



**CENTRAL YAVAPAI
METROPOLITAN PLANNING ORGANIZATION**

**EXECUTIVE BOARD MEETING
Wednesday, June 18, 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 District Office	Dallas Hammit
City of Prescott	Craig McConnell
Town of Chino Valley	Ron Grittman
Town of Prescott Valley	Norm Davis
Yavapai County	Phil Bourdon, Chris Bridges, Elise Link

CYMPO STAFF PRESENT

Administrator	Jodi Rooney
Administrative Assistant	Cathie Martin

ADDITIONAL ATTENDEES

Community	Sandy Willett
Dava & Associates	Dava Hoffman
LWYCYC	June Ruth
Territorial Transit	Lindsay Bell

MEETING MINUTES

CALL TO ORDER

Chairman Springer called the meeting to order at 6:03 p.m.

1. INTRODUCTION

The Board members, CYMPO staff and meeting attendees were introduced.

2. ANNOUNCEMENTS and CYMPO UPDATES

Jodi Rooney, CYMPO Administrator

State Transportation Board Event

Preparations are under way for the 2008 July State Transportation Board event. Approximately 110 people have confirmed their attendance. Everything is well underway, and a full overview will be provided at the next Board meeting.

Statewide Transportation Investments Strategy (previously known as “Critical Needs List”)

This is a statewide initiative. The TIME Coalition is currently securing signatures for the petition to get the initiative on the November ballot. In our region we have many projects that would benefit from this initiative. The Board will be kept informed.

League of Arizona Cities & Towns – August

The annual conference of the League of Arizona Cities & Towns will be held August 19-22, 2008, at the Camelback Inn in Paradise Valley.

Steve Silvernale Response

Last month Mr. Silvernale attended the Executive Board meeting and asked for a response. We did provide this response to him in writing prior to this meeting. We were able to contact ADOT and provide what he needed.

Transit

TRIP (Transit Implementation Plan) Working Group

The TRIP met recently, and things are moving ahead. The TRIP will be meeting again this week. Steve Silvernale, Lindsay Bell, Northern Arizona Interfaith Council, and others are working in the “trenches” will be participating in this. This will provide the MPO with good information.

Project Manager

Vicky McLane of the North Front Range MPO has been hired to help with this issue.

- 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.

No public comment.

4. APPROVAL OF MINUTES: May 21, 2008

MOTION

Member Bob Luzius introduced a motion to approve the minutes for May 21, 2008. Member Bill Feldmeier seconded the motion.

VOTE ON THE MOTION

The motion passed unanimously.

4. MTIP: FY 09-13 FINAL DRAFT

Jodi Rooney, CYMPO Administrator

The Metropolitan Transportation Improvement Program (MTIP) is an annual document that is federally mandated. This document includes capital projects from our region (Chino Valley, Prescott Valley, Prescott, Yavapai County, Dewey-Humboldt, and the local Tribe).

The first page provides an overview of the federal and state funded projects. The second page indicates the locally funded projects. The third page is a new page that the CYMPO Federal partners had requested to be added and is the anticipated costs of operations and maintenance (largely a federal tracking system to help keep track of maintenance projects). Page four is the Surface Transportation Program (STP) tracking sheet (note that the Side Road traffic interchange and Viewpoint have been added). These monies are allocated to the MPO, which can then allocate the funds to be used for specific projects. Page five covers past and future transit funding since the inception of the MPO in 2003. These monies were set aside and continued to accumulate on behalf of the MPO until we were able to utilize the funds. In October of this past year the Governor assigned “designated recipient” status to the MPO, which allowed access to the transit money. Page six is a list of tentative transit projects. We have now tentatively allocated these funds to certain transit projects such as an Enhanced Voucher System and other capital projects over the next five fiscal years. This is a dynamic document and projects can change. Page seven lists Transportation Enhancement Projects over the past five fiscal years, and was added to this document at the request of our Federal partners. The last main page of this document is the Safe Routes to School Program. Prescott Alternative Transit (PAT) wrote a grant for this program and received over \$44,000.

This entire MTIP was publicly posted, and only one comment was received, which has been submitted to the Board. If approved, the M-TIP will be forwarded to ADOT.

Chairman Springer asked for questions and comments from the Board.

Member Flannery asked if the transportation projects identified for the intersection of SR69 and SR89 included any enhancements. Jodi Rooney clarified that while it took some time to get it, there has been some accelerated funding for these projects.

MOTION

Member Karen Fann introduced a motion to approve the Final Draft Fiscal Year 2009-2013 Metropolitan Transportation Improvement Program (MTIP). Member Bob Luzius seconded the motion.

VOTE ON THE MOTION

The motion passed unanimously.

