



## YMPO EXECUTIVE BOARD REGULAR MEETING AGENDA

EXECUTIVE BOARD  
Regular Meeting  
Thursday, May 28, 2026  
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

### YMPO EXECUTIVE BOARD

Chairwoman	Wynnie Ortega, Councilmember, Cocopah Indian Tribe
Vice-Chair	Juan Castillo, Vice Mayor, City of Somerton
Secretary/Treasurer	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Cecilia McCollough, Councilmember, Town of Wellton
Member	Martin Porchas, Board of Supervisors, Yuma County
Member	Maria Cecilia Cruz, Councilmember, City of San Luis
Member	Carol Smith, Councilmember, City of Yuma
Member	Karen Watts, Councilmember, City of Yuma
Member	Mark Martinez, Councilmember, City of Yuma
Member	Sam Elters, Arizona State Transportation Board, AZSTB/ADOT

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

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

**1. Call to Order and the Pledge of Allegiance.**

The meeting will be called to order and members will be asked to recite the Pledge of Allegiance.

**2. Roll Call Attendance and Declaration of Votes.**

Lourdes (Lulu) Lopez, YMPO Accountant II/Executive Assistant, will call the attendance roll and if any members of the City of Yuma are not in attendance, those members that are in attendance will have the opportunity to declare the number of votes that each member will exercise, including any proxy votes.

**3. Title VI Declaration and Call to the Public.**

Jesus Aguilar, Jr., YMPO Mobility Manager, will read a brief message, reminding members of our Title VI obligations. In addition, this item provides an opportunity for comments by the public on subjects *not* on the agenda. Individuals wishing to address the YMPO Executive Board (the Board) need not request permission in advance and are limited to three (3) minutes. Any members of the public attending by teleconference are requested to contact YMPO staff with any questions they may have prior to the meeting.

**4. Consent Agenda.**

- A. Approval of the April 30, 2026, Board Meeting Minutes.
- B. YMPO Income/Expenditure Reports for April 2026.

A copy of the draft minutes of the Regular Board meeting from April 30, 2026, will accompany this agenda. Members will have the opportunity to review, report any changes, and/or approve the minutes. The April 2026 financial reports will accompany this agenda and will be available for comment, and possible approval, at this meeting.

**This item is on the agenda for information, discussion, and possible action to approve the Consent Agenda. Copies of the draft minutes for April 30, 2026, and the financial report for April 2026 are attached as Items 4A and 4B, respectively.**

**5. FY 2026-27 YMPO Unified Planning Work Program (UPWP) Amendment #4**

The FY 2026-27 YMPO UPWP and Annual Budget (UPWP/B) was approved by the Board on May 29, 2025, and since then, it has been amended three, most recently on March 26, 2026.

Amendment #4 is being presented to increase local funds allocated under T-1000 – Capital Projects by an additional \$10,000 to \$15,000 above the currently budgeted \$35,000 for the YMPO office building roof repair project based on recently received cost estimates.

**This item is on the agenda for information, discussion, and possible approval of Amendment #4 to the FY 2026-27 YMPO UPWP; changes pertain only to FY 2026. YMPO Executive Director Crystal Figueroa will present this item; further information is included in information summary 5.**

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

The FY 2026-2030 YMPO TIP was initially approved on July 31, 2025, and has since been amended five times, most recently by the Executive Board on April 30, 2026.

This amendment will move the construction of the Shared Use Pathway, East Wetland Park to Pacific Avenue in the City of Yuma from FY 2026 to FY 2027.

**This item is on the agenda for information and discussion, and possible action to approve the FY 2026-2030 YMPO TIP Amendment #6. YMPO Senior Transportation Planner Mr. Villegas will present this item, and further information is provided in Information Summary 6.**

**7. Consultant Selection for the Comprehensive Safety Action Plan**

YMPO released a Request for Proposal (RFP) on March 26, 2026, for the development of a Comprehensive Safety Action Plan (CSAP) for the YMPO region. This effort is funded through the federal Safe Streets and Roads for All (SS4A) Grant Program and the Arizona SMART Fund Grant Program.

Two proposals were received from High Street Consulting Group and Greenlight Traffic Engineering. Due to the close ranking of the proposals, consultant interviews were conducted. YMPO staff will present the TAC's preferred consultant to the YMPO Executive Board for possible approval.

**This item is on the agenda for information, discussion, and possible action to approve the recommended consultant and authorize the Executive Director to execute contract. Ms. Figueroa will present this item, and further details are contained in the attached Information Summary 7.**

**8. Draft IT Security and Change Management Policy**

As part of the FY 2024 and FY 2025 audit recommendations, auditors identified the need for formal IT policies and procedures related to IT security, user access reviews, change management, and disaster recovery planning. In response, YMPO staff developed a draft YMPO IT Security and Change Management Policy to strengthen internal controls and enhance IT governance. The draft policy is being presented for Executive Board information and is anticipated to return in June following Subcommittee review for possible adoption recommendation.

**This item is on the agenda for information, discussion, and comment only, at this stage. Ms. Figueroa and YMPO Jeff Heinrichs, IT Manager/Associate Planner, will present this item; further details are provided in the information summary 8.**

**9. Transportation Alternatives (TA) Program – Submitted Projects**

The TA Program set-aside provides funding to support smaller-scale alternative transportation projects in Greater Arizona and represents the program's third funding cycle. These projects aim to improve safety, connectivity, and equity for all users of the on-road network. The TA screening application process closed on April 3, 2026. YMPO provided eight letters of support; staff will provide an overview of the submitted projects and the anticipated timeline moving forward.

**This item is on the agenda for information and discussion only. Jeff Heinrichs, YMPO IT Manager/Associate Planner, will present this item, and further details are contained in information summary 9.**

**10. RTAC FY 2027 Assessment Increase**

YMPO staff recently received notification from the Rural Transportation Advocacy Council (RTAC) regarding proposed FY 2027 member assessments. RTAC indicated the increase was approved to support a balanced and fiscally sustainable budget following several years of utilizing reserve funds.

The proposed FY 2027 RTAC assessment for YMPO would increase from approximately \$23,039 in FY 2026 to approximately \$27,116 in FY 2027. This item is provided for Executive Board information and discussion regarding potential FY 2027 budget impacts and continued regional transportation advocacy participation.

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

**11. YMPO Director's Evaluation**

At the February 2026 Executive Board meeting, the Board appointed the Performance Evaluation Subcommittee consisting of Chairwoman Wynn Timer, Councilmember Mark Martinez, and Councilmember Cecilia McCollough to conduct the Executive Director's annual evaluation.

The Subcommittee will coordinate an evaluation date prior to the next Board meeting and present its recommendations to the Executive Board during Executive Session for consideration and possible action regarding the Director's evaluation and any related salary adjustment.

**This item is on the agenda for information and discussion only. Ms. Figueroa, will present this item, and further details are contained in information summary 11.**

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

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

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

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

**13. Possible Future Agenda Items**

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

- A. YMPO Accounting Manual, Employee Manual, and Procurement Updates.
- B. YMPO IT Security and Change Management Policy Adoption
- C. AZ SMART Fund
- D. Transportation Alternatives Program
- E. Arizona Sun Cloud

**14. Progress Reports**

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

- a. Mar 26 – Radio interview of Travel Training program w/Russ Clark (JR)
- b. May 04 – ArcGIS - Working with Charts and Reports (JH)
- c. May 04 – Yearly Insurance Renewal Review (LL)
- d. May 04 – Staff Meeting (CF, JH, JR, FV, LL, LZ)
- e. May 05 – S Drive - File Retention Plan Progress Check In #1 (CF, LL, LZ)
- f. May 06 – ICAP ICRP Analysis Work (LL)
- g. May 06 – Speaking Tactfully for Supervisors (LL)
- h. May 07 – ArcGIS - Drone2Map Basics (JH)
- i. May 07 – Stay Cool This Summer: Transportation, Energy Savings & Community Resources (JR)
- j. May 07 – ADOT CPS Interstate Corridors - TAC Meeting #2 (JH, FV)
- k. May 07 – ArcGIS - Drone2Map: Processing Imagery (JH)
- l. May 08 – 14 – Community Transportation EXPO 2026 (JR)
- m. May 11 – ArcGIS - Introduction to Spatial Data (JH)
- n. May 11 – Yearly Preliminary Audit Procedures with Auditing Firm (LL)
- o. May 11 – ADOT/YMPO Monthly Coordination Meeting (CF, JH, FV)
- p. May 11 – ArcGIS - Getting Started with Spatial Analysis (JH)
- q. May 11 – RTAC Advisory Committee (CF)
- r. May 12 – ArcGIS - Deep Learning (JH)
- s. May 14 – YMPO TAC Meeting (CF, JH, FV, LZ)
- t. May 18 – ArcGIS - Roads and Highways: Intro to Modeling and Data Management in a Desktop Environment (JH)
- u. May 18 – Regional Mobility Committee (JR)
- v. May 18 – RTAC Board Meeting (FV)
- w. May 18 – Yuma CoPt Monthly Meeting (JR)
- x. May 19 – ArcGIS - Roads and Highways: Preparing and Sharing an Linear Referencing System (LRS) (JH)
- y. May 19 – Yuma PM10 SIP Update Meeting (CF, FV)
- z. May 19 – Yuma Road Safety Audit Team (FV, JH)

