



CYMPO

Central Yavapai Metropolitan
Planning Organization

**CENTRAL YAVAPAI
METROPOLITAN PLANNING ORGANIZATION**

**EXECUTIVE BOARD MEETING
Wednesday, September 17, 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

Town of Chino Valley	Ron Grittman
Town of Prescott Valley	Norm Davis
Yavapai County	Phil Bourdon, Elise Link

CYMPO ATTENDEES:

CYMPO Administrator	Jodi Rooney
CYMPO Administrative Assistant	Jean Knight
Project Management Oversight	Vicky McLane

ADDITIONAL ATTENDEES:

CWAG	Ken Janecek
NAIC	David Quinn
Prescott Transit	Stephen Silvernale

MEETING MINUTES

- 1. CALL TO ORDER: 6:00 PM** **Carol Springer, Chair**
- 2. ROLL CALL**
CYMPO Executive Board members, CYMPO staff and meeting attendees introduced themselves.
- 3. PUBLIC COMMENT:** 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 Executive Board need not request permission in advance and are limited to three (3) minutes. The public may also comment on

individual agenda items, as each item is considered by the Executive Board, subject to a time limit of three (3) minutes.

There were no comments from the public.

4. APPROVAL OF MINUTES: July 16, 2008

MOTION

Bob Luzius, Secretary/Treasurer introduced a motion to approve the July 16, 2008 Minutes, with a second by Mike Flannery Vice-Chair.

VOTE ON THE MOTION

The motion passed unanimously.

5. CYMPO EVOLUTION

Karen Fann, Mayor of Chino Valley

Member Karen Fann related that although they have gone through strategic planning, a discussion needs to occur concerning the shape and forward movement of the CYMPO organization. She stated that the Board needed to prioritize what CYMPO is to do, what they want to accomplish, the man hours to perform this and the cost to do so.

There was discussion to the ability to fulfill increased mandates with decreased resources; including, the time taken to carry out transit activities as well as establishing a Transit Authority. Additionally, the future mission of CYMPO was discussed and the goal to achieve the mission.

Member Fann talked about having CYMPO Administrator Jodi Rooney provide a list of mandated responsibilities, how much time each task takes and the funds to perform the tasks, which will provide the Executive Board information on the mounting work load and meetings. Member Feldmeier stated that for the record that he is not opposed to transit.

MOTION

Vice-Chair Flannery introduced a motion for Administrator Rooney to provide a spreadsheet at the next Executive Board Meeting, of the mandated responsibilities and the time to complete them and cost involved. The motion was seconded by Member Karen Fann.

VOTE ON THE MOTION

The motion passed with one “No” vote from Secretary/Treasurer Luzius.

6. REGIONAL PROJECT DEPOSITS ON ACCOUNT

Jodi Rooney, CYMPO Administrator, in Lieu of Kevin Kellogg, City of Prescott

In February 2006, CYMPO entities provided advance funding to pay for projects outside of the general CYMPO administrative expenses: Regional Transit Study, Capacity Analysis of SR 69, and SR69 Corridor Development Implementation Plan.

The City of Prescott has funded the CYMPO deficit to date for administrative operations.

Kevin Kellogg provided a worksheet illustrating the current project fund balances, the CYMPO operational deficit, and funds reimbursement options for consideration. Accompanying this attachment is a quarterly CYMPO budget report noting year-end FY 08, which reflects finishing \$65,946 under budget.

Member Fann related that she had concerns that there were holes in the system, and wanted to be assured that CYMPO was not charged for expenses that should not be. Chairwoman Springer commented that at any time CYMPO could challenge an invoice.

MOTION

Secretary/Treasurer Luzius endorsed the M-TAC recommendation with the following: motion in three parts to approve: 1) Refund of proportional amounts of the existing, unexpended balance for projects back to CYMPO members. 2) Quarterly invoicing of CYMPO members for their respective shares of estimated project expenses. 3) Annual invoicing of CYMPO members for their respective shares of the total amount of CYMPO actual operational expenses exceeding state and federal reimbursements.

VOTE ON THE MOTION

The motion passed unanimously.

7. CORRIDOR STUDIES

Phil Bourdon, Yavapai County

Phil Bourdon, Yavapai County reported on the SR 169 Connector to Fain Rd and Chino Valley Extension indicating that the studies started April 2008; a public meeting was held in July with another tentatively scheduled later in November. Civiltec is working in conjunction with HDR on the study phases.

He stated that at the first meeting there were approximately 60 people in attendance. He reminded all that the next meeting was going to be held November 12, 2008 at 6 PM.

8. STATEWIDE TRANSPORTATION INVESTMENT STRATEGY

Jodi Rooney, CYMPO Administrator

Secretary of State, Jan Brewer, rejected nearly 20,000 signatures drawing the campaign short of the required amount, thereby discarding the initiative from the November ballot.

9. 2009 EXECUTIVE BOARD MEETING DATES

Jodi Rooney, CYMPO Administrator

The proposed 2009 Executive Board Meeting Schedule is prepared for review and possible action. Please note two items: 1) the January meeting may possibly need to be deferred to the fourth Wednesday due to conflicting dates with the Rural Transportation Summit; 2) the December 2009 meeting is tentatively scheduled to be a combined meeting with the M-TAC reflecting previous years.

Member Fann questioned if the January meeting was the designated meeting to hold Board elections and questioned the date of the Rural Transportation Summit. Ms. Rooney noted that installation of officers would occur at the annual meeting in January. The dates of the Rural Summit are January 21-23, 2009.

MOTION

Secretary/Treasurer Luzius introduced a motion to approve proposed Executive Board 2009 meeting schedule. The motion was seconded by member Fann.

