



YMPO EXECUTIVE BOARD REGULAR MEETING DRAFT MINUTES

EXECUTIVE BOARD

Regular Meeting

Thursday, December 12, 2024
3:30 P.M.

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

1. Call to Order and the Pledge of Allegiance.

The Yuma Metropolitan Planning Organization (YMPO) Chairwoman, Town of Wellton Councilmember, Cecilia McCollough, called the YMPO Executive Board (the Board) meeting to order at 3:33 p.m., and asked Mr. Ward to lead, and the Board to join him, in reciting the Pledge of Allegiance.

2. Roll Call Attendance and Declaration of Votes.

The YMPO Bookkeeper/Administrative Assistant, Nancy Curotto, called the roll as follows:

YMPO Executive Board Members Present:

Chairwoman	Cecilia McCollough, Councilmember, Town of Wellton ^
Vice-Chair	Maria Cecilia Cruz, Councilmember, City of San Luis ^
Secretary/Treasurer	Wynnie Ortega, Councilmember, Cocopah Indian Tribe ^
Member	Art Morales, Councilmember, City of Yuma ^

^ Attended in person.

~ Participated by teleconference.

YMPO Executive Board Members Absent

Member	Lynne Pancrazi, Board of Supervisors, Yuma County *
Member	Martin Porchas, Board of Supervisors, Yuma County *
Member	Michael Shelton, Councilmember, City of Yuma #.
Member	Luis Galindo, Vice-Mayor, City of Somerton *.
Member	Sam Elters, Arizona State Transportation Board, ADOT #.

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

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

Other Attendees Present:

Proxy Member	Paul Patane, Southwest District Administrator, ADOT ^.
Audit Team Member	Randy Ottaway, Walker and Armstrong, LLP ^.

YMPO Staff Present:

Crystal Figueroa	Executive Director ^.
Paul Ward	Principal Engineer ^.
Fernando Villegas	Senior Transportation Planner ^.
Jesus Aguilar, Jr	Mobility Manager ^.
Lourdes Lopez	Accountant II/Executive Assistant ^.
Nancy Curotto	Administrative Assistant/Bookkeeper ^.

Declaration of Votes:

Councilmember Arturo Morales declared he would exercise all five votes for the City of Yuma.

3. Title VI Declaration and Call to the Public.

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

4. Consent Agenda.

The Chairwoman then addressed the consent agenda items, as follows:

- A. Approval of the October 31, 2024, Board Meeting Minutes.
- B. YMPO Income/Expenditure Report for October 2024.

MOTION: Councilmember Morales moved to approve the consent agenda. Vice-Chair Maria Cruz seconded, and the motion was unanimously approved.

5. FY 2024 YMPO Audit.

The Chairwoman invited Randy Ottaway, from the Audit Company of Walker and Armstrong, to present his report to the Board regarding the results of the annual audit of YMPO Accounts for FY 2024 (July 1, 2023, through June 30, 2024). Mr Ottaway presented a summary of the results as an unmodified (or clean) opinion on YMPO's financial report and on the two supplemental reports under the single audit requirements, the first is the financial report and the second is on compliance with regard to the uniform guidance.

He reported no significant changes in the reporting year and indicated that YMPO policies were consistent with the prior year. He outlined some key performance measures and stated that YMPO had total cash (just over \$960,000, a slight decrease from the previous year) representing about 92 percent of the total expenditures for the year, a significant figure. He reported that the audit team found no financial, or single audit, findings, a good accomplishment.

He provided a summary of some of the fluctuations for the year, and indicated a slight, five percent, decrease in total assets over the previous year, resulting from a slight delay in receivables over the year. Councilmember Morales asked to

define, for YMPO, what a receivable was typically regarded as ? Mr. Ottaway answered that a receivable was generally any amount of money that had been earned but which had not yet been received. In other words, some work that had been carried out, or completed, by YMPO, but which had not yet been reimbursed (by ADOT). He indicated that the most significant liability was the pension related activity, which was consistent with most governmental organizations.

