



MEETING MINUTES

Technical Advisory Committee
Thursday, June 4, 2015
8:00A.M.

Prescott Valley Library Auditorium
7401 East Civic Circle – 1st Floor
Prescott Valley, AZ 86314

CYMPO Technical Advisory Committee

Chair	Byron Jaspers, Yavapai County
Vice-Chair	Ed Hanks, Town of Dewey-Humboldt
Member	Norm Davis, Town of Prescott Valley
Member	Ian Mattingly, City of Prescott
Member	Ron Gritman, Town of Chino Valley
Member	Dan Salcido, U.S. Forest Service
Member	Dan Gabiou, ADOT MPD
Member	Bob LaJeunesse, ADOT Prescott District

1. CALL TO ORDER AND ROLL CALL

Meeting was called to order at 8:00 AM by Chair Proxy, Mike Willett. Roll call was performed by Chris Bridges.

Member Absent:

- Chair, Byron Jaspers with Mike Willett sitting in as his proxy

2. 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

3. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE May 7, 2015, REGULAR MEETING MINUTES OF THE TECHNICAL ADVISORY COMMITTEE (TAC)

Chris Bridges, CYMPO Administrator
(Task #102)

MOTION

Member Davis presented a motion to approve the Regular TAC Meeting of May 7, 2015. Motion was seconded by Member Gabiou.

VOTE ON THE MOTION

The vote on the motion was unanimous.

4. DISCUSSION AND POSSIBLE ACTION OF LOCAL TECHNICAL ASSISTANCE PROGRAM (L.T.A.P.) TRAINING

Chris Bridges, CYMPO Administrator
(Task #102)

Chris Bridges, CYMPO Administrator shared with the TAC he had been contacted by the LTAP Division of ADOT and informed that CYMPO member agencies have not been paying for training they have received under this Technical Assistance Program. Mr. Bridges advised, STP funds could be designated to pay for future trainings but that would take funds from current programed projects. He wanted to know which local agencies had been using this training and how they had been paying for it.

Member Davis, Town of Prescott Valley, indicated the Town has used this training for flaggers and backhoe operators. ADOT has not invoiced them for the trainings.

Member Mattingly, City of Prescott, advised they too have received training through LTAP and not paying for those trainings.

Mr. Bridges explained in the past ADOT has been incorrectly billing NACOG for the training services. NACOG has enough funds to continue paying for the remainder of this fiscal year but for next year each individual agency will have to pay for their own training or CYMPO's 2016 MTIP will need to be amended to transfer STP funds from projects into Training.

Member Davis expressed the desire to use a portion of CYMPO's STP funds to pay for member agency trainings.

Member Gritman, Town of Chino Valley, stated they have not used this training for years and would prefer not to use STP funds, but would support the TAC decision.

Member Gabiou, ADOT MPD, informed it has been his experience that other COGs and MPOs set aside a portion of their STP funds for LTAP Training. Member Agencies then are able to attend training sessions with no charge. ADOT did not draw down from these funds however; he knows coordination of LTAP has changed.

Conversation continued as the TAC presented various questions for Mr. Bridges to research then bring this item back at a future date for continued discussion and possible action.

5. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE FINAL DRAFT FY16-FY25 METROPOLITAN TRANSPORTATION IMPROVEMENT PLAN (MTIP)

*Chris Bridges, CYMPO Administrator
(Task #300)*

Mr. Bridges referred to the Final Draft of the MTIP included in the agenda packet. He indicated no comments were received from the public during the comment period and if all TAC members have verified their projects listed as being correct he would be seeking a recommendation for the Executive Board.

MOTION

Member Davis presented a motion to recommend the Executive Board approve Final Draft of the FY16-25 MTIP. Motion was seconded by Vice-Chair Hanks.

VOTE ON THE MOTION

The vote on the motion was unanimous.

