



MEETING MINUTES

**Executive Board
Regular Meeting
Wednesday, September 20, 2023
3:00 PM**

**Hybrid (In-Person and Virtual)
Town of Prescott Valley
Prescott Valley Library Auditorium
7401 E. Skoog Blvd
Prescott Valley, AZ**

***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: 837 8265 2251, Passcode: 511238***

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

The meeting was called to order by Chairman Brown 3:00pm. Member Knight attended the meeting virtually. All other members were present in person.

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. PLEDGE OF ALLEGIANCE

3. TITLE VI POLICY

*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.

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

No comments were made.

5. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE JUNE 21, 2023 EXECUTIVE BOARD REGULAR MEETING MINUTES

MOTION

Vice-Chair Hughes motioned to approve the June 21, 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 introduced the new CYMPO staff, Desi Zurcher (Program Coordinator), Leslie Contreras (Planner), and Michael Lamar (Regional Development Manager).

Mr. Gallegos extended an invitation to the Ribbon Cutting ceremony for the State Route 69 preservation project. He highlighted State Legislative Representative Nguyen (District 1) for his championship of funding for the project. The Ribbon Cutting ceremony is scheduled for 3:00pm on Tuesday, October 3, 2023, at the Event Spot in Prescott Valley.

Mr. Gallegos discussed the upcoming 2023 AZ Rural Transportation Summit, scheduled for October 18-19, 2023, in Yuma. He shared current registration list, encouraged registration, and explained the event. He noted that attendance is usually around 200-250, largely comprised of elected officials, and the goal is to bring awareness and advocacy for rural areas outside of Maricopa and Tucson. Mr. Gallegos shared that our financial ask of the Legislature at the Summit will be \$33M on behalf of the regional partners. Mr. Gallegos also shared that the 2024 Rural Summit will tentatively be held in Prescott and that this opportunity will be discussed further at this meeting.

Mr. Gallegos shared that CYMPO was recognized by the Prescott Valley Chamber of Commerce as the Organization of the Year. Mr. Gallegos acknowledged Mayor Palguta and the Executive Board for this recognition.

CYMPO was acknowledged at the event for the \$9.9M received for improvements on Glassford Hill Road that will increase capacity, as well as the bicycle-pedestrian plan.

Chair Brown requested additional discussion about the 2023 Rural Transportation Summit (RTS) in Yuma. Mr. Gallegos shared some history of the RTS and said that the mission of the RTS is to bring awareness of the transportation needs of rural Arizona. -He said the Summit is the opportunity for rural Arizona to seek \$400M in funding from the State Legislature for various transportation projects, and he discussed the three projects that will be focused on for the CYMPO region. Secretary/Treasurer Goode requested the list of registered attendees for the Summit.

7. CONSIDERATION AND POSSIBLE ACTION TO HOST THE 2024 ARIZONA RURAL TRANSPORTATION SUMMIT

Vincent Gallegos, CYMPO Executive Director

Mr. Gallegos said that the responsibility for hosting the Rural Transportation Summit has fallen on the various Metropolitan Planning Organizations (MPOs) and Councils of Government (COGs) around the State. The RTS has been hosted in Prescott roughly five times before, the last time in 2017, and the Summit rotates around the State. The Flagstaff MPO was scheduled to host in 2024 but has conflicts and had to pass on the opportunity. CYMPO will have the opportunity to set the agenda and bring attention to our region, while bringing economic value with an anticipated 250 attendees. CYMPO is tentatively working with the Prescott Resort for the location of the Summit.

MOTION

Chair Brown motioned to approve CYMPO hosting the 2024 Arizona Rural Transportation Summit. Secretary/Treasurer Goode seconded the motion.

VOTE

The vote on the motion was unanimous.

8. DISCUSS STATE TRANSPORTATION BOARD DISTRICT 6 (GARY KNIGHT) TERM EXPIRATION AND APPOINTMENT PROCESS

Vincent Gallegos, CYMPO Executive Director

Member Knight said that his term officially expires January 2024, and it is Mohave County’s turn to provide an appointee for the seat. Several applications have already been received. He explained the application process and said that the process is lengthy.

