



SPECIAL MEETING MINUTES

Executive Board
Regular Meeting

Tuesday, November 2, 2021
1:00 PM – Online ONLY

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

https://us02web.zoom.us/webinar/register/WN_s3sEtPCsTUmy5nVYfFwMjA,

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 Executive Board

Chair	Kell Palguta, Town of Prescott Valley
Vice-Chair	Craig L. Brown, Yavapai County Supervisor
Secretary/Treasurer	Phil Goode, City of Prescott
Member	John Hughes, Town of Dewey-Humboldt
Member	Tom Armstrong, Town of Chino Valley
Member	Gary Knight, ADOT District 6 Representative

1. CALL TO ORDER AND ROLL CALL

Member Armstrong absent. All other members present.

2. PLEDGE OF ALLEGIANCE

3. TITLE VI POLICY AND MEETING PROCEDURES

*Allison McCarthy, CYMPO Administrative Assistant
(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.

4. **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/webinar/register/WN_s3sEtPCsTUmy5nVYfFwMjA.

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.

Member of the public, Ann Friday, provided comment regarding the Sundog Connector.

5. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE SEPTEMBER 15, 2021 EXECUTIVE BOARD REGULAR MEETING MINUTES

*Vincent Gallegos, CYMPO Executive Director
(Task #100)*

MOTION

Vice-Chair Brown motioned to approve the September 15, 2021 Executive Board regular meeting minutes. Member Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

6. CYMPO EXECUTIVE DIRECTOR REPORT

*Vincent Gallegos, CYMPO Executive Director
(Task #100)*

Mr. Gallegos noted that the Rural Transportation Summit was held in October, and the primary goal was to discuss the pursuit of state legislative funding for Greater Arizona.

7. MOBILITY MANAGEMENT/ TRANSIT UPDATE

*Vincent Gallegos, CYMPO Executive Director
Kimberly Blanco, CYMPO Transit Planner
(Task #400)*

Mr. Gallegos introduced Kimberly Blanco as CYMPO's new Transportation Planner.

8. RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) REPORT

Kevin Adam, RTAC

Mr. Adam noted that the federal bi-partisan infrastructure bill is one vote away from passing. The bill would provide a significant increase in formula funding levels as well as competitive grant funding.

Also noted that state revenue collections look great, and there is potential for one-time funding to be directed to infrastructure in Greater Arizona.

9. DISCUSSION AND POSSIBLE ACTION TO APPOINT NEW REPRESENTATIVE AND ALTERNATE TO THE RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) – POSITIONS ARE EFFECTIVE JANUARY 1, 2022

*Vincent Gallegos, CYMPO Executive Director
(Task #100)*

Mr. Gallegos noted the current RTAC representative for CYMPO is Vice-Chair Brown, and the alternate is Member Hughes.

Chairman Palguta noted there could be a potential benefit to appoint positions for a two-year period. Vice-Chair Brown noted that past roles have been determined based on availability of board members to attend RTAC meetings.

Member Knight agreed that availability is important, and also noted that the representative should have served on the CYMPO Executive Board long enough to understand the roles of RTAC and CYMPO.

Vice-Chair Brown noted that the primary responsibility of the representative is relay information to the Executive Board.

MOTION

Chairman Palguta motioned to keep Vice-Chair Brown as the RTAC representative and Member Hughes as the alternate for 2022. Member Knight seconded the motion.

VOTE

The vote on the motion was unanimous.

PUBLIC HEARING

10. CALL TO THE PUBLIC FOR COMMENT ON THE DRAFT 2022-2026 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)

This is an opportunity for citizens to discuss items of interest regarding the Draft 2022-2026 Metropolitan Transportation Improvement Program (MTIP)

No comments were provided.

REGULAR MEETING AGENDA

11. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE THE FY22-26 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)

*Vincent Gallegos, CYMPO Executive Director
(Task #100)*

Mr. Gallegos noted the Fiscal Years 2022-2026 Metropolitan Transportation Improvement Program has been available for public comment for 45 days. Also noted that the title of the Sundog Connector Design Concept Report and Environmental Overview will need to be changed to Sundog Connector Feasibility Study and Environmental Overview.

Vice-Chair Brown requested that agenda item #12 be discussed prior to item #11.

Item #12 was discussed prior to item #11.

Mr. Gallegos noted a change made to distribute CARES Act funding across several fiscal years for the micro-transit services being pursued the Town of Prescott Valley.

Norm Davis, Town of Prescott Valley Public Works Director and Vice-Chair of the CYMPO TAC, inquired about including the \$4.7 million pavement preservation project taking place on State Route 69 through Prescott Valley in the MTIP. Mr. Gallegos noted it is not required to include this project, but local projects have been included to show a comprehensive report of projects taking place in the CYMPO boundary. Chairman Palguta and Secretary/Treasurer Goode noted support for including the project in the FY22-26 MTIP.

MOTION

Member Hughes motioned to approve the FY22-26 Metropolitan Transportation Improvement Program (MTIP) with changes discussed. Secretary/Treasurer Goode seconded the motion.

VOTE

The vote on the motion was unanimous.

12. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE THE ADVERTISING OF THE REQUEST FOR PROPOSALS (RFP) AND PROFESSIONAL SERVICES AGREEMENT FOR THE SUNDOG CONNECTOR DESIGN CONCEPT REPORT AND ENVIRONMENTAL OVERVIEW PROJECT

Daniel Harmonick, CYMPO Transportation Planner

Task (#200)

Mr. Gallegos requested that the item be tabled following the presentation due to additional information received from ADOT. Explained that staff was recently advised that a Design Concept Report will begin a 10-year timeline for the project to be completed, and if not completed, CYMPO will be responsible for repaying the cost of the study. In order to avoid the deadline, the Federal Highway Administration (FHWA) and ADOT have suggested modifying the name of the project to a Feasibility Study. Mr. Gallegos recommended that the item be tabled to allow for staff to bring the scope back to the Technical Advisory Committee (TAC) for review, and back to the board again in December. Noted that public meetings will be scheduled throughout the duration of the project, and that there is no construction funding secured at this time. Explained that with the completion of this study, design would then take place, should funding become available.

Mr. Harmonick reviewed proposed changes to the scope of work, as advised by ADOT and FHWA.

Vice-Chair Brown inquired if making the scope more vague will require plans to be conducted more than once, and if the changes in the scope will change the estimated cost of the project. Mr. Gallegos clarified that plans will not have to be repeated, and that the recommendation of ADOT is to keep the programmed funding amount as-is because items have both been removed and added to the scope.

Vice-Chair Brown also noted that the 10-year timeline could be beneficial to help the progression of the project.

Secretary/Treasurer Goode concurred that the study should be a Feasibility Study to identify the best alternative.

MOTION

Secretary/Treasurer Goode motioned to remove item #12 for further discussion. Member Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

13. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE THE ADOT SAFETY PERFORMANCE TARGETS IN PERPETUITY

Daniel Harmonick, CYMPO Transportation Planner

Task (#100)

Mr. Harmonick reviewed the safety performance targets adopted by ADOT.

MOTION

Vice-Chair Brown motioned to adopt the ADOT Safety Performance Targets in perpetuity. Member Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

14. DISCUSSION AND POSSIBLE ACTION TO HOLD ELECTION OF OFFICERS FOR EXECUTIVE BOARD CHAIR, VICE-CHAIR, AND SECRETARY/TREASURER – POSITIONS ARE EFFECTIVE JANUARY 1, 2022

*Vincent Gallegos, CYMPO Executive Director
(Task #100)*

Chairman Palguta suggested maintaining the current roles in effort to create a sense of continuity over time. Also suggested holding board meetings in-person and rotating meeting locations amongst member agencies throughout the year, while still maintaining an option to attend virtually via Zoom. Member Knight noted importance of incorporating the ability to join the meeting via Zoom to ensure regular attendance.

Member Hughes noted support for rotating meeting locations.

MOTION

Member Knight motioned to maintain Mayor Palguta as Chair, Supervisor Brown as Vice-Chair, and Mayor-Elect Goode as Secretary/Treasurer. Member Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

15. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2022 EXECUTIVE BOARD MEETING SCHEDULE

*Vincent Gallegos, CYMPO Executive Director
(Task #100)*

Vice-Chair Brown suggested changing the December 21st meeting to December 14th. Chairman Palguta suggested changing the meeting location to “to be determined”. Member Knight noted that he will need to attend meetings virtually with the proposed meeting dates and time.

MOTION

Vice-Chair Brown motioned to approve the 2022 Executive Board Meeting with discussed changes. Member Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

16. ADOT NORTHWEST DISTRICT REPORT

Todd Steinberger, Assistant Northwest District Engineer-Development

Mr. Steinberger noted that advertisement for construction of the SR69 Widening Project between Prescott Lakes Parkway and Frontier Village will take place in fiscal year 2023.

Also noted that ADOT will be administering the design and construction of the pavement preservation project, taking place between Stoneridge and Truwood, and the kickoff meeting is scheduled for November 8th.

Noted that the solicitation for the SR69/SR169 roundabout is being prepared, and the SR89/Road 1 North traffic signal construction is being completed.

17. STATE TRANSPORTATION BOARD REPORT

Gary Knight, ADOT District 6 Representative

Member Knight Board noted that the State Transportation Board approved a project for the Anthem Way to McGuireville Rest Area on I-17, and a pavement rehabilitation project on SR89A, Main Street to River Avenue.

18. FUTURE ITEMS FOR AGENDA

No items were discussed.

19. ADJOURNMENT 2:15PM

MOTION

Vice-Chair Brown motioned to adjourn. Chairman Palguta seconded the motion.

VOTE

The vote on the motion was unanimous.

Upcoming Meetings:

November 4, 2021 – ~~CYMPO TAC Meeting~~ – *Cancelled*

November 15-19, 2021 – AzTA and ADOT Conference (Mesa)

November 17th – ~~CYMPO Executive Board Meeting~~ – *Cancelled*

November 19, 2021 – State Transportation Board Meeting 9:00am (Wickenburg)

December 17, 2021 – State Transportation Board Meeting 9:00am (Globe)

*CYMPO endeavors to make all public meetings accessible to persons in need of foreign language assistance or with disabilities. 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.*