



# YMPO EXECUTIVE BOARD REGULAR MEETING AGENDA

**\*\* UPDATED AGENDA \*\***

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## EXECUTIVE BOARD

### Regular Meeting

Thursday, June 26, 2025  
3:30 P.M.

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

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## YMPO EXECUTIVE BOARD

Chair	Maria Cecilia Cruz, Councilmember, City of San Luis
Vice-Chair	Wynnie Ortega, Councilmember, Cocopah Indian Tribe
Secretary/Treasurer	Luis Galindo, Councilmember, City of Somerton
Member	Cecilia McCollough, Councilmember, Town of Wellton
Member	Martin Porchas, Board of Supervisors, Yuma County
Member	Darren Simmons, Board of Supervisors, Yuma County
Member	Art Morales, Councilmember, City of Yuma
Member	Karen Watts, Councilmember, City of Yuma
Member	Carol Smith, Deputy Mayor, City of Yuma
Member	Sam Elters, State Transportation Board, ADOT

To join the GoTo meeting from your computer, tablet or smartphone.

<https://meet.goto.com/675888245>. You can also dial in using your phone. United States (Toll Free): 1 877 309 2073 Access Code: 675-888-245.

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.

Lourdes (Lulu) Lopez, YMPO Accountant II/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. Title VI Declaration and Call to the Public.

Jesus Aguilar, Jr., YMPO Mobility Manager, will 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 May 29, 2025, Board Meeting Minutes.
- B. YMPO Income/Expenditure Report for May 2025.

A copy of the draft minutes of the Regular Board meeting from May 29, 2025, will accompany this agenda. Members will have the opportunity to review, report any changes, and/or approve the minutes. The May 2025 financial report is also expected to accompany this agenda and will be available for comment.

**This item is on the agenda for information, discussion, and possible action to approve the Consent Agenda. Copies of the draft minutes and financial report are attached as Items 4A and 4B, respectively.**

5. FY 2026-50 Long-Range Transportation Plan (LRTP) Update

YMPO has kicked off round three of the public outreach of the YMPO LRTP in a co-branded effort with the City of Yuma Transportation Master Plan. Board members and the general public are invited to comment on the draft documents. As part of the LRTP, YMPO has also released the FY 2026-2030 Transportation Improvement Program (TIP) and Air Quality Conformity Report for a 30-day public review period that commenced on June 13 through July 12, 2025. All draft reports are available for review and comment online at [www.GreaterYuma Moves.com](http://www.GreaterYumaMoves.com).

**This item is on the agenda for information, discussion, and possible comment only. Ms. Figueroa and Vamshi Yellisetty, the Kittleson and Associates Project Manager, will present this item, further information is available in an information summary as item 5.**

6. Complete Streets Concept Study (CSCS)

YMPO is nearing the end of the development of the Complete Streets Concept Study to guide how Complete Streets principles are integrated into the planning and programming process for roadway improvements in Yuma County. The final public outreach round is currently active, Board members and the general public are invited to provide feedback on study documents until July 12th.

**This item is on the agenda for information, discussion, and possible comment only. Ms. Figueroa and Chris Joannes, the Kimley Horn Project Manager, will present this item, further information is available in an information summary as item 6.**

7. Roads of Regional Significance Study (RORS) Kick-Off

A Notice to Proceed was issued to Kimley-Horn and Associates on April 24, 2025. The timeframe to complete the RORS is ten months. The project is well underway, the consultant has prepared tech memos for the project management plan, and

conducted prior planning research. The consultant will introduce the project and cover the scope and work schedule.

**This item is on the agenda for information, discussion, and possible comment only, at this stage. YMPO Executive Director, Crystal Figueroa, will introduce this item.**

8. Approval of YMPO Travel Policy

YMPO staff and vendors currently follow the State of Arizona travel policies outlined in the State of Arizona Accounting Manual (SAAM). Under the newly executed Joint Project Agreement (JPA) with ADOT for FY 2026–2027, all MPOs are now required to adopt a formal Travel Policy consistent with the terms of the executed JPA. YMPO staff previously presented a draft version of the policy for review.

Since that presentation, one comment was received from ADOT, which has been incorporated into the final draft. The final Travel Policy is now being presented to the committee for formal adoption.

**This item is on the agenda for information, discussion, and possible action to approve the YMPO Travel Policy. YMPO Executive Director Crystal Figueroa will present this item; further information is available in an information summary as Item 8.**

9. Government Finance Office Association (GFOA) Certificate of Achievement & FY 2025 Audit Schedule

The FY 2024 Audit was completed and presented to the Executive Board by the audit firm Walker & Armstrong during the December 12, 2024, Board meeting.

YMPO is pleased to announce that its Annual Comprehensive Financial Report for the fiscal year ending June 30, 2024, has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA). This award represents the highest form of recognition in governmental accounting and financial reporting.

As we close out the FY 2024 audit cycle, preparations are now underway for the FY 2025 audit (covering the period of July 1, 2024 – June 30, 2025). YMPO staff will present a proposed schedule for the upcoming audit process.

**This item is on the agenda for information, discussion, and comment only. Ms. Figueroa and Accountant/Executive Assistant Lulu Lopez will present this item; further details are provided in information summary 9.**

10. Gary Knight Memorial Highway Update

On December 30, 2024, YMPO submitted a proposal to the Arizona State Board on Geographic and Historic Names (ASBGHN) to name U.S. 95 from milepost 31 to 48 the Gary Knight Memorial Highway, including Resolution 156 by the Executive Board supporting the effort. The upcoming vote by the ASBGNN Board is scheduled for July 22.

**This item is on the agenda for information, discussion, and comment only. Ms. Figueroa will present this item; further details are provided in information summary 10.**

11. YMPO Rebranding: Website

As part of the previously approved YMPO rebranding initiative, the Executive Board adopted a new mission, vision, and values statement, along with a redesigned YMPO logo. Building on this effort, YMPO staff have been developing a new website that reflects the updated branding and messaging. The redesigned site will feature a modernized layout, improved navigation, and the newly adopted logo. The website is anticipated to go live in July.

**This item is on the agenda for information, discussion and possible comment only, at this stage. Jeff Heinrichs, YMPO IT Manager and Associate Planner, will present this item; further details are provided in information summary 11.**

12. RTAC Regional Priority Project Funding for 2026 Legislation

The Rural Transportation Advocacy Council (RTAC) continues to work to provide State funding for local transportation projects in rural Arizona. This item is on the agenda to inform Board members of the pursuance of a 2026 RTAC priority project legislation and funding allocations approved by the RTAC Board.

**This item is on the agenda for information and discussion only. Ms. Figueroa, will present this item; further details are provided in information summary 12.**

13. 2025 Transportation Policy Summit

The 2025 Summit is scheduled for October 15-17, 2025, and will be held in Cochise County and hosted by the Sierra Vista Metropolitan Planning Organization. YMPO officially invites Members of the Executive Board to attend. A preliminary draft program has been released, and registration is now open.

**This item is on the agenda for information, and discussion only at this stage. Ms. Figueroa will present this item, further information is available in an information summary as Item 13.**

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

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

- A. Staff Reports - Future Meetings.
- B. TAC Minutes.
- C. Conference Updates (AZRTS, and Roads and Streets).
- D. MPO/COG Director/Planner Meetings.
- E. Rural Transportation Advocacy Council activities.
- F. Projects - Economic Development and Transportation.
- G. Status Report on AZ Smart Fund.

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

15. 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. FY 2026-2050 Long-Range Transportation Plan (LRTP) and Resolution Adoption
- B. FY 2026-2030 Transportation Improvement Program (TIP) and Resolution Adoption
- C. 2025 Air Quality Conformity Analysis
- D. Transportation Alternatives Program
- E. RTAC Legislative Update
- F. Gary Knight Memorial Highway
- G. YMPO Executive Director's Evaluation

15. Progress Reports.

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

- a. Jun 1-5 – CTAA and CALACT 2025 Expo (JR)
  - b. Jun 3 – Staff Meeting (CF, JH, FV, LL, LZ)
  - c. Jun 4 – YMPO CSCS and RORS Monthly Check-In Meeting (CF, JH, JR)
  - d. Jun 5 – Arizona State Transportation Board Meeting (CF)
  - e. Jun 9 – ADOT/YMPO Coordination Meeting (CF, JH, FV)
  - f. Jun 9 – Transportation Alternatives TAC Meeting #2 (CF, JH)
  - g. Jun 9 – Yuma Region Bicycle Coalition (JR)
  - h. Jun 10 – YMPO CSCS Monthly Check-In Meeting (FV)
  - i. Jun 10 – Yuma MPO LRTP Update - PMT Meeting (CF, JH, FV)
  - j. Jun 12 – YMPO TAC Meeting (CF, JR, JH, FV, LL, LZ)
  - k. Jun 12 – Asset Management Plan - Local NHS Assets Meeting (FV)
  - l. Jun 12 – AZ Mobility Managers Meeting (JR)
  - m. Jun 12 – SHRM FMLA Qualifying Reasons & Facts (LL)
  - n. Jun 12 – MPO/COG Director's Meeting (CF)
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- o. Jun 13 – COG/MPO Planner's Meeting (FV, CF, JH)
- p. Jun 13 – Title VI Training Information COG/MPO Agencies (JR)
- q. Jun 16 – Consensus on DCIP Proposal (CF, JH)
- r. Jun 16 – FY 2026 STBG Funds and other Authorization Requests Meeting w/ADOT Finance (LL, CF)
- s. Jun 16 – RTAC Advisory Committee Meeting (CF)
- t. Jun 17 – YMPO Social Media & Online Engagement Policy Meeting (LL, CF, JH, LZ)
- u. Jun 17 – Yuma PM10 SIP Update Meeting (CF, FV)
- v. Jun 18 – 2025 US-95 DCIP Proposal Meeting (CF, JH, JR)
- w. Jun 19 – Brown & Brown Insurance Services Quotes for FY26 (LL, CF)
- x. Jun 19 – Arizona Incoming Planner Information (JH, FV)
- y. Jun 19 – Networking for Community Resources (JR)
- z. Jun 20 – Arizona State Transportation Board Meeting (CF)
- aa. Jun 23 – RTAC Board Meeting (CF, FV)
- bb. Jun 23 – Transportation Alternatives TAC Meeting #2 (CF, JH)
- cc. Jun 23 – Traffic count BKM Meeting (JH)
- dd. Jun 24 – Yuma MPO LRTP Update Meeting (CF, FV, JH)
- ee. Jun 25 – Procurement Workshop Federal Gov't Purchasing (LL)
- ff. Jun 25 – 2025 US-95 DCIP Proposal Meeting (CF, FV, JH, JR)
- gg. Jun 26 – YMPO Executive Board Meeting (ALL)

16. Adjournment.

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

Anticipated Future 2025 Meetings

Future meetings will continue at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members may participate in person, OR they may participate electronically by computer and/or telephone (or both), using the GoToMeeting portal. In general, meetings will be the last Thursday of each month, and the next two meetings are tentatively scheduled for July 31 and August 28, 2025.



