



# Minutes

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**Executive Board**  
**Regular Meeting**  
**Wednesday, February 17, 2010**  
**6 PM**

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

## **BOARD MEMBERS PRESENT**

Town of Chino Valley  
Town of Prescott Valley  
Town of Dewey-Humboldt  
Yavapai County  
City of Prescott

State Transportation Board

Ron Romley, Chairman  
Mike Flannery, Vice-Chairman  
David Nystrom, Secretary-Treasurer  
Carol Springer  
Councilwoman Mary Ann Suttles  
(Proxy for Marlin Kuykendall)  
William "Bill" Feldmeier

## **BOARD MEMBERS NOT PRESENT**

City of Prescott

Marlin Kuykendall

## **CYMPO STAFF PRESENT**

Administrator  
Program Manager  
Program Coordinator

Jodi Rooney  
Vicky McLane  
Jean Knight

## **ADDITIONAL ATTENDEES**

Yavapai County  
Town of Chino Valley  
Town of Prescott Valley  
ADOT Prescott District Engineer  
City of Prescott  
ADOT P3  
J & K Engineering  
Territorial Transit  
Yavapai Community Collaboration  
League of Women Voters  
Asphalt Paving & Supply  
Yavapai Regional Capital  
Citizens

Phil Bourdon, Chris Bridges, Mike Willett  
Ron Grittmann  
Norm Davis  
Alvin Stump  
Craig McConnell  
Gail Lewis, Deb Sydenham  
Ed Williams, John Supanich  
Lindsay Bell  
Al Carter  
June Ruth  
Pete Thompson  
John Sellers  
Cheri Romley, Bob Viscount, Christine Rapp

**1. CALL TO ORDER, ROLL CALL AND/OR INTRODUCTIONS**

Chairman Romley called the meeting to order at 6:00 PM. Jean Knight, CYMPO Program Coordinator, performed roll call; Member Marlin Kuykendall was absent and Prescott City Councilwoman Mary Ann Suttles was his proxy. There were self introductions throughout the room.

**2. ANNOUNCEMENTS and CYMPO UPDATES**

Chairman Romley announced that at the last Town of Chino Valley Council meeting, it was agreed and voted to request a Section 5311 grant from ADOT for a small bus system—in October a small bus system may be in place.

Jodi Rooney, CYMPO Administrator announced:

- Section 5310, 5316 & 5317 workshops were held on February 8<sup>th</sup> in Prescott Valley for the human service providers who were interested in getting the small buses for their clientele. This was also accompanied by a workshop for the Regional Transportation Coordination Plan in which Lindsay Bell, Territorial Transit, facilitated.

Chairman Romley made an award presentation to Vice-Chairman Flannery for the past Chairmanship of CYMPO.

**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 comments from the public.

**ACTION**

**4. APPROVAL OF MINUTES: Regular meeting of January 20, 2010  
MOTION**

Councilwoman Suttles presented a Motion to approve the minutes from the regular Executive Board meeting of January 20, 2010. The Motion was seconded by Secretary/Treasurer Nystrom.

**VOTE ON THE MOTION**

The vote was unanimous.

**PRESENTATION/DISCUSSION**

**5. PUBLIC PRIVATE PARTNERSIPS (PPP)**

*Gail Lewis, Director, ADOT Office of P3 Initiatives & International Affairs*

Ms. Lewis related that although she has been with ADOT for some time, this is a newly created office. She introduced the Deputy Director of P3, Deb Sydenham, who came from the Department of Commerce.

Ms. Lewis began her presentation with some background of the financial picture with: declining revenues from gas tax and vehicle license; diversion of funds by the Legislature to shore up the general fund and loss of bonding capacity. Additionally, the long term trends are working against ADOT. There are more efficient vehicles and people driving less, which equates to less gas tax; more moderately priced vehicles equating to less vehicle license tax; and, construction costs trending up over time. She also indicated that the federal financial situation is in the same position.

