



# MEETING MINUTES

**Executive Board  
Regular Meeting  
Wednesday, December 18, 2013  
5:00 PM**

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

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## **CYMPO Executive Board**

Chairman	Darryl Croft, Vice Mayor, Town of Chino Valley
Vice-Chairman	Chris Kuknyo, Councilman, City of Prescott
Secretary/Treasurer	Terry Nolan, Mayor, Town of Dewey-Humboldt
Member	Mary Mallory, Councilwoman, Town of Prescott Valley
Member	Craig Brown, Yavapai County Supervisor
Proxy Member	Alvin Stump, District Engineer, ADOT Prescott District

### **1. CALL TO ORDER AND ROLL CALL**

Chairman Croft called the meeting to order at 6 PM. Deb Hernandez performed roll call.

#### **Members Absent:**

Member Dallas Hammit, ADOT Representative

### **2. ANNOUNCEMENTS AND UPDATES:**

Announcements and/or updates may be provided by Board Members, CYMPO Administrator or other invitees.

CYMPO Administrator Chris Bridges announced the Sign Replacement Project construction is to begin January 6, 2014

### **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.

Thomas Slaback made comment to the Executive Board regarding a public meeting he attended on October 10, 2013 regarding the I-11 Corridor Study.

No other public comments were made.

## **DISCUSSION / POSSIBLE ACTION**

### **4. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE EXECUTIVE BOARD MEETING MINUTES OF NOVEMBER 20, 2013**

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

**MOTION**

Member Nolan presented a motion to approve the Minutes of the Regular Meeting of November 20, 2013. The motion was seconded by Vice-Chairman Kuknyo.

**VOTE ON THE MOTION**

The motion passed withal members voting to approve minutes and Member Brown abstaining

**5. DISCUSSION POSSIBLE ACTION TO APPROVE MODIFIED JOB DESCRIPTIONS FOR PROGRAM COORDINATOR AND ADMINISTRATIVE ASSISTANT**

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

Mr. Bridges, announced due to staffing changes, he took the opportunity to look at how CYMPO does business and make ourselves more efficient. The former “Program Coordinator III” job has been modified to “Program Coordinator II”. We will eliminate the “Administrative Secretary” position and replace it with “Program Secretary II”. The purpose behind this would be to give CYMPO an Operations component and a Planning component. The Yavapai County Human Resources department helped with the job descriptions and they are in line with other County positions. With approval, they will immediately advertise for the open position.

Comments were made by Vice-Chairman Kuknyo, Member Brown and Chairman Croft regarding wording in the contract viewed as “standard language” within the contract.

**MOTION**

Member Nolan presented a motion to approve the modified job description as attached to become effective immediately and to begin the hiring process for the vacant Program Coordinator position. The motion was seconded by Member Stump.

**VOTE ON THE MOTION**

The vote on the motion was unanimous.

**6. BOARD APPOINTMENT TO THE RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC)**

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

Mr. Bridges related, currently Vice-Chairman Kuknyo is the CYMPO attendee to the Rural Transportation Advocacy Council (RTAC) with Secretary/Treasurer Nolan being his alternate. He strongly recommends maintaining them in the same roll should they agree, to provide consistency to RTAC Board.

Member Brown wanted to know if Vice-Chairman Kuknyo would be willing to continue his role on the RTAC Board. Vice-Chairman indicated he would be happy to retain this role but should another Board member desire this duty, he would be happy to yield.

**MOTION**

Member Brown presented a motion to appoint Vice-Chairman Kuknyo as the CYMPO RTAC representative and Secretary/Treasurer Nolan as CYMPO RTAC alternate. The motion was seconded by Member Mallory.

**VOTE ON THE MOTION**

The vote on the motion was unanimous.



