



**CENTRAL YAVAPAI  
METROPOLITAN PLANNING ORGANIZATION  
7501 E. Civic Circle, Prescott Valley, AZ 86314**

**EXECUTIVE BOARD MEETING  
Wednesday, January 20, 2010  
6:00 P.M.**

**Yavapai County Administration Bldg.  
Supervisors Boardroom**

**1015 Fair Street  
Prescott, AZ 86303**

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***MINUTES***

**BOARD MEMBERS PRESENT**

Town of Prescott Valley

Town of Chino Valley

Yavapai County

Town of Dewey-Humboldt

City of Prescott

Mike Flannery, Chairman

Ron Romley, Secretary/Treasurer

Carol Springer

David Nystrom

Councilwoman Mary Ann Suttles

(Proxy for Marlin Kuykendall)

**BOARD MEMBERS NOT PRESENT**

City of Prescott

State Transportation Board

Marlin Kuykendall

William "Bill" Feldmeier

**AGENCY REPRESENTATIVES PRESENT**

Yavapai County

Town of Chino Valley

Town of Prescott Valley

ADOT Prescott District Engineer

NACOG

Phil Bourdon, Chris Bridges, Mike Willett

Councilwoman Gloria Moore, Ron Grittman,

Cecilia Watts

Norm Davis

Greg Gentsch

Eileen Nesmith

**CYMPO STAFF PRESENT**

Administrator

Program Manager

Program Coordinator

Jodi Rooney

Vicky McLane

Jean Knight

**ADDITIONAL ATTENDEES**

Numerous representatives from the following were in attendance: League of Women Voters, New Horizons, CWAG, CCJ Advocacy, US Vets, UU Fellowship, Project Aware, Mobility Management, Prescott Bicycle Advisory Committee, NAIC, AAUW, PWC, Territorial Transit, AARP, Catholic Charity, The Caring Presence, YRMC, Sacred Heart Church, Prescott Transit, AZTA and PAHH.

**1. CALL TO ORDER, ROLL CALL AND/OR INTRODUCTIONS**

The meeting was called to order by Chairman Mike Flannery at **6:00 P.M.** Jean Knight, CYMPO Program Coordinator, performed roll call. Absent were: Member Marlin Kuykendall and Member Bill Feldmeier.

**2. ANNOUNCEMENTS and CYMPO UPDATES**

CYMPO Administrator Jodi Rooney announced the following:

- The 2010 meeting calendar was published in the local paper at the end of December 2009
- The Prescott Valley Bison Lane Multi Use Path ribbon cutting–February 11, 2010
- The recipients of the 5310, 5316 & 5317 grants, as announced by ADOT
- Public meeting for the State Route 69 Barrier project is to be held January 21, 2010, 5-7 pm

Chairman Flannery commented that the public meeting will last until 10 PM to accommodate the Town of Prescott Valley Council, due to currently scheduled council meeting. He also thanked Nancy Shugrue, with the League of women voters, for sending out the informational e-mails.

**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.

**4. APPROVAL OF MINUTES: November 18, 2009, December 3, 2009, & December 16, 2009**

**MOTION**

Secretary/Treasurer Romley presented a Motion to approve the November 18, 2009, Executive Board minutes.

The Motion was seconded by Member Springer.

**VOTE ON THE MOTION**

The vote was unanimous.

**MOTION**

Secretary/Treasurer Romley presented Motion to approve the December 3, 2009, Executive Board minutes. The Motion was seconded by Member Springer.

**VOTE ON THE MOTION**

The vote was unanimous.

Secretary/Treasurer Romley presented Motion to approve the December 16, 2009, Executive Board minutes.

The Motion was seconded by Member Springer.

**VOTE ON THE MOTION**

The vote was unanimous.

**Chairman Flannery requested that agenda items 8 and 9 be moved up and that agenda item 5 be moved after item 10 on the agenda. There was not an objection from the Board.**

**5. ELECTION OF OFFICERS**

*Jodi Rooney, CYMPO Administrator*

**MOTION**

Member Springer presented a Motion to nominate Ron Romley as Chairman of the Executive Board. The

Motion was seconded by Chairman Flannery.

**VOTE ON THE MOTION**

The vote was unanimous.

**MOTION**

Chairman Romley presented a Motion to nominate Mike Flannery as Vice-Chairman of the Executive Board.

The Motion was seconded by Member Springer.

**VOTE ON THE MOTION**

The vote was unanimous.

**MOTION**

Chairman Romley presented a Motion to nominate David Nystrom as Secretary/Treasurer of the Executive Board. The Motion was seconded by Member Springer.

**VOTE ON THE MOTION**

The vote was unanimous.

