

EXECUTIVE BOARD REGULAR MEETING AGENDA

Local Governments and Citizens Working Together

EXECUTIVE BOARD

Regular Meeting

**Thursday, February 24, 2022
1:30 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.**

YMPO EXECUTIVE BOARD

Chairman	Matias Rosales, Councilmember, City of San Luis
Vice-Chairman	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
Member	Leslie McClendon, Deputy Mayor, City of Yuma
Member	Cocopah Indian Tribe - Not Currently Identified.

A regular electronic meeting of the Executive Board (the Board) of the Yuma Metropolitan Planning Organization (YMPO) will be held on **Thursday, February 24, 2022**, starting at **1:30 p.m. either In-Person and/or using GoToMeeting Video/Teleconferencing** from the YMPO Offices at 230 West Morrison Street, Yuma, Arizona, 85364, to discuss, consider, and/or take possible action with respect to the items listed below. Members MAY attend in person, with the appropriate social distancing, if they wish, but may also choose to participate by video- or tele-conference, if they so desire.

1. Call to Order and the Pledge of Allegiance
The meeting will be called to order and members will be asked to recite the Pledge of Allegiance.
2. Roll Call Attendance and Declaration of Votes
Crystal Figueroa, YMPO Accountant II and Executive Assistant, will call the attendance roll, and if any members of the City of Yuma are not in attendance, those members that are in attendance will have the opportunity to declare the number of votes that each member will exercise, including any proxy votes.

3. Annual Declaration of Votes for Calendar Year 2022

Under YMPO By-Laws, the number of votes a voting member carries from his/her jurisdiction must be declared at the first meeting in January. There is only one agency that has more votes than members. The City of Yuma has five votes, but only three members. Yuma County has two votes but has two members. All other agencies only have one member and one vote. It is presumed that all agencies, other than the City of Yuma, will operate on the basis of one member, one vote, so only action from the City of Yuma is anticipated.

This item is on the agenda for information, discussion, and possible action for representatives of the City of Yuma to declare how the five votes that their agency has been allocated will be divided this year. The Senior Member for the City of Yuma is expected to initiate any discussion on this item.

4. Welcome to New Members

The Chairman will offer any new members of the YMPO Executive Board the opportunity to introduce themselves.

This item is on the agenda for information and introductions only.

5. Title VI Declaration and Call to the Public

Jesus Aguilar Jr., YMPO Mobility Manager, will read a brief message reminding member of our Title VI obligations. In addition, this item provides 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.

6. Consent Agenda

A. Approval of the December 10, 2021, Board Meeting Minutes.

B. YMPO Income/Expenditure Reports for November and December 2021.

A copy of the draft minutes of the Regular Board meeting from December 10, 2021, will accompany this agenda. Members will have the opportunity to review, report any changes, and/or approve the minutes of the December 10, 2021, Regular Board meeting. The combined November and December 2021 financial report is expected to be available for review at this current meeting.

This item is on the agenda for information, discussion, and possible action to approve the Consent Agenda. Copies of the draft minutes for December 2021 are attached for review as Item 6A and the combined financial reports for November and December, 2021, are attached as Items 6B.

7. FY 2020-2021 YMPO Audit.

The Audit of FY 2021 (July 1, 2020, through June 30, 2021) YMPO Accounts is almost complete. The Audit company, Walker and Armstrong, will make a brief presentation on the audit results and findings. The Audit Committee will be available to provide their comments to the Board, and members will have the opportunity to ask questions of the Audit Committee, the representative of the audit company, and YMPO staff.

This item is on the agenda for information, discussion, and possible action to approve the Audit for FY 2021. Ms. Figueroa will present this item and further details are in an Information Summary that is included as Item 7.

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

YMPO By-Laws provide that elected officers of YMPO shall serve on a rotation basis. Usually, the Vice-Chairman assumes the position of Chairman, the Secretary/Treasurer assumes the position of Vice-Chairman, and the Board elects a new officer to fill the Secretary/Treasurer position. This rotation usually occurs during the February meeting.

The current Chairman is City of San Luis Councilmember Matias Rosales; the current Vice-Chairman is Supervisor Martin Porchas from the Yuma County Board of Supervisors; and the current Secretary/Treasurer is City of Yuma Councilmember Gary Knight. It is understood that Councilmember Rosales will remain as the City of San Luis' representative; that Supervisor Porchas will take over as Chairman and that Councilmember Knight will take over as Vice-Chairman. As a result, the only decision to make is to elect a new Secretary/Treasurer.

The By-Laws also require that, at any one time, three (3) elected officers on the Executive Board must be from three (3) different jurisdictions; and at least one office shall be held by the City of Somerton, City of San Luis, the Town of Wellton, or the Cocopah Indian Tribe. Any modification to this requirement must be unanimously approved by the YMPO Executive Board.

If we keep historical precedence, the representative from the Town of Wellton, currently Mayor Cecilia McCollough, would be expected to be nominated as the soon-to-be-vacant Secretary/Treasurer.

This year, the rotation seems to be reasonably well understood and no unusual changes are anticipated. Members may contact Chairman Rosales and/or the Executive Director to make nominations (including self-nominations) or they may do so during the meeting, when called on by the Chair. To date, there have been no nominations received.

This item is on the agenda for information, discussion, and possible action for members regarding the usual rotation of Board Officers, as indicated in the YMPO By-Laws and to elect a new Secretary/Treasurer. The YMPO Executive Director, Paul Ward will present this item and further information is provided in an Information Summary that is included as Item 8.

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

YMPO has three possible subcommittees:

- (a) the first is to oversee the annual Audit process;
- (b) the second is to oversee any changes to YMPO By-Laws; and
- (c) the third carries out a performance evaluation on the Executive Director;

In addition, there are two Statewide Boards/Councils:

- (d) the Arizona State Transportation Board (AZSTB); and
- (e) the Rural Transportation Advisory Council (RTAC);

YMPO generally appoints members (and alternates) to attend and represent the region. The Chair of the Audit Committee is the current YMPO General Secretary/Treasurer, but the other two members have not been identified for 2021. Members of the By-Laws Subcommittee are usually only selected IF there are any proposed changes to the By-Laws and the members of the Evaluation Subcommittee are selected solely by the Board Chair.

Although subcommittee members follow a nomination/election process, AZSTB and RTAC representatives are usually appointed by the YMPO Chair. Elections are only held if more than one member volunteers their services. If members are interested in taking on any of the responsibilities outlined above, they are encouraged to contact the Board Chairman and/or Executive Director and/or you are welcome to have someone nominate you and/or self-nominate when this item is heard during this the meeting on February 24, 2022.

This item is on the agenda for information, discussion, and possible action regarding the appointment of members to oversee the AZSTB; the RTAC; and participate in the three subcommittees. Mr. Ward will present this item and further information is provided in an Information Summary that is included as Item 9.

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

The YMPO Rail/Heavy Freight Study started in YMPO Planning Manager, Charles Gutierrez, will brief members on the status of this Study.

This item is on the agenda for information, discussion, and discussion only, at this stage. The YMPO Planning Manager, Charles Gutierrez, will present this item, but no information summary is provided.

11. UPWP Amendment #1 and Entity Dues to Member Agencies.

The Two-Year FY 2022 and 2023 UPWP and the Annual Budget for FY 2022-23 was approved by the Board at their regular meeting on April 29, 2021. Since that time, the State and Federal fiscal years have closed out and there have been many changes to the Federal funds available for use under the UPWP, primarily increases. In addition, staff changes are occurring that necessitate changes to balance the budgets concerned. As a result, adjustments to YMPO accounts are ongoing. Precise details from the new transportation reauthorization legislation are still not finalized, but can be estimated, and are likely to greatly increase funds available for all phases of transportation, including planning efforts. Updates to population are available, so YMPO staff is able to present this Amendment #1 to the current Unified Planning Work Program (UPWP), and the actual FY 2022 Entity Dues to be paid by member agencies as part of the amended UPWP.

This item is on the agenda for information, discussion, and possible approval of Amendment #1 to the FYs 2022 and 2023 YMPO UPWP. Ms. Figueroa will present this item and further information is included in an Information Summary that will be sent later in the week as Item 11.

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

As members are aware, YMPO approved a series of regional projects for possible consideration for funding by the State through the budget funding process. This list was originally developed as part of a packet of \$50 million that the Rural Transportation Advocacy Council (RTAC) put together and submitted to the State legislature for consideration. YMPO included several priorities for consideration, including up to \$100 million for the widening on US-95 between Rifle Range Road and Aberdeen Road.

The original RTAC list included projects from many Metropolitan Planning Organizations (MPOs) and Councils of Governments (COGs), including many roads that are NOT State Routes. A revised list that focuses on State Highway improvements has been substituted with consultation by legislative representatives and will be attached as part of Information Summary 11.

This item is on the agenda for information, discussion, and possible action to re-prioritize the projects in the Yuma region. Mr. Ward will present this item and further information is included in an Information Summary that will be included as Item 12.

13. 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, RTS, and Roads and Streets)
- D. MPO/COG Director/Planner Meetings
- E. Rural Transportation Advocacy Council activities
- F. Projects - Economic Development and Transportation

This item is on the agenda for information, discussion, and for Board member and staff reports and comments.

