

EXECUTIVE BOARD MEETING MINUTES

Local Governments and Citizens Working Together

EXECUTIVE BOARD

Regular Meeting

Thursday, February 29, 2024
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

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	Luis Galindo, Vice-Mayor, City of Somerton ^

^ Attended in person.

~ Participated by teleconference.

Eight out of ten constituent members 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.

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

Declaration of Votes

Councilmember Gary Knight declared he would exercise a proxy vote for Councilmember Shelton for three votes and Councilmember Morales for two, for a total of 5 votes for the City of Yuma. Supervisor Pancrazi exercised the proxy vote for Supervisor Porchas.

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. Welcome to New Members

Chairman Gary Knight welcomed the newest member of the YMPO Executive Board, Vice-Mayor Luis Galindo, City of Somerton to the YMPO Board.

5. Consent Agenda

- A. Approval of the January 25, 2024, Board Meeting Minutes
- B. YMPO Income/Expenditure Report for January 2024

MOTION: Councilmember Arturo Morales motioned to approve the consent agenda as presented. Councilmember Maria Cruz seconded, and the motion was unanimously approved.

6. Election of Executive Board Officers - Calendar Year 2024

Councilmember Knight explained that the YMPO By-Laws provide that elected officers of YMPO shall serve on a rotation basis. Usually, the Vice-Chair assumes the position of Chair, the Secretary/Treasurer assumes the position of Vice-Chair, and the Board elects a new officer to fill the Secretary/Treasurer position.

MOTION: Vice-Mayor McCollough moved to approve her rotation from Vice-Chair to Chair and Secretary /Treasurer Councilmember Cruz to Vice Chair. Councilmember Morales seconded, and the motion was unanimously approved.

MOTION: Supervisor Pancrazi moved to elect Councilmember Wynnie Ortega as Secretary/Treasurer. Councilmember Cruz seconded and the motion was unanimously approved.

Vice-Mayor McCollough and Councilmember Cruz accepted their respective positions and took over as the Chair and Vice-Chair of the YMPO Executive Board, respectively. Chairman Knight then handed the gavel to the new Chairwoman, Vice-Mayor McCollough.

MOTION: Councilmember Cruz moved to approve the election of Executive Board Officers as discussed. Councilmember Morales seconded, and the motion was unanimously approved.

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

Ms. Figueroa said that the YMPO Executive Board had three possible subcommittees: the annual Audit Committee, YMPO By-Laws; and YMPO Policies and Procedures Committee, and the performance evaluation of the Executive Director committee.

During the January Executive Board meeting, Vice-Mayor Cecilia McCollough and Councilmember Maria Cruz self-nominated for the Audit Committee. The Secretary/Treasurer is automatically appointed to the Audit Committee.

No further nominations were made for the audit committee.

Ms. Figueroa stated that members of the By-Laws and Personnel Policies and Procedures Subcommittee were only selected IF there were any proposed changes to the By-Laws or Personnel Policies and Procedures. There were planned updates needed to the Accounting Procedures, Personnel Policies and Procedures, and the YMPO Procurement Policy.

Councilmembers Maria Cruz, Wynnne Ortega, and Arturo Morales self-nominated for the By-Laws and Personnel Policies and Procedures Committee.

Ms. Figueroa said that the members of the Executive Director Evaluation Subcommittee are selected solely by the Board Chair. At this time Councilmembers Maria Cruz and Supervisor Lynne Pancrazi self-nominated to be on the committee. Vice-Mayor Cecilia McCollough would be the third member by default as the Executive Board Chair.

Ms. Figueroa went on to explain that the two Statewide Boards/Councils: the Arizona State Transportation Board (AZSTB); and the Rural Transportation Advisory Council (RTAC) would also need to be determined. YMPO generally appoints members (and alternates) to attend and represent the region. The AZSTB and RTAC representatives were usually appointed by the YMPO Chair.

Councilmember Knight stated that he is a current board member of the State Transportation Board and RTAC, and as such would remain as the primary representative for the region.

