



# MEETING MINUTES

Technical Advisory Committee (TAC)  
Regular Meeting  
Tuesday, November 7, 2023  
**1:00 PM**

Hybrid (In-Person and Virtual)  
Yavapai County Public Works  
Ready Room & Emergency Operations Center  
1100 Commerce Drive, Prescott, AZ

*The virtual option for this meeting will be held via Microsoft Teams Webinar:*  
*Members of the Public* may join the webinar as an “attendee” clicking [here](#),  
or by calling: 1-602-753-0140, Webinar ID: 886 8595 6321, Passcode: 637319

## CYMPO Technical Advisory Committee

Chair	Dan Cherry, Yavapai County
Vice-Chair	John Hughes, Town of Dewey-Humboldt
Member	Frank Marbury, Town of Chino Valley
Member	Heather Ruder, Town of Prescott Valley
Member	Gwen Rowitsch, City of Prescott
Member	Myrna Bondoc, ADOT MPD
Member	Andrew Roth, ADOT Northwest District
Member	Prescott National Forest – U. S. Forest Service – VACANT

### 1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:00pm. Members Marbury and Bondoc attended in person but arrived after the meeting was called to order. No representation from the Prescott National Forest was present.

### 2. TITLE VI POLICY AND MEETING PROCEDURES

*Desi Zurcher, CYMPO Program Coordinator  
(Task #100)*

**Title VI:** CYMPO complies with Title VI of the Civil Rights Act of 1964 and related Nondiscrimination statutes and regulations in all programs and activities. Members of the public may review the CYMPO Title VI Plan, and submit a Self-Identification survey by accessing the CYMPO website.

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*. Please complete a **Request for Public Input** card and submit to CYMPO staff prior to the beginning of the meeting. Speakers are limited to three (3) minutes. *Any members of the public attending virtually wishing to address the board may request to speak or provide a written comment by using the “Raise My Hand” or “Q & A Comments” features available through the webinar. TAC members shall not discuss or take action on matters raised during the call to the public. The TAC may direct staff to study the matter or direct that matter be rescheduled for consideration at a later date.*

There were no public comments.

**4. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE SEPTEMBER 12, 2023 REGULAR MEETING MINUTES OF THE TECHNICAL ADVISORY COMMITTEE (TAC)**

**MOTION**

Vice Chair Hughes motioned to adopt the September 12, 2023 regular meeting minutes of the Technical Advisory Committee. Member Roth seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**5. EXECUTIVE DIRECTOR'S UPDATE**

*Vincent Gallegos, Executive Director  
(Task #100)*

Mr. Gallegos introduced Dan Gabiou, former planner with ADOT, now with the Federal Highway Administration. Mr. Gabiou attended the meeting virtually.

Mr. Gallegos provided an update to the TAC on the Rural Transportation Summit held in Yuma October 18-19, 2023. CYMPO staff and several members of the TAC and Executive Board attended the conference. He noted that CYMPO will be hosting the Rural Transportation Summit in October 2024 in Prescott, and Mr. Gallegos requested feedback on the program for 2024.

**6. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2024 TAC MEETING SCHEDULE**

*Vincent Gallegos, CYMPO Executive Director  
(Task #100)*

*\* This item was taken as #7 \**

Mr. Gallegos discussed the updated TAC meeting schedule. He noted that the Executive Board meeting schedule was also adjusted due to meeting location constraints and will now be the fourth Wednesday of each month. The TAC meeting schedule proposed is for the second Wednesday of each month, with the exception of the April 2024 meeting. Mr. Gallegos noted that the meetings are scheduled for every month to provide the time block on TAC members' calendars, but meetings are cancelled as needed.

**MOTION**

Vice-Chair Hughes motioned to schedule the 2024 TAC meetings on the second Wednesday of every month at 1:00pm, and cancel meetings as needed. Member Ruder seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**7. DISCUSSION AND POSSIBLE ACTION TO HOLD ELECTION OF OFFICERS FOR TAC CHAIRMAN AND VICE-CHAIRMAN – POSITIONS ARE EFFECTIVE JANUARY 1, 2024**

*Vincent Gallegos, CYMPO Executive Director  
(Task #100)*

Mr. Gallegos provided a historical reminder that the officer positions typically rotate each year. Chair Cherry nominated Member Rowitsch as Chair, and Vice Chair Hughes to remain as Vice Chair. There was no additional discussion.

