



MEETING MINUTES

Multimodal Technical
Advisory Committee
Thursday, October 3, 2013
8:00 AM

Prescott Valley Library Auditorium
7401 East Civic Center – 1st Floor
Prescott Valley, AZ 86314

CYMPO M-TAC Committee

Chairman	Norm Davis, Town of Prescott Valley
Vice-Chairman	Scott Tkach, City of Prescott
Member	Byron Jaspers, Yavapai County
Member	Yvonne Kimball, Town of Dewey-Humboldt
Member	Cynthia Moody, U.S. Forest Service
Member	Richard Straub, Town of Chino Valley
Member	Charla Glendening, ADOT MPD
Member	Bob LaJeunesse, ADOT Prescott District

1. CALL TO ORDER AND ROLL CALL

Meeting was called to order at 8:00 AM by Chairman Davis. Roll call was performed by Deb Hernandez.

Members Absent:

Cynthia Moody, U. S. Forest Service
Charla Glendening, ADOT MPD

2. **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.

PRESENTATION

Mike Willett, Yavapai County, presentation of the Northern Connector Study – Preliminary Corridor Evaluation / Location Report

Mr. Willett stated this corridor has been under study since 1986. Yavapai County recently performed its own study with current population numbers and updated land use. Five (5) different alignments were evaluated prior to cost consideration. Mr. Willett referred to his map and indicated Alignment 2B is the most desirable. Yavapai County would like to include the preferred alignment in the upcoming CYMPO study to see how the roadway would perform.

Chairman Davis reiterated this study was performed by Yavapai County Engineering Department it is a good viable study and can be considered. It has been approved and endorsed by the Town of Chino Valley and the County Board of Supervisors.

Vice-Chairman Tkach asked if there were any challenges in acquiring state land. Mr. Willett responded more time must be allowed for acquiring state land. This design is based on limited access higher speed roads. Yavapai County's plans would have to mesh with Chino Valley's. Vice-Chairman Tkach also asked about additional cost for drainage. Mr. Willett responded all drainages are shallow swales and do not present a problem.

Mr. Straub indicated Chino Valley was anxious to break ground.

DISCUSSION / POSSIBLE ACTION

3. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE SEPTEMBER 5, 2013, REGULAR MEETING MINUTES OF THE MULTIMODAL TECHNICAL ADVISORY COMMITTEE

(M-TAC)

Chris Bridges, CYMPO Administrator
(Task #1.2)

MOTION

Member Straub presented a motion to approve the Minutes of the Regular M-TAC Meeting of September 5, 2013. Motion was seconded by Vice-Chairman Tkach.

VOTE ON THE MOTION

The vote on the motion was unanimous.

4. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND THE EXECUTIVE BOARD APPROVE THE JOINT PROJECT AGREEMENT WITH ARIZONA DEPARTMENT OF TRANSPORTATION FOR TRAFFIC DEMAND MODELING SERVICES

Chris Bridges, CYMPO Administrator
(Task #4.0)

Mr. Bridges stated during a previous working group meeting, based on AECOM's recommendation, CYMPO consider using ADOT to perform the traffic modeling for our Regional Transportation Plan update. CYMPO wanted some level of assurance ADOT would perform modeling services resulting in a Joint Project Agreement with ADOT. ADOT has already signed that agreement, agreeing to all the language set forth by CYMPO's Technical Advisory Committee.

Chairman Davis gave his appreciation to AECOM for their leadership and felt this would be a good partnership.

Vice-Chairman Tkach wanted to know, since ADOT is doing the modeling, who is reviewing their work.

Holly Hassett, Hexagon Transportation, indicated ADOT has agreed to allow her to be present within their office while this model is being developed. She further stated ADOT's traffic model is one of the few models nationwide which has already been through extensive reviews by a panel of national experts. ADOT currently meets some of the highest standards in the industry.

Vice-Chairmen Tkach wanted clarification on what would happen if after regional model is complete how future modeling would occur. Mr. Bridges responded that if changes occur within this next year, we can incorporate those changes now. Beyond that date, we could go to ADOT and request them to run the model again at no charge.

MOTION

Member Straub presented a motion to recommend the Executive Board approve the JPA with ADOT for Traffic Demand Modeling Services. Motion was seconded by Vice-Chairman Tkach.

