

EXECUTIVE BOARD MEETING MINUTES

Local Governments and Citizens Working Together

**EXECUTIVE BOARD
Regular Meeting
Thursday, May 25, 2023
1:30 P.M.**

**The Meeting was held In-Person and 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	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 five 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	Martin Porchas, Board of Supervisors, Yuma County *
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
Paul Ward	Principal Engineer
Blenda Dale	Accountant II/ Executive Assistant
Jeff Heinrich	IT Manager
Norma Chavez	Administrative Assistant/Bookkeeper

Additional Attendees:

Mark Hoffman	ADOT Senior Planner ~
Scott Blitz	Mayor Town of Wellton ~
Shelly Kreger	YCIPTA Director ~

Declaration of Votes:

Mayor Scott Blitz, Town of Wellton, declared that he would exercise the proxy vote for Vice Mayor McCollough until she arrived at the meeting.

3. Title VI Declaration and Call to the Public

YMPO Bookkeeper/Administrative Assistant, Norma Chavez, read the Title VI obligations. No members of the public addressed the Board.

4. Consent Agenda

- A. Approval of the April 27, 2023, Board Meeting Minutes
- B. YMPO Income/Expenditure Report for April 2023

MOTION: Councilmember Cruz moved to approve both items of the consent agenda. Councilmember Morales seconded, and the motion was unanimously approved.

Councilmember Knight then acknowledged that Vice Mayor McCollough had arrived at the Board meeting at 1:35 p.m.

5. YCIPTA Report on Bus Situation and Transit Activities

At the last Executive Board meeting, Board members requested to be informed on the YCIPTA stored buses on Pacific Ave. YCIPTA Executive Director Shelly Kreger provided a report on the bus fleet situation and Transit activities.

Ms. Kreger said the buses are currently being stored on the Pacific Avenue lot as they do not have space for them in the YCIPTA yard. Once YCIPTA started receiving its new fleet of buses, it needed to find an alternative location for the old ones. YCIPTA is awaiting approval from ADOT and FTA to dispose of the replaced vehicles, which they intend to do through an auction. She provided descriptions of the vehicles to be auctioned and updated fleet.

In other matters, she advised of YCIPTAs activities with installing bus shelters for the City of San Luis and the Cocopah Indian Tribe. YCIPTA is working with the city

of Yuma to install bus shelters as well as obtain advertisers for the bus shelters, as this revenue generation is greatly needed. Ms. Kreger advised that YCIPTA purchased 18 acres, at 3300 S. Arizona Avenue, for its future maintenance operations facility, which is on hold until they can generate enough local match to fund its construction. She offered to answer any questions at that time.

Having no further questions, Councilmember Knight thanked Ms. Kreger for providing the update.

6. YMPO Staff Hiring Update

Executive Director Crystal Figueroa explained that the Senior Planning Manager position was currently vacated due to an employee resignation. The position has been posted through various platforms including the Yuma County Employment site, Indeed, and Monster platforms. The priority is to find an experienced candidate; however, if it becomes a challenge, it may become a developmental position with on-the-job training.

Councilmember Knight mentioned there might be an issue with the Intergovernmental Agreement between YMPO and Yuma County to continue utilizing their human resource services.

Ms. Figueroa explained that she communicated with the County Administrator to discuss if a renewal agreement is needed. YMPO did have an agreement several years ago when YCIPTA was part of YMPO, as this was a requirement by the Federal Transit Association grants. Since then, YMPO has been utilizing Yuma County's Finance, IT, and Human Resources departments in our daily operations as needed. The agreement has not been updated since the separation from YCIPTA. If Yuma County decides a new intergovernmental agreement is needed for transparency purposes for their donated services, which we use for our In-Kind services funding match in our federal reimbursements, then we shall do so.

Councilmember Art Morales asked how long YMPO would wait to find a candidate for the Senior Planning Manager position before making it a developmental position with on-the-job training.

Ms. Figueroa explained YMPO would like to fill the position quickly. Principal Engineer Paul Ward has agreed to fill in on a part-time basis in the interim. It is hoped to be filled in the next three months.

