



## YMPO TECHNICAL ADVISORY COMMITTEE REGULAR MEETING AGENDA

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### TECHNICAL ADVISORY COMMITTEE (TAC)

December 11, 2025

Time: 10:30 a.m.

In-Person/Virtual

230 West Morrison Street

Yuma, Arizona 85364

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### YMPO TAC MEMBERS

Chairman	Saul Albor, Community Development Director, City of Somerton
Vice-Chairman	Dave Wostenberg, City Engineer, City of Yuma
Member	Frank Sanchez, County Engineer, Yuma County
Member	Eulogio Vera, Public Works Director, City of San Luis
Member	Susan Cowey, CIP Administrator, City of Yuma
Member	Erika Peterson, Senior Planner, City of Yuma
Member	Kelly Fricke, Public Works Director, Yuma County
Member	Jennifer Hobert, Regional Planner, ADOT
Member	Arturo Durazo, Tribal Planner, Cocopah Indian Tribe
Member	Adolfo Ponce, Assistant Public Works Director, Town of Wellton

### YMPO TAC EX-OFFICIOS

EPA	John Kelly
FHWA	Anthony Sarhan
FTA	Tony Belleau
Caltrans	Beth Landrum
YCIPTA	Shelly Kreger

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### 1. Call to Order and Declaration of Votes

The meeting will be called to order and the City of Yuma and Yuma County members will have the opportunity to declare the number of their votes.

**2. Title VI of the Civil Rights ACT of 1964**

A brief message will be read, reminding members of our Title VI obligations. YMPO has survey cards on the YMPO Website for the public to complete. Please send these to JR Aguilar, YMPO Mobility Manager, at [jraguilar@ympo.org](mailto:jraguilar@ympo.org).

**This item is on the agenda for information only, and JR Aguilar, YMPO Mobility Manager, will read the YMPO Title VI Statement.**

**3. Call to the Public**

This item provides an opportunity for the public to comment on items that are NOT on the agenda. Individuals who wish to address the committee need not request permission in advance, but each presentation is limited to three (3) minutes.

**4. Approval of Minutes**

This agenda includes a copy of the draft minutes from the November 13, 2025, Regular TAC Meeting.

**This item is on the agenda for information, discussion, and/or possible action to review, change, and/or approve the minutes.**

**5. Roads of Regional Significance (RORS) Update**

Consultant Kimley-Horn will provide a progress update on the Roads of Regional Significance (RORS) Study.

**This item is on the agenda for information and discussion only. Chris Joannes will present this item.**

**6. Off-System Bridge (OSB) Call for Projects**

ADOT released the call for projects for the Off-System Bridge (OSB) Program for State FY 2027. The purpose of the program is to fund design and/or construction for replacement, rehabilitation, preservation, and protection of roadway bridges over waterways, other topographical barriers, other roadways, railroads, canals, and ferry landings on bridges that are not on the Federal-aid highway system (Local roads and rural minor collectors).

**This item is on the agenda for information and discussion only, at this stage. Mr. Villegas will present this item; further details are contained in Information Summary 6.**

**7. Transportation Alternatives (TA) Program Update**

The TA Program is a set-aside from the Surface Transportation Block Grant Program under the Bipartisan Infrastructure Law (BIL). The FY26 Transportation Alternatives Program was funded with nearly \$17M.

The 2<sup>nd</sup> TA funding cycle had 15 TA projects from across Greater Arizona that were awarded funding for the FY26. The remaining project applications from the FY26 funding cycle will have funding programmed in FY27. A 3<sup>rd</sup> TA funding cycle call for projects is anticipated to be sometime in February 2027.

**This item is on the agenda for information and discussion only. Mr. Heinrichs will present this item; further details are contained in the information summary 7.**

**8. Travel Policy Amendment #1**

The YMPO Travel Policy was approved by the Board on June 26, 2025, establishing reimbursement and travel procedures consistent with the State of Arizona Accounting Manual. Since then, specific clarifications and document updates have been provided to ensure full compliance with federal and state reimbursement rules.

**This item is on the agenda for information, and discussion only. YMPO Accountant Lulu Lopez and Administrative Assistant/Bookkeeper Lucia Zamudio will present this item; further information is included in Information Summary 8.**

**9. 2026 YMPO TAC Meeting Schedule**

The 2026 YMPO Technical Advisory Committee (TAC) meeting schedule is being submitted for review and comment. The standard criteria have been followed; the TAC meetings are scheduled for the second Thursday of each month, starting at 9:00 a.m. All in-person TAC meetings will be held at the YMPO Office, located at 230 West Morrison Street, Yuma, Arizona 85364, unless otherwise stated. The Meetings from the YMPO will also be held with the GoTo Meeting Virtual Platform. The meeting schedule is attached at the end of this Summary.

**This item is on the agenda for information, discussion only. Mr. Villegas will present this item, and further information is included in an information summary as item 09.**

**10. YMPO and ADOT**

YMPO and ADOT staff will have the opportunity to update any other business not fully covered in previous agenda items.

- a. YMPO
- b. ADOT MPD Update

**This item is on the agenda for information and discussion only. Mr. Villegas will present this item.**

**11. In-Kind Match Forms**

This item is on the agenda as a reminder that all YMPO business that any member or staff that does work for YMPO in any form (i.e., read, comment, attend meetings either in-person OR by teleconference), YMPO is able to capture portions, or all, of your time as 'soft' match for those YMPO programs.

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

**12. TAC Status Reports**

Member agencies will have the opportunity to report the status of their projects (Local or Federal). A list of ongoing projects is shown in the information below.

