



**CENTRAL YAVAPAI
METROPOLITAN PLANNING ORGANIZATION**

**EXECUTIVE BOARD MEETING
Wednesday, February 20, 2008
6:00 P.M.**

**Yavapai County Administration Bldg.
Supervisors Boardroom**

**1015 Fair Street
Prescott, AZ 86303**

BOARD MEMBERS PRESENT

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

AGENCY REPRESENTATIVES PRESENT

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

CYMPO STAFF PRESENT

Administrator	Jodi Rooney
Administrative Assistant	Terri Ealy

ADDITIONAL ATTENDEES

Citizen	Sandy Willett
CivilTec	Richard Straub
CWAG	Ken Janecek
DVCA	Walt Matthew
NAIC	Doris Piatak
Prescott Transit Authority	Steve Silvernale
Territorial Transit	Lindsay Bell

MEETING MINUTES

CALL TO ORDER: 6:03 P.M.

Carol Springer, Chair

1. INTRODUCTION

a. CYMPO Board Members

2. ANNOUNCEMENTS and CYMPO Updates

- The annual posting of 2008 meetings for the CYMPO Executive Board, Multi-Modal Technical Advisory Committee (M-TAC), and Transit Technical Advisory Committee (T-TAC) were published last month in the Prescott Courier. Meetings are posted on the CYMPO website as well.
- The replacement for Dale Buskirk, ADOT Planning Director, is Rakesh Tripathi who is from the Department of Transportation in Texas, and he begins work on February 25, 2008.
- AzTA Legislative Day at the Capitol is on February 27, 2008. Councilman Bob Luzius and others from our region will be attending who have interest in transit.

- The AzTA Conference will be held in Tucson from March 30 - April 2, 2008.
- March 4, 2008, is a tentative date scheduled for a media briefing for the Framework Studies, which is an ongoing initiative to examine transportation issues statewide. A stakeholders meeting took place earlier today in regard to the Framework Studies. More information will be forthcoming as it becomes available.
- A list of competent professionals has been provided to the T-TAC concerning potential project management for the transit implementation plan.

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.

Walt Matthew from DVCA addressed the Board asking for an update on the construction with barriers on SR69. Board Chair Carol Springer referred the request to ADOT District Engineer Dallas Hammit, who gave the following brief update: ADOT has finished the scoping for the barrier walls from Victorian Estates up to Sunrise Blvd. and is reviewing other options concurrently. The ADOT director assigned the task to move forward with scoping and design, but different options are still reviewed as presented. Dallas noted that he has an ADOT meeting scheduled for 3:30 PM tomorrow to discuss the barrier issue as the scoping is complete. Discussion will include whether to continue with design and other project alternatives. As far as expansion, Prescott Valley is in the process of widening roads in the Crossroads area and from Stoneridge Drive to Prescott East Highway. Additionally, ADOT has a District minor project that involves widening from Prescott East Highway to Glassford Hill Road, and is currently under design.

4. **APPROVAL OF MINUTES: January 23, 2008**

MOTION: Board Member Bob Luzius introduced a motion to approve the January 23, 2008, Executive Board Meeting minutes. Board Member Karen Fann seconded the motion.

VOTE ON THE MOTION: The motion passed unanimously.

5. **UNIFIED PLANNING WORK PROGRAM (UPWP): FY-09 ACTIVITY**

Jodi Rooney, CYMPO Administrator

The Unified Planning Work Program is a document set up for our work tasks on a yearly basis. The document also includes a budget component for the MPO. There are four work elements for the existing work program: (1) Support of the Transportation Planning Process; (2) Regional Planning Activities; (3) Special Studies; and (4) the Metropolitan Transportation Improvement Program. It is that time of year to examine these items; some will drop off while others will be added. One item to review for discussion purposes is an update to the Long Range Plan. Every five years a comprehensive update is required, but this is a good time to consider an update to the Long Range Plan due to growth and other factors; thus, adding this as a task to this year's work program. This is being brought forth at this time for discussion of future activities, because it will go into cycle in April for approval. Chair Carol Springer addressed that one shortcoming is that our current plan has limitations in regard to the planning area and does not encompass future growth areas in Yavapai County. She noted, per previous discussions, the Regional Transportation Plan needs an update in expanding the boundaries of the study area to encompass some of the growth areas, and there are discrepancies in projected population counts that do not consider these growth areas.

The floor was opened for public comments. Ken Janecek, CWAG, added that water is another issue. He stated that if we plan for the roads, we have to plan for the water. Craig McConnell, second Deputy City Manager for the City of Prescott, mentioned that in regard to the planning boundaries in discussion, the City of Prescott is looking at updating land use in the airport area, which is fundamental input into this process of updating the Regional Transportation Plan. The area north of Pioneer Parkway and west of SR89 has no land use assigned in the City of Prescott's general plan. The City of Prescott Council has identified the airport area as a focus area at the top of priorities. In order to respond to new studies looking at transportation, utilities, and infrastructure, the land use will be updated along with the Airport Master Plan. In updating that land use, the City of Prescott will be looking at water availability in the long-term future. However, in the process and formulation of the current Long Range Plan, the CYMPO 2030 Transportation Plan is not constrained by the availability of water; hence the 2030 Plan can look out farther. Vice-Chair Mike Flannery added that the CYMPO 2030 Plan is also not constrained by funding issues.

