

EXECUTIVE BOARD MEETING MINUTES

Local Governments and Citizens Working Together

EXECUTIVE BOARD

Regular Meeting

Thursday, June 27, 2024
3:30 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, Vice Mayor Cecilia McCollough, called the YMPO Executive Board (the Board) meeting to order at 3:33 p.m. Chairwoman McCollough then asked the Board to join her in reciting the Pledge of Allegiance.

2. Roll Call Attendance

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

YMPO Executive Board Members Present:

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

^ Attended in person.

~ Participated by teleconference.

As all seven-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 #
Member	Sam Elters, State Transportation Board Member *

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

Not present but was represented by proxy by another member.

YMPO Staff Present:

Crystal Figueroa	Executive Director
Blenda Dale	Accountant II/ Executive Assistant
Lourdes Lopez	Bookkeeper/Administrative Assistant
Jeff Heinrichs	IT Manager/ Associate Planner
Fernando Villegas	Senior Transportation Planner

Additional Attendees

Kevin Adams Legislative Liaison, Rural Transportation Advisory Council

Declaration of Votes

Councilmember Art Morales declared he would exercise five votes for the City of Yuma.

Supervisor Lynne Pancrazi declared she would exercise two votes for Yuma County.

Southwest District Administrator Paul Patane declared he would abstain from voting until the official appointment to the YMPO Executive Board was complete.

3. Title VI Declaration and Call to the Public

YMPO Bookkeeper/Administrative Assistant Lourdes Lopez read Title VI obligations. No members of the public addressed the Board.

4. Consent Agenda

A. Approval of the May 30, 2024, Board Meeting Minutes

B. YMPO Income/Expenditure Report for May 2024

Ms. Dale called out minor corrections to the May meeting minutes, including listing additional attendees at the meeting, a misspelled name on agenda item number six, and the rewording for better flow of agenda item numbers eleven and twelve.

It was at this time, 3:39 p.m., that Councilmember Arturo Morales arrived at the meeting and made his declaration of votes for the City of Yuma. His declaration is stated above under agenda item number two.

MOTION: Supervisor Lynne Pancrazi motioned to approve the consent agenda with the mentioned edits and the May income expenditure report. Vice-Mayor Luis Galindo seconded, and the motion was unanimously approved with one abstention by Mr. Patane.

5. FY 2024-25 YMPO UPWP Administrative Amendment #4 & 5 Changes
YMPO Executive Director Crystal Figueroa explained that the YMPO develops the UPWP and Annual Budget every two years. The FY 2024-2025 YMPO UPWP was initially approved on May 25, 2023, and since then, it has been amended five times, most recently on May 30, 2024. She then introduced YMPO Accountant Blenda Dale to review the changes necessary for Amendment number five.

Ms. Dale advised the Board that the following two changes were needed and would be placed into Amendment #5:

On amendment #4, two fund amounts were incorrectly stated. The STBG fund amount allocated to FY 2025 was stated as \$104,356. The correct amount was \$104,359. The 5305d CPG funds allocated to FY 2025 were stated as \$121,767. The correct figure was \$114,186. The corrected figures would be included in Amendment #5.

To align with ADOT's figures, the 5305d CPG funds were increased and allocated in FY 2025 instead of FY 2024, as previously presented, to reflect the FTA corrected award amount from \$114,186 to \$119,475. Detailed financial tables were provided as additional information.

MOTION: Supervisor Pancrazi motioned to approve the proposed administrative changes to Amendment #5. Councilmember Morales seconded, and the motion was unanimously approved with one abstention by Mr. Patane.

6. FY2026-2050 Long-Range Transportation Plan (LRTP) Update
Ms. Figueroa said that Kittleson & Associates, the consulting firm completing the LRTP, had presented round one of the Public Participation Plan to YMPO staff. Kittelson released the interactive public outreach on June 12, 2024, in collaboration with the City of Yuma, as they are developing the City's Multimodal Integrated Transportation Plan.

A press release was sent to television outlets, newspapers, and social media. Flyers were distributed through public transit routes, public libraries, and emails to various stakeholder organizations, the YMPO Board, and TAC members for further distribution. The flyer was printed in English and Spanish for greater inclusion.

She said the project website for public input was www.GreaterYumaMoves.com, where the public can take a brief survey about transportation priorities and identify transportation issues on an interactive web map. The website was shown to the Executive Board, and she explained how to use it.

Councilmember Morales said the online survey was easy to use. He did provide input regarding the Avenue 8 1/2 E and I-8 corridor interchange and the need for entry and exits to I-8 improvements at the specific location. Supervisor Pancrazi mentioned the need for 1st Street widening.

