



EXECUTIVE BOARD MEETING MINUTES

Local Governments and Citizens Working Together

EXECUTIVE BOARD

Regular Meeting

Thursday, July 25, 2024

3:30 P.M.

The Meeting was held In-Person 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) Vice Chair, Councilmember Maria Cecilia Cruz, called the YMPO Executive Board (the Board) meeting to order at 3:34 p.m. and 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	Martin Porchas, Board of Supervisors, Yuma County ~
Member	Paul Patane for Sam Elters, State Transportation Board, ADOT^

^ Attended in person.

~ Participated by teleconference.

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

YMPO Executive Board Members Absent

Member	Luis Galindo, Vice-Mayor, City of Somerton *
Member	Michael Shelton, Councilmember, City of Yuma #
Member	Sam Elters, State Transportation Board, ADOT#

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

Not present but were 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
Jesus Aguilar, Jr.	Mobility Manager

Declaration of Votes

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

3. Title VI Declaration and Call to the Public

YMPO Mobility Manager Jesus Aguilar Jr. read Title VI obligations. No members of the public addressed the Board.

4. Consent Agenda

- A. Approval of the June 27, 2024, Board Meeting Minutes
- B. YMPO Income/Expenditure Report for June 2024

MOTION: Supervisor Lynne Pancrazi motioned to approve the consent agenda and the June income expenditure report. Councilmember Art Morales seconded, and the motion was unanimously approved.

5. Complete Streets Concept Study RFP

YMPO Executive Director, Crystal Figueroa informed the Board that on June 10th, 2024, 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.

The RFP was emailed to a list of consultants, published in the local newspaper, and posted on the YMPO website. Any questions received from prospective consultants were answered via a posting on the YMPO Website.

YMPO Senior Transportation Planner, Fernando Villegas added that the TAC members were asked to review, score, and rank the two submitted proposals. Two proposals were submitted to YMPO, one from Wilson & Company and the second from Kimley-Horn and Associates.

YMPO received seven scoring sheets from the TAC committee members who evaluated the two RFPs. These scoring sheets were tabulated and found that Kimley-Horn received a average score of 88.6 and Wilson & Company scored 83.1.

During the July 18, 2024 TAC meeting, committee members recommended Kimley-Horn as the preferred consultant to the Executive Board, to be awarded the Complete Streets Concept Study project.

Ms. Figueroa added that the Complete Streets Study will provide standardized guidance to the member jurisdictions when establishing new policies related to complete streets concept standards. It will also provide sample roadway bus pullout designs to include and recommended locations that would help reduce congestion. She explained that this concept is used in larger urban areas when making design choices.

Mr. Villegas said that Complete Streets is identified as a best practice concept that describes roads that are designed and operated to enable safe access for all users in the ongoing Long-Range Transportation Plan.

MOTION: ADOT Southwest District Administrator Patane motioned to approve awarding the contract to Kimley-Horn. Supervisor Pancrazi seconded, and the motion was unanimously approved.

6. FY 2022-26 Transportation Improvement Program (TIP) Amendment #16

Mr. Villegas explained that the City of Yuma needed to change the project name of one project and add two additional transit projects. The City of Yuma Off-System Bridge (OSB) scoping project in FY 2025 was changing the project name to "B" Canal Bridge Structure No. 08517.

The second change included two new FY 2024/2025 5310 transit projects funded as part of the appeal process: the Yuma and Foothills Fleet Preventative Maintenance capital project and the Cutaway with Lift-14 Passenger Replacement 3673 project.

MOTION: Supervisor Pancrazi moved to approve the FY 2022-2026 YMPO TIP Amendment #16. Councilmember Morales seconded, and the motion was unanimously approved.

7. YMPO FY 2025 Title VI Non-Discrimination in Federally Assisted Programs, Accomplishments & Goals Report

YMPO Mobility Manager Jesus Aguilar Jr. said that federal regulations required YMPO to submit an updated Title VI Plan and Accomplishments and Goals Report annually that includes a public participation plan, limited English proficiency, and environmental justice components. In addition to these items, annual changes were needed, such as updating the YMPO Executive Board Chair/Title VI Chief Officer. The report also includes the accomplishments and goals report, which advises what the YMPO has done and plans to do with Title VI in the future.

Further, the Accomplishments and Goals report for the Title VI program at YMPO highlights the achievements in promoting nondiscrimination and equal access to transportation services over the past year. The document included new items such

as the languages spoken at home chart and documented successful public outreach efforts and improvements in public participation processes.

Mr. Aguilar mentioned that YMPO submitted the Title VI Plan to the Civil Rights Office (CRO) office at ADOT. They reviewed and recommended a few corrections or changes, which have since been completed. The next step would be to submit the Title VI plan with the changes to ADOT by August 1, 2024. Mr. Aguilar requested the approval of the FY 2025 YMPO Title VI Plan and Accomplishments and Goals Report by the Executive Board.

He said the YMPO Bookkeeper, Lourdes Lopez, was instrumental in updating and creating the refreshed look of both the Title VI and Accomplishments and Goals reports.