Vice-Chair Mike Flannery pointed out task number 2.5 (Air Aware) in the Unified Planning Work Program is an item discussed in the past as not having the resources to pursue, and he questioned why it is currently in the work program. Jodi Rooney, CYMPO Administrator, responded that in measure we want to implement some capacity of Air Aware. Air Aware is on the work schedule around May, 2008. The same protocol was done with Strategic Planning last year, where it was addressed toward the end of the fiscal year in order to get started. Air Aware will carry over into this next fiscal year. Although we are constrained by available resources, we want to move forward in some measure with Air Aware. Vice-Chair Mike Flannery acknowledged approval.

Prescott Valley Public Works Director Norm Davis commented for the record that all the respective agencies are in the budget process at the present time and will need to take a look at the funding matches from the local entities not only for corridor studies, but also transit. We need to be cautious and certain that funding dollars will be made available through CYMPO for transit studies. The matching dollars will be difficult to come by for this budget year for the Town of Prescott Valley.

Board Member Karen Fann asked if the city and town engineers have conferred with their respective Councils to receive directives regarding their budget cutbacks and relayed such information to the CYMPO Administrator, Jodi Rooney. Norm Davis responded that he has discussed the matching funds with Jodi Rooney. The City of Prescott has made a comment also that through the City of Prescott procurement there needs to be caution in regard to their budget capability. Norm Davis added that individually they have identified some of the matches that will be required for the upcoming corridor studies that require a 20% match. Jodi Rooney mentioned that CYMPO has a meeting with Kevin Kellogg from the City of Prescott Finance Department in regard to budgetary components on Tuesday, February 26, 2008. At this point, we have a draft for our next work program and it includes an update to the Long Range Plan. If there is anything else the Board or M-TAC members believe should be included as an activity, this information needs to be submitted within this month in order to incorporate it into the UPWP. Vice-Chair Mike Flannery asked if a breakout of costs for each entity detailing the matches to date is available for him to review. Jodi Rooney affirmed that this information is available and will be forwarded to him.

6. CORRIDOR STUDIES WORKING GROUP: APPROVAL OF FINAL SCOPE OF WORK RECEIVED FROM CIVILTEC/HDR

Phil Bourdon, Yavapai County

The M-TAC at their February 7, 2008, meeting recommended to the Executive Board to approve entering into a contract with CivilTec/HDR for the concurrent corridor studies of the Chino Valley Extension and the SR169 Connector to Fain Road. The current estimated cost for services of this contract is approximately \$538,000.00; we have \$400,000.00 in planning funds and there is a 20% match requirement. All the entities are aware of the required match for these corridor studies. The matches for this project are based on the current IGA between the member agencies, which is related to population.

Board Member Karen Fann asked if there is a timeline. Yavapai County Public Works Director Phil Bourdon responded that a timeline has not been established yet, but will be established during the contractual process. It was stated to be a year-long corridor studies in the RSOQ. Typically, that time frame will be incorporated into the actual contract between City of Prescott and CivilTec/HDR.

MOTION: Vice-Chairman Mike Flannery introduced a motion to approve entering into a contract with CivilTec/HDR for concurrent corridor studies of SR169 Connector to Fain Road and the Chino Valley Extension, and request the City of Prescott to approve the agreement with CivilTec/HDR on behalf of CYMPO pursuant to the MOU for personnel, purchasing, and accounting services. Board Member Bob Luzius seconded the motion.

VOTE ON THE MOTION: The motion passed unanimously.

7. STATE TRANSPORTATION BOARD: JULY 2008 EVENT

Jodi Rooney, CYMPO Administrator

In July of 2008, we have the privilege of hosting the State Transportation Board in our region. The July 18, 2008, State Transportation Board meeting will be held at the Town of Prescott Valley Council Chambers (reserved). Currently, we have 20 rooms on hold for July 17, 2008, at the Hassayampa Inn in Prescott for lodging the Board members. After research of what venues were available for a reception and dinner on the evening of July 17, 2008, several were noted as possible options, and these are detailed on the spreadsheet provided in the meeting packets. The Hassayampa Golf Club worked out to be the best in regard to cost and quality, and the actual cost per entity will be approximately \$150.00 each, which is substantially less than the amount billed to each entity for the past State Transportation Board events.

Board Member Karen Fann asked if the contribution dollar amount took into account all the same organizations that donated at the past event in 2006, and is assuming that all will come to the table and contribute the same as they did before. Jodi Rooney responded that this is correct.

Board Member Bill Feldmeier mentioned that in his experience attending the dinner events the night before the State Transportation Board meetings, the surrounding communities would be excluded, but that has never been the case when hosted by CYMPO in our region. Board Member Feldmeier expressed the appreciation of the State Transportation Board for this.

