



# MINUTES

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**Technical Advisory Committee**  
**Thursday, February 1, 2018**  
**8:00A.M.**

**Prescott Valley Library Auditorium**  
**7401 East Civic Circle – 1<sup>st</sup> Floor**  
**Prescott Valley, AZ 86314**

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## **CYMPO Technical Advisory Committee**

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| Chair      | Norm Davis, Town of Prescott Valley                          |
| Vice-Chair | Ian Mattingly, City of Prescott (Arrived 8:06 AM)            |
| Member     | Dan Cherry, Yavapai County (Proxy Roger McCormick)           |
| Member     | Frank Marbury, Town of Chino Valley                          |
| Member     | Dan Gabiou, ADOT MPD   |
| Member     | Andy Roth, ADOT Northwest District                           |
| Member     | Kendra Bull, Prescott National Forest – U. S. Forest Service |
| Member     | Ed Hanks, Town of Dewey-Humboldt                             |

1. **CALL TO ORDER AND ROLL CALL**
2. **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.

Deborah Miller introduced herself as the new ADOT Community Project Relations Manager.

3. **CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE NOVEMBER 2, 2017 REGULAR MEETING MINUTES OF THE TECHNICAL ADVISORY COMMITTEE (TAC)**  
*Chris Bridges, CYMPO Administrator*  
*(Task #102)*

### **MOTION**

Member Roth made motion to approve November 2, 2017 Minutes. Member Hanks seconded that motion.

### **VOTE ON THE MOTION**

The vote on the motion was unanimous.

#### 4. AGENCY ANNOUNCEMENTS AND UPDATES

Agency announcements and updates were provided from the following member agencies:

- Frank Marbury, Town of Chino Valley
- Andy Roth, ADOT Northwest District
- Roger McCormick, Yavapai County
- Ian Mattingly, City of Prescott
- Ed Hanks, Town of Dewey-Humboldt
- Dan Gabiou, ADOT MPD
- Kendra, Prescott National Forest – U. S. Forest Service
- Norm Davis, Town of Prescott Valley
- Chris Bridges, CYMPO

#### 5. DISCUSSION AND POSSIBLE ACTION TO APPOINT MEMBERS TO THE ENVIRONMENTAL CONNECTIVITY AND MITIGATION ADVISORY COMMITTEE (EMAC)

*Chris Bridges, CYMPO Administrator  
(Task #102)*

Mr. Bridges listed four core agency members to join the EMAC: Chuck Budinger, ADOT; Kendra Bull, Prescott National Forest; Tammy DeWitt, Yavapai County Development Services and Elizabeth Johnson, Arizona Game & Fish. The additional three general public open positions have been applied for by: Ron James, JD Greenburg, Debra Pastor. Mr. Bridges requested instruction on who to recommend as Chair and Vice-chair to the Executive Board.

##### **MOTION**

Member Gabiou motioned to approve Chuck Budinger, Kendra Bull, Tammy DeWitt, and Elizabeth Johnson as the core agency members, and Ron James, JD Greenburg, and Debra Pastor as the three additional members from the general public. Also motioned to nominate Kendra Bull as Chair and Tammy DeWitt as Vice-chair.

Member Hanks seconded the motion.

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

The vote on the motion was unanimous.

#### 6. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND THE EXECUTIVE BOARD APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH CABLE ONE ADVERTISING TO BEGIN THE DISTRACTED DRIVING EDUCATION CAMPAIGN 2018

*Chris Bridges, CYMPO Administrator  
(Task #102)*

Bryn Stotler, Transportation Planner for CYMPO, presented mission behind the Distracted Driving Education Campaign 2018 and the process by which the Professional Services Agreement with Cable One was acquired. Explained that Cable One is able and willing to provide all of the services that CYMPO is seeking for a contract amount of \$45,000.

Chairman Davis inquired about how funding would be distributed across fiscal years 2018 and 2019. Mr. Bridges explained that there will be a carry-forward amount carried into FY19 and that once dollars are obligated for this project, they may be used across fiscal years.

Chairman Davis suggested that deadlines for commercial delivery be included in the Professional Services Agreement. Mr. Bridges explained that one commercial every other month can be expected. Mr. Bridges explained the intent is to engage schools in creation of commercial(s). Member Gabiou expressed support of reaching out to schools within the region and seeking additional funds if needed. Proxy McCormick inquired about information available regarding how many people will be viewing these commercials and whether CYMPO has looked into radio advertising as well. Mrs. Stotler explained that the commercials will be broadcasted on social media in addition to television. Chairman Davis clarified that there are little to no funds remaining to seek radio advertising. Mr. Bridges suggested requesting a regular report that indicates the quantity of viewers whom the commercials are reaching. Member Gabiou requested CYMPO collect information regarding possible additional costs for the campaign and to report back to the TAC.

