



MEETING MINUTES

Technical Advisory Committee (TAC)
Regular Meeting

Zoom Webinar
Thursday, December 2, 2021
9:00 AM

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

https://us02web.zoom.us/webinar/register/WN_fi-xACxAQxucmRK0nKOWag,

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

Member Hughes absent. No representation from the Prescott National Forest was present.
Member Litterer joined the meeting at 9:22am. Vice-Chair Davis left the meeting at 9:30am.

2. 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.

- ### 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: https://us02web.zoom.us/webinar/register/WN_fi-xACxAQxucmRK0nKOWag. 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 OCTOBER 20, 2021 SPECIAL MEETING MINUTES OF THE TECHNICAL ADVISORY COMMITTEE (TAC)

Vincent Gallegos, CYMPO Executive Director

(Task #100)

MOTION

Member Cherry motioned to approve the October 20, 2021 Special Meeting Minutes of the Technical Advisory Committee. Vice-Chair Davis seconded the motion.

VOTE

The vote on the motion was unanimous.

5. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL TO APPLY FOR 5305E TRANSIT PLANNING GRANT FUNDS

Vincent Gallegos, CYMPO Executive Director

Kimberly Blanco, CYMPO Transit Planner

(Task #400)

Mr. Gallegos explained that ADOT has provided a Notification of Funding Available for \$400,000 of 5305e Transit Planning Funds to be awarded to Metropolitan Planning Organizations and Councils of Governments through a competitive application process.

Ms. Blanco explained that staff is considering applying for funds for the purpose of conducting a Marketing Transit Plan that will incorporate Prescott, Prescott Valley, and Chino Valley, and also an Active Transportation Plan.

MOTION

Member Cherry motioned to recommend the Executive Board approve applying for 5305e Transit Planning Grant funds. Vice-Chair Davis seconded the motion.

VOTE

The vote on the motion was unanimous.

6. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE SCOPE OF WORK FOR THE SUNDOG CONNECTOR DESIGN CONCEPT REPORT AND ENVIRONMENTAL OVERVIEW OR CORRIDOR PLANNING STUDY

Vincent Gallegos, CYMPO Executive Director

Daniel Harmonick, CYMPO Transportation Planner

Task (#200)

Mr. Gallegos explained that, should the Executive Board approve the advertisement of the Sundog Connector Design Concept Report and Environmental Overview (DCR & EO), a 10-year federal clock would begin at the time the DCR & EO begins because federal dollars will fund the project. The 10-year

federal clock will require the project to be completed within 10 years or for the federal funding used for the plan to be repaid.

Mr. Harmonick reviewed the differences in scopes of work between the DCR & EO and Corridor Planning Study. Noted that the DCR & EO would provide a level of 15% design for the project, and the Corridor Planning Study would provide merely conceptual design.

Member Cherry addressed a comment submitted in the chat function of the webinar from member of the public, Dan Prijic. Mr. Cherry explained that assessing previously recommended route alternatives will be included in the scope of work for the next planning study. Member Mattingly noted that on the west end, approximately 3,000 to 3,500 ft of the Storm Ranch development has been platted with engineering plans, and a section of right-of-way through Yavapai Hills has already been reserved. Noted that when looking at alternatives, those already-set sections will have to be incorporated.

Mr. Gallegos explained that no construction dollars have been identified for this project. Also noted that staff is recommending that the Executive Board move forward with the Design Concept Report and Environmental Overview.

Member Cherry acknowledged that the Corridor Planning Study has been largely completed with the 2013 Corridor Planning Study conducted by the City of Prescott. Explained that the 15% level design plan is important for the purpose of seeking potential federal funding for construction. Noted there is risk in starting the 10-year federal clock, but acknowledged that roughly 50% of the road will be constructed as part of the future subdivision developments that are already in place, which will assist in satisfying the requirements of the 10-year federal clock. Noted that the DCR & EO follows the recommendations made in the 2013 Corridor Study and Regional Transportation Plans, and would be a more productive use of the funds available to CYMPO.

Member Mattingly concurred with Member Cherry's statements and noted the City of Prescott staff's support for recommending the DCR & EO.

