



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

**Friday, April 11, 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

Councilman Bob Luzius

**CYMPO ATTENDEES:**

CYMPO Administrator  
CYMPO Program Manager

Jodi Rooney  
Joanne Scardina-Barr

**ADDITIONAL ATTENDEES:**

Citizens  
NACOG  
Territorial Transit

Sandy Willett  
Donna Orman  
Lindsay Bell

**MEETING MINUTES**

- 1. CALL TO ORDER: 9:10 A.M.**
- 2. ROLL CALL**  
*Joanne Scardina Barr, CYMPO Program Manager*  
The Board members, CYMPO staff and meeting attendees were introduced.
- 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 T-TAC need not request permission in advance and are limited to three (3) minutes. The public may also comment on minutes.

**4. APPROVAL OF MINUTES: March 14, 2008**

**MOTION**

Vice Chair Mike Willett introduced a motion to approve the March 14, 2008, Transit Technical Advisory Committee meeting minutes. Member Craig McConnell seconded the motion.

**VOTE ON THE MOTION**

The motion passed unanimously.

**5. TRANSIT IMPLEMENTATION PLAN (TRIP)**

**SCOPE OF WORK**

*Norm Davis, Prescott Valley*

On April 8, 2008, the City of Prescott Council approved the Transit Implementation Plan (TRIP) Scope of Work. This approved Scope of Work including budget and timeline components will be available on the CYMPO website.

The Plan will commence with a “Kick Off” meeting scheduled for Thursday, April 17, 2008 with project consultant, TransitPlus, in attendance. Although a T-TAC working session, interested parties are welcomed to attend the meeting.

**6. PROJECT MANAGEMENT**

*Norm Davis, Prescott Valley*

At the March 14, 2008, T-TAC meeting, members unanimously approved the 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.

Mr. Dickey, in conjunction with TranSystems, provided a scope of work which, upon T-TAC review, does not meet initial requirements. Fee-based and project content negotiations have resulted in an impasse. Procurement of other professional services will be necessary with CYMPO staff directed to continue contacting potential, previously identified, project management consultants as well as Jeff Meilbeck, NAIPTA, to discuss possible alternatives. The Transit Implementation Plan will continue moving forward during this process.

The T-TAC members concurred that no formal action be taken at this time.

**7. CYMPO REGIONAL TRANSPORTATION COORDINATION PLAN**

*Jodi Rooney, CYMPO Administrator*

By addressing the federal planning requirements for Coordinated Public Transit-Human Services Transportation Plan, as a prerequisite for Federal Transit Administration (FTA) funding under Sections 5310, 5316 and 5317, as well as supporting the federal United We Ride initiative in Arizona, CYMPO, in conjunction with regional transportation providers, established an ongoing, planning framework for human service transportation coordination efforts.

Starting with the new 2008 program year, coordination plans must additionally prioritize needs within the respective regions. Development of this regionally prioritized list occurs simultaneously with providers’ development of their local applications, and is finalized with the COG/MPO evaluation panels and the regions’ submittal of the annual regional coordination plan updates to ADOT. If an

applicant is not listed in the regional plan—in terms of participation and prioritization—it cannot be included in ADOT’s FTA application for program funding.

The 2008 CYMPO Regional Transportation Coordination Plan was developed, through a collaborative effort of the region’s for and not-for-profit transportation agencies and local interested parties, for short and long term implementation. Utilizing information and data provided by the regional transportation providers, along with researching population and demographics within the CYMPO region, this document meets Federal and State regulations and guidelines and is being presented to the T-TAC for acceptance consideration, after which, forwarded to the CYMPO Executive Board for concurrence.

**MOTION**

Member Craig McConnell introduced a motion to accept the Central Yavapai Transportation Coordination Plan and to forward to the Executive Board for acceptance consideration. Vice Chair Mike Willett seconded the motion.

**VOTE ON THE MOTION**

The motion was passed unanimously.

**8. ADOT PROGRAMS 5310, 5316 and 5317 SUBMISSIONS**

*Jodi Rooney, CYMPO Administrator*

On February 15, 2008, a coordinated ADOT/CYMPO workshop, addressing the Regional Transportation Coordination Plan and ADOT Federal grant program funding for Sections 5310, 5316 and 5317, was presented to the regional transportation providers and interested parties. Transportation providers, who submitted grant applications for the Sections referenced above, presented their submissions to the ADOT/CYMPO review panel on March 27, 2008, providing agency overviews, application submission details, additional information at the request of the panel. As a result of the panel review, CYMPO is required, by ADOT, to submit a list of application ranking recommendations, from which ADOT will determine final funding.

**MOTION**

Member Craig McConnell introduced a motion to approve the ADOT Programs 5310, 5316 and 5317 submissions as noted below and providing two 5310 program categories: vehicles and mobility management, within the ranking: Vice Chair Mike Willett seconded the motion.

Section 5310 Vehicles

- 1 Adult Care Services
- 2 West Yavapai Guidance Clinic
- 3 Intermountain Centers
- 4 New Horizons Independent Living

Section 5310 Mobility Management

- 1 Territorial Transit

Section 5316

- 1 Territorial Transit
- 2 NACOG

Section 5317

- 1 Territorial Transit

**VOTE ON THE MOTION**

The motion passed unanimously.

**9. METROPOLITAN TRANSPORTATION IMPLEMENTATION PLAN:  
TRANSIT COMPONENT**

*Jodi Rooney, CYMPO Administrator*

Upon discussions with Hymie Luden, Federal Transit Administration (FTA), the CYMPO Metropolitan Transportation Improvement Program must include a Transit Component within the document reflecting transit operations and/or capital projects. Therefore, the T-TAC must consider the addition of potential transit projects to be FTA eligible and subsequently, no further loss of 5307 funds. Projects considered for inclusion into the MTIP Transit Component are:

- ✓ Expansion of the existing regional voucher system
- ✓ Transit vehicles

These projects are to be incorporated into the MTIP for Executive Board review and approval consideration.

**MOTION**

Vice Chair Mike Willett introduced a motion to forward the Metropolitan Transportation Improvement Program (MTIP): Transit Component to the CYMPO Executive Board for comments and approval consideration. Member Craig McConnell seconded the motion.

**VOTE ON THE MOTION**

The motion passed unanimously.

**10. MISCELLANEOUS ANNOUNCEMENTS & CYMPO UPDATES**

**11. UPCOMING SCHEDULED MEETINGS**

- \* Executive Board Meeting: Wednesday, April 16, 2008, 6:00 P.M., YC Supervisors' Room  
(*CYMPO Executive Board monthly meeting.*)
- \* State Transportation Board: Friday, April 18, 2008, Phoenix, AZ
- \* M-TAC Meeting: Thursday, May 1, 2008, 8:00 A.M., Prescott City Hall Council Chambers  
(*CYMPO Multi-Modal Technical Advisory Committee monthly meeting.*)
- \* T-TAC Meeting: Friday, May 9, 2008, 9:00 A.M., PV Conference Community Room #331  
(*CYMPO Transit Technical Advisory Committee monthly meeting.*)

**12. ADJOURNMENT**

The meeting was adjourned at 10:30 AM.