



YMPO EXECUTIVE BOARD REGULAR MEETING DRAFT MINUTES

EXECUTIVE BOARD

Regular Meeting

Thursday, February 27, 2025,
3:30 P.M.

The Meeting will be 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) Vice-Chair, City of San Luis Councilmember, Maria Cruz called the YMPO Executive Board (the Board) meeting to order at 3:30 p.m., and asked Mr. Morales to lead, and 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, Lulu Lopez, called the roll as follows:

YMPO Executive Board Members Present:

Vice-Chair	Maria Cecilia Cruz, Councilmember, City of San Luis ^
Secretary/Treasurer	Wynnie Ortega, Councilmember, Cocopah Indian Tribe^
Member	Darren Simmons, Board of Supervisors, Yuma County ^
Member	Luis Galindo, Vice Mayor, City of Somerton ^
Member	Carol Smith, Deputy Mayor, City of Yuma ^
Member	Karen Watts, Councilmember, City of Yuma ~
Member	Paul Patane, Southwest District Administrator for Sam Elters, ADOT^

^ Attended in person.

~ Participated by teleconference.

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

YMPO Executive Board Members Absent

Chairwoman	Cecilia McCollough, Councilmember, Town of Wellton *
Member	Martin Porchas, Board of Supervisors, Yuma County *
Member	Art Morales, Councilmember, City of Yuma *

Not present, but was represented by proxy by another member, or attendee.

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

Other Attendees Present:

Proxy Member Paul Patane, Southwest District Administrator, ADOT ^.

YMPO Staff Present:

Crystal Figueroa	Executive Director
Fernando Villegas	Senior Transportation Planner
Jesus Aguilar, Jr	Mobility Manager
Lourdes Lopez	Accountant II/Executive Assistant
Jeffery Heinrichs	IT Manager/Associate Planner

Declaration of Votes

Deputy Mayor, Carol Smith declared two votes for Councilmember Morales, two votes for Councilmember Watts and one vote for self for a total of 5 votes for the City of Yuma.

3. Title VI Declaration and Call to the Public.

The Chairwoman called on Jesus Aguilar, Jr., YMPO Mobility Manager, who read the YMPO Title VI obligations. No members of the public were present to address the Board.

4. Consent Agenda.

Approval of January 30, 2025, Board Meeting Minutes
YMPO Income/Expenditure Report for January 2025.

MOTION: Supervisor Simmons motioned to approve the consent agenda, ADOT Southwest District Administrator, Mr. Patane seconded, and the motion was unanimously approved.

5. Election of Executive Board Officers – Calendar Year 2025

YMPO Executive Director, Crystal Figueroa explained that the YMPO By-Laws provide that the 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: Councilmember, Wynnne Ortega, moved to nominate Councilmember, Luis Galindo, as Secretary/Treasurer and accepted. Councilmember Smith seconded, and the motion was unanimously approved.

Councilmember Cruz and Councilmember Ortega accepted their respective positions, and took over as the Chair and Vice-Chair of the YMPO Executive Board, respectively.

6. Election of Subcommittee Members

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.

The Secretary/Treasurer/Councilmember Luis Galindo is automatically appointed chair of the Audit Committee. Councilmember Ortega and Deputy Mayor Smith both self-nominated for the 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 and she confirmed that it was needed.

Chairwoman Cruz, Councilmember Ortega, and Supervisor Simmons self-nominated for the By-Laws and Personnel Policies and Procedures Committee.

Ms. Figueroa said that the YMPO Personnel Policies and Procedures Manual calls for members of the Executive Director Evaluation Subcommittee to be from three different agencies, one of whom will be the current Chair. Councilmember Galindo and Deputy Mayor Smith self-nominated themselves to be on the committee.

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) also need to be determined. YMPO generally appoints members (and alternates) to attend and represent the region. She stated that the AZSTB and RTAC representatives were usually appointed by the YMPO Chair. The Chair opened it to self-nominations, Deputy Mayor Smith self-nominated as the AZSTB representative and Councilmember Karen Watts self-nominated as the alternative.

Chairwoman Cruz self-nominated for the RTAC representative. Ms. Figueroa stated that Councilmember McCollough has traditionally always self-nominated to the RTAC alternate, but as she was not present, Ms. Figueroa would check back with her to see if she was taking this role again this year. Board members all agreed, and Councilmember McCollough confirmed her participation as the RTAC alternate.

