



# MEETING MINUTES

**Executive Board  
Regular Meeting  
Wednesday, November 16, 2022  
3:00 PM**

**Hybrid (In-Person and Virtual)  
Town of Chino Valley  
Council Chambers  
202 State Route 89  
Chino Valley, Arizona**

***The virtual option for this meeting will be held via Zoom Webinar:  
Members of the Public may join the Zoom meeting as an “attende” by accessing:  
[https://us02web.zoom.us/join/register/WN\\_C4D0kzFdSU6tg8K0P\\_bgGA](https://us02web.zoom.us/join/register/WN_C4D0kzFdSU6tg8K0P_bgGA),  
or by calling: 1-602-753-0140, Webinar ID: 844 0482 0912, Passcode: 752072***

## **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**

All members were present. Member Knight attended virtually.

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

### **2. PLEDGE OF ALLEGIANCE**

### **3. TITLE VI POLICY AND MEETING PROCEDURES**

*Allison McCarthy, CYMPO Administrative Assistant  
(Task #100)*

**Title VI:** 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.

**Meeting Procedures:** Chair may or may not allow for public comment on items on the agenda. The Chair may limit the number of speakers and the length of comments provided.

- 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*. Please complete a **Request for Public Input** card and submit to CYMPO staff prior to the beginning of the meeting. Speakers are limited to three (3) minutes. *Any members of the public attending virtually wishing to address the board may request to speak or provide a written comment by using the “Raise My Hand” or “Q & A Comments” features available through the webinar.*

No comments were provided.

**5. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE OCTOBER 19, 2022 EXECUTIVE BOARD REGULAR MEETING MINUTES**

**MOTION**

Vice-Chair Brown motioned to approve the October 19, 2022 Executive Board regular meeting minutes. Member Hughes seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**6. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE MEETING MINUTES FOR THE AUGUST 11, 2021 AND SEPTEMBER 22, 2022 STRATEGIC PLANNING WORKSHOPS**

**MOTION**

Vice-Chair Brown motioned to approve the meeting minutes for the August 11, 2021 and September 22, 2022 Strategic Planning Workshops. Member Hughes seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**7. EXECUTIVE DIRECTOR’S UPDATE**

*Vincent Gallegos, CYMPO Executive Director*

Mr. Gallegos explained that Dan Cherry, Yavapai County Public Works Director, will serve as the Chair of the Technical Advisory Committee (TAC), and Mayor Hughes will serve as Vice-Chair beginning in November 2022 through the remainder of 2023. Also noted that the new TAC representative for the Town of Prescott Valley will be Town Manager, Gilbert Davidson.

**8. RURAL TRANSPORTATION ADVOCACY COUNCIL UPDATE**

*Kevin Adam, RTAC*

Mr. Adam provided an update regarding the representation changes for the Senate and House of Representatives for state and federal. Explained that there will be representation changes for the positions of Speaker, Senate President, and Chairs for the House and Senate Appropriations and Transportation committees.

Mr. Adam explained that the state of Arizona currently has a carry forward balance of approximately \$4.7 billion.

Mr. Gallegos noted that CYMPO is pursuing funding for three projects through the RTAC funding initiative. The three projects are 1) widening of Glassford Hill Road, 2) widening of State Route 89 from Road 3 North to 4 North, 3) widening of State Route 89 from Road 4 North to 5 North, for total of \$23 million.

**9. TRANSIT UPDATE**

*Bryn Stotler, CYMPO Planner*

*(Task# 400)*

Ms. Stotler noted that the Town of Prescott Valley accepted the 5307 CARES Act funding at a 0% match rate to begin a micro transit system. Explained that Prescott Valley’s acceptance of the funds has allowed for CYMPO to apply for 5307 funds that are apportioned to the Urbanized area of Prescott and Prescott Valley. Ms. Stotler noted

that CYMPO was awarded \$200,000 in 5307 funds to be used for transit planning efforts for three existing projects: 1) State Route 69 Urbanized Corridor Master Plan, 2) Regional Coordination Plan, 3) Active Transportation Plan. Noted that the area receives \$1.6 million in 5307 apportionments.

Ms. Stotler provided a ridership update for Yavapai. Noted that in week nine, 42 rides were provided, and 25% of the total rides are allocated to rides to and from employment. Chairman Palguta noted that the system is operating at 80% capacity.

## 10. INTRODUCTION OF SCOPE OF WORK FOR ACTIVE TRANSPORTATION PLAN

*Vincent Gallegos, Executive Director*

*Bryn Stotler, CYMPO Planner*

*(Task #200)*

Mr. Gallegos explained that CYMPO was awarded Transit Planning grant funds for an Active Transportation Plan. Explained that the plan will look at what bicycle and pedestrian facilities currently exist in the region, and will identify next steps for expansion.

Ms. Stotler reviewed topics to be included in the scope of work for the Active Transportation Plan, and the anticipated project timeline. Also noted that staff is working with the TAC to develop a list of stakeholders to participate in the project.

Secretary/Treasurer Goode inquired if any of the local planning projects identified in the Active Transportation would qualify for design cost or construction funding. Ms. Stotler responded that there will be an implementation piece to the plan that will assist with identifying projects to be funded.

