



**CENTRAL YAVAPAI
METROPOLITAN PLANNING ORGANIZATION
TRANSIT TECHNICAL ADVISORY COMMITTEE**

**Friday, February 8, 2008
9:00 A.M.**

**Town of Prescott Valley
Town Hall Community Room #331**

**7501 E. Civic Circle
Prescott Valley, AZ 86314**

MEMBERS PRESENT:

Town of Prescott Valley
City of Prescott
Yavapai County

Norm Davis, Chairman
Craig McConnell
Gay Hendin, Alternate for Mike Willett

MEMBERS UNABLE TO ATTEND:

Yavapai County
ADOT-Public Transportation Division

Mike Willett, Vice-Chairman
Matt Carpenter

CYMPO ATTENDEES:

CYMPO Administrator
CYMPO Program Manager
CYMPO Administrative Assistant

Jodi Rooney
Joanne Scardina-Barr
Terri Ealy

ADDITIONAL ATTENDEES:

NAIC

Doris Piatak

MEETING MINUTES

- 1. CALLED TO ORDER: 9:00 A.M.**
- 2. ROLL CALL – Joanne Scardina Barr, CYMPO Program Manager**
- 3. PUBLIC COMMENT:** *The public may comment on individual agenda items, as each item is considered by the TAC, subject to a time limit of three (3) minutes.*

No comments were made by the public.

4. APPROVAL OF MINUTES: January 11, 2008

MOTION: Member Craig McConnell introduced a motion to approve the January 11, 2008, meeting minutes. Alternate Member Gay Hendin seconded the motion.

VOTE ON THE MOTION: The motion passed unanimously.

5. TRANSIT IMPLEMENTATION PLAN

a) STATEMENTS OF QUALIFICATIONS

Norm Davis, Prescott Valley

On Friday, January 25, 2008, the T-TAC reviewed and ranked the two Statements of Qualifications received from TransitPlus (Colorado) and Transportation Management & Design, Inc. (California). Due to a holiday delivery delay, the two submittals were delivered after the December 20, 2007, 2:00 P.M. deadline; however, in the public's best interest, the City of Prescott Legal Department allowed the submittals to be considered and evaluated. The T-TAC moved forward, evaluated and ranked the two submittals, with the highest ranked firm being TransitPlus. The City of Prescott sent letters to both firms on January 28, 2008, to notify them of the review results.

b) PROJECT MANAGEMENT

Norm Davis, Prescott Valley

During the SOQ submittals review, the T-TAC determined that engaging a third-party transit professional be considered to serve as a project manager – an arm of CYMPO; additionally, this would assist TransitPlus in crafting a final scope of work. Diligent efforts are being made to seek out qualified transit professionals who can provide such services. Utilizing the City of Prescott procurement process, funds are available to directly contract with a qualified transit professional.

Jodi Rooney, CYMPO Administrator, noted that on January 30, 2008, an e-mail was sent to the Executive Board to present the idea of meeting with Lima & Associates to discuss the possibility of project management. At the February 4, 2008, Strategic Planning Session IV meeting, members of the Executive Board recommended checking in with other consultants as well. Jodi Rooney verbalized a list of several potentially qualified transit professionals to the T-TAC for their comments in moving forward in this selection process. It was agreed that the list be revisited to pool candidates to consider for hire.

Discussion items included:

- It is difficult to contract with someone who has not set up a business. If this is the case, there is another option of creating a temporary part-time project manager position through the City of Prescott, and a substantial hourly rate would apply.
- The individual hired will need to be knowledgeable in transit start up for this area.
- To have a local project manager would be best.

Member Craig McConnell expressed that the primary experience to look for is transit; and project manager experience is secondary. Additionally, Member Craig McConnell stated that he will contact Suzanne O'Neill of TransitPlus to prepare a draft scope of work, during which time CYMPO will continue its third-party project manager search.

c) NEXT STEPS

Norm Davis, Prescott Valley

As determined by T-TAC discussions, the next steps are:

- Identify qualified project manager candidates.
- Review and refine project management consultant scope of work.
- Refine Transit Implementation Plan scope of work including financials.
- Completion of TransitPlus contract negotiations, and move forward to recommend contract approval to the Executive Board.

6. MISCELLANEOUS ANNOUNCEMENTS & CYMPO UPDATES

- The ADOT/CYMPO joint workshop is scheduled for Friday, February 15, 2008, 9:00 A.M. to 3:00 P.M. at the Yavapai County Administration Building, Board of Supervisors' Room. The workshop is divided into two parts. The first will be ADOT Public Transportation staff review of three programs and application requirements for Section 5310 (Elderly Individuals and Individuals with Disabilities Transportation Program), Section 5316 (Job Access and Reverse Commute), and Section 5317 (New Freedom Transportation Program). Currently, CYMPO anticipates approximately 30 workshop participants.
- In December, 2007, CYMPO submitted a grant application to participate in the 2008 Mobility Planning Services Institute with the conference to be held in Washington, D.C., April 21-24, 2008. Over 50 submissions were received, and CYMPO was awarded 1 of the 20 available grants. Stemming from that award, 5 regional team members were identified to participate in this event. The conference will provide support from the national disability and transportation industry leaders serving as consultants to assist in the development of a regional Mobility Management Plan by providing planning tools and technical assistance over the next 12 months.

7. UPCOMING SCHEDULED MEETINGS

- * State Transportation Board: Friday, February 15, 2008, Phoenix, AZ
- * CYMPO/ADOT Regional Transportation Coordination Plan Joint Workshop: Friday, February 15, 2008, 9:00 AM, Yavapai County Administration Building, Board of Supervisors' Room
- * Executive Board Meeting: Wednesday, February 20, 2008, 6:00 P.M., YC Supervisors' Room (CYMPO Executive Board monthly meeting.)
- * M-TAC Meeting: Thursday, March 6, 2008, 8:00 A.M., Prescott City Hall Council Chambers (CYMPO Multi-Modal Technical Advisory Committee monthly meeting.)
- * T-TAC Meeting: Friday, March 14, 2008, 9:00 A.M., PV Conference Community Room #331 (CYMPO Transit Technical Advisory Committee monthly meeting.)
- * Executive Board Meeting: Wednesday, March 19, 2008, 6:00 P.M., YC Supervisors' Room (CYMPO Executive Board monthly meeting.)
- * Arizona Roads and Streets Conference: March 19-21, 2008, Tucson, AZ
(A large, annual event for Arizona engineers and contractors from the public and private sector.)

8. ADJOURNMENT

Chairman Norm Davis adjourned the meeting at 9:33 A.M.