## **MOTION**

Chair Cherry motioned to nominate Gwen Rowitsch as the Chair and John Hughes as Vice-Chair of the Technical Advisory Committee, beginning January 1, 2024 through December 31, 2024. Member Ruder seconded the motion.

## **VOTE**

The vote on the motion was unanimous.

Outgoing Chair Cherry announced will be retiring from Yavapai County in 2024 and thanked the TAC.

## **8. REGIONAL DEVELOPMENT UPDATES**

*Michael Lamar, Regional Development Manager  
(Task #402)*

Mr. Lamar provided updates on the transit transition timeline. He said that CYMPO continues to pursue relationships for “specialized service routes” with organizations like US Vets, colleges, charter schools, etc. He cited the need for transportation from local charter schools, as most do not have busing, and shared it as another opportunity to establish transit partnerships. Mr. Lamar requested feedback from the TAC on Prescott routing, whether their preference would be Prescott Valley to Prescott or intra-Prescott routing first. He said that current ridership on YavaLine is 40% for travel to employment, and he said a commuter system to Prescott could be even more successful. He said that CYMPO will ultimately serve as the oversight of both YavaLine and Yavapai Regional Transit.

Chair Cherry noted that money is the big question and asked about contributions from local matches. Mr. Lamar said that the local match will be approximately \$600k that will need to be covered annually from both local governmental funds as well as private, non-governmental partnerships. Mr. Gallegos noted other innovative partnerships, such as property space for storing vehicles, can go toward the match. He challenged the group to come up with ways to provide support that can be valued as a contribution for the local match.

Mr. Lamar provided an update on regional trails. He said that regional trail networks and systems differ from local trails in that they are usually larger in scope, often crossing jurisdictional lines, linking cities, counties and regions. He said that with the TAC’s support, he will spearhead conversations with GIS teams as a part of the regional trail efforts. Chair Cherry cited efforts by the City of Prescott and Town of Prescott Valley trails teams to enhance connections.

## **9. PENDING PROJECT UPDATES**

*Bryn Stotler, CYMPO Planner  
(Task #200)*

Ms. Stotler provided update on the most recent Sundog Connector Open House, held on September 28, 2023. She shared that 199 attendees signed in and estimated that there were more attendees who did not sign in. The project consultant, AECOM, is currently compiling comments and feedback and will begin drafting the final report toward the end of the year. She said that presentation of the final report will be made to the TAC and the Executive Board in the first quarter of 2024.

Ms. Stotler provided an update on the State Route 69 Urbanized Master Corridor Plan. She said that the existing conditions draft is complete and pending internal review. She noted that traffic counts at intersections are being updated, as there was a data fluctuation noticed from the COVID years. She added that the first public survey will be live within the next week, and a no-build option is also being prepared.

She shared updates on the Active Transportation Plan (ACT-UP). She shared that the public kickoff event was held at 10:00am on November 7, 2023. Approximately 30 people were in attendance, including the project consultants and many local enthusiasts. She noted that the draft ACT-UP network map is being reviewed by attendees for any additions.

Chair Cherry opened the floor to public comment. There were no public comments.

**10. TRANSPORTATION ALTERNATIVES (TA) PROGRAM UPDATE**

*Bryn Stotler, CYMPO Planner*

*Michael Lamar, Regional Development Manager*

Ms. Stotler and Mr. Lamar provided updates on the Transportation Alternatives (TA) Project updates. They discussed the local projects that were submitted, including the Lasso Loop in Prescott Valley, Chino Valley extension of the Peavine Trail, and the Prescott multiuse path at Deep Well Ranch roundabout. Ms. Stotler shared that the applications did not exceed the amount of funds available and said that she will share formal announcements when appropriate. She also said that the next round of funding is expected to open in April 2024. CYMPO will research into whether TA can be used for right-of-way acquisition.