7. FY 2024 and 2025 YMPO Unified Planning Work Program (UPWP)

Ms. Figueroa explained that during the previous Board meeting, staff presented an Initial Draft of the FY 2024-25 UPWP. MPOs must submit a two-year program to the Federal Highway Administration, Federal Transit, and ADOT, indicating the anticipated expenditures YMPO staff expect to need to complete the next two-year

anticipated expenditures YMPO staff expect to need to complete the next two-year regional transportation planning effort. YMPO staff met with members from the Federal Highway Administration, the Federal Transit Administration, and ADOT in a teleconference on April 13th, 2023, during which YMPO presented the Initial Draft of the UPWP. ADOT, FHWA, and FTA reviewed and made comments for possible revisions. In addition, YMPO staff presented this initial draft to the Technical Advisory Committee during their April meeting.

Although there was nothing substantial changed, rather the wording of some sections, the recommended changes have been incorporated into the final draft. The final draft is due to ADOT before the end of the fiscal year. She asked the Executive Board to consider approving this Final Draft of the UPWP.

MOTION: Councilmember Morales motioned to approve the FY 2024-2025 UPWP, Councilmember Cruz seconded, and the motion was unanimously approved.

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

YMPO Principal Engineer, Paul Ward explained that YMPO creates the Transportation Improvement Program (TIP) every two years. The program covers five years, of which only the first four years are officially approved by the Federal Highway Administration. The five-year plan coincides with the first five years of the Long-Range Transportation Plan.

All of the federally funded projects must be included in the TIP, along with any projects that would affect the Air Quality Conformity Analysis or projects which add capacity through lanes on a grid square mile arterial system or logical extension thereof.

Federally funded projects have increased over the past few years. In the past, YMPO only had \$ 1 million in Surface Transportation Block Grant (STBG) funds per year. The current TIP has about 80 projects. Twenty-seven of those projects have either been completed or are underway. A couple of projects have been deleted and replaced with different phases of the same project.

Mr. Ward then provided a chart showing the list of projects, their funding sources, amounts, and status. He explained that the majority of projects occur in fiscal year 2024. Two projects occur in 2027 and one in 2028. More projects will be added to the TIP in the coming years. He showed a second chart, which listed all of the completed projects as well.

He said that in the current TIP, there are over fifty projects totaling more than \$57 million. The TIP projects are part of the federally funded program, and as such it

will be the new Senior Planning Manager's focus to work with our agencies to ensure these projects are completed.

Mr. Ward stated he will be completing the printed copy of the TIP in the coming weeks. Once completed, the TIP will be presented to the member agencies. He said he had already presented the TIP tables to the member agencies and received valuable input.

The completed TIP will be provided to the member agencies, along with posting on the YMPO Website. Mr. Ward intends to present the final version of the TIP to the Technical Advisory Committee (TAC) at their next monthly meeting and will be requesting their recommendation for the Executive Board to approve.

Councilman Shelton asked why the hotel Del Sol was on the TIP project list and Mr. Ward explained the reason was that it is part of the federally funded program. He further explained that YMPO does not receive the federal funds for the various projects, rather the local agencies request federal reimbursement through ADOT. He said that YMPO helps monitor the projects to ensure the phases are completed as scheduled, while the local agency of ADOT ensures not only the progress of the project but that the local match funding for the projects is there as well.

9. YMPO Federally Funded Program Update

Ms. Figueroa said the Federally Funded Program is one of the transportation activities in our Unified Planning Work Program for development and implementation. Discussions have already occurred with the TAC and Executive Board regarding the need for set processes in the programming of transportation topics.

YMPO is not only receiving about \$1 million yearly in Federal Surface Transportation Block Grant (STBG) funds but many other resources of funds, such as the Highway Safety Improvement Program, from which we received \$10 million in one application process and another \$8 million in the next, for programming within our region.

