



**CENTRAL YAVAPAI
METROPOLITAN PLANNING ORGANIZATION**

**EXECUTIVE BOARD MEETING
Wednesday, September 19, 2007
6:00 PM**

**Yavapai County Administration Bldg.
Supervisors Boardroom**

**1015 Fair Street
Prescott, AZ 86303**

BOARD MEMBERS PRESENT

Town of Chino Valley	Karen Fann, Chairperson
City of Prescott	Bob Bell, Vice-Chairperson
Yavapai County	Carol Springer, Secretary-Treasurer
State Transportation Board	Bill Feldmeier, Member
Town of Prescott Valley	Mike Flannery, Member

AGENCY REPRESENTATIVES PRESENT

ADOT – Prescott District	Dallas Hammit
City of Prescott	Councilman Bob Luzius, Craig McConnell
Town of Prescott Valley	Norm Davis
Yavapai County	Phil Bourdon, Mike Willett, Chris Bridges, Elise Link

CYMPO STAFF PRESENT

Administrator	Jodi Rooney
Program Manager	Joanne Scardina-Barr
Admin. Assistant	Terri Ealy

ADDITIONAL ATTENDEES

Citizens	Wayne Mailhiot, Sandy Willett
LWVCYC	June Ruth
NAIC	Gwen James, Gladys Miller
Territorial Transit	Lindsey Bell

MEETING MINUTES

CALL TO ORDER: 6:10 PM

Karen Fann, Chair

1. INTRODUCTION

a. CYMPO Board Members

2. ANNOUNCEMENTS and CYMPO Updates

Jodi Rooney, Administrator

- The 2008 Rural Transportation Summit is scheduled for January 16 – 18, 2008 in Casa Grande, AZ.
- The Transportation Enhancement Review Committee (TERC) will meet in early October to review 66 local and state project submissions, which have been received. The CYMPO Region submitted two projects: the Prescott Valley Hwy 69 Multi-use Path: Phase 3 – Western Terminus; and the Prescott Valley Multi-use Path: Phase 2 – Southern Terminus. At the conclusion of this review

process, informal awards will be announced pending approval by the State Transportation Board anticipated at their December 2007 meeting.

- Resulting from the statewide Reconnaissance Study, a Transportation Futures Forum is scheduled to be held in Prescott on November 29 and 30, 2007.
- The Federal Highways Administration (FHWA) and ADOT's Uniform Act Workshop presenting information on real estate acquisitions using Federal funds will be held in Prescott on October 18, 2007.
- On September 7, 2007, a SAFETEA-LU Reauthorization roundtable occurred in preparation for the next Federal Transportation Bill.

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.

No items were presented by the public.

4. **APPROVAL OF MINUTES:** July 18, 2007 Minutes

MOTION

Board member Feldmeier introduced a motion to approve the July 18, 2007, Executive Board meeting minutes. Board member Bell seconded the motion.

VOTE ON THE MOTION

The motion passed unanimously.

5. **STAN/BOND REFINANCING FUNDING OPPORTUNITIES** Jodi Rooney, CYMPO

On July 19, 2007, a letter was sent to Dale Buskirk, ADOT, outlining specific projects for consideration under both funding options:

STAN

State Route 89 between Chino Valley town limits to State Route 89A (Widening)

Bond Refinancing

State Route 89 between Chino Valley town limits to State Route 89A (Widening)

State Route 69 from State Route 169 to State Route 69/89 (Widening)

State Route 89A/Viewpoint (Construction of Traffic Interchange)

Mr. Buskirk has confirmed receipt of the submission.

6. **STATEWIDE FRAMEWORK STUDIES** Jodi Rooney, CYMPO

The COG/MPO Association, in collaboration with ADOT and the State Transportation Board, are considering planning and funding opportunities entitled Framework Studies. These would be launched from the Reconnaissance Study. Additionally, the Time Coalition is interested in proceeding with a ballot initiative on this issue.

7. **Y.A.G. (Yavapai Association of Governments)** Jodi Rooney, CYMPO

CONSTRUCTION SPECIFICATIONS and STANDARDS

In the 1990's, each jurisdiction established their own construction standards. By the early 2000's, the Transportation Planning Organization (TPO) of Central Yavapai County developed a set of construction specifications and standards that all four entities (Prescott, Prescott Valley, Chino Valley and Yavapai County) utilize. These standards, now outdated, require renewal. At their September 6,

2007 meeting, the Technical Advisory Committee recommended that CYMPO coordinate the initial scoping work session in consideration of an update.

Upon discussion, the Executive Board determined that construction standards are outside the CYMPO mission and the update project should be addressed through another venue.

- 8. SECTION 5307 FEDERAL TRANSIT ADMIN. DESIGNATION** **Jodi Rooney, CYMPO**
On August 13, 2007, a letter was sent to Jim Dickey, ADOT Director for Public Transportation Division, on behalf of Chairperson Fann requesting that Governor Janet Napolitano designate CYMPO as a Federal Transit Administration grant recipient.

Recently, Mr. Dickey confirmed that the request has been forwarded to the Governor for consideration and designation, anticipated by December 2007 or earlier.

