



SPECIAL MEETING MINUTES

**Technical Advisory Committee (TAC)
Regular Meeting**

**Zoom Webinar
Wednesday, October 20, 2021
3:00 PM**

***Members of the Public may join the Zoom meeting as an “attendee” by accessing:
https://us02web.zoom.us/webinar/register/WN_Y_iSAkKSSeiuGdKIsBasHg,
or may view the live stream of the meeting on the CYMPO YouTube page at:***

<https://www.youtube.com/playlist?list=PLUXH6D19fFNp9wnPVRNoMjPeW8hVlyqg> or Google “CYMPO

CYMPO Technical Advisory Committee

Chair	Frank Marbury, Town of Chino Valley
Vice-Chair	Norm Davis, Town of Prescott Valley
Member	John Hughes, Town of Dewey-Humboldt
Member	Ian Mattingly, City of Prescott
Member	Dan Cherry, Yavapai County
Member	Myrna Bondoc, ADOT MPD
Member	John Litteer, ADOT Northwest District
Member	Prescott National Forest – U. S. Forest Service - VACANT

1. CALL TO ORDER AND ROLL CALL

Chairman Marbury absent. Member Bondoc absent. Jason James with ADOT Multimodal Planning Division attended in Member Bondoc’s place.

2. TITLE VI POLICY AND MEETING PROCEDURES

*Allison McCarthy. CYMPO Administrative Assistant
(Task #100)*

CYMPO complies with Title VI of the Civil Rights Act of 1964 and related Nondiscrimination statutes and regulations in all programs and activities. Members of the public may review the CYMPO Title VI Plan, and submit a Self-Identification survey by accessing the CYMPO website.

A reminder to those attending the meeting, please keep your line on mute until you wish to speak.

This meeting is available for public viewing on the CYMPO YouTube page.

- ### **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.

Instructions for virtual meeting: Those who wish to participate in the CYMPO TAC meeting can access the meeting by using the Zoom Webinar link https://us02web.zoom.us/webinar/register/WN_Y_iSAkKSSeiuGdKIsBasHg. Since this is a virtual conference meeting everyone will be muted when they call into the meeting. Attendees may type comments in the “Q&A” feature or use the “Raise My Hand” feature to request to make a verbal comment.

No comments were provided.

4. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE SEPTEMBER 7, 2021 SPECIAL MEETING MINUTES OF THE TECHNICAL ADVISORY COMMITTEE (TAC)

*Vincent Gallegos, CYMPO Executive Director
(Task #100)*

MOTION

Member Hughes motioned to approve the September 7, 2021 Special Meeting Minutes of the Technical Advisory Committee (TAC). Member Cherry seconded the motion.

VOTE

The vote on the motion was unanimous.

5. EXECUTIVE DIRECTOR’S UPDATE

Vincent Gallegos, CYMPO Executive Director

Mr. Gallegos explained he will be providing presentations about CYMPO to the member agencies’ boards and councils in the coming months. Noted that the Rural Transportation Summit took place last week and its primary goal was to discuss the pursuit of state legislative funding for Greater Arizona.

6. MOBILITY MANAGEMENT/ TRANSIT UPDATE

Vincent Gallegos, CYMPO Executive Director

Mr. Gallegos introduced Kimberly Blanco as CYMPO’s new Transit Planner. Vice-Chair Davis noted that the Town of Prescott Valley is proceeding with the Request for Proposals (RFP) for micro-transit service to run in Prescott Valley using CARES Act funding. The RFP is expected to close on November 30th and service is anticipated to begin in June 2022.

7. FEDERAL AND STATE UPDATES

A) ADOT Local Public Agency (LPA) Update - *Mark Henige, ADOT LPA*

No updates were provided.

B) ADOT Northwest District Office Report - *John Litterer, ADOT Northwest District*

Mr. Litterer noted that the SR89/Road 1 North Traffic Signal project is under construction. The SR89 in Paulden to Hell Canyon pavement surface treatment should be complete in the near future. The SR69 widening project between Prescott Lakes Parkway and Heather Heights in stage 4 of design. Noted that the planned roundabout at SR69/SR169 has been programmed with District Minor funding. Noted that scoping for a pavement preservation project from Big Bug Bridge to Poland Junction will begin soon using CARES Act funding. Also noted the state legislative pavement preservation project on SR69 from Truwood Drive to Stoneridge is currently in the scoping process. Noted improvements are being made to the traffic signal at SR69 and Prescott County Club Boulevard, as well as SR69 and Kachina Place. Noted

that the solicitation of the RFP for a design consultant for the SR69/SR169 roundabout is anticipated any day.