## YMPO EXECUTIVE BOARD MEETING MINUTES

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### EXECUTIVE BOARD

#### Regular Meeting

Thursday, May 29, 2025  
3:30 P.M.

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

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1. Call to Order and the Pledge of Allegiance.

The Yuma Metropolitan Planning Organization (YMPO) Vice-Chair, Cocopah Indian Tribe Councilmember, Wynn Timer, called the YMPO Executive Board (the Board) meeting to order at 3:30 p.m. and invited all those present to recite the Pledge of Allegiance.

2. Roll Call Attendance and Declaration of Votes.

The YMPO Accountant II/Executive Assistant, Lulu Lopez, called the roll as follows:

YMPO Executive Board Members Present:

Vice-Chair	Wynn Timer, Councilmember, Cocopah Indian Tribe ^
Member	Martin Porchas, Board of Supervisors, Yuma County ~
Member	Darren Simmons, Board of Supervisors, Yuma County ^
Member	Arturo Morales, Councilmember, City of Yuma ^
Member	Carol Smith, Deputy Mayor, City of Yuma ^
Member	Sam Elters, Arizona State Transportation Board, ADOT ~
Member	Karen Watts, Councilmember, City of Yuma ^

^ Attended in person.

~ Participated by teleconference.

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

YMPO Executive Board Members Absent

Chairwoman	Maria Cecilia Cruz, Councilmember, City of San Luis *
Secretary/Treasurer	Luis Galindo, Councilmember, City of Somerton *
Member	Cecilia McCollough, Councilmember, Town of Wellton *

# 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:

Paul Patane, Southwest District Administrator, ADOT

Kevin Adam, RTAC Liaison, RTAC

YMPO Staff Present:

Crystal Figueroa      Executive Director

Fernando Villegas      Senior Transportation Planner

Jesus Aguilar, Jr      Mobility Manager

Lourdes Lopez      Accountant II/Executive Assistant

Jeffery Heinrichs      IT Manager/Associate Planner

Lucia Zamudio      Administrative Assistant/Bookkeeper

Declaration of Votes

Councilmember Art Morales declared he would exercise three votes, and Deputy Mayor Carol Smith would exercise two votes, for a total of five votes representing 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.

A.      Approval of April 24, 2025, Board Meeting Minutes

B.      YMPO Income/Expenditure Report for April 2025.

MOTION: Supervisor Darren Simmons motioned to approve both Item A and B of the consent agenda. Councilmember Morales seconded and the motion was unanimously approved.

5. FY 2025 Defense Community Infrastructure Program (DCIP) Grant Opportunity

Jeff Heinrichs, YMPO IT Manager/Associate Planner, presented this item. Mr. Heinrichs provided an update on YMPO's participation in the Defense Community Infrastructure Program (DCIP), a competitive grant program administered by the U.S. Department of Defense through the Office of Local Defense Community Cooperation (OLDCC). He noted that the program supports infrastructure projects benefiting military installations and personnel.

YMPO successfully partnered with Yuma Proving Ground (YPG) and ADOT during the FY 2022 cycle, resulting in a \$13 million grant for US-95 improvements. No application was submitted in FY 2023, but YMPO re-engaged for FY 2024, though the application was not selected for funding.



In April 2025, staff informed the Board of the upcoming FY 2025 DCIP opportunity. While the Notice of Funding Opportunity has been delayed due to Congressional funding, early proposal development was encouraged. Funding for discretionary grant participation is available through the "Grant Transportation Equity (GATE)" line item in the FY 2024 and FY 2025 UPWP. Preliminary coordination is underway with ADOT and Wilson & Company for a proposed FY 2025 project: a roundabout at Imperial Dam Road, estimated at \$10 million. YMPO has engaged with YPG and the ADOT Executive Grant Team and received a proposed scope and cost from the grant writing consultant. Staff is actively addressing concerns raised by state partners regarding the project.

Supervisor Simmons expressed concern about the proposed roundabout project, stating it may create more problems than it solves. He noted that current accident data in the area does not indicate a significant safety issue and believed the existing conditions are manageable. He raised concerns about increased traffic volumes, including large vehicles and winter visitors, and mentioned potential safety risks related to impaired driving in a remote area.

Councilmember Morales asked Mr. Heinrichs whether the commander's support was based on operational need.

Mr. Heinrichs explained that the project includes not only the roundabout but also planned tank crossings. He stated the DCIP grant would allow ADOT to reallocate funds originally designated for the intersection to other parts of the project.

Councilmember Morales asked if there was a compelling reason to oppose the project.

Supervisor Simmons raised traffic and safety concerns, particularly the potential for accidents in a rural area with seasonal traffic. He questioned the necessity of the roundabout given the minimal difference in crash statistics.

Councilmember Morales asked for clarification on the location of the roundabout.

Supervisor Simmons confirmed the location as Aberdeen Road, north of Martinez Lake Road, near the artillery training area.

ADOT Southwest District Administrator Paul Patane provided an overview of the project development process, stating that a stakeholder team had been involved throughout the design phase. The stakeholder group included representatives from Yuma County, YPG, ADOT, and other entities. He noted that YPG had consistently supported efforts to improve US 95, including the current effort to improve the intersection to a safer format. The team's intersection analysis

identified the roundabout as the preferred intersection type due to its safety benefits and reduced traffic delays. Mr. Patane emphasized that if stakeholders do not voice concerns during development meetings, it is generally understood as support for the recommended design. As a result, the team proceeded with the roundabout design.

Councilmember Morales expressed support for the widening of US 95, particularly given the heavy traffic in the YPG area. He raised concerns about current vehicle speeds, referencing online videos showing excessive speeding, and inquired whether the speed limit would be adjusted.

Mr. Patane responded that the roundabout design would inherently reduce vehicle speeds due to the required deflection. He explained that ADOT had worked closely with the military to ensure the design could accommodate their largest vehicles, as well as large RVs and semi-trucks. He confirmed that vehicle templates provided by the military were used in the design process.

Councilmember Morales acknowledged the level of due diligence completed and expressed confidence in the design, especially considering the military's involvement.

Supervisor Simmons noted that although he personally disagreed with the roundabout, he would not hold up the project.

Mr. Patane highlighted the financial advantages of the DCIP grant, stating that it required no local match. This allowed the project to proceed with full funding, freeing up approximately \$10 million that could be used for further corridor development. He mentioned that additional work remained, including right-of-way acquisition and environmental considerations near the Gila River.

Councilmember Morales noted that City of Yuma Councilmember Karen Watts arrived at 4:55 p.m. and a motion was made to confirm the voting distribution for the City of Yuma, with Councilmember Watts and Deputy Mayor Smith each holding one vote, and Councilmember Morales retaining three votes.

MOTION: Councilmember Watts motioned to approve the authorization as stated and Vice Mayor Smith seconded the motion. The motion was unanimously approved.

6. Draft YMPO Travel Policy

Ms. Lucia Zamudio, YMPO Administrative Assistant, presented the Draft YMPO Travel Policy to the Board. She explained that under the new FY 2026–2027 Joint Project Agreement (JPA) with ADOT, all MPOs are now required to adopt a formal

Travel Policy aligned with state policies, specifically the State of Arizona Accounting Manual (SAAM) Sections 50.65 and 50.95.

The draft policy, currently under ADOT review, maintains compliance with SAAM rates while establishing internal procedures for travel approvals, reimbursement processes, and documentation requirements. The policy applies to staff, Board members, TAC members, and designated alternates, and outlines key topics such as eligibility, mileage and fuel reimbursement, rental vehicle use, and required receipts.

The draft is intended to clarify YMPO's travel procedures and is expected to be finalized for adoption during the June Board meeting.

7. FY 2024-25 YMPO Unified Planning Work Program (UPWP) Amendment #8

Crystal Figueroa, YMPO Executive Director, presented Amendment #8 to the FY 2024–2025 Unified Planning Work Program (UPWP). She explained that the amendment reallocates \$25,323 from the T-100 Administration budget to the T-1000 Capital Expenditure budget to properly record the purchase of a new Ford Maverick vehicle used for traffic counts. The adjustment ensures accurate financial reporting and supports documentation for the year-end audit. No changes were made to the overall funding levels.

It was at this time that Ms. Figueroa requested clarification regarding the motion under Agenda Item 5 related to the DCIP grant. She asked whether there were any abstentions during the vote to ensure proper documentation in the record.

Vice-Chair, Wynnie Ortega confirmed that there were no abstentions.

Clarification was noted for the record.

MOTION: Councilmember Morales motioned to approve the FY 2024-25 YMPO UPWP Amendment #8 as presented. Supervisor Simmons seconded, and the motion was unanimously approved.

8. FY 2026 and 2027 YMPO Unified Planning Work Program (UPWP) Adoption

Ms. Figuera presented the final FY 2026–2027 Unified Planning Work Program (UPWP) to the Board. She explained that the draft had been developed in collaboration with TAC members, Executive Board, and reviewed by federal and state partners. The final version included a revision to reflect an increase in Section 5305(d) Transit Planning Funds from \$93,663 to \$123,201. The \$29,538 increase was added as a contingency under Special Projects (T-500).

MOTION: Supervisor Simmons motioned to approve the FY 2026-2027 YMPO UPWP and Annual Budget. Vice Mayor Smith seconded, and the motion was unanimously approved.