As for expenses, Mr. Ottaway reported that they had decreased over the prior year by almost seven percent. He reported a three-year increase in Highway Safety funding and a slight downtrend in FTA funds.

Ms. Figueroa summarized that YMPO had experienced some changes in staff during the past year but was pleased that we were able to take care of Information Technology (IT) Management, primarily in-house, and would be developing written policies for IT management in due course. She also thanked Ms. Lourdes for her efforts during the whole time-frame and indicated that YMPO staff will continue to pursue the Certificate of Excellence in Financial Reporting for the fiscal year ended June 30, 2024, through the Government Finance Officers Association.

The Chairwoman thanked Mr. Ottaway for his report and declared that she was extremely impressed with the state of the YMPO accounts. She asked whether there were any further questions and then asked for a motion. The Chairwoman of the Audit Committee, Ms. Wynnne Ortega, Councilmember, Cocopah Indian Tribe, moved to approve the Audit of YMPO for FY 2024. Councilmember Morales seconded and the motion was unanimously carried.

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

Mr. Villegas reported that ADOT staff determined that a formal amendment was unnecessary since the projects were not officially funded. However, the TAC had decided to move forward with a slightly different motion.

Mr. Villegas stated that the amendment concerned two projects, the first being a Design Concept Report and possible construction funds for the Interstate-8 at the Avenue 8 1/2 Traffic Interchange (T.I.) project, to possibly add the other half to the current half-diamond T.I. An Arizona Smart Grant was being considered for this effort. The second project was for a Storm Drain Improvements Project at the Hacienda Estates which was also scheduled for an Arizona Smart Grant and possible Federal Emergency Management Association (FEMA) construction funds. The FEMA funds didn't need to be included in the TIP, but as the design phase was the subject of a request for Az Smart Funds, which does require TIP inclusion.

However, as the funds had not yet been applied for, they could not be regarded as 'reasonably available' under the federal requirements. As a result, YMPO

staff would include the two projects in the TIP as "Unfunded Projects," sometimes called "Illustrative projects," that would be included in the "Parking Lot" section of the TIP document. Then, if and when, the projects received funding, YMPO could simply transfer them to the proper TIP database by using the TIP adjustment mechanism and not having to carry out the full TIP Amendment process.

ADOT Southwest District Administrator, Paul Patane, suggested that the amount listed for the design portion of the effort was not sufficient for a full Design Concept Report (DCR) and should only be regarded as providing a scoping estimate overview for the project and that the amount needed for a DCR for a project like this would likely be in the \$2 million range. Mr. Villegas suggested that the revised motion might be to take action to add a list of unfunded projects, as shown in the YMPO TIP table presented. Councilmember Morales moved, Councilmember Cruz seconded, and the motion was unanimously approved.

7. Arizona 2025 Safety Performance Projections (Targets)

Mr. Villegas introduced this item by stating that, on August 31, 2024, the Arizona Department of Transportation (ADOT) formally established Safety Projections (Targets) for the State of Arizona for FY 2025. These Safety Projections (Targets) are based on the Safety Performance Measures established by the Federal Highway Administration's (FHWA) Safety Performance Management (Safety PM) final ruling and are based on five-year rolling averages.

On an annual basis, ADOT requests a letter from MPOs, within 180 days of the effective date, August 31, 2024, indicating whether YMPO supports the State's Safety Projections, or whether the MPO wants to identify their own Safety Projections. The YMPO TAC has reviewed the Safety PMs prepared by ADOT and, as YMPO does not have the ability to, realistically, set and support our own projections, the TAC recommended that YMPO should agree to the State's projections. Mr. Villegas showed a draft letter from the director to ADOT agreeing to the projections, and two maps of the Yuma metropolitan region, indicating the locations of recent accidents of various severities. He then summarized that this item is on the agenda for information, discussion, and possible action to adopt the Arizona 2025 Safety Performance Projections (Targets).

