



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

**JOINT MEETING OF THE EXECUTIVE BOARD &
MULTIMODAL TECHNICAL ADVISORY COMMITTEE (M-TAC)
Thursday, December 3, 2009
8:00 A.M.**

**Prescott Council Chambers
City Hall**

**201 S Cortez Street
Prescott, AZ 86303**

MEETING MINUTES

BOARD MEMBERS PRESENT

Town of Prescott Valley	Mike Flannery, Chairman
Town of Chino Valley	Ron Romley, Secretary/Treasurer
Yavapai County	Carol Springer
Town of Dewey-Humboldt	David Nystrom
State Transportation Board	William "Bill" Feldmeier
City of Prescott	Councilman Jim Lamerson, on behalf of Marlin Kuykendall

BOARD MEMBERS NOT PRESENT

City of Prescott	Marlin Kuykendall
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AGENCY VOTING M-TAC MEMBERS PRESENT

Town of Prescott Valley	Norm Davis, Chairman
City of Prescott	Craig McConnell, Vice-Chairman
Town of Chino Valley	Ron Grittmann
ADOT Prescott District	Greg Gentsch
Yavapai County	Phil Bourdon
ADOT Multimodal Planning Division	Bret Anderson
Town of Dewey-Humboldt	Joel Berman (seated at item 5)

AGENCY VOTING M-TAC MEMBERS NOT PRESENT

Prescott National Forest	Cynthia Moody
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AGENCY REPRESENTATIVES PRESENT

Yavapai County	Chris Bridges, Mike Willett, Nicole Russell
ADOT Prescott District Engineer	Alvin Stump
Town of Prescott Valley	Councilmember Patty Lasker, Vice-Mayor Lora Lee Nye

CYMPO STAFF PRESENT

Administrator	Jodi Rooney
Program Manager	Vicky McLane
Program Coordinator	Jean Knight
Administrative Assistant	Deb Hernandez

ADDITIONAL ATTENDEES

Territorial Transit
Prescott Transit
Citizen
Fann Construction
Prescott Courier

Lindsay Bell
Steve Silvernale
Glenn Gooding
Mike Fann
Cindy Barks

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

The meeting was called to order by Executive Board Chairman Flannery at **8:00 A.M.** Deb Hernandez, CYMPO Administrative Assistant, performed roll call.

2. ANNOUNCEMENTS and CYMPO UPDATES

CYMPO Administrator Jodi Rooney provided the following updates:

- ADOT Director Halikowski will be meeting with the Council of Governments and the Metropolitan Planning Organizations next month, per schedule availability.
- I met with Arizona Game and Fish along with Nature Conservancy regarding future growth networks from the Building a Quality Arizona (bqAZ) study.
- The National Organization of Metropolitan Planning Organizations (AMPO) is aware of the impact federal rescissions has made to MPOs.
- The Glassford Hill Overlay ARRA Project is “Complete”.

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 M-TAC MINUTES: November 5, 2009

MOTION

Vice-Chairman McConnell presented a **Motion** to approve the November 5, 2009, M-TAC Meeting minutes. The **Motion** was seconded by Member Grittman.

VOTE ON THE MOTION

The vote was unanimous.

5. FORMAL SEATING OF M-TAC REPRESENTATIVE FROM THE TOWN OF DEWEY-HUMBOLDT

Norm Davis, M-TAC Chairman

Chairman Davis introduced Town of Dewey-Humboldt M-TAC representative, Joel Berman to the committee. Member Berman acknowledged his credits and stated he was very anxious to work with the committee.

MOTION

Vice-Chairman McConnell presented a **Motion** to seat the Town of Dewey-Humboldt representative, Joel Berman, to the CYMPO M-TAC Committee. The **Motion** was seconded by Member Bourdon.

VOTE ON THE MOTION

The vote was unanimous.

6. YEAR-TO-DATE CYMPO FINANCIAL INFORMATION

Jodi Rooney, CYMPO Administrator

CYMPO Administrator Jodi Rooney shared the year-to-date expense report dated November 25, 2009, with the committees. The report indicated expenses totaled \$82,908.18, which is within reasonable parameters of the FY-10 budget. She also stated staff continues to monitor expenditures and exercise fiscal constraint.