9. Transportation Alternatives (TA) Program Projects Submitted

Mr. Heinrichs presented an update on the Transportation Alternatives Program (TA), a set-aside from the Surface Transportation Block Grant Program under the Bipartisan Infrastructure Law. He informed the Board that ADOT had opened the application process on March 24, 2025, with the initial screening deadline on May 5 and the final application deadline extended to June 6. YMPO submitted two Letters of Support: one for the City of Yuma's shared-use pathway project and one for Yuma County's shared-use pathway along the East Main Canal. Mr. Heinrichs noted that TA project applications would undergo review and scoring by the TA TAC, with final award decisions expected from the State Transportation Board in July.

ADOT Southwest District Administrator, Paul Patane inquired about the number of TA applications submitted.

Mr. Heinrichs confirmed that two applications were submitted.

YMPO Senior Transportation Planner, Fernando Villegas clarified that a third project from Yuma County had initially planned to apply, but due to receiving prior TA funding and using an additional \$37,000 in CRP funds, an application was no longer necessary.

Mr. Patane also noted that TA funds can be used for scoping and encouraged smaller communities to take advantage of this opportunity. He emphasized that TA funding helps local jurisdictions better estimate long-term project costs and advance community-focused transportation improvements that may not otherwise be prioritized due to limited ADOT resources.

10. YMPO Director's Evaluation

Ms. Figueroa presented an overview of the process for her annual evaluation. She stated that although the YMPO By-Laws do not clearly define the process, it traditionally includes a review by a subcommittee composed of the Chair and two Board members from different agencies, selected by the Chair. The subcommittee then presents a combined evaluation to the full Board during Executive Session. Ms. Figueroa reminded the Board that the current subcommittee was appointed in February 2025 and includes Chairwoman Maria Cecilia Cruz, Deputy Mayor Carol Smith, and Councilmember Luis Galindo. She explained that while evaluations are typically tied to the anniversary of her promotion in February 2022, the Board previously agreed that future evaluations would be more appropriately timed in June to align with the fiscal year and recent staff transitions. She clarified that the

item was presented for informational purposes as a heads-up, and she would be contacting the subcommittee to coordinate a meeting and provide background on prior evaluations. Ms. Figueroa invited the Board to discuss the process during the meeting if desired and stated she would report back at the June meeting during Executive Session.

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

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

- A. Staff Reports - Future Meetings.
- B. TAC Minutes.
- C. Conference Updates (AZRTS, and Roads and Streets).
- D. MPO/COG Director/Planner Meetings.
- E. Rural Transportation Advocacy Council activities.
- F. Projects - Economic Development and Transportation.
- G. Status Report on AZ Smart Fund

Ms. Figueroa introduced Rural Transportation Advocacy (RTAC) Liaison, Kevin Adam who provided an update on state and federal legislative activity related to transportation funding.

Mr. Adam reported that the Arizona Legislature had largely completed its regular session work, with the exception of passing the state budget. He emphasized that while budget discussions are typically not transparent, conversations between the Governor and legislative leadership were underway. From a revenue standpoint, the state was in a stronger position than last year, ending the prior fiscal year with a \$410 million surplus due to unexpectedly high revenue collections in the final two months. He explained that the Finance Advisory Committee projected over \$600 million in one-time available revenue. However, due to concerns over federal budget cuts, Medicaid cost shifts, and potential economic impacts from tariffs, the committee recommended using no more than half, approximately \$280 million, to maintain a cautious fiscal posture. On the transportation front, Mr. Adam emphasized continued advocacy for directing one-time funds toward key rural transportation projects, such as improvements along US 95. He also highlighted the importance of the Arizona SMART Fund, a state-funded program that supports rural communities in pursuing and matching federal transportation grants. He noted that YMPO has successfully benefited from this program. To date, the SMART Fund has awarded approximately \$65 million in state funding, leveraging over \$140 million in federal grants, with even greater potential as more applications move through the federal process. Mr. Adam emphasized that the return on investment has been strong and estimated the total federal match could exceed \$330 million. He informed the Board that only \$17 million remains in the SMART

Fund and, at the current award rate, those funds will be exhausted by December 2025. RTAC is requesting an additional \$33 million appropriation in this year's state budget to extend the program through the end of FY 2026. The request has bipartisan support, with both the Governor and legislative leaders expressing interest through budget proposals and legislation.

Mr. Adam concluded by reminding the Board that the state is constitutionally required to adopt a balanced budget by July 1 to avoid a shutdown. While he believed the deadline would ultimately be met, he cautioned that it may come down to late June, as has been the case in prior years.

12. Possible Future Agenda Items

- A. Transportation Alternatives Program
- B. YMPO Travel Policy Adoption
- C. Roads of Regional Significance (RORS) Kick-Off
- D. Possible RTAC Regional Project List for 2026 Legislation
- E. 2025 Transportation Policy Summit
- F. FY 2025 Audit Schedule
- G. RTAC Legislative Update
- H. YMPO Executive Director's Evaluation

13. Progress Report

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

- a. Apr 28 – RTAC Board Meeting (CF)
- b. Apr 28 – Traffic Count BKM Meeting (JH)
- c. Apr 28 – RTAC Board Meeting (FV)
- d. Apr 28 – Title VI Member Tracker Training (LL, JR)
- e. Apr 29 – Yuma MPO LRTP Update (FV, JH, CF)
- f. Apr 30 – RORS Kick Off Meeting (CF, JH, FV)
- g. May 1 – City of Yuma I-8 Interchange at Ave 81/2 E Design Concept Report – AZ SMART (JH, FV, CF)
- h. May 1 – Yuma Fire Extinguisher Update (JR)
- i. May 1 – Yuma TMP Bi-Weekly Check-In (JH, FV)
- j. May 1 – Outlook Calendar Possible Automation Meeting (LL, JH)
- k. May 5 – Staff Meeting (ALL)
- l. May 5 – YMPO CSCS Monthly Check-In (CF, FV, JH)
- m. May 5 – YMPO Travel Policy Development Kick Off Meeting (LL, LZ)
- n. May 6 – DEBRIEF- Yuma MPO RORS CivTech (CF, JH)
- o. May 6 – Internal YMPO Audit of Personnel Files HR (LL, LZ)
- p. May 7 – PPAC Meeting (CF)
- q. May 7 – YRBC Website Update Discussion (JR, H)
- r. May 8 – TAC Meeting (ALL)

- s. May 8 – US 95 Roundabout Meeting w/ADOT-Supervisor Simmons (CF, FV, JH)
- t. May 8 - Yuma MPO LRTP Update – PMT Meetings (JH, FV, CF)
- u. May 12 – 5310 RMC Meeting (JR)
- v. May 12 – ADOT / YMPO Coordination Meeting (CF, JH, FV)
- w. May 12 – FHWA Planning and Research Grants: Program Administration Training (LL)
- x. May 12 – Yuma Regional Bicycle Coalition (In-Person) (JR)
- y. May 13 – YMPO LRTP Update- PMT Meeting – (JH, FV)
- z. May 13 – 5310 Meeting w/Crossroads (JR)
- aa. May 13 – DCIP Webinar (JH)
- bb. May 13 – LPA/DBE Convo with Genine Sullivan (JR)
- cc. May 14 – Form I-9 Overview Training (LL)
- dd. May 15 – AZ Incoming Planner Information Exchange (JR, JH, FV)
- ee. May 15 – 2025 State Policy Trends: (What HR needs to know) (LZ, LL)
- ff. May 15 – Yuma TMP-Bi-Weekly check in (FV, JH)
- gg. May 19 – RTAC Board Meeting (CF, FV)
- hh. May 19 – CTS Meeting (CF, FV)
- ii. May 20 – MSM Asphalt Quote and Scope of Work Clarification Update (LZ, JR, CF)
- jj. May 20 – Yuma PM10 SIP Update Meeting (CF, FV)
- kk. May 22 – Yuma Transportation Master Plan Steering Committee Meeting (FV, GF, JH)
- ll. May 22 – Meeting with Achieve Human Services for Janitorial Procurement for office (JR)
- mm. May 26 – Traffic Count BKM Meeting (JH)
- nn. May 27 - Yuma MPO LRTP Update - PMT Meeting (CF, JH, FV)
- oo. May 28 – Transportation Alternatives TAC Meeting #2 (JH, CF)
- pp. May 29 – Yuma TMPO Bi-Weekly check in (FV, JH)  
May 29 – YMPO Executive Board Meeting (ALL)

16. Adjournment.

Having no further business to discuss, Vice Chair Ortega adjourned the meeting at 4:23 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

Future meetings will continue at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members may participate in person, OR they may participate electronically by computer and/or telephone (or both), using the GoToMeeting portal. In general, meetings will be the last Thursday of each month, and the next two meetings are tentatively scheduled for June 26, 2025 and July 31, 2025.

Preparation and Approval of Minutes:

Minutes prepared by:

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Lulu Lopez, Accountant II/Executive Assistant

Minutes reviewed to form by:

Minutes approved in regular session on  
June 26, 2025

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Crystal Figueroa, Executive Director,  
Yuma Metropolitan Planning Organization

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Councilmember Maria Cecilia Cruz,  
Chairwoman, YMPO Executive Board