6. REGIONAL PROJECT DEPOSITS ON ACCOUNT

Craig McConnell, City of Prescott

Prescott Deputy City Manager, Craig McConnell, provided an overview of this issue. He stated that as the Board knows, the City of Prescott provides personnel, purchasing, and accounting services to CYMPO by a Memorandum of Understanding. During the June 9th Strategic Planning Session, it was explained that this matter involves CYMPO operational expenses, federal funding available to CYMPO, “soft match,” and actual hard dollar matches that are necessary to fully utilize the federal money. At this time, hard dollar matches are now needed to fully cover operational expenses, and that has some implications for how the budget is prospectively set forth.

At the Strategic Planning Session it was recommended that the City of Prescott first provide year-end expenditures (through the end of fiscal year 2008, ending June 30th), which would then identify and quantify the funding gap. At that time, the City of Prescott or the CYMPO Technical Advisory Committee could provide recommendations on procedures to address the business matters on this particular subject. The objective would be to adopt a standard procedure for the deposit of CYMPO member match obligations necessary to implement the annual Unified Planning Work Program (UPWP). In that annual program specific projects and administrative expenses are set forth. The objective is to have standard procedures to identify these, provide and communicate what they are, bring local matches current, and in the future periodically communicate this information to all CYMPO members. We suggest that at periodic intervals there be reports so that everybody knows what their cost allocations are, and that clear distinctions are made with regard to where we are with “soft match,” and at what point hard dollars are required.

Craig McConnell suggested that more information on year-end expenditures be brought to the Executive Board next month, with a request that the Executive Board provide a recommendation for a standard operating procedure. Craig McConnell then asked for questions.

Member Flannery asked the question of when this will be implemented – expressing a concern that Prescott Valley is already in an approval stage for their FY 09 budget.

Mr. McConnell responded that the goal would be for implementation to occur as early into the next fiscal year as possible. He also stated that there are many components to this – SPR funds could cover some of this, as well as deposits on balance. He called on Jodi Rooney to provide clarification on this matter.

CYMPO Administrator, Jodi Rooney, stated that there may be a small amount of money that could come back to the various entities. As year-end calculations come in, the City of Prescott will have the benefit of that information within the next month. What the MPO will be looking for in the future is in two parts: taking care of the immediate and future accounting approach as addressed by Craig McConnell. Looking at the long range plans consideration of these options will come up and the different payment options will be addressed.

Member Karen Fann addressed her concerns of scheduling quarterly prepayment from each jurisdiction if the amount of the invoice is unknown.

Chairman Springer suggested that balance be zero; that the monies due to each entity be applied to the 2009 budget, thereby reducing the amount each entity needs to come up with. She further recommended that there be a reconciliation at the end of each fiscal year, due June 1st, so each entity have an opportunity to go through their exercise and that any monies remaining to be applied to the next fiscal year.

Member Karen Fann requested the due date be May 1st of each year.

Although no action was taken, Chairperson Springer made the recommendation that CYMPO and the Technical Advisory Committee prepare a proposal for the next Executive Board meeting.

7. PROPOSED FUTURE AGENDA ITEMS

Jodi Rooney, CYMPO Administrator

1. Strategic Plan (July or September)
2. August Recess
3. Administrator Performance Review (Executive Session)
4. Update of Proposed Transportation Funding Mechanisms (i.e.; TIME Coalition and Other Alternatives)
5. State Transportation Board Event Reception/Dinner Overview
6. FTA 5307 Transit Funding
7. Corridor Studies Public Open House in July
8. Transit Funding and Governance
 - Funding Options (both with and without the \$0.01 sales tax)
 - Governance Options
 - August Public Meeting

8. UPCOMING SCHEDULED MEETINGS

- * State Transportation Board Public Hearing concerning the Statewide Transportation Investment Strategy: Thursday, June 19, 2008, Tucson, AZ, 9:00 AM – 11:00 AM
- * State Transportation Board: Friday, June 20, 2008, Nogales, AZ
- * M-TAC Meeting: Thursday, July 3, 2008, 8:00 A.M., Prescott City Hall Council Chambers (CYMPO Multi-Modal Technical Advisory Committee monthly meeting.)
- * T-TAC Meeting: Friday, July 11, 2008, 10:30 A.M., Prescott Valley Town Hall, Conference Room #331
(*CYMPO Transit Technical Advisory Committee monthly meeting.*)
- * Executive Board Meeting, Wednesday, July 16, 2008, 6:00 P.M., Yavapai County Board of Supervisors Room (*CYMPO Executive Board monthly meeting.*)

9. ADJOURNMENT

Chairman Springer adjourned the meeting at 6:30 PM.