- aa. May 20 – ArcGIS - Drone2Map Essentials (JH)
- bb. May 21 – Arizona Incoming Planner Information Exchange (FV)
- cc. May 21 – WACOG-Networking for Community Resources (JR)
- dd. May 26 – Weekly Meeting: SZ01801C Cesar Chavez Boulevard - US 95 to SR 195 (CF)
- ee. May 28 – YMPO Executive Board Meeting (CF, JR, JH, FV, LL)

**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. If you have any questions regarding YMPO programs, activities, or services, please contact Crystal Figueroa or Fernando Villegas at 928-783-8911.*

**Anticipated Future 2026 Meetings and Locations.**

Future meetings will continue at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members may participate in person, OR they may participate electronically by computer and/or telephone (or both), using the GoToMeeting portal. In general, meetings will be the last Thursday of each month, and the next two meetings are tentatively scheduled June 25, 2026, and July 30, 2026



# YMPO EXECUTIVE BOARD REGULAR MEETING MINUTES

EXECUTIVE BOARD  
Regular Meeting  
Thursday, April 30, 2026,  
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 (YMPO) Chairwoman, Cocopah Indian Tribe Councilmember, Wynnie Ortega, called the YMPO Executive Board (the Board) meeting to order at 3:30 p.m. and asked the Board to join her in reciting the Pledge of Allegiance.

2. Roll Call Attendance and Declaration of Votes.

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

YMPO Executive Board Members Present:

Chairwoman	Wynnie Ortega, Councilmember, Cocopah Indian Tribe ^
Vice-Chair	Lorena Delgado, Councilmember, City of Somerton ~
Member	Lynne Pancrazi, Board of Supervisors, Yuma County ^
Member	Cecilia McCollough, Councilmember, Town of Wellton ^
Member	Martin Porchas, Board of Supervisors, Yuma County ^
Member	Maria Cecilia Cruz, Councilmember, City of San Luis ^
Member	Carol Smith, Councilmember, City of Yuma ~
Member	Karen Watts, Councilmember, City of Yuma ^
Member	Sam Elters, State Transportation Board, AZ STB/ADOT ~

^ Attended in person.

~ Participated by teleconference.

As all seven constituent member agencies were present, the quorum requirement was met.

YMPO Board Members Absent:

Vice-Chair	Juan Castillo, Vice Mayor, City of Somerton #
Member	Mark Martinez, Councilmember, City of Yuma #

# 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:

Eric Emmert – The Dorn Policy Group

Tom Dorn – The Dorn Policy Group

YMPO Staff Present:

Crystal Figueroa Executive Director

Fernando Villegas Senior Transportation Planner

Jesus Aguilar, Jr Regional Mobility Manager

Jeffrey Heinrichs IT Manager/Associate Planner

Lucia Zamudio Administrative Assistant/Bookkeeper

Lourdes Lopez Accountant II/Executive Assistant

Declaration of Votes

Councilmember Carol Smith declared three (3) votes, and Councilmember Karen Watts declared two (2) votes for the City of Yuma.

3. Title VI Declaration and Call to the Public.

The Chairwoman called on the YMPO Regional Mobility Manager, Jesus Aguilar, Jr., who read the YMPO Title VI obligations.

No members of the public were present to address the Board.

Mr. Aguilar stated that voluntary self-identification survey cards were available for members of the public attending the meeting in person and would also be made available online. He explained that the surveys assist with Title VI reporting requirements and expressed appreciation for the public's participation and time.

4. Consent Agenda

A. Approval of March 26, 2026, Board Meeting Minutes.

B. YMPO Income/Expenditure Report for March 2026.

Ms. Lopez noted a correction to the last paragraph of the Consent Agenda. She stated that the agenda referenced draft minutes for February 26, 2026; however, the Board was approving the March 2026 meeting minutes and financial statements.

MOTION: Supervisor Pancrazi moved to approve both Items A and B on the consent agenda for March. Councilmember Watts, seconded, and the motion was unanimously approved.

5. Selection of Companies to Provide Accounting & Auditing Services

Ms. Figueroa informed the Board that YMPO released separate RFPs for accounting and independent audit services on March 4, 2026, in accordance with YMPO bylaws and federal requirements, with proposals due on March 30, 2026.

She stated that the Audit Committee met on April 13, 2026, to evaluate proposals based on established criteria in the RFPs. The committee recommended The PUN Group, LLP for accounting services and Heinfeld, Meech & Co., P.C. for independent audit services for FY 2026. She also noted that the contracts would be for one year with options for annual renewals up to four additional years.

Supervisor Pancrazi, on behalf of the Audit Committee, recommended approval of the selected firms and authorization for the Executive Director to execute the agreements.

MOTION: Supervisor Porchas moved to approve the selection of companies to provide Accounting and Auditing Services for FY2026 as recommended by the YMPO Audit Committee. Ms. Watts seconded, and the motion was unanimously approved.

6. FY 2026-2030 YMPO TIP Amendment #5

Mr. Villegas presented this amendment and explained to the Board that the amendment would increase HSIP funding and the local match for the City of Somerton County 15th Street and Avenue B project, with the final estimated construction cost set at \$710,000, including \$669,530 in HSIP funds and \$40,170 in local match funds. He noted that the project costs had previously been revised several times, including a reduction approved in December 2025 under Amendment No. 2, and stated that the increase was necessary for the City of Somerton to move forward with the project.

Mr. Villegas also explained that the amendment would decrease federal and local match funding for the YCIPTA Rural Operations Project from \$646,342 to \$133,276, including \$125,679 in federal funding and \$7,597 in local match funds, in order to allow YCIPTA to access the funds through the TIP project. To better understand, federal law requires that federally funded transit projects be programmed through the MPO's Transportation Improvement Program (TIP) before the funds can be obligated by Federal Transit Administration (FTA). He stated that the Technical Advisory Committee recommended approval of both changes.

Supervisor Pancrazi asked whether the project referenced was the one previously discussed by the Chairman of the Cocopah Tribe, and Supervisor Porchas clarified that it was not and that the project was located farther east.

MOTION: Supervisor Pancrazi moved to approve FY 2026-2030 YMPO TIP Amendment #5. Supervisor Porchas seconded, and the motion was unanimously approved.

7. RTAC State and Federal Legislative Update

Ms. Figueroa reported that Dorn Policy Group had been contracted by RTAC to support legislative advocacy efforts during the transition period following the departure of the RTAC liaison and during the recruitment process for the RTAC Executive Director. She introduced Mr. Eric Emmert and Mr. Tom Dorn, who provided a legislative update virtually.

Mr. Emmert presented an overview of the 109th day of the Arizona legislative session, including the composition of the Legislature, leadership in both chambers, and current budget negotiations. He explained that the Governor had issued a moratorium on legislation pending receipt of a budget proposal and discussed elements of the proposed Republican budget, including tax conformity measures, reductions to agency budgets, sweeps of transportation-related funds, and the exclusion of Proposition 123.

Supervisor Pancrazi inquired about the rationale for excluding Proposition 123 from the Republican budget. Mr. Emmert and Mr. Dorn explained that some legislators viewed Proposition 123 as a temporary measure and discussed concerns regarding education funding and budget balancing.

Mr. Emmert and Mr. Dorn also discussed transportation-related legislation and funding issues affecting RTAC, including proposed sweeps of the SMART Fund and HURF funding, transportation project delays, and RTAC's advocacy efforts opposing the diversion of transportation revenues. They further reviewed legislation related to gas tax proposals and a proposed moratorium on local taxes, fees, and rates through 2030, which RTAC opposed.

Supervisor Pancrazi asked whether the proposed moratorium would apply to all local taxes, including sales and property taxes, and Mr. Emmert confirmed that it would.

Mr. Emmert also provided an update on federal transportation issues, including reauthorization of the Infrastructure Investment and Jobs Act (IIJA), potential federal funding reductions, and RTAC's ongoing coordination with Arizona's congressional delegation.

Ms. Figueroa added that although House Bills 2304 and 2760 related to the AZ SMART Fund did not advance, RTAC anticipated pursuing another round of one-time transportation funding requests. She noted that staff would return to the Technical Advisory Committee and Executive Board with project recommendations for future legislative consideration.

8. Bridges and Safety Infrastructure for Community Success (BASICS) Act

Ms. Figueroa informed the Board that the Infrastructure Investment and Jobs Act (IIJA) was scheduled to expire on September 30, 2026, and explained that the federal transportation reauthorization process would determine future transportation policies and funding allocations. She provided an overview of the proposed Bridges and Safety Infrastructure for Community Success Act, which would increase investment in bridge repair, roadway safety, and regionally prioritized transportation projects, while also promoting greater coordination among federal, state, and local agencies.

Ms. Figueroa stated that the proposed legislation included increased funding for the Surface Transportation Block Grant Program, expanded support for the Highway Safety Improvement Program (HSIP), and additional investment in Metropolitan Planning Organizations (MPOs) and regional transportation planning organizations. She noted that, if enacted, the legislation could provide additional funding opportunities for YMPO and its member agencies to advance projects included in the Transportation Improvement Program (TIP). She added that YMPO, through its membership with the Association of Metropolitan Planning Organizations, would continue monitoring the legislation, which at the time had not yet received a hearing.