**Yuma County:**

Avenue D/E Corridor: 16th Street to 23rd Street  
Pathway-Avenue B to Avenue C/West Main Canal  
County 14<sup>th</sup> at Avenue G, Traffic Signal and Left Turn Lane  
County 14<sup>th</sup> St. at Avenue C, Traffic Signal  
US95 at Avenue C, Traffic Signal  
County 14<sup>th</sup> at Avenue 4E, Traffic Signal  
County 11th and Avenue G Intersection Realignment Project  
Somerton Canal at County 10 ¼ Street Bridge

**City of San Luis:**

Cesar Chavez Boulevard US95 to SR195  
US95-County 20 1/2 St to County 22nd Raised Medians

**City of Yuma:**

40th Street: Avenue 6E to Fortuna Road  
Avenue 4E: B Canal Bridge (OSB)  
3<sup>rd</sup> Street Bridge @ East Main Canal (OSB)  
Crane Elementary School #13 21<sup>st</sup> Dr. & 30<sup>th</sup> St. Hawk Signal  
Shared Use Pathway East Wetland Park to Pacific Ave.  
Bus Pull-Outs: Avenue A and 16<sup>th</sup> Street  
1<sup>st</sup> Street Shared Use Pathway from 4<sup>th</sup> Avenue to Avenue B.  
32<sup>nd</sup> St; Avenue 3E to Avenue 7 ½ E Shared Pathway  
Hotel Del Sol Multimodal Center

**Town of Wellton:**

William St: Oakland Avenue to Los Angeles Avenue

**Cocopah Indian Tribe:**

No Projects

**City of Somerton:**

County 15th and Avenue D, Crest Curve Correction  
Main Street Redevelopment  
Cesar Chavez and Main Street Improvements

**ADOT:**

US-95: Wellton-Mohawk Canal to Imperial Dam Road  
US-95: Imperial Dam Road to Aberdeen Road

**13. Future Agenda Items**

Members will have the opportunity to suggest future items for the TAC agenda.

- a. Off-System Bridge Program
- b. Roads of Regional Significance Update
- c. Comprehensive Safety Action Plan (CSAP) RFP

**14. Progress Reports**

YMPO staff has provided a list of recent activities:

- a. Nov 13 – YMPO TAC Meeting (CF, JR, JH, FV, LZ)
- b. Nov 13 – 2025 Regional Allocation Advisory Committee Meeting (CF, FV)
- c. Nov 17 – ADOT MPD Corridor Profile Studies Update: Northern and Southern Interstates - TAC Meeting #1 (CF, FV)
- d. Nov 17 – TTP Flyer Delivery to Senior Centers (JR)
- e. Nov 17 – RTAC Board Meeting (CF, FV)
- f. Nov 17 – CTS Meeting (FV)
- g. Nov 18 – Mobility Management addition to YMPO Website (JR, JH)
- h. Nov 18 – Yuma PM10 SIP Update Meeting (CF, FV)
- i. Nov 19 – Ride the YCAT Bus - Route Familiarization (JR)
- j. Nov 19 – Travel Training Program - Route Learning (JR)
- k. Nov 20 – Binational Aerospace Summit 2025 (CF)
- l. Nov 20 – WACOG-Networking for Community Resources (JR)
- m. Nov 20 – Arizona Incoming Planner Information Exchange (JH, FV)
- n. Nov 20 – YMPO Roads of Regional Significance – MCAS (FV)
- o. Nov 20 – Transportation Alternatives TAC Meeting #4 (JH)
- p. Nov 21 – Arizona State Transportation Board Meeting -Wickenburg (CF)
- q. Nov 24 – Audit Meeting Prep (CF, LL)
- r. Nov 24 – Yuma SS4A Opp: YMPO, HighStreet, MobilityMatrix (CF, JH, JR, FV)
- s. Nov 24 – Meeting to Discuss YMPO SS4A Safety Action Plan (CF, JR, JH, FV)
- t. Nov 24 – YMPO Audit Inquiries (CF)
- u. Nov 24 – Travel Training w/Art – Interview Process (JR)
- v. Nov 25 – FY25 DCIP Debrief US95 Safety Improvement (CF, JH)
- w. Nov 25 – YMPO Audit Inquiries (LL)
- x. Nov 26 – YMPO MS2 & Gap Map Working Session (CF, JH)
- y. Dec 02 – MPO/COG Directors Meeting – Traveled to Phoenix (CF)

- z. Dec 02 – YMPO RORS Monthly Check-In (FV)
- aa. Dec 08 – Staff Meeting (CF, JR, JH, FV, LL, LZ)
- bb. Dec 08 – ADOT/YMPO Coordination Meeting (CF, FV)
- cc. Dec 08 – Yuma Region Bicycle Coalition (JR)
- dd. Dec 10 – Project Delivery Academy - ROAD Portal and Maintenance (CF, JH, FV)
- ee. Dec 11 – YMPO TAC Meeting (CF, JR, JH, FV, LL, LZ)
- ff. Dec 11 – YMPO Holiday Luncheon (CF, JR, JH, FV, LL, LZ)
- gg. Dec 11 – YMPO Executive Board Meeting (CF, JR, JH, FV, LL, LZ)

**15. 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. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in YMPO programs, activities, or services, contact Crystal Figueroa or Fernando Villegas at 928-783-8911.*



## YMPO TECHNICAL ADVISORY COMMITTEE REGULAR MEETING MINUTES

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### TECHNICAL ADVISORY COMMITTEE (TAC)

November 13, 2025

Time: 9:00 a.m.

In-Person/Virtual

230 West Morrison Street

Yuma, Arizona 85364

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Vice-Chairman	Dave Wostenberg, City Engineer, City of Yuma ^
Member	Eulogio Vera, Public Works Director, City of San Luis ^
Member	Susan Cowey, CIP Administrator, City of Yuma ^
Member	Erika Peterson, Senior Planner, City of Yuma ~
Member	Kelly Fricke, Public Works Director, Yuma County ^
Member	Jennifer Hobert, Regional Planner, ADOT ~
Member	Arturo Durazo, Tribal Planner, Cocopah Indian Tribe ^
Member	Adolfo Ponce, Assistant Public Works Director, Town of Wellton ~

^ Attended in person.

