



**CENTRAL YAVAPAI
METROPOLITAN PLANNING ORGANIZATION**

EXECUTIVE BOARD MEETING
Wednesday, January 23, 2008
6:00 P.M.

**Yavapai County Administration Bldg.
Supervisors Boardroom**

**1015 Fair Street
Prescott, AZ 86303**

BOARD MEMBERS PRESENT

Town of Chino Valley	Karen Fann, Chair
City of Prescott	Bob Luzius, Vice-Chairman
Yavapai County	Carol Springer, Secretary/Treasurer
State Transportation Board	Bill Feldmeier, Member
Town of Prescott Valley	Mike Flannery, Member

AGENCY REPRESENTATIVES PRESENT

ADOT	Dallas Hammit
City of Prescott	Craig McConnell
Town of Prescott Valley	Norm Davis
Yavapai County	Phil Bourdon, Elise Link, Mike Willett

CYMPO STAFF PRESENT

Administrator	Jodi Rooney
Program Manager	Joanne Scardina-Barr
Administrative Assistant	Terri Ealy

ADDITIONAL ATTENDEES

Citizens	Britton Hammit, Georgene Lockwood, Sandy Willett
CWAG	Ken Janecek
DVCA	Walt Matthew
KPPV	Bill Monroe
LWVCYC	June Ruth
NAIC	Gwen Janes
PQV	Jeff Hanna
Prescott Daily Courier	Cindy Barks
Prescott Transit Authority	Steve Silvernale
Territorial Transit	Lindsay Bell

MEETING MINUTES

CALL TO ORDER: 6:02 P.M.

Karen Fann, Chair

1. INTRODUCTION

a. CYMPO Board Members

2. ANNOUNCEMENTS and CYMPO Updates

- The LTAF (Local Transportation Area Funds) is state funding used for our voucher system. There has been a concern that it might be cut from the budget; however, it presently appears it may escape the cuts. We will continue to monitor this item.

- The AzTA (Arizona Transit Association) Conference is coming up in March, and more information will be given as it becomes available. AzTA will be having a Legislative Day on February 27, 2008. Those supporting transit initiatives will be attending.
- The final State Transportation Board 2008 calendar shows that their July 18, 2008, meeting will be held in the Prescott area. There is an item later on this agenda.

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.

Mr. Walt Matthew from the Diamond Valley Community Association addressed the Board asking for an update on what is happening with the SR69 median barrier. Chair Karen Fann referred the question to Mr. Dallas Hammit, ADOT Prescott District, who stated that ADOT is scoping a precast concrete barrier from just east of Victorian Estates through the Diamond Valley area and up to Sunrise. An opening at Ramada will be signalized with arrows for protected U-turns. Final comments on the scope of work are forthcoming, to be followed by design. Although the median barrier is approved, ADOT is continuing to consider other potential alternatives.

4. **APPROVAL OF MINUTES: December 6, 2007, Joint Meeting**

MOTION: Vice-Chair Bob Luzius introduced a motion to approve the joint meeting minutes from December 6, 2007. Board Member Mike Flannery seconded the motion.

VOTE ON THE MOTION: The motion passed unanimously.

5. **2008 OFFICER APPOINTMENTS**

Jodi Rooney, CYMPO

January is the designated time each year to rotate the positions of Chairman, Vice-Chairman, and Secretary/Treasurer on the Executive Board.

MOTION: Board Member Mike Flannery introduced a motion to nominate Board Member Carol Springer as the 2008 CYMPO Chairperson. Board Member Bill Feldmeier seconded the motion.

VOTE ON THE MOTION: The motion passed unanimously.

MOTION: Board Member Karen Fann introduced a motion to nominate Board Member Mike Flannery as the 2008 CYMPO Vice-Chairman. Board Member Bob Luzius seconded the motion.

VOTE ON THE MOTION: The motion passed unanimously.

MOTION: Vice-Chair Mike Flannery introduced a motion to nominate Board Member Bob Luzius as the 2008 CYMPO Secretary/Treasurer. Chairperson Carol Springer seconded the motion.

VOTE ON THE MOTION: The motion passed unanimously.

The meeting proceeded with the newly elected officers.

6. **FUTURE HIGHWAYS TRANSPORTATION NEEDS**

Dallas Hammit, ADOT Prescott District

ADOT has been tasked with putting together a list of critical needs for future highways for the state before the Framework Studies to give them a jump start. The report will be submitted to the Governor

in March, and the ADOT Prescott District is tasked with identifying critical needs for the existing system and possible future roadways by January 30, 2008.

