



MEETING MINUTES

Technical Advisory Committee
Thursday, November 5, 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 Grittman, Town of Chino Valley
Member	Dan Salcido, U.S. Forest Service
Member	Dan Gabiou, ADOT MPD
Member	Andy Roth, ADOT Prescott District

1. CALL TO ORDER AND ROLL CALL

Roll call was performed by Deb Hernandez. All members were present.

- 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.

No public comments were made.

Chairman Jaspers acknowledged the presence of Supervisor Jack Smith in the audience.

3. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE September 3, 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 September 3, 2015. Motion was seconded by Vice-Chair Hanks.

VOTE ON THE MOTION

The vote on the motion was unanimous.

4. DISCUSSION AND POSSIBLE ACTION TO HOLD ELECTION OF OFFICERS FOR TAC CHAIRMAN AND VICE-CHAIRMAN – POSITIONS ARE EFFECTIVE JANUARY 1, 2016

Chris Bridges, CYMPO Administrator
(Task #102)

CYMPO Administrator Bridges explained the historical rotation of members within the Committee. Using this same rotation process; the Vice-Chair Ed Hanks, would move into the role of Chair and Chino Valley would be in line to serve as Vice-Chair.

MOTION

Chairman Jaspers presented a motion to nominate Ed Hanks as Chairman of the CYMPO Technical Advisory Committee. Motion was seconded by Member Davis.

VOTE ON THE MOTION

The vote on the motion was unanimous.

Chairman Jaspers presented a motion to nominate Member Grittmann as Vice-Chair. Member Grittmann clarified to the TAC that Michael Lopez of the Town of Chino Valley would most likely become the TAC representative in January and would feel more comfortable if the motion could be amended to state “Chino Valley’s TAC Representative” allowing for this forthcoming change.

MOTION

Member Roth presented a motion to nominate the 2016 Chino Valley Representative as Vice-Chair of the CYMPO Technical Advisory Committee. Motion was seconded by Vice-Chair Hanks.

VOTE ON THE MOTION

The vote on the motion was unanimous.

5. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE TAC MEETING SCHEDULE FOR 2016

Chris Bridges, CYMPO Administrator

(Task #102)

Mr. Bridges presented the 2016 “Draft” Schedule of potential meetings. He explained the TAC would most likely NOT meet on every scheduled date but adequate public notice would be given in that event. It was asked if there would be a meeting in January of 2016. Mr. Bridges stated there would not be a TAC or Executive Board meeting in January due to the Rural Transportation Summit.

MOTION

Member Davis presented a motion to accept the proposed meeting schedule for 2016 and recommend the Executive Board approve CYMPO staff publicizing the attached meeting schedule in the Prescott Daily Courier. Motion was seconded by Vice-Chair Hanks.

VOTE ON THE MOTION

The vote on the motion was unanimous.

6. DISCUSSION AND UPDATE ON SR89A PARA STUDY

Chris Bridges, CYMPO Administrator

Byron Jaspers, Yavapai County Public Works Director

(Task #300)

Mr. Bridges explained that a macro-level study on SR89A was performed with the most recent Regional Transportation Plan. During that study it was suggested an extensive micro-level analysis be performed on all of SR89A, not just the corridors. Yavapai County has volunteered to take the lead and apply for a Public Assistance for Rural Areas (PARA) grant.

Chairman Jaspers expounded that Yavapai County would be looking at the SR89A Corridor from SR89 to SR69 and evaluating potential intersections and where best to apply funding for this project. Chairman Jaspers expressed the need for “Letters of Support” from all jurisdictions to accompany the application.

Member Davis requested that CYMPO prepare a temp-plate of this letter that each member agency could put on their own letterhead and present to their council for approval. Mr. Bridges indicated he could provide that.

7. DISCUSSION AND POSSIBLE ACTION TO GO TO A FOUR (4) YEAR CYCLE ON THE MTIP/ESTIP

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

Mr. Bridges began by stating CYMPO has been handling the Metropolitan Transportation Improvement Program (MTIP) on an annual basis to include the full public comment process. Federal requirement is that this document be renewed every four (4) years with inclusion of a full public comment process. CYMPO traditionally has had no response from the public during the past twelve (12) years we have gone through this process. The Yuma MPO has been updating their MTIP as needed but fulfilling their duty for a full public comment period every four (4) years. They have found this to be a time savings and cost saving method to manage their MTIP.

Chairman Jaspers interjected he felt there was considerable time spent on the MTIP each year resulting in numerous changes. If the cycle period were to be changed to a four (4) year term it would necessitate several amendments to the TIP; feels four years is a long time.

Mr. Bridges offered to possibility of the TAC performing an annual review of the MTIP and processing amendments accordingly taking only one month to update rather than four (4).

