



# MEETING MINUTES

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**Technical Advisory Committee (TAC)  
Regular Meeting  
Wednesday, March 13, 2024  
1:00 PM**

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

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Citizens are encouraged to watch the meeting virtually [here](#).

The public will have physical access to the meeting location fifteen (15) minutes prior to the meeting.

Public input for this meeting may be made in-person, or comments may be emailed no fewer than 24-hours prior to the meeting to [desi.zurcher@yavapaiaz.gov](mailto:desi.zurcher@yavapaiaz.gov). All emails received by this deadline will be distributed to members of the TAC for their review and consideration but will not be read aloud at the meeting. In the email, please identify your name and your comment pertaining to the agenda item.

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## CYMPO Technical Advisory Committee

Chair	Gwen Rowitsch, City of Prescott
Vice-Chair	John Hughes, Town of Dewey-Humboldt
Member	Frank Marbury, Town of Chino Valley
Member	Heather Ruder, Town of Prescott Valley
Member	Dan Cherry, Yavapai County
Member	Ruth Garcia, ADOT MPD
Member	Andrew Roth, ADOT Northwest District
Member	Prescott National Forest – U. S. Forest Service – VACANT

### 1. CALL TO ORDER AND ROLL CALL

Members Cherry and Roth were absent. Member Ruder attended virtually. All other members were present.

### 2. TITLE VI POLICY AND MEETING PROCEDURES

*Desi Zurcher, CYMPO Program Coordinator  
(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. When recognized, use the podium/microphone, and state your name. Speakers' time may be limited at the discretion of the Chair. **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.*

There were no comments.

**4. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE FEBRUARY 14, 2024 REGULAR MEETING MINUTES OF THE TECHNICAL ADVISORY COMMITTEE (TAC)**

**MOTION**

Vice Chair Hughes made a motion to approve the February 14, 2024 TAC Regular Meeting Minutes of the Technical Advisory Committee. Member Marbury seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**5. EXECUTIVE DIRECTOR'S UPDATE**

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

Mr. Gallegos introduced Ruth Garcia with ADOT Multimodal Planning Division (MPD). Ms. Garcia introduced herself and shared her goals for her new role with ADOT MPD. Mr. Gallegos shared the importance of Ms. Garcia's role.

**6. ADOT TRAFFIC DATA UPDATE**

*Leslie Contreras, CYMPO Planner  
Sanja Katic-Jauhar, ADOT MPD Traffic Monitoring  
Lucas Murray, ADOT MPD Traffic Monitoring  
(Task #200)*

Ms. Contreras explained that CYMPO partners with ADOT to perform and record traffic counts. Introduced Sanja Katic-Jauhar and Lucas Murray with ADOT Traffic Monitoring.

Ms. Katic-Jauhar and Mr. Murray provided presentations to the TAC regarding traffic data counts and tracking tools. Mr. Murray also described what is considered a public road, as defined by the Code of Federal Regulations. He also shared information about the new Model Inventory of Roadway Events (MIRE) system that will be released in 2026 and will be focused on traffic safety.

**7. REGIONAL DEVELOPMENT UPDATES**

*Michael Lamar, CYMPO Regional Development Manager  
Pedro Rodriguez, YavaLine  
(Task #402)*

Mr. Rodriguez, YavaLine Transit Manager, provided a presentation reviewing ridership of YavaLine in Prescott Valley. He noted that service in Prescott started on March 4, 2024. He explained that the VA accounts for one-third of the trips in Prescott so far.

Mr. Lamar noted that CYMPO is seeking to help facilitate more regional conversations, not limited to transportation. He mentioned a future potential for CYMPO to lead an Ecotourism Plan for the region.

Ms. Stotler noted the current availability of federal funding for environmental initiatives.

