



**CENTRAL YAVAPAI  
METROPOLITAN PLANNING ORGANIZATION  
7501 E. Civic Circle, Prescott Valley, AZ 86314**

**REGULAR MEETING & EXECUTIVE SESSION OF  
THE EXECUTIVE BOARD MEETING**

**Wednesday, July 15, 2009**

**6:00 P.M.**

**Yavapai County Administration Bldg.  
Supervisors Boardroom**

**1015 Fair Street  
Prescott, AZ 86303**

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***MEETING MINUTES***

**BOARD MEMBERS PRESENT**

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

Mike Flannery, Chairman  
Robert "Bob" Luzius, Vice-Chairman  
Ron Romley, Secretary/Treasurer  
Carol Springer

**BOARD MEMBERS NOT PRESENT**

State Transportation Board

William "Bill" Feldmeier

**AGENCY REPRESENTATIVES PRESENT**

Yavapai County  
Town of Prescott Valley  
ADOT  
Town of Dewey-Humboldt

Chris Bridges, Phil Bourdon, Mike Willett  
Norm Davis  
Randy Blake  
Councilman David Nystrom

**CYMPO STAFF PRESENT**

Program Administrator  
Program Coordinator  
Administrative Assistant

Jodi Rooney  
Jean Knight  
Deb Hernandez

**ADDITIONAL ATTENDEES**

Territorial Transit  
Citizens  
AAUW

Lindsay Bell  
Cheri Romley, Sandy Willett  
Bonnie Carlson

**CALL TO ORDER:** The meeting was called to order by Chairman Mike Flannery at **6:00 P.M.**

**1. INTRODUCTIONS**

The Board as well as all in attendance introduced themselves.

**2. ANNOUNCEMENTS and CYMPO UPDATES**

CYMPO Administrator Jodi Rooney announced status was received on the reauthorization of the Transportation Bill. At this time the USDOT and the White House have proposed an 18 month extension of the current Transportation Law.

Mrs. Rooney advised she was in receipt of a letter sent to the deputy administrator of the Federal Highway Administration from The Association of Metropolitan Planning Organizations, our MPO national headquarters. The letter spoke against the potential rescinding of the planning funds for approximately 400 MPO's across the nation; there is still a question of sweeping those funds.

Our own Victor Mendez has been confirmed as the Administrator of the Federal Highway Administration. Secretary/Treasurer Ron Romley commented that Victor Mendez is the second Arizona Representative we have had in the number one Federal position with Mary Peters being the first.

Letters were sent out to the jurisdictions asking support for the Fain Road Project, which is applying for American Recovery Reinvestment Act (ARRA) funds; specifically, a Transportation Investment Generating Economic Recovery (TIGER) grant.

CYMPO has been watching the movement of House Bill 2480 sponsored by Representative Jones, which authorizes counties with populations between 200,000 and 400,000 to form Transportation Authorities with taxing and bonding powers; it was one of the transportation related bills that passed this year.

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.

David Nystrom, Council Member for the town of Dewey-Humboldt, introduced himself. Tuesday of next week, the Town of Dewey-Humboldt will vote on a resolution to join CYMPO. He will be their delegate to the organization and looks forward to working with CYMPO in the future.

4. **APPROVAL OF MINUTES: June 17, 2009**  
**MOTION**

Secretary/Treasurer Ron Romley presented a **Motion** to approve the June 17, 2009, Executive Board Meeting Minutes. The **Motion** was seconded by Member Carol Springer.

**VOTE ON THE MOTION**

The vote was unanimous.

5. **bqAZ FRAMEWORK PROCESS**

*Jennifer Toth, Director Multimodal Planning Division, ADOT*

*James Zumpf, Assistant Director, Statewide Planning, ADOT*

Chairman Flannery stated that Jennifer Toth from ADOT was scheduled to make a presentation but, being a victim of the Interstate 17 closure, CYMPO Administrator Jodi Rooney was asked to comment.

CYMPO Administrator Jodi Rooney indicated she had a recent conversation with Jennifer Toth, the new ADOT Director in the Multimodal Planning Division, and Mrs. Toth wanted CYMPO's input on a couple of items. Regarding Building a Quality Arizona (bqAZ), ADOT is seeking feed-back from the elected officials of this region. Mrs. Toth wanted to know if the CYMPO Executive Board would be willing to attend a meeting of regional elected officials or would you prefer her come to our next scheduled meeting and make a presentation?

Member Carol Springer questioned what the bqAZ goals were and if there any changes in direction with the new governor? If the ADOT goal is to achieve what Arizona specifically needs (i.e.: development of a regional transportation system, such as an alternative to I-17) it would be worthwhile.

