



YMPO EXECUTIVE BOARD MEETING MINUTES

EXECUTIVE BOARD

Regular Meeting

Thursday, October 30, 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

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 3:37 p.m. and asked the Board to join her, in reciting 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 ^
Secretary/Treasurer	Luis Galindo, Councilmember, City of Somerton ^
Member	Cecilia McCollough, Councilmember, Town of Wellton ~
Member	Arturo Morales, Councilmember, City of Yuma ^
Member	Karen Watts, Councilmember, City of Yuma ^
Member	Carol Smith, Deputy Mayor, City of Yuma ^
Member	Paul Patane, Southwest District Administrator, ADOT for Sam Elters^

^ Attended in person.

~ Participated by teleconference.

As five of 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 *
Member	Martin Porchas, Board of Supervisors, Yuma County *
Member	Darren Simmons, Board of Supervisors, Yuma County *
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:

Paul Patane, Southwest District Administrator, ADOT

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

Declaration of Votes

Executive Director Crystal Figueroa noted that, with all City of Yuma representatives in attendance, the annual declaration of votes stands as affirmed.

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.

Chairwoman Ortega noted for the record that City of Somerton Councilmember, Luis Galindo, arrived at 3:40 p.m.

4. Consent Agenda

- A. Approval of September 18, 2025, Board Meeting Minutes
- B. YMPO Income/Expenditure Report for September 2025.

Ms. Figueroa stated that a correction was needed, noting that the agenda listed the August 28th Board meeting minutes and the YMPO Income and Expenditure Report for August 2025, when both items should have referenced September 2025. She apologized for the oversight and clarified that the documents included in the packet were correct, with only the agenda containing the incorrect dates. She further noted that the consent agenda approval pertained to the meeting minutes from September 18, 2025, and the YMPO Income and Expenditure Report for September.

MOTION: Councilmember, Art Morales, motioned to approve both Item A and B of the consent agenda. Deputy Mayor, Carol Smith, seconded, and the motion was unanimously approved.

5. FY 2026-2030 Transportation Improvement Program (TIP) Amendment #1

YMPO Senior Transportation Planner, Mr. Fernando Villegas, presented this item to the Board. He reported that the Executive Board had previously approved the FY 2026–2030 TIP on July 31, 2025, and this amendment represented the first set

of requested changes since its adoption. Mr. Villegas explained that the amendment would add STBG funds in FY 2026 for the shared pathway project along the West Main Canal between Avenue B and Avenue C, incorporate three HURF exchange projects into FY 2027–2029, and include ADOT-requested updates to reflect funding adjustments after the Executive Board’s July 2025 approval. He summarized TAC recommendations from the August and September 2025 meetings, including the programming of remaining FY 2026 STBG funds, creation of a new project with a local match component, and the addition of the Carbon Reduction Program project already identified for this segment. He further outlined the FY 2027–2029 projects, including improvements in San Luis and pavement rehabilitation in the City of Yuma. He described the ADOT revisions related to state and federal funding reallocations and STIP number updates. Mr. Villegas also noted changes requested by Yuma County and the City of San Luis involving HSIP projects that had either received prior funding or required adjustments to align with eligibility and updated funding tables. He concluded by stating that the Technical Advisory Committee recommended approval of FY 2026–2030 TIP Amendment #1.

MOTION: ADOT Southwest District Administrator, Paul Patane, moved to approve the FY 2026-2030 TIP Amendment #1. Councilmember Morales seconded, and the motion was unanimously approved.

6. YMPO AZ SMART Application – Approved

Ms. Figueroa reported that the topic was a continuation of prior discussions regarding the Arizona Smart Fund, which was established by the Arizona State Legislature in 2022 with \$50 million for ADOT, cities, and counties in competing for federal discretionary surface transportation grants. She explained that ADOT administers the program and the State Transportation Board approves all awards. Ms. Figueroa informed the Board that YMPO had submitted an application for \$100,000 in local match reimbursement for the 2024 Safe Streets for All (SS4A) grant, and that the State Transportation Board approved the request at its meeting on September 19, 2025. She noted that a chart included in the packet illustrated all awarded amounts within the YMPO region, totaling \$10,934,000 and leveraging approximately \$45 million in federal grants. She emphasized that this funding stream continues to be a significant benefit for rural Arizona and that approximately \$8,705,000 remained available for member agencies to apply for, allocated across population-based funding categories. Ms. Figueroa highlighted that securing the Smart Fund award eliminates the need for YMPO to commit \$100,000 in local funds for the regional Comprehensive Safety Action Plan and reiterated that completing the plan is essential before member agencies can pursue future implementation-level capital projects under the SS4A program.