~ Participated via teleconference.

### YMPO TAC MEMBERS ABSENT

Member	Frank Sanchez, County Engineer, Yuma County
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### YMPO TAC EX-OFFICIOS

EPA	John Kelly
FHWA	Anthony Sarhan
FTA	Tony Belleau
Caltrans	Beth Landrum
YCIPTA	Shelly Kreger

### YMPO STAFF PRESENT

Executive Director	Crystal Figueroa ^
Senior Transportation Planner	Fernando Villegas ^
IT Manager/ Associate Planner	Jeff Heinrichs ^
Regional Mobility Manager	JR Aguilar ^

Bookkeeper/ Administrative Assistant Lucia Zamudio ^

**ADDITIONAL PRESENT**

Kimley-Horn	Chris Joannes~
ADOT	Mark Henige ~
ADOT	Amirul Rajib ~
ADOT	Jon Fell ^
CivTech	Mick Mathieu ~

**1. Call to Order and Declaration of Votes**

Chairman Saul Albor, Community Development Director, City of Somerton, called the meeting to order at 9:00 a.m. The City of Yuma declared votes: Dave Wostenberg (2), Susan Cowey (1), and Erika Peterson (2). Yuma County declared votes: Kelly Fricke (2).

**2. Title VI of the Civil Rights ACT of 1964**

YMPO Title VI Coordinator/Mobility Manager, JR Aguilar read the YMPO Title VI Nondiscrimination Notice to the Public. YMPO has survey cards on the TAC website, for the public to complete. Please send these to JR Aguilar, YMPO Mobility Manager, at [jraguilar@ympo.org](mailto:jraguilar@ympo.org).

**3. Call to the Public**

There were no announcements from the public

**4. Approval of Minutes**

Approval of the October 9, 2025, Meeting minutes.

**MOTION:** Dave Wostenberg, City Engineer, City of Yuma, moved to approve the October 9, 2025, minutes. Eulogio Vera, Public Works Director, City of San Luis, seconded the motion, which was unanimously carried.

**5. Roads of Regional Significance (RORS) Update**

Kimley-Horn Consultant, Chris Joannes, reported that the study's first five tasks are complete. They are currently focusing on identifying projects, strategies, and preliminary costs. Public outreach is being conducted through a web map, social media posts, flyers, press releases, and in-person engagement at the Yuma County Fairgrounds event. Stakeholder meetings are also being scheduled with MCAS Yuma, YPG, Greater Yuma Economic Development, and the County Farm Bureau.

Feedback from GYPA requested adding County 19th Street and Avenue 3E to the network.



Vice-Chairman, Dave Wostenberg, City Engineer, City of Yuma, noted that Avenue 3E has consistently been considered a Road of Regional Significance. There is interest in eventually diverting traffic away from MCAS. However, the existing Avenue 3E corridor is still expected to serve important long-term needs south of the base, including potential improvements to the roadway, bridge, and campus access.

Executive Director, Crystal Figueroa, YMPO, added that the recommendation was based on freight traffic currently traveling from County 19th Street to Avenue 3E. She asked the TAC to consider whether continued truck traffic along this route is desirable, especially given the lack of manufacturing or delivery destinations in the area, or whether freight should instead be directed to the primary freight corridors, such as U.S. 95 and SR 195.

Jon Fell, Assistant District Engineer, ADOT, commented that while SR 195 and the future turnback of US 95 to the county provide ample capacity, trucks and freight traffic will still follow the quickest routes, which is the connection of Avenue 3E with County 19th Street. He added that the planned D–E corridor connection may alleviate some traffic between Avenue B and County 19th Street. Still, beyond that, traffic volumes are expected to increase gradually over the next 10 years.

Kelly Fricke, Public Works Director, Yuma County, mentioned that a new transfer station on County 19 between Avenue D and E will also increase traffic.

Erika Peterson, Senior Planner, City of Yuma, confirmed that a general plan amendment was approved last year for County 19th Street between Avenue B and 4th Avenue Extension. Although no progress has been made, the area is intended for industrial use and is expected to increase traffic once development occurs.

Mr. Fell also mentioned his discussion with Frank Sanchez, County Engineer, Yuma County, regarding the consideration of a curve alignment at Avenue 3E and County 19 intersection. The project remains on the shelf as a future design initiative, prompted by observed increases in traffic and incidents at the intersection.

Fernando Villegas, Senior Transportation Planner, YMPO, noted that County 19 and 3E carry significant cross-border traffic. He questioned whether these roads are regionally significant and suggested that both roads be considered for inclusion in the regional network over the next 10 years.

Mr. Wostenberg noted that once Yuma County completes the Avenue D/E alignment, County 19th and 3E will likely need to be designated as Roads of Regional Significance, with improvements funded by developers or other sources.

Mr. Joannes responded that the RORS network will be updated to include previously recommended projects from the Long-Range Transportation Plan

(LRTP) and the City's Transportation Master Plan (TMP), as well as any identified gaps or deficiencies. Near-term projects will be aligned with funding sources beyond YMPO formula funds. TAC members were asked to share any projects with committed local funding or identified funding sources, either now or at the next meeting so that they can be incorporated into the plan.

Mr. Wostenberg commented that 40th Street will see more use, especially with the future at-grade intersection at SR 195, whereas 32nd Street funnels into a one-lane road. Mr. Joannes responded that they would internally discuss possibly swapping the designation between 32nd Street and 40th Street and clarifying the criteria for a road to qualify as a RORS.

This item was on the agenda for information and comments only.

**6. FY 2026-2030 YMPO TIP Amendment #2**

Mr. Villegas informed TAC members that the FY 2026-2030 YMPO TIP was initially approved on July 31, 2025, and has since been amended once, most recently on October 30, 2025, by the Executive Board.