The Chairwoman called for a motion. Councilmember Marales moved to approve the Arizona 2025 Safety Performance Projections, as presented. Councilmember Cruz seconded and the motion was unanimously approved.

8. Possible Future Studies for YMPO

YMPO Principal Engineer, Paul Ward presented this item. He reminded members that this item had been seen by the Board during the prior meeting, but some minor changes had occurred. He reported that, of the seven studies originally envisaged, he was not going to brief on the top three, as these studies were already either in the current UPWP, and/or were already funded, and/or were already regarded as a best practice by ADOT and the region.

As a result, in no particular order, the next four were as follows: A study of daily border-crossers; a map of bicycle, pedestrian and multi-use facilities in the YMPO region; a study on how, and when, the Yuma region will attain the Transportation Management Area status; and a study on the need for a regional sales tax for transportation. He referred to the outlines that had been provided to members for each study, which include a brief explanation of the possible study, the expected cost, a possible timeline and tentative scope of work. The initial outlines had been shared with the YMPO TAC during their November meeting. During that meeting, the TAC suggested a seventh possible study to address future improvements to the first fifteen miles of Interstate-8, and this outline has now been added to the list.

Mr. Ward reported that the Board had not already seen the I-8 outline and gave a brief, verbal, summary of the outline to members. He summarized that the timeline for the possible I-8 improvements was between 20 to 40 years, effectively an 'ultimate' configuration and that the expected timeframe for the study would be within the next nine to twelve months. He indicated that this I-8 study would be regarded as the fifth of five studies for prioritization.

He summarized that the TAC had requested a little more time to review and prioritize the final five studies and suggested that the Board may decide to wait until the TAC were able to finish this effort. Although this item was on the agenda for information, discussion, and possible action to prioritize future studies for eventual inclusion in a future UPWP, as there was still plenty of time remaining prior to review by the federal and state agencies, the Board decided to table this item until the next meeting.

9. FY 2023-25 YMPO UPWP Amendment #7.

YMPO Executive Director, Crystal Figueroa introduced this item. She reported that, since the original approval of the FY 2023-2025 YMPO UPWP on May 25, 2023, it has been amended six times, most recently on August 22, 2024. She mentioned that, due to the difference between the State and Federal fiscal years, there is usually a delay in determining the accurate carry/brought-forward balances from FY 2024. Amendment #7 contains updated funding amounts based on recent ledger adjustments made by ADOT and includes the commitment of additional Surface Transportation Block Grant (STBG) funds recently recommended by the

TAC, to fully fund the Long-Range Transportation Plan (LRTP), which is expected to complete by June 30, 2025. However, full FY 2025 funding is not yet available as recent action(s) by the Federal government and ADOT were based on a partial extension of the annual federal transportation budget. Ms. Figueroa referred to the memorandum included in information summary 9 which listed detailed, specific, changes to carry forward funding sources, study budgets and other adjustments.

She summarized that the funds budgeted for FY 2025 of the current UPWP were being increased from \$1,389,999 to \$1,508,864 and reported that this item is on the agenda for information, discussion, and possible action to approve the FY 2024-25 YMPO UPWP Amendment #7. The Chairwoman asked if there were any questions and, seeing none, requested a motion. Councilmember Cruz moved approval of the UPWP Amendment #7, as presented. Councilmember Morales seconded and the Amendment was unanimously approved.

10. Roads of Regional Significance (RORS) Study Request For Proposals (RFP)

Mr. Ward introduced this item by reminding members that the RORS Study is already in the current UPWP, but the budget and timeframe for the study will be finalized in the next fiscal year, at a total anticipated cost of \$120,000. Mr. Ward briefly explained what RORS are, and suggested that this study was aimed at identifying such roadways that are NOT currently State routes.