- 9. CYMPO STRATEGIC PLAN** **Jodi Rooney, CYMPO**
On September 10, 2007, the Executive Board and TAC participated in the initial work session toward developing the CYMPO Strategic Plan. Jim Dickey, ADOT Public Transportation Director, led a transit issues discussion, after which the attendees turned their focus to the basic foundation planning elements for subsequent sessions to build upon.

The next work session is scheduled for October 22, 2007, from 1:00 PM to 5:00 PM. Discussions will encompass mission and vision development, information gathering as well as a SWOT analysis (Strength, Weakness, Opportunities and Threats).

- 10. TRANSIT WORKING GROUP** **Norm Davis, Prescott Valley**
The August 23, 2007, Transit Working Group meeting provided an opportunity for local transit providers and other interested parties to meet and provide information for resource purposes. Items discussed were:

- Jurisdictional responses to the Transit Study
- Implementation Plan
- 5309 discretionary funds
- Media updates
- Transit timeline

Stemming from the meeting discussions, a timeline was developed which is consistent with the Nelson/Nygaard transit study.

The TAC, seeking Executive Board concurrence, considers the next step to be development of an implementation plan identifying specific information for member entities to use in determining transit direction, funding and options. A draft CYMPO organizational structure was developed providing for transit administration separate from the MPO multi-modal planning administration, but both remaining under the CYMPO Executive Board. With the addition of a Transit Technical Advisory Committee (T-TAC) and eventually, a Transit Administrator, the three member entities who have presently expressed a desire to proceed toward a local or regional transit system would delegate a representative to actively participate on this committee. At such time when the Towns of Chino Valley and Dewey-Humboldt are ready to participate in a transit system, their respective representation would be included in the T-TAC.

MOTION

Board member Springer introduced a motion to formally adopt the proposed organizational chart. Chairperson Fann seconded the motion.

VOTE ON THE MOTION

The motion passed four votes to one with Board member Feldmeier casting the rejecting vote.

Board member Feldmeier excused himself from the meeting due to another obligation.

Having successfully completed its charge, the Transit Working Group would disband, with transit issues now delegated to the Transit TAC.

MOTION

Board member Springer introduced a motion to request the City of Prescott, the Town of Prescott Valley and the Yavapai County Board of Supervisors each designate a representative to join the Transit Technical Advisory Committee for the purpose of beginning the regional transit implementation process. Board member Flannery seconded the motion.

VOTE ON THE MOTION

The motion passed unanimously.

Lindsey Bell, representing Territorial Transit, strongly encouraged the Board to include T-TAC representation from the Towns of Chino Valley and Dewey-Humboldt to facilitate future transit system planning. However, the Executive Board includes representation of all member entities and therefore, Chino Valley and Dewey-Humboldt will have the opportunity to participate in some capacity to shape the regional transportation systems as it expands but not as voting members at this time. T-TAC members will be designated by the Executive Board.

MOTION

Board member Flannery introduced a motion that upon appointment of the T-TAC, the committee will present a scope of work for the transit system implementation study at the October 17, 2007 Executive Board meeting. Board member Bell seconded the motion.

VOTE ON THE MOTION

The motion passed unanimously.

11. CORRIDORS STUDIES REQUEST FOR QUALIFICATIONS (RFQ) Jodi Rooney, CYMPO

Member agencies' review of the Request for Qualifications (RFQ) for the two concurrent corridor studies has been completed; the RFQ will be released for solicitation no later than Monday, September 24, 2007, with project advertising in the Daily Courier on September 23 and September 30, 2007.

Project milestones are:

<u>Monday, September 24, 2007</u>	RFQ posted
<u>Wednesday, October 17, 2007</u>	Pre-Submittal Conference
<u>Wednesday, October 24, 2007</u>	Statements of Qualifications (SOQs) due

- Friday, November 9, 2007 Corridor Studies Working Group review of SOQs and ranking of top three firms for presentations/interviews
- Wednesday, November 21, 2007 Presentations/Interviews by top three firms
- Thursday, December 6, 2007 Recommendation submitted to the CYMPO Technical Advisory Committee and Executive Board at joint meeting

12. 2008 EXECUTIVE BOARD MEETING SCHEDULE

Jodi Rooney, CYMPO

The proposed 2008 Executive Board meeting schedule was reviewed noting that the December 4, 2008 meeting will be a combined meeting with the Technical Advisory Committee scheduled to begin at 9:30 AM. Due to a conflict with the Rural Transportation Summit scheduled for January 16-18, 2008, in Casa Grande, the regularly scheduled January 2008 Executive Board meeting will be changed to January 23, 2008.

MOTION

Vice-Chairperson Bell introduced a motion to approve the 2008 Executive Board meeting schedule as amended. Board member Flannery seconded the motion

VOTE ON THE MOTION

The motion passed unanimously.

13. UPCOMING MEETINGS

- * State Transportation Board, Friday, September 21, 2007, Sedona, AZ
- * TAC: Thursday, October 4, 2007, 8:00 AM, Prescott Council Chambers
- * Executive Board: Wednesday, October 17, 2007, 6:00 p.m., YC Supervisors Board Room
- * State Transportation Board: Friday, October 19, 2007, Globe, AZ

14. ADJOURN

Chairperson Fann adjourned the meeting at 7:25 PM.