The Public Private Partnership (3P) consists of infrastructure projects where significant design, construction, financial, and operational risk is transferred from the public sector to the private sector. The ADOT principles are:

- Develop a program based on national Best Practices
- Develop a transparent process for the evaluation and implementation of P3 projects
- Integrate P3 projects into statewide transportation plans
- Use P3 projects to better leverage the State's limited resources
- Create P3 projects that are financially viable over the long-term
- Create P3 projects that will enhance mobility and improve safety

Ms. Lewis discussed Arizona's new law and how ADOT is moving forward with the development of P3. ADOT has hired Wilbur Smith to assist with the development of the objectives: RFPs for long term advisory services in finance, legal affairs, engineering and communications; and, rules, policies and procedures. She gave examples of the type of projects ADOT was looking to move forward with, such as rest areas, maintenance and other modes of transportation. Any transportation facility that is enhanced, upgraded or new is eligible; although, ADOT cannot sell any asset in its current condition and receive payment.

The perils of P3's as explained by Ms. Lewis were: public opposition to selling public assets; inadequate public debate – closed door deals; Randolph-Sheppard Act; uncertainty of the existing investment climate; negotiations with no results; and, opposition to tolls.

Ms. Lewis related there is a P3 preliminary site on the ADOT web site and the content will be updated weekly. ([www.azdot.gov/highways/Projects/Public\\_Private\\_Partnerships/index.asp](http://www.azdot.gov/highways/Projects/Public_Private_Partnerships/index.asp))

John Sellers, Yavapai Regional Capital, commented on the P4, which is a modified P3. (This has not been tried in this country and is really a grassroots project.)

Chairman Romley commented on the importance of looking for new revenue venues. This is one more tool that ADOT has to be able to provide for the public to get new and improved roads. Mr. Romley commented about the official CYMPO map noting the future connector through Chino Valley and Greatwestern. He also discussed the Chino Valley bypass/extension relating the only funds put into the project to date is for the Design Concept Report (DCR). He would like consideration given to this project as a pilot project for the Greatwestern and the Chino Valley Extension making it a toll road. When this is completed it will be the new Highway 89. He stated this would be a good P3 project.

Comments were made by various Board members in support of the P3. Secretary/Treasurer Nystrom requested a copy of the presentation for future reference.

## **DISCUSSION/POSSIBLE ACTION**

### **6. TRANSIT ADMINISTRATOR—POTENTIAL JOB DESCRIPTION**

*Jodi Rooney, CYMPO Administrator*

*Norm Davis, Town of Prescott Valley*

Jodi Rooney, CYMPO Administrator, related that the T-TAC has been charged with providing a job description for a transit administrator position. A draft was provided in the agenda packet.

Norm Davis, Town of Prescott Valley (T-TAC Chairman) commented the draft job description was designed after reviewing the Transit Implementation Plan to assist with the major and minor responsibilities; this is being presented for review for input and further direction from the Executive Board. The Transit Implementation Plan and the needs study were reviewed to determine what the communities have stated the needs are. He noted the TAC has done substantial work on the document and wanted to check with the Executive Board to ensure that it is on target. We are looking at keeping this person focused on the regional transit needs and system.

Councilwoman Suttles questioned if this is a temporary contract due to the funding that is received for this grant. Mr. Davis responded this position is a measurement in the direction we are going. There are some FTA requirements to capture the funding that is in the job description. Suzanne O'Neill, TransitPlus, had a significant amount of input as she has written these job descriptions in the past. He solicited the Board for input to advise if the description is close to what they are expecting. Member Feldmeier questioned what salary range is being considered. Phil Bourdon, Yavapai County, responded that it has not been set yet. Typically the County has human resources evaluate that from the job description. When finalized by them, it will be taken to the Board of Supervisors. He added that the maximum cost of salary and benefits is a high of approximately \$80,000. (For budgeting purposes) Chairman Romley commented that before a final decision is made, the salary range needs to be presented.

Norm Davis advised the Board that there is an Intergovernmental Agreement (IGA) that needs to be developed and is in process with Yavapai County and CYMPO in order to hire for this position.

Chairman Romley commented that under Major Responsibilities in the job description, 5<sup>th</sup> bullet we need to add the word "financial". He requested that a policies and procedures manual preparation be added. Under the qualifications he would like consideration be given to add a Master's Degree in Public Administration or related field desirable. He will leave the decision up to the committee. Also, under Other Responsibilities, he requested that be changed to Minor Responsibilities. Member Springer suggested that rather than Minor Responsibilities have Additional Responsibilities.

Chairman Romley recommended that on page 3, the last sentence of the job description be removed. He also stated that prioritizing the responsibilities would be a good idea; however, he would leave that up to the committee to decide.

Vice-Chairman Flannery stated that having a Masters would not be necessary and you would have to pay for it.