Dan Gabiou, ADOT Planning Program Manager agreed this would streamline the MTIP and save considerable time and money. To insure the document remain transparent to the public, amendments could be posted on the web site.

Jason Kelly, NACOG's Transportation Planning Program Manager, informed the committee NACOG process their MTIP every four years with an advertised 45 day public comment period. However, the document is reviewed annually by their TAC and public comment is sought annually but not in terms of advertising.

Member Davis and Member Gritman expressed the desire for an annual review of projects to ensure outlying projects do not get ignored or dropped and local projects are reflected.

MOTION

Member Gritman presented a motion to recommend the Executive Board move the Metropolitan Transportation Improvement Program (MTIP) to a four (4) year document with an annual review and amendments processed as needed. Motion was seconded by Member Davis.

VOTE ON THE MOTION

Motion passed with a majority vote, 7 to 1.

8. DISCUSSION AND POSSIBLE ACTION OF RFP FOR REGIONAL SAFETY PLAN

*Chris Bridges, CYMPO Administrator
(Task #601)*

Mr. Bridges directed the committee to the RFP document prepared by NACOG. Changes resulting from last week's review have been made. With the exception of specifying who the review panel would consist of on page 4.

Discussion between Mr. Bridges, Mr. Kelly and TAC members centered on how many NACOG sub regions would be represented in the review panel as well as other potential individuals who would make up the review panel. The TAC was satisfied with one representative from each NACOG sub region plus a representative from NACOG, CYMPO and ADOT Multi-Modal Division. Mr. Kelly indicated he would discuss this representation with his TAC prior to amending the RFP.

Jason Kelly explained to the Committee that the \$460,000 valuation for this study was set by ADOT. CYMPO's contribution of 20% is a way to add more money (if needed) to the project without asking ADOT for reauthorization of eligibility. We will not know how much the Safety Plan will cost until we receive actual bids, at which time we may need to reassess our plan.

Conversation continued to clarify CYMPO's contribution and representation in this study versus other stakeholders.

MOTION

Member Davis presented a motion to recommend the Executive Board approve the Request for Proposal (RFP) for the Regional Safety Plan and CYMPO partnering with NACOG to share additional expense, if needed. The review panel will be comprised of one member from each of NACOG's sub-regions together with NACOG Transportation Planner, CYMPO and ADOT Multi-Modal Division. Motion was seconded by Vice-Chair Hanks.

VOTE ON THE MOTION

The vote on the motion was unanimous.

9. DISCUSSION AND POSSIBLE ACTION TO USE FY17 STP FUNDS FOR LTAP TRAINING

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

Mr. Bridges reminded the TAC of previous discussions regarding the use of STP funds for LTAP, Local Technical Assistance Program Training. Proposed is the idea of designating a portion of FY17 and FY18 STP Funds for LTAP Training.

Member Davis informed the TAC the Town of Prescott Valley has extensively used this training. Chairman Jaspers agreed stating Yavapai County has used this training service also.

MOTION

Member Davis presented a motion to recommend the Executive Board approve \$5,000 of STP funds to be used for LTAP Training in FY17. Motion was seconded by Member Gritman.

VOTE ON THE MOTION

The vote on the motion was unanimous.

10. DISCUSSION AND POSSIBLE ACTION TO AMEND REGIONAL MOBILITY MANAGEMENT IMPLEMENTATION PLAN (RMMIP) CONTRACT TO INCLUDE YAVAPAI REGIONAL TRANSIT (YRT) ROUTE EVALUATION

*Chris Bridges, CYMPO Administrator
(Task #800)*

Mr. Bridges expressed to the TAC that YRT had a board meeting and were not able to attend. The request is to have a task added to the existing Regional Management Implement Plan, RMMIP, to evaluate YRT's existing routes and make recommendations on possible changes as well as to identify partnership and coordination opportunities with other Human Service Providers. CYMPO does have

enough 5303 funds to cover this additional cost; YRT did commit to provide the match for the additional cost so as to not impact local jurisdictions.

The question has come up that if CYMPO is doing this for one transit agency, we should also consider other agencies, such as Cottonwood Area Transit, Yavapai-Apache Nation or even private providers. There has been conversation with Bruce Morrow of Cottonwood Area Transit to be a part of this study. Mr. Morrow indicated CATS has \$20,000 set aside for planning in his current 5311 Grant. He is pursuing with ADOT the possibility of transferring those funds to CYMPO if we were to add him in. We have not been able to contact Yavapai-Apache Nation to see if they would like to partner as well.

Options to this request are: table this motion until we have heard from Cottonwood Area Transit and the Yavapai-Apache Nation; make a recommendation to move this on to the Executive Board in the hopes that we receive direction from both parties prior to that meeting; or, you may move forward with this this motion for YRT only leaving NACOG to coordinate with CATS and the Yavapai-Apache Nation for their own study.