# Yuma Metropolitan Planning Organization

## Revenue & Expense Budget Performance

May 2025

	May 25	Jul '24 - May 25	YTD Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · ADOT Grant				
4001 · PL	0.00	387,050.63	621,062.00	62.32%
4002 · SPR	0.00	188,871.23	303,036.00	62.33%
4004 · STBG	0.00	25,078.50	275,795.00	9.09%
4005 · 5305d (CPG)	46,949.65	113,523.97	181,284.00	62.62%
Total 4000 · ADOT Grant	46,949.65	714,524.33	1,381,177.00	51.73%
4007 · PL ISATO	0.00	0.00	10,239.97	0.0%
4050 · ADEQ Grant	0.00	0.00	10,000.00	0.0%
4055 · 5310 Funds				
4056 · RTAP	3,650.00	6,695.04	6,695.04	100.0%
4055 · 5310 Funds - Other	0.00	76,704.79	107,447.00	71.39%
Total 4055 · 5310 Funds	3,650.00	83,399.83	114,142.04	73.07%
4200 · YMPO UPWP Dues	0.00	78,954.50	78,954.49	100.0%
4400 · Interest Income	961.31	26,320.59	23,020.10	114.34%
4600 · Charges for Services				
4904 · Traffic Count Revenue	360.00	10,546.58	12,971.00	81.31%
Total 4600 · Charges for Services	360.00	10,546.58	12,971.00	81.31%
4700 · Other Revenue				
4790 · Other Income	7,000.00	7,000.00		
4907 · Misc Revenue	0.00	384.91		
Total 4700 · Other Revenue	7,000.00	7,384.91		
Total Income	58,920.96	921,130.74	1,630,504.60	56.49%
<b>Gross Profit</b>	58,920.96	921,130.74	1,630,504.60	56.49%
<b>Expense</b>				
5110 · Payroll Expenses				
5111 · Fringe Benefits	4,062.14	31,058.94	35,028.93	88.67%
5112 · Part Time Staff-Salaries				
5133 · Part Time Staff-Salaries- Local	0.00	6,219.57	9,722.00	63.97%
5112 · Part Time Staff-Salaries - Other	6,623.82	43,947.15	58,213.00	75.49%
Total 5112 · Part Time Staff-Salaries	6,623.82	50,166.72	67,935.00	73.85%
5113 · Full Time Staff-Salaries	46,475.87	356,011.88	399,682.00	89.07%
5115 · Health Insurance-ER Portion	6,509.50	66,764.50	78,114.00	85.47%
5116 · ASRS	5,702.61	42,850.26	49,040.98	87.38%
5117 · Workman's Comp Insurance	0.00	1,229.00	1,231.00	99.84%
5118 · FUTA Payroll Expense	61.22	532.85	504.00	105.72%
5120 · Life Insurance	130.00	1,664.00	1,872.00	88.89%
Total 5110 · Payroll Expenses	69,565.16	550,278.15	633,407.91	86.88%
5123 · Consulting Services				
5134 · Contractual-Local	0.00	1,151.95	83,651.95	1.38%
5123 · Consulting Services - Other	27,033.68	359,462.77	620,124.05	57.97%
Total 5123 · Consulting Services	27,033.68	360,614.72	703,776.00	51.24%
5124 · Staff Training/Education				
5137 · Staff Training/Edu Reimb-Local	1,980.00	1,980.00	5,000.00	39.6%
5124 · Staff Training/Education - Other	0.00	380.67	4,000.00	9.52%
Total 5124 · Staff Training/Education	1,980.00	2,360.67	9,000.00	26.23%
5125 · Audit Services	0.00	23,500.00	23,500.00	100.0%
5126 · Payroll Processing Fees	508.31	4,500.82	4,500.00	100.02%
5128 · Accounting Services	0.00	21,346.50	25,000.00	85.39%
5129 · Public Participation	0.00	0.00	750.00	0.0%
5130 · Reimbursement of Expenses	-112.45	-112.45	7,000.00	-1.61%
5131 · Data Process, Software, Hardwar	3,530.76	13,832.26	14,500.00	95.4%
5132 · Furniture and Equipment	0.00	1,363.70	8,000.00	17.05%

# Yuma Metropolitan Planning Organization

## Revenue & Expense Budget Performance

May 2025

	May 25	Jul '24 - May 25	YTD Budget	% of Budget
5138 · Capital Outlay	32,323.37	32,323.37		
5139 · RTAP Expense	0.00	3,650.00	3,650.00	100.0%
5140 · Legal	2,365.00	3,515.00	7,000.00	50.21%
5147 · Mobility Management Program	250.00	3,883.23	16,020.56	24.24%
5150 · IT Support	0.00	0.00	1,500.00	0.0%
5151 · Building Ins, property tax	0.00	5,225.28	7,400.00	70.61%
5152 · Equipment Maintenance	0.00	586.07	900.00	65.12%
5153 · Office Supplies	76.95	2,459.14	3,000.00	81.97%
5154 · Postage	0.00	92.05	300.00	30.68%
5155 · Printing	26.40	119.47	1,200.00	9.96%
5157 · Publications, Subscriptions	-157.31	931.70	1,400.00	66.55%
5158 · Registration Fees	0.00	10,450.00	11,000.00	95.0%
5159 · Special Meetings	0.00	0.00	3,000.00	0.0%
5160 · Telecommunications	760.03	10,551.17	11,500.00	91.75%
5161 · Vehicle Purchase	-25,323.37	4.00	9,676.63	0.04%
5162 · Vehicle Insurance	0.00	7,681.59	8,000.00	96.02%
5163 · Vehicle Maint., Repairs, Parts	0.00	286.50	2,000.00	14.33%
5164 · YMPO Memberships & Dues	750.00	4,459.68	5,000.00	89.19%
5165 · Finance Charges and Interest	106.13	106.13	200.00	53.07%
5166 · Website Maintenance	0.00	1,146.00	1,657.00	69.16%
5167 · Miscellenous Consumables	32.55	3,067.51	3,500.00	87.64%
5168 · Employee Recruitment	0.00	287.57	500.00	57.51%
5169 · Miscellaneous-Expense	6.42	3,506.85	7,000.00	50.1%
5171 · Alarm System	0.00	534.19	750.00	71.23%
5173 · Electric Bill	739.52	7,773.58	7,500.00	103.65%
5174 · Grounds Maintenance	600.00	9,260.00	13,510.00	68.54%
5175 · Janitorial	720.00	8,460.00	9,360.00	90.39%
5179 · Office Building Repairs				
5181 · Pest Control	0.00	480.00	500.00	96.0%
5179 · Office Building Repairs - Other	355.26	3,548.00	20,000.00	17.74%
Total 5179 · Office Building Repairs	355.26	4,028.00	20,500.00	19.65%
5182 · Sewer & Water	179.47	3,057.40	3,500.00	87.35%
5190 · Travel - Local & Outside County	0.00	17,763.24	17,000.00	104.49%
5191 · T530- Traffic Count Fuel	0.00	2,142.38	2,700.00	79.35%
5630 · T530 Traffic Count Equipment				
5631 · T530-Local COY Materials	411.95	1,507.44	2,162.00	69.72%
5630 · T530 Traffic Count Equipment - Other	0.00	5,035.45	4,500.00	111.9%
Total 5630 · T530 Traffic Count Equipment	411.95	6,542.89	6,662.00	98.21%
Total Expense	116,727.83	1,131,578.36	1,616,320.10	70.01%
Net Ordinary Income	-57,806.87	-210,447.62	14,184.50	-1,483.65%
Other Income				
4900 · In-Kind Match Revenue	7,768.27	102,757.72	167,789.00	61.24%
Total Other Income	7,768.27	102,757.72	167,789.00	61.24%
Other Expense				
9200 · In-Kind Match Expenses	7,768.27	102,757.72	167,789.00	61.24%
Total Other Expense	7,768.27	102,757.72	167,789.00	61.24%
Net Income	-57,806.87	-210,447.62	14,184.50	-1,483.65%

10000 - Wells Fargo - YMPO General Account	\$58,120.08
10009 - Wells Fargo - YMPO Payroll Account	\$42,603.20
10100 - Yuma County Treasurer - YMPO Account	\$954,906.21
	<u>\$1,055,629.49</u>

# **YMPO INFORMATION SUMMARY for Agenda Item 5**

## **FY 2026-2050 YMPO LRTP - Update**

**DATE:** June 26, 2025

**SUBJECT:** FY 2026-2050 YMPO LRTP

### **SUMMARY:**

The YMPO Long-Range Transportation Plan (LRTP) is nearing completion. The third round of public outreach is currently underway, conducted jointly with the City of Yuma's Transportation Master Plan in a co-branded effort. Board members and the public are encouraged to review and comment on the draft documents.

As part of this process, YMPO has also released the FY 2026–2030 Transportation Improvement Program (TIP) and the Air Quality Conformity Report for a 30-day public review period, which runs from June 13 to July 12, 2025. All draft materials are available online at [www.GreaterYumaMoves.com](http://www.GreaterYumaMoves.com).

The LRTP outlines both short- and long-term multimodal transportation strategies to support the safe and efficient movement of people and goods over a 24-year planning horizon. The update integrates current data and projections related to population, land use, travel patterns, employment, congestion, and economic trends.

In accordance with federal requirements, the LRTP update is accompanied by the TIP and Air Quality Conformity Analysis. Final adoption of the LRTP is scheduled for the July 31, 2025, Executive Board meeting.

### **TECHNICAL & POLICY IMPLICATIONS:**

**TECHNICAL:** Approval of the LRTP is one of six major priorities for YMPO to carry out. The planning assumptions that underlie the LRTP process are reviewed, especially the transportation demand model and the associated Air Quality Conformity Analysis (AQCA). The LRTP is developed and, effectively, the first five years become the Transportation Improvement Program (TIP). The AQCA is conducted on the LRTP and the TIP and all three are generally approved as a package.

**POLICY:** This request meets all federal, state and regional requirements regarding the regional transportation planning process and satisfies three of the six responsibilities outlined in the YMPO By-Laws.

### **ACTION NEEDED:**

Information, discussion, and possible comment only at this stage. The LRTP, TIP, and AQCA are nearing completion and will be presented to the Board during the July meeting.

### **CONTACT PERSON:**

Crystal Figueroa, Executive Director, 928-783-8911



Yuma Metropolitan Planning Organization  
and the City of Yuma

# Transportation Plans

*Yuma region in motion*

## Help Plan Yuma's Future Transportation System

The Yuma Metropolitan Planning Organization (YMPO) and the City of Yuma (City) have drafted long-range transportation recommendations to improve how we travel — whether by car, bus, bike, or on foot.

The draft plans include:

- Road and intersection upgrades
- New and improved bike facilities and sidewalks
- Expanded transit options, and more!

We developed the **YMPO Long-Range Transportation Plan (LRTP)** and **City Integrated Multimodal Transportation Master Plan (TMP)** project recommendations based on feedback from community members, local leaders, and technical analysis. Now, we want to make sure we got it right.

As part of its LRTP, YMPO has also released:

- **FY 2026-2030 Transportation Improvement Program (TIP):** Outlines short-term transportation priorities.
- **Air Quality Conformity Report:** Verifies that the LRTP and TIP meet federal air quality standards.

**Take a look at the proposed improvements and tell us — did we get it right?**

Your input will help finalize these plans and shape the future of transportation across the Yuma region.

The draft LRTP and TMP project recommendations, TIP, and Air Quality Conformity Report are available for review and comment online at [www.GreaterYumaMoves.com](http://www.GreaterYumaMoves.com) through **July 12, 2025**.



Scan the QR code to visit the project website!