14. 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. ADOT Highway Safety Improvement Program (HSIP) applications.
- B. Update on Federal Transportation Authorization (IIJA, or BIL).

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.

The Director's annual evaluation process is NOT defined in any detail in YMPO By-Laws, but generally includes a review by a subcommittee comprising the Chairman and two other Board members (selected by the Chairman), from different agencies. The subcommittee then presents their combined evaluation to the full Board and the Board discusses whether a raise is appropriate and, if so, how much. This year, the review process has been delayed, pending resolution of the Director's employment status and the possible hiring of a replacement.

Similar to the evaluation process, the procedure for hiring a replacement is NOT well defined and is totally up to the Board. Members are urged to review the Information Summary provided as part of Item 14. It is anticipated that members may wish to move to Executive Session to discuss how to move forward with the process.

This item is on the agenda for information, discussion, and possible action for evaluating the Director's performance and for deciding how to proceed with the hiring of a replacement. Mr. Ward will present this agenda item, and further details are provided in an Information Summary as Item 16.

17. **EXECUTIVE SESSION**

The Executive Board may vote to go into Executive Session during the noticed meeting concerning any of the agenda items mentioned above. If authorized by the requisite vote of the Board, the Executive Session will be held immediately after the vote and will NOT be open to the public. The Executive Session, if held, will be at the same meeting location set forth above. The discussion may relate to personnel, public records, confidential legal advice or counsel, litigation, real estate, or other matters permitted pursuant to A.R.S. §§ 38-431.03(A)(1)-(7). The Chair or other presiding officer shall instruct the persons present at the Executive Session regarding the confidentiality requirements of the Open Meeting Laws.

This item is on the agenda for information, discussion, and/or action. The Chairman will call for a motion to convene the YMPO Executive Session to discuss the YMPO Director's Evaluation and the Procedure for Hiring a Replacement. Further information is included in the attached Information Summary Item 15.

18. Reconvene to Public Meeting

This item on the agenda is for action to reconvene back to the YMPO Regular Meeting.

19. YMPO Director's Evaluation and the Procedure For Hiring a Replacement - Open Discussion

This item is a follow up to the previous three agenda items. The Board will have the opportunity to discuss or comment on the Executive Director's evaluation and the procedure for hiring a replacement in open session.

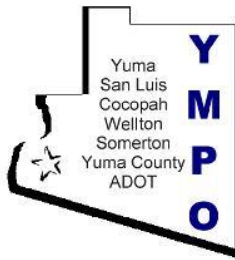
This item is on the agenda for information, discussion, and possible action regarding the Director's Evaluation and the Procedure for Hiring a Replacement, to be held in open session. No further information is provided on this subject in addition to Item 15.

20. 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 regarding YMPO programs, activities, or services, please contact Paul Ward or Charles Gutierrez at 928-783-8911.

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.



EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, December 09, 2021
1:30 P.M.**

**The Meeting was held using GoToMeeting
By Video and/or Teleconference from the
City of San Luis Council Chambers at
1090 East Union Street, San Luis, Arizona 85349**

1. Call to Order and the Pledge of Allegiance.

The Yuma Metropolitan Planning Organization (YMPO) Chairman, 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:

Chairman	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 ^

^ 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	Lynne Pancrazi, Board of Supervisors, Yuma County #
Member	Leslie McClendon, Deputy Mayor, City of Yuma #
Member	Karen Watts, Councilmember, 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

Additional Attendees: None.

Declaration of Votes:

Councilmember Knight declared that he would exercise the proxy vote for Deputy Mayor McClendon and Councilmember Watts and Supervisor Porchas exercised the proxy vote for Supervisor Pancrazi.

3. Title VI Declaration and Call to the Public.

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

4. Consent Agenda.

- A. Approval of the October 28, 2021, Board Meeting Minutes.
- B. YMPO Income/Expenditure for September and October 2021.

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

5. Status of the YMPO Computer Network

Paul Ward, YMPO Executive Director revisited the YMPO computer network “cyber” attack on the YMPO system by an outside source. He informed the Board that it compromised several years of computer files. He stated the attack did not affect the email system or website; however, many files have been irretrievably lost. Mr. Ward reported that, with the assistance of the Yuma County Information Technology Services (ITS) Department, YMPO is rebuilding a new server and re-establishing the network. This involves utilizing information available from email files, the website, and some manual back-ups completed in various network parts. As a result of such an attack, Mr. Ward reported on the need to develop and implement a new position within YMPO, that of an Information Technology (IT) Manager, who will have the expertise of a trained IT professional. This need was identified in a closed meeting with Yuma County IT and recommended for the organization's ongoing well-being. There are various areas that the IT Manager would be responsible for, such as network security, the configuration of management and network monitoring, maintenance of computers, software updates, and the YMPO website, among others. Mr. Ward mentioned the annual budget would need to be revisited and analyzed for solutions and that he would report back to the Executive Board on this matter at a future meeting.

6. FY 2021 Audit Schedule.

Crystal Figueroa, YMPO Accountant II/Executive Assistant, briefed the Board on the ongoing Audit of YMPO accounts for the fiscal year 2021. She pointed out a couple of mistakes on the agenda and information summary concerning the actual dates. She addressed the correct timeframe of the Audit as the fiscal year 2021, July 1, 2020, through June 30, 2021. Ms. Figueroa reported that YMPO utilizes two companies to provide accounting support: the Pun Group who prepares the MPO's annual financial reports at the end of the fiscal year; and Walker and Armstrong, who carry out the actual Audit. She provided a proposed audit schedule and mentioned that the preliminary review of accounts had begun after the year-end. The Auditors were scheduled to be at the YMPO premises to test control selections next week. She anticipates the issuance of Financial Statements in January and presentation to the YMPO Board and Audit Committee in February. Finally, YMPO would need to file the Single Audit by March 31, 2022, since we had exceeded the \$750,000 threshold of federal expenditures.

7. The Infrastructure Investment and Jobs Act.

Mr. Ward reported on the Infrastructure Investment and Jobs Act (IIJA), signed into law by President Biden on November 15, 2021. The Act totals approximately \$1.2 trillion based over the next ten years, roughly divided into two 5-year segments. The first five years contain \$550 billion, and the second 5 years \$650 billion. The infrastructure spending in the first five years is primarily roads and bridges, passenger/rail, safety/research, public transit, broadband, airports, ports and waterways, water infrastructure, power and grid, resiliency, low/buses/ferries, electric charging, reconnecting, and addressing legacy pollution. Mr. Ward reported that the base authorization adds approximately 30-35% in formula funds for highways and bridges per year over the next five years, plus a considerable amount of funds for other infrastructure types of expenditures. He emphasized a significant increase in competitive grant funding for a total of 15 new grants and possible sub-allocations to non-TMA MPOs. Mr. Ward mentioned that the two MPO's PAG and MAG get a large portion of over \$80 million a year directly sub-allocated to their regions. They decide where the money goes, and the remaining \$720 million ADOT chooses where it goes. ADOT currently allocates to all of the other MPO's (including Yuma) only about about \$8 million a year. He reported YMPO gets just over one million dollars, for the MPO to decide where it goes.

Under the new IIJA Bill, it is likely that YMPO will receive a much larger direct sub-allocation, similar to those funds allocated to MAG and PAG. However, Mr. Ward stated that he didn't know what source of funding would be or how much money it would be. He estimates approximately as much as \$5 million a year. Over the past five years, the State of Arizona has received an average of \$775 million per year and this annual amount is expected to increase to over \$1.05 billion. In addition to the formula funding already mentioned, he urged YMPO member agencies to concentrate on applying for various transportation grants. Mr. Ward mentioned that these are very early days and there will, undoubtedly, be surprises ahead when

final interpretations of the law are available. When there are new programs in place, the Federal authorities customarily ask States, regions, and their member agencies, to develop project options. Then after a couple of years, they take a look at what everyone is doing in the nation and come up with a series of “best practices”. Mr. Ward mentioned that this is a standard procedure at the Federal level and seems to work well. He said to expect changes within the next two to three years. However, he cautioned that, with an increase in federal funds, the need for a local match requirement increases accordingly. Mr. Ward mentioned that staff will continue to work with member agencies staff to increase the amount of in-kind match and add revenue sources such as time committed by the Board, which hasn't been done yet. Mr. Ward concluded with the need for a local sales tax for transportation as a potential source for matching money, especially for transit implementation funds requiring a 50% match.

8. Forthcoming UPWP Amendment and Entity Dues to Member Agencies.

Ms. Figueroa presented to the Board and mentioned that the Unified Planning Work Program (UPWP) Amendment #1 and Entity Dues would normally have been presented already. However, work has been hindered due to the cyber security breach, and consequent data loss. She reported that she had been re-creating her workbooks to assist with completing Amendment #1 to the UPWP and final Entity dues. Ms. Figueroa mentioned that, in March of 2021, she sent preliminary dues letters to member agencies for planning and budgetary purposes and that these were based on estimated funding and population estimates. Since then, how much carry-forward money and new funding is now available is known. She said that the State Demographer is also expected to release the most updated population estimates in the next few days (adjusted by 2020 Census numbers) and will be used to calculate the final dues. Ms. Figueroa expressed that it is currently unknown when the new IIJA funding estimates would be available and if it would impact the current budget and member dues; furthermore, she foresees having an ongoing impact on FY 2023 estimates.

