



# ***SPECIAL MEETING MINUTES***

---

**Technical Advisory Committee (TAC)  
Special Meeting**

**Thursday June 3, 2021  
8:30 AM – Online ONLY**

---

***Members of the Public*** may join the Zoom meeting as an “attende” by accessing:  
<https://us02web.zoom.us/j/87520873423?pwd=dS81ZlhoTmxHMC9TQ2IJNEFIODVVdz09>,  
or may view the live stream of the meeting on the CYMPO YouTube page at:  
<https://www.youtube.com/playlist?list=PLUXH6D19fFNp9wnPVRNoMjPeW8hVlyqg-> or Google “CYMPO”

---

## **CYMPO Technical Advisory Committee**

Chair	Frank Marbury, Town of Chino Valley
Vice-Chair	Norm Davis, Town of Prescott Valley
Member	John Hughes, Town of Dewey-Humboldt
Member	Ian Mattingly, City of Prescott
Member	Dan Cherry, Yavapai County
Member	Myrna Bondoc, ADOT MPD
Member	John Litterer, ADOT Northwest District
Member	Prescott National Forest – U. S. Forest Service - VACANT

- 1. CALL TO ORDER AND ROLL CALL**
- 2. TITLE VI POLICY AND MEETING PROCEDURES**

*Allison McCarthy. CYMPO Accounting Specialist  
(Task #100)*

CYMPO complies with Title VI of the Civil Rights Act of 1964 and related Nondiscrimination statutes and regulations in all programs and activities. Members of the public may review the CYMPO Title VI Plan, and submit a Self-Identification survey by accessing the CYMPO website.

A reminder to those attending the meeting, please keep your line on mute until you wish to speak.

This meeting is available for public viewing on the CYMPO YouTube page.

- 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.

*Instructions for virtual meeting: Those who wish to participate in the CYMPO Executive Board meeting can access the meeting by using the Zoom Webinar link at <https://us02web.zoom.us/j/87520873423?pwd=dS81ZlhoTmxHMC9TQ2IJNEFIODVVdz09>. Since this is a virtual conference meeting everyone will be muted when they call into the meeting. Attendees may type comments in the “Q&A” feature or use the “Raise My Hand” feature to request to make a verbal comment.*

**4. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE MAY 6, 2021 REGULAR MEETING MINUTES OF THE TECHNICAL ADVISORY COMMITTEE (TAC)**

*Allison McCarthy, CYMPO Accounting Specialist  
(Task #100)*

**MOTION**

Member Hughes motioned to approve the May 6, 2021 regular meeting minutes of the Technical Advisory Committee (TAC). Member Cherry seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**5. ADMINISTRATOR UPDATE**

*Vincent Gallegos, CYMPO Administrator*

This item was moved to #6.

Mr. Gallegos explained that staff will be looking to hold meetings in person with virtual capabilities beginning in August. Noted that the CYMPO Board Retreat will be held Wednesday, August 11<sup>th</sup> from 12-3pm.

**6. RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) UPDATE**

*Kevin Adam, RTAC*

This item was moved to #5.

Mr. Adam explained that state legislature is currently in recess. Noted that the Governor vetoed 22 bills, communicating he would not move anything through until a budget is agreed upon. Noted that a tax cut package has been introduced to establish a flat income tax rate of 2.5%. There are concerns with regards to the impact on the state budget going forward and the estimated loss of \$1.9 billion per year. Additional concerns exist with regards to the inadequate measures taken to hold cities and towns harmless should a flat tax rate pass.

Mr. Adam explained there does not appear to be any legislature that would increase the permanent revenue streams for transportation. Also noted that HURF raids are not anticipated due to the level of surplus funding available. Instead, it is expected that one-time funding will be directed to infrastructure projects. Mr. Adam explained that an estimated \$4.7 million has been earmarked for re-pavement project on State Route 69 through Prescott Valley. An additional \$2.2 million was earmarked for Yavapai County's portion of Highway 93.

On a federal level, infrastructure is a primary focus. Explained that the reauthorization of existing federal transportation programs is due October 1, 2021. Also potential for increase in highway funding to be distributed via formula funding.

**7. MOBILITY MANAGEMENT/ TRANSIT UPDATE**

*Vincent Gallegos, CYMPO Administrator*

Mr. Gallegos explained that CYMPO and Northern Arizona Council of Governments (NACOG) currently have a partnership agreement to perform Mobility Management and Transit Planning activities throughout all of Yavapai County. Noted that CYMPO and NACOG are currently evaluating the existing

arrangement, and have determined it will be best for CYMPO to regain funding specific to Transit Planning for activities in the CYMPO region.

