



# Meeting Minutes

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**Executive Board**  
**Regular Meeting**  
**Wednesday, May 19, 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

Ron Romley, Chairman  
Mike Flannery, Vice-Chairman  
David Nystrom, Secretary-Treasurer  
Carol Springer  
Mary Ann Suttles

## **BOARD MEMBERS NOT PRESENT**

State Transportation Board

William "Bill" Feldmeier

## **CYMPO STAFF PRESENT**

Interim Administrator  
Program Manager  
Program Coordinator

Chris Bridges  
Vicky McLane  
Jean Knight

## **ADDITIONAL ATTENDEES**

Town of Prescott Valley  
Town of Chino Valley  
Yavapai County  
City of Prescott  
Citizens

Norm Davis  
Ron Grittman, Robin Allen  
Mike Willett  
Craig McConnell  
Lindsay Bell-Territorial Transit, Cindy Barks –  
Courier, Bob Viscount & Sandy Willett

### **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 the roll call and introductions were performed throughout the room. Member Feldmeier was not in attendance.

### **2. ANNOUNCEMENTS and CYMPO UPDATES**

Chris Bridges, CYMPO Interim Administrator made the following announcements:

- The Administrator job advertisement is ready and the City of Prescott will be posting it to various Web sites no later than May 24, 2010.
- The Great Western Study may possibly be presented at the June 16, 2010, Board meeting.
- The preliminary Transportation Enhancement (TE) grant review is June 18<sup>th</sup>; the completed grants are due to CYMPO by July 16<sup>th</sup> and due to ADOT August 13<sup>th</sup>.
- There are two Safe Routes to School grants being submitted for approval at the State Transportation Board meeting May 21<sup>st</sup>.

- Reminded everyone that the State Transportation Board event is to be held in Chino Valley July 15<sup>th</sup> and the meeting is on June 16<sup>th</sup>.
- Vicky McLane, CYMPO Program Manager is the new incoming President for the League of Women Voters.

Mary Ann Suttles announced that the City of Prescott is opposed to submitting a letter to ADOT in regards to the STP obligation.

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. **SURFACE TRANSPORTATION PROGRAM (STP) FUNDING**

##### **A. FY-10 & 11 MTIP Amendment for Surface Transportation Program (STP) Funding**

##### **B. Letter to ADOT regarding STP Obligation Authority**

*Chris Bridges, CYMPO Interim Administrator*

##### A. FY-10 & 11 MTIP Amendment for Surface Transportation Program (STP) Funding

The MTAC originally programmed the Pioneer Parkway project for ARRA II funding and we amended the TIP indicating such in FY11. As we have not heard anything about the ARRA funds and this project is ready, the MTAC approved programming this project using STP funds for FY10 & FY11. We will amend the FY10-14 MTIP if the Board approves.

Additionally, the M-TAC will be holding a work session to discuss programming of the STP, as well as Highway Safety Improvement Program (HSIP) for the FY11-15. This will be reflected on the final MTIP for FY11-15 at the June 16, 2010, meeting.

#### **MOTION**

Vice-Chairman Flannery presented a Motion to Amend the FY-10-14 MTIP to add the Pioneer Parkway Project for the fiscal year 2010 and 2011, using the FY-10 and FY-11 STP funding. The Motion was seconded by Member Suttles.

#### **VOTE ON THE MOTION**

The vote passed unanimously.

##### B. Letter to ADOT regarding STP Obligation Authority

Chris Bridges, CYMPO Interim Administrator related that he has had discussions with ADOT staff and given the series of events, including the State Transportation Board looking at adding another \$10.5 million in the Viewpoint Traffic Interchange this Friday, it is conceivable that the ADOT staff and CYMPO staff could work through this issue and not have a need for this letter. He stated that we would like to put this off indefinitely. Mr. Bridges related that in the conversation with Jennifer Toth at ADOT, we can come to some resolution internally.