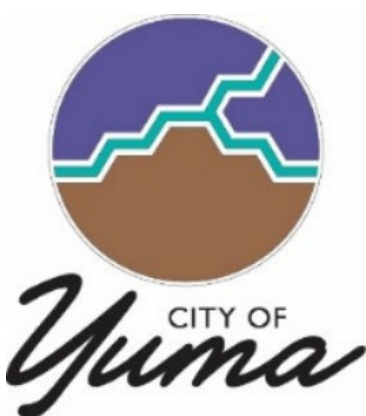
## Two Plans - Working Together to Move the Region Forward

### Yuma Metropolitan Planning Organization (YMPO) Long-Range Transportation Plan (LRTP)

The FY 2026 – FY 2050 LRTP is an essential and federally required element of the YMPO transportation planning process for the entire Yuma metropolitan region - including Yuma, San Luis, Somerton, Wellton, Cocopah Indian Tribe, and unincorporated Yuma County. The LRTP provides a strategic framework for the region's multimodal transportation system for the next 25 years for all modes of transportation, including automobile, bicycle, pedestrian, transit, truck, air, and rail movements.

### City of Yuma Integrated Multimodal Transportation Master Plan (TMP)

The TMP will evaluate existing and projected future transportation conditions in Yuma at a more detailed level than the LRTP, including through a community health assessment, to identify mobility needs and develop recommended improvements for all modes of travel.



Visit the project  
website, provide  
your input, and learn  
more about these  
transportation plans.

<https://www.GreaterYumaMoves.com>

# **YMPO INFORMATION SUMMARY for Agenda Item 6**

## **Complete Streets Concept Study Update**

**DATE:** June 26, 2025

**SUBJECT:** Complete Streets Concept Study (CSCS) Update

### **SUMMARY:**

On August 26, 2024, YMPO, in partnership with consultant Kimley-Horn, launched the development of the Complete Streets and Connectivity Study (CSCS). The study is now nearing completion and will serve as a strategic guide for incorporating Complete Streets principles into the planning and programming of roadway improvements throughout Yuma County.

Complete Streets is a planning approach that ensures streets are safe, accessible, and efficient for all users—regardless of age, ability, or mode of transportation. This includes pedestrians, bicyclists, transit riders, and motorists alike.

The final round of public outreach is currently underway. Board members and the public are encouraged to review the draft study documents and submit feedback by **July 12, 2025**, via the project website: <https://tinyurl.com/3ys4xye5>.

Additional information is also available on the YMPO website and through our official Facebook page. All input received will be considered in finalizing the document, which is scheduled to be presented to the YMPO Executive Board during the **July 2025** meeting.

### **PUBLIC INPUT:**

There has been no public input on this subject.

### **ACTION NEEDED:**

This item is on the agenda for information, discussion, and comments only

**CONTACT PERSON:** Fernando Villegas, Senior Transportation Planner









**THE YMPO REGION WILL DEVELOP AND MAINTAIN A COMPLETE STREETS NETWORK THAT IS SAFE, COMFORTABLE, AND CONVENIENT FOR ALL AGES AND ABILITIES.**

## PROJECT OVERVIEW

The Yuma Metropolitan Planning Organization (YMPO) Complete Streets Concept Study (CSCS) is being developed to guide how **Complete Streets** principles are integrated into the planning and programming process for roadway improvements in Yuma County.

**Complete Streets** provide people of all ages and abilities with safe and comfortable travel options, including walking, biking, riding public transit, or using a personal car. The intent is to provide a network of streets that are safe and efficient for everyone.

## STUDY GOALS

-  Reduce pedestrian and bicyclist fatalities and serious injuries on all public roads
-  Improve region-wide pedestrian infrastructure, access, and intermodal connectivity
-  Provide and maintain an attractive, accessible system of bicycle facilities
-  Improve region-wide access to public transit services

## WE WANT YOUR FEEDBACK!

Scan the QR code to review the draft study documents and provide your input.



<https://tinyurl.com/3ys4xye5>



# **YMPO INFORMATION SUMMARY for Agenda Item 8**

## **Approval of YMPO Travel Policy**

**DATE:** June 26, 2025

**SUBJECT:** Approval of YMPO Travel Policy

**SUMMARY:**

Currently, YMPO staff and vendors comply with the state policies for travel expenses using the State of Arizona Accounting Manual (SAAM) section 50.65 Vendor Travel, Section 50.95 Reimbursement rates.

As part of the newly executed Joint Project Agreement (JPA) with ADOT for FY 2026-27, all MPOs are now required to formally adopt a Travel Policy that aligns with the executed JPA and is compliant with the State policies.

A draft version of the YMPO Travel Policy was previously presented for review. Since that time, one clarifying comment from ADOT and has been incorporated into the final draft.

The Travel Policy is intended to provide clear guidance on the process and requirements for travel approvals and reimbursements.

The final version is now being presented to the Executive Board for formal adoption.

**ACTION NEEDED:** This item is on the agenda for information, discussion, and possible action to approve the YMPO Travel Policy.

**CONTACT PERSON:** Accountant II/ Executive Assistant, Lulu Lopez, and Administrative Assistant/ Bookkeeper Lucia Zamudio, 928-783-8911

# YUMA METROPOLITAN PLANNING ORGANIZATION TRAVEL POLICY



Prepared by the Yuma MPO  
230 w Morrison Street  
Yuma, AZ 85364



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## I. Purpose

This travel policy establishes guidelines for using regional, state, and federal funds for travel-related expenses by employees, board members, committee members, consultants, and contractors in association with the Yuma Metropolitan Planning Organization (YMPO). It ensures compliance with applicable federal and state regulations, which have been referenced throughout this policy to promote transparency, accountability, and the responsible use of public resources.

## II. Scope

This policy applies to all individuals incurring travel expenses while performing YMPO-related activities funded by regional, state, and federal sources. This includes employees, board members, committee members, consultants, and contractors. This policy applies exclusively to domestic travel in the United States.

*Note: For the purposes of this policy, travel within 100 miles of the United States–Mexico or United States–Canada border is still considered domestic travel. Such travel is subject to the same rules and reimbursement guidelines as all other domestic travel under this policy.*

*Travel that involves crossing an international border into Mexico or Canada must receive separate review and prior written approval by the Executive Director and applicable funding agencies, consistent with state travel regulations.*

YMPO will, when feasible, provide registration support to member jurisdictions for Board and TAC members, or their designated alternates, to attend relevant in-state conferences. Full support for overnight travel is provided to YMPO staff to attend relevant in-state and out-of-state meetings and conferences. Substitutions for Board or TAC members of a proxy from their member jurisdiction elected officials or staff may be provided upon request and approval of the YMPO Chair or their designee.

YMPO Staff, Board members, TAC members, or their designated alternative may attend, within reason and pending budget availability, any or all Federal, State, COG/MPO, National, Local Non-Profit, or Local Government agency hosted meetings, training, conferences, review panels, or technical presentations that relate to transportation or planning activities (e.g., FHWA, FTA, ADOT, COG/MPOs, AASHTO, AzTA, RTAC, ACEC, AMPO, NARC, ITE, APA).

*Note: Per 2 CFR 200.444, travel costs for elected officials are allowable only with prior written approval from the Federal awarding agency or pass-through entity. In the case of YMPO Board Members, the federally approved Unified Planning Work Program (UPWP) and transportation-related activities listed within that required travel, serves as the formal written approval.*

### III. Travel Policy and Procedures

YMPO adheres to the State of Arizona Accounting Manual (SAAM) guidelines maintained by the Arizona General Accounting Office (GAO) with the Arizona Department of Transportation (ADOT). While YMPO is not required to strictly adhere to U.S. General Services Administration (GSA) rates, federal regulations prohibit reimbursements from exceeding the published GSA per diem and lodging limits. Therefore, SAAM rates will be used as long as they remain within the federally allowable maximums. These rates represent the upper reimbursement limits unless prior written approval is obtained. Travelers should consult with the YMPO Administrative Assistant or Accountant to confirm applicable rates before incurring travel expenses.

All approved travel expenses will be charged to the appropriate funding source in accordance with the Unified Planning Work Program (UPWP) and applicable state guidelines. The UPWP will include a high-level summary of anticipated travel that aligns with the planned work activities/ planning responsibilities of YMPO. Any travel by an individual or by event of \$5,000 or more must receive approval from the ADOT Regional Planner and federal funding agency.

For detailed information on Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates and policies, refer to [SAAM Section 5095](#).

#### Definition of Travel Expenses

Travel and travel-related expenses refer to the costs incurred by individuals when traveling for official YMPO business. These expenses are necessary for the successful completion of projects, participation in professional conferences, meetings, training, and workshops, and other YMPO-related planning functions.

#### Travel Status Eligibility

Travelers are considered to be in "travel status" when they travel more than 50 miles from their primary work location. This distance threshold determines eligibility for mileage, lodging, and meal reimbursements according to SAAM.

#### Reasonableness and Allowability

Expenses incurred by employees, members, contractors, and consultants for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and allowable, provided they do not exceed charges normally permitted in YMPO's regular operations. All allowed and approved travel reimbursement requests will be paid either on an actual cost or mileage basis (for Mileage Reimbursement Requests only). YMPO does not use per diem allowances unless otherwise approved.

#### Request and Approval of Travel

##### *Travel Pre-Approval*

All travel must be pre-approved by the YMPO Executive Director. Before solidifying any travel arrangements, travelers must submit the following information 30 days prior to the expected travel date:

### *Travel Request Email*

The travel request email should be sent to the Executive Director detailing the purpose of the trip, travel dates, and estimated expenses. [Section 5](#) of this policy provides a link to the SAAM PDF to aid in estimating expenses related to the travel.

For reoccurring travel, such as annual conferences, pre-approval is satisfied when the travel is discussed and confirmed during YMPO Staff Meetings at which the Executive Director is present. These meetings serve as the formal pre-approval mechanism for such trips. The Administrative Assistant will coordinate hotel reservations, registration fees, and transportation arrangements. No separate written pre-approval from the Executive Director is required for these routine events.

### *Review and Final Approval*

The YMPO Executive Director will approve the travel request based on the necessity of the trip, the estimated cost, and the alignment with YMPO goals. The decision will be communicated to the traveler prior to initiating travel arrangements. Approval of travel does not guarantee reimbursement of all travel expenses (reference Reimbursement Procedures section).

If travel is approved, travelers will receive an itinerary prepared by the Administrative Assistant that outlines the **daily** allowable reimbursement rates for all eligible travel-related expenses.