9. Arizona Transportation Policy Summit 2026 - Flagstaff

Ms. Zamudio informed the Board that the 2026 Arizona Transportation Policy Summit, formerly known as the Rural Transportation Summit, would be held in Flagstaff from October 14–16, 2026. She explained that the summit is intended to educate state legislators and local elected officials on rural, state, and federal transportation needs, while fostering advocacy and collaboration on transportation funding solutions throughout Arizona. She noted that the 2026 summit would focus on helping local officials and staff effectively communicate transportation priorities with legislators.

Ms. Zamudio stated that registration was not yet available and that staff was coordinating with the Drury Plaza Hotel to reserve rooms once availability opened. She also noted that Councilmember Maria Cruz had confirmed attendance.

Supervisor Pancrazi requested to be registered for the summit.

10. ADOT Tentative 2027-2031 Transportation Facilities Construction Program

Ms. Figueroa informed the Board that ADOT released the tentative 2027–2031 Five-Year Transportation Facilities Construction Program on March 2, 2026, with the public comment period remaining open through May 22, 2026. She explained that the statewide program included approximately \$9.85 billion in transportation investments, including approximately \$4.1 billion for Greater Arizona and rural communities, with funding priorities focused primarily on pavement and bridge preservation, safety improvements, and limited capacity expansion projects. She

noted that while the program continued to support rural Arizona, the Yuma region did not currently have a major capacity expansion project comparable to other areas statewide.

Ms. Figueroa stated that YMPO staff recommend a comment letter supporting the U.S. 95, segment widening project as a regional defense and safety priority corridor. She noted that the FY 2023 RAISE Grant had advanced project design and positioned the project for future funding opportunities.

Mr. Patane provided an update on the U.S. 95 project and stated that the design was currently approximately 60 percent complete for the segment between the Wellton-Mohawk Canal and the Proving Ground. He explained that no construction funding source had yet been identified and that ADOT was evaluating options to reduce project costs, including narrowing the project footprint and reconsidering certain bridge structures at tank crossings. He stated that ADOT would not advance the final design further until a funding source was identified to allow for future project flexibility.

Mr. Patane also stated that ADOT intended to pursue a federal DCIP grant for up to \$20 million. He noted that ADOT was evaluating smaller portions of the project, including wildlife crossing components, that could potentially advance independently. He further reported that construction activities were ongoing for the current U.S. 95 project, including roundabout construction and pavement rehabilitation improvements.

Supervisor Pancrazi asked whether the DCIP grant required matching funds, and Mr. Patane confirmed that it did not. She also expressed concerns regarding roundabouts and tank crossings associated with the project. Mr. Patane responded that ADOT had coordinated with military representatives and designers regarding the sizing and functionality of the roundabouts and crossings.

Mr. Patane also noted that a road safety audit had recently been completed for the roundabout locations, resulting in only minor recommendations and no significant safety concerns. Ms. Figueroa added that prior legislative appropriations and the FY 2023 RAISE Grant had supported advancement of the current project design to the 60 percent level.

MOTION: Supervisor Pancrazi moved to approve to submit a comment letter on the ADOT Tentative 5-Year Construction Program. Councilmember Watts seconded, and the motion was unanimously approved.

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

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

- A. Staff Reports - Future Meetings.
- B. TAC Minutes.
- C. Conference Updates (AzTA, 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.

12. Possible Future Agenda Items

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

- A. YMPO Accounting Manual, Employee Manual, and Procurement Updates.
- B. YMPO IT Policy
- C. AZ SMART Fund
- D. Transportation Alternatives Program
- E. Arizona Sun Cloud

Councilmember Cruz inquired about how the City of San Luis obtained two votes and whether the allocation was based on population.

Ms. Figueroa responded that voting allocations were based on membership structure and population, noting that the City of Yuma had five votes, Yuma County had two votes, and the remaining member agencies each had one vote.

13. Progress Reports.

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

- a. Mar 26 – Radio interview of Travel Training program w/Russ Clark (JR)
- b. Mar 26 – YMPO Executive Board Meeting (CF, JR, JH, FV)
- c. Mar 27 – TDF 2026 Wrap up (JR)
- d. Mar 30 – YMPO RORS Project Closeout Meeting (CF, FV, JH)
- e. Mar 30 – Acct + Audit RFPs Meeting (CF, LL)
- f. Mar 30 – YRBC Meeting (JR)
- g. Mar 31 – YMPO/ ADOT 5310 Quarter Report (JR) Apr 01 – YMPO Draft Loan Calculation (CF, FV, LL)
- h. Apr 01 – YMPO Draft Loan Calculation (CF, FV, LL)
- i. Apr 01 – Crane Schools TA Program Project Discussion (CF, JH, FV)
- j. Apr 01 – AzTa Session Reviews - Admin Assist (LL, LZ)
- k. Apr 01 – Lugo's Roofing Initial Meeting (FV, LL, LZ)
- l. Apr 02 – Meeting with Raul (SMILE) (JR)
- m. Apr 02 – Reimagine Roofing - Second Call (FV)
- n. Apr 02 – 48 Solar & Roofing (LL, LZ, FV)
- o. Apr 06 – S Drive - File Retention Initiation Plan (CF, LL, LZ)
- p. Apr 06 – Mobility Managers Meeting (JR)
- q. Apr 06 – 08 – AzTA Conference (JR, JH, FV, LZ)
- r. Apr 07 – RTAC Board Meeting- HURF Letter (CF)
- s. Apr 09 – YMPO TAC Meeting (CF, JR, JH, FV, LZ)
- t. Apr 09 – MPO/COG Directors Meeting (CF)
- u. Apr 09 – AAPD & AFB Title 2 Digital Accessibility Webinar (JR, JH)
- v. Apr 09 – Yuma Road Safety Action Plan TAC Meeting 4 (FV)

- w. Apr 10 – COG/MPO Planners Meeting (CF, JR, JH, FV)
- x. Apr 11 – ArcGIS - Introduction to Spatial Data (JH)
- y. Apr 13 – Staff Meeting (CF, JH, JR, FV, LL, LZ)
- z. Apr 13 – ADOT/YMPO Monthly Coordination Meeting (CF, JH, FV)
- aa. Apr 13 – RTAC Advisory Committee (CF)
- bb. Apr 14 – Title VI On-Site Compliance Questionnaire Review (CF, JR, FV, LL)
- cc. Apr 15 – Contract Management System (LL)
- dd. Apr 15 – I-8 Corridor Profile Study Review (FV)
- ee. Apr 15 – FHWA Planning and Research Grants: Program Administration (LL)
- ff. Apr 16 – ArcGIS - Drone2Map Essentials (JH)
- gg. Apr 16 – WACOG-Networking for Community Resources (JR)
- hh. Apr 16 – Arizona Incoming Planner Information Exchange (JH, FV)
- ii. Apr 16 – LPA DBE System Training (JR)
- jj. Apr 16 – Executive Board New Member Orientation Lunch - Vice Mayor Castillo (CF, LL)
- kk. Apr 17 – PASS Training (JR)
- ll. Apr 20 – RTAC Board Meeting: Phoenix (CF)
- mm. Apr 20 – RTAC Board Meeting (FV)
- nn. Apr 20 – Yuma CoPt Monthly Meeting (JR)
- oo. Apr 20 – CTS Meeting (FV)
- pp. Apr 21 – Evaluation Review w/Executive Director (CF, LL)
- qq. Apr 21 – Yuma PM10 SIP Update Meeting (CF, FV)
- rr. Apr 22 – Zamudio, Lucia - 2026 Performance Evaluation (LL, LZ)
- ss. Apr 22 – A Practical Look at Legally Compliant I&D for HR Leaders Webinar (LL)
- tt. Apr 23 – Quarterly SWAZ WLG Professional Development Seminar (CF)
- uu. Apr 28 – YMPO - Title VI On Site Review (CF, JH, JR, FV, LL, LZ)
- vv. Apr 28 – Yuma Road Safety Action Plan TAC Meeting 5 (CF, FV)
- ww. Apr 30 – Sun Cloud Evaluation Meeting (JH)
- xx. Apr 30 – ADOT Statewide Listening Tour--Active Transportation (CF, JH, FV)
- yy. Apr 30 – YMPO Executive Board Meeting (CF, JR, JH, FV, LL, LZ)

16. Adjournment.

Having no further business to discuss, Chairwoman Ortega adjourned the meeting at 4:19 p.m.

