



YMPO EXECUTIVE BOARD REGULAR MEETING AGENDA

EXECUTIVE BOARD

Regular Meeting

Thursday, June 25, 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 Title VI Coordinator, will read a brief Title VI nondiscrimination statement. Additional information regarding Title VI accommodations and YMPO's voluntary public participation self-identification survey is provided at the end of this agenda.

In addition, this item also provides an opportunity for members of the public to address the YMPO Executive Board on matters within YMPO's jurisdiction that are not otherwise listed on the agenda. Individuals wishing to speak need not request permission in advance and will be limited to three (3) minutes.

4. Consent Agenda.

- A. Approval of the May 28, 2026, Board Meeting Minutes.
- B. YMPO Income/Expenditure Reports for May 2026.

A copy of the draft minutes of the Regular Board meeting from May 28, 2026, will accompany this agenda. Members will have the opportunity to review, report any changes, and/or approve the minutes. The May 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 May 28, 2026, and the financial report for May 2026 are attached as Items 4A and 4B, respectively.

5. FY 2026-2030 YMPO TIP Amendment #7

The FY 2026-2030 YMPO TIP was initially approved on July 31, 2025, and has since been amended six times, most recently by the Executive Board on May 28, 2026.

This amendment proposes the addition of two Off-System Bridge (OSB) Program projects, revisions to funding and scheduling for City of Yuma projects, and project name updates for recently awarded Highway Safety Improvement Program (HSIP) projects. The proposed changes are detailed in the attached summary.

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 5.

6. Adoption of IT Security and Change Management Policy

As part of the FY 2024 and FY 2025 audit recommendations, auditors identified the need for formal information technology (IT) policies and procedures related to IT security risk management, user access reviews, change management, and disaster recovery planning. In response, YMPO staff developed a draft IT Security and Change Management Policy to strengthen internal controls, establish formal procedures for managing system changes and user access, and enhance the organization's overall IT governance framework.

The draft policy was presented to the Executive Board on May 28, 2026, for information and discussion. Subsequently, the Policies and Procedures Subcommittee met on June 8, 2026, to review the proposed policy and receive an overview of the auditor recommendations and policy provisions from staff. Following its review, the Subcommittee recommended the policy be forwarded to

the Executive Board for consideration and possible adoption. A final draft copy is included for approval consideration.

This item is on the agenda for information, discussion, and possible action to adopt the IT Security and Change Management Policy. Ms. Figueroa and YMPO Jeff Heinrichs, IT Manager/Associate Planner, will present this item; further details are provided in the information summary 6.

7. Personnel Policies and Procedures Update

YMPO staff is currently conducting a comprehensive review and update of the YMPO Personnel Policies and Procedures Manual, which was last adopted by the Board in May 2015. The update is intended to ensure the manual remains current, compliant with applicable laws and regulations, and reflective of current organizational practices and operational needs.

This item is being presented to inform the Executive Board of the ongoing effort and provide advance notice that a draft revised manual is anticipated to be presented at a future meeting.

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 7.

8. FY 2026 Audit Schedule

YMPO recently contracted with the Pun Group, LLC., to provide accounting services for financial report and Heinfeld, Meech & Co., P.C. to provide independent financial auditing services. As the organization prepares for the Fiscal Year 2026 audit cycle, staff are providing the Executive Board with an overview of the anticipated audit schedule, key milestones, and expected timeline for completion of the annual audit.

This item is on the agenda for information, discussion, and comment only, at this stage. YMPO Accountant/Executive Assistant Lourdes Lopez will present this item; further details are provided in the information summary 8.

9. 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.

10. 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. FY 2027 Title VI Plan
- C. AZ SMART Fund
- D. Transportation Alternatives Program
- E. Arizona Sun Cloud

11. Progress Reports

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

- A. May 06 – ICAP ICRP Analysis (LL)
- B. May 06 – IT Policy and Procedures - IT Security (CF, JH)
- C. May 07 – Stay Cool This Summer: Transportation, Energy Savings & Community Resources (JR)
- D. May 07 – ADOT CPS Interstate Corridors - TAC Meeting #2 (FV)
- E. May 08 – 14 – Community Transportation EXPO 2026 (JR)
- F. May 11 – Yearly Preliminary Audit Procedures with Auditing Firm (LL)
- G. May 11 – ADOT/YMPO Monthly Coordination Meeting (CF, JH)
- H. May 11 – YMPO Work Status Policy Review (CF, LL)
- I. May 11 – RTAC Advisory Committee (CF)
- J. May 11 – NHI - Air Quality Planning: Clean Air Act Overview – 2025 (LL)
- K. May 12 – TA TAC Brief Summary (CF, JH)
- L. May 13 – NACOG Federal Transportation Reauthorization Panel Discussion (CF, FV)
- M. May 13 – City of Yuma FY27 TA Projects (CF, JH, FV)
- N. May 14 – YMPO TAC Meeting (CF, JH, FV, LZ)
- O. May 14 – CSAP Interview Meeting (JH, FV)
- P. May 15 – State Transportation Board Meeting (CF)
- Q. May 18 – PASS Training Q&R w/ADOT Transit (LL)
- R. May 18 – RTAC Board Meeting (LL, FV)
- S. May 18 – Yuma CoPt Monthly Meeting (JR)
- T. May 18 – Yuma Road Safety Audit Team (CF, JH, FV)
- U. May 19 – Yuma PM10 SIP Update Meeting (CF, FV)
- V. May 19 – The MPO Institute TIP Course (FV)