### *Exception Requests*

Any requests for exceptions to the travel policy must be submitted in writing to the Executive Director for review before travel occurs.

## Travel Reimbursement Requirements

### *Expense Reports and Receipts*

Travelers must submit original itemized receipts to the Administrative Assistant for all reimbursable expenses within **5 days** of returning from the trip. Receipts must clearly show the date, location, and itemized expenses. The administrative assistant must complete and submit a Travel Expense Report (**Exhibit A**) for all travelers, which includes a detailed breakdown of all expenses, and attach all itemized receipts.

Failure to provide the necessary documentation may result in a delinquent reimbursement claim.

### *Delinquent Reimbursement Claims*

Administrative Assistant is required to submit all reimbursement claims, including itemized receipts and required forms, within **15 days** of travelers return. Timely submission ensures compliance with internal accounting procedures and state reimbursement timelines.

Delinquent claims, defined as those submitted more than **30 days** after the travel end date, may be subject to denial unless the traveler or Administrative Assistant provides a written explanation and receives approval from the Executive Director.

Delinquent claims may not be eligible for reimbursement if:

- Required documentation is missing or incomplete.
- Delays were avoidable or due to personal negligence from travelers.

To avoid denial or delays in processing, travelers should promptly gather receipts, complete the required forms, and submit all materials to the YMPO Administrative Assistant upon return.

The Administrative Assistant will coordinate and secure hotel accommodation, conference registrations, and transportation arrangements. When these expenses are not paid directly by YMPO, the traveler must follow the reimbursement procedures outlined below to receive reimbursement for the eligible expenses:

## Reimbursement Procedures

### *Airfare*

The cost of transportation to and from the destination, typically via “commercial air travel,” is eligible for reimbursement. Only economy class tickets are reimbursed, and any upgrades or additional services (e.g., seat selection, priority boarding, additional baggage) must be justified and pre-approved by the Executive Director. Expenses lacking approval or deemed personal upgrades will not be reimbursed and are the responsibility of the traveler.

#### Commercial air travel:

Airfare costs that exceed the basic, least expensive, unrestricted accommodation offered by commercial airlines are generally not allowable.

#### Exceptions include:

- Indirect Routes: If the cheapest fare would require a significantly longer or less direct route.
- Unreasonable Hours: If it necessitates travel during very early or late hours.
- Extended Travel Time: If it would make the trip much longer than necessary.
- Additional Costs: If it would lead to extra expenses that negate the savings from the cheaper fare.
- Medical Needs: If it does not meet the traveler's documented medical requirements.
- In such cases, the traveler must provide justification and documentation for opting for higher-class airfare (e.g., business or first class) on a case-by-case basis.

Additionally, if standard or discounted airfares are unavailable for a specific trip, the traveler must demonstrate that such fares were not available in that particular instance.

## *Ground Transportation*

This includes the actual cost of public transportation, taxis, rideshare services (e.g., Uber, Lyft), shuttle services, and rental cars. The YMPO encourages the use of economic modes of transportation.

## *Rental Vehicle*

Travelers must coordinate with the Administrative Assistant prior to obtaining a rental quote or initiating any vehicle rental arrangements. The quote must be based on approved vehicle class outlined in SAAM (see [SAAM 5015: Travel By Individually Operated Motor Vehicle](#)). The Administrative Assistant will assist in preparing and submitting the Vehicle Rental Justification Request Form (**Exhibit B**) to ADOT for approval prior to each planned trip.

## *Personal Vehicle*

If a personal vehicle is used for YMPO-related travel, mileage will be reimbursed at the SAAM standard mileage rate in effect at the time of travel. The reimbursement rate covers the cost of operating a personal vehicle, including fuel, wear-and-tear, and maintenance (i.e., Travelers cannot claim both mileage and actual fuel expenses for the same trip. Selecting both would result in duplicate reimbursement for fuel costs, which is not permissible).

## *Mileage Tracking:*

Travelers must keep track of the number of miles driven for YMPO-related business and submit a completed Mileage Reimbursement Request Form (**Exhibit C**) along with a screenshot from Google Maps that clearly displays the route taken, including the starting and ending addresses. This documentation should be included with the travel reimbursement request documentation to verify the miles traveled.

## *Tolls and Parking:*

Tolls, parking, and other vehicle-related expenses incurred while using a personal or rental vehicle for YMPO business will be reimbursed at the actual cost. Receipts must be submitted for these expenses as well.

## *Lodging*

Hotel accommodations for all YMPO-related travel are to be arranged by the Administrative Assistant. Travelers are not authorized to reserve their own lodging. The Administrative Assistant is responsible for securing hotel reservations that comply with the allowable lodging rates established by SAAM.

Lodging selections should balance comfort, proximity to the event or meeting location, and cost-effectiveness.

Expenses exceeding the allowable lodging rates are considered unallowed therefore not reimbursable by Federal funding sources, unless otherwise specified by the Executive Director.

## *Reservation Change and Cancellation Fees*

Travelers may be reimbursed for charges or fees incurred due to cancellations, re-bookings, or changes to reservations and travel arrangements (e.g., early or late check-in/check-out fees, flight change fees, hotel rebooking charges), provided such changes were necessary and directly related to official YMPO business. Acceptable circumstances may include:

- Changes required due to modified meeting schedules or travel mandates by YMPO leadership.
- Delays or cancellations caused by weather, transportation disruptions, or other unforeseen and documented external factors.
- Emergencies or urgent work-related issues that require a change in itinerary.
- Illness or medical emergencies affecting the traveler.

All requests for reimbursement of such charges must include supporting documentation and justification for the change, approved by the Executive Director.

### *Non-Reimbursable Situations:*

YMPO will not reimburse travelers for fees or penalties incurred due to:

- Personal reasons (e.g., personal preference, family events, vacation extensions)
- Avoidable issues (e.g., late cancellations not due to valid circumstances, failure to confirm reservations)
- Lack of timely communication regarding the need for changes

Travelers are encouraged to plan carefully and notify the YMPO Administrative Assistant as early as possible to minimize the risk of incurring such fees.

## *Meals*

To qualify for a meal reimbursement for any day, the traveler must be in travel status six (6) or more hours. This requirement applies to:

- Any meal and to any day of travel.
- Travel involving or not involving an overnight stay.
- In case of travel involving an overnight stay, to both the day of departure and the day of return.

Travelers will be reimbursed for meals based on the allowable rates established by the SAAM. These rates include allocations for breakfast, lunch, and dinner.

### *Exceptions*

If meals are provided at a conference, meeting, or event, the daily reimbursement rate will be reduced by the cost of those meals. For example, if a conference provides lunch, the traveler must subtract that meal rate from their reimbursement request.

Travelers need to deduct meals furnished by the government or included in a registration/conference fee from their Meal and Incidental Expense (M&IE) allowance.



If a traveler can't eat a provided meal because of a dietary restriction and buys another meal, the traveler may be reimbursed for the cost of that meal in accordance with reimbursement standards. The traveler must note "dietary restriction" in their reimbursement request.

Complementary meals provided by a conference must be deducted from the applicable daily rate. Deductions will follow SAAM guidelines:

- Breakfast: 25% of the daily meal allowance
- Lunch: 30% of the daily meal allowance
- Dinner: 45% of the daily meal allowance

A complementary meal provided by a hotel or airline doesn't need to be subtracted from the meal total.

These deductions apply unless the traveler is unable to consume the provided meal due to documented circumstances.

Travelers are required to submit itemized receipts for meal reimbursements to YMPO.

*Note: For detailed rates and additional information, refer to the [SAAM Section 5095](#) (the Administrative Assistant will prepare an itinerary displaying the rates for the dates of travel).*

### **Incidentals**

Under SAAM, incidental expenses are included within the daily M&IE reimbursement rates. These rates are designed to cover both meals and incidental costs incurred during official travel. For lodging, this includes taxes and service fees directly associated with the room rate. This does not include additional fees for room service or upgrades.

Incidental expenses encompassed by the M&IE rates include:

- Tips and gratuities related to meals and lodging services.
- Fees for transportation between places of lodging or business and places where meals are taken if meals cannot be obtained within a reasonable distance.
- Delivery charges for meals when dining options are not reasonably accessible.

These incidental costs are not reimbursed separately; instead, they are part of the total M&IE reimbursement, which is subject to the maximum allowable rate. Travelers should ensure that their combined daily expenses for meals and incidentals do not exceed the established M&IE rate.

### **Conference Registration Fees**

Fees for official conferences, workshops, seminars, or professional development events relevant to YMPO activities are eligible for reimbursement. These fees must be pre-approved by the Executive Director and directly related to the travel purpose. An itemized receipt and a copy of the conference agenda or program must be provided to



support the expense. Fees must be reasonable and necessary for participation in the approved activity.

### *Contractor Invoices*

Invoices must include a breakdown of travel costs and backup documentation compliant with state travel policies.

All travel for the Contractor must comply with the state policies for travel. Only actual expenses are reimbursable, within maximum reimbursement limits as described and established by the rates for travel: A.R.S. 38-621 through 38-627, Reimbursement for Expenses; SAAM, Section 50.65, Vendor Travel, Section 50.95 Reimbursement Rates. In the event YMPO chooses to reimburse Contractors/Consultants at rates higher than those authorized in the state travel policies when submitting travel reimbursement requests, each receipt must indicate the amount that exceeds the state rate. The Contractor shall also comply with the policies governing individually operated motor vehicles in Section 50.15 of the SAAM. Travel costs paid to Contractors/Consultants must always be supported by appropriate documentation and in the case of rental vehicles, the ADOT-approved justification form.

### *Telephone and Internet*

Reasonable charges for telephone calls, internet access, and other communication services required for official YMPO business will be reimbursed at actual cost given the expense was pre-approved by the Executive Director. Personal use of these services is not reimbursable.

For detailed information on Telephone and Internet expenses policies, refer to [SAAM 5560: Wireless Devices Used to Conduct State Business.](#)

### **Reimbursement Submission and Processing**

Travelers may not request direct reimbursement of travel expenses from funding agencies; expenses must be submitted through the YMPO for reimbursement consideration; pending approval (verification of receipts and compliance with the travel policy), the YMPO will submit ADOT reimbursement requests for all federally eligible travel costs.