**The new Executive Board for 2010:**

Chairman Ron Romley, Vice-Mayor, Town of Chino Valley

Vice-Chairman Mike Flannery, Councilman, Town of Prescott Valley

Secretary/Treasurer David Nystrom, Councilman, Town of Dewey-Humboldt

**6. PROGRAMMING OF FY-11 SURFACE TRANSPORTATION PROGRAM (STP) FUNDS**

*Jodi Rooney, CYMPO Administrator*

CYMPO Administrator Jodi Rooney related that at the December 3, 2009, joint meeting, the M-TAC recommended to the Executive Board that the MPO program the FY-10 allotment for the SR 69 Median Barrier Signalization project, which was approved thus taking action to amend the MTIP to reflect as such. Discussion occurred regarding programming of FY-11 funding, but due to the time constraint, further dialogue was deferred to the January meeting. Member Gritman desired to discuss the potential of programming the FY-11 STP allotment for the Chino Valley Road 4N safety project (that programmed HSIP safety funds).

She also stated she received information from John McGee, ADOT Executive Director for Planning and Policy, on December 11, 2009, noting the potential of FY-10 STP funds being reduced by 30 percent.

The M-TAC discussed the matter noting potential projects as: the Pioneer Parkway Preservation and the Road 4 North Improvement. No Action was taken at this time but was deferred for the future agenda.

Member Springer stated the 2010 allocation is going for the median and signal lights on Highway 69, but she doesn't know if the current funds are going to be sufficient and that we might consider carrying forward FY-11 money for that same project. Councilwoman Suttles stated for FY-11 funds, the City of Prescott supports the Pioneer Parkway Preservation project for Yavapai County.

**7. AMERICAN RECOVERY AND REINVESTMENT ACT/ JOBS FOR MAIN STREET ACT, 2010 (STIMULUS)**

*Jodi Rooney, CYMPO Administrator*

Mrs. Rooney commented that ADOT has meetings on Tuesday mornings regarding ARRA II. Projects could include: pavement preservation, signage improvement, paving marking improvements, traffic signal improvements, intelligent transportation systems improvements, pedestrian improvements and safety improvements. They are looking at projects that can begin quickly. One important factor—we will need very rapid decisions of the selection of potential projects. This will probably occur in the next two to four weeks. We would have to select what project or projects would be eligible and then we would need to amend our TIP. The amount is probably going to be the same as the last allocation of ARRA money.

On the transit side, this time there may be operations money available. If there is around 10% available for operations, there could be an opportunity to use these funds for the voucher program.

Chris Bridges, Yavapai County, discussed the Pioneer Parkway project, what has been done so far and what possible funding has been looked at. Phil Bourdon, Yavapai County, related that the County would like this money as the project is already under design. The County is going to be ready when the funds become available.

Norm Davis, Town of Prescott Valley, was complimented for the job performed on Glassford Hill.

Vice-Chairman Romley expressed his frustration as there are very few projects ready to go and still have 50% of the money under contract in 90-days.

Mrs. Rooney stated that to assist the federal and state partners, we need to prioritize projects at the M-TAC meeting on February 4, 2010. We may need to move quicker with the Executive Board as we will have to amend the MTIP– this will be confirmed with ADOT.

**8. 5307 GRANT – AVONDALE CAPACITY and the YAVAPAI COUNTY PROPOSAL**

*Jodi Rooney, CYMPO Administrator*

*Mike Willett, Yavapai County*

CYMPO Administrator Jodi Rooney advised that the CYMPO Executive Board has been informed about ongoing discussions with the City of Avondale as to the possibility of transferring some of CYMPO's older Section 5307 funding for an exchange of transit staff capacity.

Mrs. Rooney commented that CYMPO staff has engaged in a number of emails with Rogene Hill, Avondale Assistant City Manager, in an effort to develop an arrangement that was mutually beneficial. The result is a DRAFT Intergovernmental Agreement developed by the Avondale City Attorney. This document has been evaluated by the T-TAC and CYMPO staff; additionally, it would then need to be reviewed by CYMPO's attorney.

She indicated that the basis of the arrangement is as follows: CYMPO would transfer \$672,000, (no local match) the amount of its FY 07 Section 5307 apportionment, to Avondale. Avondale would hire a transit manager/consultant on a contractual basis and loan the employee to CYMPO for a two year period. A transit employee grid comparison between the City of Avondale and Yavapai County proposal was presented. The T-TAC met and took position to establish a transit administrator position and proceeding with the Yavapai County proposal.

Mike Willet, Yavapai County, spoke about the T-TAC's decision to accept the County proposal and to have an RFI prepared to see if there is a provider in the community that can provide service with funds that we have, as well as the governance. He also added that the T-TAC has a strong desire to keep the Section 5307 funds in the community.

A public comment was made by Lindsay Bell, Territorial Transit.