Mr. Ward stated that it is extremely likely that YMPO will be requesting corresponding increases in member dues in future years, once the additional funding amounts becomes known.

9. FY 2022-2026 YMPO Transportation Improvement Program Amendment #1.

Charles Gutierrez, YMPO Senior Planning Manager, reported that ADOT's Off System Bridge (OSB) Selection Committee had reviewed submitted projects and recommended some projects for OSB Program funding. One of the projects selected was Avenue 7E at the South Gila Canal in the City of Yuma. The City requested YMPO to add the project to the current TIP to develop and construct. Mr. Gutierrez mentioned that the project design phase would be programmed in FY 2022 for \$280,000 and the construction phase in FY 2024 for \$650,000. He said that the TAC recommends approval of an amendment to include the project in the FY 2022-2026 YMPO TIP.

MOTION: Councilmember Knight moved to approve FY 2022-2026 YMPO TIP Amendment #1. Supervisor Porchas seconded, and the motion was unanimously approved.

10. Tentative Schedules for Calendar Year 2022 Executive Board and Technical Advisory Committee Meetings.

Mr. Ward reported that all 2022 Executive Board and TAC meetings are planned to be held in-person at the YMPO office location and/or by tele/video conference using the GoToMeeting platform. YMPO staff will send out log-in details for each teleconference with agenda packet, up to one week prior to each meeting. Board meetings are customarily held on the last Thursday of each month at 1:30 p.m., except for the combined November and December meetings. Similarly, the TAC meetings will be held on the second Thursday of each month at 9:00 a.m.

MOTION: Supervisor Porchas moved to approve the schedule for YMPO Calendar Year 2022 Executive Board and Technical Advisory Committee meetings. Councilmember Knight seconded, and the motion was unanimously approved.

11. Timeline for Reviewing the Executive Director's Evaluation.

The Chairman announced that he had agreed to defer the Executive Director's evaluation to a future meeting due to the Director's pending vacation and complications with hiring a replacement.

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.
- D. MPO/COG Director's/Planner's Meetings.
- E. Rural Transportation Advocacy Council activities.
- F. Projects - Economic Development and Transportation.

13. 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 Safety Program. Mr. Ward reported that YMPO will be applying for Highway Safety Improvement Program (HSIP) funds for the FY 2026-2027 timeframe. Last cycle, YMPO successfully received nearly \$10 million in HSIP funds and consequently incorporated a contract with the Long-Range Transportation Plan administered by Kittleson to continue the two-year cycle. He reported that the sub-contractor concerned, Greenlight Traffic Engineering (GTE), was originally scheduled to carry out their work and had expected it to be wrapped up by the end of calendar year 2021. However, due to a problem with Federal reauthorization not occurring in the

anticipated timeframe, GTE expected to need to be extended into a longer contract to complete applications.

- B. Status on Hiring a New Mobility Manager and an Executive Director. Mr. Ward reported successfully hiring a Mobility Manager and emphasized that Mr. Gutierrez is now considered the Senior Planning Manager. He also mentioned that three applications are in place for the Executive Director's position and have not received any new applications. Mr. Ward said that Ms. Figueroa would be putting application packets together and send out to individual Board members for review. He also mentioned that the administrative assistant/bookkeeper position is expected to be advertised soon.
- C. UPWP Amendment. Previously discussed.

14. Progress Reports.

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

- A. Nov 1 - Staff meeting (All).
- B. Nov 1 - YCIPTA Board telemeeting (PW).
- C. Nov 2 - Election Day (All).
- D. Nov 2 - P2P Workshop evaluation (PW, CG).
- E. Nov 2 - Rail Study Management telemeeting (PW, CG).
- F. Nov 3 - Mobility Manager's Roundtable (CG).
- G. Nov 4 - LPA Training Module 7 (PW, CG).
- H. Nov 8 - ADOT/YMPO Coordination telemeeting (PW, CG).
- I. Nov 10 - TAC telemeeting (Delayed, PW, CG, MR).
- J. Nov 11 - Veteran's Day HOLIDAY (All).
- K. Nov 15 - RTAC Advisory Committee meeting (at AZTA, PW).
- L. Nov 15-17 - 2021 AZTA Conference (PW, CG).
- M. Nov 19 - AZSTB telemeeting (PW).
- N. Nov 22 - YCIPTA Board telemeeting (PW).
- O. Nov 22 - RTAC Board telemeeting (PW).
- P. Nov 23 - RAAC telemeeting (PW).
- Q. Nov 25 - Thanksgiving Day HOLIDAY (All).
- R. Nov 29 - Day After Thanksgiving Day HOLIDAY (All).
- S. Nov 29 - Dec 2 - Auditor Field Work scheduled.
- T. Dec 6 - Staff meeting (All).
- U. Dec 6 - RTAC Advisory Committee meeting (PW).
- V. Dec 7 - Rail Study Management telemeeting (PW, CG).
- W. Dec 8 - COGs/MPOs Director's telemeeting (PW).
- X. Dec 9 - TAC meeting (San Luis, PW, CG, MR - 10:00 a.m. start).
- Y. Dec 9 - City of San Luis - Holiday Celebratory Luncheon (Board, TAC).
- Z. Dec 9 - Statewide Mobility Management telemeeting (CG).
- AA. Dec 9 - STSP Lane Departures Emphasis Area telemeeting (CG).
- BB. Dec 9 - EB meeting (San Luis, PW, CG, CF).

15. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:37 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 may also participate electronically, by computer and/or telephone (or both), using the GoToMeeting portal.

January 27, 2022, YMPO office, starting at 1:30 p.m.

Preparation and Approval of Minutes:

Minutes prepared by:

Crystal Figueroa, Executive Assistant and
Accountant II, YMPO

Minutes reviewed to form by:

Minutes approved in regular session on
January 27, 2022

Paul D. Ward, P.E., Executive Director
Yuma Metropolitan Planning Organization

Councilmember Matias Rosales, Chairman
YMPO Executive Board

Yuma Metropolitan Planning Organization
Revenue & Expense Budget Performance
November through December 2021

	Nov - Dec 21	Jul - Dec 21	YTD Budget	% of Budget
Income				
4000 - ADOT Grant				
4001 - PL	38,711.33	38,711.33	459,338.00	8.43%
4002 - SPR	21,794.16	21,794.16	278,813.00	7.82%
4003 - HSIP	0.00	0.00	0.00	0.0%
4004 - STBG	33,334.72	33,334.72	61,351.00	54.33%
4005 - 5305d (CPG)	0.00	0.00	92,300.00	0.0%
Total 4000 - ADOT Grant	93,840.21	93,840.21	891,802.00	10.52%
4010 - FTA Grant				
4020 - 5303/5305	9,476.08	9,476.08	89,527.00	10.59%
4021 - 5304	0.00	0.00	0.00	0.0%
Total 4010 - FTA Grant	9,476.08	9,476.08	89,527.00	10.59%
4050 - ADEQ Grant	0.00	0.00	10,000.00	0.0%
4055 - 5310 Funds				
4053 - CARES Act MM	0.00	0.00	40,535.00	0.0%
4055 - 5310 Funds - Other	8,150.50	8,150.50	52,347.00	15.57%
Total 4055 - 5310 Funds	8,150.50	8,150.50	92,882.00	8.78%
4200 - YMPO UPWP Dues	0.00	0.00	53,835.40	0.0%
4400 - Interest Income	474.76	2,126.78	10,000.00	21.27%
4600 - Charges for Services				
4904 - Traffic Count Revenue	0.00	0.00	13,099.40	0.0%
Total 4600 - Charges for Services	0.00	0.00	13,099.40	0.0%
4700 - Other Revenue				
4907 - Misc Revenue	172.00	172.00		
Total 4700 - Other Revenue	172.00	172.00		
Total Income	112,113.55	113,765.57	1,161,145.80	9.8%
Gross Profit	112,113.55	113,765.57	1,161,145.80	9.8%
Expense				
5110 - Payroll Expenses				
5111 - Fringe Benefits	4,730.98	11,810.48	29,812.74	39.62%
5112 - Part Time Staff-Salaries				
5133 - Part Time Staff-Salaries- Local	0.00	557.20	9,633.79	5.78%
5112 - Part Time Staff-Salaries - Other	6,168.60	20,081.65	69,714.51	28.81%
Total 5112 - Part Time Staff-Salaries	6,168.60	20,638.85	79,348.30	26.01%
5113 - Full Time Staff-Salaries	55,839.10	134,196.94	319,994.00	41.94%
5115 - Health Insurance-ER Portion	7,296.00	21,888.00	54,720.00	40.0%
5116 - ASRS	6,744.05	16,983.88	41,410.00	41.01%
5117 - Workman's Comp Insurance	0.00	990.00	1,104.00	89.67%
5118 - FUTA Payroll Expense	30.48	47.40	546.00	8.68%
5120 - Life Insurance	190.86	668.01	1,872.00	35.68%
Total 5110 - Payroll Expenses	81,000.07	207,223.56	528,807.04	39.19%
5123 - Consulting Services				
5134 - Contractual-Local	0.00	17,160.45	26,053.00	65.87%
5123 - Consulting Services - Other	15,352.56	133,283.40	344,453.00	38.69%
Total 5123 - Consulting Services	15,352.56	150,443.85	370,506.00	40.61%
5124 - Staff Training/Education				
5137 - Staff Training/Edu Reimb-Local	960.00	960.00	6,000.00	16.0%
5124 - Staff Training/Education - Other	0.00	199.00	3,500.00	5.69%
Total 5124 - Staff Training/Education	960.00	1,159.00	9,500.00	12.2%
5125 - Audit Services	0.00	0.00	23,500.00	0.0%
5126 - Payroll Processing Fees	810.75	2,122.60	4,600.00	46.14%
5128 - Accounting Services	0.00	0.00	25,000.00	0.0%
5129 - Public Participation	0.00	18.20	1,000.00	1.82%
5130 - Reimbursement of Expenses	0.00	45.86	0.00	100.0%
5131 - Data Process, Software, Hardware	9,963.60	11,550.76	10,000.00	115.51%
5132 - Furniture and Equipment	13,927.27	14,976.00	15,000.00	99.84%

