



# MEETING MINUTES

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**Technical Advisory Committee (TAC)  
Regular Meeting  
Thursday, November 3, 2022  
1:00 PM**

**Hybrid (In-Person and Virtual)  
Yavapai County Public Works  
Conference Room B  
1100 Commerce Drive, Prescott, AZ**

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**This meeting will also be accessible via Zoom Webinar:**

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

***[https://us02web.zoom.us/webinar/register/WN\\_v1MY7BkGRmiUI5LKXcOrmW](https://us02web.zoom.us/webinar/register/WN_v1MY7BkGRmiUI5LKXcOrmW), or by calling: 1-602-753-0140,***

***Webinar ID: 850 0445 8549 Passcode: 092224***

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## **CYMPO Technical Advisory Committee**

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

### **1. CALL TO ORDER AND ROLL CALL**

Member Cherry called the meeting to order. Vice-Chair Mattingly was absent. Ashley Couch, Public Works Director for the City of Prescott, attended as his alternate representative. Member Davidson was absent. Ryan Judy, Deputy Town Manager for the Town of Prescott Valley, attended as his alternate representative. Member Marbury was absent. Member Bondoc attended virtually. All other members were present in-person.

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

### **2. DISCUSSION AND POSSIBLE ACTION TO HOLD ELECTION OF OFFICERS FOR TAC CHAIRMAN AND VICE-CHAIRMAN – POSITIONS ARE EFFECTIVE NOVEMBER 3, 2022 THROUGH DECEMBER 31, 2023**

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

Mr. Gallegos noted that Town of Prescott Valley Manager, Gilbert Davidson, is the newly appointed TAC representative for the Town of Prescott Valley. Also noted the rotation of Chair and Vice-Chair positions that has been held in the past, and reviewed members' availability.

**MOTION**

Member Roth motioned to nominate Dan Cherry as the Chair, and Member Hughes as Vice-Chair, of the Technical Advisory Committee, beginning November 3, 2022 through December 31, 2023. Member Bondoc seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**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.

- 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 TAC meeting can access the meeting by using the Zoom Webinar link:  
[https://us02web.zoom.us/webinar/register/WN\\_v1MY7BkGRmiUI5LKXcOrmw](https://us02web.zoom.us/webinar/register/WN_v1MY7BkGRmiUI5LKXcOrmw). 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.*

Mr. Kaplan requested clarification for when public comment can be made. Chairman Cherry responded that members of the public will be given the opportunity to provide comment with the parameters of Open Meeting Law.

**5. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE SEPTEMBER 1, 2022 REGULAR MEETING MINUTES OF THE TECHNICAL ADVISORY COMMITTEE (TAC)**

**MOTION**

Vice-Chair Hughes motioned to approve the September 1, 2022 regular meeting minutes of the Technical Advisory Committee. Member Roth seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**6. EXECUTIVE DIRECTOR’S UPDATE**

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

Mr. Gallegos noted that he will be discussing CYMPO projects on Facebook Live with the City of Prescott’s City Manager, Michael Lamar, tomorrow, and will be on KYCA with Maryann Suttles next Friday.

**7. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPOINT TAC LIAISON TO THE ECOSYSTEM CONNECTIVITY MITIGATION ADVISORY COMMITTEE (EMAC) – POSITION EFFECTIVE JANUARY 1, 2023**

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

Chairman Cherry explained that he has served as the EMAC liaison for the last year and a half. Explained that the intent is for the TAC Liaison to attend EMAC meetings and provide technical guidance to the EMAC. Mr. Gallegos explained that the EMAC serves as a subcommittee of the TAC.

**MOTION**

Chairman Cherry motioned to nominate Frank Marbury as the TAC Liaison to the Ecosystem Connectivity Mitigation Advisory Committee (EMAC) beginning January 2023. Vice-Chair Hughes seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**8. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2023 TAC MEETING SCHEDULE**

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

Mr. Gallegos explained that staff has put together a reduced meeting calendar reflecting five meetings in 2023. Noted that the TAC can adopt the five dates, or continue to adopt a schedule for the first Thursday of every month. Chairman Cherry suggested scheduling meetings for each month and cancelling as necessary. Vice-Chair Hughes and Mr. Couch concurred with the statements made by Chairman Cherry.

Mr. Gallegos requested confirmation that the first Thursday of the month is still the desired date for TAC meetings. TAC members expressed agreement to keep meeting scheduled for the first Thursdays of the month. Chairman Cherry suggested not scheduling a regular meeting in January.

**MOTION**

Vice-Chair Hughes motioned to schedule the 2023 TAC meetings on the first Thursday of every month at 1:00pm, and cancel meetings as needed. Member Roth seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**9. REVIEW AND DISCUSSION REGARDING THE FACILITATING OF EXECUTIVE BOARD MEETING LOCATIONS**

*Vincent Gallegos, Executive Director  
Allison McCarthy, Administrative Assistant  
(Task #100)*

Mr. Gallegos explained that the Executive Board meetings rotated among member agency locations in 2022. Expressed need for TAC assistance with each location’s audio/visual equipment to ensure good sound quality for those attending virtually.

Mr. Couch noted that the City of Prescott will no longer be using Zoom.

Mr. Gallegos requested commitment from the TAC members to provide assistance to CYMPO staff with audio/visual equipment. The TAC provided agreement by general consensus.

**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 has budgeted approximately \$200,000 for an Active Transportation Plan.

Ms. Stotler explained that an Active Transportation Plan examines multimodal forms of transportation, such as bicycle, pedestrian, equestrian, and e-bikes. Ms. Stotler reviewed key topics that will be included in the plan's scope of work, and explained that the project is anticipated to kick off in early summer 2023.

