



MEETING MINUTES

**Technical Advisory Committee (TAC)
Regular Meeting
Wednesday, May 10, 2023
1:00 PM**

**Hybrid (In-Person and Virtual)
Yavapai County Public Works
Ready Room & Emergency Operations Center
1100 Commerce Drive, Prescott, AZ**

The virtual option for this meeting will be held via Microsoft Teams Webinar:
Members of the Public may join the webinar as an “attendee” clicking [here](#),
or by calling: 1-602-753-0140, Webinar ID: 835 6534 4988, Passcode: 046897

CYMPO Technical Advisory Committee

Chair	Dan Cherry, Yavapai County
Vice-Chair	John Hughes, Town of Dewey-Humboldt
Member	Frank Marbury, Town of Chino Valley
Member	Gilbert Davidson, Town of Prescott Valley
Member	Ian Mattingly, City of Prescott
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 Bondoc attended the meeting virtually. Ms. Heather Ruder was present as the new TAC representative for the Town of Prescott Valley. No representation from the Prescott National Forest was present.

Meeting Guidelines:

A reminder to those attending the meeting telephonically, please keep your phone on mute until it is your turn to speak.

Members of the public desiring to address the Committee are subject to the following: The decision to allow a member or members of the public to speak is left to the discretion of the Chair, a person may only speak if called upon by the Chair; speaking is limited to 3 minutes; the chair may limit the number of speakers; a speaker shall not be disruptive nor shall the speaker be disrespectful towards the Chair, the Committee or others; and, except during the call to the public, a speaker may only address the specific agenda item then being discussed. The Chair may terminate a person’s speaking time for violation of any of the foregoing.

Committee and Audience members shall not engage in disruptive behavior during a meeting, including speaking when it is not his/her time to speak. A person may be ejected from the meeting for violation of this guidance.

2. 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.

- 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*. 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. TAC members shall not discuss or take action on matters raised during the call to the public. The TAC may direct staff to study the matter or direct that matter be rescheduled for consideration at a later date.*

No comments were provided.

4. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE MARCH 2, 2023 REGULAR MEETING MINUTES OF THE TECHNICAL ADVISORY COMMITTEE (TAC)

MOTION

Vice-Chair Hughes motioned to approve the March 2, 2023 regular meeting minutes of the Technical Advisory Committee. Member Roth seconded the motion.

VOTE

The vote on the motion was unanimous.

5. EXECUTIVE DIRECTOR’S UPDATE

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

Mr. Gallegos introduced Heather Ruder as the new Public Works Director for the Town of Prescott Valley. Also announced that the state budget has been tentatively issued by the governor. Noted that the Town of Prescott Valley will receive \$9.9 million for the widening of Glassford Hill Road between SR89A and Long Look Drive. Noted that the pursuit of funding for SR89 improvements between Road 3 North to 5 North was not successful. Mr. Gallegos noted that RTAC intends to pursue state legislative funding for one additional year.

Member Marbury commented that improvements to SR89 will remain a priority.

Mr. Gallegos noted that the kickoff meeting for the SR89/SR89A On-Ramps project took place earlier today.

6. PENDING PROJECT UPDATES

Lindsay Post, CYMPO Planner

(Task #200)

- Sundog Connector Design Concept Report & Environmental Overview
- State Route 69 Urbanized Corridor Master Plan

Ms. Post explained that the project consultant for the Sundog Connector Design Concept Report & Environmental Overview (DCR & EO) has created 8 alternatives for the City of Prescott, Town of Prescott Valley, and Yavapai County to consider. Explained that a pared down list of alternatives will be provided at the next Stakeholder meeting for consideration. Noted that the next Stakeholder meeting has been tentatively scheduled for May 24th at 1:00pm. Noted that a newsletter will be disseminated with information related to the project, and that the next Sundog Technical Advisory Committee (STAC) meeting will be scheduled in the future.

Mr. Reilly, member of the public, provided comment regarding the necessity of the Sundog Connector corridor due to anticipated future housing developments in the surrounding area.

Mr. Feldmeyer, member of the public, provided comment regarding the long-term planning of the Sundog Connector corridor. Also noted the unlikelihood that SR69 will receive improvements in the near future due to lack of funding.

