

## EXECUTIVE BOARD MEETING MINUTES

*Local Governments and Citizens Working Together*

EXECUTIVE BOARD  
Regular Meeting  
Thursday, May 30, 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 3:32 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	Paul Patane, Southwest District Administrator, ADOT ~
Member	Michael Shelton, Councilmember, City of Yuma ^
Member	Art Morales, Councilmember, City of Yuma ^

^ Attended in person.

~ Participated by teleconference.

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

YMPO Executive Board Members Absent

Member	Martin Porchas, Board of Supervisors, Yuma County #
Member	Luis Galindo, Vice-Mayor, City of Somerton *

\* 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
Jesus R. Aguilar, Jr.	Mobility Manager
Jeff Heinrichs	IT Manager/ Associate Planner
Fernando Villegas	Senior Transportation Planner

Additional Attendees

Armando Esparza Director of Economic Development, City of San Luis

Declaration of Votes

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

Supervisor Lynne Pancrazi declared she would exercise all votes (2), 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 Mobility Manager Jesus R. Aguilar, Jr. read Title VI obligations. No members of the public addressed the Board.

4. Consent Agenda

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

MOTION: Councilmember Art Morales motioned to approve the consent agenda as presented. Supervisor Lynne Pancrazi seconded, and the motion was approved.

5. Identification of Officials to attend AZSTB and RTAC meetings – Remainder for calendar year 2024

YMPO Executive Director, Crystal Figueroa explained that there were two statewide boards/councils: The Arizona State Transportation Board and the Rural Transportation Advocacy Council. Usually, these appointments are made in February each year. Since late Councilmember Gary Knight was the primary representative for both the AZSTB and RTAC, new officials would need to be assigned. Currently, Councilmember Art Morales is the STB alternate, and Vice-Mayor Cecilia McCollough is the RTAC alternate.



She reviewed what each group was responsible for, and the frequency of their meetings. The Arizona State Transportation Board (AZSTB) comprised appointed officials from six districts around the State. These officials serve a six-year term, are appointed by the Governor, and confirmed by the State Senate. The AZSTB holds approximately 12-15 meetings each year throughout the State, on the 3rd Friday of every month. In May, Governor Katie Hobbs appointed Sam Elters, Mohave County Manager and Transportation Engineer to serve on the AZSTB. Pending confirmation by the state Senate, Elters would represent District 6, which includes the western Arizona counties of La Paz, Mohave, Yavapai, and Yuma. He succeeds the late Gary Knight, who served for 6-years, and whose term ended this past January. Mr. Elters would serve a term that ends on January 21, 2030.

As the YMPO Executive Director, she mentioned that she usually attends these meetings in person or virtually and reports back to the YMPO Executive Board about any changes affecting the YMPO region.

She then explained the Rural Transportation Advocacy Council formation. She said that in the mid-90s, the Casa Grande Resolves (which mainly benefitted Maricopa and Pima Counties) was developed and implemented. A group of predominantly rural Arizona Counties decided to form a separate group to advocate the transportation interests of the rural areas. This area covers the majority of the State.

A legislative liaison person was appointed to track transportation legislation at the federal and state levels. The position is administered through the Northern Arizona Council of Governments (NACOG) and is funded by all the rural Councils of Governments (COGs) and the Metropolitan Planning Organizations (MPOs), excluding the Maricopa and Pima Association of Governments (MAG and PAG). She explained how the funding was split on a population basis, and that YMPO currently pays just over \$23k annually to fund this effort. The current Liaison person is Kevin Adam, and YMPO is a full-voting member of the RTAC.

Councilmember Maria Cruz volunteered to be the RTAC representative, and Supervisor Lynne Pancrazi volunteered to be the AZSTB representative.

Paul Patane reiterated the importance of the AZSTB and the need for attending and advocating for the Yuma Region.

MOTION: Councilmember Art Morales motioned to approve Supervisor Pancrazi as the AZSTB representative and Councilmember Cruz as the RTAC representative for the remainder of the calendar year 2024. Councilmember Michael Shelton seconded, and the motion was approved.

6. 2024 MPDG and ATIIP GRANTS- Possible Regional Letters of Support



Ms. Figueroa explained that at the beginning of May, YMPO received two requests for letters of support. One was for the City of Yuma for a Multimodal Project Discretionary Grant (MPDG) opportunity for 40<sup>th</sup> Street Improvement Project from Avenue 6E to Fortuna Road. She stated the deadline for the application was May 6, 2024 and due to the limited time Chairwoman McCollough consented the letter of support approval in advance of the Board meeting. The proposed 40<sup>th</sup> Street Improvement Project would facilitate east-west travel demand and alleviate congestion on the I-8 Frontage Road system by providing an alternative travel route. The proposed project included design, right-of-way, and construction for a five-lane arterial from Avenue 6E to Fortuna Road and a new overpass structure over State Route 195.