As a result of the latest Infrastructure Legislation under the new Bipartisan Infrastructure Law (BIL), there has been an increase in funding programs. Such programs include the Carbon Reduction Program and the Transportation Alternatives Program, which ADOT is currently developing. Other programs include the Off System Bridge Program, which is a competitive program amongst all MPOs and Council of Governments (COGs). So as our member agencies get approved for these programs, the programs get included in the TIP. This is what we are calling the Federally Funded Program. This formal process for programming future federally funded projects will ensure equity across all member

agencies. She stated Mr. Ward created a presentation of the proposed Federally Funded program.

Mr. Ward provided a tentative scope of services that the Federally Funded Program will address. The three phases will be the types of federal funds and their amounts, the application process, and the implementation of the process.

He explained the type of funds that YMPO used to receive was the \$1 million STBG funding only, however, the Bipartisan Infrastructure Law (BIL) established the Carbon Reduction Program (CRP), of which YMPO receives an additional \$300 thousand per year.

YMPO receives the programming authority to determine which member agency projects utilize these funds, and therefore a formal process for selection should be established. YMPO would have member agencies provide a mini design concept report (DCR), which essentially explains what the project is, how much money is needed, and when it's needed. Mr. Ward proposed that the process would ensure the "fair distribution" of federal funds.

The final phase of the program would involve the implementation process. The funds would not be handled through YMPO or ADOT, but rather the individual member agency.

Mr. Ward reviewed the five types of federal funds available for programming in the YMPO region, which included: YMPO programmable federal funds, ADOT programmable federal funds, grant funds, such as the Defense Community Infrastructure Pilot (DCIP), and Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants, Non-Title 23 (highways) Federal Funds, primarily from Title 49 (transportation) and other, lesser-used, Federal Highway funds, for items like bridges.

Mr. Ward suggested the application process for the funds would depend upon the funds concerned based on the agency authorized to approve said funds. For example, YMPO funds would involve submitting a mini DCR, which the TAC would recommend the Executive Board approve. ADOT funds would vary contingent on the fund type. Grant Funds generally explain their individual application processes and the Non-Title 23 and Lesser-Used Funds would have to be considered on a case-by-case basis.

The implementation process could vary depending on the funds concerned but must include the following: be included in the TIP, complete an initiation packet with ADOT, project development phases would be included in the TIP, complete

the IGA/JPA requirements, payment of local match and authorization of federal funds, complete the bid, construction, and closeout process.

He provided the next steps for the federally funded program. This would include; a request for proposals, which was tentatively scheduled to be advertised within the next six months, consultation on the final scope of work, advertisement for a consultant or team, creation of a schedule for completion, receive and review comments by the TAC and/or Executive Board, and the creation of a policy for programming federal funds in the YMPO TIP.

MOTION: Councilmember Cruz moved to approve the tentative scope of work for the development of the YMPO Federally Funded Program. Councilmember Shelton seconded, and it was unanimously approved.

10. Carbon Reduction Program Funding

Ms. Figueroa explained that the Bipartisan Infrastructure Law (BIL) established the Carbon Reduction Program (CRP), which funds projects designed to reduce transportation emissions, defined as carbon dioxide (CO₂) emissions from on-road highway sources. The BIL apportions a lump sum to every state and then distributed amongst the various programs, based on population. Approximately two-thirds of these funds are being obligated to Metropolitan Planning Organizations (MPOs) and Transportation Management Agencies (TMAs). The remainder of which is provided to the state. As such, ADOT is a recipient as well. YMPOs is estimated to receive approximately \$300,000 per year, over a five-year period, between fiscal years 2023 to 2027, with an overall amount of about \$1.8 million. These funds have been directly allocated to MPOs to program eligible projects. As this is a statewide program, YMPO is required to provide a strategy or action plan and Transportation Improvement Plan (TIP) to ADOT by August 18, 2023. YMPO will work with the Technical Advisory Committee (TAC) to complete this plan. ADOT has provided a brief on this program and we have created a list of eligible projects. She then asked Mr. Ward to explain further details.