7. FUTURE MPO FISCAL OPERATIONS

Jodi Rooney, CYMPO Administrator

CYMPO Administrator Jodi Rooney indicated at the November 18, 2009, work session there was discussion regarding adjusting the percentage distribution to continue using current census numbers, using the Department of Commerce numbers or a combination of the two. Secondly, Mrs. Rooney shared four 2010 budget scenarios; based on census population numbers, Department of Commerce population numbers, with and without planning dollars. She also spoke to the modifications that have taken place with the direct and indirect cost changes. The overall reduction of the budgeted expenses from FY-09 to FY-10 was \$15,592. Mrs. Rooney indicated the budget could be reduced further should it be deemed necessary. Lastly, due to the changes in the direct and indirect costs, it is necessary to authorize the Town of Prescott Valley reimbursables (around \$1,000 per month).

The M-TAC committee then discussed the impact to local entities when considering census population figures versus Department of Commerce population numbers and felt it would be to everyone's advantage to use a combination of the data available. The census figure could be utilized the year the census is performed and be utilized for five years. From that time until the next census, the entities would use the Department of Commerce population estimates, with the change annually. Also noting the real impact would be if the Feds withdrew their contribution and made local entities responsible for unfunded mandates.

M-TAC Chairman Davis asked Mrs. Rooney if the budget reduction reflected a particular percentage of cuts or reduction in operating costs. CYMPO Administrator Jodi Rooney responded with the exception of a \$10,000 addition to the budget for the Town of Prescott Valley, the overall budget was reduced approximately \$30,000 which is approximately 10% of the budget, and could be further reduced. CYMPO received authorization for three full-time equivalent (FTE) employees and will have a reduction in force with the FTE at 2.5. Chairman Davis said, looking at the spread sheet, \$278,000 to \$257,000 would appear to be a 10% across the board cut which is in line with what the market is bearing.

M-TAC Chairman Davis explained office space the Town of Prescott Valley provides to CYMPO no longer can be used as a local match. CYMPO Program Coordinator Jean Knight added the \$1,000 per month did not just include office space but utilities, telephones, use of equipment and technical support. According to the OMB Circular 87A we must present hard dollar charges for these services. Vice-Chairman McConnell commented Prescott Valley's charges were very reasonable, well below market.

M-TAC MOTIONS:

1. Vice-Chairman McConnell presented a **Motion** (for the purpose of determining allocation of local matches and other CYMPO pro-rata responsibilities) that the census data be used for a period of five years followed by Department of Commerce data for five years, to be reset by subsequent census. The **Motion** was seconded by Member Bourdon.

VOTE ON THE MOTION

The vote was unanimous.

2. Vice-Chairman McConnell presented a **Motion** that the fiscal year 2010 Operating Budget be amended to \$257,983 with the understanding that additional reductions may be considered as necessary. The **Motion** was seconded by Member Gritman.

VOTE ON THE MOTION

The vote was unanimous.

3. Member Bourdon presented a **Motion** to authorize the Town of Prescott Valley reimbursables per direct and indirect changes enacted by ADOT estimated at \$1,000 per month. The **Motion** was seconded by Vice-Chairman McConnell.

VOTE ON THE MOTION

The vote was unanimous.

Executive Board Member Feldmeier stated, based on declining revenues and ADOT's method of reconciliation, it would appear the country and government is in a free fall. We are pretending if we think we will return to what we once had any time soon. He did not feel the budget accurately reflected what is happening in the real world: furthermore, if this is a federally required function we need to do only those line items absolutely required by federal law. Can we perform those services via contract in an effort to reduce costs?

