



**CENTRAL YAVAPAI
METROPOLITAN PLANNING ORGANIZATION**

**EXECUTIVE BOARD MEETING
Wednesday, May 20, 2009
6:00 P.M.**

**Yavapai County Administration Bldg.
Supervisors Boardroom**

**1015 Fair Street
Prescott, AZ 86303**

MEETING MINUTES

BOARD MEMBERS PRESENT

Town of Prescott Valley
City of Prescott
Town of Chino Valley
Yavapai County
State Transportation Board

Mike Flannery, Chairman
Robert "Bob" Luzius, Vice-Chairman
Ron Romley, Secretary/Treasurer
Carol Springer
William "Bill" Feldmeier

AGENCY REPRESENTATIVES PRESENT

Town of Chino Valley
City of Prescott
Yavapai County
Town of Prescott Valley
ADOT
Town of Prescott Valley

Ron Grittmann
Councilman Bob Bell, Craig McConnell
Chris Bridges, Phil Bourdon, Mike Willett
Norm Davis
Alvin Stump, Don Mauller
Councilwoman Lora Lee Nye

CYMPO STAFF PRESENT

Administrator
Program Manager
Administrative Assistant

Jodi Rooney
Vicky McLane
Jean Knight

ADDITIONAL ATTENDEES

Steve Silvernale
Lindsay Bell
June Ruth

Prescott Transit
Territorial Transit
LWYCYC

CALL TO ORDER: The meeting was called to order by Chairman Mike Flannery at **6:00 P.M.**

1. INTRODUCTIONS

The Board as well as all in attendance introduced themselves.

2. ANNOUNCEMENTS and CYMPO UPDATES

There were no announcements made.

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 comments from the public.

4. **APPROVAL OF MINUTES: April 15, 2009 and May 7, 2009.**

MOTION

Vice-Chairman Bob Luzius presented a Motion to approve the April 15, 2009, and May 7, 2009, Meeting Minutes. The Motion was seconded by Secretary/Treasurer Ron Romley.

VOTE ON THE MOTION

The vote was unanimous.

5. **AMERICAN RECOVERY & REINVESTMENT ACT (ARRA) (ECONOMIC RECOVERY)**

Jodi Rooney, CYMPO Administrator

Additional ARRA funding in the amount of \$290,675 is being contributed to the Glassford Hill overlay project by Western Yavapai County via the NACOG distribution. The new amount for this project is reflected below:

CYMPO	ARRA Funding	\$1,283,485
<u>NACOG</u>	<u>ARRA Funding</u>	<u>290,675</u>
Total	ARRA Funding	\$1,574,160

The County Board of Supervisors approved this item at their May 5, 2009, meeting.

Chairman Mike Flannery thanked the County for the contribution.

MOTION

A Motion was presented by Member Bill Feldmeier to accept the ARRA Sub-allocation funds in the amount of \$290,675 to be added to the Glassford Hill overlay project. The Motion was seconded by Vice-Chairman Bob Luzius.

VOTE ON THE MOTION

The vote was unanimous.

6. **UNIFIED PLANNING WORK PROGRAM and BUDGET (UPWP)**

Jodi Rooney, CYMPO Administrator

CYMPO Administrator Jodi Rooney related that the draft UPWP, which was attached, had been adjusted since the last draft to include the modifications requested by our federal partners at the April 15, 2009, fed review meeting.

Prominent changes from last year include:

- Addition of a FY-09 Work Summary
- ARRA task added in Work Element 1
- Transit planning activity combined into one task within Work Element 2
- 2030 Plan update deferred to coincide with new census data
- Work Element 3 (no specific studies this year)
- Budget components modified into a new format

The operations budget is flat for FY-10.

The Training and Conference line item of the budget was discussed at length. Member Carol Springer requested that a break-down of what each employee will be attending next year be brought to the Executive Board meeting.

MOTION

Secretary/Treasurer Ron Romley presented a Motion to approve the UPWP with the exception of the line item, Training & Conferences, to be reduced to \$15,000. The Motion was seconded by Vice-Chairman Bob Luzius.

VOTE ON THE MOTION

The vote was unanimous.

