

MINUTES

**Executive Board
Regular Meeting
Wednesday, November 18, 2015
4:00 PM**

**Yavapai County Administration Building
Board of Supervisors Chambers
1015 Fair Street
Prescott, Arizona**

CYMPO Executive Board

Chair	Mary Mallory, Councilwoman, Town of Prescott Valley
Vice-Chair	Craig Brown, Yavapai County Supervisor
Secretary/Treasurer	Terry Nolan, Mayor, Town of Dewey-Humboldt
Member	Jack Miller, Town of Chino Valley
Member	Chris Kuknyo, Councilman, City of Prescott
Member	Alvin Stump, ADOT Representative

1. CALL TO ORDER AND ROLL CALL

Chairwoman Mallory called the meeting to order at 4PM. Deb Hernandez performed roll call.

Absent: Member Jack Miller

2. PLEDGE OF ALLEGIANCE

Vice-Chair Brown led everyone in the Pledge of Allegiance.

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.

There was no public comment.

4. DISCUSSION AND UPDATE FROM RURAL TRANSPORTATION ADVOCACY COUNCIL

*Kevin Adam, Rural Transportation Liaison
(Task #102)*

Chairwoman Mallory introduced Kevin Adam, Arizona Liaison for the Rural Transportation Advocacy Council.

Mr. Adam provided the Executive Board with updates regarding transportation updates on the federal and state levels. Over all, the future looks better than it has for the past several years.

5. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE August 5 and September 16, 2015 EXECUTIVE BOARD MEETING MINUTES

*Chris Bridges, CYMPO Administrator
(Task #102)*

MOTION

Member Kuknyo presented a motion to approve the Meeting Minutes of August 5, 2015 and the September 16, 2015. The motion was seconded by Vice-Chair Brown.

VOTE ON THE MOTION

The vote on the motion was unanimous.

6. DISCUSSION AND POSSIBLE ACTION TO HOLD ELECTION OF OFFICERS FOR THE CHAIR, VICE-CHAIR AND SECRETARY/TREASURER OF THE EXECUTIVE BOARD – POSITIONS ARE EFFECTIVE JANUARY 1, 2016

*Chris Bridges, CYMPO Administrator
(Task #102)*

There was no discussion regarding this matter, Member Kuknyo presented the motion straight-away.

MOTION

Member Kuknyo presented a motion to nominate Craig Brown as Chair, Terry Nolan as Vice-Chair and Mary Mallory Secretary/Treasurer. The motion was seconded by Vice-Chair Brown.

VOTE ON THE MOTION

The vote on the motion was unanimous.

7. BOARD APPOINTMENT TO THE RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC)

*Chris Bridges, CYMPO Administrator
(Task #102)*

There was no discussion regarding this matter, Member Kuknyo presented the motion straight-away.

MOTION

Member Kuknyo presented a motion to appoint Secretary/Treasurer Nolan as the CYMPO RTAC representative and Mary Mallory as the CYMPO RTAC alternate. The motion was seconded by Vice-Chair Brown.

VOTE ON THE MOTION

The vote on the motion was unanimous.

8. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE EXECUTIVE BOARD MEETING SCHEDULE FOR 2016

*Chris Bridges, CYMPO Administrator
(Task #102)*

CYMPO Administrator, Chris Bridges, made reference to the attached 2016 meeting schedule, with approval this schedule together with the CYMPO Technical Advisory Committee's schedule will be published in the Prescott Daily Courier.

MOTION

Member Kuknyo presented a motion to approve the Executive Board Meeting Schedule for 2016 and Publicize Notice in the Prescott Courier. The motion was seconded by Member Stump.

VOTE ON THE MOTION

The vote on the motion was unanimous.

9. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE SIGNATURE OF THE PROFESSIONAL SERVICES AGREEMENT WITH ATTORNEY TOM KACK

*Chris Bridges, CYMPO Administrator
(Task #500)*

Mr. Bridges informed that our previous attorney retired in July due to significant health reasons. After researching local attorneys, Tom Kack was contacted and asked to help us with a Professional Service Agreement. We were very pleased with the final product and wish to retain him as our Attorney of Record. To formalize this we are seeking approval and signature of the enclosed Professional Services Agreement.

Member Kuknyo asked how Mr. Kack's fees lined up with previous attorney. Mr. Bridges informed they were less.

Vice-Chair Brown was concerned about a confidentiality clause in the contract. Member Kuknyo indicated, there did not need to be one, it is always implied that all attorneys will treat all matters with strict confidentiality.

MOTION

Member Kuknyo presented a motion to authorize the Chair, or in her absence the Vice-Chair, to sign the Professional Services Agreement with Attorney Thomas Kack with the stipulation that a "Confidentiality Agreement" representing "Attorney Client Privilege" is in the agreement. The motion was seconded by Secretary/Treasurer Nolan.