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Anticipated Future 2026 Meetings

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Preparation and Approval of Minutes:

Minutes prepared by:

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Lulu Lopez, Accountant II/Executive  
Assistant

Minutes reviewed to form by:

Minutes approved in regular session on  
May 28, 2026

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Crystal Figueroa, Executive Director,  
Yuma Metropolitan Planning Organization

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Councilmember Wynn Timer, Chairwoman,  
YMPO Executive Board

# Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance

April 2026

	Apr 26	Jul '25 - Apr 26	YTD Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · ADOT Grant</b>				
4001 · PL	0.00	376,178.79	480,625.00	78.27%
4002 · SPR	0.00	154,024.64	219,045.00	70.32%
4004 · STBG	0.00	69,178.66	69,756.00	99.17%
4005 · 5305d (CPG)	0.00	96,621.88	159,980.00	60.4%
<b>Total 4000 · ADOT Grant</b>	0.00	696,003.97	929,406.00	74.89%
4007 · PL ISATO	0.00	10,240.00	10,240.00	100.0%
4008 · SS4A Grant (USDOT)	0.00	0.00	240,000.00	0.0%
4010 · FTA Grant				
4020 · 5303/5305	0.00	0.00	150,000.00	0.0%
<b>Total 4010 · FTA Grant</b>	0.00	0.00	150,000.00	0.0%
4050 · ADEQ Grant	0.00	0.00	10,000.00	0.0%
<b>4055 · 5310 Funds</b>				
4056 · RTAP	0.00	2,976.53	2,976.53	100.0%
4055 · 5310 Funds - Other	0.00	91,442.56	122,764.00	74.49%
<b>Total 4055 · 5310 Funds</b>	0.00	94,419.09	125,740.53	75.09%
4200 · YMPO UPWP Dues	0.00	75,410.64	80,565.84	93.6%
4400 · Interest Income	5,970.17	32,183.82	29,318.00	109.78%
<b>4600 · Charges for Services</b>				
4904 · Traffic Count Revenue	0.00	4,796.80	15,200.00	31.56%
<b>Total 4600 · Charges for Services</b>	0.00	4,796.80	15,200.00	31.56%
<b>Total Income</b>	5,970.17	913,054.32	1,590,470.37	57.41%
<b>Gross Profit</b>	5,970.17	913,054.32	1,590,470.37	57.41%
<b>Expense</b>				
<b>5110 · Payroll Expenses</b>				
5111 · Fringe Benefits	4,202.82	29,662.98	36,897.68	80.39%
5112 · Part Time Staff-Salaries				
5133 · Part Time Staff-Salaries- Local	2,126.67	10,899.23	12,665.83	86.05%
5112 · Part Time Staff-Salaries - Other	4,655.26	35,328.04	64,291.17	54.95%
<b>Total 5112 · Part Time Staff-Salaries</b>	6,781.93	46,227.27	76,957.00	60.07%
5113 · Full Time Staff-Salaries	48,156.89	341,524.20	418,031.00	81.7%
5115 · Health Insurance-ER Portion	6,948.98	69,489.80	83,387.82	83.33%
5116 · ASRS	5,778.82	40,982.89	49,594.23	82.64%
5117 · Workman's Comp Insurance	0.00	1,181.00	1,202.00	98.25%
5118 · FUTA Payroll Expense	40.69	435.73	588.00	74.1%
5120 · Life Insurance	130.00	1,430.00	1,872.00	76.39%
<b>Total 5110 · Payroll Expenses</b>	72,040.13	530,933.87	668,529.73	79.42%
<b>5123 · Consulting Services</b>				
5134 · Contractual-Local	600.00	17,791.95	78,652.00	22.62%
5123 · Consulting Services - Other	0.00	176,268.59	599,103.00	29.42%
<b>Total 5123 · Consulting Services</b>	600.00	194,060.54	677,755.00	28.63%

## Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance April 2026

	Apr 26	Jul '25 - Apr 26	YTD Budget	% of Budget
<b>5124 · Staff Training/Education</b>				
5137 · Staff Training/Edu Reimb-Local	0.00	5,297.60	7,000.00	75.68%
5124 · Staff Training/Education - Other	269.94	1,763.82	2,722.00	64.8%
<b>Total 5124 · Staff Training/Education</b>	<b>269.94</b>	<b>7,061.42</b>	<b>9,722.00</b>	<b>72.63%</b>
<b>5125 · Audit Services</b>	0.00	24,500.00	25,350.00	96.65%
<b>5126 · Payroll Processing Fees</b>	425.76	4,132.01	5,200.00	79.46%
<b>5128 · Accounting Services</b>	0.00	24,438.15	25,000.00	97.75%
<b>5129 · Public Participation</b>	0.00	456.84	500.00	91.37%
<b>5131 · Data Process, Software, Hardwar</b>	504.78	11,359.71	15,000.00	75.73%
<b>5132 · Furniture and Equipment</b>	0.00	9,519.01	10,300.00	92.42%
<b>5138 · Capital Outlay</b>	0.00	0.00	35,000.00	0.0%
<b>5139 · RTAP Expense</b>	184.73	2,976.53	2,976.53	100.0%
<b>5140 · Legal</b>	1,842.50	1,842.50	7,000.00	26.32%
<b>5147 · Mobility Management Program</b>	916.29	5,313.84	17,044.00	31.18%
<b>5150 · IT Support</b>	0.00	0.00	500.00	0.0%
<b>5151 · Building Ins, property tax</b>	0.00	5,040.00	5,500.00	91.64%
<b>5152 · Equipment Maintenance</b>	0.00	300.11	1,150.00	26.1%
<b>5153 · Office Supplies</b>	147.75	1,965.51	2,100.00	93.6%
<b>5154 · Postage</b>	0.00	77.75	150.00	51.83%
<b>5155 · Printing</b>	12.00	450.10	650.00	69.25%
<b>5157 · Publications, Subscriptions</b>	72.00	1,389.13	1,500.00	92.61%
<b>5158 · Registration Fees</b>	0.00	9,745.00	10,700.00	91.08%
<b>5159 · Special Meetings</b>	0.00	0.00	500.00	0.0%
<b>5160 · Telecommunications</b>	605.84	7,897.76	12,000.00	65.82%
<b>5162 · Vehicle Insurance</b>	0.00	8,072.00	8,500.00	94.97%
<b>5163 · Vehicle Maint., Repairs, Parts</b>	4.87	1,651.51	2,000.00	82.58%
<b>5164 · YMPO Memberships &amp; Dues</b>	0.00	3,917.14	5,000.00	78.34%
<b>5165 · Finance Charges and Interest</b>	0.00	0.00	100.00	0.0%
<b>5166 · Website Maintenance</b>	0.00	247.87	350.00	70.82%
<b>5167 · Miscellenous Consumables</b>	86.53	2,325.85	3,500.00	66.45%
<b>5168 · Employee Recruitment</b>	0.00	0.00	200.00	0.0%
<b>5169 · Miscellaneous-Expense</b>	0.00	1,738.47	7,000.00	24.84%
<b>5171 · Alarm System</b>	120.00	534.19	700.00	76.31%
<b>5173 · Electric Bill</b>	561.31	7,028.11	9,000.00	78.09%
<b>5174 · Grounds Maintenance</b>	250.00	2,500.00	4,500.00	55.56%
<b>5175 · Janitorial</b>	900.00	7,740.00	9,840.00	78.66%
<b>5179 · Office Building Repairs</b>				
5181 · Pest Control	75.00	480.00	520.00	92.31%
5179 · Office Building Repairs - Other	75.89	602.06	5,000.00	12.04%
<b>Total 5179 · Office Building Repairs</b>	<b>150.89</b>	<b>1,082.06</b>	<b>5,520.00</b>	<b>19.6%</b>
<b>5182 · Sewer &amp; Water</b>	137.17	1,525.62	3,500.00	43.59%
<b>5190 · Travel - Local &amp; Outside County</b>	1,170.56	12,322.49	18,000.00	68.46%
<b>5191 · T530- Traffic Count Fuel</b>	242.35	1,784.06	3,000.00	59.47%

## Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance April 2026

	Apr 26	Jul '25 - Apr 26	YTD Budget	% of Budget
<b>5630 · T530 Traffic Count Equipment</b>				
<b>5631 · T530-Local COY Materials</b>	0.00	0.00	2,533.17	0.0%
<b>5630 · T530 Traffic Count Equipment - Other</b>	59.49	4,554.01	5,500.00	82.8%
<b>Total 5630 · T530 Traffic Count Equipment</b>	59.49	4,554.01	8,033.17	56.69%
<b>Total Expense</b>	81,304.87	900,483.14	1,622,870.43	55.49%
<b>Net Ordinary Income</b>	-75,334.70	12,571.18	-32,400.06	-38.8%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>4900 · In-Kind Match Revenue</b>	11,972.71	156,209.64	117,334.00	133.13%
<b>Total Other Income</b>	11,972.71	156,209.64	117,334.00	133.13%
<b>Other Expense</b>				
<b>9200 · In-Kind Match Expenses</b>	11,972.71	156,209.64	117,334.00	133.13%
<b>Total Other Expense</b>	11,972.71	156,209.64	117,334.00	133.13%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>-75,334.70</b>	<b>12,571.18</b>	<b>-32,400.06</b>	<b>-38.8%</b>

10000 - Wells Fargo - YMPO General Account	\$72,091.76
10009 - Wells Fargo - YMPO Payroll Account	\$44,389.07
10100 - Yuma County Treasurer - YMPO Account	\$1,147,921.55
	<b>\$1,264,402.38</b>

# **YMPO INFORMATION SUMMARY for Agenda Item 05**

## **FY 2026-27 YMPO Unified Planning Work Program Amendment #4**

**DATE:** May 28, 2026

**SUBJECT:** FY 2026-27 YMPO Unified Planning Work Program (UPWP) Amendment #4.

### **SUMMARY:**

Every two years, the YMPO develops the UPWP and Annual Budget in steps over a several-month timeframe, in conjunction with member agencies and public input. The FY 2026-27 YMPO UPWP/Budget was initially approved on May 29, 2025, and has since been amended three times, most recently on March 29, 2026, by the Executive Board.