Mr. Villegas added that he was currently developing the scope of work for the Comprehensive Safety Action Plan. He explained that once the plan is completed,

member agencies would have approximately three years to apply for construction or implementation funding. He stated that YMPO's consultant would include a guidance component to assist member agencies in preparing future applications. Mr. Villegas also noted that the City of Yuma was pursuing its own SS4A project separately and, as a result, would not be included in the regional plan; however, he reported that YMPO will ensure it is coordinated with the City's ongoing project. The remaining agencies would be included, with potential opportunities for HSIP-related components to be incorporated as part of the safety planning effort.

7. Travel Training Program

YMPO Regional Mobility Manager JR Aguilar presented the YMPO Travel Training Program (TTP) update to the Board. He reported that YMPO had launched the program in Yuma County to help individuals, particularly those with disabilities or limited transit experience, learn to travel independently using the YCAT system. Mr. Aguilar explained that the program builds prior regional mobility and accessibility efforts by providing practical, hands-on transit education. He noted that recent outreach efforts included distributing promotional flyers to YCIPTA for placement on YCAT buses and sharing them with libraries across the county to raise awareness, encourage referrals, and increase enrollment. Additional distributions will occur at senior centers and community centers. Mr. Aguilar stated that the upcoming outreach would include targeted advertising in local radio and newspapers in both English and Spanish. He also reported that foundational steps were underway to establish an online registration portal on ympos.org and to schedule initial interview sessions. He concluded by stating that YMPO expects these efforts to support a successful program launch and that progress updates will be provided at future meetings. Board members were encouraged to share the program information and offer questions or feedback.

Councilmember Karen Watts asked whether program materials could be posted on agency bulletin boards or other public locations. Mr. Aguilar responded that materials could be shared widely and welcomed suggestions for additional distribution sites. He stated that he was working to place flyers in senior centers and other community gathering areas, noting that the process varied by facility and required coordination. He emphasized that the program was intended for all residents in the county and encouraged anyone interested in learning to use the transit system to contact him for individualized assistance.

YMPO Treasurer and Councilmember Luis Galindo asked whether the City of Somerton's senior center had been approached. Mr. Aguilar explained that while senior centers had not yet been visited, outreach had already begun at libraries in San Luis and Somerton, and senior centers, including the new Somerton Resource Center, were included in the upcoming outreach plan. He invited Board members to email him or Ms. Figueroa with recommended posting locations.

Councilmember Morales expressed support for the program and noted that many residents, including low-income families, could benefit from increased independence through transit training. He asked about the duration of the program. Mr. Aguilar explained that the length of training would depend on each participant's learning needs and barriers, as identified during the intake interview. He shared that some individuals learn quickly while others require step-by-step assistance. He stated that the program was designed to be fully hands-on, potentially including guided trips from a participant's home or nearest bus stop to ensure they could travel confidently and independently.

Vice Mayor Smith stated that the program could be valuable for families facing transportation challenges, particularly in settings such as hospital case management where patients often lack reliable transportation. Ms. Figueroa added that group presentations delivered by Mr. Aguilar to targeted audiences could further support community outreach and education. Mr. Aguilar confirmed that group trainings were possible and noted that small group sessions could be practical in multi-unit housing areas or other locations with clusters of potential participants. He encouraged Board members to share program information with anyone who might benefit. He also reported that YMPO was developing an online intake form within a new mobility management section of the YMPO website to streamline registration, and that the program flyer would be made available online for members attending virtually or wishing to distribute it electronically.

8. FTA 5305e Grant for Short-Range Transit Plan – Regional Letter of Support

Ms. Figueroa reported that ADOT had released the FTA Section 5305(e) Notice of Funding Opportunity for transit planning activities. She stated that YMPO had already identified the Short-Range Transit Plan as an activity in the Unified Planning Work Program for FY 2026–2027, noting that the previous plan was completed in June 2021, which placed the region within the best practice recommended four to five-year update cycle. She explained that this funding opportunity aligns well with the region's planning needs and that YMPO staff prepared a grant application and submitted. Ms. Figueroa informed the Board that a letter of support was also requested for the application, and that Chairwoman Cecilia Cruz had signed it, as the activity was already included in the approved Unified Planning Work Program. The letter primarily served to strengthen the application. She noted that YMPO was requesting \$150,000 to complete the study. Ms. Figueroa highlighted the regional importance of conducting coordinated transit planning with YCIPTA, particularly as the region continues to grow and service gaps emerge. She concluded by stating that the Short-Range Transit Plan would help identify and prioritize future transit service and infrastructure investments.

