



Minutes

Executive Board
Regular Meeting
Wednesday, September 15, 2010
6 PM

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

Administrator
Program Manager
Program Coordinator

Chris Bridges
Vicky McLane
Jean Knight

ADDITIONAL ATTENDEES

Yavapai County
ADOT
Town of Prescott Valley
City of Prescott
Town of Chino Valley
FHWA
League of Women Voters
CADCO
PQV
Prescott Transit
Citizens

Mike Willett, Phil Bourdon
Greg Gentsch
Norm Davis
Craig McConnell
Ron Grittmann, Jason Kelly
Georgi Ann Jasenovec
June Ruth
Andrew Killian, Rex Mauldin
Jeff Hanna
Steve Silvernale
Bob Viscount, Mike & Mary Merchant, Sandy Willett

1. CALL TO ORDER AND ROLL CALL

Chairman Romley called the meeting to order at 6:00 PM. Jean Knight, CYMPO Program Coordinator, performed roll call. Chairman Romley introduced Georgi Ann Jasenovec, FHWA. There were introductions throughout the room.

2. ANNOUNCEMENTS AND CYMPO UPDATES

Chris Bridges, CYMPO Administrator, made the following announcements:

- The TIGER II grant application has been submitted and the selection process will be no sooner than September 15, 2010.
- The CYMPO FTA Triennial Review is scheduled for September 28 – 29, 2010.
- Transportation Enhancement committee will meet October 6 – 8, 2010, to review the grant applications. There were 100 applications submitted.
- The Planning Assistance for Rural Areas (PARA) applications are due to ADOT by September 29, 2010.
- Mr. Bridges is working with ADOT on the Highway Safety Improvement Program (HSIP) sign and striping project.
- The ADOT Long Range Plan committee is holding a policy meeting on Monday, September 20, 2010, via a webinar.
- Introduction of Matt Carpenter, Transit Development Coordinator. He is a Yavapai County employee and reports to the CYMPO Board.

Matt Carpenter, Yavapai County, gave a brief overview of his past experience, tasks he has performed since becoming an employee of Yavapai County and what his goals are.

- 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.

Member Suttles announced that the Side Road/Granite Creek Bridge is complete and there was a ribbon cutting ceremony on September 15, 2010.

ACTION

4. APPROVAL OF MEETING MINUTES

A. Regular Meeting of May 19, 2010 (Bill Feldmeier absent)

B. Regular Meeting of June 16, 2010

C. Special Meeting of July 7, 2010 (Mary Ann Suttles absent)

D. Special Meeting of August 5, 2010

MOTION

Member Suttles presented a motion to approve agenda items 4-A, B & D. Secretary/Treasurer Nystrom seconded the motion.

VOTE ON THE MOTION

The vote on the motion was unanimous.

MOTION

Secretary/Treasurer Nystrom presented a motion to approve agenda item 4-C. Member Springer seconded the motion.

VOTE ON THE MOTION

The vote on the motion was unanimous, with Member Suttles abstaining.

DISCUSSION/POSSIBLE ACTION

5. GREAT WESTERN CORRIDOR FEASIBILITY STUDY

Mike Willett, Yavapai County

Task # 1.2

Mr. Willett, Yavapai County, presented the final corridor feasibility study for the Board's acceptance. As the Yavapai County Board of Supervisors has approved the study; it was brought to the M-TAC for acceptance on September 2, 2010. The M-TAC accepted the study with a recommendation that it be forwarded to the Executive Board for acceptance.

The growth over the next 20 – 30 years warrants the planning of an additional route. Vice Chairman Romley related that another route is needed. The route comes in at the south end of Chino Valley. Additionally, the Town of Chino Valley, the Town of Prescott Valley as well as Yavapai County are incorporating the study into their respective general plans.

Mr. Willett related an outreach was conducted with anyone with a stake in the project. Arizona Game & Fish is obtaining data to establish wildlife movement in the area.

Initially the roadway will have 2-outside lanes and ramps and in the future additional lanes will be added. Additionally, there will be a 400- foot right-of-way. The project has to be done in phases due to the limited funds. At this time there are no funds available for the project; however, planning is important. This is a footprint for the future.

Mr. Willett displayed an overhead of the map of the area and explained the colored details.

Vice Chairman Flannery questioned who Cortez Enterprise was and it was explained they are the major property owner in the area.

Chairman Romley questioned of Greg Gentsch, ADOT, and his thoughts on linking in the Granite Dells TI. Mr. Gentsch stated that had not yet been determined by ADOT. Mr. Romley requested the increase in Chino Valley traffic be considered and possibly perform a DCR in the future.

Secretary/Treasurer Nystrom recommended that feasibility studies be incorporated into the various entities general plans.

Mr. Bourdon, Yavapai County indicated the next step is to seek federal funding and there will be a need to have local money. He stated the project was done at the federal standard so the funding could be used. Member Suttles questioned if a type of Stimulus funds could be used. Mr. Bourdon related there are not Stimulus funds available; however the State could be a partner in the project.

MOTION

Secretary/Treasurer Nystrom presented a motion to accept the Great Western Corridor Feasibility Study. Member Suttles seconded the motion.

VOTE ON THE MOTION

The vote on the motion was unanimous.

6. DISTRIBUTION OF SECTION 5303 GRANT FUNDS

Chris Bridges, CYMPO Administrator

Task 2.1

Mr. Bridges presented information of the proposed breakdown of the Section 5303 funding distribution as recommended by the T-TAC. Potential expenditures could be: \$1,200 CYMPO staff salaries per month; up to \$10,000 to the Town of Chino Valley for the planning portion of their transit system from July 1, 2010, through September 30, 2010; a Request for Information (RFI) and/or a Request for Proposal (RFP) for a transit system in the area; Transit Implementation Plan update; the Title VI update; and, an update to the Public Participation Plan.

