vice-Chairman Kuknyo presented a motion to approve the Executive Board Meeting Schedule for 2014 and a Public Notice in the Prescott Courier. The motion was seconded by Secretary/Treasurer Nolan.

VOTE ON THE MOTION

The vote on the motion was unanimous.

10. DISCUSSION AND POSSIBLE ACTION TO MOVE FORWARD WITH THE BOARD ELECTIONS FOR 2014, TO BECOME EFFECTIVE JANUARY 1, 2014

Chris Bridges, CYMPO Administrator

(Task #1.2)

Mr. Bridges indicated there would not be a meeting in January due to the Rural Transportation Summit and recommended elections for the Executive Board could occur this month or November. The new positions would take effect January 1, 2014. It was determined to move forward with the elections.

MOTION

Secretary/Treasurer Nolan presented a motion to nominate Darryl Croft for Chairman. Mr. Croft declined.

MOTION

Secretary/Treasurer Nolan presented a motion to nominate Chris Kuknyo as the Chairman. The motion was seconded by Chairman Croft.

VOTE ON THE MOTION

The vote on the motion was unanimous.

MOTION

Member Brown nominated Terry Nolan for Vice-Chairman; Mr. Nolan declined the nomination.

MOTION

Member Brown presented a motion to nominate Mary Mallory as the Vice-Chair. The motion was seconded by Secretary/Treasurer Nolan.

VOTE ON THE MOTION

The vote on the motion was unanimous.

MOTION

Member Brown presented a motion to nominate Terry Nolan for Secretary/Treasurer. The motion was seconded by Member Mallory.

VOTE ON THE MOTION

The vote on the motion was unanimous.

The new positions effective January 1st are as follows:

Chris Kuknyo, Chairman

Mary Mallory, Vice Chairwoman

Terry Nolan, Secretary/Treasurer

11. DISCUSSION AND POSSIBLE ACTION TO SCHEDULE A JOINT WORKING GROUP MEETING WITH THE MULTIMODAL TECHNICAL ADVISORY COMMITTEE (M-TAC)

Chris Bridges, CYMPO Administrator

(Task # 1.2)

Mr. Bridges indicated that at the previous Executive Board meeting, it was discussed that it would be a good idea for the Executive Board get to know the Multimodal Technical Advisory Committee (M-TAC) representatives as well as goals of the committee. He suggested a joint working group with the Executive Board and M-TAC. Vice-Chairman Kuknyo also related it would be a good idea for the Executive Board to rotate going to the M-TAC meetings.

Mr. Byron Jaspers, Yavapai County Public Works Director, made supportive comments. The M-TAC members in attendance all agreed November 20th after the Executive Board meeting would be fine.

MOTION

Vice-Chairman Kuknyo presented a motion to have Mr. Bridges arrange an Executive Board joint Study Session/Retreat with the M-TAC and to make a M-TAC meeting schedule rotation for the Executive Board to attend the M-TAC meetings. The motion was seconded by Member Mallory.

VOTE ON THE MOTION

The vote on the motion was unanimous.

It was determined that the joint Work Study would occur after the Executive Board meeting on November 20th.

DISCUSSION

12. PROPOSED FUTURE AGENDA ITEMS

Chris Bridges, CYMPO Administrator

(Task #1.2)

Mr. Bridges presented the following for November Executive Board agenda:

- Articles of Incorporation Amendment
- Public Involvement Plan

The following was added by Member Brown:

- ADOT Enforcement

13. UPCOMING SCHEDULED MEETINGS

- M-TAC Meeting: **TBD**, Prescott Valley Library Auditorium, 1st Floor, 7401 E. Civic Circle, Prescott Valley, AZ 86314 (*CYMPO Multimodal Technical Advisory Committee monthly meeting*)
- State Transportation Board Meeting: **November 8, 2013, Nogales, AZ**
- Executive Board Meeting: **Wednesday, November 20, 2013 6:00 PM**, County Board of Supervisor's Room, 1015 Fair Street, Prescott, AZ
- State Transportation Board Meeting: **December 13, 2013, Gila County-Globe, AZ**


**14. ADJOURNMENT
MOTION**

Vice-Chairman Kuknyo presented a motion to adjourn. The motion was seconded by Member Brown.

VOTE ON THE MOTION

The vote on the motion was unanimous.

The meeting adjourned at 6:40 PM.



Darryl Croft, Chairman
Executive Board

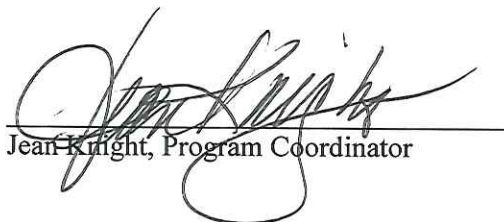
ATTEST: 

Jean Knight, Program Coordinator

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the CYMPO Executive Board, Prescott, Arizona held on the 16th day of October, 2013. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 20th day of November, 2013



Jean Knight, Program Coordinator