Projects discussed included: (1) SR87 in the Payson area widened to 6 lanes; (2) expanding many 2 lane roadways to 4 lanes throughout the Prescott District; (3) widening of I-17 south of Cordes Junction to 8 lanes; (4) widening of I-17 north of Cordes Junction to 6 lanes; (5) widening SR260 to 4 lanes; and (6) widening of SR89 and SR69 north of Cordes Junction to 6 lanes in the long term future.

The presentation was followed by discussion of potential new routes with starting and ending points determined by transportation studies. The new routes will all be access-controlled. Population growth in the West Valley necessitates new capacity up to the Prescott area. In regard to the CYMPO area, new routes acknowledged as critical needs were: (1) SR169 to Fain Road; and (2) Great Western Extension to the Chino Valley Extension.

With respect to a proposed bypass south of Paulden on the new routes map which was presented, the Town of Chino Valley and Yavapai County indicated concern of having the road connection between Williamson Valley and Chino Valley going too far north, whereas if the road would go farther west it could connect to Williamson Valley Road. Board Chair Carol Springer noted that this would eliminate the need for two improved roads in the far north Chino Valley area and help divert traffic from Williamson Valley Road onto a controlled-access highway.

MOTION: Board Member Karen Fann introduced a motion requesting the M-TAC to collaborate on a "Future Needs of a Critical Nature" list for submission to ADOT by the January 30, 2008, deadline in order to demonstrate municipality support. Board Member Bob Luzius seconded the motion.

VOTE ON THE MOTION: The motion passed unanimously.

7. PLANNING ADVISORY COMMITTEE FOR PRESCOTT AIRPORT MASTER PLAN UPDATE: CYMPO REPRESENTATION

Jodi Rooney, CYMPO

A letter received from Prescott Mayor Jack Wilson dated December 10, 2007, invited a CYMPO representative to actively participate as a member on the newly formed Planning Advisory Committee (PAC) for the Airport Master Plan Update (AMPU) project. This will update the current 1997 plan, to chart development of the Prescott Municipal Airport during the next 20 years.

The PAC meetings will be irregularly scheduled, with those invited including agencies such as FAA, ADOT, and City of Prescott departments such as Public Works. Public and community outreach avenues will include the Chambers of Commerce and Homeowners' Associations (HOAs) in the airport vicinity.

The function of the PAC is to provide guidance in the Airport Master Plan Update from a community perspective, throughout the 18 to 20 month process anticipated.

While the Board expressed appreciation that CYMPO was invited, concern was expressed that: (1) present CYMPO and respective local government responsibilities have been stretched to the limits with transit and multi-modal workloads; (2) resources and time are not available to be able to commit to the 18 to 20 month effort; and (3) this appears to be primarily a local issue, not one for CYMPO at this time.

Board Member Karen Fann noted that with a goal of bringing regional support to this project, the City of Prescott Council could choose to invite members to the PAC from the individual municipalities, and Councils could appoint a member from their jurisdiction. Board Member Fann declared that should the Town of Chino Valley receive a personal invitation to the PAC, then the appointment would go before the Town of Chino Valley Council. It was noted for the record that both Board Member Bob Luzius, City of Prescott, and Councilman Bob Edwards, Town of Prescott Valley, expressed interest in being members of the PAC.

MOTION: Board Member Bill Feldmeier introduced a motion to not assign CYMPO representation to the PAC at the present time. Vice-Chairman Mike Flannery seconded the motion.

VOTE ON THE MOTION: The motion passed by majority vote of 4 to 1 with Board Member Bob Luzius casting the opposing vote.

8. STATE TRANSPORTATION BOARD: JULY 2008 MEETING IN THE PRESCOTT AREA

Jodi Rooney, CYMPO

The State Transportation Board has recently approved their final 2008 schedule, which includes a meeting in Prescott Valley on July 18, 2008. This topic was brought forth before the Board for discussion and possible action since the July meeting will require considerable planning and coordination for a successful outcome.

CYMPO has completed some preliminary footwork for hosting the State Transportation Board in July, including examining various venues for a dinner and reception the evening before their meeting. CYMPO Program Manager Joanne Scardina-Barr presented a brief summary of event details and actual costs to each individual municipality from previous years versus those estimated for this year. The result from CYMPO's research and ability to use some funding is a cost of approximately \$150.00 to each municipality, which is \$775.00 less than the amount billed each municipality the last time CYMPO hosted the State Transportation Board meeting event in June 2006.

MOTION: Board Member Karen Fann introduced a motion to initiate a planning committee for the July State Transportation Board meeting. Board Member Bob Luzius seconded the motion.

