



Meeting Minutes

**Executive Board
Regular Meeting
Wednesday, April 21, 2010
6 PM**

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

BOARD MEMBERS PRESENT

Town of Chino Valley
Town of Prescott Valley
Town of Dewey-Humboldt
Yavapai County
State Transportation Board
City of Prescott

Ron Romley, Chairman
Mike Flannery, Vice-Chairman
David Nystrom, Secretary-Treasurer
Carol Springer
William "Bill" Feldmeier
Mary Ann Suttles

CYMPO STAFF PRESENT

Interim Administrator
Program Manager
Program Coordinator

Chris Bridges
Vicky McLane
Jean Knight

ADDITIONAL ATTENDEES

Prescott Transit
Yavapai County
City of Prescott
Town of Chino Valley
Town of Prescott Valley
ADOT
Dava & Associates
Territorial Transit
AECOM Transportation
Citizens

Steve Silvernale
Phil Bourdon, Mike Willett, Elise Link
Craig McConnell
Jason Kelly
Norm Davis
Randy Blake
David Bowers
Lindsay Bell
Jennifer Bixby
Mike Merchant, Mike Damiano, Bob Viscount,
Sandy Willett, Cheri Romley

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

Chairman Romley called the meeting to order at 6:00 PM. Jean Knight, CYMPO performed roll call.

2. ANNOUNCEMENTS and CYMPO UPDATES

Chairman Romley made the following announcements:

- Introduced Chris Bridges, Yavapai County as the CYMPO interim administrator
- Introduced Councilwoman Maryann Suttles as the CYMPO representative
- Alvin Stump, ADOT Prescott District, is the interim District Engineer while Greg Gentsch is in Russia

Chris Bridges, CYMPO Interim Administrator, made the following announcements:

- On April 14th he met with Nate Banks, FHWA, and Jennifer Toth, ADOT, to discuss the MPO and they are availing themselves on April 28, 2010, before the Federal review to discuss the MPO requirements
 - Received announcement from AMPO that there was a 100% restoration of the STP dollars and it should be available for a couple of years
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.
Mike Merchant, Paulden/Rimrock area, questioned the Board/CYMPO action regarding the Corridor Study, re: the bqAZ report with the wrong map. Was a letter sent and what was the response? Vice-Chairman Flannery indicated that a letter was sent on behalf of the Board to the ADOT Transportation Board. Member Feldmeier related it was discussed at the meeting and deferred to Phil Bourdon, Yavapai County. The State Transportation Board did vote on the bqAZ study that had the correct map.

ACTION

4. **APPROVAL OF MINUTES: Regular meeting of March 17, 2010 and Special Meeting of March 25, 2010**

MOTION

Vice-Chairman Flannery presented a motion to approve the March 17, 2010 regular meeting minutes. The Motion was seconded by Secretary/Treasurer Nystrom.

VOTE ON THE MOTION

The vote was unanimous.

MOTION

Vice-Chairman Flannery presented a motion to approve the March 25, 2010 special meeting minutes. The Motion was seconded by Member Feldmeier.

VOTE ON THE MOTION

The vote on the Motion was unanimous with the exception of Secretary/Treasurer Nystrom abstaining.

PRESENTATION

5. **GREAT WESTERN CORRIDOR FEASIBILITY STUDY PRESENTATION**

Jennifer Bixby, Associate Vice President, AECOM Transportation

The presentation of the study was performed jointly by Mike Willett, Yavapai County and Jennifer Bixby, AECOM. Based on studies dating back to 1995, as well as the 2006 Central Yavapai Metropolitan Planning Organization (CYMPO) regional 2030 study, the need for a new high capacity access controlled roadway was identified to meet future traffic demands. As a result, Yavapai County took the lead to further study the Great Western/Glassford Hill Extension Corridors. This study was initiated in October 2008 and has proceeded through multiple agency, stakeholder, and public meetings resulting in the determination of the Great Western Corridor as the preferred corridor alignment.

