



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

**Friday, March 14, 2008  
9:00 A.M.**

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

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

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**MEMBERS PRESENT:**

Town of Prescott Valley  
Yavapai County  
City of Prescott

Norm Davis, Chairman  
Mike Willett, Vice-Chairman  
Craig McConnell

**UNOFFICIAL MEMBER UNABLE TO ATTEND:**

ADOT-Public Transportation Division

Matt Carpenter

**AGENCY REPRESENTATIVES PRESENT**

City of Prescott  
Town of Prescott Valley

Councilman Bob Luzius  
Councilman Bob Edwards

**CYMPO ATTENDEES:**

CYMPO Administrator  
CYMPO Program Manager

Jodi Rooney  
Joanne Scardina-Barr

**ADDITIONAL ATTENDEES:**

NAIC

Doris Piatak

- 1. CALL TO ORDER: 9:10 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 provided by the meeting attendees.
- 4. APPROVAL OF MINUTES: February 8, 2008**

**MOTION**

Member Craig McConnell introduced a motion to approve the Transit TAC February 8, 2008, meeting minutes. Vice Chair Mike Willett seconded the motion.

**VOTE ON THE MOTION**

The motion passed unanimously.

**5. TRANSIT IMPLEMENTATION PLAN**

**SCOPE OF WORK**

*Norm Davis, Prescott Valley*

At the February 20, 2008, Executive Board Meeting, the T-TAC's request for authorization to enter into contract negotiations with TransitPlus upon their finalization of the scope of work was approved. On February 21, 2008, the T-TAC members along with Jodi Rooney, CYMPO Administrator, participated in a conference call with Suzanne O'Neill, TransitPlus, refining the draft scope of work and budget.

The T-TAC, performing a final review of the document, noted that the inclusion of a marketing element, scaled to fit the Transit Implementation Plan's recommended service option (s), should be included under Task 4.3. Additionally, given CYMPO's current staff reduction, additional FTA grant application assistance by TransitPlus may be required, and should be included, on an as-needed basis, under Task 7. The T-TAC determined that within the Transit Implementation Plan Scope of Work, Task 7.3 should be added, addressing the possible increase in consultant grant application assistance to the CYMPO staff.

The FTA grant application process, submission, and reimbursements timeframe was discussed resulting in the need for further FTA and ADOT clarification on their respective deadlines and processes.

Additionally, Member Craig McConnell noted that with the addition CYMPO project expense, the Memorandum of Agreement between the City of Prescott, specifically their fiduciary responsibility, and CYMPO, should be reviewed prior to FY2010 budget submission.

**MOTION**

Vice Chair Mike Willett introduced a motion to recommend to the Executive Board, approval of the Transit Implementation Plan Scope of Work, presented by TransitPlus, and to request the City of Prescott commence with the contract procurement process on behalf of CYMPO, with the following modifications:

- Revision of Task 4.3 to include the addition of a limited marketing element scaled to fit the Transit Implementation Plan's recommended service option (s), and
- Add Task 7.3, increasing consultant assistance with the CYMPO FTA grant application preparation as needed.
- Adjustment of the proposed budget to reflect the changes above.

Member Craig McConnell seconded the motion.

**VOTE ON THE MOTION**

The motion passed unanimously.

At the conclusion of the T-TAC meeting, Suzanne O'Neill, TransitPlus consultant principal, will be apprised of the two modifications discussed and approved by the Transit TAC to be incorporated into the final Scope of Work.

## **6. PROJECT MANAGEMENT**

*Norm Davis, Prescott Valley*

The Executive Board, at their February 20, 2008, meeting approved T-TAC's request for a 3<sup>rd</sup> party, part-time, transit project management professional to assist with the Transit Implementation Plan and to work with TransitPlus to assure timely and accurate completion of the Plan authorizing \$20,000 to this technical assistance.

Jodi Rooney, CYMPO Administrator, spoke with and compiled a list of prospective transit professionals, subsequently reviewed by the members of the T-TAC, who may be interested in assisting with this CYMPO project. To date, Ms. Rooney has met with Jim Dickey, retired ADOT Transportation Planning Division Director, and Helen Knoll, retired FTA Attorney to discuss and ascertain their interest level in this contractual opportunity.

Although both prospective candidates possess high levels of transportation and transit expertise, given Ms. Knoll's limited time availability, the T-TAC determined that Jim Dickey would be asked to submit a scope of work for review and discussion.

## **VOTE ON THE MOTION**

### **MOTION**

Member Craig McConnell introduced a motion to solicit a Transit Implementation Plan third-party, Project Manager proposed scope of work, including work product schedule and budget, within the previously approved \$20,000 budget, from transit professional consultant, Jim Dickey. Vice Chair Mike Willett seconded the motion.

### **VOTE ON THE MOTION**

The motion passed unanimously.

## **7. MISCELLANEOUS ANNOUNCEMENTS & CYMPO UPDATES**

- A successful ADOT/CYMPO Joint Workshop was held on February 15, 2008, with over 30 attendees representing for and non-profit agencies as well as representatives from the CYMPO jurisdictions.
- The 2008 Regional Transportation Coordination Plan is completed and in final review for anticipated delivery to ADOT on or before their mandated deadline of April 1, 2008.
- The FTA Triennial Review Workshop for grant designees is scheduled on March 25-26, 2008, Denver, CO. Program Manager, Joanne Scardina-Barr, will be representing CYMPO at this workshop.
- I-17 will be closed this weekend at Carefree Highway. The detour resulting from this closure will amount to a 90 minute to 2-hour travel delay.

## **8. UPCOMING SCHEDULED MEETINGS**

\* Executive Board Meeting: Wednesday, March 19, 2008, 6:00 P.M., YC Supervisors' Room (CYMPO Executive Board monthly meeting.)

\* Roads & Streets Conference, March 19-21, 2008, Tucson, AZ

*For more information contact CYMPO at (928) 759-5520 or email: [jbarr@pvaz.net](mailto:jbarr@pvaz.net)*

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- \* State Transportation Board: Friday, March 21, 2008, Tucson, AZ
- \* AzTA Annual Spring Conference, March 30–April 2, 2008, Marriott Tucson University Park Hotel & Resort, Tucson, AZ
- \* M-TAC Meeting: Thursday, April 3, 2008, 8:00 A.M., Prescott City Hall Council Chambers (CYMPO Multi-Modal Technical Advisory Committee monthly meeting.)
- \* T-TAC Meeting: Friday, April 11, 2008, 9:00 A.M., PV Conference Community Room #331 (CYMPO Transit Technical Advisory Committee monthly meeting.)

**9. ADJOURN**

The meeting adjourned at 9:47 AM.