Member Springer commented on the time spent on the Avondale proposal and the prospect of \$672,000 going to them. She discussed with Yavapai County Public works the prospect of keeping the funds local and Phil Bourdon and Mike Willett came forward with a proposal to have someone locally be the transit administrator.

Mrs. Rooney also related that we have been recently contacted by FTA to schedule the Triennial Review (audit), which is significant and has to be prepared for, making transit expertise even more imperative. This is something the transit administrator would need to do.

Councilwoman Mary Ann Suttles stated that on behalf of the City of Prescott, if the region is going to continue towards transit, then the Yavapai County proposal is better than the Avondale proposal.

Vice-Chairman Romley made the comment that as the Town of Chino Valley is not involved in the Section 5307 money, originally he was going to abstain as he did not want to obligate the County, Prescott or Prescott Valley on spending something by the way he may vote. However, he questioned what constituted a quorum and the response was four. Without voting there is not a quorum and he has elected to vote as there is not a financial obligation; however, he will not make the motion.

Member Nystrom stated that as a representative of Dewey-Humboldt, he shared Vice-Chairman Romley's concern about the 5307 funding and was also going to abstain; however, he does not want the Board to have a split opinion. He suggested this issue be discussed in the future on how to handle this type of matter so there is some clarity.

Chairman Flannery indicated that we need to have something in our By-Laws on how to handle this type of issue about an entity voting on an item if they do not have a financial obligation. He did not think this makes too much of a difference on this issue as no one has a financial obligation. If we go with Avondale, it is federal funds and if we go with the County the County is going to pay the match obligation. Chairman Flannery also indicated that in the long run if we develop regional transit with all five entities, everyone should have a say on this matter.

Public comment was made by Bob Luzius, member of the Mobility Management Group, a board member of Arizona Transit Association (AZTA) and a citizen of Prescott. He questioned what happens with the \$672,000 that goes to the County proposal. Chairman Flannery responded that the \$672,000 coming into the CYMPO would be parked. In moving the money to Avondale, they have a use of the funds now. If the funds stay locally, we would extract out what the County would need for the operations for the transit administrator, as well as whatever else is needed and park the remaining money or utilize it in some manner. He also stated that if the funds are not used in the fourth year, we are in danger of losing the funding. By putting this in place now; hopefully, in two-years we will be able to use the parked money for operations.

Vice-Chairman Romley asked Phil Bourdon, Public Works Director, Yavapai County, about the cost analysis of \$160,000 for the contract employee and what he used to come up with the dollar value. Mr. Bourdon related that he just estimated: full time employee for a full year at \$80,000 per year. He indicated that there needed to be another option to help keep the money local. The tasking by the Executive Board of this person could result in a different framework of employment. He commented that the remaining balance of the 5307 funds would be utilized to put it out on the street for the service providers. He requested that the Executive Board move forward and they would work with Mrs. Rooney to prepare an IGA for the services.

Chairman Flannery wanted clarification in terms of scope of work, as to who is responsible for preparation. Mr. Bourdon responded that the Executive Board is going to determine the duties of the transit administrator.

Public comment was made by Lindsay Bell, Territorial Transit, to express support for moving forward.

#### **MOTION**

Vice-Chairman Romley presented a Motion to establish a transit administrator position respective to the Yavapai County Public Works draft proposal. The Motion was seconded by Mary Ann Suttles, City of Prescott Proxy.

#### **VOTE ON THE MOTION**

The vote was unanimous.

**9. CRITERIA FOR REQUEST FOR INFORMATION / REQUEST FOR PROPOSAL – TRANSIT**

*Jodi Rooney, CYMPO Administrator*

*Mike Willett, Yavapai County*

CYMPO Administrator Jodi Rooney indicated that an RFI is a Request for Information and an RFP is a Request for Proposal. This is a two part process. The RFI is the initial part of the process, which would describe the type of service that any of the providers could provide, indicates their ability to provide safe service, meet all of the federal requirements, which are many, including but not limited to: the American with Disabilities Act, Drug and Alcohol, and Capacity. The essential part of the RFI would be that the respondents would need to describe how they would provide a 50% local match. It is estimated that the RFI cost would be \$5,000: \$4,000 federal funds and \$1,000 local match. The total cost for the RFP would be \$26,000: \$20,800 federal funds and \$5,200 local match.

Mike Willett, Yavapai County, commented that one of the main points is the RFI process would be a quicker and less expensive way to find out what is in the community instead of going through an RFP process that would take six to nine-months following all of the federal processes. We have received some very good comments from Suzanne O'Neill, TransitPlus, with good suggestions such as, possibly having paratransit services as a first step. If there is something viable in the community, we could then move to the RFP process and formalize it and get the transit service in the community.

