



# **MEETING MINUTES**

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## **Executive Board**

### **Regular Meeting**

**Monday, September 30, 2024**

**3:00 PM**

**Yavapai County  
Board of Supervisors Hearing Room  
1015 Fair St, Prescott, AZ**

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MINUTES OF THE CYMPO EXECUTIVE BOARD HELD ON SEPTEMBER 30, 2024 AT 3:00 PM.

### **1. CALL TO ORDER**

Chairman Brown called the meeting to order at 3:00 PM.

### **2. PLEDGE OF ALLEGIANCE**

### **3. ROLL CALL**

All members were present. Member Elters attended virtually. A quorum was met.

### **4. TITLE VI POLICY**

Ms. Zurcher read the Title VI Policy.

### **5. CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE JUNE 26, 2024 REGULAR MEETING MINUTES OF THE EXECUTIVE BOARD**

#### **MOTION**

Vice Chair Hughes made a motion to approve the June 26, 2024 regular meeting minutes of the Executive Board. Member Palguta seconded the motion.

#### **VOTE**

The motion passed unanimously.

### **6. EXECUTIVE DIRECTOR'S UPDATE**

Mr. Gallegos provided an update on the 25th Annual Rural Transportation Summit. He discussed the new Mobility Hub and shared that CYMPO hosted the monthly Mayors/Managers breakfast at the Hub in September. Mr. Gallegos acknowledged Chairman Brown and noted that today would be his last day on the CYMPO Executive Board. He shared that Chairman Brown is the longest serving member on the CYMPO Board, having served 12 years, and added that CYMPO will be celebrating him at the Rural Transportation Summit. Mr. Gallegos discussed the many projects that have been identified and initiated during Supervisor Brown's tenure. Supervisor Brown has been a champion to YRT and pushed to integrate the various systems in the region and noted that the Hub is where these will come together.

## **7. RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) UPDATE**

Mr. Adam with the Rural Transportation Advocacy Council (RTAC) provided an update. He shared that all 90 legislative seats are up for election, lots of unknowns. He said that the State revenue outlook has improved. The State had forecasted a structural deficit, however, revenues have surpassed what was forecast. Mr. Adam said that RTAC will be advancing the priority project legislation.

Member Goode asked why projections were so far off. Mr. Adam was unwilling to speculate or be overly critical but shared that budgets and revenue projections have been off nationwide since COVID shutdowns. Member Goode inquired about HURF Funds. Mr. Adam noted there was growth but was slightly under what was anticipated. He noted that the outcome of the election could change the Legislature's willingness to consider increasing the gas tax.

## **8. REGIONAL DEVELOPMENT UPDATES**

Mr. Lamar, Transit Manager, provided a data update on regional transit. He said that YavaLine is approaching 60,000 riders since its inception 24 months ago, with the average of 116 rides per day. He said that they are working with partners in Prescott to help employee pools for hoteliers and restauranteurs to help their employees travel to work. He highlighted the letter of intent entered into with Yavapai Regional Transit (YRT) and introduced Tom Stultz of YRT. Mr. Stultz discussed how proud they are on the letter of intent for marketing and outreach and added that the issue is to raise public awareness and work together on regional partners.

Ms. Contreras, Regional Development Manager, discussed the CommonSpirit grant application. She said there were 1-2 patients daily from local hospitals that could not be discharged because they did not have transportation. She discussed several ongoing conversations with potential regional partners, with many focused in Prescott. She introduced Margo Christensen with Ponderosa Hotel Management. Ms. Christensen discussed their properties in Prescott and shared feedback from the local hotel managers regarding the need for employees to have a steady method to get to work and home. Many employees are dependent upon rideshare options, which is very costly. Said she would make a financial commitment, add to employee benefit program to help provide employees a reliable way to get to work. Chairman Brown discussed other opportunities, especially around tourists and other visitors, including those who may be traveling from the airport. Mr. Lamar noted that local restauranteur Barry Barbe is hosting a meeting with other local restauranteurs to discuss this topic. Brian Campbell with US Vets discussed the veterans within their programs. He thinks the partnership would be fantastic if a route can be established, and he added that they have tried other methods, such as e-bikes, but they are not viable for all needs. Ms. Contreras discussed that there are multiple social service organizations who have transportation needs for their clients but do not want to be in the transportation business themselves.