The second request was from the City of San Luis for its Active Paths Project application to USDOT's Active Transportation Infrastructure Investment Program (ATIIP). She explained that the project would significantly enhance pedestrian and non-motorized infrastructure in San Luis, Arizona, creating a safer and more connected community by improving accessibility to essential services, schools, and employment centers.

She then invited Armando Esparza, City of San Luis' Director of Economic Development, to speak on this matter.

Director Esparza said it was an exciting project. Based on the historic infrastructure of the city, they wanted to ensure the city was well connected through the build-out of the various transportation modes, as the current routes are laid to dirt. There were two routes San Luis' was seeking funding for that were in line with the grant's objectives. One route was the East-Main Canal which connects the high school, library, city hall, and Main Street to the Port of Entry. The second route would connect Port of Entry I with Port of Entry II along existing roads, with the creation of bike and pedestrian paths. The city is seeking \$15M for the project.

MOTION: Supervisor Pancrazi motioned to approve letters of support for MPDG and ATIIP efforts. Councilmember Maria Cruz seconded, and the motion was approved.

7. FY 2024-25 YMPO Unified Planning Work Program (UPWP) Amendment #5

Ms. Dale explained that the current UPWP Budget, which was approved on May 25, 2023, had been amended four times, with the fourth amendment approved on April 25, 2024. Another amendment was necessary as funding for the 5305d CPG grant program was increased from \$114,186 to \$119,475 for fiscal year 2024. This increase of \$5,289 would be programmed into the Complete Streets Study. She concluded her presentation and offered to answer any questions.

MOTION: Supervisor Lynne Pancrazi motioned to approve FY 2024-25 YMPO UPWP Amendment #5. Councilmember Michael Shelton seconded, and the motion was approved.



8. FY 2024 Defense Community Infrastructure Program (DCIP) – Update  
YMPO IT Manager/Associate Planner Jeff Heinrichs said the DCIP Program was a Department of Defense effort administered by the Office of Local Defense Community Cooperation (OLDCC). The program was a competitive grant program that enables State and Local projects to address deficiencies in community infrastructure in support of Local military installations. In FY22, YMPO worked with ADOT and YPG, and submitted a successful grant application for just over \$13M for US95. Authorized by the YMPO Executive Board, YMPO hired consultant Wilson and Company for grant writing services to pursue a 2024 DCIP grant of for US-95. The federal request is to reconstruct two intersections into roundabouts, one at Imperial Dam Road and another at Aberdeen Road. The project would include a modified left turn on US-95 at Martinez Lake Road. YMPO intends to submit the \$15M DCIP grant proposal before the June 17, 2024, deadline.

Ms. Figueroa mentioned how important it was for the YMPO to advocate for funding at the state level, as additional funding is needed to complete the remaining US 95 widening project.

9. Safe Streets and Roads for All (SS4A) Grant  
YMPO Senior Transportation Planner Fernando Villegas said that on May 16, 2024, the YMPO submitted an SS4A Planning and Demonstration application. The grant request amount was \$400,000 in federal funding, with a local match of \$100,000.

Last year, the City of Yuma was awarded a \$480,000 SS4A Grant for a Safety Action Plan. YMPO intends for this plan to cover the rest of the county, as 72 percent of the traffic fatalities occur outside the City of Yuma. The grant would be used to develop a Regional Comprehensive Safety Action Plan and initiate demonstration activities, whose main goal would be to reduce fatal and serious injuries and crashes in the YMPO region. The projected demonstration activities would be traffic signals and pedestrian hybrid beacon warrant studies to aid in pursuing future HSIP funds.

Mr. Villegas reported that there was over \$3 billion available for the next funding rounds. In FY24, planning and demonstration activities had more than \$656M available in funding. He stated that after the Comprehensive Safety Action Plan is completed, there would be a list of projects eligible for design and implementation funding. Member agencies would be encouraged to apply to the second phase of the SS4A Grant, which focuses on the implementation of projects.

The SS4A grant awards should be announced this August and if granted, the Safety Action Plan is anticipated to be completed by October 2026. YMPO intends to collaborate with the City of Yuma in developing the Comprehensive Safety



Action Plan.

Ms. Figueroa reiterated that there are two components to the SS4A grant. The first component involves the creation of the plan, and the second component its implementation. MPOs are eligible to apply for the first component only. The local jurisdictions would be eligible for the second component. Ms. Figueroa stated that her intention is to apply for the Arizona SMART fund to match funds for the SS4A grant. She emphasized that the grant application has the potential for a great return on investment, which benefits the entire region.

