

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

Executive Board Regular Meeting

Thursday, February 24, 2022
1:30 P.M.

The Meeting was held 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 Matias Rosales, 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.

The YMPO Executive Assistant/Accountant II, Crystal Figueroa, called the roll as follows:

YMPO Executive Board Members Present:

| | |
|---------------------|---|
| Chair | Matias Rosales, Councilmember, City of San Luis ^ |
| Vice-Chair | Martin Porchas, Board of Supervisors, Yuma County ^ |
| Secretary/Treasurer | Gary Knight, Councilmember, City of Yuma ^ |
| Member | Martha Garcia, Councilmember, City of Somerton ~ |
| Member | Cecilia McCollough, Mayor, Town of Wellton ~ |
| Member | Paul Patane, Southwest District Engineer, ADOT ^ |
| Member | Lynne Pancrazi, Board of Supervisors, Yuma County ^ |
| Member | Karen Watts, Councilmember, City of Yuma ^ |

^ Attended in person.

~ Participated by teleconference.

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

YMPO Executive Board Members Absent:

| | |
|--------|---|
| Member | Leslie McClendon, Deputy Mayor, City of Yuma # |
| Member | Cocopah Indian Tribe - not currently identified * |

Not present but was represented by proxy by another member.

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

YMPO Staff Present:

| | |
|-------------------|-------------------------------------|
| Paul Ward | Executive Director |
| Charles Gutierrez | Senior Planning Manager |
| Crystal Figueroa | Executive Assistant/Accountant II |
| Blenda Dale | Administrative Assistant/Bookkeeper |

Additional Attendees:

| | |
|---------------|---|
| Susan Thorpe | Yuma County Administrator ^ |
| Kevin Adams | RTAC Liaison ^ |
| Mark Hoffman | ADOT Senior Planner ~ |
| Jay Parke | Partner Walker and Armstrong^ |
| Gene Dalbey | YRBC^ |
| Shelly Kreger | YCIPTA Executive Director~ |
| Doug Eberhart | Wilson & Company Senior Environmental Planner~ |
| Dan Marum | Wilson & Company Transportation Planning Manager~ |

Declaration of Votes:

Councilmember Knight declared that he would exercise the proxy vote for Deputy Mayor McClendon.

3. Annual Declaration of Votes for Calendar Year 2022.

As required by YMPO By-Laws, Councilmember Gary Knight declared the annual votes for the City of Yuma for Calendar Year 2022 as follows: 2 votes for himself, 2 votes for Councilmember Watts, and 1 vote for Deputy Mayor McClendon.

4. Welcome to New Members

Paul Ward, YMPO Executive Director, introduced and welcomed the newest YMPO Staff members, Blenda Dale as the new Administrative Assistant/Bookkeeper and Jesus Aguilar, Junior, as the Mobility Manager.

5. Title VI Declaration and Call to the Public

Mr. Aguilar, read the YMPO Title VI obligations. No members of the public addressed the Board.

The Chairman presented Mr. Ward with a plaque, in recognition of his outstanding services as the Executive Director of the YMPO, and congratulated him on his retirement. Various Board members, staff, and colleagues expressed their appreciation for his 5-plus years of service and contributions to the region.

Councilmember and Arizona State Transportation Board member Gary Knight announced Paul Patane's promotion to the Multimodal Planning Division Director and recognized his work with YMPO over the last 15 years.

6. Consent Agenda.

- A. Approval of the December 10, 2021, Board Meeting Minutes.
- B. YMPO Income/Expenditure for November and December 2021.

MOTION: Councilmember Gary Knight moved to approve the consent agenda, as presented. Supervisor Pancrazi seconded, and the motion was unanimously approved.

7. FY 2020-2021 YMPO Audit

Crystal Figueroa, YMPO Accountant II/Executive Assistant, introduced Jay Parke, a Partner from the Audit firm of Walker and Armstrong. Mr. Parke reported meeting with the Audit Committee earlier that day and presenting the results of the fiscal year end (June 30, 2021) audit in more detail to the committee. He summarized three separate documents, the Annual Comprehensive Financial Report, Single Audit Reporting Package and Communication to the Board. Mr. Parke summarized the Audit results and reported an unmodified "clean" opinion on the financial statements.

