



**CENTRAL YAVAPAI
METROPOLITAN PLANNING ORGANIZATION**

**MULTI-MODAL TECHNICAL ADVISORY COMMITTEE
(M-TAC)**

**Thursday, September 4, 2008
8:00 A.M.**

**Prescott Council Chambers
City Hall**

**201 S. Cortez St.
Prescott, AZ 86303**

Meeting Minutes

AGENCY VOTING M-TAC MEMBERS PRESENT

Yavapai County	Chairman Phil Bourdon
Town of Prescott Valley	Vice-Chairman Norm Davis
ADOT Prescott District	Dallas Hammit
City of Prescott	Craig McConnell
Town of Chino Valley	Ron Gritman

AGENCY VOTING M-TAC MEMBERS UNABLE TO ATTEND

ADOT Transportation Planning Division	Vacant
Prescott National Forest	Cynthia Moody

AGENCY REPRESENTATIVES PRESENT (NON-VOTING)

City of Prescott	Councilman Bob Luzius
Yavapai County	Supervisor Carol Springer, Mike Willett, Chris Bridges, Elise Link

ADDITIONAL ATTENDEES

ADOT	Charlene FitzGerald
Prescott Alternative Transportation (PAT)	Lisa Barnes
D.V.C.A.	Walt Matthew, Phyllis Matthew
Prescott Bicycle Advisory Committee	Derek Brownlee

CYMPO STAFF

Administrator	Jodi Rooney
Administrative Assistant	Jean Knight

1. CALL TO ORDER: 8:00 A.M.

Phil Bourdon, Chairman

2. ROLL CALL – Jean Knight, Administrative Assistant CYMPO

3. **PUBLIC COMMENT:** 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 M-TAC need not request permission in advance and are limited to three (3) minutes. The public may also comment on individual agenda items, as each item is considered by the M-TAC, subject to a time limit of three (3) minutes.

There were no comments from the public.

4. **APPROVAL OF MINUTES: July 3, 2008**

Member Ron Gritman introduced a motion to approve the Multi-Modal Technical Advisory Committee July 3, 2008 meeting minutes. Member Craig McConnell seconded the motion.

VOTE ON THE MOTION

The motion passed unanimously.

5. **ADOT FUNDING OPTIONS**

Charlene FitzGerald

ADOT Multi-modal Planning Division

Charlene FitzGerald presented funding sources and opportunities provided to CYMPO through ADOT, which receives Federal apportionment from Federal Highways including discussion when the annual distribution is made. The different programs presented were the Surface Transportation Program (STP); Bridge funds; The old and new - Safety/Railroad; Regionally Managed HSIP; projects eligible are Safety Improvement – Intersection; System Improvements – Lane Departure; System Improvements – Other; Transportation Enhancement, indicating the different allocation of funds for local and state, required match, and the different cap amounts for both. Beginning in 2004, if the funds were not used, they could be carried forward to the new fiscal year. She also indicated that with any of the ADOT programs, an Intergovernmental Agreement (IGA) would be required; local government will issue the IGA.

Ms. FitzGerald related the amount disbursed to the different MPO and COG annually is based on the 2000 census. CYMPO receives approximately \$689,000 annually from the STP program. She presented a list of projects that are eligible for the HSIP funds which \$580,000 will be allocated to CYMPO. What ADOT would like to see is a prioritized list of targeted safety improvements.

Mark Hoffman was introduced via teleconference to discuss the Transit funding opportunities for the CYMPO region. The programs introduced were the Section 5303 Metropolitan Transportation Planning Program; Section 5307 Urbanized Area Apportionments program; Section 5310 Elderly Individuals and Individuals with Disabilities; Section 5316 Job Access and Reverse Commute Program and the Section 5317 New Freedom Program. He related who can apply for each program, how it is funded, who disburses the funds and how much, if any funds were received by the COG's and MPO's for the fiscal year 2008. The states allocation for the Section 5303 for 2008 was \$1.7 million, disbursed to the 5-MPOs, based on population; Section 5307 is not distributed by ADOT, the direct recipient is the MPO by Federal Transit Authority (FTA) and 2008 CYMPO received \$729,918 the state allocation for 2008 for the Section 5310 program was \$2.3 million. The Section 5316 distribution for each area based on population, CYMPO 2008 allocation was \$314,000. Section 5317 program 2008 allocation to CYMPO was \$149,479.