Supervisor Pancrazi nominated Vice-Mayor McCollough as the RTAC alternate. Councilmember Arturo Morales self-nominated as the AZSTB alternate.

MOTION: Councilmember Knight motioned to elect YMPO subcommittee members and officials to attend the AzSTB and RTAC meetings for the calendar year 2024, as discussed. Councilmember Cruz seconded and the motion was unanimously approved.

8. FY 2024-25 YMPO Unified Planning Work Program (UPWP) Amendment #3

Ms. Figueroa said that the FY 2024-25 YMPO UPWP and Annual Budget (UPWP/B) was approved by the Board on May 25, 2023, and has since been amended two times. An amendment was needed to include an additional \$7,676.83 in PL formula apportionment to the FY 2024 budget only. Mr. Figueroa requested funds to be programmed toward the Safety Study Update Plan, increasing the study's total budget from \$118,650 to \$126,326.83.

MOTION: Supervisor Pancrazi motioned to approve the FY 2024-25 UPWP Amendment #3, for FY 2024 only. Councilmember Knight seconded and the motion was unanimously approved.

9. Status of State Legislation on RTAC Priority Project (HB2412) and Arizona SMART Fund Reform (HB2318)

Rural Transportation Advocacy Council Liaison Kevin Adams said that the Legislature was about halfway through its session, where the House completed work on its House Bills, and the Senate completed the work and the votes on Senate Bills. After the changeover week, all House-passed bills went to the Senate House. Once there, the Bills go through the same process of being assigned to a Senate oversight committee for review, followed by Senate hearings before being presented to the entire Senate body for consideration.

Mr. Adam reported on SB1184, which is the continuation of the Department of Transportation. As with all state agencies, ADOT goes through a "sunset" review process where the agency is scheduled to terminate unless extended through legislation. ADOT is currently set to expire after July 1, 2024. He explained that the original authorization was for eight years, as well as the length provided by the House version of the continuation, HB2037. However, the bill's current version proposes extending ADOT for four years and then reducing it to two years with additional restrictions on ADOT for the planning and constructing a passenger rail between Phoenix and Tucson.

The bill prohibited the reduction of highway lane miles on the state highway systems and prohibited ADOT from participating in any Greenhouse Gas or Carbon Reduction programs. Since the state has not increased its transportation revenue in thirty years, Arizona was dependent upon federal funds to maintain its highway construction program. Being that dependent on federal dollars requires compliance with federal laws. The House voted on the Bill and passed it, but it must now go through the Senate. The issue needs to be resolved in this session. The RTAC Board approved a letter to send to the Senate supporting the House bill. The House Speaker identified the issue as a cashflow management issue rather than a deficit issue. Adjustments must be made this year and next to balance the budget. Based on this, it doesn't look good for the Rural Transportation Project Priority List. If there are no funds available to direct funds to this effort, you will not see earmarks for them.

In other news, Mr. Adams said that Arizona has an anticipated deficit, which must be addressed when enacting the state's budget next year. The budget would balance itself out in about three years if there were no new budgetary considerations.

Mr. Adams felt that the amount of advocacy being done to illustrate the unmet needs of rural transportation projects will continue to encourage lawmakers to avoid taking funds away from transportation needs to balance the budget. During the last recession, approximately fifteen years ago, the State used lots of transportation funds to balance the budget.

When the Governor put out the Executive Budget Proposal in January 2024, it identified \$420M in transportation claw backs for projects that were earmarked for funding but had not yet been encumbered. The thought was that if the funding wasn't needed in that particular year, the state would use those funds for items in immediate need of funding. Later, when the transportation projects were ready to move forward, the funds would be replaced at that time. However, there is no guarantee that the next governing body will agree. RTAC has taken the position that if the claw backs are going to complicate or delay project delivery, they are opposed to that.

Mr. Adams continued to report on some stand-alone bills, including a \$135 annual permit fee to use alternative fuel vehicles, which was scheduled for a vote on February 29th. Another bill would extend the ability to use alternative project delivery methods like design/build as the authority to use those methods was set to expire this year, the bill would extend this for another five years.