MOTION: Supervisor Simmons motioned to elect YMPO subcommittee members and officials to attend the AZSTB and RTAC meetings for the calendar year 2025, as discussed. Mr. Patane seconded, and the motion was unanimously approved.

7. AZ SMART Fund Program Overview

Ms. Figueroa provided an update regarding the Arizona State Matching Assistance for Regional Transportation (AZ SMART) Fund application process. She stated

that the Yuma Metropolitan Planning Organization (YMPO) intends to submit an application this year to seek reimbursement for the non-federal match associated with the Safe Streets and Roads for All (SS4A) Grant program. YMPO was awarded \$400,000 in federal funding to develop a Comprehensive Safety Action Plan, which requires a local match of \$100,000. To support this effort, Resolution 157 was approved by the Executive Board during its meeting on December 12, 2024, authorizing YMPO to proceed with the AZ SMART Fund application to potentially cover the required match.

Ms. Figueroa also noted that the City of Yuma has expressed interest in applying for AZ SMART Funds to cover Design and Other Engineering Services (DOES) for two specific projects: the I-8/Avenue 8-1/2 E Traffic Interchange Design Concept Study and the Hacienda Estates Storm Drainage Improvements. In addition, Yuma County plans to apply for reimbursement of approximately \$160,000 in non-federal match funds related to the recently awarded Railroad Crossing Elimination Grant.

She concluded by referencing Section V of the Request for Grant Application and Agreement (RFGAA), which outlines how applications will be scored and ranked. Projects that include safety improvements are awarded more points, and additional points are granted for projects that are included in an MPO's Transportation Improvement Program (TIP), a local agency's Capital Improvement Program (CIP), a municipal General Plan, or a County Comprehensive Plan, particularly when accompanied by evidence of public support.

Ms. Figueroa presented the Board with a letter of approval for the YMPO AZ SMART application to reimburse \$100,000 for non-federal match. She asked to be authorized as the YMPO Executive Director to execute the approval letter for current and future projects in the Yuma region.

MOTION: Mr. Patane motioned to authorize the YMPO Executive Director to execute AZ SMART approval letters for the current and future projects in the Yuma Region. Deputy-Mayor Smith seconded the motion, and it was unanimously approved.

8. FY 2022-26 Transportation Improvement Program (TIP) Amendment #19

Mr. Villegas reported that the FY 2022–2026 YMPO TIP, initially approved on July 29, 2021, has been amended eighteen times, with the latest amendment occurring on December 3, 2024. He stated that Amendment #19 will add two federally funded planning projects to FY 2026.

The first is YMPO's Comprehensive Safety Action Plan, which received \$400,000 in federal funds and requires a \$100,000 local match. YMPO is finalizing the grant agreement with FHWA, and the Executive Board approved Resolution 157 on

December 12, 2024, to support the AZ SMART Fund application for the local match.

The second project involves Yuma County's \$640,000 federal award to develop a design concept report for the grade-separating of three railroad crossings. A \$160,000 local match will be shared by Yuma County, the City of Yuma, and Wellton.

Mr. Villegas stated that approval of Amendment #19 will allow both projects to be added to the TIP and will support eligibility for AZ SMART Fund reimbursement of the non-federal match.

MOTION: Supervisor Simmons motioned to approve TIP Amendment #19 as stated, Deputy Mayor Smith seconded, and the motion was unanimously approved.

9. Arizona Sun Cloud Data Portal Statewide Implementation

YMPO IT Manager/Associate Planner, Jeff Heinrichs, provided an overview and short presentation of the Arizona Sun Cloud Data Portal, a publicly accessible portal originally funded by a \$1 million by the Federal Highway Administration in 2017. The portal contains transportation, broadband, and socioeconomic data developed in collaboration with regional partners across the Sun Corridor megaregion over the past five years.

He shared that a second round of federal funding has been awarded to expand the portal statewide. As part of this effort, MAG and ADOT are reaching out to regions outside the Sun Corridor, including YMPO, to gauge interest in becoming contributors or technical partners.

Mr. Heinrichs continued by informing the Board that in order to become a contributor, YMPO would need to commit a one-time \$5,000 contribution, either through in-kind or local funds, which would allow the agency to participate in the project's decision-making. Alternatively, YMPO can remain a technical partner at no cost, but would not have decision-making input.

Councilmember Galindo asked how rough roads get classified as such. Mr. Heinrichs explained the process of dragging a pro-kilometer across the runaway surface, which gives them the roughness of the various roads.