Member Hughes inquired if there will be a turn lane at the new Maverick being constructed on SR69. Member Litteer confirmed there will be a southbound right-turn lane entering into the property.

C) ADOT Multimodal Planning Division (MPD) Update - *Myrna Bondoc, ADOT MPD*

Mr. James noted that ADOT is currently conducting its “P2P” (Planning to Programming) process through district workshops. Also noted the development of a scope of work for the next long range transportation plan update is wrapping up. Mr. James explained it will help identify what investments will need to be made in the future based on performance metrics.

Member Cherry requested updates on Highway Safety Improvement Program (HSIP) application process. Mr. James noted there is no official update, but the unofficial goal is to hold the call for projects in January 2022. Vice-Chair Davis inquired how many applications CYMPO will be submitting. Mr. Gallegos confirmed CYMPO will be submitting four applications, and Greenlight Traffic Engineering is currently standing by until the call for projects is announced.

8. PROJECT UPDATE FOR THE REGIONAL ADAPTIVE SIGNAL CONTROL TECHNOLOGY (ASCT) ASSESMENT OF NEED, BENEFIT, AND IMPLEMENTATION PLAN

Daniel Harmonick, CYMPO Transportation Planner

Dana Biscan, Burgess & Niple

(Task #200)

Ms. Biscan provided update on the Adaptive Signal Control Technology (ASCT) Assessment of Need, Benefit, and Implementation Plan. Ms. Biscan explained that the study evaluated the cost/benefit ratios of ASCT on SR69, Willow Creek Road, and Glassford Hill Road. Noted that the study discovered that ASCT improves progression during unpredictable traffic events on SR69, however SR69 typically has very predictable traffic patterns. Also noted that ADOT has maintained upgrades with its Intelligent Transportation System (ITS) on SR69, and has therefore recognized much of the benefit that could be obtained through an ITS-type solution. With the already implemented technology improvements, there would be a nominal improvement on a typical day, and not enough unpredictable days to merit the cost of and ASCT system. Therefore, ADOT opted not to proceed with the ASCT alternative for SR69.

Noted that following these findings, Burgess & Niple and CYMPO determined that the remaining items in the scope of work for this project were no longer necessary for completion. Also noted that Burgess & Niple will continue with the study of updating signal timings on Glassford Hill Road.

Mr. Harmonick thanked Dana and Burgess & Niple team for work on the project. Mr. Gallegos commended Burgess & Niple’s willingness to recognize that the findings of the study did not warrant completion of the original scope and thanked Ms. Biscan for providing CYMPO the opportunity to capitalize on savings from the project.

PUBLIC HEARING

9. CALL TO THE PUBLIC FOR COMMENT ON THE DRAFT 2022-2026 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)

This is an opportunity for citizens to discuss items of interest regarding the Draft 2022-2026 Metropolitan Transportation Improvement Program (MTIP)

No comments were received.

REGULAR MEETING AGENDA

10. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE DRAFT FY22-26 METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAM (MTIP)

Vincent Gallegos, CYMPO Executive Director

(Task #100)

Mr. Gallegos explained the Fiscal Years 2022-2026 Metropolitan Transportation Improvement Program is currently out for public comment. No comments have been received to date.

Vice-Chair Davis provided the anticipated distribution of CARES Act funding across fiscal years 2022-2026 for the Prescott Valley micro-transit system, and requested the TIP be updated to reflect the anticipated distribution.

MOTION

Member Cherry motioned to recommend the Executive Board approve the FY22-26 Metropolitan Transportation Improvement Program (MTIP) with the noted changes discussed. Member Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

11. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE REQUEST FOR PROPOSALS (RFP) FOR THE SUNDG CONNECTOR DESIGN CONCEPT REPORT AND ENVIRONMENTAL OVERVIEW PROJECT

Daniel Harmonick, CYMPO Transportation Planner

Task (#200)

Mr. Harmonick reviewed changes made to the scope of work since the TAC's last review and noted the anticipated advertisement date is November 5th. Also noted that CYMPO is working with ADOT to ensure the scope of work does not trigger a 10-year construction deadline. Mr. James explained that ADOT is meeting with the Federal Highway Administration (FHWA) to ensure scope of work does not trigger the federal requirement and will report to CYMPO if any changes to the scope are necessary.