Amendment #4 is presented to increase local funds allocated under T-1000 – Capital Projects for the YMPO office building roof repair project. The Board previously approved \$35,000 in local funds based on preliminary estimates for the project following rain-related damage and deterioration to the existing roof system; however, recently received contractor cost estimates range from approximately \$41,350 to \$47,200.

The proposed amendment would authorize an additional \$15,000 in local funds to provide sufficient budget capacity and contingency for potential unforeseen conditions, including possible roof plywood decking damage identified during construction. The amendment would establish a revised project budget not to exceed \$50,000 for procurement and project administration purposes.

### **PUBLIC INPUT:**

No members of the public have commented on this request to date.

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

**TECHNICAL:** The proposed amendment revises local funding allocations within the FY 2026-27 UPWP to ensure sufficient funding is available for the YMPO office building roof repair project. The amendment does not impact federal funding allocations or alter existing transportation planning activities.

**POLICY:** Title 23, Code of Federal Regulations (CFR) §450 et al., provides guidance regarding MPO planning and programming activities. The proposed amendment is consistent with YMPO budget amendment procedures and capital project funding requirements.

### **ACTION NEEDED:**

This item is on the agenda for review, discussion, and possible action to approve Amendment #4 to the FY 2026-27 YMPO UPWP.

**CONTACT PERSON:** Crystal Figueroa, Executive Director and Lourdes Lopez, Accountant II/Executive Assistant, 928-783-8911.

# YUMA METROPOLITAN PLANNING ORGANIZATION

230 West Morrison Street  
Yuma, Arizona 85364

Phone: (928) 783-8911

www.ympo.org



TO: Crystal Figueroa, Executive Director

FROM: Lourdes Lopez, Accountant II/Executive Assistant

Date: May 28, 2026

RE: Amendment #4 to the Fiscal Year 2026-27 YMPO Unified Planning Work Program (UPWP) and Annual Budget, changes pertain to FY 2026 only.

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The following is the change being requested to FY 2026 of the FY 2026-27 YMPO UPWP under Amendment #4:

1. Authorize an additional \$15,000 in local funds under T-1000 Capital Expenditures to provide sufficient budget capacity and contingency for the YMPO office building roof replacement project due to contractor cost estimates coming in higher than originally anticipated. The revised project budget will not exceed \$50,000.

The amount of Federal and State funds budgeted for FY 2026 of the FY 2026–2027 UPWP remains unchanged at \$1,492,196. Local funds increased from \$118,652 to \$133,652. As a result, the total FY 2026 budget increased from \$1,824,698 to \$1,839,698.

**FY 2026-27 YMPO Unified Planning Work Program**  
**Amendment #4, Financial Tables (FY 2026)**

<b>Table 1A: Detail of Federal, State and Local Funding Sources FY 2026</b>	
<b>State Funding Sources</b>	
<b>Agency</b>	
ADEQ	\$10,000
<b>FY 2025 BF Federal Funding Sources</b>	
SPR	\$44,045
PL (CPG)	\$73,279
5305d (CPG)	\$36,779
STBG	\$69,756
5310	\$22,764
<b>FY 2026 New Federal Funding Sources</b>	
SPR	\$175,000
PL (CPG)	\$407,346
PL (ISATO)	\$20,287
SS4A	\$240,000
5310	\$100,000
5305e	\$169,740
5305d (CPG) Oct 1-Sept 30	\$123,201
<b>Sub Total Federal &amp; State</b>	<b>\$1,492,196</b>
<b>Local Area Funds (YMPO FUNDS)</b>	
YMPO Local Contributions	\$133,652
City of Yuma Traffic Count	\$15,199
SS4A CSAP	\$60,000
<b>Sub Total Local</b>	<b>\$208,851</b>
<b>In-Kind 2026 (Match for SPR/PL/FTA)</b>	
<b>Agency</b>	
YMPO Indirect Costs - 15% De minimis Rate and Limited TAC/Other Agency In-Kind Participation	\$138,650
<b>Sub Total In Kind</b>	<b>\$138,650</b>
<b>Total Available</b>	<b>\$1,839,698</b>

**Table 3A: FY 2026-27 YMPO UPWP; Operating Expenses by Work Element**

WORK ELEMENT		EXPENSES				TOTAL COSTS
		Salaries & Benefits	Direct Expenses	Match	Local	
I.	ADMINISTRATION	\$164,657	\$193,932	\$43,600	\$17,500	\$419,689
II.	DATA COLLECTION / AIR QUALITY	\$10,367	\$0	\$22	\$0	\$10,390
III.	TRANSPORTATION PROGRAM	\$190,854	\$17,044	\$39,446	\$0	\$247,344
IV.	REGIONAL PLANNING	\$74,152	\$322,777	\$28,362	\$0	\$425,290
V.	SPECIAL PROJECT PLANNING	\$143,563	\$258,547	\$17,847	\$140,199	\$560,157
VI.	LONG RANGE PLANNING	\$31,032	\$56,066	\$5,795	\$1,152	\$94,045
VII.	PUBLIC PARTICIPATION	\$9,789	\$0	\$1,427	\$0	\$11,215
VIII.	PUBLIC TRANSPORTATION	\$10,099	\$0	\$993	\$0	\$11,093
IX.	ENVIRONMENTAL OVERVIEW	\$2,352	\$0	\$142	\$0	\$2,494
X.	CAPITAL EXPENDITURES	\$6,966	\$0	\$1,015	\$50,000	\$57,981
<b>TOTAL</b>		<b>\$643,831</b>	<b>\$848,366</b>	<b>\$138,650</b>	<b>\$208,851</b>	<b>\$1,839,698</b>

**Table 4A: FY 2026-27 YMPO UPWP; Direct Expenses by Work Element**

WORK ELEMENT		Travel & Training	Contractual	Supplies	M&O	Technology	Membership	TOTAL
I.	ADMINISTRATION	\$20,722	\$50,850	\$6,150	\$95,510	\$15,700	\$5,000	\$193,932
II.	DATA COLLECTION / AIR QUALITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
III.	TRANSPORTATION PROGRAM	\$0	\$0	\$17,044	\$0	\$0	\$0	\$17,044
IV.	REGIONAL PLANNING	\$0	\$322,777	\$0	\$0	\$0	\$0	\$303,037
V.	SPECIAL PROJECT PLANNING	\$0	\$250,047	\$8,500	\$0	\$0	\$0	\$258,547
VI.	LONG RANGE PLANNING	\$0	\$56,066	\$0	\$0	\$0	\$0	\$56,066
VII.	PUBLIC PARTICIPATION	\$0	\$0	0	\$0	\$0	\$0	\$0
VIII.	PUBLIC TRANSPORTATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IX.	ENVIRONMENTAL OVERVIEW	\$0	\$0	\$0	\$0	\$0	\$0	\$0
X.	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>		<b>\$20,722</b>	<b>\$679,739</b>	<b>\$31,694</b>	<b>\$95,510</b>	<b>\$15,700</b>	<b>\$5,000</b>	<b>\$848,365</b>