VOTE ON THE MOTION

The vote on the motion was unanimous.

10. DISCUSSION AND POSSIBLE ACTION ON 2016 GOALS AND OBJECTIVES

Chris Bridges, CYMPO Administrator
(Task #500)

Mr. Bridges asked the Board for clarity of direction for future planning and construction projects. He reminded the Board of programmed projects: FY17-18 North S.R.89 in front of the airport; FY19-20 is widening of S.R. 69 between the Gateway Mall and Frontier Village for safety and capacity improvements; FY21 is signal improvements at Road 1 North and S.R. 89 in Chino Valley; and FY22 is the Robert Road Traffic Interchange. Coming up is an ADOT planning study on S.R. 89 from Chino Valley to Paulden. Mr. Bridges asked the Board to consider if this was the direction and priority of projects they would like to see CYMPO moving forward on.

MOTION

Vice-Chairman Brown presented a motion to adopt the before mentioned goals and objections. The motion was seconded by Secretary/Treasurer Nolan.

VOTE ON THE MOTION

The vote on the motion was unanimous.

11. DISCUSSION AND POSSIBLE ACTION ON CYMPO HOSTING THE 2017 RURAL TRANSPORTATION SUMMIT

Chris Bridges, CYMPO Administrator
(Task #102)

Mr. Bridges informed Lake Havasu MPO was hoping to host the Summit in January of 2017 but have come to the realization that they do not have local facilities or adequate staffing in order to accommodate the needs. The task of hosting the Summit in 2017 has been deferred to CYMPO. In the future, there will be a rotating schedule for potential hosts. CYMPO did host the Summit in 2014 and provided backup support for Flagstaff when they were the host in 2015. We feel confident that we can host this event in 2017.

Member Kuknyo stated this event was good for local economy.

MOTION

Secretary/Treasurer Nolan presented a motion to approve the CYMPO staff moving forward with the planning of the 2017 Rural Transportation Summit. The motion was seconded by Vice-Chairman Brown.

VOTE ON THE MOTION

The vote on the motion was unanimous.

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

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

Mr. Bridges explained the federal requires a formalized “Public Involvement” period of every (4) four years when updating our Transportation Improvement Program. Historically, CYMPO has gone through this process every year. This process is time consuming and costly. At the last Technical Advisory Committee meeting, their recommendation to the board was that CYMPO perform and formal “Public Involvement” with advertising every (4) years, to comply with federal requirements with an annual review to be performed annually and amendments to the TIP processed as needed.

MOTION

Vice-Chairman Brown presented a motion to move the Metropolitan Transportation Improvement Program (MTIP) to a four (4) year document with an annual review to be performed by the TAC and Board with amendments processed as needed. The motion was seconded by Secretary/Treasurer Nolan.

VOTE ON THE MOTION

The vote on the motion was unanimous.

13. DISCUSSION AND POSSIBLE ACTION ON RFP FOR REGIONAL SAFETY PLAN

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

Mr. Bridges reminded the Board CYMPO is partnering with NACOG, North Arizona Council of Governments, on this project. Jason Kelly, Transportation Planner for NACOG, will be taking the lead. ADOT has approved NACOG spending approximately \$461,000 for this study. At the last TAC meeting, their recommendation to the Board was to approve this partnership and allow CYMPO to make up to a 20% contribution in additional funds, if needed.

MOTION

Secretary/Treasurer Nolan presented a motion to approve CYMPO’s partnership with NACOG on the Request for Proposal (RFP) for the Regional Safety Plan and allow contribution towards to the expense of the service if it is needed. The motion was seconded by Member Kuknyo.

VOTE ON THE MOTION

The vote on the motion was unanimous.

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

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

Mr. Bridges expressed the TAC’s recommendation to program \$5,000 of STP funds to be used for Local Technical Assistance Program Training. CYMPO does have that amount in our budget to cover 100% of the cost of these training that all stakeholders would benefit from.

MOTION

Vice-chairman Brown presented a motion to approve \$5,000 of Surface Transportation Program (STP) funds to be used for Local Technical Assistance Program (LTAP) Training in FY17. The motion was seconded by Secretary/Treasurer Nolan.

VOTE ON THE MOTION

The vote on the motion was unanimous.

15. 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 explained the TAC looked at this item at their last meeting; they tabled this item to allow time for other public transit providers to also become part of this evaluation, in the spirit of coordination. Since that meeting the Yavapai-Apache Nation Transit has informed us they have no need of an evaluation and Bruce Morrow of CATS, Cottonwood Area Transit Service indicated they had \$10,000 in which they wanted to use to gather survey data to better prioritize potential service improvement. CATS did receive approval from ADOT for our consultant to bill CATS directly for their services.