Ms. Figuera added that the Technical Advisory Committee, in their last meeting, recommended that the Board support becoming a monetary contributor to the portal as this would directly benefit our member agencies. She also indicated that her intention is to use In-Kind revenue from the technical advisory members who might provide the data to MAG or cover it with local funds if necessary.

MOTION: Deputy Mayor Smith motioned to approve that YMPO become a contributor to the Sun Cloud project for a one-time cost of \$5,000, either in-kind or local funds. Mr. Patane seconded, and the motion passed unanimously.

10. FY 2025 Title VI Update

Mr. Aguilar presented an overview of the FY 2025 Title VI Annual Report prepared by the Yuma Metropolitan Planning Organization (YMPO) to ensure continued compliance with federal civil rights regulations, particularly regarding nondiscrimination in transportation planning and programs. He noted that the previous version of the plan was approved on July 18, 2024. Since then, the Arizona Department of Transportation (ADOT) requested further enhancements in key areas, including a clearer methodology for analyzing Self-Identification (Self-Id) survey data and the application of a Four-Factor Analysis on a project-by-project basis to address the needs of individuals with Limited English Proficiency (LEP).

Mr. Aguilar explained that the updated report includes a refined analysis of Self-Id survey data, which YMPO gathers through public meetings and demographic sources such as the American Community Survey and Census. The report also applies the Four-Factor Analysis to assess language assistance needs, ensuring compliance with Title VI LEP requirements. Additionally, YMPO continues to conduct reviews of its transportation-related programs to uphold Title VI and Environmental Justice principles, with a focus on equitable access and nondiscriminatory practices throughout all planning activities.

Ms. Figueroa asked Mr. Aguilar if this update on the plan includes the rotation of officers.

Mr. Aguilar answered that it does include the change of the new Chairwoman Cruz as the Title VI Officer and Ms. Figueroa will remain the Title VI Liaison and he would also remain as the Title VI Coordinator.

MOTION: Deputy Mayor Smith motioned to approve the ADOT-approved 2025 YMPO Title VI Plan. Mr. Patane seconded, and the motion was unanimously approved.

11. Accounting and Audit Services Contract Extension

Ms. Figueroa informed the Board that, in accordance with YMPO By-Laws, an annual audit of YMPO accounts is required. To fulfill this requirement, YMPO contracts with two separate firms—The Pun Group for accounting services and Walker and Armstrong for auditing services. The Pun Group

assists with the preparation of YMPO's Annual Financial Statement of Accounts, while Walker and Armstrong conduct the audit and prepare both the Annual Comprehensive Financial Report and the Single Audit report. These contracts were originally initiated for the fiscal year ending June 30, 2020, and include one-year terms with the option of four annual extensions.

As YMPO prepares to enter a new audit cycle, Ms. Figueroa stated that staff is requesting Board approval to extend both contracts for one additional year. She also noted that staff intends to advertise for new accounting and audit service contracts at the end of this year for fiscal year 2026. A Request for Proposal (RFP) will be issued for audit services, while a more detailed Request for Qualifications (RFQ) will be developed for accounting services. Ms. Figueroa added that the Audit Committee is expected to participate in the evaluation and recommendation process, with further updates to be provided to the Board as the process advances.

Deputy Mayor Smith asked Ms. Figueroa if the extension of these contracts signifies that the YMPO is satisfied with both their services.

Ms. Figueroa answered that both companies were selected almost four years ago, and the YMPO has established a good working relationship with them. However, the YMPO also continues to go through the Request for Proposals process to promote transparency and accuracy.

MOTION: Councilmember Ortega motioned to authorize the Executive Director to contract both companies. Councilmember Galindo seconded, and the motion was unanimously approved.

12. 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 the attached information summary.

- 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 informed the Board that the Arizona State Transportation Board would be visiting Yuma the following week on March 21st. She also stated that the YMPO had been coordinating with the City of Yuma to host them with either a breakfast or dinner the day prior to or on the day of the State Transportation Board meeting, as it had been done in the past. She noted that this was a great opportunity for members to meet and express the needs of our region. She also informed the Board about the Yuma Proving Ground Tour and Colonel. Nelson's briefing was anticipated to occur the day prior. Ms. Figueroa also extended the invitation to this breakfast and tour to the YMPO Executive Board members.

Mr. Patane added that this was a great opportunity to advocate for the region's transportation needs.

