

EXECUTIVE BOARD MEETING MINUTES

Local Governments and Citizens Working Together

EXECUTIVE BOARD

Regular Meeting

Thursday, October 26, 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 1:30 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 ~
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 ^

^ Attended in person.

~ Participated by teleconference.

As five of the seven constituent member agencies were present, the quorum requirement was met.

YMPO Executive Board Members Absent

Secretary/Treasurer	Maria Cruz, Councilmember, City of San Luis *
Member	Martin Porchas, Board of Supervisors, Yuma County #
Member	Michael Shelton, Councilmember, City of Yuma #
Member	Miguel Villalpando, Councilmember, City of Somerton *

Not present but was represented by proxy by another member.

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

Supervisor Pancrazi declared two votes for Yuma County.

Councilmember Knight declared he would have three votes and Councilmember Morales two votes for the City of Yuma.

YMPO Staff Present:

Crystal Figueroa	Executive Director
Blenda Dale	Accountant II/ Executive 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 are limited to three (3) minutes. Any members of the Public attending by teleconference are 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. Consent Agenda

- A. Approval of the September 28, 2023, Board Meeting Minutes
- B. YMPO Income/Expenditure Report for September 2023

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

5. Introduction of Imperial County Representative

YMPO Executive Director, Crystal Figueroa said that YMPO is recognized as a bi-state metropolitan planning organization. As such, a portion of Imperial County, California is within YMPO's planning boundary, specifically the Winterhaven urban area. She stated that YMPO is responsible for coordinating transportation planning within the comprehensive area. Ms. Figueroa welcomed David Aguirre, Executive Director of the Imperial County Transportation Commission (ICTC) to the Executive Board.

The ICTC Executive Director, David Aguirre said he has been with the organization for two years. He explained the commission is the regional planning organization for the area. The commission handles the planning and preparation of county-wide plans such as the Long-Range, Short-Range transportation, transit plans, and climate action plans. Their region encompasses all the cities within Imperial County and the Imperial Irrigation District. Mr. Aguirre mentioned that they are also the

public transit provider for the county. They work with YCIPTA (Yuma County Area Transit) which provides service for Yuma to Quechan, El Centro, Winterhaven, and other rural areas. They provide administration for the Resource Management Agency of Imperial County and also undertake their own transportation and transit infrastructure projects.

Councilmember Knight mentioned that off the Interstate 8 offramp on Fourth Avenue westbound is virtually impossible to make a left turn due to traffic. He felt a stoplight would be of benefit to the area. Currently, drivers are turning right to make a U-turn further down the road to proceed south. He asked Mr. Aguirre for assistance in this matter.

Mr. Aguirre said he would speak with CalTrans and Imperial County regarding this intersection.

Ms. Figueroa mentioned that once Mr. Aguirre onboards a Transportation Planner for ICTC, YMPO will include the individual to attend the Technical Advisory Committee (TAC) meetings and continue to include him in the Executive Board agenda distribution.

6. Transportation Alternatives (TA) Program Update

YMPO IT Manager and Associate Planner, Jeff Heinrichs, reviewed that the TA Program is a 10% set-aside of the Surface Transportation Block Grant (STBG) Program. ADOT plans for FY 2022-2026 to receive an average of \$18.4 million annually for the TA program.

He said there were three projects that YMPO provided LOS (Letters of Support) for and these were accepted as part of the ADOT initial TA Screening Process. Statewide there were a total of 30 projects that were evaluated and scored. The TA TAC reviewed and scored the projects using criteria scoring for Technical Quality, Schedule, Community Support, and Plan Alignment. ADOT applied an equity criterion to normalize the scores for the various areas throughout the state.

The output of the scoring process provided a ranked list of the TA projects that will be submitted to the State Transportation Board for review and approval. The total TA funding requests for the 30 state-wide projects was around \$13M of an available \$18M funding. So, all of the thirty programs will most likely get funded this year for either design or construction planning. On November 17, 2023, the ranked list will go before the State Transportation Board for review and approval.