Yuma Metropolitan Planning Organization
Revenue & Expense Budget Performance
November through December 2021

	Nov - Dec 21	Jul - Dec 21	YTD Budget	% of Budget
5140 - Legal	1,619.50	4,585.55	6,000.00	76.43%
5150 - IT Support	0.00	73.83	2,000.00	3.69%
5151 - Building Ins, property tax	0.00	9,109.82	5,000.00	182.2%
5152 - Equipment Maintenance	198.95	475.22	1,500.00	31.68%
5153 - Office Supplies	149.97	950.80	3,000.00	31.69%
5154 - Postage	0.00	0.00	500.00	0.0%
5155 - Printing	0.00	30.80	600.00	5.13%
5157 - Publications, Subscriptions	673.72	1,595.44	700.00	227.92%
5158 - Registration Fees	1,035.00	3,645.00	6,000.00	60.75%
5159 - Special Meetings	0.00	0.00	4,000.00	0.0%
5160 - Telecommunications	2,729.90	6,712.60	12,000.00	55.94%
5162 - Vehicle Insurance	0.00	4,418.58	4,500.00	98.19%
5163 - Vehicle Maint., Repairs, Parts	5.00	104.34	2,500.00	4.17%
5164 - YMPO Memberships & Dues	0.00	1,469.33	3,000.00	48.98%
5165 - Finance Charges and Interest	-209.50	-18.00	250.00	-7.2%
5166 - Website Maintenance	100.00	408.28	1,000.00	40.83%
5167 - Miscellaneous Consumables	33.33	1,141.81	2,000.00	57.09%
5169 - Miscellaneous-Expense	89.80	1,082.47	9,000.00	12.03%
5171 - Alarm System	0.00	240.00	1,000.00	24.0%
5172 - Lease	0.00	0.00	0.00	0.0%
5173 - Electric Bill	360.05	3,349.15	7,500.00	44.66%
5174 - Grounds Maintenance	500.00	1,650.00	2,700.00	61.11%
5175 - Janitorial	1,440.00	1,440.00	5,000.00	28.8%
5179 - Office Building Repairs				
5181 - Pest Control	0.00	50.00	500.00	10.0%
5179 - Office Building Repairs - Other	0.00	1,439.55	1,500.00	95.97%
Total 5179 - Office Building Repairs	0.00	1,489.55	2,000.00	74.48%
5182 - Sewer & Water	445.18	1,726.32	1,700.00	101.55%
5190 - Travel - Local & Outside County	1,484.79	6,950.93	15,000.00	46.34%
5191 - T530- Traffic Count Fuel	86.97	826.96	2,500.00	33.08%
5630 - T530 Traffic Count Equipment				
5631 - T530-Local COY Materials	0.00	0.00	2,183.00	0.0%
5630 - T530 Traffic Count Equipment - Other	95.18	1,902.28	4,000.00	47.56%
Total 5630 - T530 Traffic Count Equipment	95.18	1,902.28	6,183.00	30.77%
Total Expense	132,852.09	442,900.89	1,095,046.04	40.45%
Net Ordinary Income	-20,738.54	-329,135.32	66,099.76	-497.94%
Other Income/Expense				
Other Income				
4900 - In-Kind Match Revenue	14,930.74	49,292.95	142,224.00	34.66%
Total Other Income	14,930.74	49,292.95	142,224.00	34.66%
Other Expense				
9200 - In-Kind Match Expenses	14,930.74	49,292.95	142,224.00	34.66%
Total Other Expense	14,930.74	49,292.95	142,224.00	34.66%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-20,738.54	-329,135.32	66,099.76	-497.94%

10000 - Wells Fargo - YMPO General Account	\$	99,881.52
10009 - Wells Fargo - YMPO Payroll Account	\$	52,116.84
10100 - Yuma County Treasurer - YMPO Account	\$	717,161.01
	\$	869,159.37

YMPO INFORMATION SUMMARY for Agenda Item #7

YMPO Audit for FY 2021

DATE: February 17, 2022

SUBJECT: YMPO Audit for FY 2021.

SUMMARY:

The audit of YMPO's Accounts for FY 2021 (July 1, 2020, through June 30, 2021) started in October 2021. YMPO utilizes the services of two companies to provide accounting support: the Pun Group, who prepare the MPO's annual financial reports at the end of the fiscal year and Walker and Armstrong, who carry out the actual audit. Last year, YMPO staff took it a step further, and chose to seek the Certificate of Achievement in Financial Reporting Program issued by the Government Finance Officers Association. Consequently, YMPO has decided to pursue a Comprehensive Annual Financial Report (CAFR), once again. This award evidences the spirit of transparency and full disclosure and intends to help understanding of the basic financial statements. The auditors have prepared and submitted a formal letter to staff and will present the audit to members of the Audit Committee at a morning meeting on February 24, 2022. A copy of the YMPO FY 2021 CAFR and required communications will be emailed to all members as a separate packet and a physical copy of the CAFR will be mailed as well.

PUBLIC INPUT: No input has been provided by members of the public on this subject.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The audit documents show that the management of YMPO Local, State, and Federal funds and other resources is being carried out in conformance with generally accepted accounting standards. The CAFR is not required but reflects well on YMPO staff accounting efforts.

POLICY: YMPO By-Laws require an audit of YMPO accounts and the establishment of the Audit Committee. The By-Laws do not describe how the Audit Committee should carry out the audit. As YMPO is predominantly funded with Federal transportation funds, the audit follows federal guidelines. In the recently completed fiscal year, as YMPO expended over \$750,000 in Federal funds, a 'Single Audit' was required.

ACTION NEEDED:

Members are requested to review and discuss, and will have the opportunity to approve, the YMPO Audit for FY 2021.

PRIOR BOARD/COMMITTEE ACTIONS:

At their meeting on March 25, 2021, the YMPO Executive Board unanimously approved the FY 2020 YMPO Audit.

CONTACT PERSON:

Crystal Figueroa, Accountant II and Executive Assistant, 928-783-8911

YMPO INFORMATION SUMMARY for Agenda Item #8

Election of YMPO Officer for 2022

DATE: February 11, 2022.

SUBJECT: Election of YMPO Officers for 2022

SUMMARY:

YMPO By-Laws for the YMPO Executive Board require that members of the YMPO shall elect the following officers: Chair, Vice Chair, and Secretary-Treasurer. In the absence of the Chair, or upon his/her inability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair, Vice Chair and Secretary-Treasurer will serve without compensation and, shall serve for a period of one year.

Other By-Laws require that elected officers of the YMPO shall serve on a rotation basis; when the Chair or Vice Chair's position is vacated, the Vice Chair assumes the position of Chair, and the Secretary-Treasurer assumes the position of Vice Chair. The Executive Board must then elect another Executive Board member to the vacant office of Secretary-Treasurer, and these Officers are elected the first meeting in February.

In addition, at any one time, the three elected officers on the Executive Board must be from three different jurisdictions; and at least one office shall be held by the City of Somerton, City of San Luis, the Town of Wellton, or the Cocopah Indian Tribe.

Under current circumstances, Vice Chair (and City of San Luis Vice-Mayor) Matias Rosales assumes the position of Chair, Secretary-Treasurer (and Yuma County Supervisor) Martin Porchas assumes the position of Vice Chair and the Board needs to elect a new officer to fill the Secretary/Treasurer position.

Members may contact Chair Martha Garcia and/or the Executive Director to make nominations (including self-nominations) or they may do so during the meeting when called on by the Chair. Although there is no requirement to rotate the Secretary/Treasurer position amongst member agencies, the attached Table One shows the agencies from which YMPO officers have come from during the past several years and shows that it is customary for each agency to have an opportunity to supply YMPO Executive Board Officers.