**Table 2A: FY 2026-27 YMPO UPWP; Budget Detail – Work Task by Fund**

#	TITLE	FWHA CONSOLIDATED PLANNING GRANT (CPG)					FHWA					FTA				ADEQ	YMPO	FY 2026
		PL	*ISATO 2.5%	MATCH	5305d	MATCH	SPR	MATCH	SS4A	STBG	MATCH	5310	MATCH	5305e	MATCH	FUNDS	Local Funds	TOTAL
100	Administration & Management	\$ 205,053.00		\$ 12,394.51	\$ 37,871.12	\$ 2,289.13	\$ 115,665.25	\$ 28,916.31								\$ 17,500.00	\$ 419,689.33	
200	Air Quality Conformity	\$ 367.41		\$ 22.21											\$ 10,000.00		\$ 10,389.62	
300	2022-2026 TIP	\$ 10,301.91		\$ 622.70	\$ 13,735.88	\$ 830.27	\$ 10,301.91	\$ 2,575.48									\$ 38,368.15	
302	Transportation Enhancement - AZ	\$ 3,946.60		\$ 238.55			\$ 986.65	\$ 246.66									\$ 5,418.46	
304	Intelligent Trans. Systems (ITS)	\$ 3,248.47		\$ 196.35	\$ 3,918.81	\$ 236.87	\$ 2,021.54	\$ 505.38									\$ 10,127.43	
305	Goods/Freight/Rail Planning	\$ 4,594.41		\$ 277.71	\$ 3,216.09	\$ 194.40	\$ 1,378.32	\$ 344.58									\$ 10,005.51	
307	Cross Border/Trade Corridor Planning	\$ 3,293.17		\$ 199.06	\$ 4,116.46	\$ 248.82	\$ 4,351.68	\$ 1,087.92									\$ 13,297.11	
308	HPMS	\$ 15,722.19		\$ 950.33													\$ 16,672.53	
309	Transportation Coordination										\$ 122,763.53	\$ 30,690.88					\$ 153,454.42	
400	Regional Planning	\$ 73,377.56	\$ 10,240.00	\$ 4,435.33	\$ 54,179.96	\$ 3,274.93	\$ 15,819.37	\$ 3,954.84	\$ 35,577.00	\$ 2,150.47							\$ 203,009.45	
401	Review/Update Socio-Econ. File	\$ 5,641.88		\$ 341.03			\$ 1,410.47	\$ 352.62									\$ 7,746.00	
403	Transit Planning	\$ 1,153.26		\$ 69.71	\$ 288.32	\$ 17.43	\$ 1,441.58	\$ 360.39				\$ 169,740.00	\$ 10,260.00				\$ 183,330.68	
404	Port of Entry Planning				\$ 3,940.64	\$ 238.19	\$ 3,940.64	\$ 985.16									\$ 9,104.64	
405	Linking Trans/Land Use/ED/Tourism	\$ 4,387.74		\$ 265.22			\$ 2,362.63	\$ 590.66									\$ 7,606.25	
406	Coordination w/ADOT Studies	\$ 9,399.02		\$ 568.13	\$ 2,685.44	\$ 162.32	\$ 1,342.72	\$ 335.68									\$ 14,493.31	
500	Special Projects Planning	\$ 4,664.62	\$ 10,047.00	\$ 281.95	\$ -	\$ -	\$ 3,816.51	\$ 954.13								\$ 60,000.00	\$ 79,764.21	
520	Traffic Count Program	\$ 42,509.16		\$ 2,569.48	\$ 26,568.22	\$ 1,605.93	\$ 24,529.67	\$ 6,132.42								\$ 12,665.84	\$ 116,580.72	
530	Traffic Count Equipment	\$ 8,867.08		\$ 535.97			\$ 9,485.23	\$ 2,371.31								\$ 2,533.17	\$ 23,792.76	
540	Traffic Engin./Planning Assistance	\$ 4,247.04		\$ 256.71			\$ 1,061.76	\$ 265.44									\$ 5,830.95	
560	Traffic Safety	\$ 8,984.19		\$ 543.05			\$ 2,246.05	\$ 561.51	\$ 240,000.00							\$ 60,000.00	\$ 312,334.80	
570	GIS/Transportation Planning	\$ 10,558.56		\$ 638.22			\$ 4,525.10	\$ 1,131.27								\$ 5,000.00	\$ 21,853.15	
600	Long Range Transportation Planning	\$ 13,721.33	\$ -	\$ 829.39	\$ 3,430.33	\$ 207.35			\$ 34,178.76	\$ 2,065.95							\$ 54,433.12	
601	Federal/State/Local Legislation	\$ 29,547.92		\$ 1,786.04												\$ 1,151.95	\$ 32,485.91	
602	Small Community Assistance	\$ 3,420.61		\$ 206.76			\$ 2,798.68	\$ 699.67									\$ 7,125.73	
700	Public Participation Plan	\$ 4,404.90		\$ 266.26	\$ 978.87	\$ 59.17	\$ 4,404.90	\$ 1,101.22									\$ 11,215.30	
800	Public Transportation Planning (Transit)	\$ 3,029.79		\$ 183.14	\$ 5,049.66	\$ 305.23	\$ 2,019.86	\$ 504.97									\$ 11,092.65	
900	Environmental Overview	\$ 2,352.08		\$ 142.17													\$ 2,494.25	
1000	Capital Expenditures	\$ 3,831.29		\$ 231.58			\$ 3,134.69	\$ 783.67								\$ 50,000.00	\$ 57,981.24	
	<b>TOTAL</b>	\$ 480,625.18	\$ 20,287.00	\$ 29,051.58	\$ 159,979.79	\$ 9,670.04	\$ 219,045.21	\$ 54,761.30	\$ 240,000.00	\$ 69,755.76	\$ 4,216.41	\$ 122,763.53	\$ 30,690.88	\$ 169,740.00	\$ 10,260.00	\$ 10,000.00	\$ 208,850.96	\$ 1,839,698

# YMPO INFORMATION SUMMARY for Agenda Item 6

## FY 2026-30 YMPO Transportation Improvement Program – Amendment #6

**DATE:** May 28, 2026

**SUBJECT:** FY 2026-2030 YMPO Transportation Improvement Program (TIP) – Amendment #6.

**SUMMARY:**

The FY 2026-2030 YMPO TIP was initially approved on July 31, 2025, and has since been amended five times, most recently on April 30, 2026, by the Executive Board.

This amendment will move the construction of the Shared Use Pathway, East Wetland Park to Pacific Avenue in the City of Yuma from FY 2026 to FY 2027.

The project needs to be moved to the next fiscal year because the project review has not been completed, preventing the project from being advertised for construction. In addition, the local match will increase from \$17,176 to \$235,743. The total project cost is now \$519,899.

**FY 2027**

TIP No.	FY	Agency	Project Name/Location	Project Description	Func/Class	Fund Source	Federal \$	HURF/State	Local \$	Total \$
				<b>2027</b>						
YU 24 -03C	2027	Yuma	Shared-Use Pathway East Wetland Park	Pathway East Wetland Park to Pacific Avenue	N/A	CRP 5.7%	\$284,156	\$0	\$235,743	\$519,899

The Technical Advisory Committee (TAC) recommends approval of this request.

**PUBLIC INPUT:**

There has been no public input on this subject.

**ACTION NEEDED:**

This item is on the agenda for information, discussion, and possible action to approve the FY 2026-2030 YMPO TIP Amendment #6.

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

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

## **Consultant Selection for the Comprehensive Safety Action Plan**

**DATE:** May 27, 2026

**SUBJECT:** Consultant Selection for the Comprehensive Safety Action Plan

**SUMMARY:**

On March 26, 2026, YMPO released the request for proposal (RFP) to develop a Comprehensive Safety Action Plan (CSAP) in the YMPO region. Excluding the City of Yuma, which is currently conducting a separate safety study.

The RFP was emailed to a list of consultants, advertised in local newspaper, and posted on the YMPO official website.

The deadline for consultants to submit proposals was April 23, 2026. YMPO received two proposals from High Street Consulting Group and Greenlight Traffic Engineering. TAC members received the proposals for review and were asked to evaluate and rank them by April 30, 2026. The scores were used to assist the TAC in the consultant recommendation process.

Due to the competitive nature and close scoring of the proposals, the TAC, at its May 14, 2026, meeting, determined that consultant interviews with Greenlight Traffic Engineering and High Street Consulting Group would be conducted as part of the preferred consultant recommendation process for the Comprehensive Safety Action Plan (CSAP). During the same TAC meeting, the TAC formed an interview subcommittee composed of three members from different jurisdictions to conduct the interview; these included TAC members from Yuma County, the City of Somerton, and the City of San Luis. Following completion of the interviews, the subcommittee provided its recommendation to the full TAC for consideration at a later Special TAC meeting held on the same day. The final TAC recommendation will be reviewed with the Executive Board for final selection.

Timeline for the Comprehensive Safety Action Plan:

DATE	ACTIVITY
3/26/2026	Release date of RFP- START DATE
4/23/2026	RFP submittals are due no later than 3 P.M. MST
4/30/2026	Submittal of Proposal Scoring to YMPO staff
5/14/2026	TAC determined on consulting interviews
5/27/2026	Consultant Interviews by Subcommittee

5/27/2026	Special TAC Meeting
5/28/2026	YMPO Executive Board approves the preferred firm
6/8/2026	Letter to the firm regarding the selection
9/09/2027	The final report is due for Executive Board Approval.

**PUBLIC INPUT:**

There has been no public input on this subject.

**ACTION NEEDED:**

This item is on the agenda for information and possible action to approve the recommended consultant and authorize the Executive Director to execute a contract for the Comprehensive Safety Action Plan.

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

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

## **Draft IT Security and Change Management Policy**

**DATE:** May 28, 2026

**SUBJECT:** Draft IT Security and Change Management

**SUMMARY:**

As part of the FY 2024 and FY 2025 audit recommendations, the auditors identified the need for documented information technology (IT) policies and procedures related to IT security risk management, user access reviews, change management, and disaster recovery planning.

In response to these recommendations, YMPO staff have developed a draft YMPO IT Security and Change Management Policy intended to strengthen internal controls, establish formal procedures for system changes and user access management, and enhance the organization's overall IT security governance framework.

The draft policy is being presented to the Executive Board for information purposes and will subsequently be reviewed by the YMPO By-Laws/Policies and Procedures Subcommittee. Following Subcommittee review, the policy is anticipated to return to the Executive Board in June for consideration and possible adoption.

**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  
IT SECURITY  
AND  
CHANGE MANAGEMENT  
POLICY**

Effective Date:

Approved:

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## Purpose

The purpose of this policy is to establish formal guidelines for the protection of YMPO's information technology (IT) systems, data, and infrastructure. This policy ensures that security risks are identified and mitigated and that changes to IT systems are documented, reviewed, and approved appropriately.

## Scope

This policy applies to all YMPO staff, contractors, and third-party vendors who use or manage YMPO's IT resources, systems, or data.

## Roles and Responsibilities

### a. Executive Director

Establishes the strategic direction for information technology security and ensures adequate resources are allocated to support IT security efforts. The Executive Director retains final decision-making authority over user access, permissions to network folders, and significant system changes. The Executive Director shall maintain Administrator-level access solely for emergency permission changes to ensure operational continuity; such actions shall be coordinated with the IT Manager and documented in accordance with established procedures.

