

## EXECUTIVE BOARD MEETING MINUTES

*Local Governments and Citizens Working Together*

EXECUTIVE BOARD  
Regular Meeting  
Thursday, June 29, 2023  
1:30 P.M.

The Meeting was held In-Person and/or using  
GoToMeeting by Video and/or Teleconference from  
the Main Conference Room at the YMPO Offices at  
230 West Morrison Street, Yuma, Arizona 85364

1. Call to Order and the Pledge of Allegiance

The Yuma Metropolitan Planning Organization (YMPO) Chair, Councilmember Gary Knight, called the YMPO Executive Board (the Board) meeting to order at 1:30 p.m. and asked the Board to join him in reciting the Pledge of Allegiance.

2. Roll Call Attendance and Declaration of Votes

The YMPO Accountant II/Executive Assistant, Blenda Dale, Called the roll as follows:

YMPO Executive Board Members Present:

Chair	Gary Knight, Councilmember, City of Yuma ^
Vice-Chair	Cecilia McCollough, Vice Mayor, Town of Wellton ~
Secretary/Treasurer	Maria Cruz, Councilmember, City of San Luis ^
Member	Lynne Pancrazi, Board of Supervisors, Yuma County ^
Member	Martin Porchas, Board of Supervisors, Yuma County ^
Member	Bruce Fenske, Southwest District Administrator, ADOT ^
Member	Michael Shelton, Councilmember, City of Yuma ^
Member	Art Morales, Councilmember, City of Yuma ^
Member	Wynnie Ortega, Councilmember, Cocopah Indian Tribe ^

^ 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 Miguel Villalpando, Councilmember, City of Somerton \*

# Not present but was represented by proxy by another member.

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

YMPO Staff Present:

Crystal Figueroa	Executive Director
Blenda Dale	Accountant II/ Executive Assistant
Jeff Heinrich	IT Manager
Norma Chavez	Administrative Assistant/Bookkeeper

Additional Attendees:

Mark Hoffman	ADOT Senior Planner ~
Shelly Kreger	YCIPTA Director ~

3. Title VI Declaration and Call to the Public

Ms. Norma Chavez, YMPO Bookkeeper/Admin. Assistant, read a brief message reminding members 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.

4. Consent Agenda

- A. Approval of the May 25, 2023, Board Meeting Minutes
- B. YMPO Income/Expenditure Report for May 2023

Ms. Dale advised there was a correction to the May meeting minutes to reflect the correct address of the YCIPTA property purchase in the City of Yuma.

MOTION: Supervisor Pancrazi moved to approve both items A and B as amended. Councilmember Morales seconded and the motion was unanimously approved.

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

Crystal Figueroa, YMPO Executive Director, informed the Board that the FY 2022-26 YMPO TIP was initially approved on July 29, 2021, and had since been amended seven times and requires another amendment. She mentioned TIP Amendment #8 needed to add twelve FTA 5310 preliminary awarded projects on May 31, 2023, for FFY 2023 for Transit to move forward with award authorization. These awards apply to year one of a two-year application cycle for service providers.

MOTION: Councilmember Morales moved to approve Amendment #8 of the FY 2022-26 TIP. Councilmember Shelton seconded and the motion was unanimously approved.

6. FY 2024-28 YMPO Transportation Improvement Program (TIP)

Ms. Figueroa explained there were two aspects to this agenda item. Firstly, the FY 2024-2028 YMPO Transportation Improvement Program (TIP) was developed based on guidance provided by Federal, State, and regional authorities. The TIP is produced every two years and encompasses a five-year time frame. YMPO TAC members submitted projects within the Yuma County area for possible inclusion into the TIP. She mentioned that it is a multi-agency listing of all Yuma County transportation improvements, encompassing YMPO's planning boundary. These projects target funding from Off-System Bridge, Carbon Reduction (CRP), and Surface Transportation Block Grant programs.

Secondly, an amendment to the FY 2022-2045 YMPO Long-Range Transportation Plan (LRTP) is required to allow the Yuma County Avenue E/D project to extend two additional miles from County 18th to County 16th. Since it is a federally funded project, ADOT is reviewing the environmental clearance for the corridor. However, Ms. Figueroa informed the Board that the FY 2022-2045 YMPO Long-Range Transportation Plan only identifies the project to County 18th. The amendment is necessary to extend the project to County 16th to allow the Yuma County Avenue E/D project to move forward with the design and right away acquisition programmed in FY 24, including an update to the regional conformity analysis for the identified two miles for the project to move forward. She mentioned that the updates necessary would cost approximately \$10,000 - \$15,000 and explained that YMPO does have contingency funds available for unforeseen activities. In addition, she added that since the LRTP Update will take approximately 15 months to complete, an Amendment to the current LRTP was necessary to prevent project delays.