**8. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL TO AMEND THE 5307 TRANSIT ACTIVITIES INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE TOWN OF PRESCOTT VALLEY**

*Michael Lamar, CYMPO Regional Development Manager  
(Task #400)*

Mr. Lamar explained that the amended IGA has been modified to include recent and future transit activities. Mr. Rodriguez noted that the scope of the agreement is now addressing transit activities, not limited to planning.

**MOTION**

Vice Chair Hughes made a motion to recommend approval to amend the 5307 Transit Activities Intergovernmental Agreement with the Town of Prescott Valley. Member Ruder seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**9. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE PIONEER PARKWAY TRAILHEAD INTERGOVERNMENTAL AGREEMENT (IGA)**

*Michael Lamar, CYMPO Regional Development Manager  
(Task #501)*

Mr. Lamar explained collaborative project between Yavapai County, City of Prescott, and CYMPO to construct a trailhead facility. Mr. Lamar confirmed that the funds for the project have already been budgeted by the municipalities.

**MOTION**

Member Marbury made a motion to recommend approval of the Pioneer Parkway Trailhead Intergovernmental Agreement. Vice Chair Hughes seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**10. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE DRAFT APPLICATIONS FOR THE FY27/28 HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) CALL FOR PROJECTS**

*Vincent Gallegos, CYMPO Executive Director  
Mike Blankenship, Greenlight Traffic Engineering  
(Task #200)*

Mr. Gallegos suggested that this item be tabled due to the absence of lead consultant Mike Blankenship of Greenlight Engineering. Mr. Gallegos noted that Mr. Blankenship has been in contact with representatives from the City of Prescott, Town of Prescott Valley, and Yavapai County regarding their proposed projects.

**MOTION**

Vice Chair Hughes made a motion to table the item. Chairperson Rowitsch seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**11. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL TO APPLY FOR FY25 CONGRESSIONALLY DIRECTED SPENDING**

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

Mr. Gallegos explained how Congressionally Directed Spending (CDS) works and noted that CYMPO and the member agencies have a great opportunity to seek this type of funding. He shared that CDS funds are applied for directly with U.S. senators or U.S. congresspersons representing Arizona, and he noted there are several categories of funding that are supported by CDS funds, transportation being one of them. He said that the recommendation is to make a request for CDS funds to help fund a pedestrian bridge in partnership with Dignity-YRMC for the West Campus of the hospital. He noted previous success in receiving CDS funding for the SR89A Design Concept Report (DCR) and cited a prior occasion where CDS funds were awarded for a similar pedestrian bridge project in Arizona.

Ms. Ruder noted that she attended the webinar provided by Senators Kelly and Sinema’s offices and said that applications are due March 29<sup>th</sup>. Next week there will be individual webinars for each category of funding. She noted that they highly recommend support letters for projects being submitted for funding.

**MOTION**

Member Marbury made a motion to recommend approval to apply for FY25 Congressionally Directed Spending. Vice Chair Hughes seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**12. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL TO AMEND THE FY24-25 UNIFIED PLANNING WORK PROGRAM (UPWP) AND THE FY22-26 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)**

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

Ms. McCarthy discussed the amendments to the FY24-25 Unified Planning Work Program (UPWP) and the FY22-26 Metropolitan Transportation Improvement Program (MTIP). She noted an unused award of Highway Safety Improvement Program (HSIP) funds that CYMPO is seeking to reallocate to other safety-related improvements in the region and added that the requested reallocation is pending approval from ADOT. She added that there are sufficient STBG funds to cover the projects if ADOT denies the reallocation request.

