

## EXECUTIVE BOARD REGULAR MEETING AGENDA

*Local Governments and Citizens Working Together*

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EXECUTIVE BOARD  
Regular Meeting  
Thursday, January 25, 2024  
3:30 P.M.

The Meeting will be held In-Person and/or using GoToMeeting by Video and/or Teleconference from the Main Conference Room at the YMPO Offices at 230 West Morrison Street, Yuma, Arizona 85364

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### YMPO EXECUTIVE BOARD

Chair	Gary Knight, Councilmember, City of Yuma
Vice-Chair	Cecilia McCollough, Vice Mayor, Town of Wellton
Secretary/Treasurer	Maria Cruz, Councilmember, City of San Luis
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Martin Porchas, Board of Supervisors, Yuma County
Member	Bruce Fenske, Southwest District Administrator, ADOT
Member	Michael Shelton, Councilmember, City of Yuma
Member	Art Morales, Councilmember, City of Yuma
Member	Wynnie Ortega, Councilmember, Cocopah Indian Tribe
Member	Miguel Villalpando, Councilmember, City of Somerton

A regular meeting of the Executive Board (the Board) of the Yuma Metropolitan Planning Organization (YMPO) will be held on Thursday, January 25, 2024, starting at 3:00 p.m., either In-Person and/or using GoToMeeting Video/Teleconferencing from the YMPO Offices at 230 West Morrison Street, Yuma, Arizona, 85364, to discuss, consider, and/or take possible action concerning the items listed below. Members MAY attend in person, with the appropriate social distancing, if they wish, but may also choose to participate by video or teleconference, if they so desire.

1. Call to Order and the Pledge of Allegiance  
The meeting will be called to order and members will be asked to recite the Pledge of Allegiance.
2. Roll Call Attendance and Declaration of Votes  
Blenda Dale, YMPO Accountant II/Executive Assistant, will call the attendance roll, and if any members of the City of Yuma are not in attendance, those members that are in attendance will have the opportunity to declare the number of votes that each member will exercise, including any proxy votes.

3. Title VI Declaration and Call to the Public

Jesus Aguilar, Jr., YMPO Mobility Manager, will read a brief message reminding members of our Title VI obligations. In addition, this item provides an opportunity for 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. Any members of the Public attending by teleconference are requested to contact YMPO staff with any questions they may have prior to the meeting.

4. Annual Declaration of Votes for Calendar Year 2024

Under YMPO By-Laws, the number of votes a voting member carries from his/her jurisdiction must be declared at the first meeting in January. There is only one agency that has more votes than members. The City of Yuma has five votes, but only three members. Yuma County has two votes but has two members. All other agencies only have one member and one vote. It is presumed that all agencies, other than the City of Yuma, will operate on the basis of one member, one vote, so only action from the City of Yuma is anticipated.

**This item is on the agenda for information, discussion, and possible action for representatives of the City of Yuma to declare how the five votes that their agency has been allocated will be divided this year. The Senior Member for the City of Yuma is expected to initiate any discussion on this item.**

5. Consent Agenda

- A. Approval of the December 14, 2023, Board Meeting Minutes
- B. YMPO Income/Expenditure Report for November and December 2023

A copy of the draft minutes of the Regular Board meeting from December 14, 2023, will accompany this agenda. Members will have the opportunity to review, report any changes, and/or approve the minutes of the December 14, 2023, Regular Board meeting. The combined November/December financial report is also expected to accompany this agenda and will be available for comment at this current meeting.

**This item is on the agenda for information, discussion, and possible action to approve the Consent Agenda. Copies of the draft minutes for December 14, 2023, and the financial report for November and December 2023 are attached as Items A and B respectively.**

6. Executive Board Meetings

During the December 14, 2023, Board meeting, a list of tentative meeting dates and times were provided. An action was approved to officially change the Board meeting time from 1:30 p.m. to 3:30 p.m.

**This item is on the agenda for information and discussion, only at this stage. Ms. Lopez will present this item and further information is provided in an Information Summary that is included as Item 6.**

7. FY 2023 YMPO Audit

The Audit of FY 2023 (July 1, 2022, through June 30, 2023) YMPO Accounts is complete, and staff will continue to pursue the COA for Excellence in Financial Reporting for the fiscal year end June 30, 2023. The Audit company, Walker and Armstrong, will briefly present the audit results and findings. The Audit Committee will be available to provide their comments to the Board, and members will have the opportunity to ask questions of the Audit Committee, the representative of the audit company, and YMPO staff.

**This item is on the agenda for information, discussion, and possible action to approve the Audit for FY 2023. The YMPO Accountant Blenda Dale and Walker and Armstrong Auditor Jay Parke will present this item and further details are in an Information Summary that is included as Item 7.**

8. RAISE GRANT 2024 – Possible Letter of Support

The RAISE Grant Notice of Funding Opportunity (NOFO) for FY2024 has been released, and the deadline to apply is February 28, 2024. The YMPO was notified that Yuma County intends to pursue a RAISE Grant for funding for the extension of Avenue E from SR-195 north to connect to US-95 at Avenue D alignment and has requested a letter of support from YMPO to include in their application submittal.

**This is on the agenda for information, discussion, and action to recommend approval for letter of support for Yuma County project. Ms. Figueroa will present this item and a draft letter of support is included as item 8.**

9. FY 2026-2050 YMPO Long-Range Transportation Plan (LRTP) – Contract

Executive Director, Crystal Figueroa, has successfully negotiated the proposal cost and an agreement has been reached. A notice to proceed for consultant services for the YMPO FY2026-2050 Long-Range Transportation Update has been sent to Kittelson & Associates, Inc.

**This item is on the agenda for information, discussion, and action. Ms. Figueroa will present this item and further details are provided in an information summary that is included as Item 9.**

10. FY 2024 Defense Community Infrastructure Pilot (DCIP) Program Opportunity

The DCIP Program is a competitive grant program that enables state and local projects to address deficiencies in community infrastructure that support a military installation. YMPO was alerted of the upcoming opportunity for the 2024 grant

cycle of the DCIP Grant; the Notice of Funding Opportunity is anticipated to be issued in March 2024. While Congress has yet to finalize the fiscal year 2024 appropriations and authorizations, eligible applicants are encouraged to start drafting their proposals for the DCIP now.

The Executive Director will provide an update on the latest collaboration with grant stakeholders for the DCIP grant and possible contracting efforts to carry out a 2024 DCIP Application.

**This item is on the agenda for information, discussion and possible action to authorize the Executive Director to enter into a contract for a DCIP Grant for US 95. Ms. Figueroa will present this item, and further information is included in an information summary as item 10.**

11. Entity Dues to member Agencies

YMPO staff will review the updated Non-In-Kind matching funds (Entity Dues) to be collected from member agencies. This update includes changes made as part of FY 2023-24 UPWP Amendment #2 and recently received final population for 2023 on December 14, 2023. YMPO will provide the actual FY 2024 Entity Dues to be paid by member agencies as part of the YMPO UPWP. Members will have the opportunity to ask any questions regarding the Entity Dues.

**This item is on the agenda for information, discussion, and possible action to approve the FY 2024 Entity Dues. Blenda Dale, YMPO Accountant Ms. Figueroa will present this item and further information is included in an Information Summary attached as Item 11.**

12. Safety Action Plan Collaboration Update

The Bipartisan Infrastructure Law established the Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over 5 years, 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries.

The City of Yuma applied for and was awarded an FY 23 Planning and Demonstration Grant to develop, complete, or supplement a comprehensive Safety Action Plan. The YMPO Technical Advisory Committee (TAC) was consulted about the effort and benefits for a collaborative partnership with the rest of the region for inclusion in the City of Yuma's Safety Action Plan. Considering that YMPO last conducted a Strategic Transportation Safety Plan Update for the region in 2019, developed using crash data from 2014-2018 and funding programmed to carry out a safety update for the region, the TAC has recommended approval for the collaborative effort.

**This item is on the agenda for information, discussion, and possible action to approve a collaborative partnership with the City of Yuma to incorporate the rest of the region in a Safety Action Plan at a cost to YMPO. Ms. Figueroa will present this item and further information is included in an Information Summary attached as Item 12.**

13. Mobility Management Update and PASS Training

The FTA's 5310 program provides funding to states, and the State of Arizona administers funding to applicants to carry out Mobility Management activities to address the transit needs of senior adults and people with disabilities. The YMPO Mobility Manager will report on recent activities in mobility management, the development of PASS Training within the region, and the extension of training to other areas.

**This item is on the agenda for information, discussion only. Mr. JR Aguilar, Mobility Manager, will present this item, and further information is included in an information summary as item 13.**

14. Election of Executive Board Officers - Calendar Year 2024

YMPO By-Laws provide that elected officers of YMPO shall serve on a rotation basis. Usually, the Vice-Chairman assumes the position of Chairman, the Secretary/Treasurer assumes the position of Vice-Chairman, and the Board elects a new officer to fill the Secretary/Treasurer position. This rotation usually occurs during the February meeting.

The current Chair is City of Yuma Councilmember Gary Knight; the current Vice-Chair is Town of Wellton, Vice Mayor, Cecilia McCollough; and the current Secretary/Treasurer is City of San Luis, Councilmember, Maria Cruz. It is understood that Councilmember Gary Knight will remain as the City of Yuma representative; that Vice Mayor McCollough will take over as Chair and that Councilmember Cruz will take over as Vice-Chair. As a result, the only decision to make is to elect a new Secretary/Treasurer.

The By-Laws also require that, at any one time, three (3) elected officers on the Executive Board must be from three (3) different jurisdictions; and at least one office shall be held by the City of Somerton, City of San Luis, the Town of Wellton, or the Cocopah Indian Tribe. Any modification to this requirement must be unanimously approved by the YMPO Executive Board. If we keep historical precedence, the representative from the Cocopah Indian Tribe, currently Councilmember Wynnie Ortega, would be expected to be nominated as the soon-to-be-vacant Secretary/Treasurer.

This year, the rotation seems to be reasonably well established, but this item has been placed on the agenda so members may have the opportunity to express their views and discuss possible options, prior to the forthcoming election of officers in February 2024. Although action is not needed at this time, or anticipated, this item is open for action by members, as desired.