Vice-Chair Davis noted that the Town of Prescott Valley is pursuing Designated Recipient status to receive 5307 CARES Act funding. Anticipates having a Request for Quotes (RFQ) out to hire a vendor to deliver Micro Transit services in the next 30 days.

**8. FEDERAL AND STATE UPDATES**

A) ADOT Local Public Agency (LPA) Update - *Mark Henige, ADOT LPA*

No update was provided.

B) ADOT Northwest District Office Report - *John Litterer, ADOT Northwest District*

Member Litterer noted that the State Route (SR) 69 Widening project is in stage 3 of design. Also noted that the SR89/Road 1 North Traffic Signal project is anticipated for construction this Summer, and a micro seal project is taking place from SR89 Paulden to Hell Canyon.

C) ADOT Multimodal Planning Division (MPD) Update - *Myrna Bondoc, ADOT MPD*

Member Bondoc noted the State Transportation Board will be approving the FY22-26 Transportation Improvement Program on July 1<sup>st</sup>. Also noted that LPA Training Module 3 is open for registration, and explained that the Highway Safety Improvement Program (HSIP) call of projects for FY25/26 is July 1<sup>st</sup>.

**9. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL FOR ADDITIONAL FUNDING FOR THE STATE ROUTE 69 SAFETY AND CAPACITY IMPROVEMENT PROJECT AND SUBSEQUENT AMENDMENT TO THE FY20-24 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)**

*Vincent Gallegos, CYMPO Administrator*  
(Task #100)

Mr. Gallegos explained that there are cost overruns in the amount of \$350,000 for the SR69 Widening project between Prescott Lakes Parkway and Frontier Village, of which CYMPO is responsible to pay. Mr. Gallegos noted he has reached out to the City of Prescott and Yavapai County, and both have tentatively agreed to split the \$350,000 cost overrun three ways.

Mr. Gallegos explained that he reached out to Representative Wynn to inquire of the possibility to share funding originally earmarked for SR69 re-pavement with the SR69 Widening project. Representative Wynn appears willing partner, but still anticipating a response.

Mr. Gallegos reviewed modifications made to FY22 funding allocations in the MTIP. Vice-Chair Davis inquired about funding for the Great Western project for FY22. Mr. Gallegos acknowledged the support for the Great Western Corridor Update, and noted that further discussions to allocate funding for priority projects will take place at the Board Retreat in August.

Chairman Marbury inquired about the history of the scope of SR69 Widening project. Mr. Gallegos explained that the project began in 2013 and was scoped to run from Prescott Lakes Parkway to Yavpe Connector. Noted that this is one of the few projects that received construction funding from ADOT, and part of the reason is attributed to the local contributions of over \$1 million from the City of Prescott, Yavapai County, and CYMPO collectively. Mr. Gallegos also noted, as the project progressed, a median running from Prescott Lakes Parkway to Heather Heights has been included. The project is anticipated to be completed in FY23.

Chairman Marbury inquired if improvements to the culvert beneath SR69 was a contributing factor the additional costs. Mr. Gallegos clarified that several factors have contributed to the cost overruns such as right-of-way, utilities, additional lighting, and a multiuse path which have been including as the project has progressed.

Vice-Chair Davis inquired about geometry of the raised median that will run the length of the project. Member Litterer clarified it would be a six-inch curb, and will be evaluated for potential landscaping.

**MOTION**

Member Hughes motioned to recommend approval contribute the additional \$117,000 to the SR69 Safety and Capacity Improvements project and to approve the subsequent amendment to the FY20-24 MTIP. Member Cherry seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**10. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO SELECT A CONSULTANT FOR THE SR89 TO SR89A ON-RAMPS ALTERNATIVES SELECTION REPORT (ASR)**

*Daniel Harmonick, CYMPO Transportation Planner  
(Task #200)*

Mr. Harmonick noted four (4) submittals were received from AECOM Technical Services, Burgess & Niple, Kittelson & Associates, and Wilson & Company.