#### **MOTION**

Member Hanks motioned to recommend to the CYMPO Executive Board to approve the proposed Professional Services Agreement with Cable One. Member Marbury seconded that motion.

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

The vote on the motion was unanimous.

#### **7. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND THE EXECUTIVE BOARD APPROVE THE JPA FOR PHASE IV OF THE REGIONAL SIGN PROJECT**

*Chris Bridges, CYMPO Administrator  
(Task #102)*

Mr. Bridges presented update on JPA document and confirmed receipt of all Right of Way permissions. Chairman Davis requested inclusion of ADOT LPA representative. Mr. Bridges requested Member Gabiou include Deborah Miller in schedule distribution. Mr. Bridges confirmed that this will be the final year in which dedicated funding will be provided. Chairman Davis requested Member Gabiou distribute the schedule to all members of the TAC.

#### **MOTION**

Proxy McCormick motioned to recommend approval of the JPA for Phase IV of the Regional Sign Project to the Executive Board upon approval by the attorney. Vice-Chair Mattingly seconded the motion.

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

The vote on the motion was unanimous.

#### **8. DISCUSSION AND REVIEW OF THE FY19 DRAFT UNIFIED PLANNING WORK PROGRAM (UPWP)**

*Chris Bridges, CYMPO Administrator  
(Task #101)*

Mr. Bridges presented the Unified Planning Work Program (UPWP) and explained that CYMPO is currently setting aside funding for the next Long Range Transportation Plan update anticipated for January of 2019. Explained schedule for approval of UPWP and that final approval from TAC is

scheduled for March meeting. Mr. Bridges reviewed content page by page, noting updates. Chairman Davis suggested inclusion of SR89 and SR89A Corridor Studies Recommendations in list of projects.

Chairman Davis inquired about any available funding for LTAP, and if any residual STPBG funding from the Cable One PSA could be designated to LTAP. Mr. Bridges requested direction from Member Gabiou regarding possibility of leftover \$4,000 of STPBG funding being designated to LTAP. Member Gabiou advised he will seek approval from FHWA to confirm leftover funds may be used for LTAP. Chairman Davis requested seeking consideration from Executive Board. Member Marbury advocated for seeking this funding from his agency's standpoint. Mr. Bridges acknowledged TAC's interest in pursuing LTAP funding.

Mrs. Stotler presented update on Mobility Management. Explained currently in the 5310 and 5311 grant cycle process working toward deadline of February 21, 2018. Working with Human Service providers on assisting them with their grant application process. Mr. Bridges provided update on One-Call-Center being set up by New Horizons in collaboration with CYMPO. Expressed importance of marketing the service and plans to do so. Added to list of projects for fiscal year 2019. Chairman Davis pointed out importance of service now that Citibus is longer in service.

Chairman Davis requested the carry-forward for Cable One PSA be included in the budget prior to the Executive Board Meeting scheduled for February 21, 2018. Mr. Bridges confirmed this will be included upon approval of STPBG fund use by FHWA.

## **9. DISCUSSION AND REVIEW OF THE 2019-2028 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)**

*Chris Bridges, CYMPO Administrator  
(Task #200)*

Vice-Chair Mattingly presented Government Canyon Bridge project and requested moving funds for construction from FY18 into FY19.

Mr. Bridges requested direction from the TAC regarding additional projects to include in the MTIP. Confirmed that a new MTIP is required every four years, but created a new one for FY19 for the sake of simplifying the document and removing already completed projects. Chairman Davis suggested waiting until next year to discuss projects included in the MTIP to align with the schedule of the Long Range Transportation Plan.

Proxy McCormick suggested that the focus be placed on affordable projects that will provide the most benefit, in light of the changes that have been made to funding through the ADOT Long Range Transportation Plan. Chairman Davis advocated for past success for leveraging funding for larger projects. Member Gabiou explained changes in funding allocation statewide will not provide opportunities for such leveraging going forward. Gabiou suggested the TAC bring forward project suggestions that are in line with the new anticipated funding amounts. Chairman Davis proposed seeking direction, regarding projects to include in the FY19 MTIP, from the Executive Board.

## **10. ADJOURNMENT 10:00 AM**

***CYMPO endeavors to make all public meetings accessible to persons in need of foreign language assistance or with disabilities. Please call (928) 442-5730 or e-mail Allison.McCarthy@yavapai.us, 72 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.***