**This item is on the agenda for information, discussion, and possible action for members regarding the usual rotation of Board Officers, as indicated in the YMPO By-Laws and to elect a new Secretary/Treasurer. The YMPO Executive Director, Crystal Figueroa, will present this item and further information is provided in an Information Summary that is included as Item 14.**

15. Election of YMPO Subcommittee Members and Identification of Officials for Attending AZSTB and RTAC meetings - Calendar Year 2024

YMPO has three possible subcommittees:

- (a) the first is to oversee the annual Audit process;
- (b) the second is to oversee any changes to YMPO By-Laws; and YMPO Personnel Policies and Procedures
- (c) the third carries out a performance evaluation on the Executive Director;

In addition, there are two Statewide Boards/Councils:

- (d) the Arizona State Transportation Board (AZSTB); and
- (e) the Rural Transportation Advisory Council (RTAC);

YMPO generally appoints members (and alternates) to attend and represent the region. The Chair of the Audit Committee is the current YMPO General Secretary/Treasurer, but the other two members have not been identified for 2024. Members of the By-Laws and Personnel Policies and Procedures Subcommittee are usually only selected IF there are any proposed changes to the By-Laws or Personnel Policies and Procedures, and the members of the Evaluation Subcommittee are selected solely by the Board Chair.

Although subcommittee members follow a nomination/election process, AZSTB and RTAC representatives are usually appointed by the YMPO Chair. Elections are only held if more than one member volunteers their services. If members are interested in taking on any of the responsibilities outlined above, they are encouraged to contact the Board Chairman and/or Executive Director, and/or you are welcome to have someone nominate you and/or self-nominate when this item is heard during this the meeting on February 29, 2024.

**This item is on the agenda for information and discussion, only at this stage. Ms. Figueroa will present this item and further information is provided in an Information Summary that is included as Item 8.**

16. Summary of Current Events/Board Member Reports/Executive Director's Report & Comments by Other Participants

This agenda item is an opportunity for members and staff to update the Board regarding recent occurrences, as shown below. If written information is available, it will be included in an attached Information Summary.

- A. Staff Reports - Future Meetings
- B. TAC Minutes
- C. Conference Updates (AZTA, AZRTS, and Roads and Streets)
- D. MPO/COG Director/Planner Meetings
- E. Rural Transportation Advocacy Council activities
- F. Projects - Economic Development and Transportation
- G. Status Report on AZ Smart Fund

**This item is on the agenda for information, discussion, and for Board members and other staff reports and comments.**

17. Possible Future Agenda Items

The following items will be heard at a future meeting. Members are encouraged to suggest topics for discussion at a future Board meeting:

- A. 2022-2045 LRTP Amendment #1, Conformity update
- B. YMPO FY TIP 2022-26 Amendment #12
- C. DCIP Grant
- D. Greenhouse Gas Emissions
- E. RTAC Priority Project Legislation

18. Progress Reports

Members are encouraged to suggest topics for discussion at a future Board meeting:

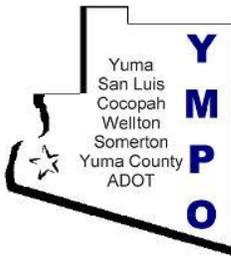
- a. Dec 14 - TAC Meeting (CF, JH, JR, LL)
- b. Dec 14 - Executive Board Meeting (CF, JR, JH, BD, FV, LL)
- c. Dec 14 - YMPO Monthly Update with Eliana (JR)
- d. Dec 14 - YRBC December Board Meeting (JR)
- e. Dec 14 - FY27/28 HSIP Pre-Call-for-Projects Overview (CF, FV)
- f. Dec 14 - MAG/ADOT Members: MS2 Training (CF, FV)
- g. Dec 14 - Arizona State Transportation Board Dinner (CF, JH, BD, FV)
- h. Dec 14 - Yuma Workshop 3 (Construction) (FV)
- i. Dec 15 - Arizona State Transportation Board (STB) Meeting (CF)
- j. Dec 15 - BIA Bridge Rebuilding Project Discussion (CF, FV)

- k. Dec 18 - One-On-One (review budget templates ideas) (CF, JH)
  - l. Dec 18 - RTAC Board Meeting (CF)
  - m. Dec 19 - Yuma PM10 SIP Update Meeting (External & Virtual) (CF, FV)
  - n. Dec 19 - US Old Highway 80 - Town of Wellton (CF)
  - o. Dec 20 - CAV Meeting (CF, JH)
  - p. Dec 20 - US Old Highway 80 - Town of Wellton (CF, FV)
  - q. Dec 20 - Yuma Roads Workshop 4 (CF, FV)
  - r. Dec 21 - Project Initiation for Crane Schools TA Project (JH, ~~FV~~)
  - s. Dec 21 - Entrance Conference - Achieve Human Services (JR)
  - t. Dec 21 - Met with Roofers Almodova for repair quote (LL)
  - u. Dec 25 - Christmas Holiday Observed
  - v. Dec 31 - YMPO/ ADOT 5310 Quarter Report Oct. 01, 22 - Dec. 31, 22 (JR)
  - w. Jan 1 - New Year Holiday Observed
  - x. Jan 4 - Hwy 80 Town of Wellton (CF, FV)
  - y. Jan 8 - Staff Meeting (CF, FV, JH, JR, BD, LL)
  - z. Jan 8 - ADOT/YMPO Monthly Coordination Meeting (CF, FV, JH)
  - aa. Jan 8 - YMPO-Regional Mobility Committee (5310) (JR)
  - bb. Jan 9 - ADOT ATSAP TAC Meeting 1 (CF, JH)
  - cc. Jan 9 - Chamber Transportation Committee (FV)
  - dd. Jan 11 - YMPO Monthly Update (JR)
  - ee. Jan 11 - Arizona Statewide ITS Architecture Update (FV)
  - ff. Jan 11 - YMPO TAC Meeting (CF, FV, JH, JR, BD, LL)
  - gg. Jan 11 – 5311 Webinar (JR)
  - hh. Jan 11 – YMPO Monthly Update with Eliana Parra (JR)
  - ii. Jan 11 – Arizona Statewide ITS Architecture Update Meeting (FV)
  - jj. Jan 12 – Arizona Transportation Board Meeting (CF)
  - kk. Jan 15 - Martin Luther Kind Day Holiday Observed
  - ll. Jan 16 – APS Virtual Energy Assessment (BD)
  - mm. Jan 16 – Yuma PM10 SIP Update Meeting (CF, FV)
  - nn. Jan 17 – ADOT’S Draft Greenhouse Gas Target (CF)
  - oo. Jan 17 – YMPO LRTP Amendment 1 – EPA Questions (FC, FV)
  - pp. Jan 18 – FY27/28 HSIP Webinar (CF, JH, FV)
  - qq. Jan 18 – YRBC Board Meeting (CF, JH, JR)
  - rr. Jan 19 – Mobility Management – Progress Report Workgroup (JR)
  - ss. Jan 22 – HR Follow-up Meeting (CF, BD, FV)
  - tt. Jan 22 – RTAC Advisory Committee Meeting (CF, FV)
  - uu. Jan 25 – RTAP Request/Reimbursement Training (CF, FV)
  - vv. Jan 25 – Executive Board Meeting (CF, JR, JH, BD, FV, LL)
19. Adjournment
- Notice: In accordance with the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability, in the admission of, or access to, or treatment or employment in, its*

*programs, activities, or services. If you have any questions regarding YMPO programs, activities, or services, please contact Crystal Figueroa at 928-783-8911.*

Anticipated Future 2024 Meeting Locations.

All future meetings will continue to be held at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members may participate in person, OR they may participate electronically by computer, and/or telephone (or both), using the GoToMeeting portal. The next two meetings will occur on Thursday, February 29, 2024, and March 28, 2024.



# EXECUTIVE BOARD MEETING MINUTES

*Local Governments and Citizens Working Together*

EXECUTIVE BOARD  
Regular Meeting  
Thursday, December 14, 2023  
1:30 P.M.

The Meeting was held In-Person and/or using  
GoToMeeting by Video and/or Teleconference from  
the Main Conference Room at the YMPO Offices at  
230 West Morrison Street, Yuma, Arizona 85364

1. Call to Order and the Pledge of Allegiance

The Yuma Metropolitan Planning Organization (YMPO) Chair, Councilmember Gary Knight, called the YMPO Executive Board (the Board) meeting to order at 1:32 p.m. and asked the Board to join him in reciting the Pledge of Allegiance.

2. Roll Call Attendance and Declaration of Votes

The YMPO Accountant II/Executive Assistant, Blenda Dale, called the roll as follows:

YMPO Executive Board Members Present:

Chair	Gary Knight, Councilmember, City of Yuma ^
Vice-Chair	Cecilia McCollough, Vice Mayor, Town of Wellton ~
Secretary/Treasurer	Maria Cruz, Councilmember, City of San Luis ^
Member	Lynne Pancrazi, Board of Supervisors, Yuma County ~
Member	Art Morales, Councilmember, City of Yuma ^
Member	Wynnie Ortega, Councilmember, Cocopah Indian Tribe ^
Member	Bruce Fenske, Southwest District Administrator, ADOT ^
Member	Miguel Villalpando, Councilmember, City of Somerton ~

^ Attended in person.  
~ Participated by teleconference.

As six of the seven constituent member agencies were present, the quorum requirement was met.

YMPO Executive Board Members Absent

Member	Martin Porchas, Board of Supervisors, Yuma County #
Member	Michael Shelton, Councilmember, City of Yuma #

# Not present but was represented by proxy by another member.  
\* Not present, and not represented by proxy by another member.

Councilmember Knight declared he would have three votes and Councilmember Morales two votes for the City of Yuma. Supervisor Pancrazi declared two votes for Yuma County.

YMPO Staff Present:

Crystal Figueroa	Executive Director
Blenda Dale	Accountant II/ Executive Assistant
Lourdes Lopez	Bookkeeper/ Administrative Assistant
Jesus R Aguilar, Jr.	Mobility Manager
Jeff Heinrichs	IT Manager/ Associate Planner
Fernando Villegas	Senior Transportation Planner

3. Title VI Declaration and Call to the Public

YMPO Mobility Manager, Jesus R Aguilar, Jr., read a brief message reminding members of our Title VI obligations. In addition, this item provided an opportunity for comments by the public on subjects *not* on the agenda. Individuals wishing to address the Board need not request permission in advance and were limited to three (3) minutes. Any members of the Public attending by teleconference were requested to contact YMPO staff with any questions they may have prior to the meeting. No individuals wishing to address the Board were in attendance.

4. Consent Agenda

- A. Approval of the October 26, 2023, Board Meeting Minutes
- B. YMPO Income/Expenditure Report for October 2023

MOTION: Councilmember Morales moved to approve the consent agenda for both items A and B. Councilmember Cruz seconded, and the motion was unanimously approved.

YMPO Executive Director Crystal Figueroa introduced YMPO's newest staff member, Bookkeeper/Administrative Assistant Lourdes Lopez, to the Executive Board.

Chairman Knight then asked visitor and Councilmember Nancy Campbell to introduce herself to the rest of the Executive Board members.