Mr. Gallegos explained that the intent is to capture the entire network, and provide recommendations for improvements.

Chairman Cherry suggested including prior studies performed in the scope of work.

Member Couch noted support for an Active Transportation Plan. Explained the City of Prescott is a bronze-level bicycle friendly community, and noted the benefits for the tourism economy.

Member Judy seconded Member Couch's comments. Noted that active transportation is an item in Prescott Valley's Strategic Plan.

Chairman Cherry inquired about the type of funding that will be used for the study. Mr. Gallegos responded that a combination of Transit Planning funds, Surface Transportation Block Grant funds, and Urbanized Transit funds have been set aside for the plan. Chairman Cherry inquired about the eligibility for Carbon Reduction Program funds to be used. Mr. Gallegos responded that Carbon Reduction Program funds are eligible, and if additional funds are added, the project scope could be expanded.

Ms. Stotler explained that staff is developing a list of key stakeholders with expertise related to the topics within the scope of work.

**11. TRANSIT UPDATE**

*Bryn Stotler, CYMPO Planner*

*(Task #400)*

Ms. Stotler provided an update of Yavapai Regional Transit ridership. Noted an increase of 32.25% in ridership over the last year. Also noted that Yavapai Apache Transit is intending to expand transit routes to western Yavapai County. The tribe is currently working on establishing transit stops with businesses in the area.

Member Judy noted that the Yavapai micro transit system provided 144 trips by week five after launching.

**12. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND 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 for the last seven years, CYMPO has worked with Sparklight (formerly Cable One) on a safe driving campaign that has focused on education about the dangers of distracted, aggressive, and impaired driving. Explained that the contract is up for a one-year renewal.

**MOTION**

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

**VOTE**

The vote on the motion was unanimous.

**13. UPDATE OF THE SUNDOG CONNECTOR DESIGN CONCEPT REPORT AND ENVIRONMENTAL OVERVIEW**

*Lindsay Post, CYMPO Planner  
(Task #200)*

Ms. Post explained that the Sundog Connector Design Concept Report & Environmental Overview (DCR & EO) is moving into the alternative design phase. Noted that the next Sundog Technical Advisory Committee (STAC) meeting is scheduled for November 9<sup>th</sup>. Also explained that staff has requested more information from the project consultant regarding a No-Build option.

**14. UPDATE OF THE SR69 URBANIZED CORRIDOR MASTER PLAN**

*Lindsay Post, CYMPO Planner  
(Task #200)*

Ms. Post noted that a Notice to Proceed for the SR69 Urbanized Corridor Master Plan was issued today, and explained that a kickoff meeting will be scheduled.

**15. ADOT LONG-RANGE TRANSPORTATION PROGRAM PRESENTATION**

*Lindsay Post, CYMPO Planner  
Jason James, ADOT MPD  
(Task #100)*

Mr. James provided a presentation regarding the ADOT Long-Range Transportation Plan. Noted that the plan will be adopted in May/June 2023.

**16. ADOT OFF SYSTEM BRIDGE PRESERVATION PROGRAM PRESENTATION**

*Lindsay Post, CYMPO Planner  
Mark Henige, ADOT LPA  
(Task #100)*

Mr. Henige provided a presentation regarding the ADOT Off System Bridge Preservation Program. Noted that a Call for Projects was issued on October 3<sup>rd</sup>. Explained that applications are due at the end of December, should be submitted through the respective Metropolitan Planning Organization (MPO) or Council of Government (COG). Selections will be made in February 2023.

**17. FEDERAL AND STATE UPDATES**

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

Mr. Henige noted potential Emergency Relief presentation at next TAC meeting.

B) ADOT Northwest District Office Report – *Andrew Roth, ADOT Northwest District*

Mr. Roth provided the following updates for projects in construction or design:

- 1) I-17 Anthem Way to McGuireville Rest Area broadband project has been completed,
- 2) Spot repairs on SR69 from Mayer to Dewey-Humboldt are complete, but friction course improvements have been postponed for the winter, due to weather conditions,
- 3) Pavement Preservation projects on SR89A from SR89 to Glassford Hill Road and from Glassford Hill Road to Coyote Springs Road has been postponed for the winter, due to weather conditions,
- 4) I-17 Sunset Point Rest Area Rehab project is in progress. Rest Area is currently closed, and a temporary rest area has been installed at the Badger Springs exit,
- 5) Bid Advertisement for the deck replacement on the I-17/SR169 Traffic Interchange is anticipated in December,
- 6) Bid Advertisement for the widening on SR69 from Prescott Lakes Parkway to Frontier Village is anticipated in December,
- 7) Bid Advertisement for the Pavement Preservation project on SR69 from Truwood Drive to Stoneridge is anticipated for the second quarter of fiscal year 2023,
- 8) Bid Advertisement for the SR69/SR169 Roundabout project is anticipated for second quarter of fiscal year 2024,
- 9) Bid Advertisement for the SR169 Grantwoods Parkway to I-17 Centerline Rumble Strip project is anticipated in the third quarter of FY23,
- 10) Centerline rumble strip installation on SR89 from Paulden to Ashfork is anticipated in fourth quarter of FY23.

## 18. ADJOURNMENT 3:09PM

### Upcoming Meetings:

November 16, 2022: Executive Board Meeting 3:00pm (Chino Valley)

November 18, 2022: State Transportation Board Meeting 9:00am (Wickenburg)

*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@yavapai.gov](mailto:Allison.McCarthy@yavapai.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@yavapai.gov](mailto:Allison.McCarthy@yavapai.gov) 72 horas antes de la reunión para solicitar adaptaciones razonables.*