Member Mattingly inquired if intersections will be located as part of the study. Member Cherry concurred that the identification of intersections should be included in the study. Mr. Harmonick confirmed this will be included in the scope of work.

Member Cherry noted that the Ecosystem Connectivity Mitigation Advisory Committee (EMAC) reviewed the scope of work and made recommendations to include language to review past studies regarding wildlife in the project area and conduct additional data collections if identified as a need during the study.

Vice-Chair Davis inquired if creating a shortlist during the review process might be useful. Member Cherry noted conducting interviews with a shortlist of consultants may lengthen the process of approval. Member Mattingly concurred that a shortlist of three consultants could be helpful. Mr. Gallegos suggested including the option to hold interviews in the review process of the RFP. Member Mattingly concurred with Mr. Gallegos' suggestion.

Mr. Gallegos inquired if the TAC is supportive of recommending this RFP to Executive Board with the caveat for potential of changes to the scope based on the response received from FHWA. Members

Cherry and Hughes indicated support, acknowledging the possibility for changes based on the response received from FHWA.

Mr. Gallegos also noted requests received from City of Prescott to conduct public meetings to share information related to the project. Mr. Gallegos requested the TAC assist in regional communication to the public regarding the current phase of the project and anticipated future.

MOTION

Member Mattingly motioned to recommend approval of the Request for Proposals for the Sundog Connector Design Concept Report (DCR) and Environmental Overview Project, pending legal review from CYMPO attorney and FHWA recommendations. Member Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

12. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE ADOT SAFETY PERFORMANCE TARGETS IN PERPETUITY

Daniel Harmonick, CYMPO Transportation Planner

Task (#100)

Mr. Harmonick reviewed the ADOT Safety Performance measures and letter indicating CYMPO's adoption of state safety measures in perpetuity.

MOTION

Member Cherry motioned to recommend the Executive Board approve to adopt the ADOT Safety Performance Targets in perpetuity. Member Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

13. DISCUSSION AND POSSIBLE ACTION TO HOLD ELECTION OF OFFICERS FOR TAC CHAIRMAN AND VICE-CHAIRMAN – POSITIONS ARE EFFECTIVE JANUARY 1, 2022

Vincent Gallegos, CYMPO Executive Director

(Task #100)

Mr. Gallegos noted that in past years, the roles of Chair and Vice-Chair have rotated annually.

MOTION

Member Hughes motioned to elect Norm Davis as Chair and Ian Mattingly as Vice-Chair beginning January 2022. Member Cherry seconded the motion.

VOTE

The vote on the motion was unanimous.

14. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2022 TAC MEETING SCHEDULE

Vincent Gallegos, CYMPO Executive Director

(Task #100)

Mr. Gallegos noted that meetings have been scheduled monthly, but meetings may be cancelled as needed.

VOTE

Member Cherry motioned to approve the proposed 2022 TAC meeting schedule. Member Mattingly seconded the motion.

MOTION

The vote on the motion was unanimous.

15. AGENCY ANNOUNCEMENTS AND UPDATES

Member Cherry noted that there is a vacant position on the EMAC for a private citizen, and it is the task of the TAC to make new membership selection. Nomination Forms are being distributed and will be reviewed by the TAC. The next EMAC meeting is scheduled for March 28, 2022.

Mr. Dotseth, City of Prescott Public Works Director, added comment in the Comments Section of the webinar noting that the accident that occurred last week on SR69 was caused by distracted driving, not a deer.

Member Litterer noted that the ADOT District Engineer position has been readvertised with a new close date of November 27th.

16. FUTURE ITEMS FOR AGENDA

No items were discussed.

17. ADJOURNMENT 4:36 PM

MOTION

Member Cherry motioned to adjourn. Member Hughes seconded the motion.

VOTE

The vote on the motion was unanimous.

*CYMPO endeavors to make all public meetings accessible to persons in need of foreign language assistance or with disabilities. However, during these trying times, the accommodations we can provide are limited. Please e-mail Allison.McCarthy@yavapai.us, **72 hours** prior to the meeting to request a reasonable accommodation to participate in this meeting.*

*El CYMPO se esfuerza por hacer que todas las reuniones públicas sean accesibles a las personas que necesitan asistencia en un idioma extranjero o con discapacidades. Por favor, envíe un correo electrónico a Allison.McCarthy@yavapai.gov, por lo menos **72 horas** antes de la reunión para solicitar un acomodo razonable para participar en esta reunión.*