He included the recently issued Certificate of Achievement issued by the Government Finance Officers Association (GFOA) to YMPO for the work done in fiscal year 2020 and expect to be recognized for year end June 30, 2021, as well. In comparison with the prior year financial position, he reported a decrease in cash of 39.4% due to the purchase of the new building and renovation. He included a strong cash flow and a higher pension liability. Mr. Parke mentioned that they did not identify any deficiencies in internal control that would be considered material weaknesses.

As previously mentioned by Mr. Parke, Mr. Ward reported that, for the very first time, YMPO submitted for a Certificate of Achievement in Financial Reporting to GFOA for the Annual Comprehensive Financial Report and recognized with the award in financial reporting to Ms. Figueroa YMPO Accountant/Executive Assistant

MOTION: The Chairman of the Audit Committee, Gary Knight, confirmed that the audit committee had reviewed the report during a prior meeting and recommended approval of the FY 2019-2021 YMPO Audit. Supervisor Porchas seconded, and the motion was unanimously approved.

8. Election of Executive Board Officers - Calendar Year 2022.

Mr. Ward started by thanking the outgoing Chair, Matias Rosales, for his service as the Chairman of the YMPO during the past year. He understood that Mr. Rosales would remain the representative Board member for the City of San Luis. Mr. Ward mentioned that, based on prior year rotations, the Town of Wellton would normally be 'next' to provide a candidate for the position of Secretary/Treasurer.

MOTION: Supervisor Pancrazi nominated Mayor Cecilia McCollough for the soon-to-be-vacant YMPO Secretary/Treasurer position. Mayor McCollough accepted the nomination, Councilmember Knight seconded, and the motion was unanimously approved.

Mr. Ward mentioned the usual rotation of elected officers outlined in the YMPO By-Laws, whereby the YMPO Vice-Chairman becomes the Chairman and the YMPO Secretary/Treasurer rises to YMPO Vice-Chairman. Supervisor Porchas from Yuma County becomes the new Chairman and Councilmember Knight becomes the Vice-Chairman. Both Supervisor Porchas and Councilmember Knight accepted their respective positions and took over as the Chairman and Vice-Chairman of the YMPO Board. Chair Rosales handed-over the (metaphoric) gavel to Chairman Porchas.

MOTION: Supervisor Pancrazi moved to accept Supervisor Porchas as the incoming Chairman and Councilmember Knight as the Vice-Chairman. Councilmember Knight seconded, and the motion was unanimously approved.

9. Election of YMPO Subcommittee Members and Identification of Officials for Attending AZSTB and RTAC meetings - Calendar Year 2022

A. Election of Audit Committee members.

Under YMPO By-Laws, the Secretary/Treasurer automatically becomes the Chairperson of the YMPO Audit Committee, in this case, the newly elected Mayor McCollough. Supervisor Pancrazi and Councilmember Watts self-nominated themselves as candidates.

MOTION: The self-nominations were accepted, as stated. Councilmember Knight seconded, and the motion was unanimously approved.

B. Election of By-Laws Subcommittee Members

Mr. Ward reported prior Board agreement that this item can be skipped unless, and until, action on the YMPO By-Laws is needed.

C. Election of Director's Performance Evaluation Subcommittee

Mr. Ward mentioned the new Board Chairman was automatically the Chair of the Evaluation Subcommittee. Nominations for Councilmember Garcia and Councilmember Rosales were made.

MOTION: Supervisor Pancrazi moved the nominations. Councilmember Knight seconded.

D. YMPO State Transportation Board Representative.

MOTION: Councilmember Knight nominated Councilmember Matias Rosales as the primary and Mayor Cecilia McCollough as Alternate. Supervisor Pancrazi seconded, and motion was unanimously approved.

E. Rural Transportation Advisory Council

Councilmember Knight expressed his interest in serving as the primary RTAC representative and Mayor McCollough remained interested in serving as an Alternate.

MOTION: Self nominations were accepted, as stated. Supervisor Pancrazi seconded, and the motion was unanimously approved.

10. Status of the YMPO Rail/Heavy Freight Study.

Kimley-Horn and the subconsultants are nearing the end of the Current and Future Conditions Analysis and anticipate presenting a draft working paper in February. They have completed their review of the previous rail study and any other studies or plans that were made available. At this time the bulk of the stakeholder meetings were completed with the US Department of Defense (DoD) being the final ones to have a meeting. These stakeholder meetings were designed to engage our members and other agencies to provide their input on opportunities or possible constraints for such a project. The land use and transportation system with existing and future planned network systems were considered. There were other factors to review with the environmental, rights-of-way, cross-sections and various other necessities for infrastructure development.