Executive Board Member Springer wanted to clarify the amount of the match and asked if it was approximately \$35,000. CYMPO Administrator Jodi Rooney responded for FY-10, \$35,000 was the needed match amount. Member Springer wanted to know how much of this amount was hard dollars. Mrs. Rooney explained at this point we will need to pay hard dollars due to changes ADOT has enforced. Prescott and Prescott Valley are currently paying hard dollars through their expenses, in-kind comes from Chino Valley and Yavapai County, but that will change due to the increased match requirement (SPR funds require a 20% match). Member Springer inquired of the \$35,000 match, how much is in-kind and how much is hard dollars? CYMPO Program Administrator Jean Knight explained we are not able to use any in-kind match as of the September 2009 invoicing. A hard dollar match is needed and CYMPO will bill each of the entities for their share of the costs. Member Springer replied CYMPO is spending almost \$258,000 per year, most of which is funded by the federal government. Should a regular budget bill take the place of this continuing resolution can we once again use in-kind as a match? Ms. Knight replied PL funds distributed with the regular budget bill only requires a 5.7% match, much lower than the 20% match required with the continuing resolution

Member Springer (referring to Member Feldmeier's remarks) stated when CYMPO was formed there were specific work plans to create our regional plan that included regional studies. Most of that specific planning has been completed. She questioned what we are doing besides existing. We had an agenda and for the most part we have completed that agenda. We do have a transportation plan that carries us through to 2030. Basically, what do we get for that \$258,000 a year other than paying for staff to handle federal paperwork? CYMPO Program Coordinator Jean Knight responded there are several annual and short term projects CYMPO is required to submit to ADOT and FHWA, as reflected on the Annual Project Spread Sheet. Member Springer wanted to know why they were required; are we just circulating dollars and meeting for the sake of meeting or are we accomplishing something? CYMPO Administrator Jodi Rooney responded MPOs do have obligations: transit planning obligations, 5310, 5316 and 5317 programs that, by default, comes to the MPO; as we move into further transit with the 5307 dollars, more things will be required of us. Included in our work program is the Air Aware, the planning that has been completed is also shown, programming of STP funds, annual budgets, collaborated with statewide framework studies, business is conducted through a series of meetings (M-TAC, T-TAC and Executive Board) that we prepare for, the MPO staff is involved in many other coordination efforts and many other mandated reports. Member Springer asked who mandated that CYMPO be formed. Mrs. Rooney expressed that it was a federal mandate after the urbanized population exceeded 50,000. With federal mandates come federal money and federal obligations are required. Member Springer stated it was important to have this conversation from time to time to establish value. She would like to see further cuts in the budget, especially in travel and look at running a much leaner operation.

Member Feldmeier suggested we take a look at the core requirements and see if there is a simpler way to do them. Is there any reason that some of the studies could not be contracted out? Mrs. Rooney replied that some of the studies were contracted out. We are in compliance with federal and state regulations.

Secretary/Treasurer Romley warned of the need to be very careful. He did not want to take one step forward and two steps back. It is a matter of pride of ownership. We should eliminate what we do not need and focus on doing what is required.

Member Nystrom agreed in cutting back unnecessary expenses. Consideration should be given that projects submitted by CYMPO stand a better chance of approval than member agencies doing them on their own, such as grant funding because of the competitive nature of securing those funds as money becomes harder to get, there is power in numbers.

Chairman Flannery recognized that when we did not have an MPO we did not have all the responsibilities that staff spends a lot of time doing; things that are not funded by the government which they seem to think are required. We have a planning process but it is still only as good as the source of money we have available. When the next round of funds comes in, decisions need to be made as to how to best use those funds. He understands future MPO fiscal operations will have to be analyzed and more cuts made, if federal money dries up.

EXECUTIVE BOARD MOTIONS:

1. Member Springer presented a **Motion** to accept the recommendation of the M-TAC to use census data for a period of five years followed by Department of Commerce data for five years. The **Motion** was seconded by Secretary/Treasurer Romley.

VOTE ON THE MOTION

The vote was unanimous.

2. Member Springer presented a **Motion** to have the MPO Administrator adjust the budget further down from the recommendation made by the M-TAC to an additional 5%. The **Motion** was seconded by Secretary/Treasurer Romley.