MOTION: Councilmember Morales moved to approve the Regional Letter of Support for the FTA 5305e Grant for a Short-Range Transit Plan. Councilmember Watts seconded, and the motion was unanimously approved.

9. FY 2026-27 YMPO Unified Planning Work Program (UPWP) Amendment #1

Ms. Figueroa presented the item regarding Unified Planning Work Program (UPWP) Amendment #1. She explained that YMPO develops a two-year UPWP and an annual budget, outlining all operational tasks and major planning activities in coordination with member agencies. She noted that the current UPWP was approved on May 29, 2025. She stated that the amendment reflected adjustments resulting from year-end closeout of the state fiscal year and the start of the new federal fiscal year, incorporating actual funds carried forward and updated estimates for FY 2026. Ms. Figueroa summarized the changes, highlighting that YMPO had proposed to ADOT the adoption of a federally authorized 15 percent de minimis indirect cost rate for in-kind revenue, pursuant to federal regulations, effective July 1. She explained that YMPO had previously relied on the Yuma County Cost Allocation Plan for in-kind match calculations; however, the most recent plan resulted in negative costs for YMPO, making the methodology no longer practical. She reported that ADOT had approved YMPO's request and that the new methodology was required to be reflected in the UPWP.

Ms. Figueroa noted additional adjustments including updated staff salaries to reflect current compensation levels, corrected carry-forward balances from FY 2025 to FY 2026, and an increase in Section 5305(a) funds from the originally programmed \$120,000 to \$150,000 to support the Short-Range Transit Plan. She clarified that the Section 5310 award was corrected from \$90,000 to the actual award of \$100,000. She stated that the T100 Administration and Management budget was reduced from \$197,000 to \$193,000 due to minor operational adjustments, and that carried-forward STBG funds were programmed for previously completed planning efforts, including the Long-Range Transportation Plan and the Complete Streets Concept Study. She added that \$17,000 in Section 5310 funds was programmed to support Mobility Management training activities, including the Travel Training Program and PASS training, and that the Roads of Regional Significance Study was increased from \$87,000 to \$104,000, fully funding the project for FY 2026.

Ms. Figueroa also reported that several projects were reduced or deferred to the following year due to lower-than-anticipated carry-forward balances. These included the TMA Study on the I-8 Corridor and various planned capital expenditures, such as staff desk replacements. She stated that essential facility needs, such as the YMPO roof replacement, could be funded with local funds if required. She concluded by noting that all changes applied specifically to the FY 2026 portion of the UPWP.

Councilmember Morales asked for clarification on the I-8 study that had been deferred and inquired about its purpose. Ms. Figueroa explained that the study was intended to evaluate potential improvements along Interstate 8 in response to ongoing regional growth and congestion identified in the Long-Range

Transportation Plan, including considerations related to the 8½ E Interchange. She stated that the effort was envisioned as a preliminary “mini-DCR”-type planning document that would support future project development. Ms. Figueroa added that she had discussed the study with ADOT’s Southwest District Engineer, Paul Patane, and was considering elevating the request to the State Transportation Board to advocate for state funding, acknowledging that although challenging, it was important to pursue available opportunities.

In response to a follow-up question from Councilmember Morales regarding whether the goal was to retain the project in FY 2026, Ms. Figueroa explained that the timeline would depend on funding availability. She stated that if state funding were secured within the remaining months of the fiscal year, the study could proceed in FY 2026; however, current federal planning funds were insufficient, requiring YMPO to defer the project and prioritize ongoing studies and pending grant-funded efforts such as the Short-Range Transit Plan. Councilmember Morales noted growing congestion across the Yuma County corridor, including significant backup at the 16th Street exit, and emphasized the community’s support for advancing needed improvements. Ms. Figueroa agreed, stating that regional advocacy before the State Transportation Board would be important and that the study remained a priority for the following year, despite current funding constraints. She reiterated her intent to explore state funding options, noting that I-8 is a state highway and that pursuing additional resources was worthwhile even if the outcome was uncertain.

