



MEETING MINUTES

**Executive Board
Regular Meeting
Wednesday, July 17, 2013
6:00 PM**

**Yavapai County Administrative Bldg.
1015 Fair Street
Prescott, AZ 86305**

CYMPO Executive Board

Chairman	Darryl Croft, Vice Mayor, Town of Chino Valley
Vice-Chairman	Chris Kuknyo, Councilman, City of Prescott
Secretary/Treasurer	Terry Nolan, Mayor, Town of Dewey-Humboldt
Member	Mary Mallory, Councilwoman, Town of Prescott Valley
Member	Craig Brown, Yavapai County Supervisor

1. CALL TO ORDER AND ROLL CALL

Chairman Croft called the meeting to order at 6 PM. Jean Knight performed roll call.

Members Absent:

Member Dallas Hammit, ADOT Representative

2. ANNOUNCEMENTS AND UPDATES:

Announcements and/or updates may be provided by Board Members, CYMPO Administrator or other invitees.

Member Mallory announced she spoke with Director Halikowski from ADOT and related he would be willing to attend an informal meeting with the Executive Board. All Board members agreed it would be a good idea.

3. 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

4. APPROVAL OF MEETING MINUTES - REGULAR MEETING OF MAY 15, 2013

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

MOTION

Member Brown presented a motion to approve the Minutes of the Regular Meeting of May 15, 2013. The motion was seconded by Vice-Chairman Kuknyo.

VOTE ON THE MOTION

The vote on the motion was unanimous.

5. **DISCUSSION AND POSSIBLE ACTION TO APPROVE CONTRACT NEGOTIATIONS WITH THE TOP RANKING FIRM SUBMITTING A REQUEST FOR STATEMENT OF QUALIFICATIONS (RSOQ) FOR THE CYMPO REGIONAL TRANSPORTATION PLAN UPDATE (RTP), AS RECOMMENDED BY THE M-TAC**

Chris Bridges, CYMPO Administrator

(Task #4.0)

Mr. Bridges gave a brief update of the process to begin the negotiation process. The Scope of Work would be presented to CYMPO for modifications or approval. The Scope would be discussed with the M-TAC, and changed if necessary before the full Agreement would be brought to the Board for approval.

Member Brown questioned if anyone was aware of any issues with AECOM. The Board response was very positive.

MOTION

Secretary/Treasurer Nolan presented a motion for the CYMPO Administrator, Chris Bridges, to begin contract negotiations with AECOM and if negotiations fail, to begin negotiations with the next highest ranked firm.

Motion was seconded by Member Mallory.

VOTE ON THE MOTION

The vote on the motion was unanimous.

6. **DISCUSSION AND POSSIBLE ACTION TO APPROVE THE FY13-20 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP) AMENDMENT 5**

Chris Bridges, CYMPO Administrator

(Task #3.0)

Mr. Bridges related the purpose of the Amendment is to increase the dollar amount ADOT State Transportation Board has allocated for the SR89 Widening project. He requested approval of the increase in dollar amount of the project.

MOTION

Secretary/Treasurer Nolan presented a motion to approve FY13-20 MTIP Amendment 5. Motion was seconded by Vice-Chairman Kuknyo.

VOTE ON THE MOTION

The vote on the motion was unanimous.

7. **DISCUSSION AND POSSIBLE ACTION TO APPROVE THE FY14-23 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP) AMENDMENT 1 - TRANSIT**

Chris Bridges, CYMPO Administrator

(Task #3.0)

Mr. Bridges indicated the Chino Valley transit is transitioning to Yavapai Regional Transit (YRT) and their Section 5311 Grant has been approved by ADOT. It is federal requirement that CYMPO include the amount of funds on the MTIP.

Vice-Chairman Kuknyo questioned why there is no explanation for the use of the money. Mr. Bridges indicated we have minimal knowledge provided at this time from ADOT and they do not always provide the information. He also stated it is not funds that we approve nor do they process through the MPO; consequently, ADOT does not have to share that information. If ADOT does provide it, he will bring the information to the next Executive Board meeting.

MOTION

Member Brown presented a motion to approve FY14-2 MTIP Amendment 1, contingent upon FTA approval. Motion was seconded by Vice-Chairman Kuknyo.

VOTE ON THE MOTION

The vote on the motion was unanimous.

DISCUSSION

8. PROPOSED FUTURE AGENDA ITEMS

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

Mr. Bridges, anticipating there would not be a meeting in August would approve Consultant contract for RTP in September.

Member Brown brought up the Chino Valley – Yavapai County project east/west road; he might want to bring it to the Board. Mr. Bridges indicated he would work with consultant to add to scope.


Vice-Chairman Kuknyo commented that with many new Board Members that are not known by the State Transportation Board (STB), he recommended the Board start attending all of the STB meetings and periodically visit ADOT in Phoenix.

9. UPCOMING SCHEDULED MEETINGS

- M-TAC Meeting: **TO BE DETERMINED**, Prescott Valley Library Auditorium, 1st Floor, 7401 E. Civic Circle, Prescott Valley, AZ 86314 (*CYMPO Multimodal Technical Advisory Committee monthly meeting*)
- State Transportation Board Meeting: **No meeting in August**
- Executive Board Meeting: **Wednesday, August 21, 2013 6:00 PM**, County Board of Supervisor’s Room, 1015 Fair Street, Prescott, AZ

10. ADJOURNMENT

Member Brown presented a motion to adjourn; and, Vice-Chairman Kuknyo seconded the motion. The meeting adjourned at 6:20 pm.



Darryl Croft, Chairman
Executive Board

ATTEST:



Jean Knight, Program Coordinator

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the CYMPO Executive Board, Prescott, Arizona held on the 17th day of July, 2013. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 18th day of September, 2013.



Jean Knight, Program Coordinator