He went on to explain what types of projects could be eligible for this funding opportunity such as Safe Streets to Schools, multimodal planning, historical preservation, recreational pathways, and pedestrian and bike trails.

Ms. Figueroa explained that this program would continue and is currently funded for the next four to five years and will be a continued effort for the next round of call for projects likely to happen in March of 2024. She said it was a learning process to see how the program was established and moving forward YMPO expects to be able to provide even better guidance to the applicants to ensure they meet all the program criteria.

Mr. Heinrichs added to the discussion saying once they understood the scoring criteria, YMPO should be able to assist even more with this process.

Councilman Knight said that the City of Yuma was looking at a multi-use path from 28th Street to 24th Street to connect the existing path from 32nd Street to 28th Street. This will eventually extend down to Avenue C. This project could be eligible and has already gone through the planning process. He stated that the current budget for the project was estimated at \$300K around and the bid came a bit over \$500K. Ms. Figueroa stated that it seemed that the project was already designed and had gone over the planning phase and excess of funding may come out of the contingency fund. Mr. Knight confirmed that project is already on the November City Council agenda for possible approval, he recognized that it could have been a good candidate for the TA Program.

Ms. Figueroa suggested that YMPO reach out to Dave Wostenberg to discuss this project at the next Technical Advisory Committee (TAC) which meets on November 9, 2023.

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

Senior Transportation Planner, Fernando Villegas explained that an amendment is needed for the FY 2022-2045 YMPO LRTP. The change is needed for three existing projects involving an Air Quality Conformity update. The consultant is carrying out the changes and are anticipated to be completed next week.

The three projects are:

1. Yuma County's Avenue E / Avenue D Extension: County 23rd Avenue to County 16th Street; they are extending the project limits by two miles.
2. City of Yuma's 40th Street Widening: Avenue 6 3/4 E to Avenue 7 1/2 E originally is expected to be amended all the way to Fortuna Ave in the Foothills; they wish to advance the project dates from FY2032-2036 to FY2022-2026.
3. YMPO/ADOT's US 95 widening from Wellton Mohawk to Aberdeen; they wish to advance the project dates from FY2032-2036 to FY2022-2026.

According to the consultant, the PM10/NOx/VOC emission analysis results are still within the established motor vehicle emissions budgets. The draft was sent to the Interagency Consultation (IAC) for review of the conformity determination. He explained that the TAC would then review the draft on November 9, 2023 to recommend to the Board for possible approval. It may be necessary to hold a special Executive Board meeting on November 16th for approval of Amendment #1. If this is completed, YMPO would then submit the final LRTP Amendment #1 and Air Quality Conformity update to the EPA.

Ms. Figueroa explained that the 40th Street project was discussed at the Rural Transportation Summit this month and it was determined that this project needs to be extended to Fortuna Road, since the City of Yuma is considering applying for an Multimodal Project Discretionary Grant (MPDG) Program. If this is done, the project horizon dates may need to be changed as well. This information was provided to YMPO yesterday evening and the additional information would be presented to the TAC at their next meeting. She explained that if this project is extended it would go into Yuma County's jurisdiction.

Mr. Villegas then stated that the City of Yuma boundary is up to 10E project boundaries would be discussed during the next TAC meeting and the final determination would then be presented to the Executive Board for consideration and approval of Amendment #1.

8. FY 2026-2049/50 YMPO Long-Range Transportation Plan (LRTP)

Mr. Villegas stated that YMPO is working on the request for proposal (RFP) for the LRTP. The LRTP plan is a federal requirement of Metropolitan Planning Organizations and is to be developed every four years for air quality non-attainment and maintenance areas. He provided a timeline to complete the RFP as follows:

11/9/2023 Release the RFP

12/7/2023 RFP submittals are due by 3 p.m.