5. FY 2022-2045 YMPO Long-Range Transportation Plan (LRTP) Amendment #1 and Air Quality Conformity Update

YMPO Senior Transportation Planner Fernando Villegas said the consultant Kittleson and Associates continues to work on the FY 2022-2045 YMPO LRTP Amendment #1 and Air Quality Conformity Update for the Yuma County, City of Yuma, and ADOT projects after receiving comments from the Interagency Council (IAC). YMPO was informed by the Environmental Protection Agency (EPA) that

the 2007 motor vehicle emission budgets were withdrawn on June 16, 2022, and cannot be used. As a result, EPA recommended conducting a build/no-build budget interim test for each analysis year for conformity purposes. Ms. Figueroa stated that the analysis required a larger effort by the consultant and therefore an amendment to the contract was needed. Mr. Villegas reported that a revised draft with such an analysis was sent to the Interagency Consultation (IAC) for review of the conformity determination on December 11<sup>th</sup> and the process also requires a 30-day public review period.

Mr. Villegas said he anticipated the submittal of the final LRTP Amendment #1 and Air Quality Conformity update to the Board for approval at the February meeting, unless additional comments were received from the IAC. Mr. Villegas provided a schedule of the remaining steps to be taken for the YMPO 2022-2045 YMPO LRTP Amendment #1 and Air Quality Conformity Update to be completed.

6. FY 2022-26 YMPO Transportation Improvement Program (TIP) Amendment #11

Mr. Villegas explained that during the review of the LRTP Amendment #1, Federal Highway Administration (FHWA) informed YMPO that an Air Quality Conformity Analysis was not done for the most recent adopted FY 2024-2028 TIP approved by the YMPO Executive Board on June 29, 2023; therefore, could not be used until a conformity determination was done and approved by FHWA. As a result, the FY 2022-26 TIP remains the current federally approved TIP.

Mr. Villegas said that FHWA recommended moving all of the projects from the FY 2024-28 TIP to the previously adopted FY 2022-26 TIP as it contained an air quality conformity determination and was approved by FHWA. Only the three projects that are included as part of the FY 2022-45 LRTP Amendment #1 will require conformity in order for projects to move forward. Mr. Villegas explained that some of the existing projects were already part of the FY2022-26 TIP, but have either moved to a different fiscal year, replaced with another type of funding and local contributions had changed. Mr. Villegas provided a detailed report of proposed projects to be removed from the TIP table, modified, or new projects added.

In addition, some transit projects needed to be revised. In FY24, one project was added and one removed. In FY25 one project was replaced, and in FY26, five projects were added. He provided tables with all the details.

Some rework was required to get the federally approved FY 2022-26 TIP updated. The Technical Advisory Committee (TAC) was informed, and as a result, have recommended action by the Board to rescind the FY 2024-28 TIP, Resolution #155, and any subsequent amendments made thereafter (#1 and #2), and recommended the approval of the FY 2022-26 YMPO TIP Amendment #11, which contained the transfer of projects as explained.

MOTION #1: Councilmember Cruz moved to Rescind the motion approved on June 29, 2023, of the YMPO FY 2024-28 TIP, Resolution #155, and subsequent amendments thereafter (#1 and #2) of the FY 2024-28 TIP adoption. Councilmember Morales seconded and the motion was unanimously approved.

MOTION#2: Councilmember Morales moved to approve the YMPO FY 2022-26 TIP Amendment #11. Councilmember Ortega seconded, and the motion was unanimously approved.

7. FY 2026-2050 YMPO Long-Range Transportation Plan (LRTP) – RFP Status

Ms. Figueroa said that MPOs are required to update their LRTP at least every four years in non-attainment areas for a minimum of twenty-year planning horizon and forecast period. YMPO does fall into the non-attainment for PM10 Air Quality. As a result, this year the YMPO advertised a request for proposal to update the LRTP to over 30 different engineering consulting companies, mainly in Arizona, with some in the Yuma region. The deadline for submitting proposals was December 7, 2023. She reported that one proposal was received from Kittleson and Associates Inc.

Mr. Figueroa said the YMPO Technical Advisory Committee (TAC) reviewed the proposal and scored it. The TAC stated the proposal did meet the requirements stipulated in the scope of work and recommended the contract award to the qualified consultant by the Board contingent upon negotiation to reduce the proposal cost.

YMPO identified areas within the Scope of Work that could possibly reduce the man hours on the analysis of the YMPO region becoming a Transportation Management Area (TMA) considering that a TMA is identified as an urbanized area with a population of at least 200,000. Currently, the population for Yuma in the urbanized area is closer to 153,890, and this sort of analysis would effectively be more useful during the next LRTP update. Another possible cost reduction could be the identification of projects and funding sources associated with a TMA status. Lastly, the scope could reduce the number of HSIP applications processed from 8 to 7.

MOTION: Supervisor Pancrazi moved to approve the award of a contract to Kittleson and Associates, Inc contingent on negotiation to reduce cost of proposal for the FY 2026-2050 LRTP. Councilmember Cruz seconded and the motion was unanimously approved.

8. Transportation Alternatives (TA) Program - Status

YMPO IT Manager and Associate Planner, Jeff Heinrichs advised that the first phase of the Transportation Alternatives (TA) Program application process has been completed. Three applications within the YMPO region were submitted for consideration. He reported that out of the 30 state-wide TA applications submitted, all were approved by the State Transportation Board (STB) on November 17<sup>th</sup>.

Mr. Heinrichs identified the next steps for the awarded projects to include: Project initiation packets to ADOT LPA by December 31, 2023, TA Projects funding amounts programmed into the Transportation Improvement Program (TIP) by January 21, 2024, attain IGA or JPA with the government agency who is managing the project development by February 29, 2024, submit local match funds to ADOT by March 31, 2024, and ADOT to secure TA program funds by April 19<sup>th</sup>.

Mr. Villegas confirmed that the three TA projects from the region were programmed in the TIP had occurred during the previous TIP item.

9. YMPO Legal Counsel Services

Ms. Figueroa explained that during the September 2023 Board meeting, YMPO staff were authorized to the advertisement for legal services for the next three-year period. On November 6, 2023, YMPO staff advertised a request for proposal for legal services through direct emails to local and out-of-the-area legal firms, the YMPO website, and an advertisement in the Yuma Sun. YMPO received one proposal. This proposal was from YMPO's current legal service provider: Benesch, Shadle & White, PLC.

YMPO staff reviewed the proposal and determined the legal firm had proven its ability to do the job and had the personnel available to continue to do so. Ms. Figueroa asked the Board to authorize her to enter into a new contract with this legal firm. She confirmed that the firm has counseled YMPO for over 30 years and can certainly carry out the job effectively in the past.

MOTION: Councilmember Morales moved to approve the Executive Director to contract with Benesch, Shadle and White, P.L.C. Councilmember Ortega seconded, and the motion was unanimously approved.

10. FY 2024-25 YMPO Unified Planning Work Program (UPWP) Amendment #2

Ms. Figueroa explained that every two years, the YMPO develops the UPWP and Annual Budget. The FY 2024-25 YMPO UPWP and Annual Budget (UPWP/B) was approved by the Board on May 25, 2023, and since then, Administrative Amendment #1 was approved on October 26, 2023.

She reported that the close-out of the State fiscal year and the start of the Federal fiscal year, FY 23 carried forward funds, and new FY 24 funds have been confirmed and included in the Amendment #2 staff report included in packet.

She explained that the reason for the decrease in PL and 5310 funds were attributed to the origination of the new Bullhead City MPO in the state. Ms. Figueroa mentioned that other changes included staff and fringe benefit changes and benefits to include promoting YMPO IT Manager from part-time to full-time status, and the addition of employee-dependent health insurance.

Some study budgets were revised. The LRTP budget increased from \$360K to \$412k so that it may include HSIP Application efforts for member agencies. The Safety Study budget was increased from \$92,400 to \$118,650 to incorporate regional safety efforts.

The amount of the total (Federal & State funds) budgeted for FY 2024 of the FY 2024-2025 UPWP increased from \$1,570,745 to \$1,683,018, which represented a total increase of \$112,273.

MOTION: Councilmember Morales moved to approve the FY 2024-25 UPWP Amendment #2 to the current FY 2023-24 UPWP Budget. Councilmember Ortega seconded, and the motion passed unanimously.

#### 11. In-Kind Match for FY 2024-25

YMPO Accountant II, Blenda Dale said that during the last few Executive Board meetings, we discussed the changes in "In-Kind" matching funds received from Yuma County and its effects on In-Kind match revenue to match federal grants.

The indirect cost rate, which is the report used by Yuma County to determine its In-Kind donation of Yuma County donated services, had significantly decreased and as such, YMPO would need to rely upon other In-Kind sources. At present, YMPO does not have enough In-Kind revenue to match expenditures and has utilized the second source of local match in the form of cash from member entity dues to make up the difference.

YMPO staff identified other possible sources to bridge the gap including; Executive Board meetings, Passenger Assistance Safety and Sensitivity (PASS) training led by YMPO Mobility Manager, Jesus R Aguilar, Jr. and possibly offering meeting space for local member agencies to conduct Yuma transportation-related regional efforts.

Ms. Figueroa added that other MPOs are using the time spend by members during Executive Board meetings for In-Kind match. She reminded Executive Board

members to consider any work done for the YMPO was eligible for In-Kind. She advised the YMPO In-Kind match form is located on the YMPO website.

Councilmember Knight suggested utilizing Docu-Sign to complete In-Kind match forms.

Mr. Heinrichs then showed the Executive Board members how to go onto the YMPO website to download the form and submit the form.

12. FY 2023 YMPO Audit Update

Ms. Dale advised that the FY 2022 audit was presented to the Board in January 2023 and since then, the Government Finance Officers Association (GFOA) has completed its Annual Comprehensive Financial Report (ACFR) review, which resulted in the YMPO being awarded the Certificate of Achievement for Excellence in Financial Reporting for the 3rd consecutive year.

The FY 2023 Audit is currently underway and on schedule. During December, the audit firm Walker and Armstrong completed their on-site fieldwork. Due to more online work, the auditors were able to complete this site visit in two days as opposed to the normal four-day visit. YMPO staff has been working with our accounting firm, The Pun Group, to produce the necessary annual financial statement, that will be submitted as part of the annual audit process. YMPO staff plan to present the Annual Comprehensive Financial Report and Audit to the Executive Board's Audit Committee on January 26, 2024, and if approved, present it to the Executive Board during its monthly meeting that same afternoon.

13. FY 2024 Defense Community Infrastructure Pilot (DCIP) Program Opportunity

Mr. Heinrichs stated that the DCIP Program is a competitive grant program administered by the Office of Local Defense Community Cooperation (OLDCC). The program is a competitive grant program to enable State and Local projects to address deficiencies in community infrastructure in support of Local military installations.