Member Springer commented this is going to be accompanied by the IGA between CYMPO and the County; because this person can't be hired until the agreement is in place, she is leaning towards the idea that this goes hand in hand. She suggested that rather than adopting tonight, that we send it as a package, the two things together, try to work out both documents to a level that would be acceptable to the County Board of Supervisor's and the Board of CYMPO, which would approve both of the documents.

Councilwoman Suttles suggested that with the amount that the County is doing, it needs approval of their legal.

Mr. Davis clarified that the T-TAC wanted to get something out to show that progress is being made. It is the recommendation of the T-TAC to work towards finalizing the document and the IGA then get it to the

County attorney's office to bring it back to the Executive Board. Vice-Chairman Flannery requested that it be presented as a packet.

No action was taken at this time.

Lindsay Bell, Territorial Transit, commended the Board for moving forward and complemented the job description. She suggested adding to the job description, specifically, the 5307 grant management function as this is a critical piece of being able to appropriately use the 5307 funds. Additionally, it is less than five months to submit the for the Federal Fiscal Year 2007 Grant application. She stated that showing progress rather than just planning would be critical to the FTA.

**7. AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA II) /  
JOBS FOR MAIN STREET ACT, 2010**

*Jodi Rooney, CYMPO Administrator*

Jodi Rooney, CYMPO Administrator shared the update from Eileen Colleran, ADOT Government Relations Specialist.

The Senate is discussing breaking up their jobs bill into two parts:

1. Unemployment extension and small business tax credits
2. Infrastructure

They are likely to take up the unemployment and small business first.

Mrs. Rooney spoke about the Highway Trust Fund. They are looking at an infusion of \$14.7 billion into the highway side and \$14.8 billion into the transit side. They are also looking at a calculation respective to the rescission of unobligated balances and a restoration back to where the funds came from.

Mrs. Rooney stated that Kevin Adam, RTAC, provided information on the September 2009 rescission. We are now feeling the impact; it is affecting our hard dollars. We have had to program down approximately 30% on the Surface Transportation Program from FY 10 forward. Congress will only have one week to enact a fix as this is going to expire on February 28<sup>th</sup>. Kevin Adam is suggesting moving on issuing a letter to our Congressional representatives. Mrs. Rooney stated that she has spoken to the CYMPO Chairman regarding this issue and due to the immediate response needed, Mrs. Rooney would produce a letter stating the issue, the impact and what would be a solution.

Chris Bridges, Yavapai County, gave a quick overview of the Transportation Investment Generating Economic Recovery (TIGER) grant selections. Arizona did receive one grant in the Tucson area for \$63 million for a street car. Unfortunately the Fain Road project did not get approved. He advised the Board that the President approved round two of TIGER on December 16, 2009, with a total of \$600 million of which \$140 million for the rural areas. The grant cannot exceed \$200 million and no state can receive more than 25%. This round of TIGER is 80% funded; a 20% match must be met. Mr. Bridges stated he will continue to review the web-site and when the criteria is out he will be resubmitting the Fain Rd. grant application, with a few modifications.

Member Springer indicated that we are prepared to meet the match for this project. The County's contribution for the total project is \$2.7 million. Chris related that as soon as the criteria comes out, we are ready to move on this project.

No action was taken on this item.

**8. METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP) AMENDMENT  
FY-10-14**

*Jodi Rooney, CYMPO Administrator*

The M-TAC, at their February 4, 2010, meeting elected to **not** bring forward a recommendation of projects due to the lull in ARRA II activity; therefore, no MTIP amendment is required for this agenda item.

As activity proceeds on the "Jobs Bill", the MPO will facilitate by programming a project(s) and funding through an MTIP amendment, as appropriate.

**9. CYMPO BY-LAWS AMENDMENT**

*David Nystrom, CYMPO Secretary/Treasurer*

Secretary/Treasurer Nystrom noted the only issue was from the discussion at the last meeting in regards to an entity voting when there is not a financial interest. Chairman Romley stated that Vice-Chairman Flannery conceded his position and after discussion, it was determined that the current wording will remain. Chairman Romley questioned the State Transportation Board District 6 under item III. After discussion among the Board members they determined to leave the wording as is.

**MOTION**

Vice-Chairman Flannery presented a Motion to adopt the CYMPO By-Laws as amended. The Motion was seconded by Mary Ann Suttles.