Ms. Post provided an update SR69 Urbanized Corridor Master Plan. Noted that the goal of the plan is to produce a prioritized list of segmented safety and capacity improvements throughout the corridor. Also noted that the Sundog DCR &EO will be completed near the same time the SR69 Master Plan. Explained that Kittelson & Associates, the consultant for SR69 Master Plan project, is collecting data related to future developments that will affect the transportation network.

7. TRANSIT AND MOBILITY UPDATE

Bryn Stotler, CYMPO Planner

(Task #402)

Ms. Stotler introduced Mr. Rodriguez as the Transit Coordinator for the Town of Prescott Valley. Mr. Rodriguez reviewed ridership data for the Yavapai micro transit system, noting that ridership levels are higher than originally expected. Explained that the Town of Prescott Valley has implemented Phase 1 of the Transit Implementation Plan, and that Phase 2 would extend service into the City of Prescott.

8. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL TO CONDUCT A ROADWAY SAFETY ANALYSIS (RSA) FOR SR89A

Vincent Gallegos, Executive Director

(Task #100)

Mr. Gallegos explained that staff met with ADOT, DPS, and a concerned member of the public regarding safety concerns on SR89A between the SR89A/Robert Road interchange and the base of Mingus Mountain. Explained that crash data shows there have been 66 crashes and 3 fatalities on the corridor. Mr. Gallegos noted safety concerns consist of rate of speed, visibility, and need for shoulder improvements. Explained that CYMPO has available Highway Safety Improvement Program (HSIP) funding that would be eligible to fund a Roadway Safety Assessment (RSA). Noted that an RSA would provide a deeper analysis of the corridor to identify improvements, and inquired of the TAC's interest/support in pursuing an RSA for the corridor. Mr. Gallegos also noted that CYMPO has met with ADOT, and due to limited resources, the ADOT Northwest District will be unable to contribute financially to an analysis of this kind.

Chairman Cherry inquired how a consultant would be solicited for the project. Mr. Gallegos suggested using the CYMPO On-Call list.

Member Mattingly inquired if the RSA was previously identified in an existing safety study, or if it will be included in the current safety study that is taking place now. Mr. Gallegos responded that the project will be included in the current safety study, and clarified that the RSA will provide greater detail than the regional safety plan in regard to safety issues.

Member Mattingly inquired if the project area was prioritized as a location to focus on for ADOT. Member Roth responded that the project area was not included in ADOT’s latest round of Corridor Profile Studies.

Chairman Cherry inquired if the project area was evaluated during CYMPO’s last HSIP data analysis project. Mr. Gallegos responded yes, the data was included in the data evaluation.

Member Marbury noted potential for pull-off areas on Mingus Mountain to reduce the queuing of traffic. Mr. Gallegos noted that the CYMPO boundary ends at the Forest boundary, but explained that the TAC could recommend looking at improvements beyond the CYMPO boundary.

Member Mattingly inquired if ADOT supports this project becoming a priority. Mr. Gallegos responded that in regional cooperation, and acknowledging ADOT’s limited resources, CYMPO has the ability to evaluate the project with regional resources. Member Roth explained that the latest Corridor Profile Studies focused on heavy ADA routes, and as a result, the project area being discussed was not included in the evaluation that identifies priority projects for potential funding.

MOTION

Vice-Chair Hughes motioned to recommend the Executive Board approve conducting a Roadway Safety Analysis for State Route 89A and possible expansion into NACOG. Chairman Cherry seconded the motion.

VOTE

The vote on the motion was unanimous.

9. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL TO ASSIST MEMBER AGENCIES IN PURSUING SAFE STREETS FOR ALL (SS4A) FUNDING

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

Mr. Gallegos explained that the SS4A program is a funding opportunity made available through the Bipartisan Infrastructure Law (BIL) for the next five years. Noted that a possible way forward would be for CYMPO to hire a consultant to perform data analysis and prepare SS4A applications for respective Member Agencies. Noted that the cost of one application is estimated to be \$17,000, and each municipality is limited to one application.

Chairman Cherry inquired about the stated requirement to have a Plan in place in order to pursue an SS4A grant funding. Mr. Gallegos confirmed that an Action Plan is a requirement, and that CYMPO’s safety plan can serve as the region’s Action Plan. Member Ruder explained that the Town of Prescott Valley is utilizing SS4A funds to conduct an Action Plan.