Mr. Ward explained the CRP is a new program, and as such, encouraged member agencies to be creative in determining eligible projects in their region. He provided examples of this for clarification. He mentioned that the City of Yuma is looking into improving its bus stop areas for smoother operations by creating bus pullouts. Another possibility could be the design of a traffic management center. Bicycle and pedestrian projects would be another example of eligible projects.

There is a 5.7% local funding match requirement for the CRP and there is no dollar limit, other than the limit of our agency's ability to match funds.

Councilman Knight advised that the City of Yuma would like to replace control boxes for traffic signals and synchronize them on Fourth Avenue and wondered if CRP could be utilized.

Mr. Ward said it could be.

Councilmember Shelton wanted to confirm whether the plan was meant to reduce carbon monoxide rather than carbon dioxide, to which Mr. Ward explained that his interpretation of the plan was the reduction of single occupancy vehicles and replace with multiple occupancy ones, as well as the reduction of idle times at intersections.

11. State Legislation on the 2023 RTAC Priority Projects

Ms. Figueroa explained that in August of last year, the Executive Board approved a list of regional projects which were presented by the Rural Transportation Advocacy Council to our legislators for consideration to receive additional funds. The result of this effort was that the Legislature passed a \$17.8B budget for the upcoming year, which was signed by Governor Hobbs. The budget included \$367M in Infrastructure for various projects, including 27 projects from HB2543 RTAC Rural Priority Project legislation appropriations for Greater Arizona transportation projects. Representative Tim Dunn sponsored the bill. Two of the projects on the priority list were located in the YMPO region: US-95 Improvements between Wellton Mohawk Canal Road and Aberdeen Road and US-95 pavement rehabilitation between County 22nd Street and County 11th Street. The prior project received \$33.3 million and the latter \$5.9 million, for a total of \$39.2 million. She then introduced ADOT Southwest District Administrator Bruce Fenske to explain the adjustment that the legislature made.

Mr. Fenske explained that the legislature included already approved, unspent awards from the fiscal year 2020-2021 and 2022-2023, in the amount of \$13.5 million, which had been committed to the US-95 improvements near the Yuma Proving Ground in the \$39.2 million award. So in reality, the increase in funds was only \$25.7 million, and of those funds, only about \$19.5-\$20 million of new monies are committed to the US-95 improvements.

He went on to explain that ADOT originally had anticipated using the \$13.5 million of old monies for the US-95 portion already under construction. However, last summer, the Defense Community Infrastructure Pilot (DCIP) program awarded ADOT \$13.2 million for US-95. ADOT then decided to use the DCIP monies towards the US-95 construction and use the older \$13.5 million towards the design of the next two phases of US-95.

He concluded by saying ADOT should have a consultant hired by the end of this summer to complete the design elements of the last two phases of US-95. This change will not affect the timeline of the project, and he estimates ADOT will have about \$20 million to complete the construction phase of the US-95 widening.

Councilmember Knight stated it was unfortunate that we didn't truly gain \$39 million towards the project, but rather more like \$20 million and the lesson here is to spend the monies in a more timely fashion to ensure this doesn't happen in the future.

Ms. Figueroa expressed YMPO's disappointment in the situation and wondered if this scenario has occurred in the past. She advised the Yuma region wasn't the only MPO that this happened to. She explained there are plans to ask the legislature for more funds for US-95 in the future and is concerned this could happen again. She questioned if the currently awarded funds could lapse before being used.

Mr. Fenske explained that the funds do not lapse, however, that does not mean the legislature could not remove the yet unspent funds in the future.

Mr. Ward suggested that a Board member might want to ask the Commander at Yuma Proving Grounds to perhaps ask the Governor for assistance in regaining the \$13.5 million.

Councilmember Knight suggested that we could certainly ask, however, it was the legislature that reduced the award, not the governor and it would be up to the legislature to make any changes.

Councilmember Shelton asked if there was a transportation committee within the legislature that worked on the Bill. He suggested that we could reach out to the leader of the transportation committee for assistance.