**11. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL TO ADVERTISE FOR THE 2050 REGIONAL TRANSPORTATION PLAN (RTP)**

*Vincent Gallegos, Executive Director*

*Allison Shinn, CivTech*

*(Task #200)*

Mr. Gallegos shared that consultant Allison Shinn of CivTech had been hired to prepare the scope of work for the Regional Transportation Plan and noted that the request for proposals (RFP) has undergone legal review. He provided highlights on the timeline for the RFP and review of proposals. He noted that Task 2 (Public Engagement) can be the most expensive part of a project. Mr. Gallegos said that he is looking for innovation for public participation, and cited City of Prescott's virtual planning room and how well done it is in engaging the public. He reminded the group that this is a 25-year plan. He said that the TAC will be asked at the February 2024 meeting to recommend the consultant selection for the 2050 Regional Transportation Plan, and ideally, a notice to proceed in March. Member Marbury stated that, as TAC liaison to the EMAC, he wants to ensure there is proper environmental feedback into this process. Mr. Gallegos noted the EMAC is engaged in an environmental study and stated there is an environmental component in the scope of work for the RTP.

**MOTION**

Vice Chair Hughes motioned to approve advertisement for the 2050 Regional Transportation Plan. Member Rowitsch seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**12. UPDATE OF PROJECT ASSESSMENT REPORT**

*Vincent Gallegos, Executive Director*

*Phyllis Davis, Kittelson & Associates*

*\* This item was taken as Item #6 \**

Ms. Davis highlighted the project assessments and shared the fact sheets for each project. She noted that equity is a large part of grant programs. For the recommended grant projects, she said the approach was to evaluate what projects are most competitive for the federal grant programs, of which about 20 projects from the region were identified. She said that federally designated equity areas will help with project scoring, and specific grants could be set up for planning grants for smaller communities. She suggested considering bundling smaller projects to make them more competitive. She highlighted some specific projects from the assessment, with key recommendations.

Discussion that CYMPO wants to provide more services to TAC membership, and one idea is helping to identify the projects that can pursue grants. Chair Cherry cited political constraints that have forced funds to be returned and in ensuring that council/boards are supportive or have fully approved before applying for or accepting funds. Mr. Gallegos echoed that CYMPO can be looped in, and we can use our resources or collaborate with consultants to help.

### 13. ROUNDTABLE AGENCY UPDATES

Member Rowitsch with the City of Prescott provided an updated on the State Route 89 widening survey. She stated that the survey is still open but the number of surveys coming in has slowed. The survey is open until November 10, 2023, and results will be presented to the city council December 12, 2023. She also discussed the HSIP award for the stoplight at Gail Gardner and Fair St. She said that it will be on the November 14, 2023 council agenda and acknowledged that there is some confusion that the project is related to the rodeo grounds.

Member Ruder provided an update on the Glassford Hill Road improvements in Prescott Valley. Northbound work has been completed, and the crews are now working southbound. She discussed the north section of Glassford Hill Road from Long Look to State Route 89A and shared that they are in negotiations to award the contract on December 14, 2023. She anticipated an approximately 9-month design.

Chair Cherry provided an update on County projects. He discussed the turn lane at Stazenski on Williamson Valley Road and another turn lane on Iron Springs Road. He said that design will proceed soon and be completed this fiscal year. He cited the need for some right-of-way on Iron Springs. He also shared that the collaborative efforts of the County and the Town of Prescott Valley to pave Old Black Canyon Highway are almost complete.

Ms. Bondec with ADOT stated that she has not yet heard confirmation of the next issuance of HSIP.

There were no additional agency updates.

### 14. FEDERAL AND STATE UPDATES

A) ADOT Northwest District Office Report – *Andrew Roth, ADOT Northwest District*  
Written updates were distributed to the TAC. (See attached.)

B) ADOT Multimodal Planning Division (MPD) Update - *Myrna Bondoc, ADOT MPD*  
Ms. Bondoc shared that the Long-Range Transportation Plan has been completed and adopted. The Statewide Truck Parking Plan is in the final stages and should be wrapped up in November and presented to the State Transportation Board for comment. She shared that truck parking will be installed at the Sunset Point Rest Area. She discussed the current status of the State Route 89A DCR, and said she is hopeful that a project consultant can be hired and the project underway in the first part of 2024. She also shared that the Off System Bridge project applications are due December 30, 2023. She said that she has heard there are still some AZ SMART funds remaining.

C) FHWA – AZ Division – *Dan Gabiou, FHWA Community Planner*  
Written updates were distributed to the TAC. (See attached.)