7. MEMORADNDUM OF UNDERSTANDING (MOU) – CITY OF PRESCOTT

Jodi Rooney, CYMPO Administrator

The MOU with the City of Prescott is due to expire June 30, 2009. Consequently, the MOU will need to be amended and this will be the Third Amendment to the original MOU, dated December 2003. We are proposing to extend the MOU with the City of Prescott to June, 20, 2011, and to clarify some of the language concerning “full time equivalent” employees.

Specifically, the current MOU states that CYMPO may staff with 3-employees. The Administrator is not requesting a staff increase, just defining it as 3- full time equivalent; consequently, the number of staff can exceed 3 employees as long as the total does not exceed 3-FTE.

Member Bill Feldmeier thanked the City of Prescott for taking on this responsibility.

MOTION

Vice-Chairman Bob Luzius presented a Motion to approve the Memorandum of Understanding (MOU) with the City of Prescott. The Motion was seconded by Member Bill Feldmeier.

VOTE ON THE MOTION

The vote was unanimous.

8. NACOG AGREEMENT FOR STAFFING

Jodi Rooney, CYMPO Administrator

CYMPO staffing is 3 full-time-equivalents (FTE); currently, we are only at 2.5 FTE which leaves a half time (.5) vacancy. By choice, Vicky McLane was hired as a part time Program Manager; and rather than hiring another part time Program Manager, the Admin Assistant is taking on some of the remaining Program Manager responsibilities. Consequently, we need an administrative clerk to take care of some of the daily clerical tasks.

Research was done with NACOG as they have an infusion of ARRA funding to put people to work. Although we have adequate funds in the operating budget, this gives us an opportunity to do our part in budget reduction and train someone who can utilize the skills we teach them, whether they use those skills at CYMPO or another entity. There is potential to save a minimum of \$4,143 in the first 6-months.

There were questions from the board as to the time to complete necessary paper work for the federal government and the time of a staff person to do the training.

Chairman Flannery explained that as ADOT is reducing staff, a lot of the work is being shifted to the MPOs and COGs. Additionally, he questioned if we knew what type of person CYMPO was going to receive. CYMPO Administrator related that we did not know for sure; possibly, a low to medium trained person.

Councilwoman Lora Lee Nye, Town of Prescott Valley, was involved with the NACOG program for the Town of Prescott Valley. She gave a full explanation as to how the system works, the federal reporting process and the potential for success of the program for the individual and CYMPO.

Additional public comments were made in support of the NACOG program by Steve Silvernale, Prescott Transit.

MOTION

Vice-Chairman Bob Luzius presented a Motion to approve the agreement with NACOG. The Motion was seconded by Secretary/Treasurer Ron Romley.

VOTE ON THE MOTION

The vote was approved with 3- yes votes from Chairman Mike Flannery, Vice-Chairman Bob Luzius and Secretary/Treasurer Ron Romley; and 2-no votes from Member's Carol Springer and Bill Feldmeier.

9. PROPOSED FUTURE AGENDA ITEMS

Jodi Rooney, CYMPO Administrator

CYMPO Administrator Jodi Rooney presented the following items for next month's agenda:

- ARRA
- MTIP
- Yuma Legislative Action
- CYMPO Planning Boundary
- 5307 Grant Application

10. UPCOMING SCHEDULED MEETINGS

- M-TAC Meeting: Thursday, June 4, 2009, 8:00 AM, Prescott City Hall Council Chambers.
(*CYMPO Multi-Modal Technical Advisory Committee monthly meeting.*)
- T-TAC Meeting: Thursday, June 11, 2009, 8:00 AM, Prescott Valley Town Hall, Conf. **Room #433**.
(*CYMPO Transit Technical Advisory Committee monthly meeting.*)
- Executive Board Meeting: Wednesday, June 17, 2009, 6:00 PM, Yavapai County Board of Supervisor's Room, 1015 Fair St., Prescott.
- State Board of Transportation Meeting and Dinner, June 19, 2009, Cottonwood.

11. ADJOURNMENT

Chairman Mike Flannery adjourned the meeting at 7:15 PM.