He suggested that the scope of this study would probably be slightly reduced if the outline for I-8 improvements was accepted as a full study, which appeared likely. A Request for Proposals has been developed and was tentatively targeted for release by the end of last year. However, the advertisement was delayed until this month. He concluded by reporting that this item is on the agenda for information, discussion, and possible action to approve the RORS RFP.

Councilmember Morales wanted to ensure that the study will include a variety of roadways and Mr. Ward confirmed that the study was NOT targeted at specific roadways, but would consider many roadways. Councilmember Cruz stated that, although action may not be needed, she felt that subject was important enough for the Board to take action. She moved that the Board approves the RORS RFP, as presented, Councilmember seconded and the notion was unanimously approved.

11. Tentative Schedules for Calendar Year 2025 Executive Board and Technical Advisory Committee Meetings

The Chairwoman called on YMPO Administrative Assistant/Bookkeeper, Nancy Curotto, to present this item. Ms. Curotto referred to the schedules included with information summary 11. She confirmed that YMPO Board meetings were scheduled for the last day of each month, starting at 3:30 p.m., except for November and December and would be held at the YMPO Offices, main conference room, unless otherwise changed. She also indicated that the YMPO

TAC meetings would be held on the second Thursday of each month, starting at 9:00 a.m., also in the YMPO main conference room.

Councilmember Morales reported that the League of Arizona Cities and Towns annual conference was scheduled for July/August timeframe and asked whether we should make a possible change now, or later in the year. Ms. Figueroa reported that she would check the precise schedule for this conference and would bring this item back to the Board, in due course. The Chairwoman called for a motion, Paul Patane moved to approve the schedule, as presented, Councilmember Morales seconded, and the motion was unanimously approved.

12. Resolution in Support of the AZ SMART Fund for SS4A Award for a Regional Comprehensive Safety Action Plan

Ms. Figueroa reported that YMPO had been awarded \$400,000 in federal Safe Streets For All (SS4A) grant, during the previous year and the Board had supported the idea to seek \$100,000 in Arizona State Match Advantage for Rural Transportation (SMART) funds to fill the local match requirement of the SS4A award. YMPO anticipates submitting this application soon and requests approval of a resolution in support of this application. A copy of the draft resolution is enclosed, as part of information summary 12.

The Chairwoman called for a motion, Mr. Patane moved approval of the motion as written, Councilmember Cruz seconded and, absent any further discussion, the motion was approved unanimously.

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 (AZRTS, and Roads and Streets).
- D. MPO/COG Director/Planner Meetings.
- E. Rural Transportation Advocacy Council activities.
- F. Projects - Economic Development and Transportation.
- G. Status Report on AZ Smart Fund.

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

14. Possible Future Agenda Items

Ms. Figueroa reported briefly that the TA Program was expected to be open by the end of January, and further details would be released in due course.

15. Progress Reports. Ms. Figueroa stated that the progress reports were as written.

16. Adjournment.

Having no further business to discuss, Chairwoman McCullogh reported that she was in her fourth term on the Wellton Town Council, next year would be her 16th year, there was a new Mayor and , although she would be willing to continue as the Town's YMPO representative, that decision had not yet occurred. However, she wished all members a Merry Christmas and adjourned the meeting at 4:45 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 2025 Meetings and Locations.

Future meetings will continue at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members may participate in person, OR they may participate electronically by computer and/or telephone (or both), using the GoToMeeting portal. The next meeting will be on January 30, 2025, and the following meeting on February 27, 2025.

Preparation and Approval of Minutes:

Minutes prepared by:



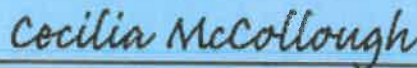
Lulu Lopez, Accountant II/Executive Assistant

Minutes reviewed to form by:

Minutes approved in regular session on
January 30, 2025



Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization



Councilmember Cecilia McCollough,
Chairwoman, YMPO Executive Board