Ms. Stotler, Planner, gave a presentation on a Safe Streets for All (SS4A) application submitted for the Downtown Prescott Safe and Smart Streets Initiative. She gave some background on the safety data and the 2045 Regional Transportation Plan (RTP) that identified the need for a downtown Prescott traffic analysis, focused on bike and pedestrian movements, walkability, safety, economic development, as well as aligning with Granite Creek Plan and parking analysis. The SS4A request is for \$500,000. She added that she has worked with City of Prescott staff and shared that the City was awarded an SS4A grant for the N Dexter business group. She said that these SS4A applications would complement each other and provide a comprehensive study area.

**9. PLANNING PROJECT UPDATES**

Ms. Stotler provided an update on the Regional Transportation Plan and the Move 2050 branding for the plan. She also provided a brief update on the SR69 Corridor Master Plan.

**10. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE THE MODIFICATION OF THE ENVIRONMENTAL NEEDS ASSESSMENT AND CARBON REDUCTION STRATEGY SCOPE OF WORK**

Ms. Stotler discussed the history of the Environmental Needs Assessment, which is intended to determine needs and uses for potential Carbon Reduction Funding (CRF). She said that CYMPO is automatically awarded CRF funds, which have previously been used for the Pioneer Park trailhead. She discussed the need to adjust the Scope of Work to include public listening sessions regarding the conservation priorities for the region.

**MOTION**

Vice Chair Hughes made a motion to approve the modification of the Environmental Needs Assessment and Carbon Reduction Strategy Scope of Work. Member Armstrong seconded the motion.

**VOTE**

The motion passed unanimously.

**11. REVIEW, DISCUSSION, AND POSSIBLE ACTION TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH SPARKLIGHT MEDIA FOR CYMPO PUBLIC OUTREACH CAMPAIGN**

Ms. Contreras provided information regarding the need to adjust the Scope of Work and use the funds already allocated for use with Sparklight.

**MOTION**

Chairman Brown made a motion to approve the Professional Services Agreement with Sparklight Media for the CYMPO Public Outreach Campaign. Vice Chair Hughes seconded the motion.

**VOTE**

The motion passed unanimously.

**12. DISCUSSION AND POSSIBLE ACTION TO APPOINT VICE CHAIR JOHN HUGHES AS CHAIR FOR THE NOVEMBER 2024 EXECUTIVE BOARD MEETING**

Chairman Brown distributed his formal resignation from the CYMPO Executive Board to the rest of the Board. He provided explanation about the change voted on by the Yavapai County BOS that will replace him on the CYMPO Board with Supervisor James Gregory. He explained his desire for this agenda item to formally clarify the current Vice Chair becoming Chair for the November 2024 meeting.

**MOTION**

Member Armstrong made a motion to approve the appointment of Vice Chair John Hughes as Chair for the November 2024 Executive Board Meeting. Secretary/Treasurer Goode seconded the motion.

**VOTE**

The motion passed unanimously.

**13. EXECUTIVE SESSION**

Pursuant to A.R.S. 38-481.03(A)(1), the Executive Board will convene into executive session, which will not be open to the public, to discuss the performance evaluation of the CYMPO Executive Director, Vincent Gallegos.

The Executive Board entered Executive Session at 4:25 pm.

**14. EXECUTIVE SESSION FOLLOW-UP ACTION**

The Executive Board will reconvene the regular Executive Board meeting for review, discussion, and to consider such action as may be required regarding the performance evaluation of the CYMPO Executive Director, Vincent Gallegos.

The Executive Board reconvened from Executive Session at 4:38 pm.

**MOTION**

Member Palguta motioned to approve CYMPO Executive Director, Vincent Gallegos' performance evaluation as discussed, and to approve a 6% salary increase. Vice-Chair Hughes seconded the motion.

**VOTE**

The vote on the motion was unanimous.