The teleconference with Mr. Hoffman ended at this time and was resumed by Charlene Fitzgerald. She related that the Highway Expansion and Extension Loan Program (HELP) is currently on hold due to lack of funds in the budget. She indicated that this program will be reinstated at a later date. The PARA, Planning Assistance for Rural Areas is a new approach to Small Area Transportation Study. The focus remains on the non-TMA, the local governments retain management of the studies with ADOT expanding its role in providing guidance and direction to the local governments. ADOT will fund 100% of study costs. The focus is on planning with the community.

Jodi Rooney CYMPO Administrator indicated that included in the packet for the M-TAC board are the minutes from the Quarterly Planning Meeting from John McGee which explains the HURF SWAP program short-fall. The program has been suspended as the HURF revenues fell 3% last year. Ms. FitzGerald related that there has been \$15 million in projects per year for HURF SWAP. The program is on hold until budget revenues increase.

Member Craig McConnell asked for clarification of the Safety/Railroad as the information provided indicated an allocation to CYMPO in the amount of \$580,397. Additionally he asked if the use of the funds is subject to the procedures that have been presented. Ms FitzGerald related that this is relatively new and it has not yet been determined how the funds will be disbursed as there are HES projects already approved that will need funded. She indicated that funds may become available in 2009. Ms. FitzGerald indicated that there are ways to receive additional funding if the project included the entire network (local area).

6. 2008 STATE TRANSPORTATION BOARD EVENT RECAP

Jodi Rooney, CYMPO Administrator

CYMPO Administrator Jodi Rooney presented a spread sheet of the Budget vs. the actual expenses for the State Transportation Board Event. Ms. Rooney indicated that as usual the event came in under budget. The actual hard dollar cost to each entity was only \$61.21 and the anticipated amount had been \$150.00.

Joanne Scardina-Barr was acknowledged for all of the assistance she gave to make the event successful.

7. REGIONAL DEPOSIT ON ACCOUNT (COP) and UNREIMBURSED AMOUNTS

Kevin Kellogg, City of Prescott (COP)

Mr. Kellogg showed the total expenses going back to FY 2004 in an amount of approximately \$700,000 and revenue from ADOT was about \$650,000, with \$25,000 underpaid. Most adjustments come through for a nonfederal match for salaries and benefits incurred by CYMPO and it relates to \$300 to \$500 a month. That total over 5-years is roughly \$25,000 an un-reimbursed amount. Mr. Kellogg related that in February 2006, CYMPO entities provided advance funding to pay for projects outside of the general CYMPO administrative expenses: Regional Transit Study, Capacity Analysis of SR 69, and SR69 Corridor Development Implementation Plan. He indicated the amount each entity paid to City of Prescott.

The City of Prescott (COP) has funded the CYMPO deficit to date for administrative operations.

Mr. Kellogg presented a spreadsheet that illustrated the current fund balances, the CYMPO deficit, and funds reimbursement options for M-TAC consideration.

Member Craig McConnell suggested that administrative expenses be kept separate from the project expenses so that funds are not comingled because they are different types of expenses. He indicated that the discussion at the executive board meeting regarding this issue it was stated that perhaps by the end of the fiscal year the accounts be brought to a zero so there would not be overages or shortages.

Member Craig McConnell presented a motion in three parts for recommendation to the Executive Board:

- 1) Refund of proportional amounts of the existing, unexpended balance for projects back to CYMPO members.
- 2) Quarterly invoicing of CYMPO members for their respective shares of estimated project expenses.
- 3) Annual invoicing of CYMPO members for their respective shares of the total amount of CYMPO actual operational expenses exceeding state and federal reimbursements. Vice-Chair Norm Davis seconded the motion.