Councilmember Knight explained this particular bill was sponsored by Representative Tim Dunn and others. He suggested we ask for more monies in the next legislative session.

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

Ms. Figueroa reported that YMPO staff recently reviewed files regarding a current Intergovernmental Agreement between Yuma County and the YMPO for Treasurers, Human Resources, and Finance Services support. Not only are their services vital to the funning of YMPO, but are major In-Kind contributors towards YMPO's budget. She explained this In-Kind service allows YMPO to provide the

local match for federal grants. Although YMPO is not required by any grant to have an IGA to establish donated services provided by the County, the County may see it necessary. Further discussions with Yuma County will be conducted to determine what will be needed.

She then discussed the Rural Transportation Summit's progress. She encouraged any Board member who had not yet responded to its R.S.V.P. to do so. The location of the Summit will be the Hilton Pivot Point in downtown Yuma on October 17 and 18. The State Transportation Board will follow on Friday, October 19.

Councilmember Knight advised Board members to R.S.V.P. before the early bird pricing ends.

Mr. Ward commented that if a Board member cannot attend, they may send someone in their stead.

Councilmember Shelton mentioned the dates coinciding with the city council meetings.

Ms. Figueroa assured Councilmember Shelton that the summit will end before the city council meeting.

13. Possible Future Agenda Items

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

- A. Approval of new TIP 2024-2028
- B. Short-Term Loan of Federal Funds and Obligation Authority to ADOT
- C. Complete Streets Concept Outline
- D. AZ RTS Update
- E. Executive Director's Evaluation

Councilmember Knight advised the first study session for the Arizona State Board would be held on June 1 and the second and final study session on June 16.

14. Progress Report

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

- A. May 2 - 5310 Panel Discussion with ADOT (JR)
- B. May 8 - RMC 5310 Meeting (JR)
- C. May 8 - TIP Discussion with the City of Yuma (PW)
- D. May 10 - Staff Meeting (CF, PW, BD, NC, JH, JR, RA)
- E. May 10 - TIP Discussion with Yuma County (PW)

- F. May 11 - Traffic Count Meeting (JH, RA)
- G. May 11 - RTS Planning Meeting (CF, BD, NC, JR, RA)
- H. May 11 - TAC Meeting (CF, PW, NC, JR, JH)
- I. May 11 - YRBC Meeting (JR, PW)
- J. May 15 - ADOT/YMPO Monthly Coordination Meeting (CF, PW)
- K. May 15 - RTAC Advisory Committee Meeting (CF)
- L. May 15 - RTS Planning Meeting (CF, CG, BD, NC, JR, RA)
- M. May 15 - Council for Technical Solutions Meeting (CF)
- N. May 16 - UPWP Edits (CF, BD)
- O. May 16 - Web Presence Executive Summary and Plan (CF, JH)
- P. May 16 - Yuma PM10 SIP Update Meeting (CF, PW)
- Q. May 17 - YMPO/Quechan Meeting (CF)
- R. May 18 - AAS Properties Visit Re: Retaining Wall (CF, NC)
- S. May 19 - AZSTB Meeting in Gilbert (CF, PW)
- T. May 21-25 - CTAA and OTA Expo 2023 (JR)
- U. May 22 - RTAC Board Meeting (CF)
- V. May 24 - RTS Planning Meeting (CF, PW, BD, JH, NC, JR)

Ms. Figueroa stated as presented.

15. Adjournment

There being no further business to discuss, the meeting was adjourned at 2:53 p.m.

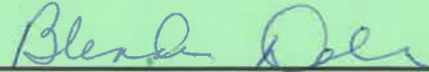
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Anticipated Future 2023 Meeting Locations.

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:

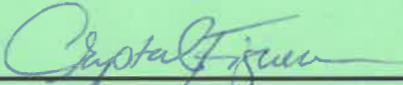
Minutes prepared by:



Blenda Dale, Accountant II/
Executive Admin Assistant

Minutes reviewed to form by:

Minutes approved in regular session on
June 29, 2023



Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization



Councilmember Gary Knight,
Chairman, YMPO Executive Board