Mr. Gallegos introduced Nancy Campbell, a candidate for State Transportation Board District 6. Ms. Campbell shared an application presentation to the EB and highlighted her experience. She noted that this is the first time in 18 years that Mohave County will have a representative on the State Transportation Board. Ms. Campbell requested support and letters of support/recommendation. Chair Brown and Vice Chair Hughes thanked her for her presentation. No action was taken on this item.

9. REGIONAL DEVELOPMENT UPDATES

Vincent Gallegos, Executive Director

Michael Lamar, Regional Development Manager

(Task #402)

Mr. Gallegos introduced CYMPO Regional Development Manager Michael Lamar and highlighted this new role with CYMPO. He discussed the growing microtransit systems in the region, citing Yavapai Regional Transit (YRT) and YavaLine. He discussed CYMPO’s ability bring standalone transportation providers like YRT and YavaLine together to improve services and funding. He also discussed other specific providers, such as US Vets,

etc. and the desire to help with their services. He said that he has engaged the leadership at Prescott College, Yavapai College and Embry Riddle Aeronautical University regarding how transit can aid their student and employee populations, and added that there may be consideration for higher education-specific service.

Mr. Lamar discussed ridership trends from YavaLine which, without much advertising, has had around 16k rides annually in its first year of service. He said that 40% of YavaLine riders are using the service to get to employment, and 23% are using it for shopping. Demographics show that working age adults are the primary users of YavaLine at 51%.

Mr. Lamar discussed regional trail connectivity and cited an opportunity for CYMPO to facilitate connections for these types of infrastructure improvements.

Chair Brown returned the discussion to transit, and Secretary/Treasurer Goode inquired about the current cost per rider. It was noted that Yavapai Regional Transit (YRT) has a per-rider cost of \$28 and does not currently charge a fee to the riders. YavaLine has a per-rider cost of approximately \$45 and does charge a small fee for riders. It was also discussed that the Arizona Department of Transportation (ADOT) and the Federal Transit Administration (FTA) both offer grants for transit. It was noted that YRT currently has a fixed route, while YavaLine is on-demand and provides a ride for the full length of the trip. Chair Brown noted that he is supportive of economic partners, such as the hospital, hotels, schools, etc.

10. PENDING PROJECT UPDATES

*Bryn Stotler, CYMPO Planner
(Task #200)*

Ms. Stotler provided updates on the Sundog Connector Design Concept Report & Environmental Overview (DCR & EO). She shared that the next public Open House will be held on September 28, 2023, in Prescott Valley at the Event Spot, beginning at 4:00pm.

She provided an update on the State Route 69 Urbanized Corridor Master Plan and said that the background traffic modeling is underway. She also said that the consultant conducting the study, Kittelson & Associates, will have a team that will be driving and photographing the corridor. She noted that the study area is from the SR89/SR69 interchange in Prescott through all of Dewey-Humboldt, which is 17 miles.

Ms. Stotler discussed the Active Community Transportation-Unified Plan (ACT-UP) and said that the project is in the data collection phase. A draft network of existing bike-ped facilities in the region is currently being compiled. There will be a public kickoff for ACT-UP later this fall. She noted that other parts of the study will include access to recreational amenities.

Ms. Stotler provided an update on the CYMPO boundary expansion study. She said that project consultant, Kimley Horn, is currently compiling population data based on census tracts and creating boundary concepts. She said that the Northern Arizona Council of Governments (NACOG) is a part of the study, since a boundary expansion will impact NACOG's transportation planning as well. She noted that it is the goal to present the boundary expansion information at the January Strategic Planning Retreat.

11. RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) UPDATE

*Vincent Gallegos, Executive Director
Kevin Adam, RTAC
(Task #200)*

* This item was moved to #12 *

Kevin Adam, Rural Transportation Liaison for the Rural Transportation Advocacy Council (RTAC), provided an update. Mr. Adam said that the legislative agenda for the upcoming year is in progress, and he said that central to the agenda will be the revenue outlook and what legislators have to work with. He said there will not be a substantial balance in reserves that was built over the past few years as a response to the pandemic, and the reliance will be on future revenue collections. He is optimistic that the legislature will still have a balance to work with this year, and it will be RTAC's goal for those funds to go toward infrastructure. The RTAC bill will articulate needs and demand, improvements, and additional funding to the Smart Fund. The Smart Fund is State money that local jurisdictions can use to help them prepare applications, prepare a project to get it up to federal aid standards, and also potentially use it to satisfy all or part of a local match component required as a part of federal grants. He noted that federal funding is probably the best opportunity for funding in the next few years.