### **Non-eligible Travel Expenses**

The following expenses are not eligible for reimbursement under this policy:

- **Alcoholic Beverages:** Any expense related to the purchase or consumption of alcohol.
- **Personal Expenses:** Items or services for personal use, including toiletries, souvenirs, clothing, or recreational activities.
- **Entertainment:** Movie rentals, in-room entertainment, games, and other leisure-related expenses.
- **Travel Insurance:** Unless specifically required by the travel destination or under exceptional pre-approved circumstances.
- **Dependent Expenses:** Costs associated with family members or individuals not traveling on official YMPO business, including meals, lodging or transportation.

- **Dependent Care Costs:** YMPO does not allow reimbursement for dependent care expenses incurred during official travel. Travelers are responsible for making their own dependent care arrangements.
- **Laundry and/or Dry-Cleaning Services:** Unless the travel exceeds seven (7) consecutive days and services are **pre-approved**/Not eligible for reimbursement under any circumstances
- **Personal vehicle repairs or maintenance:** These are considered part of the mileage reimbursement and are not reimbursable separately.
- **Traffic fines or parking tickets:** Costs resulting from violations or traffic laws or parking regulations.

## Compliance

All travel expenditures must comply with SAAM in accordance with 2 CFR Part 200, as published by the GAO.

## Funding Source Compliance:

All approved travel expenses will be charged to the appropriate funding source in accordance with the Unified Planning Work Program (UPWP) and applicable state guidelines.

# IV. Travel Restrictions

## Travel During Emergencies or Federal Government Shutdown

In times of declared emergencies or federal government shutdowns, YMPO travel may be suspended or restricted. Essential travel will be reviewed and approved on a case-by-case basis.

### *Vehicular Accident (Crash)*

In the event you are involved in a vehicle accident during business travel, immediately follow these steps:

1. **Ensure safety:** Move to a safe location, if possible, and check for injuries. Call emergency services if necessary.
2. **Report the incident:** Notify local law enforcement and obtain a police report.
3. **Document the scene:** Take photographs of the accident scene, vehicle damage, and any relevant details.
4. **Contact a tow truck:** If the vehicle is inoperable, contact a local tow service to have the vehicle removed from the scene and transported to a designated location.
5. **Notify the company:** Contact the YMPO Executive Director, staff, or YMPO Vehicle Insurance representative to report the accident as soon as possible.
6. **Insurance:** Follow the procedures outlined in the company's vehicle insurance policy for filing a claim if applicable.
7. **Please follow these steps carefully to ensure safety and compliance with YMPO procedures.**

## **V. Accountability and Auditing**

### **Monitoring**

All travel expenditures will be recorded by the Administrative Assistant and reviewed by the YMPO Accountant and Executive Director to ensure alignment with internal control procedures and this travel policy. Upon approval by the Executive Director, eligible expenses will be submitted to ADOT for reimbursement.

### **Audits**

All travel records and reimbursements may be subject to audit by federal and state agencies, or third-party auditors to ensure compliance with federal/state requirements and proper use of federal funds.

## **VI. Policy violations**

Any violations of this policy, including misuse of funds, failure to comply with reimbursement procedures, or failure to attend scheduled event(s) may result in disciplinary action. This could include the requirement to repay improperly claimed funds, suspension of travel privileges, or termination of employment or contracts.

Travelers are required to consult with the YMPO Administrative Assistant or Accountant prior to making travel arrangements or incurring expenses to ensure full understanding and compliance with this policy.

## **VII. Policy updates**

This travel policy will be reviewed and updated as necessary to remain in compliance with state regulations, changes in funding sources, or organizational needs. Any updates or changes will be communicated to all YMPO employees, board members, committee members, consultants, and contractors.

## **VIII. Conclusion**

YMPO is committed to the responsible, efficient, and transparent use of federal funds. This policy provides clear guidance on travel-related expenses, ensures compliance with state and federal regulations, and promotes sound fiscal practices for all travel funded through regional, state, and federal sources.

## IX. Exhibit A: Travel Expense Report

Travel Request and Expense Report									
Name:						Inv. Reference			
Destination:						Dates:			
Estimated Expenses:									
Registration	\$	-		Rental Car	\$	-			
Hotel	\$	-		Personal Vehicle	\$	-			
Meals	\$	-		Other	\$	-			
Airfare	\$	-		<b>Total</b>	\$	-			
Approvals									
Supervisor Initials:									
Executive Director Initials:									
Actual Expenses (Attach Receipts)									
	Advance/ Prepaid	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	<b>Total</b>
<b>Date</b>									
Registration									
Travel Mode									
Lodging									
Lodging (unallowed)									
Mileage (allowed)			\$ 52.00	\$ 38.00	\$ 38.00	\$ 38.00	\$ 38.00	\$ 52.50	\$ 256.50
Breakfast			\$ -	Provided	Provided	\$ -	\$ -	\$ -	
Lunch			\$ -	Provided	Provided	\$ -	\$ -	\$ -	
Dinner			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meal Total			\$ -	\$ -	\$ -			\$ -	
Meal (unallowed)									
Parking									
Taxi									
Other									
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Notes: Full Day Rate: \$70 Travel Day: \$52.50			A/P Stamp:		Less Advances/Prepays 5169-local			\$ -	
					Total due to Employee			\$ -	
					Classification: 5190-T100			Verified by:	
I certify these to be true and accurate expenses				Employee Signature:				Date:	
Reconciled by:				Initials:				Date:	
<b>Executive Director has approved these expenses</b>								<b>Initials</b>	

## X. Exhibit B: Vehicle Rental Justification Form

VEHICLE RENTAL JUSTIFICATION WORKSHEET									
email to: MPDauthorization@azdot.gov upon completion									
PURPOSE OF TRAVEL						PHONE NUMBER	928-783-8911		
SUBMITTER NAME						EMAIL	<a href="mailto:acctspayable@ympo.org">acctspayable@ympo.org</a>		
TRAVELER'S NAME(S):									
OFFICE ADDRESS	Yuma				AZ	DESTINATION ADDRESS			
	(city)				(state)				
HOTEL STAY?	<input checked="" type="checkbox"/> yes					INSTANCES OF TRAVEL	<input checked="" type="checkbox"/> One Time	4/14/2025	<input type="checkbox"/> Multiple Trips
	<input type="checkbox"/> no						(enter date)		(enter count)
JUSTIFICATION FOR RENTING VEHICLE	Conference location is over 200 miles from work. It is cheaper to rent a car than to fly and arrange ground transportation in Tucson.								
Vehicle Rental									
Base rental cost plus tax per travel instance	Fuel cost	Parking fees per travel day	How many rental days per instance	Total rental vehicle cost per travel instance	\$0.00				
Common Carrier Services (Shuttle / Taxi) for Same Travel									
Is Shuttle Service Available?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	Cost per instance	Shuttle Service Providers Contacted					
Is Taxi Service Available?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	Cost per instance	Taxi Service Providers Contacted					
Are you requesting a medium or large vehicle?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no	Equipment & Luggage to be transported						
How many passengers including driver?	1		(include dimensions and count of pieces)						
Additional Comments									
(additional facts or circumstances, if necessary may be attached)									
MPD PM - This request for a rental vehicle for all instances of travel as requested is necessary/reasonable for program/project success	<input type="checkbox"/> approved	<input type="checkbox"/> rejected	Name	Email	Date				
Submitter / Contact	Name	Email	<a href="mailto:acctspayable@ympo.org">acctspayable@ympo.org</a>	Date Submitted					
ADOT FMS - This request for a rental vehicle for all instances of travel necessary for this program/project, as described above is	<input type="checkbox"/> approved	<input type="checkbox"/> rejected	Name	Email	Date				

## XI. Exhibit C: Mileage Reimbursement Request Form



## Mileage Reimbursement Form

Employee Name: \_\_\_\_\_  
Date: \_\_\_\_\_

[illegible]

Employee Signature

Executive Director Approval

\*Mileage is based on \$0.67/mile (IRS Rate) Form updated 02/03/2025 LL

# **YMPO INFORMATION SUMMARY for Agenda Item 9**

## **GFOA Certificate of Achievement & FY 2025 Audit Schedule**

**DATE:** June 26, 2025

**SUBJECT:** GFOA Certificate of Achievement & FY 2025 Audit Schedule

**SUMMARY:**

The Yuma Metropolitan Planning Organization (YMPO) is proud to share that its Annual Comprehensive Financial Report for the fiscal year ending June 30, 2024, has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental accounting and financial reporting and reflects YMPO's strong commitment to transparency and accountability. YMPO has received this distinguished award each year since 2020, marking five consecutive years of recognition.

YMPO has now initiated preparations for the FY 2025 Audit, which will cover the period of July 1, 2024 – June 30, 2025. Staff is currently working with our financial consultants, The Pun Group, to prepare the financial statements, and with Walker & Armstrong, LLP, the auditing firm, to coordinate the audit process. The proposed audit schedule is displayed below:

FY 2025 YMPO Audit Schedule		
Date	Proposed Action	Responsible Party
Jun 26, 2025	Audit Team Electronic (Test of Control Selections)	Audit Firm
7/29-8/1/25	Accounting ( remote field work)	YMPO Staff, Accounting Firm
Aug 28, 2025	Deadline of all deliverables , PBC (schedules and Documents ) Trial Balance, list, account reconciliation, closing entries, SEFA to Auditors	YMPO Staff, Accounting Firm
Oct 2, 2025	Draft ACFR (1st draft should go to YMPO before the Audit team)	Accounting Firm/ YMPO
10/6-7/2025	Audit (field work)	YMPO Staff, Audit Firm
Nov 14, 2025	Final Draft of Financial Statements to YMPO Audit Firm	Accounting Firm
Dec 2, 2025	Financial Statement Issuance	Audit Firm
Dec 5, 2025	Copies of Annual Comprehensive Financial Report (ACFR) & Single Audit Reporting Package to provide to Board	Audit Firm
Dec 11, 2025	Financial Statement Presentation to Audit Committee and Executive Board	Audit Firm
Dec 23, 2025	Submit GFOA COA **	YMPO
Dec 31, 2025	Deadline for Single Audit Filing Submittal	Audit Firm/ YMPO
Jan 31, 2025	Submit single audit to Federal Audit Clearinghouse	Audit Firm/YMPO

**TECHNICAL & POLICY IMPLICATIONS:**

TECHNICAL: Preparation for the FY 2025 audit will require coordination among staff to ensure timely, accurate financial reporting and readiness for auditor review.