YMPO first participated in the program in FY2022 and submitted a successful grant application that was awarded \$13M by ADOT at the end of September 2022 for US-95. Although YMPO didn't participate in the DCIP program in FY2023, DCIP grants awarded that grant cycle totaled \$100M.

Mr. Heinrichs informed the Board that next 2024 DCIP application cycle is nearing for consideration to pursue partial funding towards the construction of US-95 from Imperial Dam Road to Aberdeen Road, the segment that provides entry to the Yuma Proving Grounds. He explained that further information is anticipated in January followed by a Notice of Funding Opportunity (NOFO) in March of 2024.

Councilmember Knight added that in addition to this effort, the State Transportation Board awarded AZ SMART funds towards the US-95 project that is currently being used to design the remaining three segments.

Ms. Figueroa commented that on May 2023, the Board approved the FY 24-25 Unified Planning Work Program (UPWP) which outlines local funds to carry out discretionary grant opportunities, such as the DCIP grant for the benefit of the regional project, such as the DCIP Grant for US 95 advancement. She asked the Executive Board for their consideration and authorize the collaboration with stakeholders to prepare the 2024 DCIP Grant application for the US-95 project.

MOTION: Councilmember Morales moved to authorize the Executive Director to collaborate with stakeholders for a potential 2024 DCIP Grant. Councilmember Cruz seconded and the motion was unanimously approved.

14. Arizona 2024 Safety Performance Projections (Targets)

Mr. Villegas explained that this past August, the Arizona Department of Transportation (ADOT) established safety projections for the state of Arizona for 2024. He presented the differences of the 2024 Arizona Safety Projections (SP) established by ADOT, compared to the 2023 SP's, which resulted in minor changes.

ADOT is now requesting a letter from YMPO within 180 days of the effective date, August 31, 2023, advising whether YMPO will use ADOT's Safety Performance Targets or identify its own. During the December Technical Advisory Committee (TAC) meeting, the TAC recommended that YMPO adopt the 2024 Arizona Safety Performance Projections. He presented a draft of the proposed letter to the Executive Board for approval.

Councilmember Morales asked how these projections affect state funding for the region.

Mr. Villegas said he did not know the answer but would find out and relay this information to the Board. He went on to explain that the TAC had recommended the adoption of the state measures, as they have consistently done in past years.

Ms. Figueroa stated that she is unaware of any MPO in the state that had provided its own projections. The Maricopa Association of Governments (MAG) and Pima Association of Governments (PAG), which are well-established TMA MPOs, had adopted the state's projections. She explained that creating our own projections would require a large amount of effort and time.

MOTION: Councilmember Morales moved for YMPO to adopt the State 2024 Safety Performance Projections (Targets) for the year 2024. Councilmember Morales seconded and the motion was unanimously approved.

15. Safety Action Plan Collaboration

Ms. Figueroa said the Bipartisan Infrastructure Law established the Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over 5 years, 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent deaths and serious injuries.

The City of Yuma applied for and was awarded an FY 23 SS4A Planning and Demonstration Grant to develop a comprehensive Safety Action Plan. YMPO last conducted a Strategic Transportation Safety Plan Update for the region in 2019. The plan was developed using crash data from 2014-2018. YMPO currently has funding programmed to carry out a safety update for the region; however, to avoid duplication of efforts and considering the SS4A grant awarded to the city and the development objectives of the plan, the idea of collaboration to include the rest of the region in the Safety Action Plan at a cost to YMPO via an intergovernmental agreement is viable per communication with City Engineer; Dave Wostenberg.

The plan would identify the most significant roadway safety concerns in a community and the implementation of projects and strategies to address roadway safety issues. There are two phases to the grant. Phase one identifies the safety concerns and Phase Two implements projects to address the safety concern. She explained this item was presented for consideration by the Executive Board and that the TAC will review this possible collaboration at its January meeting, with hopes of recommending approval by the Executive Board at its next meeting.

She said City Engineer, Dave Wostenberg did speak with the Federal Highway Administration (FHWA) about a collaboration with YMPO for the region and FHWA encouraged it. This collaboration would include the rest of the region at a cost to YMPO.

16. Tentative Schedules for Calendar Year 2024 Executive Board and Technical Advisory Committee Meetings.

YMPO Bookkeeper and Administrative Assistant, Lourdes Lopez presented the tentative schedules for the YMPO Executive Board and Technical Advisory Committee (TAC) meetings for the calendar year 2024. She explained that the normal criteria were followed for determining meeting dates and times. The TAC meetings were scheduled for the second Thursday of each month at YMPO, starting at 9:00 a.m. and Board meetings were scheduled for the last Thursday of each month, starting at 1:30 p.m.

Councilmember Morales suggested the Executive Board meeting time be changed to later in the day.

MOTION: Councilmember Morales moved to approve the tentative schedule for calendar year 2024 meetings of the YMPO Executive Board and the TAC as presented except for the YMPO Executive Board meeting time to be changed from 1:30 p.m. to 3:30 p.m. Councilmember Ortega seconded, and the motion was unanimously approved.

17. Summary of Current Events/Board Member Reports/Executive Director's Report & Comments by Other Participants

This agenda item is an opportunity for members and staff to update the Board regarding recent occurrences, as shown below. If written information is available, it will be included in an attached Information Summary.

- A. Staff Reports - Future Meetings
- B. TAC Minutes
- C. Conference Updates (AZTA, AZRTS, and Roads and Streets)
- D. MPO/COG Director/Planner Meetings
- E. Rural Transportation Advocacy Council activities
- F. Projects - Economic Development and Transportation
- G. Status Report on AZ Smart Fund

Ms. Figueroa said as stated.

RTAC Liaison Kevin Adams advised the state budget outlook was downgraded from operating in the black to operating in the red at a deficit of \$400M for SFY 2024 and \$450M the next. He felt the reason for the downgrade was due to federal COVID relief funding, which has been fully exhausted now. The individual income tax cuts that were enacted last year are affecting revenue losses more than expected. State sales tax is holding steady with corporate income taxes increasing. He does not expect any further slip in these taxes moving forward. Lawmakers are going into the next session anticipating the deficit impacting what appears on the session's agenda and pursuits. He expects continued visibility of under investment that has occurred in transportation and does all it can to correct it.

The priority project legislation efforts include \$49M in projects from the YMPO region to include US-95 and a series of pavement rehab from the City of Yuma down to San Luis. Even if the revenue outlook remains unchanged, he felt it was important to move the transportation bill through and make it highly visible to ensure legislators were aware of the unfunded transportation projects needed and their impact on the region. In doing so, he hopes that when the legislature attempts to balance the budget, they veer away from considering removing funds from the

transportation budget. RTAC is currently working with ADOT on some reforms to the Arizona SMART fund to benefit rural Arizona.

Supervisor Pancrazi mentioned the state had reduced the state income tax from 2.75% to 2%, which has impacted the state budget.

18. Possible Future Agenda Items

The following items will be heard at a future meeting. Members are encouraged to suggest topics for discussion at a future Board meeting:

- A. 2022-2045 LRTP Amendment #1, Conformity update
- B. YMPO FY TIP 2022-26 Amendment #12
- C. YMPO FY 2026-45 LRTP RFP Award
- D. DCIP Grant

Ms. Figueroa said as stated.

19. Progress Reports

Members are encouraged to suggest topics for discussion at a future Board meeting:

- a. Oct 23 - CTS Meeting (FV)
- b. Oct 25 - Yuma Workshop 1 - Roads (CF)
- c. Oct 25 - Transportation Alternatives TAC Meeting (CF)
- d. Oct 25 - LRTP Scope of Work Review (CF)
- e. Oct 26 - LRTP Planning Meeting (CF, FV, JH)
- f. Oct 26 - 2023 Urban Boundary Smoothing Review (CF)
- g. Oct 26 - Southwest Arizona Women Leading Government Social (CF)
- h. Oct 26 - Executive Board Meeting (CF, BD, JH, NC, JR, FV)
- i. Oct 30 - RTS Wrap Party (CF, FV, JH, JR, NC, BD)
- j. Oct 30 - In-Person Meeting with RISE for Training on 5310 Reports (JR)
- k. Oct 31 - Roads & Streets Conference Meeting (NC, JR, JH, FV, BD)
- l. Oct 30 - RTS Wrap-Up (CF, JH, JR, NC, BD)
- m. Oct 30 - In-Person Meeting with RISE for Training on 5310 Reports (JR)
- n. Oct 31 - Roads & Streets Conference Meeting (NC, JR, JH, FV, BD)
- o. Nov 1-3 - Roads & Streets Conference (CF, BD, FV, JH, JR)
- p. Nov 1 - CYMPO/YMPO Summit Debrief (CF, FV, JH, NC, JR, BD)
- q. Nov 4 - YMPO PASS Training Class (JR)
- r. Nov 7 - Staff Meeting (CF, BD, JH, JR, FV, NC)
- s. Nov 6 – Urban Boundary YMPO Comments Clarification (CF, FV)
- t. Nov 6 – Release of Legal Services RFP (CF, BD, JH)
- u. Nov 7 - Yuma MPO/UPN Fiber Discussion (CF)
- v. Nov 7 – Staff Meeting (CF, BD, JR, JH, FV, RA, NC)
- w. Nov 9 - TAC Meeting (CF, BD, JR, JR, FV, NC)
- x. Nov 9 – Release LRTP RFP (CF, FV, JH)