VOTE ON THE MOTION

The vote on the motion was unanimous.

5. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND THE EXECUTIVE BOARD APPROVE THE SCOPE OF WORK WITH AECOM

Chris Bridges, CYMPO Administrator

(Task #4.0)

Mr. Bridges referred to item under task 3.1 referring to traffic counts. A total of 10 traffic counts have been included in current scope. He wanted the Technical Advisory Committee to address the issue should the need arise that more than 10 traffic counts. Mr. Bridges proposed, since AECOM's contract cost did come under budget, he would like to add a contingency amount to the scope of work thereby eliminating the need to delay the study by asking for additional funds.

Chairman Davis expressed the need to constrain ourselves and recommended the agreement stand as is.

Vice-Chairman Tkach respectfully disagreed; expressed if there is a need for additional work, why not contemplate it now in the contract. It allows flexibility without having to come back to the Executive Board at a later date.

Member Jaspers informed, Yavapai County generally has contingencies built into every contract, by doing so would expedite the project.

Jenny Bixby, AECOM, commented the Scope of work now includes ten (10) 24 hour traffic counts and twelve (12) peak hour counts, even if those counts were doubled it would cost would not exceed \$9,000.

Vice-Chairman Tkach wanted to make a motion to add a \$10,000 contingency to the existing Scope of Work.

Member Kimball wanted to know where the additional money was going to come from.

Vice-Chairman Tkach indicated, it is good engineering practice to add contingency to contracts, this only gives 5% flexibility. He also explained CYMPO has \$250,000 in this line item of their budget, so there is money within the existing budget to cover this additional expense.

Mr. Bridges informed the TAC he would work with AECOM to incorporate language adding a \$10,000 contingency, e-mail it to the TAC for their comments and take it directly to Executive Board for their October meeting.

MOTION

Vice-Chairman Tkach presented a motion to amend AECOM's contract to add a \$10,000 contingency that would require approval of the M-TAC with the rest of the contract to stand as contemplated and recommend the Executive Board approve the Scope of Work with AECOM. Motion was seconded by Member Jaspers

VOTE ON THE MOTION

The vote on the motion was unanimous.

6. DISCUSSION AND POSSIBLE ACTION TO HOLD THE ELECTION OF OFFICERS FOR THE M-TAC CHAIRMAN AND VICE-CHAIRMAN FOR 2014 – POSITIONS ARE EFFECTIVE JANUARY 1, 2014

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

Mr. Bridges indicated the possibility of not having a meeting of the M-TAC in November or December unless an action item to consider came to the forefront (updates would be provided to the TAC via e-mail).

Chairman Davis stated that if there was no need for the M-TAC to meet for 120 days he agreed with the idea of not meeting just to meet. Chairman Davis brought upon the topic of rotating members, allowing each member to have the opportunity to Chair the M-TAC.

Mr. Bridges explained the Chairman of the 2012 M-TAC was Yavapai County with the Vice Chairman being Prescott Valley. This year the Chairman was Prescott Valley with the Vice Chairman being Prescott. Next in line of rotation would be the City of Prescott being Chair with Town of Chino Valley as Vice Chair, then Yavapai County and Dewey Humboldt following.

Member Jaspers expressed he did not have a problem with the current calendar rotation. Vice Chairman Tkach also agreed and indicated he would accept the position of Chairman.

MOTION

Member Kimball presented a motion to nominate Scott Tkach as Chairman of the CYMPO Multimodal Technical Advisory Committee, M-TAC. Motion was seconded by Member Straub.

VOTE ON THE MOTION

The vote on the motion was unanimous.

MOTION

Member Kimball presented a motion to nominate Richard Straub as Vice-Chairman of the CYMPO Multimodal Technical Advisory Committee, M-TAC. Motion was seconded by Vice-Chairman Tkach.

VOTE ON THE MOTION

The vote on the motion was unanimous.

7. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE M-TAC MEETING SCHEDULE FOR 2014

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

Mr. Bridges reiterated the M-TAC does not want to have meetings just for updates but at the same time wants the public to be aware of our meeting schedule. The 2014 schedule indicates no meeting in January, due to the Rural Transportation Summit, but for the rest of the year meetings are scheduled on the first Thursday of each month, giving exceptions to holidays. Proper notification would be given should there be no M-TAC meeting in any particular month.