## 11. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE A 12-MONTH EXTENSION OF THE PROFESSIONAL SERVICES AGREEMENT WITH SPARKLIGHT FOR THE DISTRACTED DRIVING EDUCATION CAMPAIGN

*Vincent Gallegos, Executive Director*

*(Task #300)*

Mr. Gallegos explained that CYMPO will be entering into the seventh year of the Distracted Driving Campaign. Explained that the campaign has produced approximately six message-related commercials per year that are aired on YouTube and various targeted media.

Vice-Chair Brown suggested continuing the existing campaign for the next 12 months, but to expand the topics addressed in the following year. Mr. Gallegos noted that commercials have been created to address aggressive driving, speeding, and impaired driving. Member Armstrong suggested including a future commercial to address safety awareness for driving around livestock and equestrian trails. Secretary/Treasurer Goode suggested addressing the topic of pedestrian safety.

Mr. Gallegos noted the possibility for adding funding to the campaign to increase the messages that can be addressed.

### MOTION

Member Hughes motioned to approve a 12-month extension of the Professional Services Agreement with Sparklight for the Distracted Driving Education Campaign. Vice-Chair Brown seconded the motion.

### VOTE

The vote on the motion was unanimous.

**12. DISCUSSION AND POSSIBLE ACTION TO APPOINT NEW REPRESENTATIVE AND ALTERNATE TO THE RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) – POSITIONS ARE EFFECTIVE JANUARY 1, 2023**

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

Mr. Gallegos explained that the RTAC Board is made up of board representatives from each Metropolitan Planning Organization (MPO) and Council of Governments (COG) in the state. Noted that Vice-Chair Brown is the current representative, and Member Hughes is the designated alternate representative. Mr. Gallegos explained that positions have historically been assigned based on availability and interest. Chairman Palguta suggested that the Town of Dewey-Humboldt be included in representative positions. Vice-Chair Brown noted the importance of members availability to attend meetings. Member Hughes expressed willingness to serve on the RTAC Board.

**MOTION**

Vice Chair Brown motioned to appoint Member Hughes as the CYMPO representative for RTAC, and Member Armstrong as the designated alternate. Secretary/Treasurer Goode seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**13. DISCUSSION AND POSSIBLE ACTION TO HOLD ELECTION OF OFFICERS FOR EXECUTIVE BOARD CHAIR, VICE-CHAIR, AND SECRETARY/TREASURER – POSITIONS ARE EFFECTIVE JANUARY 1, 2023**

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

Mr. Gallegos explained that historically the Towns of Dewey-Humboldt and Chino Valley have not expressed interested in holding officer positions on the Executive Board. Also noted that in the past, the position of Vice-Chair has been elevated to Chair. Chairman Palguta suggested promoting Vice-Chair Brown to Chair, nominating Member Hughes as Vice-Chair, and Secretary/Treasurer Goode remain in his existing role. Secretary/Treasurer Goode expressed willingness to remain in his current position, and suggested that either the Town of Dewey Humboldt or Chino Valley assume the role of Vice-Chair.

**MOTION**

Vice-Chair Brown motioned to serve as Chair, and nominate Mayor Hughes as Vice Chair and Mayor Goode as Secretary/Treasurer. Member Armstrong seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**14. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2023 EXECUTIVE BOARD MEETING SCHEDULE**

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

Mr. Gallegos reviewed the draft 2023 meeting schedule and noted the intent to schedule meetings on the third Wednesday of each month, with the ability to cancel meetings as needed. Also noted the benefits and challenges related to rotating meeting locations throughout the year. Vice-Chair Brown expressed support for rotating meeting locations in 2023, and suggested adding a meeting in January discuss the new legislature. Secretary/Treasurer Goode concurred.

**MOTION**

Member Hughes motioned to approve the 2023 meeting schedule with additional meeting scheduled in January. Member Armstrong seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**15. ADOT NORTHWEST DISTRICT REPORT**

*Anthony Brozich, Administrator*

No comments were provided.

**16. STATE TRANSPORTATION BOARD REPORT**

*Gary Knight, ADOT District 6 Representative*

Member Knight explained there are no items of business on the upcoming State Transportation Board meeting agenda related to CYMPO.

**17. ADJOURNMENT 4:05PM**

*Upcoming Meetings:*

December 2022: Technical Advisory Committee and Executive Board Meetings *CANCELLED*

December 16, 2022: State Transportation Board Meeting 9:00am (Chinle)

*CYMPO endeavors to make all public meetings accessible to persons in need of language assistance or with disabilities. Please call (928)442-5730 or e-mail [Allison.McCarthy@yavapaiaz.gov](mailto:Allison.McCarthy@yavapaiaz.gov) 72 hours prior to the meeting requesting reasonable accommodations.*

*CYMPO se esfuerza por hacer que todas las reuniones públicas sean accesibles para las personas que necesitan asistencia con el idioma o con discapacidades. Llame al (928) 442-5730 o envíe un correo electrónico a [Allison.McCarthy@yavapaiaz.gov](mailto:Allison.McCarthy@yavapaiaz.gov) 72 horas antes de la reunión para solicitar adaptaciones razonables.*