Mr. Patane asked whether the proposed work would constitute a design study, a DCR, or a preliminary feasibility analysis. Ms. Figueroa clarified that the effort would be framed as a feasibility study, either evaluating corridor improvements generally or focusing specifically on the 8½ E Interchange, depending on available resources and ADOT coordination.

MOTION: Councilmember Morales moved to approve the FY 2026-27 YMPO Unified Planning Work Program (UPWP) Amendment #1. Councilmember Watts seconded, and the motion was unanimously approved.

10. 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 reported that YMPO staff and several Board members attended the Rural Transportation Summit in Sierra Vista and expressed appreciation for the strong regional presence at the event. She noted that the summit provided valuable opportunities for learning, collaboration, and engagement with statewide transportation partners, and invited Board members to share any comments or observations from the conference. Vice Mayor Smith stated that she enjoyed the summit, emphasizing that transportation work involves continual learning and that the event offered both informative speakers and meaningful networking opportunities. Councilmember Morales shared that his key takeaway was the example presented by the City of Maricopa, highlighting the extensive advocacy efforts required to advance major transportation projects. Ms. Figueroa added that Maricopa's success was due not only to its advocacy but also to its ability to generate local funding support, which contributed to a strong project outcome.

Ms. Figueroa also announced the upcoming Gary Knight Memorial Highway ceremony scheduled for Thursday, November 6, at the Yuma Civic Center. She reported that RSVPs had been received and that staff were finalizing event logistics in preparation for the ceremony. In response to a question from Vice Mayor Smith about whether the event was open to the public, Ms. Figueroa clarified that it was an invitation-only event due to the hosted brunch and the logistical challenges of accommodating the general public.

11. Possible Future Agenda Items

- A. Transportation Alternatives Program
- B. Gary Knight Memorial Highway Ceremony
- C. FY 2026-2027 UPWP Amendment #2
- D. Travel Policy Update

12. Progress Report

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

Sep 19 – Arizona State Transportation Board Meeting, Tuba, City (CF)
Sep 22 – Travel Training Flyer Delivery to YCAT (JR)
Sep 22 – YRBC- TDF meeting (JR)
Sep 22 – RTAC Board Meeting (CF, FV)
Sep 22 – Yuma Road Safety Action Plan TAC Meeting 1 (CF, FV)
Sep 22 – CTS meeting (FV)
Sep 22 – Deltek Inc. Records Request Review (CF, LZ)
Sep 23 – ADOT – FY26 ICAP/ICRP Review – Draft Memo – YMPO (CF, LL)
Sep 24 – 5305(e) FY2025 Transit Planning Application Webinar (JR)
Sep 24 – 26 2025 Arizona Conference on Roads and Streets (CF, JR, JH, FV, LL, LZ)
Sep 29 – NAU/SCP Program Review (JR)
Sep 30 – Yuma, AZ Game Changer presentation by Rhythm Engineering (JH)
Oct 01 – Priority Planning Advisory Committee (PPAC) (CF)

Oct 06 – Staff Meeting (CF, JR, JH, FV, LL, LZ)
Oct 06 – YMPO RORS Monthly Check-In (FV, JH)
Oct 07 – DCIP Meeting w/ Marth Solorzano (CF, JH)
Oct 07 – YMPO Traffic Program GIS Meeting (JH)
Oct 08 – Project Delivery Academy - Module 4 - Project Design and Securing Clearances (CF, JH, FV)
Oct 08 – Travel Training Flyer Delivery (JR)
Oct 09 – YMPO TAC Meeting (JR, JH, FV, LZ)
Oct 09 – YMPO Civic Center Meeting (CF, LL)
Oct 09 – Mobility Managers Meeting (JR)
Oct 09 – IT Risk Assessment - YMPO (JH)
Oct 10 – COG/MPO Planners Meeting (CF, JH, FV)
Oct 13 – PASS Exam Arnulfo Trigueros (JR)
Oct 14 – YMPO – Risk Assessment (QB) (LL)
Oct 14 – MPO/COG Directors Meeting (CF)
Oct 14 – Traffic Management System (JH, FV)
Oct 15 – 17 – AZ Transportation Policy Summit (CF, JR, JH, FV, LL, LZ)
Oct 16 – WACOG-Networking for Community Resources (JR)
Oct 16 – Arizona Incoming Planner Information Exchange (JH, FV)
Oct 17 – Arizona State Transportation Board Meeting - Sierra Vista (Rural Transportation Summit) (CF)
Oct 20 – RTAC Advisory Committee (CF)
Oct 20 – Tour de Fields (JR)
Oct 20 – ADOT/YMPO Coordination Meeting (CF, JH, FV)
Oct 20 – CTS Meeting (FV)
Oct 21 – Yuma PM10 SIP Update Meeting (CF, FV)
Oct 27 – RTAC Board Meeting (CF, FV)
Oct 27 – Yuma, Arizona Event ADOT/DPS (CF, JR, FV)
Oct 28 – 30 – Safe Routes to School Summit 2025 (CF, JR, JH, FV)
Oct 30 – Title VI Training for EB and Staff (JR)
Oct 30 – YMPO Executive Board Meeting (CF, JR, JH, FV, LL, LZ)