**MOTION**

Member Hughes motioned to select AECOM Technical Services as the project consultant, and Kittelson & Associates as the runner up. Member Cherry seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**11. REVIEW AND DISCUSSION OF PARK AND RIDE SYSTEM**

*Vincent Gallegos, CYMPO Administrator  
Phil Goode, CYMPO Executive Board, City of Prescott Councilmember  
(Task #203)*

Mr. Gallegos explained staff received a request from Secretary/Treasurer Goode to discuss the idea of a Park and Ride system at the corner of SR89 and James Lane intersection. Explained that a Park and Ride is a parking lot area that would provide an area to park cars for the purpose of carpools or vanpools. Member Mattingly noted that the area was identified in the Deep Well Masterplan, as being an ideal location for a Park and Ride. Member Mattingly noted this is a conceptual idea, and information such as who will be using the service as well as where they are going will need to be analyzed. Mr. Gallegos noted that CYMPO may have the opportunity to perform an Active Transit Study of which a Park and Ride could be included, and noted that more information will be provided as it becomes available.

**12. UPDATE OF CRASH DATA ANALYSIS & HIGHWAY SAFETY IMPROVEMENT (HSIP) APPLICATIONS PROJECT**

*Vincent Gallegos, CYMPO Administrator  
Mike Blankenship, Greenlight Traffic Engineering  
(Task #201)*

Mr. Gallegos reminded the committee that CYMPO will be funding three (3) HSIP applications to be submitted for fiscal year 2025/2026 funding, to be determined by the TAC. Any additional applications may be requested through CYMPO’s existing contract with Greenlight Traffic Engineering at an added cost of \$5,000.

Mr. Blankenship introduced eleven (11) potential projects and reviewed the benefit/cost (b/c) ratio of each project. Noted that the lowest ranked project that was funded during the last HSIP cycle was a 6.8 b/c ratio.

Member Cherry explained that Yavapai County intends to pursue an HSIP application outside of the CYMPO contract for the “Iron Springs Road from Tolemac Way to Kirkland Valley Road”. Member Cherry also noted support for including the “Williamson Valley Road – Left turn lane northbound at Stazenski Road” as an application submitted by CYMPO.

Vice-Chair Davis noted the “Lakeshore Drive – Papago Lane to Badger Road” is a possibility for being a CYMPO application. Member Mattingly and Member Cherry noted support for the “Gail Gardner Way/Fair Street Signal Installation”. Mr. Gallegos explained that a “CYMPO Strategic Safety Plan Update” is an eligible project for HSIP funding.

Mr. Gallegos summarized the discussion noting that based on the discussions, HSIP applications would be pursued for the following projects:

- 1) Williamson Valley Road – Left turn lane northbound at Stazenski Road
- 2) Lakeshore Drive – Papago Lane to Badger Road
- 3) Gail Gardner Way/Fair Street Signal Installation

Also noted that CYMPO will attempt to identify additional funding for a fourth application to include the CYMPO Strategic Safety Plan Update

### **13. AGENCY ANNOUNCEMENTS AND UPDATES**

Updates were provided by the following agencies:

- Frank Marbury, Town of Chino Valley
- Norm Davis, Town of Prescott Valley
- John Hughes, Town of Dewey-Humboldt
- Ian Mattingly, City of Prescott
- Dan Cherry, Yavapai County

Member Hughes noted two fatal accidents that occurred on Main Street in Dewey-Humboldt. Member Litteer suggested the accidents be evaluated as part of the HSIP Crash Data Analysis project.

### **14. FUTURE ITEMS FOR AGENDA**

No suggestions were received.

### **15. ADJOURNMENT 10:45AM**

#### **MOTION**

Member Cherry motioned to adjourn the meeting. Member Hughes seconded the motion.

**VOTE**

The vote on the motion was unanimous.

*CYMPO endeavors to make all public meetings accessible to persons in need of foreign language assistance or with disabilities. However, during these trying times, the accommodations we can provide are limited. Please e-mail [Allison.McCarthy@yavapai.us](mailto:Allison.McCarthy@yavapai.us), **72 hours** prior to the meeting to request a reasonable accommodation to participate in this meeting.*

*El CYMPO se esfuerza por hacer que todas las reuniones públicas sean accesibles a las personas que necesitan asistencia en un idioma extranjero o con discapacidades. Por favor, envíe un correo electrónico a [Allison.McCarthy@yavapai.us](mailto:Allison.McCarthy@yavapai.us), por lo menos **72 horas** antes de la reunión para solicitar un acomodo razonable para participar en esta reunión.*