



**CENTRAL YAVAPAI  
METROPOLITAN PLANNING ORGANIZATION**

**TRANSIT TECHNICAL ADVISORY COMMITTEE**

**Friday, June 13, 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	Norm Davis, Chairman
Yavapai County	Mike Willett, Vice-Chairman
City of Prescott	Craig McConnell

**UNOFFICIAL MEMBER UNABLE TO ATTEND:**

ADOT-Public Transportation Division	Matt Carpenter
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**AGENCY REPRESENTATIVES PRESENT**

City of Prescott	Councilman Bob Luzius
Town of Prescott Valley	Councilman Bob Edwards

**CYMPO ATTENDEES:**

CYMPO Administrator	Jodi Rooney
CYMPO Program Manager	Joanne Scardina-Barr
CYMPO Administrative Assistant	Cathie Martin

**ADDITIONAL ATTENDEES:**

NACOG	Eileen Nesmith
NAIC	Glady Miller, Mike Wilkey
Territorial Transit	Lindsay Bell

**MEETING MINUTES**

**1. CALL TO ORDER: 9:05 A.M.**

**2. ROLL CALL**

*Joanne Scardina Barr, CYMPO Program Manager*

The Committee 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 individual agenda items, as each item is considered by the T-TAC, subject to a time limit of three (3) minutes.

Chairman Norm Davis informed the meeting attendees that although the Transit Implementation Plan work sessions are open to the public, the only venue for public participation and comment is during the regularly scheduled Transit Technical Advisory Committee (T-TAC) meetings.

Prescott Councilman and Executive Board Member Bob Luzius raised the concern over availability and potential usage shift of LTAF II funding given the current economic climate. He encouraged all meeting attendees to contact their State and Local elected officials requesting the retention of these funds for regional and local transportation support. Vice Chair Mike Willett extended his appreciation to Board Member Luzius for his efforts on behalf of CYMPO's regional human service transportation providers.

4. **APPROVAL OF MINUTES: April 11, 2008**

**MOTION**

Vice Chair Mike Willett introduced a motion to approve the April 11, 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**

*Norm Davis, Prescott Valley*

At the May 23, 2008, work session, the T-TAC reviewed and discussed the May 2008, Transit Implementation Plan Technical Memorandum I, specifically:

- Governance Options
  - IGA
  - CYMPO Management
  - IPTA
- Conceptual Alternatives
  - Fixed Route and Fare Structures
  - COP Sales Tax Authorization
  - Enhancement of Voucher Program
  - ADA Requirements

Discussions included:

- Transit information dissemination methods and mechanisms
- Provide for a unified and coordinated governance structure for all public transportation services
- Establishment of a decision-making structure that includes stakeholder involvement.

At the request of the consultant, this document was reviewed with comments forwarded to TransitPlus for incorporation into the final draft Technical Memorandum I.

This document will be available to the public upon the draft finalization of the entire Transit Implementation Plan when only minor changes are anticipated; until then, this is a working document in progress and not available for public review and comment.

Suzanne O'Neill, TransitPlus consultant, will be meeting with regional transportation providers for comments and input on the Transit Implementation Plan on Thursday, June 19, 2008.

Information resulting from each phase of the Transit Implementation Plan is provided to the CYMPO Executive Board as well as local elected officials and the general public through the use of CYMPO's Transit Bites and other mechanisms on an ongoing basis; the jurisdictional transit decisions will be based upon the information derived in the final Transit Implementation Plan. A transit system, initially scheduled to commence in Fall 2009, includes a complex, comprehensive process encompassing political support, public education, economic climate impacts and jurisdictional approval, prior to actual transit operations.

Acknowledging the need for transit education, the T-TAC noted that a professional Transit Administrator would allow for more visibility, however, currently, neither the CYMPO staff or regional jurisdictions' staff have the necessary expertise nor has an additional staff position been approved and respective funding appropriated. The public is encouraged to attend the CYMPO Executive Board and Committee meetings to gain up-to-date information and disseminate it to their respective organizations and communities.

## 6. **PROJECT MANAGEMENT**

*Norm Davis, Prescott Valley*

After an extensive search, Vicky McLane, from Fort Collins, CO, was identified as a prospective Transit Project Manager working on behalf of CYMPO. Submission of a Transit Implementation Plan (TRIP) Project Management work outline met the Executive Board approved monetary parameters of \$19,999. Ms. McLane will assume a temporary position through the City of Prescott on behalf of CYMPO through the duration of the Transit Implementation Plan currently anticipated for completion in October, 2008.

Ms. McLane's responsibilities will include:

1. Confer with the consultant at least every two weeks on status of plan
  - a. Ensure tasks in Scope of Work are completed as described
  - b. Monitor task schedule
  - c. Track budget expenditures
2. Support public outreach efforts with planning and participation as needed
3. Report to Executive Director at least every two weeks
4. Monthly written report to T-TAC and others on project status

### **MOTION**

Member Craig McConnell moved to ratify the temporary, part-time employment of Vicky McLane as the CYMPO Transit Implementation Plan Project Manager based upon the submitted scope of work with employment through the City of Prescott on loan to CYMPO. Vice Chair Mike Willett seconded the motion.

### **VOTE ON THE MOTION**

The motion passed unanimously.

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

A review of the upcoming meetings, noted below, was presented by Jodi Rooney, CYMPO Administrator.

## **8. PROPOSED FUTURE AGENDA ITEMS**

As a result of the approved May 21, 2008, Executive Board agenda protocol, the T-TAC and CYMPO staff are required to pre-identify agenda items for upcoming meetings. Those proposed agenda items include:

- Transit Implementation Plan Status Update
- Statewide Transportation Investment Strategy Initiative(s)
- Federal Transit Administration Grant Status

## **9. UPCOMING SCHEDULED MEETINGS**

- \* Executive Board Meeting: Wednesday, June 18, 2008, 6:00 P.M., YC Board of Supervisors Rm  
(*CYMPO Executive Board monthly meeting.*)
- \* State Transportation Board Public Hearing concerning the Statewide Transportation Investment Strategy: Thursday, June 19, 2008, Tucson, AZ, 9:00 AM – 11:00 AM
- \* State Transportation Board Meeting: Friday, June 20, 2008, Nogales, AZ
- \* Transit Implementation Plan (TRIP) Work Session, Friday, June 20, 2008, 9:00 AM, [Prescott City Hall, Downstairs Conference Room.](#)
- \* M-TAC Meeting: Thursday, July 3, 2008, 8:00 A.M., Prescott City Hall Council Chambers  
(*CYMPO Multi-Modal Technical Advisory Committee monthly meeting.*)
- \* T-TAC Meeting: Friday, July 11, 2008, **10:30 AM**, Prescott Valley Town Hall Community Rm #331. (*CYMPO Transit Technical Advisory Committee monthly meeting.*)
- \* Transit Implementation Plan (TRIP) Work Session, Friday, July 18, 2008, 1:30 PM, Prescott Valley Town Hall 4<sup>th</sup> Floor Training Room.

## **10. ADJOURN**

The meeting was adjourned at 9:55 AM.