Member Springer stated that she originally brought up this subject as we were searching for ways to implement this program and it seemed like a good idea at the time. At this point since we are opting to hire a transit administrator we would be better served if we wait until we hired a transit administrator and let the administrator put out the RFI to let them control that process. She indicated that the next step would be for CYMPO Administrator Jodi Rooney and the County Public Works, Phil Bourdon and Mike Willett, jointly draft a job description for the transit administrator, using some of the outline already discussed this evening. She is proposing to table this item.

Chairman Flannery suggested that in the drafting process we need to include the T-TAC. Member Springer apologized for the oversight. Councilwoman Suttles commented that now that we have this going, we need to go to that next step

**MOTION**

Member Springer presented a Motion to table this item and include the Request for Proposal as part of the job description for the new transit administrator. The Motion was seconded by Mary Ann Suttles, City of Prescott Proxy.

Public comment was made by David Quinn, NAIC, expressing a desire for milestones to be put in place regarding the hiring of a transit professional.

Member Springer stated she would like this sent back to the T-TAC to work on the job description and be prepared to submit it for final approval at the next Executive Board meeting so that it can immediately go out to the public to solicit for that position. Chairman Flannery indicated that one of the requirements is that it be someone who has a background working with the federal government.

Mr. Willett, Yavapai County, commented that we might move forward with the transit administrator tonight, recommending one of the first things the administrator would do is to create an RFI/RFP process. We also have Suzanne O'Neill, TransitPlus, a very qualified consultant who is under contract with CYMPO. He indicated she can help provide contract administration as she has been involved in this and produced documents for RFI/RFP. We could bring her in to provide help to the administrator, to bring that person up to speed. Chairman Flannery indicated that if there is a cost associated with that we need to use caution as to the budget and everyone needs to be aware. It needs to be within her current scope.

Mr. Bourdon stated that an Intergovernmental Agreement would need to be in place. We will work on this item concurrently with the job description.

#### **VOTE ON THE MOTION**

The vote was unanimous.

#### **10. HOSTING OF JULY STATE TRANSPORTATION BOARD MEETING**

*Jodi Rooney, CYMPO Administrator*

The State Transportation Board meeting is to be held in our region July 16, 2010. We hosted a very successful event two years ago. Due to the economic downturn this July's event will be on a smaller scale and reduce the number of invitees.

The Town of Chino Valley is in a position to host the transportation board this year. To move forward with the planning, the Board needs to finalize the location. Chairman Flannery stated that Chino Valley has had a major project and it would be nice to highlight that project. Vice-Chairman Romley indicated that it would be nice to bring the transportation board to somewhere they probably have not been. The Town of Chino Valley council supports this event. Councilwoman Suttles stated the City of Prescott has concern over the costs and questioned if the cost would be equally split among the entities. Chairman Flannery asked if there is a cost figure at this time. Mrs. Rooney responded the cost is equally split among the entities and it is estimated the costs would be half of the amount of the last transportation board event. Additionally, Mrs. Rooney is already contacting consultants to help sponsor.

#### **11. PROPOSED FUTURE AGENDA ITEMS**

*Jodi Rooney, CYMPO Administrator*

- CYMPO By-Laws
- Jobs For Main Street (ARRA II)
- 3P Presentation by Gail Lewis, ADOT
- Mobility Management as a sub-committee/ad hoc
- TIGER update
- MTIP Amendment
- Transit Administrator Job Description
- Possible Director Halikowski presentation

#### **12. UPCOMING SCHEDULED MEETINGS**

- M-TAC Meeting: **Thursday, February 4, 2010, 8:00 AM** Prescott City Hall, Council Chambers, 201 S. Cortez, Prescott, AZ (*CYMPO Multimodal Technical Advisory Committee monthly meeting*)
- T-TAC Meeting: **Thursday, February 11, 2010, 8:00 AM**, Prescott Valley Town Hall, 7501 E. Civic Circle, **Conference Room #433**, Prescott Valley, AZ (*CYMPO Transit Technical Advisory Committee monthly meeting*)
- Executive Board Meeting: **Wednesday, February 17, 2010, 6:00 PM**, Yavapai County Board of Supervisors' Room, 1015 Fair St., Prescott, AZ (*CYMPO Executive Board monthly meeting*)
- State Transportation Board: **Friday, February 19, 2010, 9:00 AM**, Bisbee, AZ

Lindsay Bell, Territorial Transit announced that on February 8, 2010, the Mobility Management team is co-sponsoring a couple of workshops with CYMPO staff. The first workshop is 11:00 AM - 12:30 PM and the second workshop is 1:00 - 3:30 PM noting that the meeting is to be held at the Town of Prescott Valley Police Department training room.

#### **13. ADJOURNMENT**

Vice-Chairman Flannery adjourned the meeting at 7:26 PM.