PUBLIC INPUT: No public comments have been received on this subject to date

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: YMPO staff usually try to meet with all new members of the YMPO Executive Board to help them get oriented to the YMPO mission and what it is that YMPO does. Furthermore, YMPO staff offer similar meetings to Officers to assist in the understanding of their increased duties.

POLICY: YMPO By-Laws specify most of the “how” Officers are chosen, and “when”.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to elect Vice-Mayor Matias Rosales to the position of YMPO Chair; to elect Supervisor Martin Porchas to the position of YMPO Vice Chair; and then to accept nominations and elect a new YMPO Secretary/Treasurer.

PRIOR BOARD/COMMITTEE ACTIONS:

During the regularly scheduled YMPO Executive Board meeting on February 27, 2020, Councilmember Knight moved to confirm the rotation of YMPO Vice-Chair (and City of Somerton Vice-Mayor) Martha Garcia to the Chair position and Secretary/Treasurer (and City of San Luis Vice-Mayor) Maria Cruz to the Vice-Chair position and both Vice-Mayors Garcia and Cruz accepted the respective nominations. Councilmember Morris seconded, and the rotation was unanimously approved. Chairman Begay then opened nominations for the vacant Secretary/Treasurer position. Councilmember Knight nominated Yuma County Supervisor Porchas for the vacant Secretary/Treasurer position, Supervisor Porchas accepted, Vice-Chair Garcia seconded, and the motion was unanimously approved.

MEMBERS ATTENDING:

J. Deal Begay, Jr., Cocopah Indian
Tribe, Chairman,

Martha Garcia, Somerton, Vice-Chair

Maria Cruz, San Luis,
Secretary/ Treasurer

* Cecilia McCollough, Wellton, Member

Gary Knight, Yuma, Member

Paul Patane, ADOT, Member

^ Jacob Miller, Yuma, Member

^ Lynne Pancrazi, Yuma Co., Member

Martin Porchas, Yuma Co., Member

Chris Morris, Yuma. Member

* Members neither present nor represented by proxy.

^ Members not present but represented by proxy.

CONTACT PERSON:

Paul Ward, Executive Director, 928-783-891

Table One - Agencies Represented as YMPO Officers - 2008 to Date

Year	Chair	Vice Chair	Secretary/Treasurer
2008	San Luis	City of Yuma	Yuma County
2009	City of Yuma	Yuma County	City of Somerton
2010	Yuma County	City of Somerton	City of Yuma
2011	City of Somerton	City of Yuma	Yuma County
2012	City of Yuma	Yuma County	Cocopah Indian Tribe
2013	Yuma County	Cocopah Indian Tribe	City of Yuma
2014	Cocopah Indian Tribe	San Luis	City of Yuma
2015	San Luis	City of Yuma	Yuma County
2016	Yuma County	City of Yuma	Town of Wellton
2017	City of Yuma	Town of Wellton	City of Somerton
2018	Town of Wellton	City of Somerton	Cocopah Indian Tribe
2019	Cocopah Indian Tribe	City of Somerton	City of San Luis
2020	City of Somerton	City of San Luis	Yuma County
2021	City of San Luis	Yuma County	?

YMPO INFORMATION SUMMARY for Agenda Item #9

YMPO Subcommittee Members and Other Representatives for 2022.

DATE: February 14, 2022.

SUBJECT: YMPO Subcommittee Members and Other Representatives for CY 2022.

SUMMARY:

YMPO has three subcommittees, one to oversee the annual Audit process, a second to oversee any changes to YMPO By-Laws, and a third to evaluate the Executive Director.

The Audit Committee is required under YMPO By-Laws, consists of three members of the Executive Board, and is chaired by the elected YMPO Secretary/Treasurer. There are no restrictions on which agencies the members need to come from, and there are no stated term limits for members. The main role for the Audit Committee is to review the Annual Audit (also required under YMPO By-Laws) and report to the Executive Board. As stated, the Secretary/Treasurer is the Chair of the Committee, so only two additional members need to be identified.

The By-Laws Committee is not actually called-out in YMPO By-Laws, but such a Committee has been utilized in the past to review proposed changes to the By-Laws, on an as-needed basis, and report back to the Executive Board with recommendations. Due to the limited need for such a Committee, the composition of the By-Laws Committee is decided on a case-by-case, as needed, basis. It is likely that an update to YMPO By-Laws will occur this year to make some minor, mainly format-oriented changes. Regardless, the Board may decide to wait before deciding on candidates.

The Executive Director Evaluation Committee is also not called-out in YMPO By-Laws but is referred to as part of the YMPO Policies and Procedures Manual. In particular, under Chapter II - Employment Structure and Compensation; Subchapter A - YMPO Staff; Section ii - Performance Reviews, calls for a subcommittee of three Board Members, from different agencies, one of whom will be the current Chair. This subcommittee meets with the Executive Director, discusses the Director's performance, and presents a report to the full Executive Board for possible action, including a recommendation for a raise, if appropriate.

In addition to the above subcommittees, there are two Statewide Boards/Councils, the Arizona State Transportation Board (AZSTB) and the Rural Transportation Advisory Council (RTAC). YMPO customarily appoints members (and alternates) to attend these, to represent the region. This agenda item is an advance notice that these appointments will most likely occur during the Executive Board meeting on February 25, 2021, in conjunction with the previous agenda item, and no action is anticipated at this meeting. Although subcommittee members are usually nominated and then elected, AZSTB and RTAC representatives are usually appointed by the YMPO Chair, although elections may be held if more than one member volunteers their services.

The Arizona State Transportation Board (AZSTB): The AZSTB comprises appointed officials from six districts around the State. These officials serve six-year terms, are appointed by the Governor, and are confirmed by the State Senate. The AZSTB holds approximately 12-15 meetings each year throughout the State, including two or three study sessions. District 6 comprises La Paz, Mohave, Yavapai, and Yuma Counties, and the current AZSTB District 6 member is City of Yuma Councilmember Gary Knight who anticipates serving his last year, as Board Chairman, in 2023. After then, the member from AZSTB District 6 will probably rotate to a representative from either Yavapai or Mohave County.

As indicated, the **official** position for District 6 represents four Counties, so YMPO MAY choose to identify a representative, and an alternate, who have expressed an interest in attending some of the AZSTB meetings to specifically lobby the AZSTB on behalf of the Yuma region's needs, **in addition to** Councilmember Knight.

Rural Transportation Advisory Council (RTAC): In the mid-90s, when the Casa Grande Resolves were being developed and implemented (benefitting mainly the substantially urban Maricopa and Pima Counties) a group of predominantly rural Arizona Counties decided to form a separate group to look after the transportation interests of the rural areas, which covers the majority of the area of the State. That agency is the RTAC.

A Legislative Liaison person was appointed, whose main role is to track mainly transportation legislation, at both the Federal and State levels. This position is administered through the Northern Arizona Council of Governments (NACOG) and is funded by all the rural Councils of Government and the Metropolitan Planning Organizations, excluding the Maricopa and Pima Association of Governments (MAG and PAG). Funding is split on a population basis, and YMPO currently pays just over \$20,000, each year, to fund this effort. The current Liaison person is Kevin Adam. YMPO is a full, voting, member of the RTAC and usually appoints an official representative, plus an alternate.

PUBLIC INPUT: No public comments have made on this subject to date.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: As Councilmember Knight is already a member of the STB (and has attended all of the meeting to date), the appointed STB member and the alternate usually only attend STB meetings during the Rural Transportation Summit and/or if the STB meets in Yuma. Representatives on the RTAC and the STB are usually selected from volunteers.

POLICY: Under the current By-Laws the newly elected Secretary-Treasurer becomes the Chair of the Audit Subcommittee.

ACTION NEEDED:

Action to appoint YMPO representatives to the AZSTB, the RTAC and the three subcommittees.

PRIOR BOARD/COMMITTEE ACTIONS:

RTAC Oversight: During CY 2021, the primary member was Mayor Cecilia McCollough and Councilmember remained as the alternate.

AZSTB Oversight: For CY 2020, Councilmember Chris Morris was selected as the YMPO primary representative for attending AZSTB meetings and Deputy Mayor Watts was the alternate. During CY 2021, Mayor McCollough was the primary YMPO representative, but no secondary representative was nominated. All of the meetings were virtual and Councilmember Knight attended all of them, as the official Arizona State Transportation Board member for District 6.

The Audit Subcommittee: For CY 2020, Secretary/Treasurer and Supervisor Martin Porchas was Chairman, with Supervisor Lynne Pancrazi and Mayor Cecilia McCollough as members. During CY 2021, Secretary/Treasurer and Councilmember Gary Knight was Chairman, with Mayor Cecilia McCollough and Supervisor Lynne Pancrazi remaining as members.

By-Laws Subcommittee: During CYs 2020 and 2021, as there were no changes to the By-Laws anticipated, no members of the By-Laws subcommittee were nominated.

Director Evaluation Subcommittee: For CY 2020, this subcommittee had been headed by Chair Garcia, with Mayor McCollough and Deputy Mayor Watts as members. For CY 2021, Chair Matias Rosales lead the team with Mayor McCollough and Councilmember Watts remaining as members.