6. DISCUSSION AND POSSIBLE ACTION ON PROPOSALS RECEIVED FOR THE REGIONAL MOBILITY MANAGEMENT IMPLEMENTATION PLAN FOR YAVAPAI COUNTY

Chris Bridges, CYMPO Administrator

(Task #800)

Mr. Bridges expressed his thanks to everyone who participated in the RFP Selection Panel. CYMPO did receive five responses to the Regional Mobility Management Implementation Plan RFP. The top scoring firm was TransitPlus with Moore & Associates as second and AECOM as third. Mr. Bridges requested the TAC's recommendation to the Executive Board to move forward on contract negotiations with the highest ranked firm then move on to the second and/or third ranked firms if contract negotiations were not successful.

MOTION

Member Davis presented a motion to recommend the Executive Board approve staff to begin contract/final scope negotiations with Transit Plus, the highest ranked firm. Should negotiations fail with top ranking firm, CYMPO Staff will move on to second ranked consultant then to third ranked, if necessary. Motion was seconded by Member Mattingly.

VOTE ON THE MOTION

The vote on the motion was unanimous.

7. DISCUSSION AND POSSIBLE ACTION ON PROPOSALS RECEIVED FOR THE PRESCOTT VALLEY TAX DISTRICT

Chris Bridges, CYMPO Administrator

(Task #800)

Mr. Bridges informed the TAC two responses were received for the Prescott Valley Transit District. The top scoring firm was TransitPlus with The CK Group second. Again he was requesting the TAC's recommendation to the Executive Board to move contract negotiations forward with TransitPlus and if unsuccessful move on to The CK Group.

Member Davis expressed the Town of Prescott Valley was very pleased with the Scope of Work outlined in the TransitPlus proposal as well as their cost to complete this task.

MOTION

Member Gabiou presented a motion to recommend the Executive Board approve staff to begin contract/final scope negotiations with Transit Plus, the highest ranked firm. Should negotiations fail with top ranking firm, CYMPO Staff will move on to second ranked consultant, if necessary. Motion was seconded by Member Davis.

VOTE ON THE MOTION

The vote on the motion was unanimous.

8. CYMPO UPDATES

- State Transportation Board Meeting
- July Meeting

9. AGENCY UPDATES

- Ron Gritman, Town of Chino Valley
- Ed Hanks, Town of Dewey-Humboldt
- Mike Willett, Yavapai County
- Ian Mattingly, City of Prescott
- Norm Davis, Town of Prescott Valley
- Bob LaJeunesse, ADOT Prescott District
- Dan Gabiou, ADOT MPD

10. ANTICIPATED FUTURE AGENDA ITEMS

Chris Bridges, CYMPO Administrator

(Task #102)

- Review and approval of Contract and Scope of Work for Regional Mobility Management Implementation Plan
- Review and approval of Contract and Scope of Work for Prescott Valley Transit District
- By-Laws Review

11. UPCOMING SCHEDULED MEETINGS

- CYMPO Executive Board Meeting: **Wednesday, June 17, 2015, at 5:00 PM**, County Board of Supervisors Room, 1015 Fair Street, Prescott, AZ
- State Transportation Board Meeting: **June 19, 2015, Pinetop** (Board adopts 5-Year Construction Program)
- State Transportation Board Meeting: **July 17, 2015, Payson**
- Local Coordinating Council Meeting: **Monday, August 3, 2015, at 3:00 PM**, ADOT Administration Building, 1109 East Commerce Drive, Prescott, AZ
- CYMPO TAC Meeting: *(CYMPO Technical Advisory Committee monthly meeting)* **Thursday, August 6, 2015 at 8:00 AM**, Prescott Valley Library Auditorium, 1st Floor, 7401 E. Civic Circle, Prescott Valley, AZ 86314
- CYMPO Executive Board Meeting: **Wednesday, August 19, 2015, at 5:00 PM**, County Board of Supervisors Room, 1015 Fair Street, Prescott, AZ

12. ADJOURNMENT