

EXECUTIVE BOARD MEETING MINUTES

Local Governments and Citizens Working Together

EXECUTIVE BOARD

Regular Meeting

Thursday, January 25, 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 3:30 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	Martin Porchas, Board of Supervisors, Yuma County^
Member	Art Morales, Councilmember, City of Yuma ^
Member	Michael Shelton, Councilmember, City of Yuma^
Member	Wynnie Ortega, Councilmember, Cocopah Indian Tribe ^
Member	Bruce Fenske, Southwest District Administrator, ADOT ^

^ 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	Miguel Villalpando, Councilmember, City of Somerton *
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Not present but was represented by proxy by another member.

* Not present, and not represented by proxy by another member.

Supervisor Porchas declared two votes for Yuma County as Supervisor Pancrazi had technical issues attending virtually, and left the meeting early.

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. 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 based on one member, and one vote, so only action from the City of Yuma is anticipated.

Councilmember Gary Knight stated Councilmember Morales and himself would have two votes each and Councilmember Shelton would have one vote, for a total of five votes for the City of Yuma.

5. Consent Agenda

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

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

6. Executive Board Meetings

YMPO Bookkeeper/Administrative Assistant Lourdes Lopez explained that during the December 14, 2023, Board meeting, a list of tentative meeting dates and times was provided. An action was approved to officially change the Board meeting time from 1:30 p.m. to 3:30 p.m.

7. FY 2023 YMPO Audit

YMPO Accountant/ Executive Assistant Blenda Dale said that the Audit of FY 2023 (July 1, 2022, through June 30, 2023) YMPO Accounts was completed. YMPO uses two firms for its accounting support; The Pun Group, who prepare the MPO's financial reports, and Walker & Armstrong, who conduct the audit. As in past years, staff would continue to pursue the COA for Excellence in Financial Reporting for the fiscal year ending June 30, 2023. She then introduced Jay Parke, from the Audit company, Walker and Armstrong, who provided a brief presentation regarding the audit results. He confirmed that there were no findings in the audit.

Mr. Jay Parke summarized that the opinion of the auditors on the financial statements was "clean." There were no accounting policy changes. The key financial Performance measures found that the total cash increased 27% over the prior year. The total cash represented 90.5% of the total expenditures for the fiscal year, and the total pension liability increased 20% over the prior fiscal year. He also mentioned that the auditors did not identify any deficiencies in internal controls.

He then reviewed some tables and charts to detail the auditor's summary. He concluded the presentation with the auditor's findings that there we no material weaknesses or deficiencies found in the financial statements, federal awards, major programs, or other matters.

Councilmember Cruz, a member of the YMPO Audit Committee, recommended the FY 2023 Audit be approved by the Executive Board.

MOTION: Councilmember Cruz moved to approve the YMPO FY2023 Audit. Councilmember Morales seconded and the motion was unanimously approved.

8. RAISE GRANT 2024 – Possible Letter of Support

YMPO Executive Director, Crystal Figueroa said that the RAISE Grant Notice of Funding Opportunity (NOFO) for FY2024 had been released, and the deadline to apply is February 28, 2024. The YMPO was notified that Yuma County intended to pursue a RAISE Grant for funding the extension of Avenue E from SR-195 north to connect to US-95 at the Avenue D alignment. This is its second attempt to receive the RASIE Grant for this project. Yuma County had requested a letter of support from YMPO to include in their application submittal.

MOTION: Vice Mayor McCollough moved to approve a YMPO Executive Board letter of support for the RAISE Grant to benefit the Yuma County project. Supervisor Porchas seconded, and the motion was unanimously approved.

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

Ms. Figueroa advised that an RFP for the FY 2026-2050 LRTP was advertised resulting in one RFP submission. The TAC then recommended approving the consulting firm contingent upon negotiating the project costs down, and the Executive Board then approved this during last month's Board meeting. Since then she has successfully negotiated the proposal cost with Kittelson & Associates, from \$450k to \$412k, which is within our budget for the project. This will be funded by Planning (PL), 5305, and Surface Transportation Block Grant (STBG) Grant Funds. YMPO has finalized the agreement and sent a notice to proceed to the consultant in early January. The project update will take sixteen months to complete. The TAC was currently reviewing the Scope of Work for the project and she anticipated a kick-off meeting shortly.