MOTION: Supervisor Pancrazi moved to approve the 2025 YMPO Title VI Plan and Accomplishments and Goals Report. Southwest District Administrator Patane seconded, and the motion was unanimously approved.

8. 25th Annual Arizona Rural Transportation Summit (RTS) - Prescott

Ms. Figueroa explained that the Rural Transportation Summit was scheduled for October 16-18, 2024, in Prescott, AZ, and the Central Yavapai MPO was this year's host. The summit is an opportunity for Arizona legislators, elected officials, transportation professionals, and other guests to engage in conversation on how to improve Greater Arizona. This year's theme is "On the Road Again." The program would feature four concurrent session tracks on various topics related to transportation, including transportation funding, sessions with state and federal representatives, tribal, international trade, and leadership.

A big highlight of the conference is showcasing the Regional Priority Project List. Due to the State Budget deficit this year, the RTAC Board approved the direction to support the preparation of the 2024 HB2412 again for next year with an inflation adjustment of 20%, totaling \$480 million. The list includes projects across the Greater Arizona Region and the Yuma region had three regional priority projects for consideration from the previous round.

Ms. Figueroa informed the board that to celebrate the 25th RTS anniversary, the host of the conference incorporated a recognition element into the summit. She introduced a form allowing the opportunity to nominate transportation champions in the region. She suggested late Councilmember Gary Knight as an example, and indicated that the host anticipates honoring his memory with an award to his wife, Bonnie Knight. She recommended nominating District 25 Legislative Representative Tim Dunn as he has secured millions of dollars for the region and sponsored Bills such as the RTAC Regional Priority Project Legislation and AZ SMART Fund. The deadline to submit nomination forms were recently extended until August 15th.

Supervisor Pancrazi suggested the nomination of State Senator Brian Fernandez and Councilmember Cruz suggested City of San Luis Councilmember Matias Rosales as potential nominees.

Ms. Figueroa offered to complete the nomination forms for all of the mentioned nominees on behalf of the Executive Board.

YMPO Bookkeeper Lourdes Lopez provided an update on the Executive Board members who have advised they would be in attendance at the RTS conference.

9. YMPO Rebranding Update

YMPO IT Manager/ Associate Planner Jeff Heinrichs said that in May of 2022, the Executive Board approved the revised YMPO Mission Statement. The YMPO now wishes to update its logo, vision, and values statements. These statements would be used to populate the new YMPO website, letterhead, brochures, and flyers in the future.

He provided visuals of the Mission, Vision, and Values statements, as well as two suggested logos. It was discussed that there should only be one logo used for all printed and electronic materials. The "seal" logo was the preferred by the majority of the Board. Various Board members suggested edits to the preferred logo.

Ms. Figueroa then asked the Board to review the Vision and Value statements. The Board suggested changing the Vision statement to replace the verbiage "pollution-free" with "environmentally conscious," since the region is in a non-attainment zone.

Ms. Figueroa said the logo and statements would be presented to the TAC during the upcoming August meeting for comments and be brought back again at the next Executive Board meeting in August for possible approval.

10. Proposed Memorial Highway Naming - US Highway 95 in Honor of the Late Gary Knight

Ms. Figueroa said the late City of Yuma Councilmember and Arizona State Transportation Board member Gary Knight was a champion for transportation improvements in the region, especially the ongoing progress on the US Highway 95 project leading to the Yuma Proving Grounds. She stated that the effort to honor him by naming a section of US 95 would require coordination with ADOT staff. The process would include consultation with the Arizona State Board on Geographic and Historic Names, which has a statutory responsibility for reviewing application proposals and determining the most appropriate names for places in Arizona. it

was learned that the five-year waiting period only applied to geographic features and not to "Places of historical significance" like US 95.

As an example, she renamed the I-10 Deck Park Tunnel in Phoenix for deceased ADOT engineer Dean Lindsey to the "Dean Lindsey Memorial Tunnel. Dean Lindsay passed away in 2023, but the Board voted to approve the proposal the same year. Ms. Figueroa reported that she had started to work with ADOT Southwest District Engineer Paul Patane to review the state guidelines for the designation of US 95 in his name. She said the initiative would be presented in the future to the Board for possible adoption of a YMPO Resolution supporting the renaming of a portion of US 95 in honor of Gary Knight.

MOTION: Supervisor Pancrazi motioned to initiate the memorial highway naming of US 95 in honor of Gary Knight. Councilmember Morales seconded, and the motion unanimously passed.

11. Personnel: Executive Director's Evaluation

Ms. Figueroa said that during the February 2024 Executive Board meeting, the Executive Director's Performance Evaluation subcommittee was established and agreed that YMPO staff evaluations would be conducted in June and implementation of raised would be effective at the start of the new fiscal year: July 1, 2024. The subcommittee met on July 19, 2024, and completed the evaluation of her performance. Ms. Figueroa stated that a few months ago, she shared the exciting news about her pregnancy and provided a due date of September 23rd and further anticipated discussing the details of maternity leave and absence planning.