Chairman Jasper commented that he was in favor of amending this contract for YRT but was concerned that several change orders would be made to the original contract. He felt it important to be comprehensive.

Comments by Members Grittman and Davis indicated they were in favor of the route evaluation for YRT but wanted to make sure time was given to allow for participation from all stakeholders.

MOTION

Chairman Jaspers presented a motion to recommend the Executive Board table this item until the next meeting to allow other eligible agencies to avail themselves of this funding. Motion was seconded by Vice-Chair Hanks.

VOTE ON THE MOTION

The vote on the motion was unanimous.

11. DISCUSSION AND POSSIBLE ACTION ON SARA JANE LANE AND FAIN ROAD INTERSECTION STUDY

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

Mr. Bridges referred to the draft “Scope of Work” dated 11-2-2015 as the document that would be the basis to analyze the Sara Jane Land and Fain Road intersection.

Chairman Jaspers stated Yavapai County and Prescott Valley have met to discuss funding this study to analyze conditions for the potential construction of a roundabout. ADOT has studies this intersection and concluded that it does not meet warrants for traffic signals.

Member Grittman asked if there have been a number of accidents at this location. Member Davis responded that there have been a significant number of accidents at the curve slightly south of this intersection and the roundabout would be seen as a way to control traffic and get it to slow down prior approaching the curve; safety is a concern.

Member Roth reiterated that safety is a major concern in this area.

Vice-Chair Hanks inquired as to how far off from meeting signal warrants is this intersection. Chairman Jaspers indicated, his understanding was, meeting signal warrants was not particularly close. However, there are a lot of near misses and a roundabout would be a means of controlling traffic.

Supervisor Jack Smith stated a lot of economic development is occurring in this area. Semis and tractor-trailer units making left hand turns from Sara Jane onto Fain Road is a concern. The purpose of this study would be to prevent accidents.

Mr. Bridges explained that the cost of this study is projected to be less than \$25,000 which is under the threshold to advertise for a consultant. All that Yavapai County and ADOT requires is that we obtain bids from three (3) consultants. We can do that and submit the bids to a TAC review committee to make recommendation to the Executive Board.

Discussion continued regarding prior studies ADOT performed on the portion of roadway, volume and regional benefits of this study. Members stated this is an opportunity to be pro-active and prevent accidents from occurring.

MOTION

Member Gritman presented a motion to recommend the Executive Board allow CYMPO to move forward with obtaining quotes from three (3) qualified consultants in order to perform a Sara Jane Lane and Fain Road Intersection Study based upon the discussed Scope of Work. Motion was seconded by Member Roth.

VOTE ON THE MOTION

The vote on the motion was unanimous.

12. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND AMENDMENT OF UPWP TO EXECUTIVE BOARD

*Chris Bridges, CYMPO Administrator
(Task #101)*

Mr. Bridges explained that due to the approval of earlier agenda items, it will be necessary to amend our Work Program to ensure funding occurs.

MOTION

Vice-chair Hanks presented a motion to recommend the Executive Board approve amending current Work Program to include:

- Task 202 – Functional Classifications – No anticipated Activities this year (Move monies to Task 500 to help cover Sara Jane Lane Study)
- Task 602 – Performance Measures – No anticipated Activities this year (Move monies to Task 500 to help cover Sara Jane Lane Study)
- Task 500 - Add Sara Jane Lane and Fain Road Study

Motion was seconded by Member Davis.

VOTE ON THE MOTION

The vote on the motion was unanimous.

13. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND AMENDMENT OF THE MTIP TO THE EXECUTIVE BOARD

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

Mr. Bridges expressed for the same reason, our current MTIP will need to be amended to acknowledge projects approved in today's meeting.

MOTION

Member Davis presented a motion to recommend the Executive Board approve the following the changes to the FY16-25MTIP:

- Designate \$5,000 STP funds for LTAP Training to be used in FY17
- Add Sara Jane Lane and Fain Road Study to FY16
- Gurley Street Pedestrian Enhancement Project, indicate \$3,705 match to be paid by the City of Prescott in FY16

Motion was seconded by Member Gritman.

VOTE ON THE MOTION

The vote on the motion was unanimous.

14. CYMPO AND AGENCY UPDATES

- CYMPO Executive Board Meeting: **Wednesday, November 18, 2015, at 4:00 PM**, Yavapai County Board of Supervisors Room, 1015 Fair Street, Prescott, AZ
- Agency updates made by:
 - Ian Mattingly, City of Prescott
 - Ron Gritman, Town of Chino Valley
 - Norm Davis, Town of Prescott Valley
 - Byron Jaspers, Yavapai County
 - Ed Hanks, Town of Dewey-Humboldt
 - Andy Roth, ADOT Prescott District
 - Dan Gabiou, ADOT ADOT MPD

15. ADJOURNMENT 9:40 A.M.