**15. ADJOURNMENT AT 4:41 PM**

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The agenda is available twenty-four (24) hours prior to the meeting at 1971 Commerce Center Circle, Suite E, Prescott, AZ 86301 or online at [www.cympo.org](http://www.cympo.org).

**TITLE VI**

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.

*CYMPO endeavors to make all public meetings accessible to persons in need of language assistance or with disabilities. Please call (928) 442-5730 or e-mail [Desi.Zurcher@yavapaiaz.gov](mailto:Desi.Zurcher@yavapaiaz.gov) 72 hours prior to the meeting requesting reasonable accommodations.*

*CYMPO se esfuerza por hacer que todas las reuniones públicas sean accesibles para las personas que necesitan asistencia con el idioma o con discapacidades. Llame al (928) 442-5730 o envíe un correo electrónico a [Desi.Zurcher@yavapaiaz.gov](mailto:Desi.Zurcher@yavapaiaz.gov) 72 horas antes de la reunión para solicitar adaptaciones razonables.*

**CYMPPO Executive Board**  
**September 30, 2024**  
**ADOT Northwest District Update**

**Information**

1. ADOT Strategic Highway Safety Plan and Active Transportation Safety Action Plan: Public comment period closed on Friday, Sept. 6.

**Projects in Construction / Maintenance**

1. F0294 I-17 at SR 169 TI UP
  - a. Project complete
2. F0371 I-40; Ash Fork Creek Bridges
  - a. Project complete
3. F0512 SR 169; Grant Woods Pkwy to I-17  
Centerline Rumble Strips
  - a. Project complete
4. H8739 SR 69; Prescott Lakes Pkwy to Heather Heights
  - a. Storm drain, box culvert, and retaining wall work is ongoing.
5. T0355 YYV Old Hwy 66 at Fort Rock Rd  
EB & WB Turn Lanes
  - a. Final striping scheduled for Sept 19.
6. H6800 I-17 Anthem Way to Sunset Pt
  - a. 3rd lane and Flex Lanes
  - b. <http://improvingi17.com>

**Projects in Design**

1. F0565 SR 89 at Little Ranch Rd (HSIP)
  - a. NB Left Turn Lane
  - b. Bids opened 08/23/2024
  - c. Apparent Low Bid: Asphalt Paving and Supply, Inc. \$1,141,058.90 (Dept Estimate \$1,576,508.60)
  - d. Awarded: State Transportation Board Mtg: 09/20/2024
2. F0559 SR 89; W Road 5 N to Paulden (MP 331 to 335)
  - a. Centerline and Edge Line Rumble Strips
  - b. Bids opened 08/23/2024
  - c. Apparent Low Bid: Hawk Contracting, LLC. \$384,444.00 (Dept Estimate \$292,494.50)
  - d. Awarded: State Transportation Board Mtg: 09/20/2024
3. F0695 SR 89A Spur (Fain Road: Robert Rd to Lynx Creek Bridge)
  - a. AC spot repairs and microsurface.
  - b. Bid Opening 10/18/2024
4. F0596 SR 89 at SR 89A TI On Ramp
  - a. Working on Stage IV (95%) design
  - b. Anticipate completion of design and shelf ready 4th Qtr FY 24
5. F0288 SR 69 at SR 169 Roundabout
  - a. Stage IV (95%) submittal review comments due by Sept 16.
  - b. Antic. Bid Advertise: Oct 2024
6. F0515 I-17 Sunset Pt to I-40
  - a. Install Wrong Way Detection, CCTV cameras, DMS, RWIS
  - b. Antic. Bid Advertise: 2nd Qtr FY 25
7. F0633 SR 69: Lee Blvd to Walker Rd
  - a. Third Lane Extension and Raised Median
  - b. Antic. Bid Advertise: 3rd Qtr FY 25
8. F0635 SR 89; MP 337.69 to MP 338.71 (approx. Big Chino Rd to Bramble Dr)
  - a. Construct 2-way Center Left Turn Lane
  - b. Design has started
  - c. Antic. Bid Advertise: late 3rd or early 4th quarter of FY 2025
9. F0696 I-17 & I-40 Truck Parking
  - a. Multiple Rest Area sites: including I-17 Sunset Point Rest Area
  - b. P3 Design Build