She explained that this plan is a federal requirement to receive federal funding. Some of the work tasks originally requested in the RFP were modified to reduce the project costs. This included removing the task related to researching the YMPO becoming a Transportation Management Area (TMA). This designation happens when an urbanized area exceeds 200,000 in population. Since the YMPO would not achieve this in the near future, this task was removed from the Scope of Work.

The last LRTP update cost YMPO \$350,000, and these updates are required every four years since the region resides in a non-attainment area for the concentration of particulate matter below 10 microns in the air. In addition to the LRTP Update, the consultant will be writing applications for the Highway Safety Improvement Program (HSIP). The applications, in the past, have brought in more than \$18 million in funding.

She said there will be public participation events throughout the sixteen-month process, to inform and include the public in these efforts. Throughout the project, the consultant would be reporting its progress to the Executive Board during the monthly meetings.

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

Ms. Figueroa explained that 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. In 2022, YMPO successfully applied for and was awarded 13 million dollars for the US 95 project. The Notice of Funding Opportunity was anticipated to be issued sometime in March 2024.

ADOT has approved YMPO to apply again for funding the US-95 project, for which they are responsible for completing. Although Congress has yet to finalize the fiscal year 2024 appropriations and authorizations, eligible applicants were encouraged to start drafting their proposals for the DCIP now.

She explained that the Executive Board has already authorized the YMPO Executive Director to execute contracts for grant application writing up to \$10,000, however, this application was expected to cost closer to \$20,000. She therefore asked the Executive Board to authorize her to enter into a contract with Wilson and Company for a DCIP Grant application for the US 95 project.

MOTION: Councilmember Morales motioned to authorize the YMPO Executive Director to enter into a contract for a DCIP Grant for US 95. Councilmember Cruz seconded, and the motion was unanimously approved.

11. Entity Dues to Member Agencies

Ms. Dale explained that during the May 2018, Executive Board (the Board) meeting, YMPO staff presented, and the Board approved, a working policy and procedure for calculating matching funds in the YMPO Unified Planning Work Program (UPWP). She said the Unified Planning Work Program (UPWP) was usually developed between January to May timeframe each year and is reviewed and 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 February of 2023, the Board approved a change in how YMPO calculates Local Dues, to include the previously programmed local planning expenditures in arrears when calculating local dues to maintain the general fund over time.

She said 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 the recently updated, official population estimates from the State Office of Economic Opportunity. If approved, the Final Assessments will be mailed to member agencies this month, following the Board meeting.

Total actual entity dues had slightly increased from the preliminary assessment provided by \$3,808, from \$83,634 to \$87,442. She provided historical data to show entity dues for member agencies throughout the past 8 years and compared them to FY24's rate of change.

Councilmember Cruz asked about the reduced amount of entity dues for FY21 and FY22, to which Ms. Dale explained that during those years, there were COVID Grants, which required a zero match.

Ms. Figueroa added that due to the strain on member agencies during the pandemic, the YMPO decreased member dues as a courtesy. She explained that the entity dues totals are still lower than FY16 and are slowly approaching that amount. The matching In-Kind funds required for the federal grant program, as mentioned in prior Executive Board meetings, have been significantly reduced from Yuma County as they are no longer providing as many services as in past years. She anticipates this will continue to affect entity dues amounts. She then reviewed a chart that showed the average dues for each member agency for the past eight years against FY24 agency dues.

MOTION: Supervisor Porchas motioned to approve the FY24 Entities Dues to member agencies as presented. Councilmember Cruz seconded and the motion unanimously passed.

12. Safety Action Plan Collaboration Update

Ms. Figueroa said the City of Yuma applied for and was awarded a FY 23 Safe Streets For ALL (SS4A) Planning and Demonstration Grant to develop a comprehensive Safety Action Plan. The YMPO Technical Advisory Committee (TAC) was consulted about the effort and the benefits of a collaborative partnership with the rest of the region for inclusion in the City of Yuma's Safety Action Plan. FHWA was contacted to ensure this collaboration would be an acceptable action. They encouraged this collaborative effort.

The last Strategic Transportation Safety Plan Update for the region was in 2019. It was developed using crash data from 2014-2018. The TAC has recommended approval for the collaborative effort.

She explained that 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 portion under SS4A. Having a Safety Action Plan opens more opportunities for other grants for regional projects. She concluded by saying this collaboration would be advantageous for the region.

MOTION: Councilmember Cruz moved 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. Supervisor Porchas seconded and the motion was unanimously approved.