**15. ADJOURNED AT 2:35PM**

*Upcoming Meetings:*

November 15, 2023: Executive Board Meeting 3:30pm (Prescott)

November 17, 2023: State Transportation Board Meeting 9:00am (Wickenburg)

*CYMPO endeavors to make all public meetings accessible to persons in need of language assistance or with disabilities. Please call (928)442-5730 or e-mail [Desi.Zurcher@yavapaiaz.gov](mailto:Desi.Zurcher@yavapaiaz.gov) 72 hours prior to the meeting requesting reasonable accommodations.*

*CYMPO se esfuerza por hacer que todas las reuniones públicas sean accesibles para las personas que necesitan asistencia con el idioma o con discapacidades. Llame al (928) 442-5730 o envíe un correo electrónico a [Desi.Zurcher@yavapaiaz.gov](mailto:Desi.Zurcher@yavapaiaz.gov) 72 horas antes de la reunión para solicitar adaptaciones razonables.*

**CYMPO TAC**  
**November 07, 2023**  
**ADOT Northwest District Update**

**Information**

1. SR 89 Truck Route Signage

**Projects in Construction / Maintenance**

- |   |   |
|---|---|
| 1. F0451 SR 69 Truwood Dr to Stoneridge Dr<br>a. Project complete                                 | 6. F0294 I-17 at SR 169 TI UP<br>a. Deck Replacement<br>b. Awarded 01/20/2023<br>c. SEMA Construction, Inc. & Subsidiaries<br>d. Paving EB approaches 11/09<br>e. Anticipate open prior to Thanksgiving<br>f. Winter shutdown pending: for AC pavement rehab and new ACFC work. |
| 2. F0407 SR 69 Big Bug 4 to Poland Jct<br>(Mayer: Onyx Dr to D-H: Main St)<br>a. Project complete | 7. H6800 I-17 Anthem Way to Sunset Pt<br>a. 3rd lane and Flex Lanes<br>b. <a href="http://improvingi17.com/">http://improvingi17.com/</a>   |
| 3. F0409 SR 89A Glassford Hill Rd to Coyote Springs Rd<br>a. Project complete                     |   |
| 4. F0465 SR 89A: SR 89 to MP322 (GHill Rd)<br>a. Project complete                                 |   |
| 5. F0258 I-17 Sunset Point Rest Area<br>a. Project complete                                       |   |

**Projects in Design**

- |   |   |
|---|---|
| 1. H8739 SR 69 Prescott Lakes Pkwy to Frontier Village<br>a. Bid opening 09/15/2023<br>b. ALB: Asphalt Paving & Supply, Inc.<br>(\$9,191,665.90 / Dept. Estimate<br>\$8,250,803.20 / <b>+11.40%</b> )<br>c. All bids rejected<br>d. Design changes anticipated end Nov 2023<br>e. Anticipated re-advertisement Feb 2024 | 3. F0565 SR 89 at Little Ranch Rd<br>a. Stage III (60%) completed 10/11/23<br>b. Antic. Bid Advertise: 4th Qtr FY 24                                  |
| 2. F0519 SR 89 MP 339 to 363<br>(Paulden to Ash Fork)<br>a. Centerline Rumble Strips<br>b. Advertised 06/07/2023<br>c. Bid opening 01/05/2024   | 4. F0596 SR 89 at SR 89A TI On Ramp<br>a. Stage II (30%) review comments 10/27/23<br>b. Anticipate completion of design and shelf ready 4th Qtr FY 24 |
|   | 5. F0288 SR 69 at SR 169 Roundabout<br>a. Stage III (60%) completed<br>b. Antic. Bid Advertise: 2nd Qtr FY 25   |



## FHWA Update - Nov 2023

### White House Publishes National Framework for Climate Resilience

On September 28, 2023, the White House [introduced](#) the [National Climate Resilience Framework](#) to help guide and align climate resilience investments and activities by the Federal government and its partners. The Framework identifies specific actions to accomplish six overarching climate resilience objectives:

1. Embed climate resilience into planning and management.
2. Increase resilience of the built environment to both acute climate shocks and chronic stressors.
3. Mobilize capital, investment, and innovation to advance climate resilience at scale.
4. Equip communities with information and resources needed to assess their climate risks and develop the climate resilience solutions most appropriate for them.
5. Protect and sustainably manage lands and waters to enhance resilience while providing numerous other benefits.
6. Help communities become not only more resilient, but also more safe, healthy, equitable, and economically strong.

### USDOT Announces \$82 Million in Awards for Safe Streets and Roads

On October 27, 2023, the U.S. Department of Transportation (USDOT) [announced](#) more than \$82 million in awards from the [Safe Streets and Roads for All \(SS4A\) Grant Program](#). The USDOT awarded grants to 235 regional, local, and Tribal communities for planning and demonstration projects to improve safety and help prevent deaths and serious injuries on the nation's roadways.