**MOTION**

Member Hughes motioned to recommend approval to amend the 2024-2025 Unified Planning Work Program (UPWP) and FY22-26 Metropolitan Transportation Improvement Program (MTIP) as presented. Member Marbury seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**13. PLANNING PROJECT UPDATES**

*Bryn Stotler, CYMPO Planner*

*(Task #200)*

- State Route 69 Urbanized Corridor Master Plan
- Active Community Transportation-Unified Plan (ACT-UP)
- Transportation Alternatives (TA) Projects

Ms. Stotler provided updates on the State Route 69 Urbanized Corridor Master Plan, Active Community Transportation-Unified Plan (ACT-UP), and Transportation Alternatives (TA) Projects. She noted that there is a public survey currently open for the SR69 Urbanized Corridor Master Plan. She said that CYMPO staff will have various appearances in the area to promote the ACT-UP plan to the public, including the Egg-stravaganza event in Prescott Valley and the farmers market in Prescott. She noted that the TA awards are in the programming and IGA approval phase of the awards. She urged the member agencies who received awards to seek approval of the IGA from their respective councils as soon as possible.

**14. SAFE STREETS FOR ALL (SS4A) PROJECT APPLICATION UPDATES**

*Bryn Stotler, CYMPO Planner*

*(Task #100)*

Ms. Stotler noted that the Notice of Funding Opportunity (NOFO) has been distributed. SS4A awards are based on Safety Action Plans, and CYMPO’s regional RSTSP serves as the region’s Safety Action Plan. Mr. Lamar discussed potential projects.

Mr. Gallegos noted that the Town of Prescott Valley had been awarded a substantial SS4A award that was independent of this current process. Ms. Ruder explained that the Town of Prescott Valley thought that CYMPO’s safety action plan would be too high level to adequately address the safety concerns of the roadways within the Town. She also noted that the goal is to set up the Town of Prescott Valley for grant opportunities.

Ms. Rowitsch noted that the City of Prescott has big interest in sidewalks. Performing sidewalk inventory.

Mr. Lamar noted importance of pursuing the funding while funding is available.

**15. ROUNDTABLE AGENCY UPDATES**

- SR89 Widening update (City of Prescott)
- Glassford Hill Road update (Town of Prescott Valley)
- Other agency updates

Ms. Rowitsch provided update on SR89n Widening project. Noted that the COP recently passed a resolution calling for more transparency to the public. Request for Qualifications went out last week. Anticipated 12-15 month to achieve concept design.

Ms. Ruder provided update on Glassford Hill Road (Long Look to SR89A) met with Kimley-Horn and received 30% plans submittal last week.

Mr. Gallegos noted that there is approximately \$12 million for the project.

Member Marbury noted that there are a few local pavement rehabilitation projects in place.

**16. FEDERAL AND STATE UPDATES**

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

No update was provided

B) ADOT Multimodal Planning Division (MPD) Update – *Ruth Garcia, ADOT MPD*

Noted that five-year construction program out for public review and comment through May 24<sup>th</sup>. State Transportation Board expected to adopt at the June 21<sup>st</sup> Board meeting.

Noted awarded Transportation Alternatives projects in the CYMPO region.

ADOT SMART program – continue to work with local agencies.

Electric Vehicle Infrastructure Plan – proposals due on April 19<sup>th</sup>.

Statewide ITS Architecture Plan

Passing Lane and Climbing Lane Consultation Study ?

Statewide Truck Parking Plan – was presented to STB on Nov 17. Final document can be found on ADOT website.

**17. ADJOURNMENT 2:35PM**

*Upcoming Meetings:*

March 15, 2024: State Transportation Board Meeting 9:00am (Casa Grande)

March 27, 2024: Executive Board Meeting 1:00pm (Yavapai County)

April 3, 2024: Technical Advisory Committee Meeting 1:00pm (**tentatively canceled**)

April 8-10, 2024: Arizona Transit Association (AzTA) Annual Conference (Mesa)

April 19, 2024: State Transportation Board Meeting 9:00am (Buckeye)

April 25, 2024: Executive Board Meeting 1:00pm (**tentatively canceled**)

***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 [Desi.Zurcher@yavapaiaz.gov](mailto:Desi.Zurcher@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 [Desi.Zurcher@yavapaiaz.gov](mailto:Desi.Zurcher@yavapaiaz.gov) 72 horas antes de la reunión para solicitar adaptaciones razonables.***