This amendment will decrease the HSIP funding and the local match amounts for the City of Somerton, County, 15<sup>th</sup> Street and Avenue D Crest Curve Correction project.

Mr. Villegas noted that the eligibility letter is attached, and the final cost estimate is \$486,170, with \$458,458 from HSIP funds and \$27,712 as the local match.

**MOTION:** Mr. Wostenberg moved to recommend TIP Amendment #2 approval to the Executive Board as presented. Mrs. Fricke seconded the motion, which was unanimously carried.

**7. Arizona 2026 Safety Performance Projections (Targets)**

Mr. Villegas informed TAC members on August 31, 2025, that the Arizona Department of Transportation (ADOT) formally established Safety Projections (Targets) for the State of Arizona for 2026. These Safety Projections (Targets) are based on the Safety Performance Measures established by the Federal Highway Administration's (FHWA) Safety Performance Management (Safety PM) final ruling and are based on five-year rolling averages.

ADOT requests a letter from YMPO within 180 days of the effective date, August 31, 2025, indicating whether YMPO supports ADOT's SP Projections or identifying YMPO's SP Projections. YMPO has reviewed the Safety PMs prepared by ADOT, and the TAC may provide a recommendation to the Executive Board after their review.

Mr. Villegas noted there are minimal changes in the safety data. The average fatality rate per 100 million vehicle miles traveled (VMT) increased slightly by 1.6%, while serious injuries decreased by 58.1%, with a per-100-mile rate decline of 0.158%. Non-motorized fatalities and serious injuries increased by 16.2%.

Amirul Rajib, Safety Programs Manager, ADOT, clarified that the reported increase in fatalities is due to the five-year rolling average, not actual numbers. While the rolling average shows 1,264.8 fatalities, the actual 2026 value is 1,194. ADOT is still targeting a 20% reduction in crashes by 2030 compared to 2020. These are statewide numbers.

**MOTION:** Mr. Wostenberg motioned to recommend the adoption of the Arizona Safety Projections in perpetuity from this point forward. Eulogio Vera, Public Works Director, City of San Luis, seconded the motion, which was unanimously carried.

**8. Off-System Bridge (OSB) Call for Projects**

ADOT released the call for projects for the Off-System Bridge (OSB) Program for State FY 2027. The purpose of the program is to fund design and/or construction for replacement, rehabilitation, preservation, and protection of roadway bridges over waterways, other topographical barriers, other roadways, railroads, canals, and ferry landings on bridges that are not on the Federal-aid highway system (Local roads and rural minor collectors).

Mark Henige, Program Manager, ADOT, provided an overview of the FY27 Off-System Bridge call for projects. The two funding streams are the STBG program (\$3.9 million, requiring a 5.7% local match) and the Bridge Formula Program (BFP, 100% federal funding, pending Congressional approval).

The goal is to receive applications for shovel-ready design projects to prepare for future construction funding. Most FY27–28 BFP funding has already been allocated, so FY29–30 is expected to be used for construction.

Projects must be classified as in poor or fair conditions to qualify. Minor application updates were made to clarify funding sources, and the STBG/BFP selection is determined on page two of the application.

Mr. Wostenberg noted that the Yuma Operations Region is considering consolidating several bridges along the Salinity Canal, some of which provide access to the East and West Wetlands trail systems. He asked whether those structures are state-inspected.

Mr. Henige stated that the answer depends on their functional classification and would require reviewing the bridge inventory. He will follow up with ADOT's State Bridge Engineer, David Benton, to confirm eligibility.

Mr. Wostenberg added that if certain bridges are removed, the City of Yuma may request ownership of some structures for emergency access or bike/pedestrian use, potentially making them candidates for future Off-System Bridge (OSB) funding.

Mr. Villegas reminded TAC members that applications must be submitted by December 30, 2025.

Mrs. Figueroa questioned whether any of the member agencies were interested, to which Mr. Wostenberg and Mr. Vera responded that they had some projects in mind.

This item was on the agenda for information and comments only.

**9. Travel Training Program**

JR Aguilar, Regional Mobility Manager, YMPO, has established the continuation of a Travel Training Program in Yuma County aimed at helping individuals learn to travel on their own, utilizing the YCAT's transit system.

The process includes an initial interview to understand each participant's travel barriers, followed by individualized, one-on-one training on route planning, accessing bus stops, and riding the system. The program is funded through the 5310 Mobility Management Grant. Outreach has already begun at libraries, on buses, and through distributed flyers. Additional outreach is planned via radio and media promotions. This program is intended for the entire region.

Susan Cowey, CIP Administrator at the City of Yuma, suggested that Mr. Aguilar also contact school boards to reach a younger audience.

This item was on the agenda for information and comments only.

**10. Comprehensive Safety Action Plan Draft Scope of Work**

Mr. Villegas reported that YMPO was awarded a \$400,000 SS4A grant in FY 2024 to develop a Comprehensive Safety Action Plan aimed at reducing fatalities and serious injuries in the region. The grant required a 20% local match. YMPO applied through the AZSMART program for reimbursement of the \$100,000 match, which was approved in September 2025.

YMPO will now begin preparing the RFP and scope of work for the plan. A preliminary timeline has been developed, with the RFP expected to be released early next year, proposal review in February, consultant selection by the end of

February, and a notice-to-proceed targeted for March. The project is expected to take 15–16 months. This plan will not include the City of Yuma, as the city received its own SS4A grant in 2023 and is already developing a separate plan.

The draft scope of work includes nine tasks:

1. Program management and coordination between the consultant and YMPO.
2. Review of existing safety conditions and crash data in the YMPO region.
3. Public outreach and involvement.
4. Review of regional safety vision, goals, and objectives.
5. Identification of potential safety projects, including mapping and prioritization.
6. Identification and analysis of safety funding resources and grant opportunities.
7. Development of a project list, including up to 20 locations in Yuma County (outside the City of Yuma) for traffic signal warrant studies and pedestrian/hybrid beacon evaluations.
8. Implementation guidance, including how member agencies can apply for SS4A implementation grants following completion of the study.
9. Draft and final plan development.