### FHWA Announces \$40 Million in Available Funding for Connected Vehicle Technologies

On October 26, 2023, the Federal Highway Administration (FHWA) [announced](#) the availability of \$40 million in funding through the [Saving Lives with Connectivity: Accelerating V2X Deployment](#) grant opportunity. The initiative is focused on road safety, mobility, and efficiency through technology that enables vehicles and wireless devices to communicate with each other and with roadside infrastructure and provide warnings. The application deadline is January 17, 2024. More information is available [here](#) and [here](#).

### FHWA Accepting Applications for Accelerated Innovation Deployment Grants

On October 24, 2023, FHWA published a [Notice of Funding Opportunity \(NOFO\)](#) to announce that the agency is accepting applications for the [Accelerated Innovation Deployment \(AID\) Demonstration Program](#). AID funds are used to promote the deployment of proven innovations that can deliver road and bridge projects more cost-effectively among State, local, and Tribal governments. The notice of intent deadline is December 12, 2023, and the application deadline is January 23, 2024.

### Application Deadlines Approaching for Other USDOT Discretionary Grant Opportunities

Please be aware of the approaching application deadlines for the following discretionary grant opportunities from the USDOT:

- [November 6 – Nationally Significant Federal Lands and Tribal Transportation Projects \(NSFLTP\) Program](#);
- [November 13 – Electric Vehicle Charger Reliability and Accessibility Accelerator Program](#);
- [November 15 – Letters of Interest for Thriving Communities Program](#);



- [November 27 – Bridge Investment Program \(Fiscal Years 2023 and 2024\)](#); and
- [November 28 – Technical Assistance Providers for Thriving Communities Program](#).

## **USDOT Adopts the DOE's Categorical Exclusion for Electric Vehicle Charging Stations**

On September 20, 2023, the USDOT published a [notice](#) in the Federal Register to adopt the Department of Energy's (DOE's) Electric Vehicle Charging Stations Categorical Exclusion (CE) under the National Environmental Policy Act (NEPA) to use in programs and funding opportunities administered by the USDOT. The notice describes the categories of proposed actions for which the USDOT intends to use the DOE's CEs and describes the consultation between the agencies.

## **FHWA Resources on Asset Management, Roadway Classification, Reliability, Public Involvement**

FHWA recently published the following resources:

- [The Art of Selecting Projects: 2023 Transportation Asset Management Peer Exchange](#);
- [Highway Functional Classification Concepts, Criteria and Procedures, 2023 Edition](#);
- [Linking Transportation Asset Management, Transportation Performance Management, and Performance-Based Planning and Programming](#);
- [Travel Time Reliability Reference Guide](#); and
- [Virtual Public Involvement Documentaries \(Six-Video Playlist\)](#).

## **NCHRP Research on Transportation Technologies, Safety, and Roadway Design**

The National Cooperative Highway Research Program (NCHRP) recently published the following research:

- [Becoming a Tech-Savvy DOT of Tomorrow](#);
- [Impact of New Disruptive Technologies on the Performance of DOTs](#);
- [Pedestrian and Bicycle Safety Performance Functions](#); and
- [Roadway Cross-Section Reallocation: A Guide](#).

## **NHI Launches Complete Streets Course Series**

The National Highway Institute (NHI) recently launched a Complete Streets Course Series, including the following trainings:

- Planning for Complete Streets ([web-conference](#) or [instructor-led](#));
- Designing for Complete Streets ([web-conference](#) or [instructor-led](#)); and
- Planning and Designing Complete Streets ([web-conference](#) or [instructor-led](#)).

## **Upcoming Webinars on Equity, Freight, and the Bipartisan Infrastructure Law**

Here is the registration information for some upcoming webinars in November:

- [November 3 – USDOT Advisory Committee on Transportation Equity](#);
- [November 14 – Talking Freight: Freight and Wildlife Considerations](#);
- [November 15 – Elevating Equity and Safety in Project Prioritization](#); and
- [November 15 – Commemorating the Second Anniversary of the Bipartisan Infrastructure Law](#).

Dan Gabiou  
Community Planner  
FHWA – AZ Division  
602-382-8966

[dan.gabiou@dot.gov](mailto:dan.gabiou@dot.gov)