10. Possible Regional Project Priority List for 2025 Legislation

Ms. Figueroa advised that the third round of the Regional Project Priority List has started. The Rural Transportation Advocacy Council (RTAC) Committee discussed, and the Board approved support for the preparation of the 2024 HB2412. Although the Legislature Finance Advisory Committee forecasted deficits for the current and following years' budgets, it was determined that the YMPO Region should focus on the same projects as last year, with an increased projection cost of twenty percent to account for inflation.

The current population-based division of the \$400M Statewide allocation of funds for the YMPO region was approximately \$48M. The current inflation cost percentage of twenty percent would increase funds needed for our region to \$58M.

Ms. Figueroa stated that the goal was to present the Regional Project Priority List booklet to legislators during the 25<sup>th</sup> Annual Rural Transportation Summit, which will be hosted in October in Prescott, Arizona. The project information will be provided to the State Legislature for consideration.

She then concluded her presentation by reviewing the three segments of US-95 that were currently included as part of the 2024 Legislative effort for State budget FY 25, under HB2412:

- #1 Priority - US-95: Wellton-Mohawk Canal to Aberdeen Road widening (\$40M),
- #2 Priority - US-95: Pavement rehabilitation (Phase 2) between County 17<sup>th</sup> St to Avenue D (\$6.95M),
- #3 Priority - US-95: Somerton Main Street Improvements (\$1.37M).

Ms. Figueroa stated that the presentation was for information purposes only and would be brought back to the Board once the Legislature decides on HB2412, although it is not very optimistic of a positive outcome due to state budget deficit.

11. YMPO FY 2025 Title VI Update, Training and Guidance

YMPO Regional Mobility Manager JR Aguilar provided training explained that



under federal guidance, YMPO must submit an annual Title VI Plan and report to continue receiving federal grants. He reviewed the common terms and definitions used in Title VI, and what Title VI and Limited English Proficiency (LEP) meant. Mr. Aguilar provided statistics to the Board on the different languages spoken in homes in the Yuma region and how the YMPO provides notices to LEP persons to ensure the inclusion of all individuals in the YMPO service area regarding YMPO's efforts.

He discussed the meaning of environmental justice and how it relates to transportation planning in the region. He provided regional demographics and transportation maps as examples. He reviewed how the Civil Rights Restoration Act of 1987 amended Title IX (sex discrimination), the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Civil Rights Act of 1964, which ensures nondiscrimination based on race, color, and national origin in the programs and activities receiving federal financial assistance.

He provided a list and contact information for the YMPO Title VI personnel. This included the YMPO Title VI Officer: YMPO Executive Board Chairwoman Cecilia McCollough, Vice Mayor Town of Wellton, following the late Councilmember Gary Knight, Title VI Liaison: YMPO Executive Director Crystal Figueroa, and Title VI Coordinator: YMPO Mobility Manager JR Aguilar.

He outlined the proper procedure for handling any Title VI complaints received and provided an example of the Title VI Complaint form. He concluded by emphasizing the importance of public involvement in YMPO efforts. Mr. Aguilar reported that staff was currently reformatting the annual Title VI Report and that final changes made to the Title VI annual report would be presented to the Board in a future meeting for approval. He stated that YMPO Staff Lourdes Lopes has been essential in updating the Title VI formatting.

Ms. Figueroa added that the report would include YMPO's accomplishments from the past year and goals for the coming year.

Councilmember Arturo Morales of the City of Yuma suggested that YMPO add a Spanish-speaking option to its phone answering machine services.

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

In addition to the above-mentioned topics, Mr. Villegas advised that the public participation portion of the YMPO Long-Range Transportation Plan (LRTP) would occur in conjunction with the City of Yuma's Transportation Master Plan's public participation portion in June and July. This would include advertising through local media, producing online surveys, and holding focus group meetings.

Ms. Figueroa explained that the LRTP focus group meetings would target various farming and local interest groups to ensure the inclusion of all stakeholders within the region.

She said the Request for Proposal (RFP) for the Complete Streets Study would be advertised in June. The proposals would be reviewed, and the Technical Advisory Committee's recommendations would be presented to the Executive Board in July for consultant selection. She anticipated the study would start in August.

YMPO Bookkeeper/Administrative Assistant Lourdes Lopez updated the Board on future conferences. Registration for the Rural Transportation Summit (RTS) was now open. She asked the Board if any more members wished to attend. The 2024 RTS Conference will be held in Prescott, AZ, on October 16-18, 2024. YMPO would cover the costs for Executive Board members to attend.

13. Possible Future Agenda Items

- A. DCIP Grant
- B. Complete Streets Study
- C. TA Program

Ms. Figueroa stated as presented.

Councilmember Morales, Supervisor Pancrazi, and Vice-Mayor McCollough made suggestions on various intersections with potential traffic issues that should be discussed in future meetings. Southwest District Administrator Paul Patane urged them to ensure these are included in the YMPO LRTP.