A presentation will be provided by Jenny Bixby, Associate Vice President AECOM Transportation on the results of the Great Western Corridor Feasibility Study. The completed study will be returned to the Executive Board with action to accept *after* the County Board of Supervisors approve.

The Draft Great Western Study Executive Summary was handed out to the Executive Board at the meeting for review prior to the May 19, meeting.

Ms. Bixby began with the project schedule, which began in October 2008. The project history indicates a need for a new high capacity access controlled roadway based upon study performed which will meet the 2030 traffic demand. A map of the region and the project location was discussed.

There have been community meetings and coordination with the local agencies, community and stakeholders. There has also been an evaluation of the environmental impact; however there is no money available to move forward with the project at this time. A list of the stakeholders was discussed.

The final study products include existing drainage report; Granite Creek crossing analysis; traffic report; feasibility study; environmental overview and 15% design plans.

Chairman Romley questioned the alignment.

Member Feldmeier had questions regarding the matrix and what the cost of the project included. Member Suttles also questioned the dollar amount. She also questioned when the first phase may begin. Ms. Bixby responded to the questions.

Member Springer commented that the conclusion of the study, pointed out the importance of long range planning. She complimented the study process.

Secretary/Treasurer Nystrom made comments regarding width of highway and the planning.

After the final study is presented and approved by the County Board of Supervisor's, the report will come back to the CYMPO Board for endorsement.

There is additional information available on the Yavapai County Web site.

Item #10 was moved up at this time.

DISCUSSION/POSSIBLE ACTION

6. SECTION 5310, 5316 & 5317 GRANT RECOMMENDATIONS

Norm Davis, Town of Prescott Valley - T-TAC Chairman

Every year ADOT asks the MPOs and COGS to facilitate the process to apply for FTA grants for the Section 5310, 5316, and 5317 human services transportation programs.

MPO staff set up a review panel consisting of: Michael Whiting, Executive Director Yavapai United Way; Jo Berger, Director of Facilities and Planning Yavapai College; Dorothy Hatton, retired clinical psychologist and consumer; and, David Nystrom, CYMPO Board Member. The panel interviewed each of the applicants, and then ranked their proposal in priority order within each program. The panel recommendations were compiled and presented to the T-TAC for approval.

After reviewing the panel recommendations, the T-TAC is recommending that the Executive Board approve the grant prioritization as presented and instruct staff to forward the grant applications to ADOT post haste.

Member Springer had comments on the Section 5317; looking at the criteria it appears to be mainly job related established to help people obtain and maintain employment. The list reflects that most of the applicants do not meet the criteria. It appears that some of the applicants should be disqualified based on the applications.

Secretary/Treasurer Nystrom explained the applications were not directly related to employment; ranking was done on the ability to participate in society. Member Springer disagrees with submitting applications that do not meet the criteria.

Steve Silvernale, Prescott Transit, spoke in opposition of the selection process and those that were selected. He gave his opinion of each of the applicants and reason why he took exception to their selection.

Secretary/Treasurer Nystrom related that the panel rated the applicants based upon guidance from ADOT from the evaluation sheets, which laid out criteria for the scoring. He then explained each of the categories. Each program had a separate unique rating sheet. The rating sheets were provided by ADOT, which were used throughout the state so there was consistency to the process. The panel was advised they could not modify the rating sheets. Scores are bound by the sheet.

Member Springer had concern turning in the list with the priorities stated as they are. She suggested that the priority list be changed.

Vicky McLane, CYMPO Program Manager, clarified that the job access program is Section 5316; NACOG was the only applicant for that program. Section 5317 is primarily is people with disabilities. It is misleading. Mr. Nystrom commented that the rating sheet for Section 5316 there is a specific category in how well the grant addresses work related transportation.