Member Bondoc noted that the deadline to apply for SS4A funding is July 10, 2023.

Ms. Post provided a presentation about the SS4A application process.

Chairman Cherry inquired about the timeline to have an application submitted by July 10th. Mr. Gallegos noted that the timeline would be tight, but achievable. Chairman Cherry inquired if the TAC is aware of any projects that would be eligible for SS4A funding. Member Marbury inquired if projects would have to contain a multimodal element. Mr. Gallegos clarified that projects are not limited to multimodal. Member Marbury inquired if the equity analysis would be conducted by a consultant. Mr. Gallegos confirmed yes.

Member Bondoc explained that the directive from the Federal Highway Administration (FHWA) is that federal projects cannot be pursued with federal funds.

Chairman Cherry inquired if the ACT-UP project would be completed in time to pursue funding opportunities through the SS4A during next year's cycle. Ms. Stotler responded that the highest-scoring consultant for the ACT-UP has outlined an 18-month project schedule to be able to address the robust scope of work, and anticipates that the ACT-UP will be completed after the next year's SS4A application cycle.

Member Mattingly inquired about the ability for CYMPO to assist the City of Prescott in generating an SS4A application. Mr. Gallegos noted the possibility for sharing in the cost of conducting data collections and application with the City of Prescott. Mr. Gallegos suggested that CYMPO and the City of Prescott follow up to look into the potential for an Action Plan.

MOTION

Member Mattingly motioned to recommend that CYMPO staff work with City of Prescott staff to look into the potential use of CYMPO funds to pursue Safe Streets for All (SS4A) funding, while adhering to legal restrictions. Chairman Cherry seconded the motion.

VOTE

The vote on the motion was unanimous.

10. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE FY2024 – 2025 UNIFIED PLANNING WORK PROGRAM (UPWP) AND THE GRANT AGREEMENT WITH THE STATE OF ARIZONA

Vincent Gallegos, Executive Director

Allison McCarthy, Administrative Assistant

(Task #100)

Mr. Gallegos presented two additional staff positions within CYMPO. Explained that one position is needed in order to address increasing administrative duties, as well as assist CYMPO in pursuing grant opportunities.

Mr. Gallegos explained that the second position would be called a Transit Development Manager, and its primary duties would be to develop partnerships within the region and to raise required match funding necessary in order to access apportioned transit funding for a regional system. Member Marbury inquired if this position would provide assistance to the existing transit service, Yavapai Regional Transit, as well. Mr. Gallegos confirmed, yes.

Mr. Gallegos reviewed anticipated match funding responsibility for fiscal year 2024 among CYMPO's Member Agencies. Also reviewed the Grant Agreement between CYMPO and the State of Arizona.

MOTION

Member Marbury motioned to approve the FY2024-2025 Unified Planning Work Program and Grant Agreement with the State of Arizona. Vice-Chair Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

11. REVIEW AND DISCUSSION OF THE ENVIRONMENTAL NEEDS ASSESSMENT SCOPE OF WORK

*Lindsay Post, CYMPO Planner
(Task #500)*

Ms. Post reviewed the draft scope of work for the Environmental Needs Assessment, and explained that the plan will address strategy for carbon reduction, as well as establish policies and procedures for the Ecosystem Connectivity Mitigation Advisory Committee (EMAC). Noted that the project will be solicited using the CYMPO On-Call list.

Chairman Cherry inquired about the project budget. Mr. Gallegos responded that the CYMPO Executive Board has approved a budget of \$75,000.

12. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE SELECTION OF CONSULTANT FOR THE ACTIVE COMMUNITY TRANSPORTATION – UNIFIED PLAN (ACT-UP)

*Bryn Stotler, CYMPO Planner
(Task #402)*

Ms. Stotler explained that three submittals were received in response to the Request for Proposals for the ACT-UP. Noted that Kittelson & Associates scored the highest, followed by CivTech, and Stanley Consultants.

MOTION

Chairman Cherry motioned to recommend the Executive Board approve the selection of Kittelson & Associates as project consultant for the Active Community Transportation – Unified Plan. Vice-Chair Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

13. FEDERAL AND STATE UPDATES

A) ADOT Local Public Agency (LPA) Update - *Mark Henige, ADOT LPA*
No update was provided.