- y. Nov 14 - ADOT/YMPO Monthly Coordination Meeting (CF, FV, JH)
- z. Nov 14 - YMPO Regional Mobility Committee (JR)
- aa. Nov 14 - Traffic Counting Meeting (CF, JH)
- bb. Nov 15 – Bookkeeper interview (CF, BD, JH)
- cc. Nov 15 - YMPO Air Quality Follow Up (CF, FV)
- dd. Nov 15 - State Transportation Board Dinner, December 14, 2023 (CF, BD)
- ee. Nov 15 - ADOT/YMPO Monthly Coordination Meeting (CF, FV, JH)
- ff. Nov 15 - YMPO Recognition of Achievement for Excellence Award from GFOA- Presented by City of Yuma (CF, BD)
- gg. Nov 16 – YMPO TAC Meeting (CF, FV, JR, JH)
- hh. Nov 16 – Bookkeeper Interview (CF, BD, JH)
  - ii. Nov 17 - Arizona State Transportation Board Meeting in Wickenburg (CF)
- jj. Nov 20 - RTAC Advisory Committee Meeting (CF)
- kk. Nov 20 - City of Yuma CRP Projects (FV)
- ll. Nov 21 - Yuma PM SIP Update Meeting (CF, FV)
- mm. Nov 21 - RFQ Evaluation Mtg - Integrated Multimodal Transportation Master Plan (CF)
- nn. Nov 27 - RTAC Board Meeting (CF, FV)
- oo. Nov 28 – Meeting with Francisco Sanchez – Project Review (FV)
- pp. Nov 29 – AZSTB Attendee List for December 14<sup>th</sup> (CF)
- qq. Nov 30 - Yuma Workshop 2 - Roads (CF, FV)
- rr. Nov 30 - CAV Meeting (CF)
- ss. Nov 30 - UPWP Amendment #2 rough draft (CF, BD)
- tt. Nov 30 - YMPO LRTP Amendment #1 Regroup (CF, FV)
- uu. Dec 4-5 – Audit - Walker & Armstrong on-site visit
- vv. Dec 5 – UPWP Amendment #2 review (CF, BD)
- ww. Dec 5 – Yuma Workshop #3 Roads (CF)
- xx. Dec 5 – USDOT Navigator December Webinar (FV)
- yy. Dec 7 – Mobility Managers Meeting (JR)
- zz. Dec 4 – Staff meeting (CF, BD, JR, JH, FV, RA)
- aaa. Dec 11 – RTAC Advisory Committee Meeting (CF)
- bbb. Dec 11 – ADOT/YMPO Monthly Coordination Meeting (CF, FV, JH)
- ccc. Dec 12 – Yuma Workshop #2 Construction (CF, FV)
- ddd. Dec 14 – TAC Meeting (CF, JH, JR, LL)
- eee. Dec 14 – Executive Board Meeting (CF, JR, JH, BD, FV, LL)

Ms. Figueroa said as presented.

## 20. Adjournment

Having no further items to discuss, Chairman Knight adjourned the meeting at 3:11 p.m.

*Notice: In accordance with the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability, in the admission of, or access to, or treatment or employment in, its programs, activities, or services. If you have any questions regarding YMPO programs, activities, or services, please contact Crystal Figueroa at 928-783-8911.*

Anticipated Future 2024 Meeting Locations.

All future meetings will continue to be held at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members may participate in person, OR they may participate electronically by computer, and/or telephone (or both), using the GoToMeeting portal. The next two meetings will occur on Thursday, January 25, 2024, and February 29, 2024.

Preparation and Approval of Minutes:      Minutes prepared by:

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Blenda Dale, Accountant II/  
Executive Assistant

Minutes reviewed to form by:

Minutes approved in regular session on  
December 14, 2023

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Crystal Figueroa, Executive Director,  
Yuma Metropolitan Planning Organization

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Councilmember Gary Knight,  
Chairman, YMPO Executive Board

## Yuma Metropolitan Planning Organization

### Revenue & Expense Budget Performance

November through December 2023

	Nov - Dec 23	Jul - Dec 23	YTD Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · ADOT Grant</b>				
4006 - CRP	0.00	0.00	102,158.00	0.0%
4001 · PL	132,914.64	132,914.64	611,839.00	21.72%
4002 · SPR	53,471.21	53,471.21	335,811.00	15.92%
4004 · STBG	0.00	0.00	44,154.00	0.0%
4005 · 5305d (CPG)	25,129.26	25,129.26	117,354.00	21.41%
<b>Total 4000 · ADOT Grant</b>	<b>211,515.11</b>	<b>211,515.11</b>	<b>1,211,316.00</b>	<b>17.46%</b>
<b>4010 · FTA Grant</b>				
4020 · 5303/5305	0.00	0.00	0.00	0.0%
<b>Total 4010 · FTA Grant</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>4050 · ADEQ Grant</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>4055 · 5310 Funds</b>				
4053 · CARES Act MM	0.00	0.00	0.00	0.0%
4056 · RTAP	0.00	0.00	900.00	0.0%
4055 · 5310 Funds - Other	16,627.58	16,627.58	92,844.00	17.91%
<b>Total 4055 · 5310 Funds</b>	<b>16,627.58</b>	<b>16,627.58</b>	<b>93,744.00</b>	<b>17.74%</b>
4200 · YMPO UPWP Dues	0.00	0.00	83,634.00	0.0%
4400 · Interest Income	2,926.06	12,357.22	13,000.00	95.06%
<b>4600 · Charges for Services</b>				
4904 · Traffic Count Revenue	306.00	15,022.87	14,040.41	107.0%
<b>Total 4600 · Charges for Services</b>	<b>306.00</b>	<b>15,022.87</b>	<b>14,040.41</b>	<b>107.0%</b>
<b>Total Income</b>	<b>231,374.75</b>	<b>255,522.78</b>	<b>1,425,734.41</b>	<b>17.92%</b>
<b>Gross Profit</b>	<b>231,374.75</b>	<b>255,522.78</b>	<b>1,425,734.41</b>	<b>17.92%</b>
<b>Expense</b>				
<b>5110 · Payroll Expenses</b>				
5111 · Fringe Benefits	6,455.87	15,869.78	33,519.78	47.35%
5112 · Part Time Staff-Salaries				
5133 · Part Time Staff-Salaries- Local	1,597.70	6,292.83	10,456.82	60.18%
5112 · Part Time Staff-Salaries - Other	11,275.07	30,785.42	76,033.11	40.49%
<b>Total 5112 · Part Time Staff-Salaries</b>	<b>12,872.77</b>	<b>37,078.25</b>	<b>86,489.93</b>	<b>42.87%</b>
5113 · Full Time Staff-Salaries	71,600.30	170,585.60	362,134.00	47.11%
5115 · Health Insurance-ER Portion	13,341.50	30,856.50	56,916.00	54.21%
5116 · ASRS	8,742.33	21,279.35	46,303.38	45.96%
5117 · Workman's Comp Insurance	147.00	1,367.00	1,107.88	123.39%
5118 · FUTA Payroll Expense	17.53	126.76	588.00	21.56%
5120 · Life Insurance	156.00	858.00	1,928.16	44.5%
<b>Total 5110 · Payroll Expenses</b>	<b>113,333.30</b>	<b>278,021.24</b>	<b>588,987.13</b>	<b>47.2%</b>
<b>5123 · Consulting Services</b>				
5134 · Contractual-Local	0.00	1,151.95	75,192.00	1.53%
5123 · Consulting Services - Other	0.00	21,887.05	471,627.00	4.64%
<b>Total 5123 · Consulting Services</b>	<b>0.00</b>	<b>23,039.00</b>	<b>546,819.00</b>	<b>4.21%</b>
<b>5124 · Staff Training/Education</b>				
5137 · Staff Training/Edu Reimb-Local	0.00	0.00	5,000.00	0.0%
5124 · Staff Training/Education - Other	0.00	0.00	6,000.00	0.0%
<b>Total 5124 · Staff Training/Education</b>	<b>0.00</b>	<b>0.00</b>	<b>11,000.00</b>	<b>0.0%</b>
5125 · Audit Services	15,000.00	15,000.00	23,500.00	63.83%
5126 · Payroll Processing Fees	889.45	2,313.54	4,500.00	51.41%
5128 · Accounting Services	0.00	0.00	25,000.00	0.0%
5129 · Public Participation	0.00	0.00	750.00	0.0%
5130 · Reimbursement of Expenses	-14,679.50	-2,560.54	7,000.00	-36.58%
5131 · Data Process, Software, Hardware	116.95	7,609.90	12,000.00	63.42%
5132 · Furniture and Equipment	0.00	0.00	12,000.00	0.0%

## Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance November through December 2023

	Nov - Dec 23	Jul - Dec 23	YTD Budget	% of Budget
5139 · PASS Training	0.00	900.00	900.00	100.0%
5140 · Legal	775.00	1,275.00	7,000.00	18.21%
5150 · IT Support	0.00	0.00	1,500.00	0.0%
5151 · Building Ins, property tax	0.00	4,550.93	7,400.00	61.5%
5152 · Equipment Maintenance	219.46	557.51	900.00	61.95%
5153 · Office Supplies	397.05	853.84	3,000.00	28.46%
5154 · Postage	0.00	0.00	300.00	0.0%
5155 · Printing	65.05	352.89	2,000.00	17.65%
5157 · Publications, Subscriptions	208.56	440.90	600.00	73.48%
5158 · Registration Fees	0.00	4,725.00	10,000.00	47.25%
5159 · Special Meetings	0.00	0.00	3,000.00	0.0%
5160 · Telecommunications	1,908.16	6,363.61	11,500.00	55.34%
5161 · Vehicle Purchase	0.00	0.00	35,000.00	0.0%
5162 · Vehicle Insurance	0.00	2,463.70	4,500.00	54.75%
5163 · Vehicle Maint., Repairs, Parts	58.94	58.94	2,000.00	2.95%
5164 · YMPO Memberships & Dues	244.00	2,520.36	3,000.00	84.01%
5165 · Finance Charges and Interest	241.82	241.82	200.00	120.91%
5166 · Website Maintenance	0.00	304.00	10,000.00	3.04%
5167 · Miscellenous Consumables	1,705.00	1,927.07	3,500.00	55.06%
5168 · Employee Recruitment	0.00	40.00	500.00	8.0%
5169 · Miscellaneous-Expense	392.53	1,727.14	7,000.00	24.67%
5171 · Alarm System	43.35	283.35	750.00	37.78%
5173 · Electric Bill	866.62	4,242.12	7,500.00	56.56%
5174 · Grounds Maintence	500.00	12,610.00	16,500.00	76.42%
5175 · Janitorial	1,620.00	4,860.00	9,360.00	51.92%
5179 · Office Building Repairs				
5181 · Pest Control	0.00	558.08	500.00	111.62%
5179 · Office Building Repairs - Other	0.00	61.62	20,000.00	0.31%
<b>Total 5179 · Office Building Repairs</b>	<b>0.00</b>	<b>619.70</b>	<b>20,500.00</b>	<b>3.02%</b>
5182 · Sewer & Water	271.04	1,126.05	3,500.00	32.17%
5190 · Travel - Local & Outside County	3,763.35	4,409.34	11,000.00	40.09%
5191 · T530- Traffic Count Fuel	198.00	1,547.97	2,700.00	57.33%
5630 · T530 Traffic Count Equipment				
5631 · T530-Local COY Materials	0.00	0.00	2,340.00	0.0%
5630 · T530 Traffic Count Equipment - Other	1,900.65	4,163.66	4,500.00	92.53%
<b>Total 5630 · T530 Traffic Count Equipment</b>	<b>1,900.65</b>	<b>4,163.66</b>	<b>6,840.00</b>	<b>60.87%</b>
<b>Total Expense</b>	<b>130,038.78</b>	<b>386,588.04</b>	<b>1,424,006.13</b>	<b>27.15%</b>
<b>Net Ordinary Income</b>	<b>101,335.97</b>	<b>-131,065.26</b>	<b>1,728.28</b>	<b>-7,583.57%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4900 · In-Kind Match Revenue	21,518.24	52,623.95	158,894.00	33.12%
<b>Total Other Income</b>	<b>21,518.24</b>	<b>52,623.95</b>	<b>158,894.00</b>	<b>33.12%</b>
<b>Other Expense</b>				
9200 · In-Kind Match Expenses	21,518.24	52,623.95	158,894.00	33.12%
<b>Total Other Expense</b>	<b>21,518.24</b>	<b>52,623.95</b>	<b>158,894.00</b>	<b>33.12%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>101,335.97</b>	<b>-131,065.26</b>	<b>1,728.28</b>	<b>-7,583.57%</b>