During the regularly scheduled YMPO Executive Board meeting on February 25, 2021, the CY 2021 actions occurred, as detailed above.

MEMBERS ATTENDING:

* Martha Garcia, Somerton, Chair
^ Matias Rosales, San Luis, Vice Chair
* Martin Porchas, Yuma Co. Secretary/
Treasurer
* Cecilia McCollough, Wellton, Member

^ Gary Knight, Yuma, Member
* Paul Patane, ADOT, Member
* Lynne Pancrazi, Yuma Co., Member
* Karen Watts, Yuma, Member
* Leslie McClendon, Yuma, Member
* Kermit Palmer, Cocopah Tribe, Member

* Members attended in person.

^ Member participated by teleconference

CONTACT PERSON: Paul Ward, Executive Director, 928-783-8911.

YMPO INFORMATION SUMMARY for Agenda Item 11

FY 2022-24 YMPO Unified Planning Work Program Amendment #1

DATE: February 17, 2022

SUBJECT: FY 2022-24 YMPO Unified Planning Work Program (UPWP) Amendment #1 and YMPO Entity Dues for FY 2022.

SUMMARY:

Every two years, the YMPO develops the UPWP and Annual Budget in steps over several month timeframe, in conjunction with member agency and public input. The Executive Board originally approved the current FY 2022-24 UPWP on April 29, 2021. Since that time, although the future federal funds available to YMPO have not yet been confirmed, the most recent fiscal year has been fully closed-out and the status of the transportation studies is clearer. ADOT has recently notified us of the results of a Federal audit of Metropolitan Planning funds which has resulted in an unexpected increase in planning funds to MPOs statewide, including more funds for our region.

Accordingly, staff are continuing adjustments to YMPO accounts, based on the close-out of the State fiscal year and the start of the Federal fiscal year. Precise details from the new transportation reauthorization legislation are still not finalized but can be estimated and likely to greatly increase funds available for all phases of transportation including planning efforts. Updates to population are available, and likely staffing changes have been included so YMPO staff is able to present this Amendment #1 to the current Unified Planning Work Program (UPWP), and the actual FY 2022 Entity Dues to be paid by member agencies as part of the amended UPWP.

This Amendment #1 contains the actual funds that have been brought forward and our latest estimates of new FY 2022 funds. Further details are shown in four tables that attached and explained in a Staff Report Memorandum that is attached to this Information Summary. The only budget being directly affected, at this stage, is for the FY 2022 budget.

PUBLIC INPUT:

No members of the public have commented on this request, to date.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: Many, but not all, of the Federal funds available to the region may be carried forward from one fiscal year to another. In addition, the recently approved Infrastructure Investment and Jobs Act (IIJA, also known as the Bipartisan Infrastructure Law, or BIL) has provided substantially more funds for which WE WILL NEED to provide a local match. This changes the local match required by member agencies.

POLICY: Title 23, Code of Federal Regulations (CFR) §450 et al., contains the guidance on what projects need to be carried out by MPOs.

ACTION NEEDED:

This item is on the agenda for review, discussion, and/or possible action to approve Amendment #1 to the current FYs 2022 and 2023 UPWP and, specifically, to the budget for FY 2022.

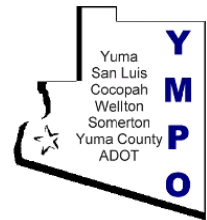
CONTACT PERSON:

Paul D. Ward, Executive Director, and Crystal Figueroa, Accountant II and Executive Assistant, 928-783-8911

Yuma Metropolitan Planning Organization

230 W. Morrison St.
Yuma, Arizona 85364
www.ympo.org

Phone: (928) 783-8911
Fax: (928) 329-1674



*Local Governments and
Citizens Working Together*

TO: Paul Ward, Executive Director

FROM: Crystal Figueroa, Accountant II

Date: February 18, 2022

RE: Amendment #1 to the Fiscal Year 2022-23 YMPO Unified Planning Work Program (UPWP) and Annual Budget, changes pertain to FY 2022 only.

The following is a list of the changes being requested to the FY 2022 of the FY 2022-23 YMPO UPWP under UPWP Amendment # 1:

1. Staff annual wage increases.
2. Increased the FY 2015-18 brought forward funds from \$143,718 to \$406,032 **.
3. Increased FY 2021 SPR brought forward from \$103,813 to \$110,832.
4. Keep FY 2021 PL brought forward \$36,817 (differentiating between FY 2015-18 and FY 2021 PL).
5. Corrected FY 2021 5305d (Residual) brought forward from \$89,527 to \$74,954.
6. Included FY 2021 5305e (5304) brought forward of \$5,495 left over from the Short-Range Transit Plan for public outreach after completion of Study.
7. Increased FY 2021 STBG funds brought forward from \$61,351 to \$82,543 for continuation of the Long-Range Transportation Plan Update and completion in FY 2022.
8. Corrected FY 2021 5310 brought forward from \$10,347 to \$8,151.
9. Increased FY 2022 5310 funds from \$42,000 to \$50,000 to reflect actual award.
10. Increased FY 2022 SPR funds from \$175,000 to \$250,000 to reflect additional \$75,000 pending award by ADOT to replace the \$75,000 in local funds committed by YMPO to the City of San Luis to carry out the O-D component in conjunction with the Redevelopment Plan and Circulation Study.
11. Increased T-100 budget by \$48,523 to cover various operations-related expenses such as furniture and equipment, building property tax/repairs, increased water consumption, software/hardware, exterior signage, janitorial, and grounds maintenance.
12. Included deferred FY 2021 \$35,000 original, local funds for the Origin-Destination (O-D) Study as part of a Memorandum of Understanding with the City of San Luis plus \$75,000 in local funds for added support approved by the Board on December 9, 2021, for a combined total of \$110,000.

13. Programmed \$12,500 in SPR funds under T-305 Rail/Heavy Freight Study for anticipated access to the AZDOT Transearch Data set for use in study to prepare charts, graphs, tables, maps, and presentations.
14. Increased brought forward Long-Range Transportation Plan (LRTP) funds from \$61,351 to \$127,459 to complete study in FY 2022.
15. Transferred/programmed \$10,000 of unspent LRTP Funds for the Regional Safety Applications in progress by Greenlight Traffic Engineering.
16. Increased brought forward Rail/Heavy Freight Alignment Study Funds from \$137,663 to \$239,890, study commenced in FY 2022.
17. Program \$10,000 of unspent LRTP funds from 5305d for regional safety applications.
18. Program (not to exceed) \$10,000 in local funds under T-500 Special Projects for a possible FY 2022 RAISE Grant application for additional funding for US-95.
19. Program a possible GIS Traffic Count Map under T-308.
20. Program a possible Roads of Regional Significance Study under T-400.
21. Program a possible Complete Streets and Bus Pullouts Study under T-400.
22. Program LTAP fees of \$15,000 with local contributions to cover backdated fees for FY 2020, 2021 and current FY 2022.

The amount of the total (Federal & State funds) budgeted for FY 2022 of the FY 2022-2023 UPWP has increased from \$1,084,210 to \$1,481,264. The amount of Local funds has increased from \$56,153 to \$181,153. Therefore, the total amount of Federal, State, and Local funds in the budget for FY 2022 has increased from \$1,282,587 to \$1,843,568.

Note:

** Prior money owed to YMPO for FY 2015-18, following a multiple-year audit completed statewide by the federal government.

FY 2022-23 YMPO Unified Planning Work Program

Amendment #1, Financial Tables (FY 2022 Only)

Table One - Detail of Federal, State and Local Funding Sources	
State Funds	
Agency	
ADEQ	\$10,000
FY 15/18 Brought Forward (BF) Federal Funds	
SPR	\$80,457
PL	\$406,032
FY 2021 Brought Forward (BF) Federal Funds	
SPR	\$30,376
PL (CPG)	\$36,817
5305d (Residual)	\$74,954
5305(4)e	\$5,495
STBG	\$82,543
5310	\$8,151
CARES Act MM	\$40,536
FY 2022 New Federal Funds	
ADOT/SPR	\$2505,000
ADOT/PL	\$313,604
5310	\$50,000
FTA 5305d (CPG) (Oct 1, 2021-Sept 30, 2022)	\$92,300
Sub Total Federal & State	\$1,481,264
Local Area Funds (YMPO Funds)	
YMPO Local Contributions	\$58,053
City of Yuma Traffic Counts	\$13,099
City of San Luis Origin-Destination (MOU)	\$110,000
Sub Total Local	\$181,153
In-Kind 2022 (Match for SPR/PL/FTA)	
Agency: Yuma County Services/TAC/Regional Mobility Meetings/ Other YMPO planning by TAC Members	\$181,151
Sub Total In-Kind	\$181,151
Total Available	\$1,843,569

