



MEETING MINUTES

**Executive Board
Regular Meeting
Wednesday, February 20, 2013
6:00 PM**

**Yavapai County Administrative Bldg.
1015 Fair Street
Prescott, AZ 86305**

CYMPO Executive Board

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| Chairman | Darryl Croft, Councilman, Town of Chino Valley |
| Vice-Chairman | Chris Kuknyo, Councilman, City of Prescott |
| Secretary/Treasurer | Terry Nolan, Mayor, Town of Dewey-Humboldt |
| Member | Patty Lasker, Councilwoman, Town of Prescott Valley |
| Member | Craig Brown, Yavapai County Supervisor |
| Member | Dallas Hammit, ADOT Representative |

1. CALL TO ORDER AND ROLL CALL

Chairman Croft called the meeting to order at 6 PM. Jean Knight performed roll call.

2. ANNOUNCEMENTS AND CYMPO UPDATES

Mr. Bridges announced the following:

- June 11th is the CYMPO 10th anniversary
- State Route 89 south of Page cave-in

Member Hammit announced the Hell Cyn Bridge is to be repaired quickly and in FY15 the bridge will be replaced.

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*. Individuals wishing to address the Board need not request permission in advance and are limited to three (3) minutes.

There were no public comments.

DISCUSSION / POSSIBLE ACTION

4. APPROVAL OF MEETING MINUTES - REGULAR MEETING OF JANUARY 23, 2013

*Chris Bridges, CYMPO Administrator
(Task #1.2)*

MOTION

Secretary/Treasurer Nolan presented a motion to approve the Minutes of the Regular Meeting of January 23, 2013. Motion was seconded by Member Lasker.

VOTE ON THE MOTION

The vote on the motion passed with Member Brown abstaining.

5. DISCUSSION POSSIBLE ACTION TO REVIEW AND APPROVE THE CYMPO YEAR-TO-DATE EXPENSE REPORT AND APPROVE THE FY14 OPERATIONAL BUDGET

Chris Bridges, CYMPO Administrator

(Task #1.1)

Mr. Bridges announced the FY14 Operational Budget and FY13 Year-to-Date expenditures are being presented and it appears the MPO will come in \$20,000 under budget by the end of the fiscal year; if there are no emergencies requiring expenditures.

There was a question regarding the FICA, Retirement & Health Insurance asking if the amount indicated is in addition to the budgeted amount or was it to be increased to the amount indicated. Ms. Knight responded it was the amount to be increased to; not in addition.

Staff was commended by the Board for always watching the expenses and for not spending the full budget amount.

MOTION

Secretary/Treasurer Nolan presented a motion to approve the FY14 CYMPO Operating Budget; and forward to Yavapai County if necessary. Motion was seconded by Member Lasker.

VOTE ON THE MOTION

The vote on the motion was unanimous.

6. DISCUSSION POSSIBLE ACTION TO REVIEW AND APPROVE THE 1ST DRAFT OF THE CYMPO WORK PROGRAM (WP)

Chris Bridges, CYMPO Administrator

(Task #1.1)

Mr. Bridges presented the FY14 Work Program indicating there have been minimal changes since it was last presented to the Executive Board. Unless additional changes are made to the document, it will be presented at the FHWA/ADOT Work Plan review meeting in March and brought back for Executive Board final approval in April

MOTION

Member Brown presented a motion to approve the 1st Draft of the FY14 Work Program. Motion was seconded by Vice Chairman Kuknyo.

VOTE ON THE MOTION

The vote on the motion was unanimous.

7. DISCUSSION AND POSSIBLE ACTION TO APPROVE ALLOCATION OF FTA SECTION 5303 FUNDS FOR CYMPO RELATED PROJECTS

Chris Bridges, CYMPO Administrator

(Task #8.0)

Mr. Bridges related there is excess Section 5303 funds and is requesting CYMPO utilize them for the following:

- Update the Coordinated Plan – Federal Mandate. It is anticipated the cost should not exceed \$5,000 for the update. Utilize Suzanne O’Neill as she is very versed in this subject.
- Driver Training Materials – This amount should not exceed \$2,000 annually
- Increase the amount used for individual CYMPO salaries.