POLICY: No changes to existing policies are proposed. Continued compliance with audit standards and GFOA recognition supports YMPO's commitment to transparency and strong financial governance.

**ACTION NEEDED:**

This item is on the agenda for information, discussion, and possible comment at this stage.

**CONTACT PERSON:**

Lulu Lopez, Accountant II/ Executive Assistant, 928-783-8911



# **YMPO INFORMATION SUMMARY for Agenda Item 10**

## **Gary Kight Memorial Highway Update**

**DATE:** June 26, 2025

**SUBJECT:** Naming of U.S. Route 95 in Honor of the Late Gary Knight

### **SUMMARY:**

The late Gary Knight—distinguished Yuma resident, City of Yuma Councilmember, and Arizona State Transportation Board member—was a strong advocate for regional transportation improvements, particularly along US Highway 95.

On August 22, 2024, the YMPO Executive Board approved Resolution 156, formally recommending that the Arizona State Board on Geographic and Historic Names (ASBGHN) consider designating US-95 as the Gary Knight Memorial Highway. A proposal was submitted to ASBGHN in December 2024.

As part of ASBGHN's multi-stage review process, public feedback is a critical component. Community stakeholders have submitted letters of support via the [Proposed Name Response Form](#) link as recommended by ASBGHN. To help raise awareness and engagement, YMPO has distributed a press release to various local media outlets, shared information on the YMPO website and Facebook page for community support.

The earliest opportunity for a formal vote on the naming proposal will be during ASBGHN's July 22, 2025, Board meeting, rescheduled from the original April 22 date. Garnering support in advance of that meeting is essential to moving the proposal forward.

### **ACTION NEEDED:**

This item is on the agenda for information, discussion, comment only.

### **CONTACT PERSON:**

Crystal Figueroa, Executive Director, 928-783-8911

# **YMPO INFORMATION SUMMARY for Agenda Item 11**

## **YMPO Rebranding Update**

**DATE:** June 26, 2025

**SUBJECT:** YMPO Rebranding Update

**SUMMARY:**

In May of 2022, the Executive Board approved a revised YMPO mission statement, which was the first step in a rebranding vision project. Then in September of 2024 the Board approved the Vision and Values statements along with a new YMPO logo design.

Since the beginning of this year, the YMPO staff have worked hard reviewing options for a website refresh. Staff researched other MPO and transportation related sites for ideas on ways to deliver our information in a refreshing and intuitive way. Our goal has been to create a modern dynamic web presence that incorporates a visually appealing and easy to navigate user experience.

Today we wanted to share with the Executive Board the results of our efforts and share our draft web site design and layout.

**POSSIBLE ACTION NEEDED:**

This item is on the agenda for information, discussion and possible comments only at this time.

**CONTACT PERSON:**

Jeff Heinrichs 928-783-8911.

# YMPO TAC INFORMATION SUMMARY for Agenda Item 12

## RTAC Regional Priority Projects

**DATE:** June 26, 2025

**SUBJECT:** Regional Priority Projects for 2026 Legislation

### **SUMMARY:**

The Rural Transportation Advocacy Council (RTAC) continues to work to provide State funding for local transportation projects in rural Arizona. This item is on the agenda to inform TAC members of the pursuance of a 2026 RTAC priority project legislation and funding allocations approved by the RTAC Board on May 19, 2025.

Last year, the RTAC Board approved the direction to support the Regional Priority Project with a 20% inflation adjustment for the 2025 project legislation.

The population-based division of that amount estimated the possible allocation of funds to the YMPO region at about \$58 million.

The table below shows the allocation of funds with the 20% funding increase for 2025.

REGION	HB2412 - 2024 ALLOCATIONS	20% INCREASE	ADJUSTED TOTAL
CAG	\$20,031,935	\$4,006,387	\$24,038,322
CYMPO	\$33,607,944	\$6,721,589	\$40,329,533
LHMPO	\$14,283,158	\$2,856,632	\$17,139,790
MAG (Pinal)	\$66,364,430	\$13,272,886	\$79,637,316
METROPLAN	\$22,434,763	\$4,486,953	\$26,921,716
NACOG	\$75,287,112	\$15,057,422	\$90,344,534
SVMPO	\$16,333,263	\$3,266,653	\$19,599,916
SEAGO	\$36,102,142	\$7,220,428	\$43,322,570
SCMPO	\$27,034,324	\$5,406,865	\$32,441,189
WACOG	\$40,193,609	\$8,038,722	\$48,232,331
YMPO	\$48,327,320	\$9,665,464	\$57,992,784
TOTAL	\$400,000,000	\$80,000,001	\$480,000,001

YMPO submitted the prior year's three projects for consideration for the 2025 legislation round as shown below:

Project Name	Allocation	20% Increase
US-95 Wellton-Mohawk Canal to Aberdeen Road	\$40,000,000	\$48,000,000
US-95 Pavement Rehabilitation (Phase 2) between County 17th St to Avenue D	\$6,950,000	\$8,340,000
Somerton Main Street Improvements	\$1,377,320	\$1,652,784
<b>Total</b>	<b>\$48,327,320</b>	<b>\$57,992,784</b>

The 2025 Legislation round is not as promising as it was initially. While the estimated available revenues are well over \$600M, the legislature finance advisory committee recommended not obligating more than \$277M as a conservative approach due to

uncertainties at the federal level. As of June 19, 2025, negotiations on the state budget still continue, there are numerous state and local transportation projects included, but none of the listed Yuma region's prioritized projects or continued funding of the AZ SMART fund. One project is currently showing as the Somerton Ave bridge replacement between West County 10<sup>th</sup> St and West County 11<sup>th</sup> St, distribution to Yuma County (Somerton).

This year, the RTAC Committee and Board initiated discussion of supporting another round of the Regional Priority Projects for the 2026 legislation. At their meeting on May 19, 2025, the RTAC Board approved the following regional allocations to be used in developing the 2026 RTAC priority project legislation.

<b>COG/MPO</b>	<b>Population</b>	<b>Percentage</b>	<b>2026 Allocations</b>
BHCMPO	63,569	3.682%	\$17,673,600
CAG	84,659	4.904%	\$23,539,200
CYMPO	172,302	9.981%	\$47,908,800
LHMPO	61,379	3.556%	\$17,068,800
MAG (Pinal)	298,989	17.320%	\$83,136,000
METROPLAN	95,845	5.552%	\$26,649,600
NACOG	291,576	16.891%	\$81,076,800
SVMPO	68,576	3.973%	\$19,070,400
SEAGO	153,403	8.887%	\$42,657,600
SCMPO	119,181	6.904%	\$33,139,200
WACOG	109,077	6.319%	\$30,331,200
YMPO	207,685	12.031%	\$57,748,800
<b>TOTAL</b>	<b>1,726,241</b>	<b>100%</b>	<b>\$480,000,000</b>

The YMPO allocation was reduced by \$243,984 primarily because a Bull Head City MPO was formed. YMPO TAC members will have the opportunity to discuss current priority projects and whether they should remain if the 2025 Legislation is unsuccessful. The fact sheets for each project, including requested funding amounts, will need to be updated.

**POSSIBLE ACTION NEEDED:**

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

**CONTACT PERSON:** Crystal Figueroa, Executive Director

# **YMPO INFORMATION SUMMARY Item #13**

## **2025 Transportation Policy Summit**

**DATE:** June 26, 2025

**SUBJECT:** The Arizona Transportation Policy Summit

**SUMMARY:**

After celebrating 25 years of the *Arizona Rural Transportation Summit*, the event is now the ***Arizona Transportation Policy Summit***. This change better reflects the summit's true scope—transportation policy that impacts communities across the entire state. While rural transportation remains a key focus, the new name acknowledges the broad, statewide importance of the conversations and collaborations that take place during this annual event.

The 25<sup>th</sup> Arizona Transportation Policy Summit is scheduled for October 15 to 17, 2025, at the Sierra Vista ARED Community Innovation Center. The Sierra Vista Metropolitan Planning Organization (SVMPO) will host the conference. Executive Board members are invited and encouraged to take part in this event.

The summit is an opportunity for Arizona legislators, elected officials, transportation professionals, and other guests to engage in conversation on how to improve Greater Arizona and learn about funding transportation challenges across the state. This year's theme is "From Highways to Hyperspace."

Please find the preliminary event agenda attached for your review.

For more details on the conference, visit [www.azrts.org](http://www.azrts.org)

Please contact Lucia Zamudio at [lzamudio@ympo.org](mailto:lzamudio@ympo.org) 928-783-8911 if you would like to attend and register. Lodging and travel expenses for Executive Board members are eligible and approved under the Unified Planning Work Program (UPWP).

**ACTION NEEDED:** This item is just for information and discussion.

**CONTACT PERSON:** Lucia Zamudio, Administrative Assistant/Bookkeeper, 928-783-8911



## Summit Preliminary Schedule

### AT - A - GLANCE

(subject to change)

DAY 1   Wednesday, October 15		
7:30am - 5:00pm	Conference Registration and Check in Open	ARED Community Innovation Center
7:30am - 2:00pm	Breakfast on the Green & Golf Tournament	Sierra Vista Golf Center
10:00am - 12:00pm	Tribal Business Committee Meetings	Sierra Vista Ethel Berger Center
11:00am - 2:00pm	Outdoor Exhibits, Partner Expo, and Food Trucks	ARED Community Innovation Center
2:00pm - 4:30pm	Opening Session and General Session	ARED Community Innovation Center
5:00pm	<b>SUMMIT WELCOME RECEPTION</b>	<b>Tombstone Brewing Sierra Vista</b>
DAY 2   Thursday, October 16		
7:30am - 5:00pm	Conference Registration and Check in Open	ARED Community Innovation Center
7:30am - 8:30am	Breakfast Buffet Served	
8:30am - 12:00pm	General Sessions	
12:00pm - 2:30pm	Keynote Speaker and Lunch	
2:30pm - 4:30pm	General Sessions	
5:00pm - 6:00pm	Arizona Transportation Board Panel	
6:00pm - 8:00pm	<b>Arizona Transportation Board Dinner &amp; Reception</b>	
DAY 3   Friday, October 17		
9:00am	State Transportation Board Meeting	ARED Community Innovation Center