**VOTE ON THE MOTION**

The vote was unanimous.

**10. MOBILITY MANAGEMENT AS SUB-COMMITTEE TO CYMPO**

*Vicky McLane, CYMPO Program Manager*

This Mobility Management Team has been working on a Mobility Management Action Plan. In an effort to broaden the group's focus, the original team was expanded in June 2009, which meets every month to address a variety of issues, and to learn more about the role of mobility management as a precursor to development of a transit system in the Central Yavapai region. The Team would like to become an ad hoc advisory committee to CYMPO so that it can do a more effective job of integrating its activities with those related to transit planning and programming.

CYMPO staff believes that this would be a positive step both for the Team and for CYMPO as the region moves toward an integrated and coordinated approach to providing transit services. A side benefit would be that this arrangement could assist CYMPO with the in-kind staff commitment which is used to match Federal planning. The T-TAC recommended that the Mobility Management be a sub-committee of the T-TAC on an as needed basis.

Member Springer commented that as we are going to be hiring a transit administrator, this is a bit premature; this is something that should come under the authority of the transit administrator. She suggests this be strongly considered, but table until we get the transit administrator.

Vice-Chairman Flannery commented he sees a danger, why did we not form this in the beginning? It opens the door for something else to be formed. There is a need and benefit.

Member Feldmeier stated he is totally opposed to this sub-committee. He does not see the need it.

Lindsay Bell, Territorial Transit, gave a full explanation of the purpose of mobility management. She related that it has been in place for a couple of years and wanted to formalize. She also related that the mobility management is part of the Transit Implementation plan. Ms. Bell also stated that when making applications for transit types of grants, it is well received to note that there is mobility management in place. She also offered to donate the excess in-kind match time that she has accumulated working on the 5310 grant.

Chairman Romley spoke to mobility management as a sub-committee to the T-TAC noting we need to have the input and implementation to help the T-TAC to serve itself better. He does not see where this subcommittee would interfere with the transit administrator, unless that person would see it as a conflict or risk.

### **MOTION**

Member Feldmeier presented a Motion to table this item indefinitely. The Motion was seconded by Member Springer.

CYMPO Administrator Jodi Rooney related that the T-TAC recommended the mobility management as a sub-committee on an as-needed-basis. In our region, in-lieu of having a fixed route system, the mobility management is an opportunity for regional coordination to provide service to people offering something more than we have right now.

Vice-Chairman Flannery requested clarification as to the length of time to get the administrator on board. The response was 90 – 100 days. He then questioned if this is a pressing issue. Lindsay Bell, Territorial Transit, responded that the urgency was the 5307 application and the last one ran into some difficulties and it is anticipated this will occur again. By having the mobility management more formally integrated into CYMPO operations would be one piece that will be more favorable in the evaluation of the application.

Chairman Flannery questioned of Member Feldmeier the definition of indefinitely. Chairman Romley and Member Feldmeier responded to his question.

### **VOTE ON THE MOTION**

There were five-yes votes and one-no vote (Vice-Chairman Flannery). The Motion passed.

## **DISCUSSION**

### **11. PROPOSED FUTURE AGENDA ITEMS**

*Jodi Rooney, CYMPO Administrator*

- MTIP
- UPWP
- ARRA II
- Transit Administrator job description / CYMPO Yavapai County IGA
- Transit Update



## 12. UPCOMING SCHEDULED MEETINGS

- M-TAC Meeting: **Thursday, March 4, 2010, 8:00 AM** Prescott City Hall, Council Chambers, 201 S. Cortez, Prescott, AZ  
(CYMPO Multimodal Technical Advisory Committee monthly meeting)
- T-TAC Meeting: **Thursday, March 11, 2010, 8:00 AM**, Prescott Valley Town Hall, 7501 E. Civic Circle, **Conference Room #433**, Prescott Valley, AZ  
(CYMPO Transit Technical Advisory Committee monthly meeting)
- Executive Board Meeting: **Wednesday, March 17, 2010, 6:00 PM**, Yavapai County Board of Supervisors' Room, 1015 Fair St., Prescott, AZ  
(CYMPO Executive Board monthly meeting)
- State Transportation Board: **Friday, March 19, 2010, 9:00 AM**, Phoenix, AZ

## 13. ADJOURNMENT

Chairman Romley adjourned the meeting at 7:40 PM.

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