10000 - Wells Fargo - YMPO General Account	\$ 48,608.65
10009 - Wells Fargo - YMPO Payroll Account	\$ 29,921.66
10100 - Yuma County Treasurer - YMPO Account	\$ 937,924.52
	<u>\$ 1,016,454.83</u>

**YMPO INFORMATION SUMMARY for Agenda Item #6**  
**Tentative 2024 YMPO Executive Board and Technical Advisory**  
**Committee Meeting Schedules**

**DATE:** January 25, 2024

**SUBJECT:** Executive Board Meetings.

**Tentative Schedule for YMPO Executive Board Meetings Calendar**  
**Year 2024**

<b>Day</b>	<b>Date</b>	<b>Location</b>	<b>Start Time</b>
Thursday	January 25, 2024	YMPO Office/Virtual	3:30 p.m.
Thursday	February 29, 2024	YMPO Office/Virtual	3:30 p.m.
Thursday	March 28, 2024	YMPO Office/Virtual	3:30 p.m.
Thursday	April 25, 2024	YMPO Office/Virtual	3:30 p.m.
Thursday	May 30, 2024	YMPO Office/Virtual	3:30 p.m.
Thursday	June 27, 2024	YMPO Office/Virtual	3:30 p.m.
Thursday	July 25, 2024	YMPO Office/Virtual	3:30 p.m.
Thursday	August 29, 2024	YMPO Office/Virtual	3:30 p.m.
Thursday	September 26, 2024	YMPO Office/Virtual	3:30 p.m.
Thursday	October 31, 2024	YMPO Office/Virtual	3:30 p.m.
Thursday	December 12, 2024	YMPO Office/Virtual	3:30 p.m.

Note: Most of the above dates correspond to the last Thursday of each month, except for the (combined) November and December meeting(s).

The YMPO Office is located at 230 West Morrison Street Yuma, Arizona 85364.

Virtual meetings will take place using the GoTo Meeting platform.

# **YMPO INFORMATION SUMMARY for Agenda Item #7**

## **YMPO Audit for FY 2023**

**DATE:** January 25, 2024

**SUBJECT:** YMPO Audit for FY 2023.

### **SUMMARY:**

The audit of YMPO's Accounts for FY 2023 (July 1, 2022, through June 30, 2023) started in June 2023. YMPO utilizes the services of two companies to provide accounting support: the Pun Group, who prepare the MPO's annual financial reports at the end of the fiscal year, and Walker and Armstrong, who carry out the actual audit. Last year, YMPO applied for the Certificate of Achievement in Financial Reporting Program issued by the Government Finance Officers Association. Consequently, YMPO has decided to pursue this certification again for the fourth consecutive year. This award showcases the spirit of transparency and full disclosure and intends to help understand basic financial statements.

The auditors have prepared and given a formal letter to staff and presented the audit to members of the Audit Committee earlier today. A copy of the YMPO FY 2023 Annual Comprehensive Financial Review (ACFR), Single Audit Report, and required communications will be provided to all members.

**PUBLIC INPUT:** No input has been provided by members of the public on this subject.

### **TECHNICAL & POLICY IMPLICATIONS:**

**TECHNICAL:** The audit documents show that the management of YMPO Local, State, and Federal funds and other resources is being carried out in conformance with generally accepted accounting standards. The ACFR is not required but reflects well on YMPO staff accounting efforts.

**POLICY:** YMPO By-Laws require an audit of YMPO accounts and the establishment of the Audit Committee. The By-Laws do not describe how the Audit Committee should carry out the audit. As YMPO is predominantly funded with Federal transportation funds, the audit follows federal guidelines. In the recently completed fiscal year, as YMPO expended over \$750,000 in Federal funds, a 'Single Audit' was required and will be reported to the Federal Single Audit Clearing House.

### **ACTION NEEDED:**

Members are requested to review and discuss and will have the opportunity to approve, the YMPO Audit for FY 2023.

### **PRIOR BOARD/COMMITTEE ACTIONS:**

At their meeting on January 26, 2023, the YMPO Executive Board unanimously approved the FY 2022 YMPO Audit.

### **CONTACT PERSON:**

Blenda Dale, Accountant II and Executive Assistant, 928-783-8911

# Yuma Metropolitan Planning Organization

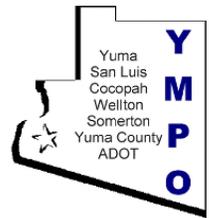
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*Local Governments and Citizens Working Together*

January 25, 2024

The Honorable Pete Buttigieg, Secretary  
U.S. Department of Transportation  
1200 New Jersey Avenue, S.E.  
Washington, D.C. 20590

Dear Secretary, Buttigieg:

Subject: Avenue E Extension, Connecting SR-195 to US Highway 95 Project

We understand that Yuma County is applying for funding for the Avenue E from SR-195 north to connect to US-95 at the Avenue D alignment transportation project from the Rebuilding America Infrastructure with Sustainability and Equity (RAISE) Program. We further understand that the project will include construction of a more direct north-south roadway connecting the Cities of San Luis and Somerton through southern portions of Yuma County.

This project will result in a significant reduction of travel distance and time by mitigating the current circuitous routes through the central business districts of the two cities. The project will also improve the efficiency of the regional freight transportation system by providing more direct access to the San Luis II Port of Entry (POE II) for commercial vehicles crossing between the US and Mexico.

This project will support the United States Mexico Canada Agreement (USMCA) by providing additional commercial distribution corridors to the boarder crossing and contribute to greater economic efficiency. The potential to add facilities for passenger vehicles, pedestrians and bicycles at POE II will be greatly enhanced by construction of this project and will reduce delays at the San Luis I POE.

This project will reduce the number of miles of the United State Route 95 (US-95) and Avenue B that operate at poor levels of service during peak periods. This reduction in congestion will reduce the potential for accidents and improve safety in the Yuma County transportation infrastructure.

Aviation activitiy is an important contributor to the local economy and this project greatly improves access to Rolle Field for general aviation and future commerical services. It will also provide a much more direct route to the Yuma International Airport from the San Luis POE II border crossing.

Finally, this project will support USMCAS by providing additional commercial distribution corridors to the border crossing and contribute to greater economic efficiency.

Based on an action taken by the YMPO Executive Board, at their recent January 25, 2024, meeting we are writing to express our support for Yuma County's application for RAISE Grant funding for the extension of Avenue E from SR-195 north to connect to US-95 at the Avenue D alignment.

Yours Sincerely,

---

Gary G. Knight, Council member  
City of Yuma, and YMPO Chairman

---

Crystal Figueroa,  
YMPO Executive Director

# **YMPO INFORMATION SUMMARY for Agenda Item #9**

## **FY 2026-50 YMPO LRTP - Contract**

**DATE:** January 25, 2024

**SUBJECT:** FY 2026-50 YMPO Long Range Transportation Plan (LRTP) – Contract

### **SUMMARY:**

As previously notified, YMPO received one proposal following the request for proposal release of the FY 2026-50 YMPO LRTP. The Board recommended a contract award to qualified consultants, contingent on negotiation to reduce cost proposal, and authorized the YMPO Executive Director to carry out the agreement accordingly.

YMPO Executive Director successfully negotiated a revised scope of work that reduced the cost to under the budget amount for the LRTP of \$412,000. This effort is primarily funded with FHWA Metropolitan Planning funds (PL), some FTA 5305d Consolidated Planning Grant funds, and STBG funds.

The Director finalized the agreement, and a Notice to Proceed was issued to the consultant in early January, with a development timeframe of sixteen months to complete the study effective prior to the previous FY 2022-2045 LRTP lapse, June 2025.

The YMPO Technical Advisory Committee (TAC) is reviewing the revised scope of work and modified project schedule. YMPO Staff anticipate a project kick-off meeting with the consultant and will keep the Board informed as the study progresses. The consultant will present to the Board at major milestones throughout the study.

**PUBLIC INPUT:** No input has been provided by members of the public on this subject.

### **TECHNICAL & POLICY IMPLICATIONS:**

**TECHNICAL:** The LRTP is a requirement for MPOs and Federal guidelines provide many details about the scope and content of a LRTP.

**POLICY:** YMPO By-Laws also list the LRTP as a requirement.

### **ACTION NEEDED:**

This item is on the agenda for information and discussion only.

**CONTACT PERSON:** Crystal Figueroa, Executive Director, 928-783-8911.

# **YMPO INFORMATION SUMMARY for Agenda Item 10**

## **Defense Community Infrastructure Pilot (DCIP) Program Grant**

**DATE:** January 25, 2024

**SUBJECT:** Defense Community Infrastructure Pilot (DCIP) Program Grant Opportunity.

### **SUMMARY:**

The DCIP Program is a Department of Defense effort administered by the Office of Local Defense Community Cooperation (OLDCC). The program is a competitive grant program to enable State and Local projects to address deficiencies in community infrastructure in support of Local military installations. YMPO's first participation in the DCIP grant program was in FY22, and YMPO, working with YPG and ADOT, submitted a successful grant application. The grant agreement was executed for ~\$13M by ADOT at the end of September 2022 for US-95.

During the December 14, 2023, Board meeting, staff informed the Board of another DCIP opportunity cycle and authorized the Executive Director to collaborate with grant stakeholders to pursue a potential 2024 grant application. This resulted in discussions with various staff members at ADOT, YPG Commander Colonel Nelson, and Wilson and Company grant writer. Subsequently, the ADOT Executive Grant Team has approved YMPO's pursuing the grant. In May 2023, the Board approved the FY 24-25 Unified Planning Work Program, which outlines a Grant Transportation Equity (GATE) line item of local funds to carry out discretionary grant opportunities such as the DCIP Grant.

In a 2022 discussion regarding the grant equity line item, the Board authorized the Executive Director to allocate up to \$15,000 for individual consultant contracts to pursue grants as they become available; however, contracting prices have increased, and a negotiated cost not to exceed \$20,000 has been discussed with the consultant for a 2024 DCIP grant application.