### b. IT Manager

Responsible for administering the organization's information security operations, including the development, implementation, and enforcement of IT security policies, procedures, and controls. Duties include managing user access and permissions, performing periodic access and change management reviews, monitoring systems and compliance with applicable requirements, identifying and mitigating risks, maintaining data integrity and system availability, and coordinating incident response activities. The IT Manager also coordinates and supports staff security awareness training to promote compliance with organizational policies and best practices. The IT Manager ensures that security practices are consistently applied and aligned with organizational needs and applicable regulatory requirements.

### c. All Employees and others

Responsible for complying with established IT Security policy and acceptable user requirements, protecting sensitive and confidential information, reporting suspected security incidents or suspicious activity, and completing required security awareness training.

# User Access Management

User access to organizational systems and network resources shall be assigned and maintained based on an employee's job position, assigned responsibilities and business need to protect the confidentiality, integrity, and availability of organizational information

All full-time employees (FTEs) shall be provided standard network access necessary to perform normal business functions. Standard access generally includes access to common shared folders, organization-issued email, Windows network login, Microsoft 365, and other routine business systems common throughout the organization.

Access to restricted folders or systems, including but not limited to Accounting, HR, payroll-related systems, and other limited-access resources, shall not be included in standard access. Restricted access shall be granted only when required for the employee's job duties and shall be reviewed and approved by the Executive Director based on the employee's position and demonstrated access need.

The IT Manager shall be responsible for implementing approved access, creating and managing user accounts, modifying access, and removing access when required. The IT Manager shall not independently approve access to restricted folders or systems.

Changes to employee access shall be initiated and documented through one of the following:

- a New Employee Onboarding Checklist for new hires; or
- a IT Change Request Form for position changes, duty changes, or other access change needs; or
- an Employee Exit Checklist as part of the employee separation process.

No employee shall approve their own access. All access requests, approvals, changes, and removals shall be documented and retained in accordance with YMPO record retention practices.

## **a. Access Approval and Setup**

All user access shall be established based on job position and business need.

### **i. Full-Time Employees (FTE)**

Upon hire, each full-time employee shall generally be provided standard access appropriate to their position, which may include:

- Organization-issued email account
- Window network account and login credentials
- Standard access to general network shared folders
- Microsoft 365 and other routine business applications

- Other approved business systems necessary for duties
- Multi-Factor Authentication is enabled on applicable accounts

Where an employee requires access to a restricted folder or restricted system, that access shall be specifically identified on the IT Change Request Form and approved by the Executive Director before being implemented by the IT Manager.

Examples of restricted access may include:

- Accounting folders
  - HR folders
  - Quickbooks or other accounting software
  - Payroll or personnel systems
  - VPN or remote administrative access
  - Vendor or third-party systems with sensitive data
- ii. **Part-Time / Temporary Employees**  
Part-time temporary employees, including traffic counters or technicians, shall be provided with only the limited access necessary to perform assign duties.  
This access may include use of designated equipment or preconfigured devices for timekeeping, data collection, or assigned operational tasks. Part-time temporary employees shall not be granted standard shared drive access or access to administrative, accounting, payroll, or human resources systems unless specifically justified, approved by the Executive Director, and implemented by the IT Manager.

**b. Access Review**

Because YMPO is a small organization, user access shall be reviewed through an event-driven process rather than an enterprise review cycle.

Access shall be reviewed and updated when any of the following occurs:

- New employee onboarding (New Employee Checklist)
- Employee duty or responsibility change (IT Change Request Form)
- Employee separation (Employee Exit Checklist)

The Personnel Access Form (PAF) shall be used to document employee-job related changes. The IT Change Request Form shall be used for employee IT access changes. The New Employee and Employee Exit Checklists shall be used to document the creation of or removal from access during the respective processes.

### c. Termination of Access

All system access for separated employees shall be removed as part of the employee exit process.

- i. The Executive Director or designee shall notify the IT Manager of the employee's separation and provide the completed or initiated Employee Exit Checklist.
- ii. The IT Manager shall promptly disable or remove the employee's access to organizational systems, accounts, devices, and restricted resources as appropriate to the separation circumstances.
- iii. YMPO staff shall utilize an Employee Exit Checklist to verify accounts, credentials, devices, and system access have been reviewed and deactivated or recovered as applicable. Documentation of completed access removal shall be retained in accordance with YMPO record retention practices. See **Exhibit A: Employee Exit Checklist**.

## IT Security Training

Information security awareness training shall be provided to all employees upon hire and at least annually thereafter. Additional training or reminders may be provided periodically based on identified risks, system changes, or emerging threats. Completion of training shall be documented and maintained in accordance with record retention requirements.

- a. All staff must complete annual IT security awareness training.
- b. The IT Manager will maintain documentation of training completion.
- c. Topics will include password management, phishing awareness, and secure data handling.

## IT Change Management

YMPO shall manage major IT changes to significant organizational systems in a controlled and documented manner to reduce the risk of service disruption, security issues, or unintended impacts to business operations.

For purposes of this policy, only major changes shall require:

- Prior review and approval by the Executive Director or designee; and
- Documentation in the Change Request Log

The IT Manager shall be responsible for coordinating, implementing, and documenting major IT changes.

Routine operational IT activities do not require Executive Director approval or entry in the Change Request Log unless the IT Manager determines the change presents elevated operational, security, or business risk.

## Major Changes

Major changes include changes that could significantly affect organizational operations, security, access to sensitive information, or the availability of key systems. Examples include, but are not limited to:

- Implementation of new software platforms or major software conversions
- Major changes to server, network, or security configurations
- Implementation or replacement of significant hardware or infrastructure
- Changes affecting restricted systems or restricted folders, such as Accounting or HR access structures
- Changes to remote access, VPN, security controls, or authentication methods
- Changes likely to affect multiple users, critical business functions, or sensitive data

## Routine Changes

Routine changes are normal day-to-day IT support and maintenance activities that may be performed by the IT Manager without secondary approval, provided they do not materially affect significant systems, security, or restricted access. Examples include, but are not limited to:

- Standard software updates and patching
- Printer setup or replacement
- Password resets
- Replacement of equipment in kind
- Minor workstation configuration changes
- Troubleshooting and repair
- User access setup, modification, or removal performed in accordance with approved documented IT Change Request form or Employee Exit or Onboarding Checklists

If the IT manager is uncertain whether a change is routine or major, the change shall be treated as a major change until reviewed by the Executive Director or designee.

## Change Request and Approval

All major IT changes shall be submitted using the YMPO IT Change Request form and recorded in the Change Request Log. The current drafted form already captures the type of change, systems affected business justification, risk/impact level, implementation, and Executive Director approval, which fits this purpose well.

The change request shall include, at a minimum:

- Description of the proposed change
- Affected systems or resources
- Business or operational justification
- Anticipated Implementation date
- Risk or impact level
- Name of the individual responsible for implementation

The Executive Director or designee shall review and approve all major changes prior to implementation.

## User Access Changes

Routine user access changes resulting from hiring, role changes, duty changes, or employee separation shall be governed under the User Access Management Process and documented through the applicable Personal Access Form (PAF), IT Change Request Form or Employee Onboarding or Exit Checklists.

User access changes shall only be processed through the IT Change Management process when they involve a major change, such as:

- Restructuring access to restricted folders or sensitive systems
- Implementing new access models or security groups
- Changing organization-wide access controls
- Changes with significant security or operational impact

## Change Request Log

The IT Manager shall maintain a Change Request Log for all major and emergency changes.

The log shall document, as applicable:

- Date of request
- Description of the change
- Affected systems
- Classification of change (major or emergency)
- Risk or impact level
- Approval
- Implementation date
- Individual performing the change
- Outcome or follow-up actions (if necessary)

## Emergency Changes

Emergency IT changes may be implemented without prior approval when necessary to:

- Restore system availability
- Address a security incident or urgent vulnerability
- Prevent significant disruption or operations
- Protect organizational data or systems

Emergency changes shall be documented in the Change Request Log by the IT Manager as soon as practicable after implementation and shall be reviewed and approved by the Executive Director or designee as soon as practicable thereafter.

## Post-Implementation Review

A post-implementation review shall be performed for major and emergency changes.

The IT Manager shall verify and document that:

- The implemented change matches the approved request
- No unauthorized or unintended changes occurred
- Affected systems continue to function as intended
- Any affected security settings or user access remain appropriate

Given size and structure of the YMPO organization, the post-implementation review may be documented directly on the Change Request Log.

Any issues identified during the review shall be corrected and documented in the final change record.

## Data Backup and Recovery

YMPO shall maintain data backup and recovery processes to protect organizational information stored on shared network resources and to support continuity of operations. The IT Manager shall be responsible for administering, monitoring, and maintaining backup systems, including the use of Carbonite as YMPO's cloud-based backup solution.

Shared network folders shall be backed up nightly through Carbonite on a nightly basis using complete backups. The backup retention includes:

- Daily backups are readily accessible for the most recent 30 days; and
- Month-end backups are retained for the most recent 12 months.

Carbonite backup job statuses are distributed daily and are reviewed if discrepancies are noted. Non-standard backup events, including, warnings and failure reports distributed shall be investigated by the IT Manger in a timely manner and any issues identified will be resolved appropriately.