VOTE ON THE MOTION

The motion passed unanimously.

10. TRANSIT IMPLEMENTATION PLAN (TRIP)

Norm Davis, T-TAC Chair, Prescott Valley

The TRIP Draft Technical Memo 3 was developed after the elected officials July 24th briefing and TRIP work group meeting, which refines previous documents and discussions on routing and scheduling of fixed route and paratransit service. This work resulted in cost allocation formulas for the different service options. The options will be reviewed by the TRIP working group at their September 15th meeting.

Public meetings and stakeholders meetings with local transit providers were held September 15th and 16th, 2008; public comment will be incorporated. It was related that the public comments have been for different routes and back-up buses. There have been no other negative public comments.

In order to stay on target and provide our consultant direction to complete the plan (within the next couple of months), a recommendation to use 7-vehicle model, as suggested by the consultant, is respectfully suggested.

It was also related that the funding source will probably have to be a property tax as the entities do not have funds available in the budgets. The board members requested that Norm Davis discuss agenda items 11 & 12 before a vote was to be taken.

After discussion of item 11 & 12 the following was the motion and vote of the motion.

MOTION

Secretary/Treasurer Luzius made a motion to move to proceed with the Transit Implementation Plan (TRIP) for 7-vehicles to include 2-regional buses; 1-local route bus each for Prescott and Prescott Valley and 3-paratransit vehicles. Vice-Chair Flannery seconded the motion.

VOTE ON THE MOTION

The motion passed with an abstention from Member Feldmeier.

11. TRANSIT GOVERNANCE

Norm Davis, T-TAC Chair, Prescott Valley

We've heard Intergovernmental Public Transit Authority (IPTA) at the July 24th meeting as a preference; we just want to confirm that direction. Mr. Davis also commented that the Town attorney provided input of his legal opinion of the implementation of the financing.

12. TRANSIT FINANCING

Norm Davis, T-TAC Chair, Prescott Valley

Mr. Davis commented that given cuts in services by local jurisdictions due to existing revenue funding sources, we may need to go to the voters to approve new funding. He added that the board needed to give the Consultant direction and that equipment would not be purchased without Executive Board Approval and funding approval.

There were comments from the public that the public presentations were well presented. The other comments related to the proposed routes, both in Prescott and Prescott Valley. Also noted was if the funding needs to go to the voters then there is the importance of presenting what the funds will be specifically for.

13. FTA GRANT ASSISTANCE

Norm Davis, T-TAC Chair, Prescott Valley

Joanne has taken a position in San Francisco; therefore, a void is left regarding management of the FTA 5307 grant. Maintenance (current and future grant activity) could be addressed through contractual basis. Transit activities, even preliminary ones, require staff time. We may not be at the point where we can hire an in-house professional; however, certain activity cannot be ignored. At a minimum, the FTA 5307 grant needs maintenance now with the absence of Joanne. There is capacity to pay for this through 5303, 5307 or even salaried monies. The T-TAC discussed and reviewed two qualified proposals with preference given to our current consultant, Suzanne O’Neill, Transit Plus.

There were comments made from various Board members in support of Transit Plus.

MOTION T-TAC recommendation: Motion to approve contract negotiations to move forward with Transit Plus to address FTA 5307 Grant Management.

VOTE ON THE MOTION

The motion passed unanimously.

14. PROPOSED FUTURE AGENDA ITEMS

Jodi Rooney, CYMPO Administrator

October potential topic items:

Corridor Studies Status	5-Year Program ADOT Projects
Viewpoint TI—Joint Project Agreement (JPA)	Transit (TRIP) Open Houses
FTA 5307 Transit Grant	Transit Implementation Plan
Federal Funding Changes	MTIP Amendment (HURF Swap Issue)

15. MOTION TO CONVENE INTO EXECUTIVE SESSION (PER A.R.S. 38-431.03(A)(1))

To consult with the attorneys or other designated representatives of the public body regarding, or to otherwise discuss or consider, the following:

- *Employment Staffing Issues*

16. [RECESS INTO EXECUTIVE SESSION] at 7:25 PM

17. [RECONVENE INTO REGULAR SESSION] 7:40 PM

18. ACTIONS (IF ANY) RELATED TO EXECUTIVE SESSION ITEM

MOTION

Member Karen Fann introduced a motion to designate Secretary/Treasurer Bob Luzius to look into the payroll accounting issue regarding a former employee, with the COP and look to a resolution of a refund to CYMPO. Additionally, CYMPO Administrator Jodi Rooney is to review, not less than quarterly, payroll and benefit charges from the COP finance department and advise the Chairperson or the Executive Board. The motion was seconded by Member Bill Feldmeier.

VOTE ON THE MOTION

The motion passed unanimously.

19. UPCOMING SCHEDULED MEETINGS

- * State Transportation Board: Friday, Sept. 19, 2008, Winslow AZ
- * M-TAC Meeting: Thursday, Oct. 2, 2008, 8:00 A.M., Prescott City Hall Council Chambers
(*CYMPO Multi-Modal Technical Advisory Committee monthly meeting.*)
- * Transportation Enhancement Review Committee Meeting: Oct. 8, 9, 10, Kingman, AZ
- * T-TAC Meeting: Thursday, Oct. 9, 2008, 8:00 A.M., Prescott Valley Town Hall, Conference Room #406
(*CYMPO Transit Technical Advisory Committee monthly meeting.*)
- * Executive Board Meeting, Wednesday, Oct. 15, 2008, 6:00 P.M., Yavapai County Board of Supervisors Room (*CYMPO Executive Board monthly meeting.*)

20. ADJOURNMENT

Chairwoman Carol Springer call for an adjournment of the meeting at 7:45 PM.