The roadway segment considered for partial funding for constructing US-95 is from Imperial Dam Rd to Aberdeen Rd. A notice of funding is anticipated in the February-March timeframe; however, eligible applicants are encouraged to start drafting their proposals for the DCIP now.

**PUBLIC INPUT:** No members of the public have commented on this request, to date.

### **TECHNICAL & POLICY IMPLICATIONS:**

**TECHNICAL:** YMPO have funds available in the Unified Planning Work Program to hiring consultants to apply for Grants.

**POLICY:** In General, Federal funds may not be used to apply for federal Grants.

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**ACTION NEEDED:** This item is on the agenda for information, discussion, and possible action to authorize the Executive Director to enter into a contract for a DCIP Grant for US 95.

**CONTACT PERSON:** Jeff Heinrichs, IT Manager/Associate Planner, 928-783-8911

# **YMPO INFORMATION SUMMARY for Agenda Item #11**

## **Entity Dues to Member Agencies**

**DATE:** January 25, 2024

**SUBJECT:** Entity Dues to Member Agencies

**SUMMARY:** During the May 2018, Executive Board (the Board) meeting, YMPO staff presented, and the Board approved, a working policy and a procedure for calculating matching funds in the YMPO Unified Planning Work Program (UPWP). The UPWP is usually developed during the January through May timeframe, is reviewed and/or approved by the TAC, the Executive Board and then by the Arizona Department of Transportation (ADOT) and the Federal Highway and Transit Administrations (FHWA and FTA). In addition, in the February 2023 the Board approved a change in calculating Local Dues to include the previously programmed local planning expenditures in arrears when calculating local dues to maintain the general fund over time. In March of 2023, a preliminary assessment for entity dues was mailed to member agencies using projected numbers for planning purposes.

Since the preliminary assessment, the final Entity Dues have been assessed considering the changes and approval of the FY 2023-24 YMPO Unified Planning Work Program Amendment #2 and recently updated, official population estimates from the State Office of Economic Opportunity, on December 14, 2023. Final Assessments will be mailed to member agencies this month, following the Board meeting.

Total actual entity dues have slightly increased from the preliminary assessment provided last year by \$3,808, from \$83,634 to \$87,442. The dues are calculated per the Executive Board-approved process of factoring in the In-Kind needed for the fiscal year's newly awarded funds, and previously programmed local planning expenditures, to maintain the general fund over time and prevent drastic fluctuations in local dues.

### **PUBLIC INPUT:**

No public comments were made for this process.

### **TECHNICAL & POLICY IMPLICATIONS:**

**TECHNICAL:** The process used to calculate matching funds and entity dues follows the previously established process.

**POLICY:** During the May 2018, Executive Board meeting, YMPO staff outlined several steps that lead to the calculation of Local Matching Funds and Entity Dues and the process was approved by the Board. This, effectively, sets the process as YMPO Policy. In addition, in February 2023 the Board approved a change in calculating Local Dues to include the previously programmed local planning expenditures in arrears when calculating local dues to maintain the general fund over time.

**ACTION NEEDED:**

This item is on the agenda for information, discussion, and possible action to approve the FY24 Entity Dues.

**CONTACT PERSON:**

Blenda Dale, Accountant II, 928-783-8911

<b>YMPO Budget and Match</b>										
	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>AVERAGE</b>
Total Budget	\$1,169,905	\$1,141,210	\$1,067,703	\$1,279,344	\$1,311,603	\$1,392,575	\$1,481,264	\$1,333,318	\$1,418,987	\$1,272,115.25
Total Match	\$170,033	\$189,529	\$158,845	\$200,899	\$227,056	\$185,713	\$181,151	\$154,932.69	\$166,716.22	\$183,519.84
<b>Historic Cash Contributions (Non In-Kind) Match per Agency</b>										
City of Yuma	\$42,646.78	\$42,646.78	\$35,942.93	\$39,209.02	\$36,841.03	\$21,537.43	\$29,680.60	\$38,478.83	\$ 41,225.78	\$35,872.93
Yuma County	\$27,473.93	\$27,473.93	\$22,431.61	\$24,192.96	\$22,586.44	\$12,993.05	\$16,781.09	\$21,631.98	\$ 23,075.39	\$21,945.62
San Luis	\$11,715.75	\$11,715.75	\$12,481.70	\$13,736.74	\$13,283.26	\$7,917.26	\$10,940.67	\$13,936.60	\$ 15,568.73	\$11,965.97
Somerton	\$6,547.46	\$6,547.46	\$6,049.32	\$6,594.77	\$6,188.13	\$3,597.02	\$4,389.79	\$5,660.17	\$ 6,008.51	\$5,696.77
Wellton	\$1,318.36	\$1,318.36	\$1,121.58	\$1,211.49	\$1,137.77	\$668.79	\$752.61	\$984.76	\$ 1,062.29	\$1,064.22
Cocopah	\$468.72	\$468.72	\$369.62	\$397.89	\$368.18	\$209.97	\$319.30	\$406.81	\$ 501.15	\$376.15
Totals	\$90,171.00	\$90,171.00	\$78,396.76	\$85,342.87	\$80,404.81	\$46,923.52	\$62,864.06	\$81,099.15	\$ 87,441.85	\$76,921.65
<b>Percent of Total Budget</b>										
Total Match % of budget	15%	17%	15%	16%	17%	13%	12%	12%	12%	14%
Cash Match % of budget	8%	8%	7%	7%	6%	3%	4%	6.1%	6.2%	6.0%

<b>Cash Needed</b>	<b>8 Year Average</b>	<b>Cash (Non In-Kind) Match per Agency</b>
<b>\$87,441.85</b>		
<b>City of Yuma</b>	<b>\$35,872.93</b>	<b>\$41,225.78</b>
<b>Yuma County</b>	<b>\$21,945.62</b>	<b>\$23,075.39</b>
<b>San Luis</b>	<b>\$11,965.97</b>	<b>\$15,568.73</b>
<b>Somerton</b>	<b>\$5,696.77</b>	<b>\$6,008.51</b>
<b>Wellton</b>	<b>\$1,064.22</b>	<b>\$1,062.29</b>
<b>Cocopah</b>	<b>\$376.15</b>	<b>\$501.15</b>
<b>Totals</b>	<b>\$76,921.65</b>	<b>\$87,441.85</b>

# **YMPO INFORMATION SUMMARY for Agenda Item 12**

## **Safety Action Plan Collaboration**

**DATE:** January 25, 2025

**SUBJECT:** Safety Action Plan Collaboration Update

### **SUMMARY:**

The Bipartisan Infrastructure Law established the Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over 5 years, 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries.

The City of Yuma applied for and was awarded a FY 23 SS4A Planning and Demonstration Grant to develop a comprehensive Safety Action Plan. The YMPO Technical Advisory Committee (TAC) was consulted about the effort and benefits for a collaborative partnership with the rest of the region for inclusion in the City of Yuma's Safety Action Plan. Considering that YMPO last conducted a Strategic Transportation Safety Plan Update for the region in 2019, developed using crash data from 2014-2018 and funding programmed to carry out a safety update for the region, the TAC has recommended approval for the collaborative effort.

The idea is to avoid duplication of efforts and consider the SS4A grant awarded to the city and the development objectives of the plan, the idea of collaboration to include the rest of the region in the Safety Action Plan at a cost to YMPO via an intergovernmental agreement is viable per communication with city staff.

The Safety Action Plan identifies the most significant roadway safety concerns in a community and the implementation of projects and strategies to address roadway safety issues. The SS4A program requires an eligible Action Plan to pursue funding for the implementation of projects and strategies which is the second grant option under SS4A. This item is presented for consideration by member agencies to collaborate with the City of Yuma on a regional Safety Action Plan effort.

### **PUBLIC INPUT:**

There has been no public input on this subject, to date.

### **ACTION NEEDED:**

This item is on the agenda for information, discussion, and possible action to approve a collaborative partnership with the City of Yuma to incorporate the rest of the region in a Safety Action Plan at a cost to YMPO.

### **CONTACT PERSON:**

Crystal Figueroa, Executive Director

# **YMPO INFORMATION SUMMARY - Agenda Item # 13**

## **Mobility Management and P.A.S.S. Training**

**DATE:** January 25, 2024

**SUBJECT:** Mobility Management and P.A.S.S. Training

**SUMMARY:**

The Mobility Management Program (MMP) for the YMPO region has actively coordinated with its 5310 providers. The new contracts were signed in October for FFY 2023, leading through September 2024. ADOT is working tirelessly to fulfill each of the awards granted to the region's providers as they await delivery of awarded vehicles.

For January, the YMPO Mobility Manager (MM) awaits the notice of funding opportunity for the upcoming grant cycle, which funds the MMP. This grant cycle will fund the next two years of Regional Mobility Management for the YMPO region for FFY 2024 and 2025. The MM will also evaluate the need for any updates to the recently released Regional Coordination Plan if necessary.

The MM has also started to offer Passenger Assistance Safety & Sensitivity (PASS) Training to all 5310 providers at no cost to them. This program addresses training compliance for the region's providers to aid in their grant opportunities to the FTA. We ended the last calendar year with the first class of ten drivers from the Saguaro Foundation, Rise Services Inc., the City of Somerton, and Crossroads Mission—all receiving certifications of completion to take back to their agencies and clients. The next class will be offered **on January 26, 2024**, here at YMPO. With the success of this training program here in Yuma, we will expand training opportunities into surrounding counties that need assistance and opportunities for the PASS training program.

**ACTION NEEDED:**

This item is on the agenda for information, and discussion only.

**CONTACT PERSON:** JR Aguilar, Mobility Manager/ Title VI Coordinator, 928-783-8911

# **YMPO INFORMATION SUMMARY for Agenda Item #14**

## **Election of YMPO Officer for 2024**

**DATE:** January 25, 2024

**SUBJECT:** Election of YMPO Officers for 2024

### **SUMMARY:**

YMPO By-Laws for the YMPO Executive Board require that members of the YMPO shall elect the following officers: Chair, Vice Chair, and Secretary-Treasurer. In the absence of the Chair, or upon his/her inability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair, Vice Chair and Secretary-Treasurer will serve without compensation and, shall serve for a period of one year.

Other By-Laws require that elected officers of the YMPO shall serve on a rotation basis; when the Chair or Vice Chair's position is vacated, the Vice Chair assumes the position of Chair, and the Secretary-Treasurer assumes the position of Vice Chair. The Executive Board must then elect another Executive Board member to the vacant office of Secretary-Treasurer, and these Officers are elected the first meeting in February.