The Carbonite backup and recovery portal and related administrative functions shall be restricted to the IT Manager and Executive Director. Backup history and restorable images are available within the online Carbonite portal.

Backup data shall be protected against unauthorized access, alteration, or deletion. The IT Manager shall periodically verify the backup data can be successfully restored.

## Business Continuity Plan

YMPO maintains a separate Business Continuity Plan (BCP) to ensure continuity of operations in the event of a natural disaster, system failure, cyber incident, or other disruption impacting YMPO's business operations. The plan identifies critical business functions, outlines backup and restoration procedures, and establishes staff roles during a recovery event. YMPO performs daily backups of the server, maintains back up version logs, and documents procedures for restoring data and resuming operations. The IT Manager reviews and updates the Business Continuity Plan annually.

## Policy Review and Updates

- a. This policy will be reviewed annually in July by the IT Manager and updated as necessary. All updates must be approved by the Executive Director.

## Definitions

- a. MFA: Multi-Factor Authentication: an additional security layer requiring more than one method of authentication.
- b. Access Logs: Records of user activities within systems.
- c. BCP – Business Continuity Plan is an accessible plan to resume operations in the event of a disaster or other significant disruption in business operations.
- d. Change Management: Process for controlling changes to systems to minimize disruption and risk.

For questions about this policy, please contact the IT Manager, Jeff Heinrichs, at [jheinrichs@ympo.org](mailto:jheinrichs@ympo.org)

## Appendix A: YMPO Employee Exit Checklist

### Yuma Metropolitan Planning Organization Employee Exit Checklist

#### Employee Information

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Job Title: \_\_\_\_\_ Last Day Worked: \_\_\_\_\_

Reason for Exit (circle one): **Resignation** Retirement Layoff Temporary or Seasonal

Other: \_\_\_\_\_

#### Human Resources

- Final paycheck (included any accrued but unused vacation hours)
- Letter of Resignation (if applicable)
- Personnel Action Form
- Other: \_\_\_\_\_

#### Access Cancellation

- Disconnect computer access
- Deactivate YMPO email address
- Remove contact information from YMPO website
- Desk area cleaned out
- Remove from phone directory
- Other: \_\_\_\_\_

#### Company Property to be Returned

- Company Laptop
- Company Credit Card
- Building Keys
- Other: \_\_\_\_\_

#### Notice of Benefits Cancellation

- YABC Insurance
- ASRS
- Sun Life Financial
- Other: \_\_\_\_\_

#### Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix B: YMPO IT Change Request Form

**YMPO IT Change Request Form (Appendix B)**

This form is used to request and document changes to organizational systems, access, configurations, or IT-related resources.

Requestor Name:	
Title:	
Date of Request:	
Type of Change:	
Systems Affected:	
Effective Date:	

Type of Change (check all that apply):

New User Access    Modify User Access    Remove Access

System/Software Change    Configuration Change

Hardware/Equipment Change    Other: \_\_\_\_\_

Change Classification:    Routine (form not required)    Major    Emergency

Description of Requested Change:

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Business Justification:

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Risk / Impact Level:    Low    Medium    High

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

IT Manager (Approval): \_\_\_\_\_ | Date: \_\_\_\_\_

Executive Director (Approval): \_\_\_\_\_ Date: \_\_\_\_\_

*Change initiated by IT Manager (requires Executive Director approval) prior to implementation*

Note: No change shall be implemented without required approval, except for emergency changes, which must be documented and approved as soon as practicable.

# **YMPO INFORMATION SUMMARY for Agenda Item #9 Transportation Alternatives (TA) Program – Submitted Projects**

**DATE:** May 28, 2026

**SUBJECT:** The TA Program – Submitted Projects

**SUMMARY:**

The TA Program is a set-aside from the Surface Transportation Block Grant Program under the Bipartisan Infrastructure Law (BIL).

The ADOT FY27 TA call for projects began on February 27, 2026 with applications being accepted through April 3, 2026. In this FY27 TA funding cycle, there is ~\$29M in TA program funding that will be awarded for projects over the next three fiscal years.

We have executed eight Letters of Support (LOS) for the following FY27 TA project applications:

- **City of Yuma** – Shared Use Pathway, 1<sup>st</sup> Street from 4<sup>th</sup> Avenue to Avenue B - D&C
- **City of Yuma** – Shared Use Pathway, 32<sup>nd</sup> Street from Avenue 3E to 5 ½ E – D&C
- **City of Yuma** – Shared Use Pathway, 12<sup>th</sup> Street to East Main Canal – D&C
- **City of Yuma** – HAWK Pedestrian Beacon, Avenue A & 36<sup>th</sup> Street - Scoping
- **City of Yuma** – Pedestrian & Bicycle Bridge, East Main Canal at 2<sup>nd</sup> Street - Scoping
- **City of Yuma/Crane Schools** – HAWK Pedestrian Beacon, 30<sup>st</sup> Street & 21<sup>st</sup> Drive – C
- **Yuma County** – Shared Use Pathway, Ferguson Lateral: W. Main Canal to 5<sup>th</sup> Street –
- **City of San Luis** – Shared Use Pathway, E. Main Canal: Ave G to Urtusuastegui Street

Projects awarded TA funding over the next three years:

- **City of Yuma** – Shared Use Pathway/HAWK Pedestrian Beacon, Avenue 6E – 32<sup>nd</sup> Street to 36<sup>th</sup> Street to the East Mesa Community Park
  - Awarded \$424,350 for design in FY27
  - Awarded \$1.2M for construction in FY29
- **Yuma County** – Shared Use Pathway, East Main Canal from Yuma Co. 12<sup>th</sup> St to Yuma Co. 14<sup>th</sup> Street
  - Awarded \$183,885 for scoping in FY26

Once all TA applications have been reviewed by ADOT. The TA TAC will review and provide judgement-based scoring input covering several categories of criteria. After the TA TAC finishes their scoring inputs, a ranked and prioritized TA Program list will be generated and forwarded for recommendation to the State Transportation Board.

Date	Major TA Deliverables/Deadlines (FY27)
April 3, 2026	Application submission deadline
May 27, 2026	TA TAC begin judgement-based scoring of TA proposals
June 26, 2026	ADOT compiles ranked TA project list
July – TBD	Send out TA project award letters

**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 10**

## **RTAC FY 2027 Assessment Increase**

**DATE:** May 28, 2026

**SUBJECT:** RTAC FY 2027 Assessment Increase

### **SUMMARY:**

YMPO staff recently received notification from the Rural Transportation Advocacy Council (RTAC) regarding proposed FY 2027 RTAC member assessments. The RTAC Board is composed of elected officials representing rural Arizona Counties that focus on the transportation interests of rural areas. RTAC leadership indicated that the assessment increase was approved in order to balance the organization's budget after several years of operating with unbalanced budgets and utilizing reserve savings. RTAC also noted that maintaining a fiscally sustainable budget structure was considered important to support recruitment and long-term organizational stability.

The proposed FY 2027 RTAC assessment for YMPO would increase from approximately \$23,039 in FY 2026 to approximately \$27,116 in FY 2027. Staff is providing this item for Executive Board information and discussion purposes regarding potential FY 2027 RTAC assessment impacts and regional transportation advocacy participation.

Historically, in the Unified Planning Work Program (UPWP), the RTAC assessment fee has been subsidized with Metropolitan Planning and/or State Planning and Research funds, including a small percentage of local funds, considering lobbying activities. This is a change that is anticipated to be included as part of the FY 2027 UPWP.

### **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 comment only

**CONTACT PERSON:** Crystal Figueroa, Executive Director, 928-783-8911.

# YMPO INFORMATION SUMMARY for Agenda Item 11

## YMPO Director's Evaluation

**DATE:** May 28, 2026

**SUBJECT:** YMPO Director's Evaluation

**SUMMARY:** The Director's annual evaluation process is NOT particularly well defined in YMPO By-Laws, but generally includes a review by a subcommittee comprising the Chair and two other Board members, selected by the Chair, from different agencies. The subcommittee then presents their combined evaluation to the full Board in Executive Session, and the Board discusses whether a raise is appropriate and, if so, how much.

The Performance Evaluation Subcommittee was chosen during the February 2025 Executive Board meeting. The subcommittee includes Chairwoman Wynnie Ortega, Councilmember Mark Martinez, and Councilmember Cecilia McCollough. Usually, evaluations are carried out on anniversary dates; the Director's promotion originally occurred on February 24, 2022 Board meeting; however, in the past, the Board agreed that the evaluation would align best if conducted in June of each year to coincide with the Unified Planning Work Program budget state fiscal Year (July through June) and implement any considered raises effective at the start of the July.

The Board will have the opportunity to discuss the Executive Director's evaluation process and ask any questions. Following Board discussion, the Executive Director will coordinate with the Chairwoman to determine a date for the evaluation.

**ACTION NEEDED:**

This item is on the agenda for information, discussion, and possible action to determine a date to evaluate the Executive Director.

**PRIOR BOARD/COMMITTEE ACTIONS:**

At their February 26, 2026, meeting, the Board unanimously approved the Directors Evaluation Subcommittee.

**CONTACT PERSON:** Crystal Figueroa, Executive Director, 928-783-8911.