Mr. Adam said that ADOT has released their 2050 long-range plan, which paints a disturbing picture for the revenue-to-needs gap. He stated that, outside the state highway system at areas where ADOT has some stewardship ability, the infrastructure needs exceed \$230B with only \$69B available, which does not include gaps in local road networks. There have been some encouraging revenue increases over the past few years, but they are temporary and not long-term solutions.

12. REVIEW AND DISCUSSION OF THE SCOPE OF WORK FOR THE 2050 REGIONAL TRANSPORTATION PLAN (RTP)

*Vincent Gallegos, Executive Director
(Task #200)*

* This item was moved to #11 *

Mr. Gallegos discussed the draft Scope of Work outline for the Regional Transportation Plan (RTP). The RTP is a 25-year plan required by the federal government that is updated every 5 years. He stated that the regional members of CYMPO and their staff are the authors of the RTP through the General Plans, existing studies and things we work on together. He explained that the RTP looks at existing and projected population, projected development, and the movement of people, goods and services. He said he is seeking input today, but also noted that he will be back in November to request approval for a Request for Proposals (RFP) for the planning process. He said the process will take about a year and half and roughly \$300k to complete. Mr. Gallegos said that he wants to fully engage the public, and it was important to recognize that not all people work with technology. He said that the traffic model in Task 4 is at the heart of the RTP. He discussed the rest of the outline and cited that the new RTP will cover 2025-2050.

Member Palguta suggested that comments be submitted individually after an opportunity to review the Scope of Work.

13. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE AMENDMENT OF THE FY22-26 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)

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

Ms. McCarthy shared that whenever funding is moved, the Metropolitan Transportation Improvement Program (MTIP) must be amended and provided information on the amendments being requested.

MOTION

Vice-Chair Hughes made a motion to approve amending the FY2022-2026 CYMPO Metropolitan Transportation Improvement Program (MTIP) as presented. Member Armstrong seconded the motion.

VOTE

The vote on the motion was unanimous.

14. ADOT NORTHWEST DISTRICT REPORT

Anthony Brozich, ADOT Northwest District Administrator

The updates presented by Mr. Brozich are attached at the end of this record.

15. STATE TRANSPORTATION BOARD REPORT

Gary Knight, ADOT District 6 Representative

Member Knight provided an update from the State Transportation Board. He discussed the economic strengths projects that are reviewed every year. He said that total funding available was \$1.3M with nine applicants. He said that the Town of Camp Verde applied for \$500k and the State Transportation Board awarded the entire amount toward the Town's project on State Route 260 and Dickenson Road drainage project, which is intended to open opportunity zone land, protect the Town's main water line and mitigate risk flooding. He noted that there were three other awards, the Cities of Flagstaff, Coolidge, and Maricopa. He said that the program will have \$1M in available funding next year.

16. OPTIONAL ADJOURNMENT INTO EXECUTIVE SESSION

The Executive Board **will** vote to hold an **EXECUTIVE SESSION**, which will not be open to the public, pursuant to A.R.S. 38-481.03(A) (1) and is for discussion and/or consideration of performance evaluation of the CYMPO Executive Director, Vincent Gallegos.

Craig L. Brown, CYMPO Chair
(Task #100)

MOTION

Vice-Chair Hughes made a motion to adjourn into Executive Session. Member Palguta seconded the motion.

VOTE

The vote on the motion was unanimous.

17. RECONVENE FROM EXECUTIVE SESSION

Discussion and possible action regarding performance evaluation of the CYMPO Executive Director, Vincent Gallegos.