Included in the packet is the request to amend the current Regional Mobility Management Implementation Plan to include Task 7 (evaluation of YRT's routes, schedules and services costing \$13,883.00) and Task 8 (CATS survey data analysis costing \$9,699.00). CYMPO would be responsible for the \$13,883.00 and CATS for the \$9,699.00.

MOTION

Vice-Chairman Brown presented a motion to approve amending the Regional Mobility Management Implementation Plan (RMMIP) contract to include: Task 7, with the primary focus on YRT's routing and scheduling improvements for an additional cost of \$13,883.00; and Task 8, survey CATS' data for potential service improvements for an additional cost of \$9,699.00; making the total contract increase \$23,882.00. The motion was seconded by Secretary/Treasurer Nolan.

VOTE ON THE MOTION

The vote on the motion was unanimous.

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

Chris Bridges, CYMPO Administrator

(Task #300)

Mr. Bridges indicated this was also discussed by the TAC at their last meeting and their recommendation to the Board was to allow CYMPO to move forward with obtaining quotes from (3) three responsible consultants to perform an Intersection Study on Sara Jane Lane and Fain Road. CYMPO has \$25,000 of Statewide Planning and Research Funds (SPR) available for use on this study.

Alvin Stump, ADOT Prescott District Engineer, informed the Board of a previous meeting with ADOT, Yavapai County and the Town of Prescott Valley to discuss this intersection. Signal warrants for this intersection will not be met for a few years, but for safety reasons, there is a need to control traffic in this area with a roundabout.

Norm Davis, Public Works Director for the Town of Prescott Valley, commented that this portion of roadway has always been part for the long term planning for economic growth for that corridor.

MOTION

Vice-Chairman Brown presented a motion to allow CYMPO staff 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. The motion was seconded by Member Kuknyo.

VOTE ON THE MOTION

The vote on the motion was unanimous.

17. DISCUSSION AND POSSIBLE ACTION TO AMEND THE FY16 UPWP

Chris Bridges, CYMPO Administrator
Task (#101)

Mr. Bridges explained due to all the actions items approved in tonight's meeting, it will be necessary to amend our current Work Program to identify those items.

MOTION

Member Kuknyo presented a motion to amend the current Work Program to include:

- Task 202 – Functional Classification – No anticipated activities this year, move monies to Task 500
- Task 602 – Performance Measures – No anticipated activities this year, move monies to Task 500
- Task 500 – Special Project Planning – Add Sara Jane Lane and Fain Road Intersection Study
- Amending RMMIP Contract for a total amount of \$23,882 adding Tasks 7; evaluating YRT's routes (\$13,883.00) and Task 8; CATS' data survey (\$9,699.00).

The motion was seconded by Vice-Chairman Brown.

VOTE ON THE MOTION

The vote on the motion was unanimous.

18. DISCUSSION AND POSSIBLE ACTION TO AMEND THE FY16-25 MTIP

Chris Bridges, CYMPO Administrator
(Task #300)

Mr. Bridges explained this is similar to what was just passed except for the Transportation Improvement Program.

MOTION

Member Kuknyo presented a motion to amend the FY16-25 Metropolitan Transportation Improvement Program (MTIP) as follows:

- Designate \$5,000 STP funds for LTAP Training in FY17
- Add Sara Jane Lane and Fain Road Study in FY16
- RMMIP Amendment for YRT's route evaluation in the amount of \$13,883.00
- Gurley Street Pedestrian Enhancement Project, indicate \$3,705 match to paid by the City of Prescott

The motion was seconded by Secretary/Treasurer Nolan.

VOTE ON THE MOTION

The vote on the motion was unanimous.

19. ANNOUNCEMENTS AND UPDATES:

Announcements and/or updates may be provided by Board Members, CYMPO Administrator or other invitees.

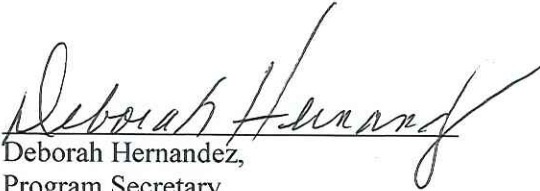
- Willow Creek Road update from Chris Kuknyo, City of Prescott
- SR260 update from Alvin Stump, ADOT Prescott District
- SR89 Design update from Alvin Stump, ADOT Prescott District
- Perkinsville Roundabout update from Alvin Stump, ADOT Prescott District

20. ADJOURNMENT: 5:35 P.M.

ATTEST:



Craig Brown, Chair
Executive Board



Deborah Hernandez,
Program Secretary