#### **MOTION**

Member Suttles presented a Motion to “not” send a letter to ADOT and to table this discussion indefinitely. The Motion was seconded by Secretary/Treasurer Nystrom.

#### **VOTE ON THE MOTION**

The vote passed unanimously.

**5. ADOT CONTRACT AMENDMENT**

*Chris Bridges, CYMPO Interim Administrator*

The current contract that CYMPO has with ADOT was originally signed in June 2005 and is due to expire July 1, 2010. There is not an update Intergovernmental Agreement contract to review at this time. ADOT is requesting to extend the current contract through September 30, 2010, so we can finalize the new contract and bring it to the Board.

Member Springer questioned the contract with ADOT. Chairman Romley questioned if this was a 5-year contract. Secretary/Treasurer Nystrom wanted clarification when we will receive the new contract. Ms. Knight responded to the questions and commented that the contract will probably be brought to the Executive Board September meeting.

Vice-Chairman Flannery advised that the Attorney General's office is the preparer of the contract.

Chairman Romley stated a concern regarding the September 30<sup>th</sup> deadline and requested at least 30-days prior to review the new contract.

**MOTION**

Vice-Chairman Flannery presented a Motion to authorize the Chairman or in his absence the Vice-Chairman to sign the Contract Amendment between CYMPO and ADOT. The Motion was second by Member Suttles.

Member Springer questioned if it more appropriate to call this an extension as opposed to an amendment. Vice-Chairman Flannery noted it is an amendment.

**VOTE ON THE MOTION**

The vote passed unanimously.

**6. 5307 GRANT MANAGEMENT – TRANSITPLUS CONTRACT EXTENSION**

*Norm Davis, Town of Prescott Valley / CYMPO T-TAC Chairman*

Mr. Davis stated this is an action item and involves the 5307 grant management with FTA funding. This is a contract extension to TransitPlus, Suzanne O'Neill. The firm performed the Transit Implementation study and is very qualified. It allows TransitPlus to manage our FTA dollars and keep us current and in good standing, which is difficult at times.

The contract and scope of work for TransitPlus does not have an expiration date; however the funds portion does and has been amended twice. The last amount that CYMPO extended (added) was \$15,000, which was approved by the Board in July 2009 and approved by the City of Prescott Council in August 2009. We are requesting the Board amend the contract for another \$25,000 to use as necessary. Additionally, there numbers are very reasonable and we receive very good service from the firm for their expertise.

Chairman Romley it is anticipated working with the Transit Administrator to be hired will take a lot of time. Mr. Davis stated this allows for a transition. He also indicated that the City of Prescott is the pass through; however this is reimbursed. Member Springer questioned why is there an assumption that the new administrator would need this length of training. Mr. Davis responded that if it is not needed there will not be an hourly rate. This will be monitored closely. Mrs. Springer questioned why the unused funds could not be used and wait for the new transit administrator to be hired before extending the contract. Mr. Davis stated this gives us the ability to not come back to the Board more frequently to get the contract amended and the current funds will be expended soon.

Mr. Bridges related that we will need TransitPlus services but the dollar amount may come down. If the services are not needed, the funds will not be spent. Chairman Romley stated he reviewed the Scope of Work and noted that TransitPlus does not anticipate spending all of the funds; a lot is dependent upon the person hired for transit administrator position and the interrelating with TransitPlus.

Mr. Davis commented the purpose of processing this request now is that it takes a while to get through the process which includes approval by the Prescott City Council. Member Suttles questioned who at the City of Prescott this would go through; the response was Craig McConnell.

Vice-Chairman Flannery noted that what TransitPlus offers is good and that no matter who is hired as the transit administrator they will need some education. He does not have a problem.

Vicky McLane, CYMPO Program Manager spoke regarding the different FTA regions and that Region 9 is different than the other FTA regions.

### **MOTION**

Vice-Chairman Flannery presented a Motion to approve the fiscal/financial amendment to the TransitPlus contract, for an amount not to exceed \$25,000 and to forward to the City of Prescott Council for final approval. The Motion was seconded by Member Suttles.