Mr. Adams reported on the HB2318, a bill sponsored by Yuma Representative Tim Dunn, which would enact RTAC-supported reforms to the Arizona SMART

Fund, which provides assistance to rural areas in pursuing federal competitive grant funding continues to progress approved by the House Appropriations Committee and has now moved on to the Senate.

Supervisor Pancrazi asked if the legislators were talking about having any sweeps and if anyone was speaking about why the state was in this potential deficit situation.

Mr. Adams said he hadn't heard of any sweeps but was aware that The League of Cities was concerned about adjustments in the individual income tax cuts and the increase in the percentage given to municipalities might be reduced. He felt that HURF funding would remain safe.

He agreed that the individual income tax cut was the main issue affecting the budget. Although it was anticipated there would be reduced revenue, it was far greater than anticipated.

Ms. Figueroa added that the US 95 project, which had funds earmarked but not yet encumbered, is one of the projects in jeopardy of potential claw backs. Through the RTAC, a letter has been drafted for Governor Katie Hobbs and copied to Legislators about the impact claw backs would have on this project.

Mr. Adams suggested mentioning to state leadership the impact this would have on the Yuma Proving Grounds.

10. FY 2022-26 Transportation Improvement Program (TIP) Amendment #12

Senior Transportation Planner, Fernando Villegas stated that the FY 2022-26 YMPO TIP was initially approved on July 29, 2021. It had been amended eleven times, most recently on December 14, 2023, by the Executive Board.

Mr. Villegas explained that Yuma County had requested to increase the STBG federal funding for the Avenue 3E bridge over the "A" Canal project in FY2025. The HURF exchange amount would then increase from \$900,000 to \$1,031,194. The increase would be made possible by using the STBG remaining balance in FY2025 of \$41,412, and a loan from the Sierra Vista Metropolitan Planning Organization (MPO) for \$104,359.

ADOT requested the following changes:

- The City of Yuma needed a project identified as a HSIP with 100% federal funding, and no local match required.
- The City of San Luis' project: 10th Avenue at Los Alamos curve realignment construction phase be moved from FY 2024 to FY 2025.
- The City of San Luis' project: US 95 County Road 10 ½ to 22nd Street Raised Median construction total funding amount was corrected.

- The Yuma County project: Thirteen Roadway Segments getting upgraded pavement markings construction funding amount was corrected as it was off by \$1.

Mr. Villegas concluded that the Technical Advisory Committee (TAC) had met earlier in the month and had recommended approval of the FY 2022-26 YMPO TIP Amendment #12 as presented.

MOTION: Councilmember Cruz moved to approve the FY2022-26 YMPO TIP Amendment #12. Councilmember Morales seconded and the motion was unanimously approved.

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

Mr. Villegas stated that YMPO has been working on this matter for several months. On February 12, 2024, the final revised reports were submitted to the Interagency Council, where comments were reviewed and addressed. YMPO posted the reports online for a 30-day review period and a newspaper ad was published requesting comments from the public.

The Amendment proposes revisions to three transportation projects identified in the original LRTP. He reviewed the timeline of events thus far and said he would bring this back to the Board for possible approval in March.

Ms. Figueroa added that an amendment is required for the LRTP when a project is modified. An Air Conformity Analysis is required whenever a roadway changes its capacity and/or project limits to ensure it does not affect the air quality in the region.

Mr. Villegas said, at that time, there had been no comments via our website or newspaper from the public.

12. 2024-2025 CO2 Emissions Target

Mr. Villegas said the carbon dioxide (CO2) Emissions Targets was a new requirement by the Federal Highway Administration (FHWA) in the released of the final Greenhouse Gas (GHG) rule. He reported that this was similar to the safety performance measures YMPO adopted in December 2023.

The final rule requires ADOT to set a declining CO2 emission target for the National Highway System (NHS). ADOT officially established a state target rate of -0.1% reduction in CO2 emissions. YMPO can either adopt the state's target rates or develop its own. ADOT requires a letter from the YMPO within 180 days indicating whether YMPO supports ADOT's target rate or identifies its own.