Ms. Figueroa explained that the interactive map would allow site visitors to leave and view comments. The online survey and the interactive map will be available for public comment until July 30, 2024. She mentioned that further focus group meetings would take place in July. Kittleson & Associates plans to have two public meetings where community stakeholders would be invited to provide feedback.

7. FY 2022-26 Transportation Improvement Program (TIP) Amendment #15 Update
YMPO Associate Planner/ IT Manager Jeff Heinrichs said the FY 2022-26 YMPO TIP was approved on July 29, 2021, and has been amended fourteen times, the last amendment being made on April 25, 2024. Amendment number fifteen would include five projects for the City of Yuma and transit funding for the 5310 and 5311 programs.

He summarized that the City of Yuma projects included the Comprehensive Safety Action Plan federal funding amount of \$480,000 for FY2024 and state funding through the AZ SMART fund of \$90,000 to match the grant. The Hotel del Sol project's name was changed to Multi-Modal Transportation Center. Finally, the City of Yuma requested the addition of two federally funded Off-System Bridge (OSB) scoping projects in FY 2025: the 3rd Street Bridge at the East Main Canal and the B Canal Bridge over Avenue 4E projects both received federal funding for scoping.

In addition to these projects, the amendment included transit funding for the 5310 and 5311 FFY 2024/2025 programs. A total of six new projects for the 5310 program were funded. These included projects for Achieve Human Services, Inc. Northern Arizona University (NAU), Helping Ourselves Pursue Enrichment, Inc. (HOPE), Saguaro Foundation, and the YMPO. He provided a table listing these projects, program year, and dollar amounts.

Three existing 5311 projects were replaced by three of the four new 5311 projects. A table listing these projects, program year, and dollar amounts was presented.

Lastly, one 5311 YCIPTA project's funding figures was corrected to reflect actual federal and local match funding. He provided a table outlining this information.

He concluded by saying that the Technical Advisory Committee recommended approval of the TIP Amendment.

MOTION: Supervisor Pancrazi motioned to approve the FY2022-26 TIP Amendment #15 as presented. Councilmember Morales seconded, and the motion was unanimously approved with one abstention by Mr. Patane.

As RTAC Liaison Kevin Adams was having technical issues, the presentation of agenda item number eight was moved to later in the meeting.

9. Complete Streets Concept Study RFP

Ms. Figueroa said the YMPO released the request for proposal (RFP) to develop a Complete Streets Concept Study for road improvements and to design cross-sections for roadways in the YMPO region on June 10, 2024. The RFP was emailed to a list of consultants, published in the local newspaper, and posted on the YMPO website. The deadline for submission was no later than 3:00 PM local time on July 8, 2024, so the consultants would have almost a month to prepare and submit their proposals.

She provided a proposed schedule for the project, listing all the activities needed to start the study. She said TAC members would review and score the submitted proposals the second week of July, with consultant interviews, as needed, the following week. The July TAC meeting was rescheduled to July 18, 2024, where the committee would decide which consultant's proposal to recommend to the Executive Board. The Executive Board would then have the option to approve the selected firm at the July 2024 meeting. She anticipated a notice to proceed of the study by August 1, 2024.

10. FY 2024 Audit Schedule

Ms. Dale said that the FY 2023 Audit was completed and presented to the Board by the Audit company, Walker and Armstrong, during the January 2024 Board meeting; YMPO Staff was now preparing for the FY 2024 Audit.

She provided the proposed schedule, explaining that the process had already started. YMPO plans to use its current accounting firm: The Pun Group, for the FY2024 audit. She explained that the first test of controls has already been submitted to the audit firm for review.

Supervisor Pancrazi stated she had been on the Executive Board's Audit Committee last year and felt the firm did an excellent job.

Ms. Figueroa explained that the audit contract with Walker and Armstrong was a four-year contract, which would end with the FY2024 audit. At that time, the YMPO would conduct an RFP process.

It was at this time that RTAC Liaison Kevin Adams was able to rejoin the meeting and present agenda item number eight.

8. RTAC Legislative Update

As RTAC Liaison Kevin Adams was having technical issues, agenda item number eight's presentation was moved to later in the meeting.

RTAC Liaison Kevin Adam said the Legislature adjourned the session on Saturday, June 15, 2024. He explained that the four to five years the government had been working with a different set of revenue levels than the current year as it would end with a deficit of more than \$600M. Next year's baseline levels and expenditure would also result in a year-end deficit of more than \$600M. So, there was about 1.3B in adjustments needed to obtain a balanced budget.

