



MEETING MINUTES

Technical Advisory Committee (TAC)
Regular Meeting

Zoom Webinar
Thursday August 5, 2021
9:00 AM

**Due to impending COVID restrictions for county meeting rooms, this meeting will be held virtually via Zoom Webinar.*

Members of the Public may join the Zoom meeting as an “attendee” by accessing:

https://us02web.zoom.us/webinar/register/WN_Bt-2Wg87ToyYsuHedhH7eQ,

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 Litteer, ADOT Northwest District
Member	Prescott National Forest – U. S. Forest Service - VACANT

1. CALL TO ORDER AND ROLL CALL

Member Mattingly absent. No representation from Prescott National Forest was present.

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 TAC meeting can access the meeting by using the Zoom Webinar link at https://us02web.zoom.us/webinar/register/WN_Bt-2Wg87ToyYsuHedhH7eQ. 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.

No comments were provided.

4. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE JUNE 3, 2021 SPECIAL MEETING MINUTES OF THE TECHNICAL ADVISORY COMMITTEE (TAC)

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

MOTION

Vice Chair Davis motioned to approve the June 3, 2021 Special Meeting Minutes of the Technical Advisory Committee. Member Cherry seconded the motion.

VOTE

The vote on the motion was unanimous.

5. ADMINISTRATOR UPDATE

Vincent Gallegos, CYMPO Administrator

Mr. Gallegos reported that the CYMPO Board retreat will be held at the Prescott Resort next Wednesday, August 11, 2021.

6. MOBILITY MANAGEMENT/ TRANSIT UPDATE

Vincent Gallegos, CYMPO Administrator

Mr. Gallegos explained CYMPO is looking to reincorporate a Mobility Manager position that will focus on the CYMPO region.

Vice-Chair Davis explained that the Town of Prescott Valley anticipates publishing a Request for Proposals (RFP) for a micro transit service provider in September.

7. FEDERAL AND STATE UPDATES

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

Mr. Henige noted the Standards Specifications book has been updated and is in effect as of July 1, 2021. Notified the TAC that the next LPA training will be held on Sept 2nd. Noted that the next Everyday Counts meeting will be held September 9th and topics discussed will include planning level estimating.

Member Davis inquired if Highway Safety Improvement Program (HSIP) funding may be exchanged for Highway User Revenue Funding (HURF). Mr. Henige explained an exchange between fund sources has not been approved. Member Davis also requested that ADOT overhead costs be better incorporated into project estimates. Mr. Henige responded that the topic will be addressed at the Everyday Counts meeting in September.

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

Member Litterer noted that the State Route (SR)89/Road 1 North Traffic Signal project is currently under construction. The SR89 micro seal project north of Paulden is on schedule to begin later this summer. The SR69 Prescott Lakes to Heather Heights project is in stage 3 of design and still moving forward. The SR69 Spring Lane signal is being installed this week. Noted that a project for pavement preservation on SR69 in Prescott is being developed. Also noted that the HSIP call for projects has been delayed.

Chairman Marbury inquired about updates regarding the open Northwest District Engineer position. Member Litterer explained that applications are currently being reviewed.

Mr. Gallegos inquired if District Minor funds were approved for the SR69/169 roundabout. Member Litterer confirmed that design funding has been approved for fiscal year 2022 and construction in fiscal year 2023.

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

Ms. Bondoc confirmed that the HSIP call for projects has been delayed. Also noted that incorporating an inflation index into future years could be part of a solution for more accurate project planning estimate.

8. TITLE VI NONDISCRIMINATION TRAINING

Joanna Lucero, ADOT Civil Rights Office

(Task #100)

Ms. Lucero provided training to the TAC regarding Title VI of the Civil Rights Act of 1964 and related requirements for CYMPO.

9. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE FISCAL YEAR 2022 TITLE VI PLAN, LIMITED ENGLISH PROFICIENCY PLAN, AND PUBLIC INVOLVEMENT PLAN

Daniel Harmonick, Transportation Planner

(Task #100)

Mr. Harmonick provided general overview of CYMPO's Title VI Plan, Limited English Proficiency Plan, and Public Involvement Plan being reviewed for recommended approval.

MOTION

Member Cherry motioned to recommend approval of the Title VI Plan, Limited English Proficiency Plan, and Public Involvement Plan. Vice-Chair Davis seconded the motion.