12/18/23 Interviews, if needed, will be completed by the TAC sub-committee

1/4/2024 YMPO Executive Board approves the selected firm

1/4/2024 Letters will be sent to all firms regarding the selection

4/28/2025 The First draft of the LRTP is due for the TAC meeting

6/26/2025 Estimated YMPO FY 2026-50 LRTP final report due for Executive Board approval

Ms. Figueroa went on to explain that a special Executive Board meeting will need to occur both in person and/or virtually on January 4, 2024, in order to meet important deadlines for possible safety project applications and issue a notice to

proceed in early January. The next Executive Board meeting would be in December and would incorporate November and December.

9. 2023 Arizona Rural Transportation Summit (AZRTS) Recap

Ms. Figueroa said the Rural Transportation Summit was a year-long planning process. She reviewed some of the speakers and organizations that participated in the event. She explained the theme for the conference was very relevant to the rural organizations attending the Summit. The presentations included funding opportunities such as ROUTES, TA, and Off-System Bridge programs. She felt the event was very well planned and attended.

Councilmember Morales said he thought it was a great networking and educational experience where he got to speak about needs in the Yuma region. Councilmember Knight thought the event structure, with a single session, was better than several break-out sessions happening simultaneously; this ensured the audience could hear any or all the sessions they wished. Mr. Knight thanked the staff for their planning efforts.

Supervisor Pancrazi mentioned that she couldn't attend the conference but heard from several of her peers that the Summit was one of the best they'd participated in. She acknowledged the Director and staff for a well-planned conference.

Figueroa said one of the highlights of the Summit was the Rural Transportation Advocacy Council's (RTAC) initiative for \$400M of regional priority projects in rural Arizona. She explained that this effort would be introduced to the State Legislators as a proposed bill for infrastructure funding. She mentioned Mr. Knight showcased the number one YMPO regional priority project, US - 95, and is how the state allocated 33.3M of the financing through the legislative process.

Vice Mayor McCollough felt the agenda was focused on what Metropolitan Planning Organizations do, and staff planned a great welcome reception where guests could network.

Councilmember Ortega was pleased with the Tribal Partnership Program, which ended up being a well-attended session with Tribal members and various entity staff.

Board members congratulated and recognized YMPO staff planning efforts and a job well done.

10. FY 2024-25 YMPO Unified Planning Work Program (UPWP) Administrative Amendment #1

YMPO Accountant and Executive Assistant Blenda Dale explained that the current contract with our legal services ends this calendar year. Although not required, it was recommended that YMPO advertised for Legal Services through a request for Proposal (RFP) per YMPO Policies and Procedures regarding Procurement. To do so, YMPO needed to obtain a project number and a Disenfranchised Business Enterprise (DBE) number for the RFP to proceed.

Although the funds were budgeted in the Unified Planning Work Program for Legal Services, ADOT required YMPO to identify the Legal consulting services project as part of the anticipated Study Funding table in the approved FY 2024-25 YMPO Unified Planning Work Program Budget. She reported that an Amendment to the Unified Planning Work Program (UPWP) was needed to obtain a project number from ADOT to include in the RFP before advertisement. Ms. Dale confirmed that the approved funding amounts stayed the same.

Ms. Figueroa added that YMPO did have the legal services already budgeted in the Work Program (UPWP) but did not have the consulting activity listed.

Ms. Dale said that YMPO staff should complete the RFP process before the end of the year for the Executive Board's approval selection of a confirmed legal firm by the December 14 Board meeting.

11. 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 the Board that the Roads and Streets conference was happening soon and that YMPO staff and members of the TAC would be attending the conference in Tucson, AZ. YMPO would have a booth at the conference.

She also announced that YMPO Bookkeeper, Norma Chavez had turned in her resignation notice and therefore YMPO will be hiring a new person soon.

12. 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. Transportation Alternatives Program
- B. 2022-2045 LRTP Amendment #1, Conformity update
- C. HSIP Application Update
- D. YMPO In-Kind
- E. UPWP FY 2024-25 Amendment #2

Ms. Figueroa stated as presented.