The discussions ended with a consensus for CYMPO staff to move forward with planning and coordinating with the Hassayampa Golf Club for the reception and dinner, and the Hassayampa Inn for lodging the State Transportation Board in July, 2008.

**8. TRANSIT TAC (T-TAC):
TRANSIT IMPLEMENTATION PLAN & PROJECT MANAGEMENT**

Norm Davis, Prescott Valley

At the January Executive Board meeting authorization was given to move forward with the Statements of Qualifications received and negotiate a scope of work with the most qualified consultant firm. The two submittals received were evaluated on January 25, 2008, and TransitPlus was the most qualified firm selected by the T-TAC. Both firms were notified of the review results by letter on January 28, 2008. Subsequently, TransitPlus is in the process of developing a scope of work. The T-TAC directed CYMPO to research and contact potential transit professionals for their availability and interest in working as the transit implementation plan project manager. Currently, TransitPlus is in the process of drafting a scope of work to be reviewed by the T-TAC, and the transit professional will assist in defining the complete scope of work. It was noted that the transit timeline will need to be extended a month. The recommendation of the T-TAC derived from their February 7, 2008, meeting is to request approval from the Executive Board for entering into negotiations and facilitate contract services for a third-party transit professional regarding project management of the Transit Implementation Plan.

MOTION: Board Member Karen Fann introduced a motion to approve the CYMPO staff to enter into negotiations and facilitate contract services for a third-party transit professional regarding project management of the Transit Implementation Plan, and to authorize the T-TAC and CYMPO Administrator to execute a contract with the third-party transit professional in an amount not to exceed \$20,000.00. Board Member Bob Luzius seconded the motion.

VOTE ON THE MOTION: The motion passed unanimously.

Board Member Bill Feldmeier left the meeting at 6:38 P.M.

9. ADOT/CYMPO HUMAN SERVICE PROVIDER WORKSHOP

Jodi Rooney, CYMPO Administrator

On Friday, February 15, 2008, ADOT Public Transportation Division and CYMPO provided a two-part workshop. Part I provided our regional transportation providers with a review of 3 ADOT Programs and their respective application requirements. Programs reviewed by ADOT staff included Section 5310 (Elderly Individuals & Individuals with Disabilities Transportation Program), Section 5316 (JARC: Job Access & Reverse Commute Program), and Section 5317 (New Freedom Transportation Program).

Organizations interested in applying for FTA funding, mentioned above, must be included in the Regional Transportation Coordination Plan. Part II of this joint workshop encompassed a review and discussion of our regional transportation provider information and updated data to be included in the 2008 Regional Transportation Coordination Plan, along with provider discussions on the future steps required to progress toward regional mobility management.

10. MOBILITY MANAGEMENT GRANT AWARD

Jodi Rooney, CYMPO Administrator

In December 2007, CYMPO submitted a grant application for participation in the 2008 Mobility Planning Services Institute, to be held in Washington, D.C., April 21-24, 2008. This was an opportunity brought to the human service providers by Mr. Steve Silvernale, owner of Prescott Transit Authority. This works well in concert with the mobility management component through the Regional Transportation Coordination Plan. Over 50 submissions were received, and CYMPO was awarded one of the 20 grants available. The conference provides support from national disability and transportation industry leaders, serving as consultants, assisting award recipients in the development of a mobility management plan. Planning tools and technical assistance are provided both during the conference and throughout the following 12 months. Each team must include a person with a disability and transportation professional.

Our 5 team members participating in this event:

Mr. Bob Luzius, COP Councilman, CYMPO Board Member

Mr. Ken Edwards, Retired New Horizons Executive Director

Ms. Elizabeth Toone, New Horizons Executive Director

Mr. Steve Silvernale, Owner of Prescott Transit Authority

Ms. Joanne Scardina-Barr, CYMPO Program Manager

This grant award offers CYMPO and our human transportation service providers a unique opportunity to help meet their Federal requirements imposed by SAFETEA-LU. The 5 team members will be returning from the conference with an action plan for mobility management. The grant award reimburses all expenses for the 5 member team, which are approximately \$25,000.00, except for hotel expenses incurred the night before the conference. Member Bob Luzius noted that this grant was provided to the recipients by the Easter Seals.

11. UPCOMING SCHEDULED MEETINGS

* M-TAC Meeting: Thursday, March 6, 2008, 8:00 A.M., Prescott City Hall Council Chambers
(CYMPO Multi-Modal Technical Advisory Committee monthly meeting.)

* T-TAC Meeting: Friday, March 14, 2008, 9:00 A.M., PV Town Hall Community Room 331
(CYMPO Transit Technical Advisory Committee monthly meeting.)

* **Executive Board Meeting: Wednesday, March 19, 2008, 6:00 P.M., YC Supervisors' Board Room**
(CYMPO Executive Board monthly meeting.)

* State Transportation Board Meeting: Friday, March 21, 2008, Tucson, AZ

12. ADJOURNMENT

Chair Carol Springer adjourned the meeting at 6:56 P.M.