She requested the Boards motion to go into Executive Session to discuss and evaluate the Director's performance and the short-term leadership of the YMPO during the Director's maternity leave.

MOTION: Councilmember Morales moved to go into Executive Session to discuss item. Supervisor Pancrazi seconded, and the motion unanimously approved. The Board met in Executive Session for the Directors evaluation and short-term leadership. There are no minutes available for this period.

12. Reconvene to Public Meeting

MOTION: Supervisor Pancrazi motioned to reconvene the Executive Board meeting into a regular session. Councilmember Morales seconded, and the motion unanimously approved.

13. Executive Director's Evaluation and Maternity Leave (Short-Term Leadership) – Open Discussion

Ms. Figueroa mentioned that the Board has the opportunity to discuss or comment on the Director's evaluation and short-term leadership during the Director's maternity leave in open session.

MOTION: Supervisor Pancrazi moved to approve the Executive Director's evaluation and total pay raise by 5.6% to include pay scale adjustment increase and pay for performance including the direction for contractual onboarding of consultant Paul Ward to provide short-term leadership during the directors maternity leave as early as mid-September to December. ADOT Southwest District Administrator Patane seconded, and the motion unanimously approved.

14. 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 (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 the State Legislature passed the AZ Smart Fund bill, and the changes would go into effect ninety days after the legislative session ended, which should be on September 14th. ADOT has started updating the guidance for eligible entities that could apply. Once updated, entities such as tribes and MPOs would be able to apply for the AZ Smart Fund.

15. Possible Future Agenda Items

- 1. Complete Streets Study
- 2. Possible Regional Project Priority List for 2025 Legislation
- 3. ADOT Southwest District Yuma Region Presentation
- 4. Transportation Alternatives Program
- 5. YMPO Accounting Manual, Employee Manual, and Procurement Updates
- 6. Roads of Regional Significance Study

Ms. Figueroa said the Complete Streets Study would soon commence, and the consulting firm would be onboarded in August. A new call for projects to apply for the Transportation Alternatives (TA) Program was projected for early fall.

16. Progress Reports

- a. Jul 1 – Website Review (CF)
- b. Jul 1 – Traffic Count Lead Discussion (CF, JH)
- c. Jul 1 – Yuma Region (I-8 Traffic Interchange on Exit 9 (CF, JH)

- d. Jul 2 – Yuma MPO LRTP Update – PMT Meetings (CF, JH)
- e. Jul 3 – 5310 Update w/RISE Services (LL, JR)
- f. Jul 3 – 2024 Mid-Year Traffic Count Meeting (CF, JR)
- g. Jul 8 – YMPO Staff Meeting (BD, JH, FV, JR, CF)
- h. Jul 8 – Regional Mobility Committee Meeting (JR)
- i. Jul 8 – Rekors Portable Data Collection Demo (JR, JH)
- j. Jul 8 – MPO Institute Touch Base Meeting (CF)
- k. Jul 10 – JLUP Working Group Meeting (CF)
- l. Jul 10 – ADOT Electric Vehicle Charging Infrastructure Plan (JH, CF, FV)
- m. Jul 11 – UPWP Review (BD, CF)
- n. Jul 11 – Traffic Counter Interview (JH, JR)
- o. Jul 11 – Yuma TMP Bi-Weekly Meeting (JH, CF, FV)
- p. Jul 11 – Traffic Counter Interview (JF, JH)
- q. Jul 11 – YRBC Board Meeting (JH, CF)
- r. Jul 15 – RTAC Advisory Committee Meeting (CF, FV)
- s. Jul 15 – YMPO Title VI Annual Report Update (LL, CF, JR)
- t. Jul 16 – Yuma PM10 SIP Update Meeting (CF, FV)
- u. Jul 17 – YMPO LRTP Focus Group (JH, CF, FV)
- v. Jul 17 – YMPO Arizona/Mexico Commission Intro (CF)
- w. Jul 18 – YMPO TAC Meeting (CF, JH, BD, CF, FV, JR)
- x. Jul 19 – AZ State Transportation Board Meeting (CF)
- y. Jul 19 – YMPO Directors Evaluation (CF)
- z. Jul 22 – YMPO LRTP Focus Group (JH, CF, FV)
- aa. Jul 22 – RTAC Board Meeting (CF, FV)
- bb. Jul 24 – Presentation to Sunrise Optimist Club (CF)
- cc. Jul 25 – Yuma TMP Bi-Weekly Check-In (CF, FV)
- dd. Jul 25 – YMPO Executive Board Meeting (CF, LL, BD, JR, JH, FV)

Ms. Figueroa said as stated and reminded the Board that the August meeting would be held one week in advance, August 22, 2024, due to the League of Cities conference.

16. Adjournment

Having no further business to discuss, Councilmember Cruz adjourned the meeting at 4:30 p.m.

Notice: In accordance with the American 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 would 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, August 22, 2024, and Thursday, September 26, 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
August 22, 2024



Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization



Vice-Mayor Cecilia McCollough,
Chairwoman, YMPO Executive Board