## **DISCUSSION**

7. **TENTATIVE SCHEDULE FOR BOARD REPRESENTATIVES TO ATTEND STATE TRANSPORTATION BOARD (STB) MEETINGS, MULTIMODAL TECHNICAL ADVISORY (M-TAC) MEETINGS AND LOCAL COORDINATED COUNCIL (LCC) MEETINGS**  
*Chris Bridges, CYMPO Administrator*  
*(Task #1.2)*

Mr. Bridges indicated this is not an action item but a guide for the Board. The Board previously requested a rotating schedule for Board members to attend M-TAC meetings; which we have provided. Also, a schedule of the State Transportation Board (STB) meetings is provided. May is typically when the last public hearing comments are received by STB, it is critical we attend. The Local Coordinating Council (LCC) is a group of Human Service providers, who meeting monthly to discuss how they can best provide rides for people who need rides. Vicky McLane of our office organizes and facilitates these meetings.

Vice-Chairman Kuknyo asked if during the STB meeting in June our efforts to get SR89 South back into their 5-Year Plan will be rewarded. Mr. Bridges, indicated yes, that will be the vote for the approval.

8. **DISCUSSION AND UPDATE OF THE CYMPO LONG RANGE TRANSPORTATION PLAN (LRTP)**  
*Chris Bridges, CYMPO Administrator*  
*(Task #4.0)*

Mr. Bridges related the consultant set up meeting with ADOT traffic modeling group that he attended. To guarantee ADOT was getting the information they needed in order to accurately project traffic models. Clarifications of the TAZ boundaries have been sent out to each of the entities. He anticipates the first public meeting to be in April.

9. **STRATEGY DISCUSSION AND UPDATE ON THE RURAL TRANSPORTATION SUMMIT**  
*Chris Bridges, CYMPO Administrator*  
*(Task #1.2)*

Mr. Bridges indicated comments from the TAC were welcomed as the format of this meeting was changed from a work study to an actual meeting, but he did not want to limit their input.

Chairman Croft called for input from the M-TAC, no comments were made.

Vice Chairman Kuknyo stated he would like to see tours organized to get STB Members out in our community and see bottlenecks on Highway 89 and 69 as well as the backup in Dewey-Humboldt when school dismisses. Anything we can do to make our points would be beneficial.

Member Stump concurred; it is a great idea taking STB Members for a tour on the SR89 corridor and SR69. He also stated, we needed to think about message points and how they lineup with ADOT's economic develop formulas.

Mr. Bridges provided an update on the Rural Transportation Summit, reminding everyone the January STB meeting would be that Friday at the Prescott Valley Library.

Kevin Adam of RTAC provided a legislative update on HURF Funds. In light of the State's current economic condition, he felt this is a good time for the state to wean itself off of HURF funds. Speaker of the House Tobin has indicated he would like to see a stop in the transfers of HURF funds.

**10. PROPOSED FUTURE AGENDA ITEMS**

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

Mr. Bridges presented the following for February Executive Board agenda:

- Public Involvement Plan
- Mobility Coordinated Plan – 5310
- ADOT Enforcement Division
- RTP Update
- Use of STP Funds

**11. UPCOMING SCHEDULED MEETINGS**

- Rural Transportation Summit, **January 15<sup>th</sup> – 17<sup>th</sup>, 2014, Prescott Resort**
- State Transportation Board Meeting: **January 17, 2014, Prescott Valley, AZ**
- M-TAC Meeting: **Thursday, February 6, 2014**, Prescott Valley Library Auditorium, 1<sup>st</sup> Floor, 7401 E. Civic Circle, Prescott Valley, AZ 86314 (*CYMPO Multimodal Technical Advisory Committee monthly meeting*)
- Executive Board Meeting: **Wednesday, February 19, 2014, 5:00 PM**, County Board of Supervisor's Room, 1015 Fair Street, Prescott, AZ

**12. ADJOURNMENT**


**MOTION**

Vice-Chairman Kuknyo presented a motion to adjourn. The motion was seconded by Member Brown.

**VOTE ON THE MOTION**

The vote on the motion was unanimous.

The meeting adjourned at 5:48 PM.

  
Chris Kuknyo, Chairman  
Executive Board

ATTEST:

  
Deborah Hernandez, Program Secretary