



MEETING MINUTES

**Executive Board
Regular Meeting
Wednesday, November 15, 2017
4:00 PM**

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

CYMPO Executive Board

Chair	Craig L. Brown, Yavapai County Supervisor
Vice-Chair	Mary Mallory, Councilwoman, Town of Prescott Valley
Secretary/Treasurer	Billie Orr, City of Prescott
Member	Mike Best, Town of Chino Valley
Member	Terry Nolan, Town of Dewey-Humboldt
Member	Alvin Stump, ADOT Representative

1. CALL TO ORDER AND ROLL CALL

Chairman Brown called the meeting to order at 4:00 PM. Allison McCarthy performed roll call.

2. PLEDGE OF ALLEGIANCE

Member Best 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.

- Ron Romley, Chairman of Yavapai Regional Transit, presented an update of company and announced becoming an AARP grant recipient
- Jessi Hans, with Coalition for Compassion, presented letter from US Vets and explained the importance of public transportation to the Prescott area
- Frankie Reynolds expressed need for public transportation for the low income population

4. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE AUGUST 16, 2017 AND SEPTEMBER 20, 2017 EXECUTIVE BOARD MEETING MINUTES

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

MOTION

Member Nolan presented a motion to approve the Meeting Minutes of August 16, 2017 and September 20, 2017. The motion was seconded by Secretary/Treasurer Orr.

VOTE ON THE MOTION

The vote on the motion was unanimous.

5. AGENCY ANNOUNCEMENTS AND UPDATES

- CYMPO Updates
 - Mr. Bridges introduced Bryn Stotler as CYMPO’s new Transportation Planner
 - Mr. Bridges explained the technical document for the SR89A Corridor Study was reviewed last week. Public meeting is set tentatively on December 12, at 6:00pm in Prescott Valley auditorium. Alvin Stump reiterated that SR 89A needs to be reviewed in order to have an estimate of costs needed for improvements
 - Regional Safety Plan- Consultant to meet with TAC to demo regional safety plan tool. Mr. Bridges will provide continued updates

6. DISCUSSION AND POSSIBLE ACTION TO GIVE CYMPO STAFF DIRECTION IN PLANNING FOR OUR ANNUAL STRATEGIC PLANNING MEETING IN FEBRUARY, 2018

Chris Bridges, CYMPO Administrator
(Task #102)

Mr. Bridges proposed sending invitations early and inquired about who to invite and where to hold meeting. Mr. Bridges suggested Centennial room and to provide lunch. Chairman Brown proposed welcoming the public. Secretary/ Treasurer Orr proposed inviting City managers. Mr. Bridges was asked to send invitations to Board members, TAC, and City and Town managers by November 20, 2017. Suggested date of Strategic Planning Meeting is late January or early February. Executive Board members gave CYMPO staff direction to solidify a date.

7. 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, 2018

Chris Bridges, CYMPO Administrator
(Task #102)

MOTION

Member Nolan presented a motion to maintain Brown as Chair, Mary Mallory as Vice-Chair, and Billie Orr as Secretary/Treasurer. The motion was seconded by Alvin Stump.

VOTE ON THE MOTION

The vote on the motion was unanimous.

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

Chris Bridges, CYMPO Administrator
(Task #102)

MOTION

Member Best presented a motion to appoint Vice-Chair Mallory as the CYMPO RTAC representative and Member Nolan as the CYMPO RTAC alternate. The motion was seconded by Alvin Stump.

VOTE ON THE MOTION

The vote on the motion was unanimous.

9. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE EXECUTIVE BOARD MEETING SCHEDULE FOR 2018

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

Secretary/Treasurer Orr suggested moving meetings to start at 3:00 pm rather than 4:00 pm. CYMPO staff will check availability of Supervisor Chambers with County staff for 2018 schedule. Chairman Brown requested that the schedule specify that meetings are held on the third Wednesday of every month.

The general consensus of the Executive Board was to adopt the 2018 calendar as presented and change meeting time to 3:00 PM rather than 4:00 PM upon availability.

10. DISCUSSION AND POSSIBLE ACTION TO REVIEW AND APPROVE THE CYMPO BY-LAWS REVISION

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

MOTION

Member Best presented a motion to approve the “Revised” By-laws. The motion was seconded by Secretary/Treasurer Orr.

VOTE ON THE MOTION

The vote on the motion was unanimous.

11. DISCUSSION AND POSSIBLE ACTION ON A FUNDING REQUEST FROM THE PUBLIC FOR THE INSTALLATION OF AUDIBLE PEDESTRIAN BEACONS IN DOWNTOWN PRESCOTT

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

Mr. Bridges explained this request was made by a member of the public. The request was presented to TAC where the City of Prescott informed they handle such requests on a case-by-case basis, and that CYMPO need not be involved. Mr. Bridges explained that this type of request brings up the need for ADA transition plans in order to avoid future lawsuits.

Norm Davis, with Prescott Valley, proposed that these types of requests are inappropriate for scope of TAC.

Chairman Brown asked Executive Board if all members agree CYMPO should not be involved in request for installation of audible pedestrian beacons in downtown Prescott. All agreed unanimously.

12. DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE PROPOSED ADOT/CYMPO SAFETY TARGETS

*Chris Bridges, CYMPO Administrator
(Task #404)*

Mr. Bridges made recommendation to accept ADOT targets. Member Stump suggested to change the verbiage to “not to exceed 4% increase” rather than “4% increase”.

MOTION

Secretary/Treasurer Orr presented a motion to include verbiage to “not to exceed”, and to authorize the Chair, or in his absence the Vice-Chair, to sign the ADOT/CYMPO Safety Targets letter. The motion was seconded by Member Nolan.

VOTE ON THE MOTION

The vote on the motion was unanimous.

After the vote, J.D. Greenberg from Prescott asked for statistics of wildlife fatalities in effort to more accurately account for wildlife fatalities. Member Stump offered to look into the accident data that ADOT records. Chairman Brown suggested modifying the accident forms to include information regarding wildlife involvement so that this data is more accurately recorded.

13. DISCUSSION AND POSSIBLE ACTION TO COMMENT ON ADOT’S TENTATIVE LONG-RANGE TRANSPORTATION PLAN

*Chris Bridges, CYMPO Administrator
(Task #400)*

Mr. Bridges presented a PowerPoint and explained the ADOT Long-range Transportation Plan is out for comment. Kevin Adam (RTAC) presented concerns and stressed importance to articulate all needs regarding funding. Mr. Bridges proposed a joint meeting with TAC and Executive Board on December 13, 2017 at 3:00 pm. Chairman Brown requested a draft of recommendations be distributed three days prior to meeting.

14. ADJOURNMENT at 5:40 pm

CYMPO endeavors to make all public meetings accessible to persons in need of foreign language assistance or with disabilities. Please call (928) 442-5730 or e-mail Allison.McCarthy@yavapai.us, 72 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.

Craig L. Brown, Chairman
CYMPO Executive Board
Dated: February 21, 2018

Allison McCarthy,
CYMPO Accounting Specialist
Dated: February 21, 2018