Once the plan is complete, member agencies will have the opportunity to pursue implementation grants. YMPO cannot apply for implementation funds directly, as it does not construct projects; however, all member agencies are eligible.

This item was on the agenda for information and comments only.

#### **11. YMPO and ADOT**

YMPO and ADOT staff will have the opportunity to update any other business not fully covered in previous agenda items. The LPA Project Update Report was provided as an attachment to this item.

##### **a. YMPO**

- I. **Project Progress Report** – Report is updated with all projects every two months
- II. **December TAC Meeting** – Meeting time has been moved down to 10:30 am to accommodate the holiday luncheon

##### **b. ADOT MPD Update**

- I. **Transportation Alternatives Program** – Will be meeting with the ADOT TAC to review FY27-28 projects that have been submitted

- A. There will be a second call for projects in February 2026 for the remaining FY27-28 funds
  - B. The application has been modified to be in PDF format
- II. **Route Transfer Study** – Bids were due November 6, 2025; evaluation meeting will be conducted November 21, 2025.
- III. **Arizona Freight Plan** – ADOT TAC and FAC met on November 4, 2025, and received input from freight industry representatives, ADOT staff, and stakeholder questions. All feedback will be incorporated into the 2026 SFP.
- IV. **Electric Vehicle (EV) Infrastructure Program** – FHWA conditionally approved the 2025 Arizona Electric Vehicle Infrastructure Deployment Plan on October 2, 2025
  - A. Approval includes 13 new EV stations along the interstate system, which are now eligible for immediate obligation.
  - B. FHWA has not yet issued a call for new Alternative Fuel Corridor nominations; the eight EV stations located on newly nominated corridors cannot be approved at this time and must wait for FHWA action.
- V. **P2P Programming Cycle (FY 2027–2031)** – FY27-31 PR2P cycle has concluded; workshops were completed two weeks ago
  - A. Final P2P project list will be completed within the next few weeks and forwarded to ADOT Programming for development of the Tentative Five-Year Construction Program.
- VI. **Statewide Resilience Plan** – ADOT TAC Meeting #3 will focus on understanding resilience versus risk, reviewing federal context and definitions, and discussing program implications
  - A. ADOT TAC Meeting #4 is scheduled for December 11, 2025.
- VII. **HURF Exchange Program** – Program is still available for use; any projects under FY26 TIP need to be authorized before the end of this fiscal year

Mrs. Figueroa took this time to thank TAC Members who attended the Gary Knight Memorial Highway Ceremony for the unveiling of the sign.

## 12. **In-Kind Match Forms**

This item is on the agenda as a reminder that all YMPO business that any member or staff that does work for YMPO in any form (i.e., read, comment, attend meetings either in-person OR by teleconference), YMPO is able to capture portions, or all, of your time as 'soft' match for those YMPO programs.

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**13. TAC Status Reports**

Member agencies will have the opportunity to report the status of their projects (Local or Federal). A list of ongoing projects is shown in the information below.

**Yuma County:** Update provided by Kelly Fricke, Public Works Director, Yuma County – **No Updates**

Avenue D/E Corridor: 16th Street to 23rd Street

Pathway-Avenue B to Avenue C/West Main Canal

County 14<sup>th</sup> at Avenue G, Traffic Signal and Left Turn Lane

County 14<sup>th</sup> St. at Avenue C, Traffic Signal

US95 at Avenue C, Traffic Signal

County 14<sup>th</sup> at Avenue 4E, Traffic Signal

County 11th and Avenue G Intersection Realignment Project

Somerton Canal at County 10 ¼ Street Bridge

**City of San Luis:** Update provided by Eulogio Vera, Public Works Director, City of San Luis

**Cesar Chavez Boulevard US95 to SR195** – ADOT received bids last Friday; bids came in over budget

**US95-County 20 1/2 St to County 22nd Raised Medians** – No update

**City of Yuma:** Update provided by Dave Wostenberg, City Engineer, City of Yuma  
**40th Street: Avenue 6E to Fortuna Road** – DCR and NEPA documents should be completed next month, ABC is being placed, and asphalt should be laid starting next week or the following week

**Avenue 4E: B Canal Bridge (OSB)** – Finalized scoping, will be requesting design and construction monies through OSB program

**3<sup>rd</sup> Street Bridge @ East Main Canal (OSB)** – Finalized scoping, will be requesting design and construction monies through OSB program

**Crane Elementary School #13 21<sup>st</sup> Dr. & 30<sup>th</sup> St. Hawk Signal** – 30% design

**Shared Use Pathway East Wetland Park to Pacific Ave.** – 90% design, will be meeting with VOR for environmental and safety obtainment

**Bus Pull-Outs: Avenue A and 16<sup>th</sup> Street** – 90% design, working on utility accrurement

**1<sup>st</sup> Street Shared Use Pathway from 4<sup>th</sup> Avenue to Avenue B.** – 60% design

**32<sup>nd</sup> St; Avenue 3E to Avenue 7 ½ E Shared Pathway** – 30% design, submitted comments to proceed to 60% design

**Hotel Del Sol Multimodal Center** – 60% construction

Mrs. Figueroa questioned if the Crane Elementary project anticipated applying for TA Funds for installation. Mr. Wostenberg confirmed they are and will also be applying for TA Funds regarding infrastructure.

Mr. Wostenberg also mentioned that two Hawk Signals have begun construction, and two others are in the pre-construction phase.