13. Mobility Management Update and PASS Training

YMPO Mobility Manager JR Aguilar reviewed that the FTA 5310 program provided funding to the states and that the State of Arizona administers that funding to applicants to carry out Mobility Management activities. Some of the provider's 5310 capital funds have been delayed due to ADOT staffing issues and therefore they have not been able to purchase needed vehicles. ADOT is working as fast as possible to get these funds to the providers.

The Notice of Funding Opportunity (NOFO) for Regional Mobility Managers to apply for 5310 funding for the next two years was released last Monday. The available grant funds for small urban entities, which YMPO qualifies for, is \$2,072,512. The application will be available March 22-June 5, 2024.

He reported on the recent activities of the YMPO mobility management program, including the progress of a YMPO PASS Training program within the region. The first free class was in November and the second one will occur at the end of January. This is one of the premier training opportunities for our local providers.

14. Election of Executive Board Officers - Calendar Year 2024

Ms. Figueroa stated that the YMPO By-Laws require that elected officers of YMPO Executive Board members 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 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, the City of San Luis, the Town of Wellton, or the Cocopah Indian Tribe.

She provided a visual chart showing the rotation of officers. She said that if the Board continues this rotation, then the representative from the Cocopah Indian Tribe, currently Councilmember Wynnne Ortega, would be expected to be nominated for Secretary/Treasurer. The reason for presenting this in the January meeting is to allow member agencies time to appoint their officials to the different boards. This is particularly necessary during election years.

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

Councilmember Knight explained the YMPO's three subcommittees are: the Annual Audit Committee, which is automatically led by the current Executive Board's Secretary-Treasurer. The YMPO By-Laws; and YMPO Personnel Policies

and Procedures Committee, would only meet if changes are needed, and the YMPO Executive Director's Performance Evaluation Committee; which is led by the Executive Board Chair.

The two Statewide Boards/Councils for which YMPO Executive Board members attend and represent the region are the Arizona State Transportation Board (AZSTB), and the Rural Transportation Advocacy Council (RTAC).

Ms. Figueroa further explained that the two Statewide Boards/Councils for which YMPO Executive Board members attend and represent the region: the Arizona State Transportation Board (AZSTB) and the Rural Transportation Advocacy Council (RTAC)

The Arizona State Transportation Board and Rural Transportation Advocacy Board meet every month. Kevin Adams is the RTAC liaison.

Mr. Knight added that he is the representative for both boards and Vice Mayor McCollough is the alternate for the RTAC committee.

Both Vice Mayor McCollough and Councilmember Cruz expressed interest in serving on the Annual Audit Committee.

Mr. Knight said you can attend and present at the State Transportation Board meetings virtually.

Ms. Figueroa explained that the YMPO By-Laws; and YMPO Personnel Policies and Procedures Committees would only meet IF there were any changes needed. She anticipates a need to update the YMPO Procurement policy.

Vice Mayor McCollough stated she wished to remain as the RTAC representative.

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

Ms. Figueroa advised that the Regional Priority Project List had been turned in a bill: HB2412. It will be heard by the House Transportation Committee on January 31, 2024, at 2:00 p.m. Both the Executive Board Chair and YMPO Executive Director have testified for this bill in the past. She urged Board members to reach out to the committee to show their support.

Mr. Knight explained the possibility of creating an individual account to show their views for or against current bills being heard by the State Legislature. He urged individuals to create an account as the legislators do look at the responses.

Ms. Figueroa said that the AzSMART Fund HB2318 passed the House Transportation Committee eleven to zero, thus changing the eligibility of those who can apply for this fund.

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

Ms. Figueroa said as stated.

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 template 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 Almodovar 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)

Ms. Figueroa said as listed.

Supervisor Porchas added that there have been approximately 1000 house bills submitted for this legislative session. School vouchers are being affected by the state deficit.

Mr. Knight said he recommended that a state legislator introduce a bill to prevent the State of California from depositing their hazardous waste or transporting hazardous waste in Arizona. Currently, the state of California is putting its hazardous waste in Arizona landfills.

19. Adjournment

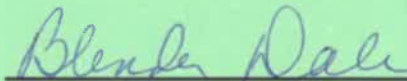
Having no further items to discuss, Chairman Knight adjourned the meeting at 5:06 p.m.

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, March 28, 2024, and April 25, 2024.

Preparation and Approval of Minutes: Minutes prepared by:




Blenda Dale, Accountant II/
Executive Assistant

Minutes reviewed to form by:

Minutes approved in regular session on
January 25, 2024



Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization



Councilmember Gary Knight,
Chairman, YMPO Executive Board