He explained YMPO's responsibilities regarding CO2 emissions for the region. The information presented was for information and discussion only and informed the Board that the item would be returned in March with a recommendation by the YMPO TAC.

Mr. Villegas explained that the federal government requested these targets from ADOT, and ADOT requested the region's targets from all the MPOs. The performance target pertains only to the national highway systems. These targets, goals, and objectives need to be included in the region's Long-Range Transportation Plan.

Mr. Bruce Fenske, SW District Administrator, ADOT explained that the state was meeting this performance target. The emissions were valid for licensed vehicles and did not include agricultural equipment.

13. 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. Figueroa gave an update on the possibility of working with the City of Yuma on a regional Safety Action Plan previously presented during the January 25, 2024, meeting. The city received a Safe Streets for All (SS4A) Grant for this project and recently had a kick-off meeting for the grant; the Federal Highway Administration advised the City of Yuma that they must adhere to the Scope of Work already agreed upon and therefore, collaboration with YMPO to include the rest of the region was no longer possible.

She said that a new grant cycle of the SS4A Grant program was announced the week prior. She advised the Board on the value of applying for the grant to complete a Regional Safety Action Plan. She asked for feedback from the Board in this regard.

She explained that there are two grant types of the SS4A Grant. One is the planning and demonstration grant component for developing a Safety Action Plan which identifies the most significant roadway safety concerns in a community. It also focuses on projects and strategies to address roadway safety issues. Ms. Figueroa that the second grant type is for the implementation of safety projects

and strategies identified in an Action Plan to address a roadway safety problem. She clarified that to apply for the second grant type, you must have a planning document established. She added that entities with a safety plan have an advantage in obtaining federal funding for capital projects.

Ms. Figueroa explained that the City Engineer Dave Wostenberg had notified her yesterday of the occurrences and that there was not enough time to add the item on the agenda for the board's consideration to pursue an SS4A Planning and Demonstration Grant for the rest of the region and that she would need time to research and get consultant cost estimates for the grant writing. She advised that a possible special Board meeting would be necessary for the Board to authorize the Executive Director to execute a grant agreement based on the application deadline.

Councilmember Knight stated that the SS4A Grant could also include pedestrian and bicycle pathways.

Vice-Mayor McCollough said the Town of Wellton was currently working on designing and constructing a multiuse pathway. The SS4A grant might be an option for funding the project.

Ms. Figueroa said that the goal of the Safety Action Plan was to reduce fatal accidents in the region. YMPO pulled safety data provided to ADOT and found that more than 140 fatal accidents had occurred in the region for five years, from 2018 to 2022. She added that during a recent SS4A Grant webinar, representatives said that the probability of receiving grant funding for the development of a Safety Action Plan was high as mostly all applications in prior rounds were funded.

In other grant news, the Rural Transportation Advocacy Council backed a bill for the Arizona State Match Advantage for Rural Transportation (AZ SMART) Fund. If the bill is successful, it would allow MPOs to apply to assist in competing for federal discretionary surface transportation grants.

Councilmember Knight said that there were several entity qualifying levels available to apply for this fund, based on a municipalities or county's population. The bill would also allow the State Transportation Board to move unused funding levels to other levels to ensure the available funds get used. He went on to review the existing balances in the AZ SMART fund.

Ms. Figueroa finalized by stating that the item would be brought back with additional information on grant writing cost estimates for an SS4A planning and demonstration grant application.

14. 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. Title VI Plan
- C. DCIP Grant
- D. Complete Streets Study

Ms. Figueroa said as stated.