13. Progress Reports

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

- a. Sep 28 - Executive Board Meeting (CF, BD, JH, NC, JR, FV)
- b. Sep 28 - LRTP Planning Meeting (CF, FV, JH)
- c. Oct 2 - Staff Meeting (CF, BD, JH, NC, JR, FV)
- d. Oct 2 - Final Meeting with HPP Re: Food Order & Set Up (CF, BD, NC, JH, JR, FV)
- e. Oct 2 - TA Program: Review Submissions and ArcGIS TA Scoring Portal (CF)
- f. Oct 2 - YMPO Air Quality ADEQ MVEB Discussion with Kittelson (CF, FV)
- g. Oct 3 - Arizona Vulnerable Road User Safety Assessment - Stakeholder Meeting #2 (CF, JR)
- h. Oct 3 - RTAC Board Presentation at Rural Transportation Summit (CF)
- i. Oct 4 - RTS Planning Meeting (CF, BD, JH, NC, JR, FV)
- j. Oct 4 - Transportation Alternatives TAC Project and Scoring Review (CF, JH)
- k. Oct 5 - LRTP Planning Meeting (CF, FV, JH)
- l. Oct 5 - Yuma 03 MVEB Meeting with Kittelson and ADEQ (CF, FV)
- m. Oct 9 - RTAC Advisory Committee Meeting - Virtual (CF)
- n. Oct 10 - ADOT/YMPO Monthly Coordination Meeting (CF, JH, FV)
- o. Oct 11 - RTS Planning Meeting (CF, BD, JH, NC, JR, FV)
- p. Oct 11 - Urban Boundary Smoothing - Yuma Local Gov (CF)
- q. Oct 11 - EPA Transportation Workshop (CF)
- r. Oct 12 - ADEQ - EPA AZ Multi-Agency Meeting (CF)
- s. Oct 12 - TAC Meeting (CF, BD, JH, NC, JR, FV)
- t. Oct 12 - LRTP Planning Meeting (CF, FV, JH)
- u. Oct 12 - Mobility Managers Meeting (JR)
- v. Oct 13 - COG/MPO Planner's Meeting (CF, FV, JH)
- w. Oct 16 - Yuma PM10 SIP - Control Work Groups Kickoff (CF)
- x. Oct 17 - Yuma PM10 SIP Update Meeting (CF, FV)
- y. Oct 18-19 - 2023 Rural Transportation Summit in Yuma (CF, JH, BD, FV, JR, NC, RA)
- z. Oct 18 - RTAC Board Meeting (CF)

aa. Oct 20 - Arizona State Transportation Board Meeting (CF)

Ms. Figueroa said as listed.

14. Adjournment

Having no further items to discuss, Chairman Knight adjourned the meeting at 2:32 p.m.

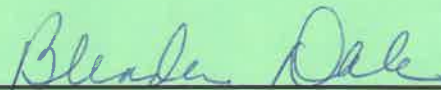
Notice: In accordance with the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability, in the admission of, or access to, or treatment or employment in, its programs, activities, or services. If you have any questions regarding YMPO programs, activities, or services, please contact Crystal Figueroa at 928-783-8911.

Anticipated Future 2023 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, December 14, 2023, and January 25, 2024.

Preparation and Approval of Minutes:

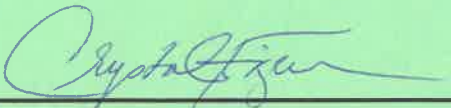
Minutes prepared by:



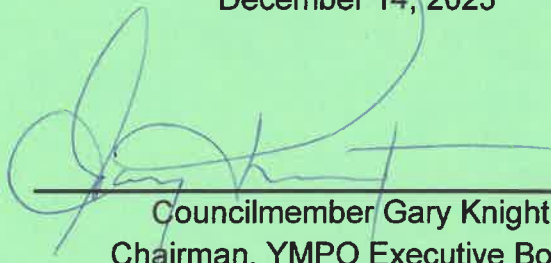
Blenda Dale, Accountant II/
Executive Assistant

Minutes reviewed to form by:

Minutes approved in regular session on
December 14, 2023



Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization



Councilmember Gary Knight,
Chairman, YMPO Executive Board