



MEETING MINUTES

**Executive Board
Regular Meeting
Wednesday, March 15, 2023
3:00 PM**

**Hybrid (In-Person and Virtual)
Town of Dewey-Humboldt
Council Chambers
2735 S State Route 69
Dewey-Humboldt, Arizona**

The virtual option for this meeting will be held via Zoom Webinar:

**Members of the Public may register to join the webinar as an “attendee” clicking [here](#),
or by calling: 1-602-753-0140 , Meeting ID: 861 3560 6528, Passcode: 090025**

CYMPO Executive Board

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

1. CALL TO ORDER AND ROLL CALL

Member Knight attended the meeting virtually. All other members were present in-person.

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 JANUARY 18, 2023 EXECUTIVE BOARD REGULAR MEETING MINUTES

MOTION

Vice-Chair Hughes motioned to approve the January 18, 2023 Executive Board regular meeting minutes. Member Armstrong seconded the motion.

VOTE

The vote on the motion was unanimous.

6. EXECUTIVE DIRECTOR'S UPDATE

Vincent Gallegos, CYMPO Executive Director

Mr. Gallegos noted that CYMPO has recently provided presentations about CYMPO to each Member Agency's councils/boards. Also noted the State Transportation Board Meeting will be hosted in the Town of Prescott Valley on March 17th.

7. PENDING PROJECT UPDATES

Lindsay Post, CYMPO Planner

(Task #200)

Ms. Post provided an update on the State Route (SR) 69 Urbanized Corridor Master Plan. Explained that staff has worked with the project consultant, Kittelson & Associates, and has determined it will be beneficial to extend the scope of the project to include the two-mile stretch of SR69 between the intersections of SR169 and Main Street in Dewey-Humboldt.

Ms. Post explained that the consultant for the Sundog Connector Design Concept Report and Environmental Overview (DCR & EO) is collecting data to be included in the draft alternatives. Also noted the Project Assessment project is underway. Explained that the project will identify projects eligible for available grant funding.

8. TRANSIT AND MOBILITY UPDATE

Bryn Stotler, CYMPO Planner

(Task #402)

Ms. Stotler provided an update noting that the Yavapai micro transit ridership data reflects an increase of 41 percent. Secretary/Treasurer Goode inquired about current ridership numbers. Pedro Rodriguez, Transit Development Coordinator for the Town of Prescott Valley, responded that current ridership has reached 6,500 rides. Explained that 41% of rides are for employment, 8-9% are medical-related, 4-5% are education-related, 10-12% are shopping-related, and 30% of rides are provided to seniors. Secretary/Treasurer Goode inquired about monthly ridership figures. Mr. Rodriguez responded that weekly ridership is averaging 350-415 trips per week. Member Palguta inquired about how ridership is trending. Mr. Rodriguez responded trends are positive with an increase of 15-20 percent.

Secretary/Treasurer Goode inquired about at what point will additional capital investment be needed. Mr. Rodriguez responded that additional funding is needed now, and that New Horizons Disability Empowerment Center has assisted with use of additional vehicles. Secretary/Treasurer Goode inquired if it was expected to have reached this level of ridership so early on. Mr. Rodriguez responded that ridership levels were expected to reach the levels they are now closer to 9 months into the program.

Chairman Brown inquired about ridership destination trends. Mr. Rodriguez explained that most trips are near the Town of Prescott Valley Civic Center area, which includes Yavapai Regional Medical Center facilities. Chairman Brown inquired if requests are being made for rides outside of Prescott Valley. Mr. Rodriguez noted that drivers notify riders that they are unable to provide rides, and attempt to redirect constituents to other potential services. Chairman Brown inquired about what federal funds will be used for expansion into the City of Prescott. Mr. Gallegos explained that phase two of the Transit Implementation Plan outlines expansion into the City of Prescott.

Secretary/Treasurer Goode inquired about monthly operating expenses for Yavaline. Mr. Rodriguez responded monthly expenses are \$35,000, running 2.5 to 3 vehicles each day, Monday through Friday from 6:00am to 8:00pm.

Chairman Brown inquired if there is a charge for rides. Mr. Rodriguez explained that the charge per ride is \$2, and \$1 for specific groups, and that the income collected from fares is very minimal. Ms. Post explained that data reflects that fares for rides encourage better ridership behavior.

Ms. Post noted that Yavapai Regional Transit (YRT) continues to operate in the region. Chairman Brown inquired about YRT's plans for expansion. Tom Stults, Transit Manager for YRT responded that staff is proposing expansion into Paulden, and noted an increase in ridership for the year. Vice-Chair Hughes inquired about the expansion of transit services from the Yavapai Apache Tribe. Ms. Stotler explained that the Tribe is still seeking to expand and is currently working through the legal details.