Ms. Dale presented some corrections needed to the FY 2024-28 TIP. YMPO staff added a functional road classification key to page 19 of the TIP for clarification on the description of the function class for each project listed. YMPO Staff and ADOT Southwest District Engineer agreed that the ADOT FY24 Port of Entry project needed to be removed from the TIP since the project entailed five different locations in the State not only in the YMPO area and was not considered a regionally significant project and therefore should not be included in the TIP. Lastly, YMPO staff was advised by ADOT to remove the twelve 5310 Transit projects listed on page 25 of the TIP, as these were already included in the FY 2022-26 TIP Amendment #8 in the previously presented item.

MOTION: Supervisor Pancrazi moved to approve the FY 2024-28 TIP with corrections and adopt Resolution #155 of the FY 2024-28 TIP. Supervisor Porchas seconded and the motion was unanimously approved.



MOTION: Supervisor Porchas moved to approve Amendment #1 to the FY 2022-2045 LRTP. Supervisor Pancrazi seconded, and the motion was unanimously approved.

7. YMPO Technical Advisory Committee (TAC) – New Appointments

Ms. Chavez provided three TAC member appointment official notifications. It included the following: Cocopah Indian Tribe appointed Mr. Allen Heck as its representative. The City of Somerton requested a change to their nominated attendee. As stated in the YMPO By-Laws, the City Manager holds the position; however, Mr. Louie Galaviz has appointed the new Public Works Director, Charles Gutierrez, as the City of Somerton representative and Saul Albor as the Alternate for the YMPO TAC. The City of Yuma designated Erika Peterson, Associate Planner for the Director of the Department of Planning and Neighborhood Services as its alternate representative.

8. Possible Regional Project Priority List for 2024

Ms. Figueroa said that at the previous Board meeting, the Board was informed about the successful 2023 State Legislative process of HB2543 for Greater Arizona Transportation Priority Projects by the Rural Transportation Advocacy Council (RTAC). The bill contained approximately \$39 million for projects in the Yuma region, which was awarded to the US 95 projects.

Following the last two years, the RTAC has advised the Arizona budget appears to be producing surplus funds once more. The RTAC suggested that member agencies develop another list of possible projects for consideration for state funding which they estimate at \$400 million statewide, to include a possible ask of \$100 million for the SMART fund.

Ms. Figueroa provided a tentative schedule for producing the YMPO's regional priority project list for this endeavor in coordination with the YMPO Technical Advisory Committee. The goal is to present a State combined list of Greater Arizona projects to State Legislators at the Rural Transportation Summit in October for their support.

9. FY 2023 Audit Schedule

YMPO Accountant Ms. Dale explained the FY 2022 Audit was completed and presented to the Board, by the auditing firm Walker and Armstrong, during the January 2023 Board meeting. She reported that YMPO Staff was now preparing for the FY 2023 Audit. YMPO will continue to utilize the services of Walker and Armstrong to conduct the audit, and the Pun Group, who are YMPO's accountants, will prepare YMPO's financial records for the coming fiscal year.

On June 26 and 27, 2023, a team from Walker and Armstrong visited the YMPO offices to review internal controls and complete preliminary work. Ms. Dale presented a proposed schedule for completing the FY 2023 audit to the Board for information. Ms. Dale stated YMPO intends to apply for the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

10. Transportation Studies in the FY 2024-2025 YMPO UPWP

Ms. Figueroa explained that the YMPO FY 2024-2025 Unified Planning Work Program (UPWP) was approved by the Board last month and this month by ADOT and appropriate federal transportation authorities. The UPWP contained five transportation studies totaling \$780,000. The studies include the Safety Plan, Long-Range Transportation Plan (LRTP), Federally Funded Program, Complete Streets Study, and Roads of Regional Significance. The Safety Plan Update may be included as a component of the LRTP scope of work similar to the previous FY 2022-2045 LRTP to allow cost-benefit savings.

In addition, there is a possibility to include additional contractual work as competitive programs emerge, such as the Transportation Alternatives Program. This program is a 10% set aside of the Surface Transportation Block Grant for projects that help build various smaller-scale alternative transportation projects such as bicycle lanes. She suggested funds could be used to hire a consultant to apply for the competitive grant programs on our member agency's behalf, similar to the effort done through the Highway Safety Improvement Program (HSIP) for safety application. That effort yielded \$18 million for the region, and the consultant cost was approximately \$40,000.

Supervisor Pancrazi and Administrator Fenske agreed that was a good rate of return for the effort.

Ms. Figueroa advised that the local Yuma Region Bicycle Coalition has been involved in discussions regarding the Transportation Alternatives Program as a non-profit organization eligible for such funds. Ms. Figueroa provided a proposed schedule for the upcoming studies.