Member Springer commented it is the Board to accept, reject or modify the recommendation. Chairman Romley commented that the Section 5317 could just be withheld as there was not enough information available to re-evaluate the applicants. Member Springer recommended modifying the list and change the order. Member Suttles commented this is a recommendation not a vote. Vice-Chairman Flannery commented to change the recommendation of the committee that had a scoring sheet and to alter the list of priorities, destroys the creditability of all and is opposed. Mr. Nystrom indicated that the panel concentrated on the validity of the application, following the scoring sheet. He also stated that based on the information presented to the panel it would be unusual to submit score; but have different ranking without a compelling reason.

Member Feldmeier questioned where the instructions for sheet modification came from. Secretary/Treasurer Nystrom responded this information was given by ADOT. Vice-Chairman Flannery commented he would like to enhance Mr. Silvernale's application next time to get him at the top of the list so this is not a reoccurrence. Mr. Silvernale commented on the other applicants.

Vice-Chairman Flannery questioned of Secretary/Treasurer Nystrom if it is a requirement to be a 501c3 for this classification. Mr. Nystrom responded that it is not; only for the Section 5310 program.

Public comment was made by Susan Adams, Territorial Transit, relating that citizen boards are important.

Member Springer is bothered by the system of appointing a panel and as a Board you cannot change their recommendation. The board should have the authority to modify a recommendation. We should look at this earlier in the process.

Lindsay Bell, Territorial Transit, commented that the process used to forward recommendations to the State by using the panel received a commendation by ADOT. There was a training workshop provided to all of the potential applicants and only approximate 10% came to the workshop. This workshop explained the process and applications.

MOTION

Vice-Chairman Flannery presented a Motion to approve the grant prioritization as recommended by the T-TAC and forward the grant applications to ADOT. The Motion was seconded by Secretary/Treasurer Nystrom.

VOTE ON THE MOTION

There were four yes votes: Chairman Romley, Vice-Chairman Flannery, Secretary/Treasurer Nystrom, and Member Feldmeier. Two no votes: Member Springer and Member Suttles.

7. FY 11 – 15 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)

Chris Bridges, Interim CYMPO Administrator

At the M-TAC meeting of April 1, 2010, the committee recommended the Executive Board approve the MTIP with the noted changes discussed in the meeting. The changes the M-TAC recommended were:

- Federal & State Projects – remove the Town of Prescott Valley/ADOT FY13 Central Core Pathway – duplication of the FY12 project
- Local Projects/Potential Projects – add Town of Chino Valley Road 4 North & SR 89

Chairman Romley question the STP fund balance. Ms. Knight explained this is a carryover from a previous year; probably 2005. Mr. Bridges stated that after a conversation with ADOT financial indicates that the approximate \$357,000 carryover is correct.

MOTION

Member Springer presented a Motion to approve the FY11-15 “Draft” MTIP as recommended by the M-TAC and T-TAC. The Motion was seconded by Vice-Chairman Flannery.

VOTE ON THE MOTION

The vote was unanimous.

8. FY-11 UNIFIED PLANNING WORK PROGRAM (UPWP) “DRAFT”

Chris Bridges, Interim CYMPO Administrator

The Draft FY11 UPWP was provided for review and comment by the Executive Board. This draft will be discussed in the Federal review meeting on April 28th, then finalized and brought back to the Executive Board May 19, 2010, for final draft approval, then posted to the CYMPO Web-site for a 30-day comment period. Additionally, there will be a public comment period at the May Executive Board Meeting.

Member Feldmeier presented a motion to hold voting on this item until the May meeting. The Motion was seconded by Member Suttles. It was explained that the “draft” has to be approved as it needs to be available to be presented at the federal review meeting on April 28, 2010. The Motion and second were withdrawn.

MOTION

Member Suttles presented a Motion to accept the “Draft” UPWP as presented and have available for the Federal Review on April 28, 2010. The Motion was seconded by Member Feldmeier.

VOTE ON THE MOTION

The vote was unanimous.

9. AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA II) / JOBS FOR MAIN STREET ACT, 2010

Chris Bridges, Interim CYMPO Administrator

There is nothing new to report. The longer this goes more likely it will not occur.

