



MEETING MINUTES

**Multimodal Technical
Advisory Committee
Thursday, April 4, 2013
8:00 AM**

**Prescott Valley Library Auditorium
7401 East Civic Center – 1st Floor
Prescott Valley, AZ 86314**

CYMPO M-TAC Committee

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| Chairman | Norm Davis, Town of Prescott Valley |
| Vice-Chairman | Scott Tkach, City of Prescott |
| Member | Phil Bourdon, Yavapai County |
| Member | Yvonne Kimball, Town of Dewey-Humboldt |
| Member | Cynthia Moody, U.S. Forest Service |
| Member | Richard Straub, Town of Chino Valley |
| Member | Charla Glendening, ADOT MPD |
| Member | Bob LaJeunesse, ADOT Prescott District |

1. CALL TO ORDER AND ROLL CALL

Meeting was called to order at 8:00 AM by Chairman Davis. Roll call was performed by Deb Hernandez.

Members Absent:

Phil Bourdon, Yavapai County – Proxy Mike Willett

Chairman Davis acknowledged elected officials present for the meeting and asked for audience introductions. Among the audience was ADOT Senior Local Government Engineer, John Dickson, who introduced himself, explained his new role and offered his assistance whenever needed.

- 2. 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.

There were no public comments.

DISCUSSION / POSSIBLE ACTION

3. APPROVAL OF MEETING MINUTES – Regular Meeting Of March 7, 2013

*Chris Bridges, CYMPO Administrator
(Task #1.2)*

MOTION

Vice-Chairman Tkach presented a motion to approve the Minutes of the Regular M-TAC Meeting of March 7, 2013. Motion was seconded by Member Straub.

VOTE ON THE MOTION

The vote on the motion was unanimous.

4. REVIEW AND DISCUSSION OF THE FY 14-23 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP) WITH THE POTENTIAL TO MAKE A RECOMMENDATION TO THE EXECUTIVE BOARD

*Chris Bridges, CYMPO Administrator
(Task #3.0)*

Mr. Bridges explained the purpose of the Metropolitan Transportation Improvement Program (MTIP) noting Federal and State projects not listed in this document will not receive federal funding. As a result of the work study, a new page titled “Planned Future Projects” has been incorporated into the TIP, in an effort to keep projects that are out beyond FY2023 from being encumbered with dollars amounts and keep them in mind. Mr. Bridges pointed out one change in the Sign Project; the dollar amount has been amended to \$3.660 Million for FY13 rather than multiple years.

Chairman Davis stated he felt everyone had worked hard on this document and felt it was ready to move on to the Executive Board for approval. Other comments were made by Charla Glendening, Scott Tkach, Mike Willett and Bob LaJeunesse.

Mr. Bridges stated the MTIP is a flexible document and future amendments could be made, as they became necessary.

MOTION

Member Kimball presented a motion to recommend the Executive Board approve the “Draft” FY14-23 MTIP and approve the 30-day notice for the Public Comment Period. Motion was seconded by Vice-Chairman Tkach.

VOTE ON THE MOTION

The vote on the motion was unanimous.

5. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE SCOPE OF WORK FOR THE REGIONAL LONG RANGE TRANSPORTATION PLAN AND RECOMMENDATION TO THE EXECUTIVE BOARD APPROVE FOR PUBLICATION

*Chris Bridges, CYMPO Administrator
(Task #4.0)*

Mr. Bridges indicated he was seeking approval to present the Scope of Work at the next Executive Board Meeting. Changes in language had been incorporated, at the TAC’s request; a minimum of a 25 year planning horizon, therefore, indicating the scope go to year 2040, keeping the focus within the CYMPO boundary, using existing TAZ structures and update CYMPO’s population.

Chairman Davis thanked Member Glendening for ADOT’s help in making sure this is a comprehensive document in which public will be given an opportunity to comment on.

Member Glendening stated ADOT was willing to further partner with CYMPO and/or chosen consultant with traffic modeling efforts.

Mr. Bridges detailed the timeline necessary to follow in order to capture funding. He indicated Ms. Knight, CYMPO Program Coordinator, was working with the county on the RSOQ to be advertised April 28 and May 5, 2013.

Additional comments were made by Chairman Davis, Vice-Chairman Tkach, Member Glendening and Member Straub about the evaluation process.