9. REGIONAL SAFETY INITIATIVES UPDATE

Vincent Gallegos, CYMPO Executive Director

Bryn Stotler, CYMPO Planner

Sherri Hanna, Safe Driving Campaign

Mr. Gallegos explained that CYMPO is conducting a safety study in conjunction with MetroPlan of Flagstaff and Northern Arizona Council of Governments (NACOG). Noted that data will be evaluated between the years of 2017-2021. Explained that safety data will be provided specific to each municipality, as well as recommended improvements.

Ms. Stotler explained a survey for the plan is available for members of the public to submit through the end of April.

Mr. Gallegos explained that the safety plan will allow for CYMPO's member agencies to be in the position to pursue funding to address safety concerns identified in the plan.

Secretary/Treasurer Goode suggested comparing safety data of traffic signals versus roundabouts.

Chairman Brown inquired about where the data is derived. Mr. Gallegos explained that data is provided by a statewide database updated by law enforcement agencies.

10. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE ADVERTISEMENT OF THE REQUEST FOR PROPOSALS FOR THE ACTIVE COMMUNITY TRANSPORTATION – UNIFIED PLAN (ACT-UP)

Bryn Stotler, CYMPO Planner

(Task #402)

Ms. Stotler explained that the ACT-UP is a regional plan that will have a bicycle and pedestrian focus. Explained there will be a sub-focus on specific jurisdictions, and the plan will produce a list of actionable

projects by the end of the study. Noted that the budget for the plan is \$250,000, and that the plan will set up the region for pursuing future funding opportunities. Ms. Stotler noted that a public engagement plan will be large a component of the ACT-UP.

Ms. Stotler reviewed key topics included in the Scope of Work. Chairman Brown inquired if charter schools will be included in the plan. Ms. Stotler responded that staff expects to capture charter schools as well.

Ms. Stotler explained that staff is in the process of gathering a stakeholder list. Secretary/Treasurer Goode expressed support for the inclusion of charter schools.

Chairman Brown inquired about how many miles of sidewalk and bike lanes exist in each jurisdiction. Ms. Post noted that the ACT-UP will help identify what paths are commonly taken to address improvements in those areas. Mr. Gallegos noted that the plan will take inventory of existing facilities, and encouraged the Board's review and challenging of projects and solutions.

MOTION

Vice-Chair Hughes motioned to approve the advertisement of the Request for Proposals of the Active Community Transportation – Unified Plan (ACT-UP). Member Palguta seconded the motion.

VOTE

The vote on the motion was unanimous.

Secretary/Treasurer Goode noted the importance for spreading the word about surveys, and suggested announcements be made at respective council meetings.

11. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE THE TRANSIT PLANNING INTERGOVERNMENTAL AGREEMENT WITH THE TOWN OF PRESCOTT VALLEY

Bryn Stotler, CYMPO Planner

Allison McCarthy, Administrative Assistant

(Task #402)

Ms. Stotler explained that the Town of Prescott Valley is now a Direct Recipient of 5307 funding, and as a result, CYMPO is now eligible to apply for 5307 planning funds. Noted that the Intergovernmental Agreement (IGA) formalizes the agreement between CYMPO and the Town of Prescott Valley to pass through 5307 funds from the Town to CYMPO.

Member Palguta noted the opportunity to leverage funding that CYMPO would not normally be able to access. Secretary/Treasurer Goode inquired what initiatives will be funded with the 5307 dollars. Ms. Stotler responded that the IGA will allow CYMPO to access 5307 funds to include in planning projects that include the SR69 Urbanized Corridor Master Plan, the ACT-UP, and Coordinated Public Transit – Human Services Transportation Plan.

MOTION

Vice-Chair Hughes motioned to approve the Transit Planning Intergovernmental Agreement with the Town of Prescott Valley for the use of 5307 funds. Member Armstrong seconded the motion.

VOTE

The vote on the motion was unanimous.

12. INTRODUCTION OF SCOPE OF WORK FOR THE ENVIRONMENTAL NEEDS ASSESSMENT AND MITIGATION PLAN

Lindsay Post, CYMPO Planner

(Task #200)

Mr. Gallegos explained that for the next five years, CYMPO will receive \$186,000 in Carbon Reduction Program (CRP) funds annually.

Ms. Post reviewed the scope of work for the Environmental Needs Assessment and Mitigation Plan. Noted that existing studies, such as the ADOT Wildlife Collision Study will be incorporated into the study. Explained that staff anticipates advertisement of the project in May.

13. REVIEW AND DISCUSSION OF CYMPO LEGISLATIVE PROJECTS AND RTAC UPDATE

Vincent Gallegos, Executive Director

Kevin Adam, RTAC

(Task #200)

Mr. Adam was not present. Mr. Gallegos explained that the standalone bills specific for CYMPO projects are not moving forward. Explained that CYMPO's projects are, however, included in the RTAC ask. Noted that CYMPO's projects included in the RTAC bill include safety and capacity improvements on Glassford Hill Road between SR89 and Long Look Drive, and SR89 safety and capacity improvements between Road 3 North and Road 5 North. The total being requested for CYMPO projects is \$23 million.

14. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE AMENDMENT OF THE FY2022-2023 UNIFIED PLANNING WORK PROGRAM (UPWP)

Allison McCarthy, Administrative Assistant

(Task #100)

Ms. McCarthy reviewed modifications included in the proposed amendment, and explained that staff works closely with ADOT Finance and Yavapai County Finance to ensure compliance and the balancing of funds.

MOTION

Chairman Brown motioned to approve amendment to the FY22-23 Unified Planning Work Program. Vice-Chair Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

15. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE AMENDMENT OF THE FY2022-2026 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)

Allison McCarthy, Administrative Assistant

(Task #100)

Ms. McCarthy noted that the presented amendment has been developed in cooperation with ADOT and Yavapai County Finance.

Mr. Gallegos noted that CYMPO was awarded Congressionally Directed Spending dollars to fund the SR89A Design Concept Report (DCR) to address future safety and capacity improvements.

MOTION

Vice-Chair Hughes motioned to approve amendment of the FY22-26 Metropolitan Transportation Improvement Program. Chairman Brown seconded the motion.

VOTE

The vote on the motion was unanimous.

16. REVIEW AND DISCUSSION OF THE DRAFT FY2024 – 2025 UNIFIED PLANNING WORK PROGRAM (UPWP)

Vincent Gallegos, Executive Director

Allison McCarthy, Administrative Assistant

(Task #100)

Mr. Gallegos reviewed the content of the draft FY2024-2025 Unified Planning Work Program. Explained that each of CYMPO's member agencies are responsible to cover matching dollars in proportion to each respective jurisdiction's population. Noted that in-kind time is collected and used to meet the matching fund requirements as much as possible.

17. ADOT NORTHWEST DISTRICT REPORT

Anthony Brozich, Administrator

Mr. Brozich provided the following updates:

- 1) Three Highway Safety Improvement Program (HSIP) eligibility letters received for three projects:
 - a. SR 69, Lee Blvd to Walker Rd, Raised Median and Acceleration Lane (FY 24 Design / FY 25 Construction)
 - b. SR 89, MP 339.65 to MP 337.95, SB Passing Lane (FY 24 Design / FY 25 Construction)
 - c. SR 89, MP 349.5 to MP 351.0, NB Passing Lane (FY 24 Design / FY 26 Construction)

Projects in Construction:

1. I-17 Anthem Way to McGuireville Broadband project wrapping up
2. SR 69 Big Bug 4 to Poland Junction pavement spot repairs in winter shutdown
3. SR 89A: SR 89 to Glassford Hill Road pavement repair in winter shutdown
4. SR 89A: Glassford Hill Road to Coyote Springs Road pavement repaid in winter shutdown
5. I-17: Sunset Point Rest Area project is wrapping up
6. I-17 at SR169 Traffic Interchange deck replacement to begin work in April 2023
7. I-17 Anthem Way to Sunset Point additional information available at <http://improvingi17.com/>

Projects in Design:

- 1) Consultant selected for Pavement Preservation project on SR69 from Truwood Drive to Stoneridge,
- 2) Bid Advertisement for the widening on SR69 from Prescott Lakes Parkway to Frontier Village is fourth quarter of FY23,
- 3) Bid Advertisement for the SR169 Grant Woods Parkway to I-17 Centerline Rumble Strip project is anticipated in the fourth quarter of FY23,
- 4) Centerline rumble strip installation on SR89 from Paulden to Ashfork is anticipated in fourth quarter of FY23,
- 5) Bid Advertisement for the SR69/SR169 Roundabout project is anticipated for second quarter of fiscal year 2024.
6. Bid advertisement for northbound turn lane at Little Ranch Road anticipated for 4th quarter of fiscal year 2024.

18. STATE TRANSPORTATION BOARD REPORT

Gary Knight, ADOT District 6 Representative

Member Knight noted projects to be included on the agenda for the upcoming State Transportation Board meeting: 1) SR69 Cortez Junction Truwood Drive to Stoneridge Drive recommended to be awarded to

PaveCo., 2) New project for SR96 MP10 Santa Maria Bridge deck rehabilitation, 3) Cornville Road, Tissaw Road to Beaver Head Flat Road to widen existing shoulders and install rumble strips. Recommended to be awarded to Earth Resources Corporation.

19. ADJOURNMENT 4:42PM

Upcoming Meetings:

March 17, 2023: State Transportation Board Meeting 9:00am (Prescott Valley)

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 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 72 horas antes de la reunión para solicitar adaptaciones razonables.