VOTE ON THE MOTION

The vote was unanimous.

3. Secretary/Treasurer Romley presented a **Motion** to authorize the Town of Prescott Valley reimbursables (around \$1,000 per month) per direct and indirect changes enacted by ADOT. The **Motion** was seconded by Member Springer.

VOTE ON THE MOTION

The vote was unanimous.

8. HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP): Programming of Potential Projects

Jodi Rooney, CYMPO Administrator

CYMPO Administrator Jodi Rooney indicated in August she advised the M-TAC of \$600,000 apportioned to CYMPO from the Highway Safety Improvement Program (HSIP). This program focuses on safety projects that meet eligibility requirements. This Federal funding comes with a 5.7% match and is to be programmed into our Metropolitan Transportation Improvement Program (MTIP).

Member Gritman indicated Chino Valley had identified three potential projects: Road 4 North at SR89, Road 5 North at SR89 and Perkinsville Road at SR89. He also indicated that an ADOT safety study is currently underway for Road 4 North at SR89; consequently, this will be the only project considered at this time.

Discussion continued about the cost of the completed project and how Chino Valley proposed to cover expenses above this \$600,000 allotment. Member Gritman indicated STP funds could be used, ADOT has promised money towards this project and the Town of Chino Valley also has limited funds available.

M-TAC MOTION

Member Bourdon presented a **Motion** to recommend the Executive Board approve Road 4 North at SR 89 for FY-10, to be programmed in the MTIP identifying HSIP funding, pending completion of the HES study. The **Motion** was seconded by Member Anderson.

VOTE ON THE MOTION

The vote was unanimous.

Secretary/Treasurer Romley stated this HSIP money will only take care of one intersection and it took a school bus accident to get any action. His concern was Road 5N has the same issues as Road 4N – people attempting to make left turn on 89A are very vulnerable and he does not want Road 5 North or Perkinsville Road to slip through.

The Executive Board also had discussion regarding ADOT’s involvement, studies that have been implemented and various solutions to reducing the hazardous conditions on SR 89 at the three intersections. They also had concerns about having funds available to complete this project.

EXECUTIVE BOARD MOTION

Secretary/Treasurer Romley presented a **Motion** to approve Road 4 North at SR 89 for FY-10, to be programmed into the MTIP identifying HSIP funding, pending completion of the HES study. The **Motion** was seconded by Member Springer.

VOTE ON THE MOTION

The vote was unanimous.

9. PROGRAMMING OF SURFACE TRANSPORTATION PROGRAM (STP) FUNDS

Jodi Rooney, CYMPO Administrator

CYMPO Administrator Jodi Rooney communicated STP funding is apportioned to the MPO on an annual basis in an approximate amount of \$688,675, which is typically used for construction. Previously, we have programmed some of the funding for design. She stated FY06-07 funds have been allocated to 89A/Viewpoint Traffic Interchange while FY08-09 funds were allocated to SR89A Spur (Fain Rd/SR 89A Widening). It is now time to designate where FY10-11 should be programmed.

Discussion ensued regarding the benefits of past funding for project study and design, the TIGER Grant application for 89A/Viewpoint Traffic Interchange was jump started due to STP funding and several projects have been assisted due to the ability to leverage funds. The M-TAC needs to look at federally funded programs. The SR69 Median Barrier project was suggested to enable completion of this project and keeping the local dollars for unfunded projects. Committee members decided to wait until the next scheduled meeting to discuss FY-11 projects. It was discovered the SR69 Median Barrier was an (unintended) omission on the MTIP.

M-TAC MOTION

Member Bourdon presented a motion that the FY-10 program allocated funding be used for SR69 Median Improvement Project including signalization at Diamond Drive and Robin Drive. The **Motion** was seconded by Vice-Chairman McConnell.

VOTE ON THE MOTION

The vote was unanimous.

The Executive Board had no further discussion and presented the following motion:

EXECUTIVE BOARD MOTION

Member Springer presented a motion to accept the M-TAC recommendation that the FY-10 program allocated funding be used for SR69 Median Improvement Project including signalization at Diamond Drive and Robin Drive. The **Motion** was seconded by Secretary/Treasurer Romley

VOTE ON THE MOTION

The vote was unanimous.

10. METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP) AMENDMENT

Jodi Rooney, CYMPO Administrator

CYMPO Administrator Jodi Rooney announced two Transportation Enhancement grants were awarded to projects within the CYMPO region: the Prescott SR89 White Spar Road Bikeway/Walkway Phase 2 and the Central Core-Multi-Use Path, Phase 3 in Prescott Valley. The MTIP should be programmed to reflect these projects together with consideration for the HSIP (Road 4 North at SR89) and STP (SR69 Median Improvement) projects.

Discussion among the committee clarified that the SR69 Median Improvement project (SR69 between Stoneridge and Sunrise) did include signalization at Diamond and Robin Drive.

M-TAC MOTION

Member Bourdon presented a **Motion** to recommend the following projects to the Executive Board for inclusion in the FY10-14 MTIP:

1. Transportation Enhancement project, SR89 White Spar Road Bikeway/Walkway Phase 2
2. Transportation Enhancement project, Prescott Valley Central Core Multi-Use Path Phase 3
3. Program HSIP project Road 4 North at SR89 for FY-10 into the FY10-14 MTIP
4. Program STP funding for the SR69 Median Improvement Project for FY-10

The **Motion** was seconded by Member Gritman.

VOTE ON THE MOTION

The vote was unanimous.

Hearing the discussion of the M-TAC, the Executive Board accepted their recommendation.

EXECUTIVE BOARD MOTION

Secretary/Treasurer Romley presented a **Motion** to accept M-TAC's recommendation to amend the FY10-14 MTIP to include the following projects:

1. Transportation Enhancement project, SR89 White Spar Road Bikeway/Walkway Phase 2
2. Transportation Enhancement project, Prescott Valley Central Core Multi-Use Path Phase 3
3. Program HSIP project Road 4 North at SR89 for FY-10 into the FY10-14 MTIP
4. Program STP funding for the SR69 Median Improvement Project for FY-10

The **Motion** was seconded by Member Springer.

VOTE ON THE MOTION

The vote was unanimous.

11. PROPOSED FUTURE AGENDA ITEMS

Jodi Rooney, CYMPO Administrator

CYMPO Administrator Jodi Rooney proposed the following items be added to future agendas:

M-TAC

- ARRA
- Election of Officers
- STP : FY-11
- Functional Classification Changes
- Budget Reductions

EXECUTIVE BOARD

- Public Private Partnership (PPP) Presentation by Gail Lewis, ADOT
- ADOT Director John Halikowski
- Election of Officers
- Potential Avondale IGA
- 5307 Grant issues – Potential RFI
- ARRA
- Programming STP Funds
- Functional Classification Changes
- Hosting of July State Transportation Board

Due to time constraints, the Executive Board suggested Director Halikowski and Gail Lewis be scheduled for separate meetings, with Director Halikowski preferred in January, should his schedule permit.

12. UPCOMING SCHEDULED MEETINGS

- T-TAC Meeting: **Thursday, December 10, 2009, CANCELLED due to lack of quorum.**
(*CYMPO Transit Technical Advisory Committee monthly meeting*)
- State Transportation Board: **Friday, December 18, 2009, 9:00 AM**, Tucson, AZ
- M-TAC Meeting: **Thursday, January 7, 2010, 8:00 AM**, Prescott City Hall, Council Chambers
(*CYMPO Multimodal Technical Advisory Committee monthly meeting.*)
- T-TAC Meeting: **Thursday, January 14, 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*)
- State Transportation Board: **Friday, January 15, 2010, 9:00 AM**, Casa Grande, AZ
- Executive Board Meeting: **Wednesday, January 20, 2010, 6:00 PM**, Yavapai County Board of Supervisors’
Room, 1015 Fair St., Prescott (*CYMPO Executive Board monthly meeting.*)

13. ADJOURNMENT

Chairman Davis adjourned the meeting at 10:02 AM.