Chairman Flannery added that ADOT conducted (as a preliminary to bqAZ) a critical needs assessment. The TIME Coalition took that assessment and they did discover certain projects on the list that were not critical needs, but were on the list in order to get the buy-in. The Critical Needs List is still there and it is part of the bqAZ. Mr. Halikowski sees funding as a more critical issue than just drawing lines on maps.

Vice-Chairman Luzius said he was in favor of an ADOT representative making a presentation in September.

CYMPO Administer Rooney responded that ADOT spoke of sponsoring a regional meeting and CYMPO would partner with ADOT. Mrs. Toth is willing to come in September; she is looking for direction and is aware that bqAZ got off track. ADOT would like to re-approach the process as it is important to have the buy-in of elected officials and be bqAZ conversant.

Secretary/Treasurer Romley approved having Mrs. Toth come to the September CYMPO meeting.

CYMPO Administrator Rooney volunteered to give Mrs. Toth the input that the process needs to be improved and we would like to have her come to our next scheduled meeting to do a presentation.

## 6. REVIEW OF BY-LAWS

*Ron Romley, CYMPO Board Secretary/Treasurer*

Secretary/Treasurer Romley related that July's agenda packet includes a draft of the contemplated By-Law changes. With CYMPO Program Coordinator Jean Knight's help, he went through the existing By-Laws, cleaned it up, took out some of the duplicated elements and put them into one location. This is a two-fold discussion. He requested the Executive Board review the draft within the next couple of weeks and if you have any issues let Ms. Knight know so those items can be discussed. He would like to have a final draft at the next meeting.

The second part of this discussion is due to the potential addition of the Town of Dewey-Humboldt to our board. With this addition we will have six members on the panel, which makes it possible for a tie vote to occur. A consensus as to how we would handle a tie is needed. One of the ideas was to not have the chairman vote except as a tie-breaker.

Member Springer felt the Chair is an equal member representing an entity and the Chair's prerogative, as our leader, is to indicate a preferred direction that we can debate. We are looking to the Chair for leadership and that would hinder the chair from feeling free to voice an opinion. She would prefer to have all the entities on an equal voting relationship. In reality, if you end up with a tie, a tie is a losing vote. Chairman Flannery agreed with Member Springer.

By-Laws will be corrected to reflect that every member will have an equal vote and if the vote does end in a tie, the motion fails.

## 7. AUGUST RECESS OF THE CYMPO EXECUTIVE BOARD

*Jodi Rooney, CYMPO Administrator*

CYMPO Administrator Jodi Rooney said that typically this particular body does recess in the month of August and wanted to bring this once again before the body. The disclaimer is that if something comes up there could be an emergency meeting called.

### **MOTION**

Member Carol Springer made a **Motion** to recess the Executive Board meeting for the month of August 2009. The **Motion** was seconded by Secretary/Treasurer Ron Romley.

### **VOTE ON THE MOTION**

The vote was unanimous.

**8. TRANSITPLUS CONTRACT AMENDMENT - 5307 GRANT MANAGEMENT**

*Vicky McLane, CYMPO Program Manager*

CYMPO Administrator Jodi Rooney spoke in the absence of CYMPO Program Manager Vicky McLane. CYMPO has contracted with Suzanne O'Neill, TransitPlus, to provide grant management services. Last year TransitPlus did submit a grant for us and there has been ongoing maintenance. TransitPlus was able to get CYMPO access into the ECHO system, which is where we draw down money from the Federal Transit Administration. Activity also included putting together the process to implement a general public voucher program. Due to the activities we surpassed the estimated budget; therefore, we are requesting the Executive Board for a \$15,000 contract amendment.

Member Springer questioned the original contract amount.

CYMPO Administrator Rooney responded that the original amount was \$20,000. However, \$7,000 of that was used completing the Transit Implementation Plan, reports, and presentations, leaving \$13,000 available for grant management.

Member Springer questioned if \$15,000 would be the last of the grant management expenditure.

CYMPO Administrator Rooney relayed that grant management is an on-going process. There are milestones that have to be met and that information is entered into the FTA Team System. Maintenance and research is continually being done. Additionally, TransitPlus has worked diligently on CYMPO/FTA issues.

Secretary/Treasurer Romley asked if we were going to have to address ECHO every year and if so, has it been put into our budget for next year.

CYMPO Administrator Rooney indicated that we did attribute money toward the grant management. It is in work element number two of the UPWP. These funds are Section 5307, which needs to be spent. There is a 20% local match required.

Secretary/Treasurer Romley asked if this \$15,000 will take us to the end of this calendar year.

CYMPO Program Coordinator Jean Knight indicated this amendment should go beyond this calendar year. The contract does not have an end date.

CYMPO Administrator Rooney explained that the first year, CYMPO had to estimate what it might cost and working with FTA has taken extra time. The first year was a tough one to estimate, but we are getting a better handle on the costs.