Jason Kelly, Town of Chino Valley, presented an update of the transit system development in Chino Valley. He related they could use the additional funds as the Section 5311 funding is not available until October 1, 2010, and there are expenses that currently are not covered. He also indicated that the Town has in-kind match for any funds that would be received. He also stated there has been a significant amount of time devoted to starting the system.

Vice Chairman Flannery questioned what time frame would the Town of Chino Valley need funds from CYMPO. Mr. Kelly responded the Town could only use additional funding until October 1, 2010. Mr. Bridges reiterated that the Town is responsible for the match. Mr. Kelly responded there is plenty of in-kind match for the funds. Chairman Romley complemented Mr. Kelly for his efforts and added a few additional details of the transit process in Chino Valley.

Member Suttles questioned what funds would be used in the future to keep the transit system running in Chino Valley.

Mr. Bridges related CYMPO has \$59,889 in Section 5303 funding and additional funds would not be received until these funds are used. The current fund balances are for fiscal years 2008 and 2009. Member Suttles questioned if there is a guarantee of receiving current year funding. Mr. Bridges responded CYMPO was advised by ADOT we would receive funds for FY 2010 and 2011.

MOTION

Member Springer presented a motion to allow the use of Section 5303 funds, in an amount not to exceed \$10,000, by the Town of Chino Valley, with the Town responsible for the match of 20%. The motion was seconded by Member Suttles.

VOTE ON THE MOTION

The vote on the motion was unanimous.

DISCUSSION

7. FISCAL YEAR-END 2010 FINAL FINANCIAL UPDATE

Chris Bridges, CYMPO Administrator

Task # 1.1

Mr. Bridges presented the CYMPO 2010 fiscal year-end budget; reflecting \$51,161.09 under budget.

There were no comments from the board members.

8. STATE TRANSPORTATION BOARD JULY EVENT FINANCIAL UPDATE

Chris Bridges, CYMPO Administrator

Task # 1.1

Mr. Bridges presented the final financial statement of the July State Transportation Board event. The event was produced without any of the local entities contributing financially. He stated that the majority of the funding received was sponsorships from consultants. The income received was \$4,665 and expenses totaled \$4,630.

There were no comments from the board members.

Chairman Romley requested that agenda item #11 be move prior to agenda item #9.

9. PROPOSED FUTURE AGENDA ITEMS

Chris Bridges, CYMPO Administrator

Task # 1.2

- Coordinated Public Transit-Human Services Transportation Plan
- FY-11 Quarterly financial update
- CYMPO Insurance
- Discuss November and December joint meeting
- Transit Items

10. UPCOMING SCHEDULED MEETINGS

- State Transportation Board Meeting: **Friday Thursday, September 16, 2010, 9:00 AM**, Eagar, AZ
- M-TAC Meeting: **Cancelled: Thursday, October 7, 2010, 8:00 AM. Tentative: Thursday, November 4, 2010**, Prescott City Hall, Council Chambers, 201 S. Cortez, Prescott, AZ
(CYMPO Multimodal Technical Advisory Committee monthly meeting)
- T-TAC Meeting: **Thursday, October 14 7, 2010, 8:00 AM**, Prescott Valley Town Hall, 7501 E. Civic Circle, **Conference Room #331**, Prescott Valley, AZ **PLEASE NOTE NEW LOCATION**
(CYMPO Transit Technical Advisory Committee monthly meeting)
- Rural Transportation Summit & State Transportation Board Meeting: **Friday October 13 -15, 2010**, Litchfield Park, AZ
- Executive Board Meeting: **Wednesday, October 20, 2010, 6:00 PM**, Yavapai County Board of Supervisors' Room, 1015 Fair St., Prescott, AZ
(CYMPO Executive Board monthly meeting)

DISCUSSION/POSSIBLE ACTION

Chairman Romley requested this item be moved before item 9.

11. CYMPO/ADOT CURRENT CONTRACT EXTENSION #2

Chris Bridges, CYMPO Administrator

Task # 1.2

Mr. Bridges stated that as ADOT is in the process of preparing an Intergovernmental Agreement, the contract with the MPOs and COGs needed to be extended to at least December 31, 2010. He related the IGA would be discussed later in the meeting.

MOTION

Vice Chairman Flannery presented a motion to authorize the Chairman, or in his absence the Vice-Chairman, to sign Contract Amendment Two (2) between CYMPO and ADOT, for the period of September 30, 2010 through December 31, 2010. The motion was seconded by Member Suttles.

VOTE ON THE MOTION

The vote on the motion was unanimous.

12. CONVENE INTO EXECUTIVE SESSION (PER A.R.S. 38-431.03(A) (1))

In order to discuss or consult with the attorneys or other designated representatives of the public body regarding, or to otherwise discuss or consider, the following:

- **Intergovernmental Agreement between CYMPO and Arizona Department of Transportation**
(Task #1.1)

MOTION

Member Suttles presented a motion to convene into executive session. The motion was seconded by Secretary/Treasurer Nystrom. Convened into executive session at 6:55 PM.

VOTE ON THE MOTION

The vote on the motion was unanimous.

13. RECONVENE INTO REGULAR SESSION

Reconvened into regular session at 7:17 PM.

14. ACTIONS (IF ANY) RELATED TO EXECUTIVE SESSION ITEMS

MOTION

Member Springer presented a motion to recommend approval of the CYMPO/ADOT IGA with the recommended modifications of specifically listing the type of funds and ADOT notification of lapsing funds to be required within 60 days. The motion was seconded by Member Suttles.

VOTE ON THE MOTION

The vote on the motion was unanimous.

15. ADJOURNMENT

Chairman Romley adjourned the meeting adjourned at 7:25 PM.