- Utilize funds for a Mobility Manager position to be hired by Northern AZ Council of Governments (NACOG) with CYMPO paying a portion.
- Possibly partner with NACOG to offer a Grant Writing training.

The current balance of the Section 5303 funds as of February 5, 2013, is \$79,504.27. Additionally, the MPO would not enter into any agreements without consulting the Board first.

The Board members questioned why the MPO would receive transit planning funds when we do not have a transit system nor at this time is the MPO going to pursue a transit system; they requested further detailed explanation involving one-on-one meetings with Mr. Bridges.

MOTION

Vice Chairman Kuknyo presented a motion to table this item until additional information can be presented. Motion was seconded by Secretary/Treasurer Nolan.

VOTE ON THE MOTION

The vote on the motion was unanimous.

8. DISCUSSION AND POSSIBLE ACTION REGARDING THE CYMPO EXECUTIVE BOARD MEETING DAY AND/OR TIME

Craig Brown, CYMPO Board Member
(Task #1.2)

Member Brown discussed the conflicts he has with another meeting scheduled the same time as the CYMPO Executive Board Meeting and requested the members consider changing the day or time of the meeting. He suggested this same day; however, at 4 PM.

Each Board Member provided their input to a change and there was not a consensus to change it.

A motion was not presented; consequently no action was taken.

8A. DISCUSSION AND POSSIBLE ACTION TO APPROVE SENDING A LETTER TO ARIZONA DEPARTMENT OF TRANSPORTATION REGARDING SUPPORT OF THE SR89 PROJECT

Chris Bridges, CYMPO Administrator
(Task #1.2)

Mr. Bridges indicated agenda item 9A would be discussed with this agenda item.

He presented a power point indicating the ADOT reduction in spending; basically, the major projects are taking a big financial hit. Additionally, Mr. Bridges discussed the 3 different scenarios presented to the State Transportation Board and the Board wants to discuss and will take comments and the next three Board Meetings.

Mr. Bridges discussed other projects that are staying in the 5-Year Program, indicating they are viable projects. Member Hammit provided a brief update of some of the projects in the Program, relating their viability and the safety issues.

Mr. Bridges indicated it will be an uphill battle to save the SR89 from SR89A to Ruger Road portion of the SR89 project. He requested the Executive Board execute a letter to the State Transportation Board requesting the project be kept in the ADOT 5-Year Program. He also recommended each of the local entities have their respective Councils execute a letter of support for the project.

MOTION

Member Lasker presented a motion for the Chairman, or in his absence the Vice Chairman, to sign a letter of support to ADOT to keep the SR89 South Project in the ADOT 5-year Plan. Motion was seconded by Secretary/Treasurer Nolan.

VOTE ON THE MOTION

The vote on the motion was unanimous.

DISCUSSION

9A. DISCUSSION OF THE ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) 5-YEAR PLAN

*Chris Bridges, CYMPO Administrator
(Task #1.2)*

This item was discussed with agenda item 8A.

9B. PROPOSED FUTURE AGENDA ITEMS

*Chris Bridges, CYMPO Administrator
(Task #1.2)*

Mr. Bridges presented the following for the March agenda:

- Meeting with ADOT officials
- Work Plan Final Comments
- Possibly have the MTIP approved by the M-TAC and Open 30-day Public Comment Period, if applicable
- Possible: Approve JPA Amendment – Sign Project

10. UPCOMING SCHEDULED MEETINGS

- M-TAC Meeting: **Thursday, March 7, 2013, 8:00 AM**, Prescott Valley Library Auditorium, 1st Floor, 7401 E. Civic Circle, Prescott Valley, AZ 86314 (*CYMPO Multimodal Technical Advisory Committee monthly meeting*)
- State Transportation Board Meeting: **March 8, 2013, Phoenix, AZ**
- Executive Board Meeting: **Wednesday, March 20, 2013 6:00 PM**, County Board of Supervisor's Room, 1015 Fair Street, Prescott, AZ

11. ADJOURNMENT

A motion was presented by Member Brown to adjourn; Motion was second by Member Hammit. Meeting adjourned at 6:50 PM.