11. The Transportation Alternatives Program (TAP)

YMPO IT Manager Jeff Heinrich explained that the Transportation Alternative Program (TAP) encompasses a variety of small-scale transportation projects, including pedestrian and bicycle facilities, recreational trails, safe routes to schools, and improvements such as historical preservation, vegetation management, and environmental mitigation. This program has been a portion of the Surface Transportation Program and the Surface Transportation Block Grant program (STBG) that replaced it for many years. During MAP-21, and under the



FAST Act, the allocation of funds through the TAP was deemed insufficient for the smaller MPOs and Councils of Governments in the State (including YMPO) to run an effective program, so the funds available through the TAP were wrapped into the STBG funds allocated to these agencies. However, as part of the Infrastructure Law, the TA funds have significantly increased to \$1.4 billion nationally. ADOT expects to receive up to \$18.4 million under this FY 2022-2026 program. ADOT has started developing a program guidebook, which YMPO will send to member agencies once finalized. ADOT plans to release a call for projects in July 2023. Mr. Heinrichs reviewed the scheduled outline, where a call for projects is expected on July 17th and will remain open for eligible applicants to apply until late August. In September, the projects will be screened by ADOT and reviewed by the TA Committee composed of MPO/COG Directors. The committee will then make project recommendations to the State Transportation Board for final award determination.

The projects submitted can be for planning, design, construction, and educational programs. The intention behind presenting this information is that the process will be fast once the call for projects occurs.

#### 12. Yuma County & YMPO Intergovernmental Agreement (IGA) Update

Ms. Figueroa said that during last month's Executive Board meeting, YMPO staff reported that Yuma County and YMPO discovered there is no current Intergovernmental Agreement (IGA) between Yuma County and the YMPO for Treasurers, Finance, and Human Resources Services. YMPO and Yuma County staff met on June 15th to discuss YMPO's needs and continued support for donated services. Yuma County agreed to continue to provide certain donated services to YMPO and would let YMPO know if they desire a new IGA between us.

Ms. Figueroa asked the Board that if Yuma County requests an IGA, the Board gives the YMPO Executive Director authority to negotiate the IGA on their behalf.

MOTION: Councilmember Morales moved to grant YMPO Executive Director to negotiate an IGA with Yuma County, if need be. Supervisor Pancrazi seconded, and the motion was unanimously approved.

#### 13. AZ SMART Fund Update

YMPO Chairman and State Transportation Board (STB) member Knight reviewed the latest activities of the Arizona State Match Advantage for Rural Transportation (AZ SMART) Fund. This competitive discretionary funding source assists eligible cities, towns, counties, and the Arizona Department of Transportation (ADOT) in competing for federal discretionary surface transportation grants. This program is divided into five separate funding categories, which are determined by population.

He reviewed the awards given at the last STB meeting that occurred in May, 2023. No projects were submitted for the ADOT, municipalities less than 10,000, or counties less than 100,000 categories. Municipalities greater than 10,000 had the most requests for funding. Bullhead City was awarded \$3 million, Gilbert was awarded \$377,058 and Sierra Vista received \$219,722, for a total of \$3,496,780. The STB received one request in the counties 100,000 or greater category, which was awarded to Coconino County in the amount of \$600,000. There is still a substantial amount of funds left available in that category as well as the three categories that have had no submittals.

As of July 1, 2023, there will be another \$2.5 million added to each of the five funding categories. Chairman Knight urged the town of Wellton and any other municipalities under 10,000 to submit a grant request. The Yuma County Administrator offered to help municipalities within Yuma County apply for this grant opportunity to be used to provide the means to apply for other federal grants.

Ms. Figueroa provided the example of the City of San Luis which successfully applied for AZ SMART funds for reimbursement of design and engineering services. The AZ SMART fund can be used to develop a project, apply for, or provide local, non-federal match on a federal grant.

14. Staff Hiring Update

Ms. Figueroa said YMPO is in the process of hiring a new Senior Transportation Planner. A few applications are currently being reviewed. She reported that YMPO's IT Manager Jeff Heinrich's hours have increased from 20-30 hours a week as he has taken over the Traffic Count program responsibilities. The Chairman asked Jeff if he was interested in becoming a Planner, and Mr. Heinrichs said yes, that it would be a challenge but would be interested in learning planning activities. Ms. Figueroa suggested that there was additional planning work to give Jeff to take him to full-time status. The Board confirmed that staff decisions were up to the Director's discretion and were aware of the need to assist in planning activities. Ms. Figueroa stated that other responsibilities of the position were divided among other staff while she recruited the Senior Planner. She anticipates the completion of their search by the end of July.

15. Summary of Current Events/Board Member Reports/Executive Director's Report & Comments by Other Participants

This agenda item is an opportunity for members and staff to update the Board regarding recent occurrences, as shown below. If written information is available, it will be included in an attached Information Summary.