B) ADOT Northwest District Office Report – *Andrew Roth, ADOT Northwest District*
Member Roth provided updates on projects taking place within the ADOT Northwest District office.

SEE ATTACHMENT A for updates

C) ADOT Multimodal Planning Division (MPD) Update - *Myrna Bondoc, ADOT MPD*

Member Bondoc explained that the results of the ADOT Long Range Transportation Plan will be presented to State Transportation Board at the end of the month. The Planning to Programming (P2P) for FY25-29 deadline has passed, but any additional projects may be submitted to the ADOT Northwest District.

14. ADJOURNMENT 3:09PM

Upcoming Meetings:

May 17, 2023: Executive Board Meeting 3:00pm (Dewey-Humboldt)

May 19, 2023: State Transportation Board Meeting 9:00am (Gilbert)

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.

Attachment A

CYMPO TAC

May 10, 2023

ADOT Northwest District Update

Information

1. Emergency Pavement Repairs (\$50.5m Statewide): being performed under Procurement contracts thru the Maintenance Units.

Projects in Construction / Maintenance

1. F0429 I-17 Anthem Way to McGuireville Rest Area (Broadband)
 - a. Awarded 10/15/21: Kiewit Infrastructure West Co.
 - b. Punch list items remaining
2. F0451 SR 69 Truwood Dr to Stoneridge Dr
 - a. 3" Mill and Replace
 - b. ADA ramp work on-going
 - c. Mill & pave starts night of 05/07
3. F0407 SR 69 Big Bug 4 to Poland Jct (Mayer:Onyx Dr to D-H: Main St)
 - a. Awarded 03/18/22: AP&S
 - b. Completed spot repairs
 - c. Project in winter shutdown (AR-ACFC)
4. F0409 SR 89A Glassford Hill Rd to Coyote Springs Rd
 - a. Awarded 04/15/22: AP&S
 - b. AR-ACFC replacement
 - c. Project in winter shutdown (AR-ACFC)
5. F0465 SR 89A: SR 89 to MP322 (GHill Rd)
 - a. Awarded 06/15/22: Paveco, Inc.
 - b. AR-ACFC replacement and spot repair
 - c. Completed spot repairs
 - d. Project in winter shutdown (AR-ACFC)
6. F0258 I-17 Sunset Point Rest Area
 - a. Awarded 05/20/22: Haydon Bldg. Corp.
 - b. 308 calendar days (±Apr 2023)
 - c. Parking lot repaving complete
 - d. Final striping end May
 - e. Restroom tiling on-going
 - f. Fixtures by end of May
 - g. Antic. opening July (pending ADEQ approvals for water and sewer systems)
7. F0294 I-17 at SR 169 TI UP
 - a. Deck Replacement
 - b. Awarded 01/20/2023
 - c. SEMA Construction, Inc. & Subsidiaries (\$2,894,678.63 / Dept. Estimate \$2,938,495.05 / -1.49%)
 - d. WB ½ of bridge deck placement antic. end of May
8. H6800 I-17 Anthem Way to Sunset Pt
 - a. 3rd lane and Flex Lanes
 - b. <http://improvingi17.com/>

Projects in Design

1. H8739 SR 69 Prescott Lakes Pkwy to Frontier Village
 - a. Widening (3rd lanes & raised median)
 - b. Utility Relocations - ongoing
 - c. Antic. Bid Advertise - 4th Qtr FY 23
2. F0512 SR 169 Grant Woods Pkwy to I-17
 - a. Centerline Rumble Strips
 - b. Antic. Bid Advertise - 4th Qtr FY 23
3. F0519 SR 89 MP 339-363 (Paulden to Ash Fork)
 - a. Centerline Rumble Strips
 - b. Antic. Bid Advertise - 4th Qtr FY 23
4. F0288 SR 69 at SR 169 Roundabout - District Minor project
 - a. Design project without corresponding construction funding
 - b. 2023 Legislative budget added \$1.5m
 - c. Antic. Bid Advertise - 2nd Qtr FY 24
5. F0565 SR 89 at Little Ranch Rd
 - a. Stage II (30%) submittal review
 - b. Antic. Bid Advertise: 4th Qtr FY 24