VOTE ON THE MOTION

The motion passed unanimously.

8. 2009 M-TAC MEETING DATES

Jodi Rooney, CYMPO Administrator

CYMPO Administrator Jodi Rooney presented the proposed 2009 M- TAC meeting schedule for review and possible action. She indicated that there were two items to note: 1) the January meeting is deferred to the second Thursday due to the January 1st holiday; 2) the December 2009 meeting is tentatively scheduled to be a combined meeting with the Executive Board reflecting previous years.

Member Ron Gritman made a motion to approve the 2009 Meeting Schedule for the Multi-Modal Technical Advisory Committee. Member Craig McConnell seconded the motion.

VOTE ON THE MOTION

The motion passed unanimously.

9. QUARTERLY CYMPO BUDGET REVIEW

Jodi Rooney, CYMPO Administrator

CYMPO Administrator Jodi Rooney presented the CYMPO Quarterly Budget Report at the March meeting and was now again presenting it at the September meeting. (FY08 End Budget vs. Actual prepared) The report includes the FY08 Actual Expenses to-date vs. FY08 approved Budget plus estimated FY08 year-end expenses; she brought to the attention of the M-TAC that the FY 08 ended \$65,946 under budget.

Chairman Phil Bourdon complimented CYMPO Administrator Jodi Rooney for coming in under budget.

10. AGENCY UPDATES

Agency updates and project/program reviews were provided by ADOT, Town of Chino Valley, Yavapai County and City of Prescott.

Lisa Barnes, Prescott Alternative Transportation, announced that an event called “Complete Streets Town Hall” is to be held on October 2, 2008 at 6 p.m. at the Prescott College Crossroads Center (in the alley behind 220 Grove Ave.) There will be a panel of local and statewide experts invited to discuss transportation that fully accommodates all travelers. The audience will be encouraged to participate in the discussion and ask questions.

11. PROPOSED FUTURE AGENDA ITEMS

Jodi Rooney, CYMPO Administrator

- RSA PRESENTATION – MIKE BLAKENSHIP ADOT
- Viewpoint Traffic Interchange
- MTIP Amendment in regards to the STP dollars – due to suspension of the HURF
- ADOT’s 5-year projects program
- Presentation transportation alternatives with PPP

12. MISCELLANEOUS ANNOUNCEMENTS & CYMPO UPDATES

The following announcements were made by CYMPO Administrator Jodi Rooney:

- Introduced our new Administrative Assistant Jean Knight
- LTAF II Applications will be in to CYMPO by September 12, 2009 and will be bundled and sent to ADOT
- Safe Route to School meeting to be held October 2, 2008 in Flagstaff
- Local government section regarding the HURF, where to access is in the packet provide
- TIME Initiative is dead
- T-TAC they will be moving their meeting to the 2nd Thursday of the month from Friday, and the meeting will begin at 8 am
- Made an announcement that Sandra Gilbert retired and that CYMPO did send her a Certificate of Appreciation.

13. UPCOMING SCHEDULED MEETINGS

- * T-TAC Meeting: **Thursday September 11, 2008, 8 AM, PV Conference Room # 406**
(CYMPO Transit Technical Advisory Committee monthly meeting.)
- * Executive Board Meeting, Wednesday, September 17, 2008, 6:00 PM, Yavapai County Board of Supervisors’ Room (CYMPO Executive Board monthly meeting.)
- * State Transportation Board Meeting: September 19, 2008, 9:00 AM, Winslow, AZ
- * M-TAC Meeting: Thursday, October 2, 2008, 8:00 AM, Prescott City Hall Council Chambers
(CYMPO Multi-Modal Technical Advisory Committee monthly meeting.)

14. ADJOURNMENT

Member Dallas Hammit made a motion to adjourn, seconded by Member Ron Gritman.

VOTE ON THE MOTION

The motion passed unanimously.