Regarding the transportation issues, there was a mixed outcome. The legislature avoided transferring HURF funds, which are generally dedicated to support transportation, to the general fund to help balance the budget; however, there were transportation funds lost in what are called "claw backs." This was around \$290M in funds that were previously earmarked for transportation projects which have not moved forward. Those funds were moved into the general fund with the hopes that at a later date, when the transportation projects were ready to move forward, the funds could be restored at that time. Two large projects were SR347, connecting the city of Maricopa with I10, and improvements on I10 in the West Valley heading towards Hwy 85, which leads towards Gila Bend. He said there were no projects directly affecting Yuma County.

There was about \$20M that was appropriated to ongoing projects, however, for the Yuma area, the biggest area of concern was \$70M from two previous years' appropriations that was taken from ADOT for statewide pavement rehabilitation. ADOT is doing everything possible to improve road conditions. However, this clawback will be a hindrance to them. Looking at \$1.3B that was needed to balance the budget, \$290M came from the transportation budget. Of that amount, there's a pledge to restore \$166M of that in future years, although it will be up to future legislatures to decide whether or not to follow through with that pledge.

In other transportation legislation, ADOT received legislation to continue. The sunset clause for ADOT originally had a termination date of June 30, 2024. The continuation came down to the last minutes of the legislative session. The ADOT sunset clause was given another eight years, with some restrictions and prohibitions on the enforcement of regulations of federal transportation funding.

Lastly, reforms were enacted to the AZSMART (AZ State Match Advantage for Rural Transportation) fund, a program administered by ADOT to provide funding

assistance to rural local governments to pursue and utilize federal competitive grant funds. The reforms standardized the eligibility between the SMART fund and federal grants to include tribes, Councils of Governments, and Metropolitan Planning Organizations. It was also changed to allow ADOT to periodically go into the fund and rebalance any remaining funds amongst the five eligibility categories that were established based on population. Some eligibility categories were over or under-funded. The periodic rebalancing will allow more funds for those with a higher demand. This will ensure there won't be unused balances, especially if the state is in a deficit situation. This will take effect on September 14, 2024, and the first rebalancing is scheduled for January 2025.

11. YMPO Director's Evaluation

Ms. Figueroa stated that the YMPO annual employee evaluations were approaching. She explained that the Executive Director's evaluation is not included in the YMPO By-laws; however, it includes a review by the YMPO Executive Board subcommittee. This subcommittee includes the Chairwoman and two other members representing two different entities. The subcommittee would then present its combined evaluation to the full Board in executive session, who would discuss whether a raise is appropriate and the amount.

The Performance Evaluation Subcommittee was chosen during the February 2024 Executive Board meeting. The subcommittee includes Chairwoman Vice-Mayor Cecilia McCollough, Vice-Chair Councilmember Maria Cecilia Cruz, and Supervisor Lynne Pancrazi. This subcommittee will schedule and complete an evaluation before the next Executive Board meeting.

Staff evaluations were being completed. Most staff's anniversary dates fall close to July, but there were a couple of exceptions. She anticipates raises to be retroactive and effective as of July 1, 2024.

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

- 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. Lopez reported that hotel registrations were made for those YMPO staff and Executive Board members who have said they will attend the Rural Transportation

Summit in Prescott, AZ this October. She asked the Executive Board members to advise her if they did not receive the hotel confirmations that were emailed to them at the time of booking.

She explained there would be a dinner following the Summit on Thursday evening. It was determined that all hotel reservations would be extended to include Thursday night. She confirmed all Board members attending the Summit.

Ms. Figueroa added that local and state legislators would be invited to attend the Summit, allowing Executive Board members to connect and advocate for their region. This year is the Summit's twenty-fifth anniversary. A recognition award will be given to individuals who had been instrumental in transportation efforts. Gary Knight will be posthumously awarded this honor.

Supervisor Pancrazi suggested that US 95 be named after Gary Knight, and Ms. Figueroa assured that efforts were underway to achieve that goal. Vice Mayor McCollough expressed the value of attending the Summit and urged attendance.

Councilmember Morales suggested changing the August meeting date from August 29th to the 22nd to allow Board members to attend the League of Cities Conference. Ms. Figueroa confirmed that last year's Executive Board meeting was moved forward one week, and the same will be done this year to August 22, 2024.

Ms. Figueroa said the ADOT Five Year Facilities Construction Program was approved by the State Transportation Board during its June meeting and asked ADOT SW District Administration Paul Patane to provide additional information as he recently had the former role of ADOT Multimodal Planning Director.