VOTE ON THE MOTION: The motion passed unanimously.

9. CORRIDOR STUDIES WORKING GROUP: SCOPE OF WORK & FEE NEGOTIATIONS WITH CIVILTEC/HDR

Phil Bourdon, Yavapai County

The two corridor studies, SR169 Connector to Fain Road and the Chino Valley Extension, both recommendations from the 2030 Plan, are planning level efforts for controlled-access corridors, to be funded primarily through available CYMPO planning monies. CivilTec/HDR has been selected as the consultant team; their final scope of work is under review.

The next step will be to present the final scope of work to the M-TAC meeting on February 7, 2008. Upon M-TAC approval, it will go before the Executive Board for consideration of approval.

10. TRANSIT TAC (T-TAC)

a.) TRANSIT IMPLEMENTATION PLAN: STATEMENTS OF QUALIFICATIONS

Norm Davis, Prescott Valley

As directed by the Executive Board, the T-TAC moved forward with the Request for Statements of Qualifications (RSOQ) for the Transit Implementation Plan. At the deadline of 2:00 PM on December 20, 2007, there were no Statements of Qualifications (SOQ) received. However, due to a holiday delivery delay, two SOQ submittals arrived subsequently. The T-TAC requested the City of Prescott Legal Department to review its procurement guidelines to ascertain whether or not the two SOQs could be considered. The Legal Department advised the two SOQ submittals could be evaluated.

The SOQs received from TransitPlus (Colorado) and Transportation Management & Design, Inc. (California) were then opened and distributed to the T-TAC members on January 8, 2008, for review and evaluation.

The T-TAC recommended that the Executive Board authorize the T-TAC to review, evaluate and identify the top-ranked Statement of Qualifications and request the City of Prescott, on behalf of CYMPO, to proceed with contract negotiations. In addition, each participating member entity will be provided information for discussion purposes at their respective council board meetings to gain jurisdictional endorsements for the Transit Implementation Plan contract.

MOTION: Board Member Karen Fann introduced a motion to authorize the T-TAC to review, evaluate, and identify the top ranked Statement of Qualifications (SOQ) from the two submissions received; and request the City of Prescott to proceed with contract negotiations on behalf of CYMPO. Board Member Bob Luzius seconded the motion.

VOTE ON THE MOTION: The motion passed unanimously.

b.) TEAM SYSTEM AUTHORIZING RESOLUTION

Norm Davis, Prescott Valley

Governor Napolitano, via a letter sent to the FTA, designated CYMPO as a grant recipient, thereby allowing it to apply for transit funds through the grant application process. Program Manager Joanne Barr has diligently proceeded according to the FTA process toward capturing these funds.

Presented to the Board was Resolution No. 2008-01 which requires Executive Board approval to authorize the CYMPO Administrator or designee to submit an application using the Team System Authorization in order to proceed with the grant application process. Approval of Resolution No. 2008-01 will facilitate FTA approval for using their Team System electronic application software.

MOTION: Board Member Karen Fann introduced a motion to adopt Resolution No. 2008-01 authorizing staff to perform FTA grant activities on behalf of CYMPO. Vice-Chairman Mike Flannery seconded the motion.

VOTE ON THE MOTION: The motion passed unanimously.

11. UPCOMING SCHEDULED MEETINGS

- * Strategic Planning Session IV: Monday, February 4, 2008, 1:30 P.M., PV Community Room #331 (Work sessions to build the CYMPO Strategic Plan document.)
- * M-TAC Meeting: Thursday, February 7, 2008, 8:00 A.M., Prescott City Hall Council Chambers (CYMPO Multi-Modal Technical Advisory Committee monthly meeting.)
- * T-TAC Meeting: Friday, February 8, 2008, 9:00 A.M., PV Conference Community Room #331 (CYMPO Transit Technical Advisory Committee monthly meeting.)
- * State Transportation Board: February 15, 2008, ~~Yuma, AZ~~ **Venue changed to Phoenix, AZ**

- * ADOT Grant Sections 5310, 5316 & 5317 Workshops / 2008 Regional Transportation Coordination Plan Meeting: Friday, February 15, 2008, 9:00 A.M., YC Board of Supervisors' Room
(Workshop and annual regional transportation coordination planning meeting for transportation providers.)
- * Executive Board Meeting: Wednesday, February 20, 2008, 6:00 P.M., YC Board of Supervisors Rm
(CYMPO Executive Board monthly meeting.)

12. ADJOURNMENT

Chair Carol Springer adjourned the meeting at 7:00 P.M.