15. Progress Reports

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

- a. Jan 25 – RTAP Request/Reimbursement Training (LL, BD, JR, FV)
- b. Jan 25 – YMPO Audit Committee Meeting (LL, CF, JH, BD)
- c. Jan 25 – Executive Board Meeting (CF, BD, JH, JR, LL, BD, FV)
- d. Jan 26 – PASS Training Day (JR)
- e. Jan 29 - RTAC Board Meeting and Legislator Lunch (CF, JH)
- f. Jan 31 – Coaching Through Conflict (CF, BD)
- g. Feb 1 - AZ Transportation Board Meeting/Study Session (CF)
- h. Feb 1 – YC HR Training – Employment Foundations: Standards of Conduct (LL)
- i. Feb 5 – LRTP Internal Staff Kick-Off Meeting (JH, CF, FV)
- j. Feb 5 – YMPO LRTP – Kick-off (JH, CF, FV)
- k. Feb 5 – YMPO RTP Planning Discussion (JH, CF, FV)
- l. Feb 6 – YMPO OT Training Verizon One Talk (LL, JH)
- m. Feb 6 – YMPO LRTP FY 2022-45 Amendment 1 Summary of Changes Requested (CF, FV)
- n. Feb 6 – YMPO Air Quality Meeting Kittleson & Associates (CF, FV)
- o. Feb 7 – YMPO-Saguaro Collaboration (CF)
- p. Feb 8 – TAC Meeting (CF, BD, LL, JH, FV)
- q. Feb 8 – YMPO: Internal Controls and Information Systems Meeting (CF, BD)
- r. Feb 8 – Arizona Mobility Managers Meeting (JR)
- s. Feb 8 – YMPO Monthly Update (FV)
- t. Feb 8 – YRBC Board Meeting (CF, JH, FV)
- u. Feb 9 – COG/MPO Planners Meeting (CF, JH, FV)
- v. Feb 12 - Staff Meeting (CF, LL, JR, JH, FV)
- w. Feb 12 – ADOT/YMPO Monthly Coordination Meeting (CF, JH, FV)
- x. Feb 13 - FY2024 Section 5310 Regional Mobility Management Notice of Funding Availability (NOFA) (CF, BD, LL, JH, JR, FV)
- y. Feb 14 – MPO/COG Directors Meeting (CF)
- z. Feb 14 – 5310 Grant Application (CF, BD)

- aa. Feb 15 – APA PS+CD Lunch + Learn: Holistic Vision Zero: Equitable and Healthy School Safety (FV)
- bb. Feb 15 – Networking for Community Resources -WACOG (JR)
- cc. Feb 16 – AZ State Transportation Meeting (CF)
- dd. Feb 19 – President’s Day Observed
- ee. Feb 20 – RTAC Advisory Committee Meeting (CF, FV)
- ff. Feb 20 – Yuma PM SIP Update Meeting (CF, FV)
- gg. Feb 21 – Webinar: Shifting Gears: Toward a New Way of Thinking about Transportation (FV)
- hh. Feb 21 – APBP February Webinar: Floating Bus Stop Accessibility: What have we Learned (FV)
- ii. Feb 21 – ATSAP TAC Meeting 2 (JH, CF, FV)
- jj. Feb 21 – Orientation New EB Member Vice-Mayor Luis (CF)
- kk. Feb 26 – RTAC Board Meeting (CF, FV)
- ll. Feb 27 – SunLife 2023: Compliance Year-in-Review Webinar (LL)
- mm. Feb 27 – Microsoft Excel: Beyond the Basic Fred Pryor Seminar (LL)
- nn. Feb 29 – Grants Training for Local Public Agencies (CF, JH, FV)
- oo. Feb 29 – FTA Bus Procurement Best Practices Update (JR)
- pp. Feb 29 – Yuma TMP Kick-off Meeting (CF)

Ms. Figueroa said, as listed.

16. Adjournment

Having no further business to discuss, Chairwoman McCollough adjourned the meeting at 4:43 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 Thursday, April 25, 2024.

Preparation and Approval of Minutes:

Minutes prepared by:



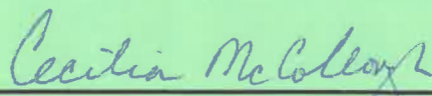
Blenda Dale, Accountant II/
Executive Assistant

Minutes reviewed to form by:

Minutes approved in regular session on
March 28, 2024



Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization



Vice-Mayor Cecilia McCollough,
Chairwoman, YMPO Executive Board