13. Personnel: Executive Director's Maternity Leave under FMLA and (Short-Term Leadership)

Ms. Figueroa introduced the final item concerning personnel matters related to the Executive Director's upcoming maternity leave and the associated short-term leadership discussion. She noted that this item required the Board to convene into Executive Session. She explained that, if the Board chose to enter Executive Session, staff would be excused from the meeting. Given the late hour, there would be no need for staff to return once the session concluded.

MOTION: Councilmember Morales moved to convene into Executive Session. Vice Mayor Smith seconded the motion, and it was unanimously approved.

At 4:45 p.m., the Executive Board entered Executive Session.

14. Reconvene to Public Meeting

MOTION: Vice Mayor Smith motioned to reconvene the public meeting. Councilmember Watts seconded the motion, and it was unanimously approved.

15. Executive Director's Maternity Leave under FMLA and (Short-Term Leadership) – Open Discussion

Ms. Figueroa stated that, as discussed in Executive Session, the agenda item concerned information, discussion, and possible action regarding short-term leadership during the Executive Director's upcoming family medical leave for the care of her second child, anticipated from January through March and potentially into early April. She explained that the proposed action included contracting with Mr. Paul Ward under the Special Projects line item in the UPWP, utilizing local funds.

MOTION: Councilmember Watts moved to approve a possible contract with Mr. Paul Ward for Short-Term Leadership while Executive Director is on Family Medical Leave for approximately January to April timeframe using YMPO local funding for this procurement. Vice Mayor Smith seconded, and the motion was unanimously approved.

Ms. Figueroa reminded the Board that no Executive Board meeting would be held in November and that the November and December meetings would be combined, with the combined meeting scheduled for Thursday, December 11th. She explained that this adjustment was due to the holiday season and associated travel. She noted that the meeting would take place on the same day as the Technical Advisory Committee meeting and that YMPO traditionally hosted a Christmas luncheon on that date. Ms. Figueroa asked whether the Board would be open to moving the Executive Board meeting from 3:30 p.m. to 1:30 p.m. to allow for a combined luncheon and meeting, with lunch at approximately 12:00 p.m. and the meeting beginning at 1:30 p.m. She stated that the meeting time could remain at 3:30 p.m. if the Board preferred. **The Board agreed to move the meeting time to 1:30 p.m.**

16. Adjournment.

Having no further business to discuss, Chairwoman Ortega adjourned the meeting at 5:44 p.m.

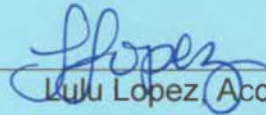
Notice: In accordance with the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability, in the admission of, or access to, or treatment or employment in, its programs, activities, or services. If you have any questions 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. The next meeting will be combined November/December meeting on Thursday, December 11, 2025. The following meeting will be back to the original schedule of the last Thursday of each month, on January 29, 2026.

Preparation and Approval of Minutes:

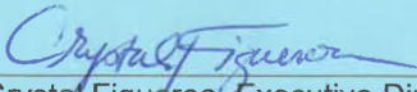
Minutes prepared by:



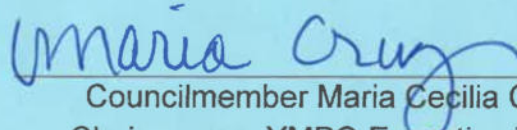
Lulu Lopez Accountant II/Executive Assistant

Minutes reviewed to form by:

Minutes approved in regular session on
December 11, 2025



Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization



Councilmember Maria Cecilia Cruz,
Chairwoman, YMPO Executive Board