**Town of Wellton:** Update provided by Adolfo Ponce, Assistant Public Works Director, Town of Wellton

**William St: Oakland Avenue to Los Angeles Avenue** – Packet was turned into ADOT

**Cocopah Indian Tribe:** Update provided by Arturo Durazo, Tribal Planner, Cocopah Indian Tribe  
No Projects

**City of Somerton:** Update provided by Saul Albor, Community Development Director, City of Somerton – **No Updates**  
County 15th and Avenue D, Crest Curve Correction  
Main Street Redevelopment  
Cesar Chavez and Main Street Improvements

**ADOT:** Update provided by Jon Fell, ADOT

**US-95: Wellton-Mohawk Canal to Imperial Dam Road** – No Update

**US-95: Imperial Dam Road to Aberdeen Road** – Received bids over budget

**14. Future Agenda Items**

Members will have the opportunity to suggest future items for the TAC agenda.

- a. Off-System Bridge Program
- b. Roads of Regional Significance Update

**15. Progress Reports**

YMPO staff has provided a list of recent activities:

- a. Oct 09 – YMPO TAC Meeting (JR, JH, FV, LZ)
- b. Oct 09 – YMPO Civic Center Meeting (CF, LL)
- c. Oct 09 – Mobility Managers Meeting (JR)
- d. Oct 09 – IT Risk Assessment - YMPO (JH)
- e. Oct 10 – COG/MPO Planners Meeting (CF, JH, FV)
- f. Oct 13 – PASS Exam Arnulfo Trigueros (JR)
- g. Oct 14 – YMPO – Risk Assessment QB (LL)
- h. Oct 14 – MPO/COG Directors Meeting (CF)
- i. Oct 14 – Traffic Management System (JH, FV)
- j. Oct 15 – 17 – AZ Transportation Policy Summit (CF, JR, JH, FV, LL, LZ)
- k. Oct 16 – WACOG-Networking for Community Resources (JR)
- l. Oct 16 – Arizona Incoming Planner Information Exchange (JH, FV)
- m. Oct 17 – Arizona State Transportation Board Meeting - Sierra Vista (Rural Transportation Summit) (CF)
- n. Oct 20 – RTAC Advisory Committee (CF)



- o. Oct 20 – Tour de Fields (JR)
- p. Oct 20 – ADOT/YMPO Coordination Meeting (CF, JH, FV)
- q. Oct 20 – CTS Meeting (FV)
- r. Oct 21 – Yuma PM10 SIP Update Meeting (FV)
- s. Oct 21 – GK Memorial Hwy – Vendor Meeting (CF, LL)
- t. Oct 23 – Lunch Meeting w/ Chairwoman Cruz (CF)
- u. Oct 27 – RTAC Board Meeting (CF, FV)
- v. Oct 27 – Yuma, Arizona Event ADOT/DPS (CF, JR, JH, FV)
- w. Oct 28 – Gary Knight Memorial Highway Unveiling Ceremony Final Meeting (CF, LL)
- x. Oct 28 – Martha Solorzano - DCIP Meeting (CF)
- y. Oct 28 – 30 – Safe Routes to School Summit 2025 (CF, JR, JH, FV)
- z. Oct 29 – Resource Guide and RCBH FCRC Ribbon Cutting (JR)
- aa. Oct 29 – Yuma Region Bicycle Coalition (JR)
- bb. Oct 30 – Title VI Training for EB and Staff (JR)
- cc. Oct 30 – YMPO Executive Board Meeting (CF, JR, JH, FV, LL)
- dd. Nov 03 – Staff Meeting (CF, JR, JH, FV, LL, LZ)
- ee. Nov 03 – Yuma Civic Center Tech Testing (CF, LL, LZ)
- ff. Nov 03 – YMPO RORS Monthly Check-In (CF, FV)
- gg. Nov 04 – 05 Implementation Workshop Webinar (JR)
- hh. Nov 05 – Priority Planning Advisory Committee (PPAC) (CF)
- ii. Nov 10 – ADOT/YMPO Coordination Meeting (CF, JH, FV)
- jj. Nov 12 – Project Delivery Academy - Module 5 - Project Advertising, Construction and Construction Closeout (CF, JH, FV, LL)
- kk. Nov 12 – Regional Mobility Committee (JR)
- ll. Nov 13 – YMPO TAC Meeting (CF, JR, JH, FV, LZ)
- mm. Nov 13 – 2025 Regional Allocation Advisory Committee Meeting (CF, FV)

**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. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in YMPO programs, activities, or services, contact Crystal Figueroa or Fernando Villegas at 928-783-8911.*

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

## **Off-System Bridge (OSB) Call for Projects**

**DATE:** December 11, 2025

**SUBJECT:** Off-System Bridge (OSB) Call for Projects

### **SUMMARY:**

ADOT released the call for projects for the Off-System Bridge Program for State Fiscal Year 2027. The purpose of the program is to fund design and/or construction for replacement, rehabilitation, preservation, and protection of roadway bridges over waterways, other topographical barriers, other roadways, railroads, canals, and ferry landings on bridges that are not on the Federal-aid highway system (Local roads and rural minor collectors).

There are **two** separate funding programs available for use on Off-System Bridge Projects. The program type and eligibility for each program are described below:

### **SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBG)**

Eligible for Replacement, Rehabilitation and/or Strengthening:

The bridge must be classified as either “Poor” or “Fair” or having a load capacity rating that requires the bridge to be posted for weight restrictions based on the National Bridge Inspection Standards (NBIS).

Eligible for Preservation/Preventative Maintenance and Protection:

All bridges, regardless of condition, are eligible for Preservation/Preventative Maintenance or Protection measures.

The funding set aside in ADOT’s construction program for each fiscal year is \$3.9M for the STBG Program.

### **BRIDGE FORMULA PROGRAM (BFP)**

Eligible for Replacement, Rehabilitation and/or Strengthening:

The bridge must be classified as either “Poor” or “Fair” or having a load capacity rating that requires the bridge to be posted for weight restrictions based on the National Bridge Inspection Standards (NBIS).

Eligible for Preservation/Preventative Maintenance and Protection:

Protection activities as described above are also eligible to be funded under this program, given that one of the above conditions or load capacity items are met.