VOTE

The vote on the motion was unanimous.

10. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO IDENTIFY PROJECTS TO BE INCLUDED IN HIGHWAY SAFETY IMPROVEMENT PROJECT (HSIP APPLICATIONS)

Daniel Harmonick, Transportation Planner

Mike Blankenship, Greenlight Traffic Engineering

(Task #201)

Mr. Harmonick reviewed the four projects being considered for HSIP applications for the fiscal years (FY) 2025 and 2026 awards: 1) Williamson Valley Road/Stazenski Road left-turn lane, 2) Gail Gardner/Fair Street Traffic Signal, 3) Lakeshore Drive paved shoulders and pavement markings, and 4) State Route (SR) 69 widening at Walker Road going east.

Mr. Blankenship noted that the lowest benefit/cost (b/c) ratio that was awarded funding during the last HSIP cycle was a 6.9, and the goal ratio for the upcoming call for projects is 10.

Member Cherry inquired if local match would be required for the SR69 HSIP project. Mr. Blankenship clarified yes, and it would likely be the responsibility of ADOT. Member Litteer suggested modifying the project title to include “Extend Acceleration Lane”.

Vice-Chair Davis suggested recommending projects in order of highest to lowest b/c ratio. Also inquired how much funding will be made available to the state for the discussed HSIP cycle. Mr. Blankenship explained that typically \$35 million is available per year. Vice-Chair Davis inquired about what the maximum project award amount. Mr. Blankenship explained \$5 million is the maximum and \$250 thousand is the minimum.

MOTION

Member Cherry motioned to have the CYMPO Administrator to make a contract adjustment to add \$5,000 to the contract with Greenlight Traffic Engineering for a 4th HSIP application. Member Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

11. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPOINT A TAC LIAISON TO THE ECOSYSTEM CONNECTIVITY MITIGATION ADVISORY COMMITTEE (EMAC)

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

Mr. Gallegos explained that the EMAC is a subcommittee of the TAC, and that staff is seeking a member of the TAC to serve as the EMAC liaison to improve coordination with the EMAC with the goal to obtain greater connection, project communication, and ultimately better effectiveness of the EMAC.

Member Cherry volunteered to become the TAC liaison to the EMAC. Chairman Marbury suggested after Member Cherry’s two-year term looking at re-appointing the position when Chair and Vice-chair are appointed.

Member Litteer inquired about the level of involvement the EMAC will have in CYMPO planning projects. Mr. Gallegos explained that the EMAC will provide recommendations related to wildlife and ecosystem connectivity efforts directly related to CYMPO’s programmed planning projects. Also noted that the EMAC may pursue additional funding options for related efforts.

MOTION

Chairman Marbury motioned to appoint Member Cherry as the EMAC liaison for remainder of 2021 and 2022, and to revisit the position at the time that other positions for the TAC are appointed. Member Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

12. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF RTAC PRIORITY PROJECTS FOR CYMPO REGION

Vincent Gallegos, CYMPO Administrator

Daniel Harmonick, Transportation Planner

(Task #100)

Mr. Gallegos noted he is requesting any action for this item be tabled at this time. Mr. Gallegos reminded the TAC of the initiative taken by MPOs and COGs across the state to partner with the Rural Transportation Advocacy Council (RTAC) to pursue one-time funding for greater Arizona in the amount of \$50 million to be distributed based upon population. The expected apportionment to CYMPO would then be approximately \$4 million.

Member Litteer inquired about whether it would be possible to set aside some one-time funding for the SR69/SR169 roundabout should it be needed beyond the District Minor funding that has been allocated for the project. Mr. Gallegos responded that it is a possibility that can be considered by the TAC when priority projects are determined at a future date.

Chairman Marbury tabled the motion until the September TAC meeting.

13. AGENCY ANNOUNCEMENTS AND UPDATES

Updates were provided by the following agencies:

- Frank Marbury, Town of Chino Valley
- John Hughes, Town of Dewey-Humboldt
- Dan Cherry, Yavapai County
- John Litteer, ADOT Northwest District

14. FUTURE ITEMS FOR AGENDA

No items were provided.

15. ADJOURNMENT 10:40AM

MOTION

Member Cherry motioned to adjourn the meeting. Chairman Marbury 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, **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, por lo menos **72 horas** antes de la reunión para solicitar un acomodo razonable para participar en esta reunión.*