Mr. Gutierrez stated that Kimley-Horn has some outstanding components that they are in development. The HIS Global Transearch Data has been given to one of the Study subconsultants, Pollack and Associates, as well as Kimley-Horn, to develop rail and freight flows. The next steps are for the consultant to complete the first working paper for the TAC and members to comment on. Following this, the Alternative Analysis Phase will begin, for developing a series of potential alignment corridors for review.

11. UPWP Amendment #1 and Entity Dues

Ms. Figueroa stated the FY 2022-2023 UPWP was originally approved on April 29, 2021. She introduced Amendment #1 and explained the staff report memorandum that was attached to the Information Summary. It showed the amount of actual funds being brought forward, the latest FY 2022 funds available, adjustments/carried forward fund for studies, and new studies on the horizon. Ms. Figueroa mentioned that precise details from the new transportation reauthorization legislation are still not finalized but can be estimated and are likely to increase funds available for all phases of transportation including planning efforts during this fiscal year. In addition, supplementary budget tables were provided along with the amendment. for approval.

Ms. Figueroa reported that, in March of 2021, a preliminary assessment for entity dues was mailed to member agencies using projected numbers for planning purposes. Since the final entity dues have been assessed, considering the changes and approval of the FY 2022-23 YMPO UPWP Amendment #1, and

recently updated population estimates. She reported that entity dues have slightly increased, primarily due to the identification of unexpected underpayment of FY 2015-18 audited planning funds to MPOs statewide. Ms. Figueroa informed the Board that final assessments will be mailed to member agencies this month.

MOTION: Councilmember Knight moved to approve Amendment #1 to the FY 2022-2023 YMPO UPWP. Supervisor Porchas seconded, and the motion was unanimously approved.

12. Revised (RTAC) List of Prioritized Projects Included in HB2396

Mr. Ward reported on the previously presented list of prioritized projects that the Rural Transportation Advocacy Council (RTAC) was intending to present to the State Legislature with the view to possibly receiving more funds for local projects for rural parts of the State out of the State budget process in early 2022. He added that some changes have been suggested to the list of projects that have been recommended for funding.

Mr. Ward reported that House Bill (HB) 2396 was presented to the Appropriations Committee for consideration, but it appears the Committee Chair refuses to recommend any projects that are NOT on the State Highway System. In addition, he reported that the amount of funding under the bill has increased from \$50 million to over \$100 million. He mentioned that as most of the projects listed are not on the State Highway System, most of the projects listed have been removed from the list and a series of ADOT projects have been added to the list. Out of the \$50 million amount, the YMPO region was anticipated to receive approximately \$6.5 million.

Mr. Ward mentioned that the most recent list provided shows the Yuma region is expected to receive over \$30 million, a huge increase from the expected \$6.5 million. However, he did mention that it includes a I-8 pavement rehabilitation project that totals almost \$23.5 million. He stated that the major priority for the YMPO region remains the widening of US-95, between Avenue 9E and Aberdeen Road, from two lanes to four lanes. Mr. Ward hence the question if the Board wishes to request that the funds being targeted for I-8 project be moved to the next portion of the US-95 widening section?

The Board discussed some of the ramifications of Mr. Ward's presentation, but declined to take any action at this stage.

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.
- D. MPO/COG Director's/Planner's Meetings.

- E. Rural Transportation Advocacy Council activities.
- F. Projects - Economic Development and Transportation.

14. Possible Future Agenda Items.

The following items will be heard at a future meeting. Members were encouraged to suggest topics for discussion at a future Board meeting:

- A. ADOT Highway Safety Improvement Program (HSIP) applications.
- B. Update on Federal Transportation Authorization (IIJA, or BIL).
- C. Update on the Arizona State Budget.

15. Progress Reports.

Members and staff will update the Board on the progress of ongoing projects and other recent events.