MOTION

Chairman Brown motioned to approve Vinny Gallegos' performance evaluation as discussed, and to approve a 5% salary increase. Vice-Chair Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

18. ADJOURNMENT

The meeting was adjourned at 4:59pm.

Upcoming Meetings:

October 2, 2023: Executive Board Study Session 3:00pm (Yavapai County BOS Meeting Room)

October 5, 2023: Technical Advisory Committee Meeting 1:00pm (**canceled**)

October 18, 2023: Executive Board Meeting 3:00pm (**canceled**)

October 18-19, 2023: Rural Transportation Summit (Yuma)

October 20, 2023: State Transportation Board Meeting 9:00am (Yuma)

November 7, 2023: Technical Advisory Committee Meeting 1:00pm

November 15, 2023: Executive Board Meeting 3:00pm (Prescott)

November 17, 2023: 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@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 72 horas antes de la reunión para solicitar adaptaciones razonables.

**CYMPO Executive Board
September 20, 2023
ADOT Northwest District Update**

Information

1. SR 89 Truck Route Signage

Projects in Construction / Maintenance

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| <p>1. F0451 SR 69 Truwood Dr to Stoneridge Dr</p> <ul style="list-style-type: none">a. Awarded 03/17/2023: Paveco, Inc.b. Final striping testedc. Replace survey monument frames and covers (Lake Valley Dr) <p>2. F0407 SR 69 Big Bug 4 to Poland Jct (Mayer:Onyx Dr to D-H: Main St)</p> <ul style="list-style-type: none">a. Awarded 03/18/22: AP&Sb. Fog coat - week of 09/18c. Final striping Sept 24-Oct 06 (night) <p>3. F0409 SR 89A Glassford Hill Rd to Coyote Springs Rd</p> <ul style="list-style-type: none">a. Awarded 04/15/22: AP&Sb. Fog coat - week of 09/18c. Final striping Sept 24-Oct 06 (night) | <p>4. F0465 SR 89A: SR 89 to MP322 (GHill Rd)</p> <ul style="list-style-type: none">a. Awarded 06/15/22: Paveco, Inc.b. Final striping Oct 10-11 <p>5. F0258 I-17 Sunset Point Rest Area</p> <ul style="list-style-type: none">a. Awarded 05/20/22: Haydon Bldg. Corp.b. Punch List items <p>6. F0294 I-17 at SR 169 TI UP</p> <ul style="list-style-type: none">a. Deck Replacementb. Awarded 01/20/2023c. SEMA Construction, Inc. & Subsidiaries (\$2,894,678.63 / Dept. Estimate \$2,938,495.05 / -1.49%)d. WB half of bridge deck replacement ongoing <p>7. H6800 I-17 Anthem Way to Sunset Pt</p> <ul style="list-style-type: none">a. 3rd lane and Flex Lanesb. http://improvingi17.com/ |
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Projects in Design

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| <p>1. F0512 SR 169 Grant Woods Pkwy to I-17</p> <ul style="list-style-type: none">a. Centerline Rumble Stripsb. Project advertised for bids 05/17/2023c. Bids opened 07/14/2023d. ALB: Hawk Contracting, LLC. (\$347,347.00 / Dept. Estimate \$252,605.80 / +37.51%)e. All bids rejected 08/18/2023 <p>2. H8739 SR 69 Prescott Lakes Pkwy to Heather Heights</p> <ul style="list-style-type: none">a. Utility Relocations - completeb. Bids opened 09/15/2023c. ALB: Asphalt Paving & Supply, Inc. (\$9,191,665.90 / Dept. Estimate \$8,250,803.20 / +11.40%) | <p>3. F0519 SR 89 MP 339 to 363 (Paulden to Ash Fork)</p> <ul style="list-style-type: none">a. Centerline Rumble Stripsb. Bid opening 01/05/2023 <p>4. F0288 SR 69 at SR 169 Roundabout</p> <ul style="list-style-type: none">a. Final Scoping completedb. Awaiting new project development schedule <p>5. F0565 SR 89 at Little Ranch Rd</p> <ul style="list-style-type: none">a. Stage III (60%) review completed 08/25/23b. Antic. Bid Advertise: 4th Qtr FY 24 |
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