Chairman Davis commented it was good to have an established meeting times and location for the public.

Member Straub questioned how the M-TAC was going to stay apprised of the Long Range Transportation Study AECOM will be working on. Mr. Bridges explained there would be a “Kick-Off” meeting as well as working groups where everyone would be involved so, he would be meeting TAC members in person as well as distributing information via e-mail.

MOTION

Vice-Chairman Tkach presented a motion to adopt the proposed meeting schedule for 2014. Motion was seconded by Member Straub.

VOTE ON THE MOTION

The vote on the motion was unanimous.

DISCUSSION

8. UPDATE OF THE COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN

Chris Bridges, CYMPO Administrator

(Task #8.0)

Mr. Bridges explained this document was required by FTA and ADOT in order for Human Services Providers to be eligible to apply for Section 5310 monies. The roll of CYMPO is to have an approved plan establishing how the Human Services Providers will coordinate. The last Coordinated Plan CYMPO filed was three years ago with provider updates given to ADOT every year. This year CYMPO has been requested to provide an update reflecting population as well as current Human Service Providers. CYMPO has established a Local Coordinated Group that has up to thirty agencies represented which meets monthly to establish future goals for themselves. Prior to the next grant cycle this plan has to be completed and approved. Mr. Bridges requested comments and indicated this document, once completed, would be brought back to the M-TAC for recommendation of approval by the Executive Board.

9. UPDATE OF THE HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) FOR SIGN PANELS AND POSTS PROJECT

Chris Bridges, CYMPO Administrator

(Task #1.2)

Mr. Bridges was happy to inform CYMPO did receive our award. A “Kick-Off” meeting with the contractor has not yet been scheduled. At that meeting the contractor will be able to provide a schedule of when and where they will be working that can be passed on. Mr. Bridges reminded the M-TAC this project is 100% funded which is a great benefit to the community. Member LaJeunesse, ADOT – Prescott District, indicated he would check with contractor to see what his proposed schedule was and pass that information on.

Chairman Davis remarked HSIP funding was received annually and there would be a residual funding remaining from this particular project; looking forward to next year, when should consideration be made for the second round of signs. Mr. Bridges commented the TIP was programmed to indicate HSIP funds would go into sign projects for the next five years. He also stated unused funds would continue to roll over to the next fiscal year. Originally CYMPO provided ADOT with a list of signs that exceeded our budget and we would be working from that list when the project goes out to bid again next year. Our HSIP funds would continue to roll over and will be put into signs until we have not more signs to replace.

10. PROPOSED FUTURE AGENDA ITEMS

Chris Bridges, CYMPO Administrator

(Task #1.2)

Mr. Bridges presented the following as possible Future Agenda items:

- Coordinated Mobility Management Plan

11. AGENCY UPDATES

Agency updates were provided by:

- Richard Straub – Chino Valley
- Byron Jaspers – Yavapai County
- Scott Tkach – City of Prescott
- Norm Davis – Town of Prescott Valley
- Bob LaJeunesse – ADOT Prescott District

12. MISCELLANEOUS ANNOUNCEMENTS & CYMPO UPDATES

13. UPCOMING SCHEDULED MEETINGS

- State Transportation Board Meeting: **October 11, 2013, Wickenburg, AZ**
- CYMPO Executive Board Meeting: **Wednesday, October 16, 2013, 6:00 PM**, County Board of Supervisors Room, 1015 Fair Street, Prescott, AZ
- M-TAC Meeting: **TO BE DETERMINED**, Prescott Valley Library Auditorium, 1st Floor, 7401 E. Civic Circle, Prescott Valley, AZ 86314
(*CYMPO Multimodal Technical Advisory Committee monthly meeting*)

14. ADJOURNMENT

Chairman Davis adjourned the meeting at 9:12AM.

Norm Davis, Chairman
CYMPO Multimodal Technical Advisory Committee

ATTEST:

Deborah Hernandez, Administrative Assistant

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the CYMPO M-TAC Meeting, Prescott Valley, Arizona held on the 3rd day of October, 2013. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this ____ day of _____, 2013.

Deborah Hernandez, Administrative Assistant