In addition, at any one time, the three elected officers on the Executive Board must be from three different jurisdictions; and at least one office shall be held by the City of Somerton, City of San Luis, the Town of Wellton, or the Cocopah Indian Tribe.

Under current circumstances, Vice Chair (and Town of Wellton Vice-Mayor) Cecilia McCollough assumes the position of Chair, Secretary-Treasurer (and City of San Luis Councilmember) Maria Cruz assumes the position of Vice Chair and the Board needs to elect a new officer to fill the Secretary/Treasurer position. If historical precedence is considered, the representative from the Cocopah Indian Tribe, currently Councilmember Wynnie Ortega, would be expected to be nominated as the soon to-be-vacant Secretary/Treasurer.

Members may contact Chair Gary Knight and/or the Executive Director to make nominations (including self-nominations) or they may do so during the meeting when called on by the Chair. Although there is no requirement to rotate the Secretary/Treasurer position amongst member agencies, the attached Table One shows the agencies from which YMPO officers have come from during the past several years and shows that it is customary for each agency to have an opportunity to supply YMPO Executive Board Officers.

**PUBLIC INPUT:** No public comments have been received on this subject to date.

# **YMPO INFORMATION SUMMARY for Agenda Item #14**

## **Election of YMPO Officer for 2024**

### **TECHNICAL & POLICY IMPLICATIONS:**

**TECHNICAL:** YMPO staff usually try to meet with all new members of the YMPO Executive Board to help them get oriented to the YMPO mission and what it is that YMPO does. Furthermore, YMPO staff offer similar meetings to Officers to assist in the understanding of their increased duties.

**POLICY:** YMPO By-Laws specify most of the “how” Officers are chosen, and “when”.

### **ACTION NEEDED:**

This item is on the agenda for information, discussion, and possible action to elect Vice-Mayor Cecilia McCollough to the position of YMPO Chair; to elect Councilmember Mari Cruz to the position of YMPO Vice Chair; and then to accept nominations and elect a new YMPO Secretary/Treasurer.

### **CONTACT PERSON:**

Crystal Figueroa, Executive Director, 928-783-891

**Table One - Agencies Represented as YMPO Officers - 2008 to Date**

<b>Year</b>	<b>Chair</b>	<b>Vice Chair</b>	<b>Secretary/Treasurer</b>
<b>2008</b>	San Luis	City of Yuma	Yuma County
<b>2009</b>	City of Yuma	Yuma County	City of Somerton
<b>2010</b>	Yuma County	City of Somerton	City of Yuma
<b>2011</b>	City of Somerton	City of Yuma	Yuma County
<b>2012</b>	City of Yuma	Yuma County	Cocopah Indian Tribe
<b>2013</b>	Yuma County	Cocopah Indian Tribe	City of Yuma
<b>2014</b>	Cocopah Indian Tribe	San Luis	City of Yuma
<b>2015</b>	San Luis	City of Yuma	Yuma County
<b>2016</b>	Yuma County	City of Yuma	Town of Wellton
<b>2017</b>	City of Yuma	Town of Wellton	City of Somerton
<b>2018</b>	Town of Wellton	City of Somerton	Cocopah Indian Tribe
<b>2019</b>	Cocopah Indian Tribe	City of Somerton	City of San Luis
<b>2020</b>	City of Somerton	City of San Luis	Yuma County
<b>2021</b>	City of San Luis	Yuma County	City of Yuma
<b>2022</b>	Yuma County	City of Yuma	Town of Wellton
<b>2023</b>	City of Yuma	Town of Wellton	City of San Luis
<b>2024</b>	Town of Wellton	City of San Luis	Cocopah Indian Tribe?

**Table One - Agencies Represented as YMPO Officers - 2008 to Date**

<b>Year</b>	<b>Chair</b>	<b>Vice Chair</b>	<b>Secretary/Treasurer</b>
<b>2008</b>	San Luis	City of Yuma	Yuma County
<b>2009</b>	City of Yuma	Yuma County	City of Somerton
<b>2010</b>	Yuma County	City of Somerton	City of Yuma
<b>2011</b>	City of Somerton	City of Yuma	Yuma County
<b>2012</b>	City of Yuma	Yuma County	Cocopah Indian Tribe
<b>2013</b>	Yuma County	Cocopah Indian Tribe	City of Yuma
<b>2014</b>	Cocopah Indian Tribe	San Luis	City of Yuma
<b>2015</b>	San Luis	City of Yuma	Yuma County
<b>2016</b>	Yuma County	City of Yuma	Town of Wellton
<b>2017</b>	City of Yuma	Town of Wellton	City of Somerton
<b>2018</b>	Town of Wellton	City of Somerton	Cocopah Indian Tribe
<b>2019</b>	Cocopah Indian Tribe	City of Somerton	City of San Luis
<b>2020</b>	City of Somerton	City of San Luis	Yuma County
<b>2021</b>	City of San Luis	Yuma County	City of Yuma
<b>2022</b>	Yuma County	City of Yuma	Town of Wellton
<b>2023</b>	City of Yuma	Town of Wellton	Cocopah Indian Tribe ?

# YMPO INFORMATION SUMMARY for Agenda Item #15

## YMPO Subcommittee Members and Other Representatives for 2024

**DATE:** January 25, 2024

**SUBJECT:** YMPO Subcommittee Members and Other Representatives for CY 2024.

### **SUMMARY:**

YMPO has three subcommittees, one to oversee the annual Audit process, a second to oversee any changes to YMPO By-Laws, and a third to evaluate the Executive Director.

The Audit Committee is required under YMPO By-Laws, consists of three members of the Executive Board, and is chaired by the elected YMPO Secretary/Treasurer. There are no restrictions on which agencies the members need to come from, and there are no stated term limits for members. The key role for the Audit Committee is to review the Annual Audit (also required under YMPO By-Laws) and report to the Executive Board. As stated, the Secretary/Treasurer is the Chair of the Committee, so only two additional members need to be identified.

The By-Laws Committee is not actually called-out in YMPO By-Laws, but such a Committee has been utilized in the past to review proposed changes to the By-Laws, on an as-needed basis, and report back to the Executive Board with recommendations. Due to the limited need for such a Committee, the composition of the By-Laws Committee is decided on a case-by-case, as needed, basis. Regardless, the Board may decide to wait before deciding on candidates.

The Executive Director Evaluation Committee is also not called out in YMPO By-Laws but is referred to as part of the YMPO Policies and Procedures Manual. In particular, Chapter II - Employment Structure and Compensation; Subchapter A - YMPO Staff; Section ii - Performance Reviews, calls for a subcommittee of three Board Members, from different agencies, one of whom will be the current Chair. This subcommittee meets with the Executive Director, discusses the Director's performance, and presents a report to the full Executive Board on possible action, including a recommendation for a raise, if appropriate.

In addition to the above subcommittees, there are two Statewide Boards/Councils, the Arizona State Transportation Board (AZSTB) and the Rural Transportation Advisory Council (RTAC). YMPO customarily appoints members (and alternates) to attend these, to represent the region. This agenda item is an advance notice that these appointments will most likely occur during the Executive Board meeting on February 29, 2024, in conjunction with the previous agenda item, and no action is anticipated at this meeting. Although subcommittee members are usually nominated and then elected, AZSTB and RTAC representatives are usually appointed by the YMPO Chair, although elections may be held if more than one member volunteers their services.

The Arizona State Transportation Board (AZSTB): The AZSTB comprises appointed officials from six districts around the State. These officials serve six-year terms, are appointed by the Governor, and are confirmed by the State Senate. The AZSTB holds approximately 12-15 meetings each year throughout the State, including two or three study sessions. District 6 comprises La Paz, Mohave, Yavapai, and Yuma Counties, and the current AZSTB District 6 member is City of Yuma Councilmember Gary Knight

who is serving his last year, as Board Chairman, in 2023. After that, the member from AZSTB District 6 will probably rotate to a representative from either Yavapai or Mohave County.

As indicated, the **official** position for District 6 represents four Counties, so YMPO MAY choose to identify a representative, and an alternate, who have expressed an interest in attending some of the AZSTB meetings to specifically lobby the AZSTB on behalf of the Yuma region's needs, **in addition to** Councilmember Knight.

Rural Transportation Advisory Council (RTAC): In the mid-90s, when the Casa Grande Resolves were being developed and implemented (benefitting mainly the substantially urban Maricopa and Pima Counties) a group of predominantly rural Arizona Counties decided to form a separate group to look after the transportation interests of the rural areas, which covers the majority of the area of the State. That agency is RTAC.

A Legislative Liaison person was appointed, whose main role is to track mainly transportation legislation, at both the Federal and State levels. This position is administered through the Northern Arizona Council of Governments (NACOG) and is funded by all the rural Councils of Government and the Metropolitan Planning Organizations, excluding the Maricopa and Pima Association of Governments (MAG and PAG). Funding is split on a population basis, and YMPO currently pays just over \$21,000, each year, to fund this effort. The current Liaison person is Kevin Adam. YMPO is a full voting, member of the RTAC and usually appoints an official representative, plus an alternate.

**PUBLIC INPUT:** No public comments have been made on this subject to date.

**TECHNICAL & POLICY IMPLICATIONS:**

**TECHNICAL:** As Councilmember Knight is already a member of the STB (and has attended all of the meetings to date), the appointed STB member and the alternate usually only attend STB meetings during the Rural Transportation Summit and/or if the STB meets in Yuma. Representatives of the RTAC and the STB are usually selected from volunteers.

**POLICY:** Under the current By-Laws the newly elected Secretary-Treasurer becomes the Chair of the Audit Subcommittee.

**ACTION NEEDED:**

Action to appoint YMPO representatives to the AZSTB, the RTAC and the three subcommittees.

**PRIOR BOARD/COMMITTEE ACTIONS:**

RTAC Oversight: During CY 2023, the primary member was Councilmember Gary Knight and Mayor Cecilia McCollough was the alternate.

AZSTB Oversight: For CY 2023, Councilmember Maria Cruz was selected as the YMPO primary representative for attending AZSTB meetings and Councilmember Arturo Morales was the alternate. Councilmember Knight attended all of them, as the official Arizona State Transportation Board member for District 6.

The Audit Subcommittee: For CY 2023, Secretary/Treasurer Councilmember Maria Cruz, Vice-Mayor Cecilia McCollough, and Supervisor Lynne Pancrazi as members.

By-Laws Subcommittee: For CY 2023, Supervisor Lynne Pancrazi, Councilmember Arturo Morales, and Councilmember Maria Cruz as members.

Director Evaluation Subcommittee: For CY 2023, this subcommittee had been headed by Chair Knight, with Councilmember Maria Cruz and Supervisor Lynne Pancrazi as members.

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