### **VOTE ON THE MOTION**

The vote passed unanimously.

## **7. EXECUTIVE BOARD MEETING FREQUENCY**

*Chris Bridges, CYMPO Interim Administrator*

What Mr. Bridges is proposing; is reduce the number of Executive Board and TAC meetings throughout the year. April through June there are necessary reviews and approvals needed for the MTIP and the UPWP with the remainder of the year not being as critical. He would like to keep the annual calendar and the room reserved; however post if there is not going to be a monthly meeting. There is significant time spent to prepare and finalize each meeting and it would be beneficial to reduce staff time on meeting preparation and spend more time on preparing the working documents and maintaining monthly reporting and invoicing to ADOT.

### Proposed meeting schedule for discussion:

January (Election of Officers)

March (MTIP/UPWP etc)

April (MTIP/UPWP etc)

May (MTIP/UPWP etc)

June (MTIP/UPWP etc)

September and/or October (satisfies quarterly requirement and amendments can be addressed)

### NO MEETINGS:

February, July, August, November, December

Member Springer questioned if this is to be implemented immediately or for next calendar year. Mr. Bridges responded with July 1<sup>st</sup>. Vice-Chairman Flannery commented the By-Laws state the TAC's adhere to the same rules; in favor of something more standard such as quarterly and if they need to meet they will meet. Chairman Romley commented on the proposed schedule. Member Suttles commented on the potential of quarterly meetings. Secretary/Treasurer Nystrom liked the idea of quarterly meetings but had concern of always calling additional meetings. He requested for feedback from the CYMPO staff. Mr. Bridges stated the purpose of the proposed schedule was the necessity meetings.

Member Springer suggested more time will be needed to get to know the new CYMPO Administrator and the Transit Administrator and requested this item be tabled until the end of the calendar year. Chairman Romley concurred and when it is implemented, do it as a trial.

Mr. Bridges suggested doing nothing different and that if there is no business to discuss, cancel the meeting.

It was determined that no action was necessary.

## 8. FUTURE AGENDA ITEMS PROCEDURE

*Ron Romley, CYMPO Chairman*

Chris Bridges, CYMPO Interim Administrator, indicated the current policy has been if an agenda item has not been submitted at the previous meeting, it could not be added to the agenda. As the Board is looking at the possibility of reducing the number of meetings annually, as well as items needing immediate attention, the Board needs to discuss if this policy needs to be changed. There is nothing in the By-Laws prohibiting either policy.

Mr. Bridges requested the Board change the policy and if the policy is changed, it should only be used on a case-by-case basis and approved by the Chairman prior to requesting staff add to the upcoming agenda. There would be a general deadline which would be three weeks prior to the meeting unless it is an emergency item.

Member Springer questioned the set policy. Vice-Chairman Flannery responded. He also stated he would like the TAC Chairman approval as well as the Executive Board Chairman.

### MOTION

Secretary/Treasurer Nystrom presented a Motion to change the established policy of presenting agenda items to the Board (and TACs) prior to being added to the following month agenda; permitting the addition of agenda items for the upcoming meeting with Chairman of the Executive Board and Chairman of the TAC approval on a case-by-case basis. The Motion was seconded by Member Suttles.

### VOTE ON THE MOTION

The vote on the motion passed unanimously.

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

*Chris Bridges, CYMPO Interim Administrator*

Mr. Bridges indicated that for the ARRA money; it looks like that may not occur. The TIGER funds round two was approved. Would the Board look at endorsing the resubmittal of the application modified to be just the Fain Road widening since ADOT will be approving Friday the Viewpoint TI and 89A Spur. This is 80/20 % money and is reimbursement. Applications are due July 16, 2010.

Member Springer noted that a lot of the match has been done. Mr. Bridges advised the Board that funds spent prior to an award are not reimbursable.