The funding set aside will be determined later, and BFP funding may be allocated to SFY 2029 or 2030 for construction.

### **Project Application:**

- The application shall identify the requested Program Funding (STBG or BFP) the project sponsor wishes to apply for on the application form.
- Applications will require a description of work that includes purpose and need, scope of work, justification (system prioritization), schedule, and detailed cost estimates for Design and Construction phases. Entities submitting multiple applications will need to regionally prioritize projects and submit justification for the selected projects.

### **Funding:**

- Under the STBG Program, eligible project costs will be funded at 94.3% federal share with a 5.7% local match.
- Under the Bridge Formula Program (BFP), eligible project costs will be funded with a 100% federal share, and no local match is required.

### **Timeline:**

- OSB applications are due back to the ADOT LPA Section no later than **December 30, 2025**.
- ADOT Selection Committee will review and prioritize all projects based on submitted applications and established scoring criteria in **January 2026**.
- Eligibility determination letters will be sent to applicants (with a copy to the Regional COG/MPO) in **February 2026**.
- Project Sponsors with projects selected can start working with their Regional COG/MPO to program the project into the Regional TIP as soon as program eligibility determination letter is received.
- Project Sponsors with selected projects may start working with ADOT LPA Section to initiate the project and start the IGA process as soon as the project has been programmed in the Regional TIP.
- Funding for Development Activities, such as consultant selection, Environmental, ROW, Utility, and Railroad consultations, will not be available until after **June 2026**.

Attached are the Off-System Bridge Guidelines, application, and scoring criteria. Ensure that all OSB applications submitted to ADOT are on the attached application form.

**All Off-System Bridge applications must be submitted through the Regional COG/MPO or the application will not be considered. This will ensure that each project will appropriately be considered for regional prioritization at the COG/MPO level before submission to ADOT.**

More information about the OSB Program can be found on the ADOT LPA Section website at <https://azdot.gov/business/programs-and-partnerships/local-public-agency/federal-aid-highway-programs-lpa>.

**PUBLIC INPUT:** There has been limited public input on this subject, to date.

**ACTION NEEDED:** This item is on the agenda for information and discussion only.

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

# **YMPO INFORMATION SUMMARY for Agenda Item #7**

## **The Transportation Alternatives (TA) Program**

**DATE:** December 11, 2025

**SUBJECT:** The Transportation Alternatives (TA) Program

### **SUMMARY:**

The TA Program is a set-aside from the Surface Transportation Block Grant Program under the Bipartisan Infrastructure Law (BIL). In 2025 there was \$17M in funding available for Transportation Alternative projects throughout Greater Arizona.

Applications from across the state were received, reviewed and ranked according to four major criteria categories (technical quality, schedule, community support and plan alignment). The output of the scoring effort by the TA TAC was a ranked list of 15 projects across the state that were awarded FY26 TA funding totaling more than \$15.8M dollars. In late September and October, Globe, Arizona was hit with catastrophic flooding that resulted in Globe needing to pull their awarded TA project out of the FY26 program funding.

As a result of the unfortunate circumstances in Globe, the original \$1M award was able to be divided between the next six projects in the TA ranked project list.

- Yuma County's East Main Canal Multi-Use Pathway project was pulled forward to receive scoping funds in the amount of (\$183,885) for FY26.

A motion was passed during the TA TAC meeting on November 20th to fund the remaining submitted 2025 TA projects. This grants the remaining 12 TA projects to be secured funding for FY27 that will begin on July 1<sup>st</sup> of 2026.

- City of Yuma's Shared Use Pathway, connecting 32<sup>nd</sup> Street to the East Mesa Community Park at 36<sup>th</sup> Street will receive design funds in the amount of (\$424,350) in FY27.

The next call for projects for the 3<sup>rd</sup> cycle of the Transportation Alternatives Program is expected to be in February 2026. The TA program is undergoing updates to make the application and review processes easier for applicants and those reviewing applications. Implementations are expected to be in place for the upcoming call for projects in February 2026. Jennifer Hoeber, our ADOT Regional Planner and a member of the YMPO TAC, has been brought into the TA Program to assist with the updates and program administration.

<b>TA Funding Table (FY2026-2029)</b>	<b>Balance</b>
FY26 TA Program Funds	\$16,974,000
FY26 TA Funding Requested	\$16,918,349
FY26 TA Remaining Balance	\$55,651
FY27 TA Program Funds	\$16,974,000
FY27 TA Funding Requested	5,845,425
FY27 TA Funding Available	<b>\$11,128,575</b>
FY28 TA Program Funds	\$16,974,000
FY28 To Funding Requested	2,240,510
FY28 TA Funding Available	<b>\$14,733,490</b>
FY29 TA Program Funds	\$16,974,000
FY29 To Funding Requested	10,887,952
FY29 TA Funding Available	<b>\$6,086,048</b>

**PUBLIC INPUT:**

There has been no public input on this subject, to date.

**ACTION NEEDED:**

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

**CONTACT PERSON:**

Jeff Heinrichs, IT Manager/Associate Planner.

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

## **YMPO Travel Policy Amendment #1**

**DATE:** December 11, 2025

**SUBJECT:** YMPO Travel Policy Amendment #1

**SUMMARY:**

The YMPO Executive Board approved the original YMPO Travel Policy on June 26, 2025, establishing reimbursement and travel procedures consistent with the State of Arizona Accounting Manual (SAAM 50.65 and 50.95).