Tables Two and Three: Expenses by Work Elements and Categories

	WORK ELEMENT	EXPENSES				TOTAL COSTS
		Salaries & Benefits	Direct Expenses	Match	Local	
I.	ADMINISTRATION	\$204,207	\$218,573	\$63,251	\$32,000	\$378,622
II.	DATA COLLECTION / AIR QUALITY	\$22,274	\$0	\$742	\$0	\$45,880
III.	TRANSPORTATION IMPROVEMENT PROGRAM	\$133,977	\$302,926	\$43,771	\$0	\$227,663
IV.	REGIONAL PLANNING	\$55,408	\$177,632	\$34,071	\$110,000	\$159,325
V.	SPECIAL PROJECT PLANNING	\$137,917	\$16,500	\$21,124	\$38,099	\$244,105
VI.	LONG RANGE TRANSPORTATION PLANNING	\$26,686	\$147,469	\$11,491	\$1,053	\$417,423
VII.	PUBLIC PARTICIPATION PLAN	\$12,137	\$0	\$1,999	\$0	\$20,355
VIII.	PUBLIC TRANSPORTATION	\$13,725	\$5,495	\$4,025	\$0	\$136,031
IX.	ENVIRONMENTAL OVERVIEW	\$2,895	\$0	\$175	\$0	\$2,663
X.	CAPITAL EXPENDITURES	\$3,444	\$0	\$502	\$0	\$3,353
TOTAL		\$612,670	\$868,595	\$181,151	\$181,153	\$1,843,569

	WORK ELEMENT	Travel & Training	Contractual	Supplies	M&O	Technology	Membership	TOTAL
I.	ADMINISTRATION	\$18,500	\$48,500	\$7,500	\$118,073	\$23,000	\$3,000	\$215,573
II.	DATA COLLECTION / AIR QUALITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
III.	TRANSPORTATION PROGRAM	\$0	\$302,926	\$0	\$0	\$0	\$0	\$302,923
IV.	REGIONAL TRANSPORTATION PLANNING	\$0	\$177,632	\$0	\$0	\$0	\$0	\$177,632
V.	SPECIAL PROJECT PLANNING	\$0	\$10,000	\$6,500	\$0	\$0	\$0	\$16,500
VI.	LONG RANGE PLANNING	\$0	\$147,469	\$0	\$0	\$0	\$0	\$147,469
VII.	PUBLIC PARTICIPATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0
VIII.	PUBLIC TRANSPORTATION	\$0	\$5,495	\$0	\$0	\$0	\$0	\$5,495
IX.	ENVIRONMENTAL OVERVIEW	\$0	\$0	\$0	\$0	\$0	\$0	\$0
X.	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL		\$18,500	\$692,022	\$14,000	\$118,073	\$23,000	\$3,000	\$868,595

Table 2A: FY 2022-2023 YMPO UPWP; Budget Detail - Work Task by Fund Type

#	TITLE	CONSOLIDATED PLANNING GRANT (CPG)				FHWA (CPG)		FTA (RESIDUAL)		ADEQ / STBG		FTA 5310			LOCAL FUNDS	FY 2022
		PL	MATCH	5305d	MATCH	SPR	MATCH	5305d	MATCH	FUNDS	MATCH	FUNDS	MATCH	CARES ACT		TOTAL
100	Administration & Management	\$223,916	\$13,535			\$151,897	\$37,974	\$46,968	\$11,742						\$32,000	\$518,031
200	Air Quality Conformity	\$12,274	\$742							\$10,000						\$23,016
300	FY 2022-2026 TIP	\$9,982	\$603			\$8,406	\$2,101	\$7,880	\$1,970							\$30,942
302	Transportation Enhancement - AZ	\$2,301	\$139			\$575	\$144									\$3,159
304	Intelligent Transportation Systems (ITS)	\$2,666	\$161			\$1,659	\$415	\$3,216	\$804							\$8,920
305	Goods/Freight/Rail Planning	\$173,822	\$10,507	\$70,843	\$4,282	\$13,933	\$3,483	\$3,343	\$836							\$281,049
307	Cross Border/Trade Corridor Planning	\$2,862	\$173			\$3,781	\$945	\$3,577	\$894							\$12,233
308	HPMS	\$20,387	\$1,232													\$21,620
309	Transportation Coordination	\$8,983	\$543									\$58,151	\$14,538	\$40,536		\$122,751
400	Regional Planning	\$84,753	\$5,123			\$89,746	\$22,436	\$21,457	\$1,297							\$224,812
401	Review/Update Socio-Economic File	\$3,862	\$233			\$966	\$241									\$5,303
404	Port of Entry Planning					\$3,112	\$778	\$3,112	\$778						\$110,000	\$117,779
405	Linking Trans/Land Use/ED/Tourism	\$8,944	\$541			\$4,816	\$1,204									\$15,505
406	Coordination with ADOT Studies	\$8,591	\$519			\$1,227	\$307	\$2,455	\$614							\$13,713
500	Special Projects Planning	\$2,015	\$122			\$1,649	\$412								\$25,000	\$29,198
520	Traffic Count Program	\$42,911	\$2,594			\$41,531	\$10,383								\$10,916	\$108,335
530	Traffic Count Equipment	\$5,492	\$332			\$7,110	\$1,778								\$2,183	\$16,895
540	Traffic Engineering/Planning Assistance	\$4,724	\$286			\$1,181	\$295									\$6,486
560	Traffic Safety	\$14,882	\$900			\$1,220	\$305									\$17,307
570	GIS/Transportation Planning	\$22,191	\$1,341			\$9,510	\$2,378									\$35,420
600	Long Range Transportation Planning	\$57,673	\$3,486					\$3,191	\$798	\$82,543	\$4,989					\$152,679
601	Federal/State/Local Legislation	\$26,536	\$1,604												\$1,053	\$29,193
602	Small Community Assistance	\$2,317	\$140			\$1,896	\$474									\$4,827
700	Public Participation Plan	\$5,462	\$330			\$5,462	\$1,365	\$1,214	\$303							\$14,136
800	Public Transportation Planning (Transit)	\$4,117	\$249			\$9,607	\$2,402									\$23,244
900	Environmental Overview	\$2,895	\$175													\$3,070
1000	Capital Expenditures	\$1,894	\$114			\$1,550	\$387									\$3,945
	TOTALS	\$756,453	\$45,724	\$70,843	\$4,282	\$360,833	\$90,208	\$96,411	\$20,035	\$92,543	\$4,989	\$58,151	\$14,538	\$40,536	\$181,153	\$1,843,569

YMPO INFORMATION SUMMARY for Agenda Item #11b

Entity Dues to Member Agencies

DATE: February 19, 2021.

SUBJECT: Entity Dues to Member Agencies

SUMMARY: During the May 2018, Executive Board (the Board) meeting, YMPO staff presented, and the Board approved, a working policy and a procedure for calculating matching funds in the YMPO Unified Planning Work Program (UPWP). The UPWP is usually developed during the January through May timeframe, FY 2022-23 UPWP was approved by the Executive Board on April 29, 2021 and then by the Arizona Department of Transportation (ADOT) and the Federal Highway and Transit Administrations (FHWA and FTA). In March of 2021, a preliminary assessment for entity dues was mailed to member agencies using projected numbers for planning purposes.

Since the preliminary assessment, the final Entity Dues have been assessed considering the changes and approval of the FY 2022-23 YMPO Unified Planning Work Program Amendment #1 (within agenda item) and recently updated official, population estimates. Entity Dues have slightly increased, primarily due to the identification of unexpected FY15-18 audited planning funds to MPOs statewide. Final Assessments will be mailed to member agencies this month following the Board meeting.

PUBLIC INPUT:

No public comments were made for this process.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The process used to calculate matching funds and entity dues follows the previously established process.

POLICY: During the May 2018, Executive Board meeting, YMPO staff outlined several steps that lead to the calculation of Local Matching Funds and Entity Dues and the process was approved by the Board. This, effectively, sets the process as YMPO Policy. Currently, there are no recommended changes to that process.

ACTION NEEDED:

This item is on the agenda for information and discussion only at this stage.

PRIOR BOARD/COMMITTEE ACTIONS:

At their meeting on May 24, 2018, the Board unanimously approved the calculation of matching funds as explained during the presentation.

MEMBERS ATTENDING:

Cecilia McCollough, Wellton, Chair	Paul Patane, ADOT, Member
Jose Yopez, Somerton, Vice Chair	Lynne Pancrazi, Yuma Co., Member
* J. Deal Begay, Jr., Cocopah Tribe, Treasurer	Karen Watts, Yuma, Member
^ Gary Knight, Yuma	^ Jacob Miller, Yuma, Member
Maria Ramos, San Luis, Member	^ Martin Porchas, Yuma Co., Member

* Those members neither present nor represented by proxy.

^ Those members not present but represented by proxy.