- A. Jan 31 - Who Cares about CARES and ARP Webinar (JR).
- B. Feb 1 - Presentation to Sunrise Optimists (PW, JR).
- C. Feb 2 - Transportation Sales Tax meeting (PW).
- D. Feb 7 - Trip to AZ Capital with City of San Luis team (PW).
- E. Feb 8 - Staff meeting (All).
- F. Feb 8 - Lunch meeting with Lucy Rodriguez (Sen. Kelly's Rep) (PW).
- G. Feb 8 - Discussion on the 5310 NOFA (All).
- H. Feb 8 - Rail Study Management telemeeting (PW, CG).
- I. Feb 8 - Admin Assist interview (1, Bran) (PW, CG, CF).
- J. Feb 9 - Discussion on Admin Assistant interviews (PW, CG, CF).
- K. Feb 9 - RAISE Grant Opportunity discussion (CG, JR).
- L. Feb 9 - MPOs/COGs Director's telemeeting (PW).
- M. Feb 9 - Admin Assist interview (2, Iniguez) (PW, CG, CF).
- N. Feb 9 - Meeting with Attorney Wayne Benesch (PW).
- O. Feb 9 - 5310 Mobility Management Webinar (CG, JR).
- P. Feb 9 - Admin Assist interview (3, Mendoza) (PW, CG, CF).
- Q. Feb 10 - TAC meeting.
- R. Feb 10 - Admin Assist interview (4, Valenzuela) (PW, CG, CF).
- S. Feb 10 - Statewide Mobility Management telemeeting (JR).
- T. Feb 10 - Admin Assist interview (5, Chavez) (PW, CG, CF).
- U. Feb 10 - Admin Assist interview (6, Dale) (PW, CG, CF).
- V. Feb 10 - Statewide Mobility Management meeting (PW, CG, JR).
- W. Feb 11 - MPOs/COGs Planner's telemeeting (CG).
- X. Feb 14 - RTAC Advisory Committee meeting (PW).
- Y. Feb 14 - ADOT YMPO Coordination meeting (PW, CG).
- Z. Feb 15 - Yuma PM-10 SIP Update telemeeting (PW, CG).
- AA. Feb 16 - Discussion with Comodo - Ryan Murphy (CG).
- BB. Feb 18 - AZSTB meeting (PW).
- CC. Feb 21 - President's Day HOLIDAY (All).
- DD. Feb 23 - ADOT/MetroQuest Title VI Webinar (CG).
- EE. Feb 24 - EB meeting (All).

16. YMPO Director's Evaluation and the Procedure for Hiring a Replacement.
Mr. Ward briefly presented this item. The Chair requested a motion to go into Executive Session.

MOTION: Councilmember Knight moved to recess into Executive Session. Councilmember Rosales seconded, and the item was unanimously approved.

17. Executive Session
The Board met in Executive Session on the Executive Director's evaluation and for hiring a replacement. There are no minutes available for this period.

18. Reconvene to Public Meeting
The Chair requested a motion to reconvene into to public meeting.

MOTION: Councilmember Rosales moved to reconvene into public meeting, Councilmember Knight seconded and the motion was unanimously approved.

19. YMPO Director's Evaluation and the Procedure for Hiring a Replacement – Open Discussion
The Chair requested a motion in open session following Executive Session discussion.

MOTION 1: Supervisor Pancrazi moved to approve the combined Cost of Living Adjustment and a one Step increase retro-paid to the first pay period of the year and authorized Mr. Ward being retained on a part-time status, starting on February 28, 2022, to assist in the transition of the newly appointed Executive Director for a non-specified period of time. Councilmember Rosales seconded and the motion was unanimously approved.

MOTION 2: Councilmember Knight moved to approve to promote Crystal Figueroa to the position of Executive Director, on a permanent basis, at the starting salary of \$80,000 effective February 28, 2022. Supervisor Pancrazi seconded, and the motion was unanimously approved.

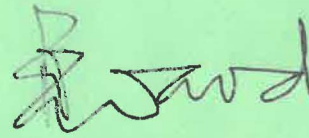
20. Adjournment.
There being no further business to discuss, the meeting was adjourned at 4:00 p.m.

Anticipated Future 2022 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 be held on Thursday, March 31, 2022, and April 28, 2022, in the YMPO offices, starting at 1:30 p.m.

Preparation and Approval of Minutes:

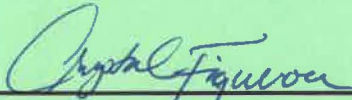
Minutes prepared by:



Paul D. Ward, P.E., Principal Engineer

Minutes reviewed to form by:

Minutes approved in regular session on
March 31, 2022



Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization



Councilmember Gary Knight,
Vice Chairman, YMPO Executive Board