CYMPO Program Coordinator Jean Knight responded that currently funds to pay TransitPlus are at zero as of the end June, with respect to this contract, TransitPlus has continued to work in good faith.

Member Springer requested that a member of Transit Technical Advisory Committee (T-TAC) provide information regarding the amendment.

Mike Willett, Chairman of T-TAC, approached the Executive Board stating that T-TAC approved this motion at their last meeting. There was an initial estimate of \$20,000, of which \$7,000 was used for Transit Implementation, with \$13,000 available for grant management. It was an estimate; no one knew exactly what it was going to cost. We did not have a track record to know what grant management would cost on an annual basis. T-TAC considered the first amount of \$13,000 with the addition of another \$15,000 and decided that it would cost approximately \$28,000 to manage that grant for a year. The motion was approved on that basis, understanding that the \$15,000 is for six more months. Mr. Willett stated that the T-TAC recommendation to the Executive Board was to approve the increase. Member Springer wanted to know what we were accomplishing toward a goal of transit.

Mr. Willett stated the grant application allows CYMPO to set aside 5307 Transit Funds every year. It does not mean CYMPO will spend it in the next year. CYMPO has to prepare a grant application to be able to spend the money and has to justify in the application where the money is to be spent. The FTA has been agreeable in giving us money for the planning efforts, which allows us to do studies and pay the consultant. If CYMPO does not do grant management it is possible that the 5307 Transit Funds could go away.

Member Springer expressed concern about the process, length of time, costs, and maintenance of the grant application.

Chairman Flannery indicated that the grant application is not even finalized as of today. In terms of parking any of that money we can't even do that at this time.

Mike Willett passed on information that NAIPTA has a full time grant management person on the payroll. T-TAC felt that CYMPO needed the expertise of TransitPlus this first year. If we spend \$28,000 - \$30,000 a year to get \$600,000 or \$700,000 a year of transit money then that is a benefit.

Chairman Flannery reiterated it is not just a matter of TransitPlus's expertise; we want to get transit moved elsewhere. A certain degree of workload is supposed to be taken off of our staff for them to accomplish that.

CYMPO Administrator Rooney indicated the grant this year includes work on a general public voucher system. We can tap into some of the 5307 money to do that and that is why we are trying to work through the application issues with FTA.

Mike Willett mentioned the Executive Board previously decided to curtail transit discussion for six months; and as we work through that period we may want to discuss how to move forward with transit. Vice-Chairman Luzius stated he was in favor of amending the TransitPlus contract; spending an additional \$15,000 to gain \$600,000 to \$700,000 was the best thing to do.

Lindsay Bell, Territorial Transit, spoke in favor of approving the amendment for additional funds for TransitPlus to continue with the grant application and do necessary maintenance.

#### **MOTION**

Vice-Chairman Bob Luzius made a **Motion** to approve a contract Amendment for the 5307 grant management services with TransitPlus, based upon the Scope of Work, in the amount of \$15,000; and, forward to the City of Prescott City Manager/City Council for their endorsement. The **Motion** was seconded by Secretary/Treasurer Ron Romley.

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

The vote was unanimous.

### **9. PROPOSED FUTURE AGENDA ITEMS**

*Jodi Rooney, CYMPO Administrator*

Items for September's agenda are:

- bqAZ Framework Presentation
- Review of By-Laws
- Discussion of the addition of the Town of Dewey-Humboldt
- ARRA
- Yuma Legislative Action
- Annual Meeting Calendar
- Quarterly Financial Reports
- M-TIP Amendment
- Updates on Transportation Bills
- Public Private Partnerships

**10. MOTION TO CONVENE INTO EXECUTIVE SESSION (PER A.R.S. 38-431.03(A) (1))**

**MOTION**

Vice-Chairman Bob Luzius made a **Motion** to convene into Executive Session. The **Motion** was seconded by Secretary/Treasurer Ron Romley. The Board convened into executive session at 7:05 PM.

**VOTE ON THE MOTION**

The vote was unanimous.

Member Bill Feldmeier arrived at approximately 7:05 PM.

**11. RECONVENE INTO REGULAR SESSION**

**MOTION**

Member Carol Springer made a **Motion** to reconvene into regular session at 8:03 PM. The **Motion** was seconded by Secretary/Treasurer Ron Romley.

**VOTE ON THE MOTION**

The vote was unanimous.

**12. ACTIONS (IF ANY) RELATED TO EXECUTIVE SESSION ITEMS**

There was no action taken regarding the Executive Session.

**13. ADJOURNMENT**

**MOTION**

Member Bill Feldmeier made a **Motion** to adjourn the meeting at 8:05 PM. The **Motion** was seconded by Secretary/Treasurer Ron Romley.

**VOTE ON THE MOTION**

The vote was unanimous.