MOTION

Member Willett presented a motion to recommend the Executive Board approve the Scope of Work, with noted changes, and proceed with the required publications of the Request for Qualification. Motion was seconded by Member Straub.

VOTE ON THE MOTION

The vote on the motion was unanimous.

6. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND THE EXECUTIVE BOARD APPROVE THE FY 2014 WORK PROGRAM (WP)

*Chris Bridges, CYMPO Administrator
(Task #1.1)*

Mr. Bridges stated all the changes discussed at the Federal Review, the Technical Committee and the Executive Board have been incorporated in this final draft of the FY14 Work Program and he is seeking recommendation of approval from the TAC to forward on to the Executive Board.

ADOT representative, Charla Glendening informed the TAC that ADOT has reviewed this final document and they feel it is a sound Work Program.

Chairman Davis made additional comments and Member Kimball had questions.

MOTION

Member Kimball presented a motion to recommend the Executive Board approve the Final Draft FY14 as the final WP document. Motion was seconded by Vice-Chairman Tkach.

VOTE ON THE MOTION

The vote on the motion was unanimous.

7. DISCUSSION AND POSSIBLE ACTION TO APPROVE ALLOCATION OF FTA SECTION 5303 FUNDS FOR CYMPO RELATED PROJECTS AND MAKE A RECOMMENDATION TO THE EXECUTIVE BOARD

*Chris Bridges, CYMPO Administrator
(Task #8.0)*

Mr. Bridges related at the March 20, 2013 Executive Board meeting they requested the TAC review items and make recommendation to them. Section 5303 is transit related funding, now referred to as Coordinated Mobility Management. One of the services provided is Coordinated Mobility Driver Program Training Materials. The Coordinated Mobility Management Council is a collaborative effort between Local Human Service Agencies to provide drivers training. Drivers must meet ADOT specification and training procedures. CYMPO has been informed additional materials are needed for the CPR class such as manikins and training booklets. ADOT has notified CYMPO 5303 funds could be used for Driver Training.

Member Glendening indicated 5303 funds are to be used as planning funds and not everyone at ADOT is in agreement that Driver Training Materials is an appropriate use of the planning funds. The consensus is capital purchased is not a good use of funds when RTAP is available. She understands there are issues with RTAP and those need to be addressed. She suggested as another possible use of the 5303 funds, CYMPO taking the lead to prepare an Emergency Response Plan and with Emergency Response Plan incorporate the purchase of the materials and manikins.

Ron Romley, President of Yavapai Regional Transit, made comments to the TAC.

Mr. Bridges stated Regional Rideshare Program could prove to be a huge benefit in the CYMPO area. 5303 funds could be used to further this research and develop an on-line program where-by potential users could enter information and be matched up with others who have similar needs.

Additionally, only salary of one member of the CYMPO staff is paid using 5303 funds. Clearly, all staff members spend time working on 5303 Transit issues.

TAC members discussed their desire to keep 5303 funds working on the best behalf for local communities and showed support for a Regional Rideshare Program.

Cheri Romley, Yavapai Regional Transit, made comments.

The TAC requested more research be done and bring back to the May meeting for possible action.

NO ACTION WAS TAKEN

DISCUSSION

8. PROPOSED FUTURE AGENDA ITEMS

*Chris Bridges, CYMPO Administrator
(Task #1.2)*

Mr. Bridges presented the following for the May Agenda:

- 5303
- Regional Plan Update

9. AGENCY UPDATES

Agency updates were provided by:
Bob LaJeunesse – ADOT Prescott District

10. MISCELLANEOUS ANNOUNCEMENTS & CYMPO UPDATES

Mr. Bridges announced the following:

- January 2014 Rural Transportation Summit would be hosted by CYMPO

11. UPCOMING SCHEDULED MEETINGS

- State Transportation Board Meeting: **April 12, 2013, Tucson, AZ**
- CYMPO Executive Board Meeting: **Wednesday, April 17, 2013, 6:00 PM**, County Board of Supervisors Room, 1015 Fair Street, Prescott, AZ
- M-TAC Meeting: **Thursday, May 2, 2013, 8:00 AM**, Prescott Valley Library Auditorium, 1st Floor, 7401 E. Civic Circle, Prescott Valley, AZ 86314
(CYMPO Multimodal Technical Advisory Committee monthly meeting)

12. ADJOURNMENT

Chairman Davis adjourned the meeting at 9:30AM.