10. FEDERAL TRANSIT ADMINISTRATION SECTION 5307 LAPSING FUNDS

Norm Davis, Town of Prescott Valley – T-TAC Chairman

CYMPO receives an annual apportionment (allocation) of Section 5307, Urbanized Area, funds. These funds must be obligated, by FTA approval of a grant, within three additional years after the year of apportionment. Thus, CYMPO's 2007 funds need to be included in a grant to FTA in the next few months, or these funds need to be returned to the Governor, from whom they came, by June 30, 2010.

The Governor can then give these funds to other urbanized areas (Yuma, Avondale, Flagstaff), or transfer them to another FTA program, such as Section 5311, Rural Transit, to be used somewhere in Arizona. CYMPO currently has approximately \$51,284 remaining in 2007 funds, and a decision needs to be made about what to do with this money.

Mr. Davis discussed the transit portion of the Metropolitan Transportation Improvement Program (MTIP) and what each of the figures represents. He also discussed recommendations that are submitted.

Mr. Davis related that the T-TAC recommendation is to keep the funds in this area by requesting the governor transfer them to Section 5311 which allows the Town of Chino Valley to utilize. Any unused portion of the funds by Chino Valley can be given to the City of Cottonwood transit system.

Vice-Chairman Flannery questioned if we have collected all funds due to CYMPO from FTA. Vicky McLane, CYMPO Program Manager responded to his question.

Member Springer questioned what some of the columns of the transit MTIP sheet represented. Ms. McLane responded to her question. She then questioned if the funds could be used by the transit program coordinator for some of the other operational expenses. Ms. McLane explained that the grant amount for the position is a specific category and to change the grant is difficult. She also indicated that FTA would probably *not* permit these funds be used for the items in question by Member Springer.

Chairman Romley introduced Jason Kelly, Town of Chino Community Services Director, who has been working on the new transit system in Chino Valley. Mr. Kelly related that the Town of Chino Valley should be able to capture these funds and he will amend the current grant application that was submitted.

Member Suttles questioned where the unused additional funds would go. Mr. Davis responded to her question.

MOTION

Member Springer presented a Motion to request the governor convert the unobligated balance of the Section 5307 funds to Section 5311 funding and to provide the Town of Chino Valley the funding for their system; with the remaining funds not used by the Town of Chino Valley to go to the City of Cottonwood transit system. The Motion was seconded by Member Suttles.

VOTE ON THE MOTION

The vote was unanimous.

DISCUSSION

11. YEAR-T0-DATE FINANCIAL UPDATE

Jean Knight, CYMPO Program Coordinator

The FY-10 budget was revised and reduced from \$278,193 to \$245,084 (15%) in December 2009. To date we have used \$160,607 of our budget, which equates to 65% of the budget amount.

As the expenses have been monitored closely, it is conceivable that we could come in a little under budget by the end of FY 2010.

Member Suttles questioned Mrs. Rooney's salary in the budget.

Chairman Romley complimented CYMPO on the budget.

12. PROPOSED FUTURE AGENDA ITEMS

Chris Bridges, Interim CYMPO Administrator

- Approval of MTIP changes
- Approval of UPWP changes
- ARRA II
- ADOT Tentative 5-year construction program
- Discussion of future agenda items
- Great Western Study – Board acceptance
- Meeting frequency
- TransitPlus contract extension
- Coordinated Public Transit-Human Services Transportation Plan (possible presentation)

13. UPCOMING SCHEDULED MEETINGS

- M-TAC Meeting: **Thursday, May 6, 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, May 13, 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, May 19, 2010, 6:00 PM**, Yavapai County Board of Supervisors' Room, 1015 Fair St., Prescott, AZ
(*CYMPO Executive Board monthly meeting*)
- State Transportation Board Meeting: **Friday, May 21, 2010, 9 AM**, Sedona

Mr. Bridges also announced that there is a Special Executive Board meeting Wednesday April 28, 2010, at the Town of Prescott Valley Police Department.

14. ADJOURNMENT

Chairman Romley adjourned the meeting at 7:55 PM.