Chairman Marbury opened the item to the public for comment.

Member of the public, Dan Prijic, provided comment in the Chat function of the webinar that stated, "Would like to have the public involved with the consultant on the DCR". Mr. Gallegos explained public comment will continuously be welcomed, and that upon initiation of the DCR & EO, formal points of public engagement will be provided as part of the study. Also mentioned CYMPO participation in a meeting that took place with the Yavapai Hills Homeowners Association, Mayor Goode, City of Prescott Manager, Public Works Director, and Fire Chief to discuss concerns about the project.

Member of the public, Ann Friday, provided comment in chat that read, "The public was not invited to that Yav Hills meeting and it was very poorly noticed to the Yav Hills residents. Wider notification next time is needed". Mr. Gallegos acknowledged and agreed with Ms. Friday's statement.

Ms. Friday provided additional comments in the chat that read, "The Ranch at Prescott Unit 9 is also affected" and "Is it possible to get a copy of the DCR SOW Draft exhibit?" Mr. Gallegos acknowledged Ms. Friday's comments and confirmed the scope of work will be provided.

Chairman Marbury expressed support for the DCR & EO.

Mr. Gallegos noted that the Corridor Master Plan for State Route 69 will begin shortly after the Sundog Connector planning project begins.

MOTION

Member Cherry motioned to recommend the Executive Board approve the scope of Work for the Sundog Connector Design Concept Report and Environmental Overview. Member Mattingly seconded the motion.

VOTE

The vote on the motion was unanimous.

7. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE REQUEST FOR QUALIFICATIONS (RFQ) FOR THE SUNDOG CONNECTOR DESIGN CONCEPT REPORT AND ENVIRONMENTAL OVERVIEW OR REQUEST FOR PROPOSALS (RFP) FOR THE SUNDOG CONNECTOR CORRIDOR PLANNING STUDY

Daniel Harmonick, CYMPO Transportation Planner

Vincent Gallegos, CYMPO Executive Director

Task (#200)

Mr. Harmonick reviewed the RFQ review criteria and schedule. Member Cherry inquired if interviews will be an option the TAC could exercise. Mr. Harmonick confirmed yes.

Ms. Bondoc suggested a modification to the schedule to allow for more time for the selected consultant to prepare a cost proposal.

Member Cherry noted the possibility of using anticipated funds coming from state legislature to fund the DCR & EO to potentially avoid the federal 10-year payback requirement, and suggested evaluating that possibility prior to the signing of a contract in April 2022.

MOTION

Member Cherry motioned to recommend the Executive Board approve the advertisement of the Request for Qualifications for the Sundog Connector Design Concept Report and Environmental Overview. Member Mattingly seconded the motion.

VOTE

The vote on the motion was unanimous.

8. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL TO AMMEND THE FY2022-2023 UNIFIED PLANNING WORK PROGRAM (UPWP)

Vincent Gallegos, CYMPO Executive Director

(Task #100)

Ms. McCarthy reviewed the proposed amendments to the FY22-23 UPWP to transfer STBG and SPR funds between the “Admin/Operating” and “Regional Planning Studies” Tasks within the UPWP.

MOTION

Member Marbury motioned to recommend approval to amend the FY2022-2023 Unified Planning Work Program. Member Cherry seconded the motion.

VOTE

The vote on the motion was unanimous.

9. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL TO AMMEND THE FY2022-2026 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)

Vincent Gallegos, CYMPO Executive Director

(Task #100)

Mr. Gallegos noted that the proposed amendment will include the purchase of vehicles by the Town of Prescott Valley as well as the transfer of STBG and SPR funds between the “Admin/Operating” and “Regional Planning Studies” Tasks within the UPWP.

MOTION

Chairman Marbury motioned to recommend approval to amend the FY2022-2026 Metropolitan Transportation Improvement Program. Member Cherry seconded the motion.

VOTE

The vote on the motion was unanimous.

10. ADJOURNMENT 10:17AM

MOTION

Member Cherry motioned to adjourn. 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@yavapaiaz.gov, por lo menos **72 horas** antes de la reunión para solicitar un acomodo razonable para participar en esta reunión.*