Mr. Patane said that annually ADOT does a five-year capital improvement program process. The program consists of three parts: Greater Arizona, Maricopa and Pima Association of Governments, and the aeronautical portion, which focuses on all the airports within the state. The whole process usually takes fifteen months to complete.

The total for the year's program was \$8.2B for capital improvements divided amongst the three parts by population. This year, the Greater Arizona area received \$4.55B. These funds are then divided into three project categories: modernization and safety, expansion improvements, and preservation of roads and bridges. In FY 2025 \$140M will be dedicated to modernization, \$183M to expansion, and \$540M towards preservation projects. He mentioned a few of the projects that would be focused upon in the next fiscal year. A future presentation to the Board will expand on the projects within the Yuma region.

13. Possible Future Agenda Items

- A. Complete Streets Study
- B. Possible Regional Project Priority List for 2025 Legislation
- C. TA Program
- D. YMPO Logo, YMPO Vision and Values statements
- E. YMPO Accounting Manual, Employee Manual, and Procurement Updates
- F. Executive Director's Evaluation

Ms. Figueroa said as presented.

14. Progress Reports

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

- a. May 31 – Achieve Human Services Exit Conference (JR)
- b. Jun 3 – Staff Meeting (CF, BD, LL, JR, FV)
- c. Jun 3 – Training w/Accountant In-Kind Calc (LL, BD)
- d. Jun 4 – Q2 2024 ADOT ABE Joint Task Force Meeting (BD)
- e. Jun 4 – US95 – DCIP Grant Proposal Meeting #5 (JR, CF, FV)
- f. Jun 4 – Yuma MPO LRTP Update (JH, CF, FV)
- g. Jun 5 – YMPO Complete Streets Concept Feedback w/ADOT (CF)
- h. Jun 6 – AZ Mobility Managers Coordination Meeting Virtual (JR)
- i. Jun 6 – AZ State Transportation Board Meeting/Study Session (CF)
- j. Jun 9 - 13 – CTAA EXPO 2024 (JR)
- k. Jun 11 – ADOT COG/MPO Title IV Training (FV, LL)
- l. Jun 12 – MPO/COG Directors Meeting (CF)
- m. Jun 12 – Yuma Transportation Master Plan Committee Meeting (JH, FV)
- n. Jun 13 – TAC Meeting (CF, BD, LL, JR, JH, FV)
- o. Jun 13 – YRBC Board Meeting (JH, CF)
- p. Jun 13 – Training w/Accountant LPA-DBE Maintenance (LL, BD)
- q. Jun 14 – AZ Planner Meeting (JR, FV)
- r. Jun 17 – RTAC Advisory Committee Meeting (CF, FV)
- s. Jun 17 – FHWA/FTA Title VI Training COG/CPO (JR)
- t. Jun 18 – Yuma PM10 SIP Update Meeting (CF, FV)
- u. Jun 18 – ADOT/YMPO Monthly Coordination Meeting (JF, CF, FV)
- v. Jun 18 – 5310 Program Status Call to RISE (JR)
- w. Jun 19 – 5310 Saguaro Quarterly Report Meeting (JR)
- x. Jun 20 – WACOG Question Sharing Session (JH, JR, FV)
- y. Jun 20 – GSA Shareholder Outreach Study – San Luis (CF)
- z. Jun 21 – AZ State Transportation Board Meeting (CF)
- aa. Jun 24 – RTAC Board Meeting Virtual (CF, FV)
- bb. Jun 24 – 5310 RISE Services Update w/Eliana Parra (JR)
- cc. Jun 24 – Training w/Accountant Monthly Reimbursements (LL, BD)

- dd. Jun 25 – Peak transit Yuma Fixed Route Demo (JR)
- ee. Jun 27 – CAV Meeting (JH, CF)
- ff. Jun 27 – Yuma TMP Bi-Weekly Check-In (JH, FV)
- gg. Jun 27 - YMPO Executive Board Meeting (BD, CF, LL, JH, FV)

Ms. Figueroa said as stated.

15. Adjournment


Having no further business to discuss, Chairwoman McCollough adjourned the meeting at 4:48 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, July 25, 2024. Instead of the customary meeting on the last Thursday of the month, per Board member request, it has been moved up one week from August 29 to August 22, 2024, to accommodate member attendance at the League of Cities and Towns Conference.


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
July 25, 2024



Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization



Vice-Mayor Cecilia McCollough,
Chairwoman, YMPO Executive Board