Ms. Figueroa also updated the Board with the Rural Transportation Advocacy Council activities. Ms. Figueroa provided a handout to each member to inform them of the current RTAC-led House Bill legislation to include the Yuma Regional Project Priority List that includes US 95 projects. She emphasized the importance of advocating for these projects as the roadway serves the entire region.

In addition, Ms. Figueroa provided a handout of the House Bill 2101 AZ SMART Fund. She informed the Board that this House Bill advocates for an additional appropriation of \$10M to leverage federal grants. The Governor's budget calls for \$13M.

Ms. Figueroa also informed the Board that she reviewed ADOT's Fiscal Year 2026-2030 Facilities Construction Program, and it is emphasized that only projects explicitly listed in the program are allocated funding. This means that if a project does not appear in the document, it is not currently funded or scheduled for construction within the five-year period. She emphasized the importance of advocating for the US 95 project or any other during the public comment phase, anticipated to end May 23rd.

13. Progress Report

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

- a. Feb 3 – LPA/DBE Foundation of the System Use Training (LL)
- b. Feb 3 – YMPO CSCS – Monthly Check In (FV, JH, CF)
- c. Feb 3 – Arizona Sun Could Data Portal (FV, JH, CF)
- d. Feb 3 – Winter 2025 TC Kick-Off Meeting (JF)
- e. Feb 4 - Staff Meeting (CF, LL, JH, JR, FV)
- f. Feb 4 – QuickBooks Q&A w/SVMPO (CF, LL)
- g. Feb 4 – ADOT Critical Urban/Rural Freight Corridor Designation AUFC/CRFC One-on-one Consultation (FV, JH, CF)
- h. Feb 4 – Yuma MPO LRTP Update (CF, FV, JH)

- i. Feb 5 – JLUP Working Group Meeting (CF)
- j. Feb 5 – ADOT Priority Planning Advisory Committee (PPAC) Meeting (CF)
- k. Feb 6 – YMPO LRTP One on one Somerton Prelim Projects (JH, FV, CF)
- l. Feb 6 – YMPO LRTP One on one Cocopah Prelim Projects (JH, FV, CF)
- m. Feb 6 – Yuma YMPO Bi-Weekly Check-In (FV, JH)
- n. Feb 10 – ADOT/YMPO Coordination Meeting (FV, JH, CF)
- o. Feb 10 – YMPO LRTP One on one Kittleson (CF, JH, FV)
- p. Feb 10 – Yuma Region Bicycle Coalition (JH, JR)
- q. Feb 10 – YMPO LRTP One on one Kittleson (CF, JH, FV)
- r. Feb 12 – YMPO LRTP One on one San Luis (CF, JH, FV)
- s. Feb 13 – TAC Meeting (CF, LL, JH, FV, JR)
- t. Feb 13 – AZ Mobility Managers Coordination Meeting (JR)
- u. Feb 13 – MPO/COG Director's Meeting (CF)
- v. Feb 17 – YMPO TWG Meeting HOLD (CF, JH, FV)
- w. Feb 18 – Yuma MPO LRTP Update PMT Meeting (JH, FV, CF)
- x. Feb 18 – Yuma PM10 SIP Update Meeting (CF, FV)
- y. Feb 19 – Leadership Academy Kick-Off Call (JR)
- z. Feb 20 – Arizona Incoming Planner Information Exchange (FV, JR)
- aa. Feb 20 – Yuma TMP Bi-Weekly Check in (JH, FV)
- bb. Feb 27 – Evaluation Meeting – City of Yuma RFQ 25 156 SS4A (CF)
- cc. Feb 28 – YMPO Executive Board Meeting (CF, LL, JH, JR, FV)

16. Adjournment.

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 please contact Crystal Figueroa or Jesus Aguilar at 928-783-8911.

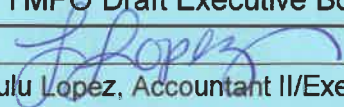
Anticipated Future 2025 Meetings

Future meetings will continue 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. In general, meetings will be the last Thursday of each month, and the next two meetings are tentatively scheduled for March 27 and April 24, 2025.

Preparation and Approval of Minutes:

Minutes prepared by:


February 27, 2025, YMPO Draft Executive Board Minutes


Lulu Lopez, Accountant II/Executive Assistant

Minutes reviewed to form by:

Minutes approved in regular session on
April 24, 2025


Crystal Figueroa, Executive Director, Yuma
Metropolitan Planning Organization


Councilmember Maria Cruz,
Chairwoman, YMPO Executive Board