14. Progress Reports

- a. Apr 25 – ADP Webinar OT & Time Rounding Updates (LL)
- b. Apr 25 – Executive Board Meeting (CF, LL, JH, FV, JR)
- c. Apr 25 – 5310 YMPO Site Visit w/HOPE Inc. (JR)
- d. Apr 25 – YMPO Complete Streets Discussion (CF, FV)
- e. Apr 29 – 5310 YMPO Site Visit w/Crossroads (JR)
- f. Apr 29 – YMPO Air Quality Questions Follow Up (JF, CF, FV)



- g. Apr 30 – US95 – DCIP Grant Proposal – Meeting #2 (JH, CF, JR, FV)
- h. Apr 30 – US Census Webinar (BD)
- i. Apr 30 – 5310 YMPO Site Visit /Rise Services Inc (JR)
- j. Apr 30 – JR/LL Title VI Annual Report Kick Off Meeting (JR, LL)
- k. May 1 – YMPO FY25 Insurance Premeeting (BD, CF)
- l. May 1 – 5310 YMPO Site Visit w/Achieve (JR)
- m. May 1 – NHI Training (2 CFR 200) (LL)
- n. May 2 – HSIP Applications Meeting (JH, CF, FV)
- o. May 2 - Yuma TMP Bi-Weekly Meeting (JH, CF, FV)
- p. May 2 – FY 25-29 ADOT 5 Year Program Review (CF)
- q. May 6-8 – Grant Management Training Tucson (BD, LL)
- r. May 7 – Air quality Division Stakeholder Meeting (JH, CF, FV)
- s. May 7 – Yuma MPO LRTP Update (JH, CF, FV)
- t. May 7 – ACHIEVE Recycling Bin (JR)
- u. May 8 – YUMA 2024 Joint Land Use Plan (FV)
- v. May 9 – TAC Meeting (CF, LL, JR, JH, FV)
- w. May 9 – YRBC Meeting (CF, JH)
- x. May 10 – Yuma County Public Works Meeting (JR)
- y. May 13 – Regional Mobility Committee (5310) (JR)
- z. May 13 – RTAC Advisory Committee Meeting (CF, FV)
- aa. May 13 – ADOT/YMPO Monthly Coordination Meeting (CF, FV, JH)
- bb. May 13 – Insurance Renewal Meeting (BD)
- cc. May 14 - Staff Meeting (CF, BD, LL, JR, JH, FV)
- dd. May 14 – US 95 DCIP Grant Proposal – Meeting #3 (CF, JR, JH, FV)
- ee. May 14 – SS4A Application Review (CF, JR, JH)
- ff. May 14 – Complete Streets Concept Scope Overview (CF)
- gg. May 14 – ADOT SHSP/ATSAP Safety Workshop (FV)
- hh. May 15 Creating Financials for EB Meeting (LL, BD)
- ii. May 15 – Refine Complete Streets Scope of Work (CF)
- jj. May 16 – Federal Reimbursement Training Pt 3 (BD, LL)
- kk. May 16 – Title VI Audit Debriefing (JR, FV)
- ll. May 16 – Yuma TMP Bi-Weekly Meeting (CF, JH, FV)
- mm. May 17 – AZ State Transportation Meeting (CF)
- nn. May 20 – RTAC Board Meeting (CF, FV)
- oo. May 21 – Yuma PM10 SIP Update Meeting (CF, FV)
- pp. May 21 – COG/MPO Directors Meeting (CF, FV)
- qq. May 22 – ADOT and COG/MPO Finance Workshop (BD, FV, CF)
- rr. May 22 – Crystal's Birthday!
- ss. May 22 – ADEQ Yuma PM10 Control Measures (JH)
- tt. May 22 – Equity in Roadway Safety Webinar (FV)
- uu. May 30 – Executive Board Meeting (CF, BD, LL, JR, JH, FV)
- vv. May 30 – Yuma TMP Bi-Weekly Check-In (JH, CF, FV)

Ms. Figueroa stated as presented.

15. Adjournment

Having no further business to discuss, Chairwoman McCollough adjourned the meeting at 4:53 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, and Thursday, August 29, 2024.

Preparation and Approval of Minutes:      Minutes prepared by:



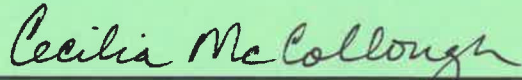
Blenda Dale, Accountant II/  
Executive Assistant

Minutes reviewed to form by:

Minutes approved in regular session on  
June 27, 2024



Crystal Figueroa, Executive Director,  
Yuma Metropolitan Planning Organization



Vice-Mayor Cecilia McCollough,  
Chairwoman, YMPO Executive Board