### MOTION

Member Springer presented a Motion to recommend submitting Fain Road/Highway 89A to Highway 69 project for TIGER II funding by the application deadline of July 16, 2010, and amending the FY-11 MTIP to include this as a current submission.

### VOTE ON THE MOTION

The vote passed unanimously.

**9B. EMERGENCY ITEM – AMEND FY 2010 UNIFIED PLANNING WORK PROGRAM (UPWP)**

*Chris Bridges, CYMPO Interim Administrator*

Chris Bridges, CYMPO Interim Administrator indicated that we are proposing to utilize actual In-Kind member time for the remainder of this fiscal year. To do this, FHWA and ADOT require that we amend those portions of the FY 2010 UPWP that are affected. As we will be using SPR funds for the month of May and June, the use of SPR funds and the In-Kind dollar match had to be added and indicated on Task 1.1 UPWP (pages 14 & 16) and Task 4.1 MTIP (pages 19 & 20).

**MOTION**

Member Suttles presented a Motion to approve the Amended FY-10 UPWP indicating use of the SPR Funds, as well as adding the dollar amount of In-Kind match. The Motion was seconded by Secretary/Treasurer Nystrom.

**VOTE ON THE MOTION**

The vote passed unanimously.

**DISCUSSION**

**10. “DRAFT” FY 11 – 15 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)**

*Chris Bridges, CYMPO Interim Administrator*

Chris Bridges, CYMPO Interim Administrator stated that we continue to receive comments on the FY11-15 MTIP. Historically CYMPO has only shown the first three years as fiscally constrained and years four and five have had no constraint whatsoever in order to keep projects on the radar. However, we have been notified by ADOT that the MTIP needs to be fiscally constrained for all five years. Specifically the first year is for projects that are fully funded and years two through five needs to have a reasonable expectation of funding and indicate what that funding would be. This is in contrary to how CYMPO has historically programmed the MTIP for road projects, but is consistent with how we recently updated the Transit portion of the MTIP.

Mr. Bridges indicated that after the M-TAC working group on the 13th, there will be STP and HSIP funds programmed for the next 5-years. Staff is drafting an amended MTIP reflecting the new projects and the fiscally constrained projects using federal funding. Any projects that are on the MTIP that do not have a reasonable expectation of funding will have to be moved to the “Local Projects” page.

Vice-Chairman Flannery questioned fiscally constraint.

**11. “DRAFT” FY-11 UNIFIED PLANNING WORK PROGRAM (UPWP)**

*Chris Bridges, CYMPO Interim Administrator*

Chris Bridges, CYMPO Interim Administrator, this is an update item; to date there have been no public comments. We are identifying the In-kind match for each task. We will return the document in June for final approval from the Board.

Chairman Romley question when the public comment period ends. Mr. Bridges responded it would be June 16, 2010.

**12. PROPOSED FUTURE AGENDA ITEMS**

*Chris Bridges, CYMPO Interim Administrator*

- Final UPWP
- Final MTIP
- Great Western Feasibility Study for acceptance by the Board

- ADOT Tentative 5-year Program
- TIGER
- Regional Public Transit Human Service Transportation Coordination Plan (requested by Lindsay Bell-Territorial Transit) Mr. Bridges indicated that the September meeting would be more appropriate as it allows the CYMPO Administrator to review before the Board approves.

### 13. UPCOMING SCHEDULED MEETINGS

- State Transportation Board Meeting: **Friday, May 21, 2010, 9:00 AM**, Sedona
- M-TAC Meeting: **Thursday, June 3, 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, June 10, 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, June 16, 2010, 6:00 PM**, Yavapai County Board of Supervisors' Room, 1015 Fair St., Prescott, AZ  
(*CYMPO Executive Board monthly meeting*)
- State Transportation Board Meeting: **Friday, June 18, 2010, 9:00 AM**, Flagstaff

### 14. ADJOURNMENT

The meeting adjourned at 7:00 PM.