- A. Staff Reports - Future Meetings
- B. TAC Minutes



- C. Conference Updates (AZTA, AZRTS, and Roads and Streets)
- D. MPO/COG Director/Planner Meetings
- E. Rural Transportation Advocacy Council activities
- F. Projects - Economic Development and Transportation

Ms. Figueroa mentioned the planning of the Rural Transportation Summit in Yuma is underway. YMPO will register all Executive Board members who wish to attend the conference after the first of July.

Supervisor Pancrazi suggested asking Yuma Proving Ground for goody bags and/or tours.

Councilmember Cruz mentioned that the City of San Luis had its Port of Entry One Groundbreaking event in June. She thanked the member agencies for all their support.

Supervisor Pancrazi mentioned the Grand Opening of the Cocopah Car Wash. The car wash was posthumously named after three influential members of the Cocopah Indian Tribe in their honor. Two of them served as Cocopah representatives on the YMPO Board, Mr. J. Deal Begay and Mr. Kermit Palmer.

#### 16. 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. Title VI Update/Training
- B. LRTP Outline
- C. YMPO Rebranding
- D. AZ RTS Update
- E. Executive Director's Evaluation
- F. 2023 RAISE (Planning) Grant for US-95

Ms. Figueroa stated as presented.

#### 17. Progress Reports

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

- A. May 31 - RTS Planning Meeting (CF, PW, BD, NC, JR, RA)
- B. May 31 - Yuma County ED & IGA / YMPO - CANAMEX Corridor (CF)
- C. Jun 1 - Arizona State Transportation Board (STB) Study Session (CF)
- D. Jun 1 - Cybersecurity Insurance - A.T. Pancrazi (BD)
- E. Jun 2 - May Mobility Intro and Transportation Summit (CF)
- F. Jun 5 - Staff Meeting (CF, PW, BD, NC, JH, JR, RA)
- G. Jun 5 - Real Teams Training (CF, PW, BD, NC, JH, JR, RA)



- H. Jun 6 - Planning Meeting for FY24/25 (CF)
- I. Jun 7 - RTS Planning Meeting (CF, PW, BD, NC, JR, RA)
- J. Jun 8 - TAC Meeting (CF, PW, NC, JH, JR)
- K. Jun 9 - COG/MPO Planners Meeting (CF, PW)
- L. Jun 12 - RTAC Advisory Committee (CF)
- M. Jun 12 - ADOT/YMPO Monthly Coordination Meeting (CF)
- N. Jun 13 - Meeting with ADOT Re: Traffic Count Data (JH, PW)
- O. Jun 14 - COG/MPO Director's Meeting (CF)
- P. Jun 14 - Yuma County's Regional Economic Development Qtly Mtg (CF)
- Q. Jun 15 - Yuma County and YMPO Partnership Meeting (CF, BD)
- R. Jun 16 - AZ State Transportation Board in Florence (CF)
- S. Jun 19 - RTAC Board Meeting (CF)
- T. Jun 20 - ADOT Civil Rights Office's Annual FHWA Title VI Training (CF)
- U. Jun 20 - Yuma PM10 SIP Update Meeting (CF)
- V. Jun 21 - RTS Planning Meeting (CF, BD, NC, JR, JH, PW)
- W. Jun 25 - Executive Board Meeting (CF, PW, NC, BD, JH, JR)
- X. Jun 26-27 Walker & Armstrong Office Visit (BD)
- Y. Jun 27 - San Luis | LPOE Groundbreaking Ceremony (CF)
- Z. Jun 28 - USDOT RAISE Grant Announcement

Ms. Figueroa stated as presented.

#### 18. Adjournment

There being no further business to discuss, the meeting was adjourned at 2:41 p.m.

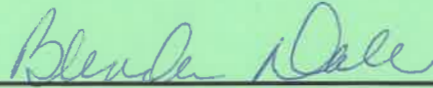
*Notice: In accordance with the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability, in the admission of, or access to, or treatment or employment in, its programs, activities, or services. If you have any questions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

#### Anticipated Future 2023 Meeting Locations.

All future meetings will continue to be held at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members MAY participate in person, OR they may participate electronically by computer, and/or telephone (or both), using the GoToMeeting portal. The next two meetings will occur on Thursday, July 27, 2023, and August 31, 2023.

Preparation and Approval of Minutes:

Minutes prepared by:

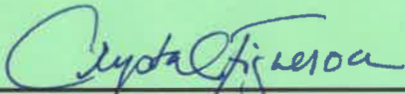


---

Blenda Dale, Accountant II/  
Executive Assistant

Minutes reviewed to form by:

Minutes approved in regular session on  
July 27, 2023



---

Crystal Figueroa, Executive Director,  
Yuma Metropolitan Planning Organization



---

Councilmember Gary Knight,  
Chairman, YMPO Executive Board