CONTACT PERSON:

Crystal Figueroa, Accountant II, 928-783-8911

Recent Historical Cash Contributions (Non-In-Kind)							
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Total Budget	\$1,169,905.00	\$1,141,210.00	\$1,067,703.00	\$1,279,344.00	\$1,311,603.00	\$1,392,575.00	\$1,481,264.00
Local Match	\$170,033.00	\$189,529.00	\$158,845.00	\$200,899.00	\$227,056.00	\$185,713.00	\$181,151.00
Actual/Proposed Cash Match per Agency							
City of Yuma	\$42,646.78	\$42,646.78	\$35,942.93	\$39,209.02	\$36,841.03	\$21,537.43	\$29,680.60
Yuma County	\$27,473.93	\$27,473.93	\$22,431.61	\$24,192.96	\$22,586.44	\$12,993.05	\$16,781.09
San Luis	\$11,715.75	\$11,715.75	\$12,481.70	\$13,736.74	\$13,283.26	\$7,917.26	\$10,940.67
Somerton	\$6,547.46	\$6,547.46	\$6,049.32	\$6,594.77	\$6,188.13	\$3,597.02	\$4,389.79
Wellton	\$1,318.36	\$1,318.36	\$1,121.58	\$1,211.49	\$1,137.77	\$668.79	\$752.61
Cocopah	\$468.72	\$468.72	\$369.62	\$397.89	\$368.18	\$209.97	\$319.30
Totals	\$90,171.00	\$90,171.00	\$78,396.76	\$85,342.87	\$80,404.81	\$46,923.52	\$62,864.06

Note: The above numbers for FY 2022 show a decrease in local match but an increase in individual matches compared to FY 2021. This is due to a decrease in transit match from 20% to 5.7% as part of the consolidated grant program initiative, and the unexpected FY 15-18 audited planning funds to MPO's statewide.

Local Match % of budget	15%	17%	15%	16%	17%	13%	12%
Cash Match % of budget	8%	8%	7%	7%	6%	3%	4%

Cash Needed	7 Year Average	Cash (Non In-Kind) Match per Agency
\$62,864.05		
City of Yuma	\$35,500.65	\$29,680.60
Yuma County	\$21,990.43	\$16,781.09
San Luis	\$11,684.45	\$10,940.67
Somerton	\$5,701.99	\$4,389.79
Wellton	\$1,075.57	\$752.61
Cocopah	\$371.77	\$319.30
Totals	\$76,324.86	\$62,864.06

YMPO INFORMATION SUMMARY for Agenda Item 12

List of Prioritized Projects.

DATE: February 17, 2022

SUBJECT: Revised (RTAC) List of Prioritized Projects Included in HB 2396.

SUMMARY:

During the August 26, 2021, Executive Board meeting, staff presented a list of prioritized projects that the Rural Transportation Advocacy Council (RTAC) was intending to present to the State Legislature with a view to possibly receiving more funds for local projects for rural parts of the State out of the State budget process in early 2022.

Currently, the legislative process at the State capitol is in full swing and some changes have been suggested to the list projects that have been recommended for funding. Under House Bill (HB) 2396. This bill was presented to the Appropriations Committee for consideration, but it appears that the Committee Chair refuses to recommend any projects that are NOT on the State Highway System. In addition, the amount of funding that may be made available under the bill has increased from an original \$50 million to over \$100 million. As the majority of the projects recommended were 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 original \$50 million amount, the YMPO region was anticipated to receive approximately \$6.5 million. The most recent list, a copy of which is attached, shows that the Yuma regional is expected to receive over \$30 million - a huge increase. However, this includes a pavement rehabilitation project on Interstate 8 that totals almost \$23.5 million.

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. The main question is whether the Board wishes to request that the funds being targeted for the I-8 project be moved to the next portion of the US-95 widening section?

PUBLIC INPUT:

No members of the public have commented on this item, to date.

TECHNICAL & POLICY IMPLICATIONS:

POLICY: Currently, the only regional priority that YMPO has formally approved is to widen US-95, between Avenue 9E and Aberdeen Road, from two lanes to four lanes.

TECHNICAL: As the precise funding source is not yet known, it is difficult to provide guidance for the projects to be submitted. However, a mixture of State funded and/or

Federally funded projects might be appropriate.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to support moving funds from the I-8 project onto US-95 as outlined above.

CONTACT PERSON:

Paul Ward, Executive Director, 928-783-8911; and Kevin Adam, RTAC Liaison.

Existing 'Regional' Projects in HB2396:

1. TI improvements to SR-89 and SR-89A \$2,000,000 (Prescott, Yavapai County);
2. Roundabout construction at SR-69 and SR-169 \$400,488 (Dewey-Humboldt, Yavapai County);
3. SR-87 and Skousen Road intersection improvements \$893,667 (Coolidge, Pinal County);
4. US-95 improvements from Rifle Range Road to Wellton/Mohawk \$6,535,072 Canal Bridge (Yuma);

ADOT Top Unfunded Priorities:

1. Pavement rehabilitation on I-40 from mileposts 139 to 147 \$9,691,525 (Crookton Road to Ashfork TI, Yavapai County).
2. Pavement rehabilitation on US 160 from mileposts 321 to 355 \$14,076,197 (Tuba City, Navajo Nation, Coconino County).
3. Pavement rehabilitation on US 191 from mileposts 117 to 122 \$5,965,653 (Armory Road to East Safford in Safford, Graham County).
4. Pavement rehabilitation on SR 61 from mileposts 416 to 431 \$8,832,306 (Witch Wells to New Mexico State Line in Apache County).
5. Pavement rehabilitation on US 180 from mileposts 223 to 237 \$9,773,982 (Snow Bowl Road to Deadman Flat Road in Flagstaff, Coconino County).
6. Pavement rehabilitation on I-8 from mileposts 29 to 38 \$23,480,189 (Wellton to Avenue 36E in Yuma County).
7. Pavement rehabilitation on US 60 from mileposts 192 to 200 \$13,678,000 (Crismon to Goldfield Roads in Pinal County).
8. Pavement rehabilitation on SR 90 from mileposts 307 to 311 \$9,086,164 (MP 307 to Railroad Drive in Huachuca City, Cochise County).

Combined Total of ALL projects = \$104,413,24

YMPO INFORMATION SUMMARY for Agenda Item 16

YMPO Director's Evaluation and the Procedure for Hiring a Replacement

DATE: February 14, 2022.

SUBJECT: YMPO Director's Evaluation and the Procedure for Hiring a Replacement

SUMMARY: The Director's annual evaluation process is NOT particularly well defined in YMPO By-Laws, but generally includes a review by a subcommittee comprising the Chairman and two other Board members, selected by the Chairman, from different agencies. The subcommittee then presents their combined evaluation to the full Board and the Board discusses whether a raise is appropriate and, if so, how much? The review process has been delayed, pending resolution of the Director's employment status, and the possible hiring of a replacement, interim or otherwise.

Similar to the review procedure, the procedure for hiring a replacement is not closely defined but is totally up to the Board. In 2016, when this effort last occurred, the Board approved advertising for candidates and then appointed a search subcommittee comprising volunteers from the Board and Technical Advisory Committee (TAC) members, to review and interview the candidates. Following the resignation of the previous Director, the interim Director at the time was Mark Hoffman, from ADOT. An initial interview process was conducted by the subcommittee, under the guidance of Chairman Russ Clark, and the full Board then interviewed the finalist(s). The Board then selected a preferred candidate and authorized Mr. Hoffman to negotiate with Mr. Ward.

During the Board meeting on July 29, 2021, Mr. Ward informed the Board that he was looking to retire and indicated that he was considering the end of February 2022, as a tentative date. Since that time, YMPO has advertised for candidates and has received five credible applications. One candidate has since found a position elsewhere, but four candidates remain. Application details for the remaining candidates have been provided to all members for review. Due to the Director's vacation in December and the unfortunate cancellation of the January 27, 2022, Board meeting, due to COVID, the Board has not had an opportunity to appropriately discuss how to proceed. Currently, Mr. Ward has submitted his resignation, requesting February 24, 2022, as his last day of work, but has indicated his willingness to, possibly, negotiate an extension with the Board, or to continue supporting YMPO, either as Director or in some other role under a separate contract. The Board will be requested to decide how to proceed.

In order to allow the Board to openly discuss items pertaining to the search for a replacement Director, it is understood that members might want to move to Executive Session.

PUBLIC INPUT: No members of the public have provided any input on this item.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The procedure for evaluating the Executive Director is already substantially complete.

POLICY: Pay raises for YMPO staff are guided by the YMPO Policy that was reviewed by the Board last year and added to the YMPO Personnel Policies and Procedures.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action for evaluating the Director's performance adjusting his salary and for discussing how to hire a replacement.

PRIOR BOARD/COMMITTEE ACTIONS:

At their meeting on January 21, 2021, the Board considered and unanimously delivered a favorable evaluation of Mr. Ward's performance.

MEMBERS ATTENDING:

# Martha Garcia, Somerton, Chairman	# Paul Patane, ADOT, Member
\$ Matias Rosales, Yuma, Vice Chair	# Lynne Pancrazi, Yuma Co., Member
^ Martin Porchas, Yuma County, Treasurer	# Karen Watts, Yuma, Member
# Cecilia McCollough, Wellton, Member	# Leslie McClendon, Yuma, Member
\$ Gary Knight, City of Yuma, Member	* Vacant, Cocopah Indian Tribe

\$ Members attended in person

Members attended by telephone and/or by teleconference.

* Members neither present nor represented by proxy.

^ Members not present but represented by proxy.

CONTACT PERSON: Paul Ward, Executive Director, 928-783-8911.