Following ADOT Multimodal Planning Division's August 2025 memorandum titled *"Reimbursement Eligibility for Local Mileage (<50 Miles) Using Federal Funds,"* YMPO was asked to include specific clarifications and documentation updates in its formal travel policy. These revisions have been incorporated as Amendment #1, to ensure full compliance with federal and state reimbursement rules under 2 CFR 200 and ADOT audit requirements. Amendment #1 includes the following updates:

- **Travel Status Threshold:** Travel under 50 miles is considered local mileage and reimbursed only as a business expense tied to a specific UPWP project.
- **Employee License Requirements:** Adds a section requiring that any employee operating a vehicle on official YMPO business must maintain a valid Arizona driver's license, current and unrestricted. This was requested by ADOT for formal policy adoption and will support audit verification of staff eligibility to operate vehicles.
- **Thirty-Day Advance Notice for Rental Vehicles:** Establishes a 30-day notice requirement for travel plans involving rental vehicles to ensure proper insurance verification, rate comparisons, and prior management approval before reservations are made.

**Note:** Executive Board approval is anticipated December 11, 2025, at 1:30 p.m., following the TAC meeting.

**ACTION NEEDED:** This item is on the agenda for information and discussion only.

**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

Amendment I (Draft)



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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.

#### *Exceptions to the 50 Mile Rule*

Per SAAM 5015 – Section 3 (POVs), mileage under 50 miles for official travel may be reimbursed as a “business expense” if:

- Mileage is associated with a specific project or work element in the current COG/MPO Work Program or UPWP.
- Costs meet the criteria to be allowable under Federal awards per 2 CFR 200.403.

- The reimbursement is for use of a personally owned vehicle (POV) and/or a fleet vehicle (it does not pertain to a contract rental vehicle).
- Mileage cannot be part of a Travel event - It does not include lodging, meals, or incidentals.
- The calculation does not include commuting miles (i.e., travel between home and regular duty station). The calculation only includes miles between the duty post and other temporary duty posts.
- If business POV and/or fleet vehicle mileage is already included in your Indirect Cost Allocation Plan (ICAP), it cannot be reimbursed separately.

Payments for mileage will be reimbursement of payments made to employees for use of a POV or for expenses incurred in a fleet vehicle.

### *Documentation Required for Reimbursement*

For each local mileage reimbursement request, submit:

- Date(s) and time(s) of Trip (departure and arrival)
- Purpose of trip and the related project/work element from the Work Program/UPWP (need to provide supporting documentation)
- Trip origin(s), destination(s), and route(s) taken, as well as mileage using support from one of the methods below:
  - Map quest, Google map, or Waze is the preferred method and can be used to show not only mileage, but also destinations and routes
- Daily business mileage calculations using vehicle's odometer reading to calculate mileage

### *Reimbursement Rate for Official Travel Under 50 Miles*

The reimbursement rate for official travel under 50 miles will follow the published GSA Privately Owned Vehicle (POV) mileage rate, available on the U.S. GSA website:

<https://www.gsa.gov/travel/plan-atrip/transportation-airfare-rates-pov-rates-etc/private-owned-vehicle-pov-mileage-reimbursement>.

### **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 authorizing travel or approving a travel claim that includes travel by a Privately Owned Vehicle (POV), State-Owned Vehicle (SOV), Contracted Rental Vehicle (CRV), or Fleet-Pool Vehicle (FPV), the YMPO Executive Director or traveler's supervisor may request to inspect the traveler's driver's license to verify validity and eligibility to operate a motor vehicle on official State business.

Any person operating a motor vehicle on State business must possess a valid driver's license issued by the State of Arizona, in compliance with all applicable Arizona laws, rules, and regulations. The license must be current, unexpired, and neither revoked nor suspended.

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 30 days prior to travel with the Administrative Assistant to obtain a rental quote or initiate 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**

## **2026 YMPO Technical Advisory Committee Meeting Schedules**

**DATE:** December 11, 2025

**SUBJECT:** 2026 YMPO Technical Advisory Committee Meeting Schedules.

**SUMMARY:**

The 2026 YMPO Technical Advisory Committee (TAC) meeting schedule is being submitted for review and comment. The standard criteria have been followed; the TAC meetings are scheduled for the second Thursday of each month, starting at 9:00 a.m. All in-person TAC meetings will be held at the YMPO Office, located at 230 West Morrison Street, Yuma, Arizona 85364, unless otherwise stated. Virtual access will be provided through the GoTo Meeting platform. The meeting schedule is attached at the end of this Summary.

**PUBLIC INPUT:**

No specific input has been received from the public on this subject.

**TECHNICAL & POLICY IMPLICATIONS:**

TECHNICAL: Meetings are scheduled based on standard prior-year criteria.

POLICY: Membership of the TAC and the frequency of meetings are outlined in YMPO By-Laws.

**ACTION NEEDED:**

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

**CONTACT PERSON:**

Fernando Villegas, Senior Transportation Planner

## **2026 YMPO Technical Advisory Committee Meeting Schedules**

<b>Day</b>	<b>Date</b>	<b>Location</b>	<b>Start Time</b>
Thursday	January 8, 2026	YMPO Office/Virtual	9:00 a.m.
Thursday	February 12, 2026	YMPO Office/Virtual	9:00 a.m.
Thursday	March 12, 2026	YMPO Office/Virtual	9:00 a.m.
Thursday	April 9, 2026	YMPO Office/Virtual	9:00 a.m.
Thursday	May 14, 2026	YMPO Office/Virtual	9:00 a.m.
Thursday	June 11, 2026	YMPO Office/Virtual	9:00 a.m.
Thursday	July 09, 2026	YMPO Office/Virtual	9:00 a.m.
Thursday	August 13, 2026	YMPO Office/Virtual	9:00 a.m.
Thursday	September 10, 2026	YMPO Office/Virtual	9:00 a.m.
Thursday	October 8, 2026	YMPO Office/Virtual	9:00 a.m.
Thursday	November 12, 2026	YMPO Office/Virtual	9:00 a.m.
Thursday	December 10, 2026	YMPO Office/Virtual	9:00 a.m.

Note: All dates correspond to the second Thursday of each month.

The YMPO Office is located at 230 West Morrison Street, Yuma, Arizona 85364.

Virtual access will be provided through the GoTo Meeting platform.