- W. May 20 – FY 2027 Insurance Renewal Meeting (CF, LL)
- X. May 20 – City of Yuma Walk-Through (FV)
- Y. May 20 – YMPO Audit Entrance Meeting (CF, LL)
- Z. May 21 – Arizona Incoming Planner Information Exchange (JH)
- AA. May 21 – WACOG-Networking for Community Resources (JR)
- BB. May 21 – TIP Training Module 3 (FV)
- CC. May 26 – Internal Meeting (CF, LL, JH)
- DD. May 27 – FY27 Budget Work (LL)
- EE. May 27 – CSAP Interviews (CF, JH, FV)
- FF. May 27 – Special TAC Meeting (CF, JR, JH, FV)

12. Adjournment.

Title VI and ADA Notice

Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other applicable nondiscrimination laws and authorities, the Yuma Metropolitan Planning Organization does not discriminate on the basis of race, color, national origin, sex, age, disability, or income status in the administration of its programs or activities. Persons requiring a reasonable accommodation based on language or disability should contact Jesus Aguilar, Jr., YMPO Title VI Coordinator, at Title_VI_Coordinator@ympo.org or 928-783-8911. Requests should be made at least forty-eight (48) hours in advance or as soon as possible so that accommodation may be arranged.

Aviso de Título VI y ADA

De conformidad con el Título VI de la Ley de Derechos Civiles de 1964, la Ley para Estadounidenses con Discapacidades (ADA, por sus siglas en inglés), y otras leyes y autoridades aplicables contra la discriminación, la Yuma Metropolitan Planning Organization no discrimina por motivos de raza, color, origen nacional, sexo, edad, discapacidad o nivel de ingresos en la administración de sus programas o actividades. Las personas que requieran asistencia lingüística o una adaptación razonable deben comunicarse con Jesus Aguilar, Jr., Coordinador del Título VI de YMPO, al Title_VI_Coordinator@ympo.org o 928-783-8911. Las solicitudes deben presentarse al menos cuarenta y ocho (48) horas antes de la reunión para permitir realizar los arreglos necesarios.

Voluntary Public Participation Survey / Encuesta Voluntaria de Participación Pública

In an effort to improve participation in the transportation planning process and better understand meeting attendance, YMPO encourages attendees to complete a voluntary demographic survey.

English Survey

En un esfuerzo por determinar quien asiste a nuestras reuniones y a fin de mejorar la participación en el proceso de planificación, la organización YMPO le pide que por favor llene la siguiente encuesta voluntaria:

Encuesta en Español

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 July 30, 2026, and August 27, 2026



YMPO EXECUTIVE BOARD REGULAR MEETING MINUTES

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

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 Administrative Assistant/Bookkeeper, Lucia Zamudio, called the roll as follows:

YMPO Executive Board Members Present:

Chairwoman	Wynnie Ortega, Councilmember, Cocopah Indian Tribe ^
Vice-Chair	Lorena Delgadillo, Councilmember, City of Somerton ~
Member	Lynne Pancrazi, Board of Supervisors, Yuma County ^
Member	Cecilia McCollough, Councilmember, Town of Wellton ^
Member	Maria Cecilia Cruz, Councilmember, City of San Luis ^
Member	Karen Watts, Councilmember, City of Yuma ^
Member	Mark Martinez, 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	Martin Porchas, Board of Supervisors, Yuma County #
Member	Carol Smith, 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:

Paul Patane, ADOT

Paul Sanjay, Highstreet Consulting Group

YMPO Staff Present:

Crystal Figueroa Executive Director

Fernando Villegas Senior Transportation Planner

Jesus Aguilar, Jr Regional Mobility Manager

Jeff Heinrichs IT Manager/Associate Planner

Lucia Zamudio Administrative Assistant/Bookkeeper

Declaration of Votes

Councilmember Martinez declared five (5) votes on behalf of the City of Yuma.

Following the arrival of Councilmember Karen Watts at 3:40 p.m., the City of Yuma's vote declaration was revised. Councilmember Watts declared two (2) votes and Councilmember Martinez declared three (3) votes, for a total of five (5) votes on behalf of 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 April 30, 2026, Board Meeting Minutes.

B. YMPO Income/Expenditure Report for April 2026.

MOTION: Supervisor Pancrazi moved to approve both Items A and B on the consent agenda for April 2026. Councilmember McCollough, seconded, and the motion was unanimously approved.

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

Ms. Figueroa presented Amendment No. 4 to the Fiscal Year 2026–2027 Unified Planning Work Program (UPWP). The proposed amendment would increase local funding allocated to the T-1000 Capital Projects account for the YMPO office roof replacement project.

Ms. Figueroa stated that the Board had previously approved \$35,000 based on preliminary estimates; however, updated contractor quotes ranged from approximately \$41,000 to \$47,200. She explained that the amendment would authorize an additional \$15,000 in local funds, establishing a project budget not to exceed \$50,000 to provide flexibility for potential unforeseen conditions. She noted that the roof was approximately 38 years old and had experienced rain-related deterioration and damage, making replacement necessary.

Supervisor Pancrazi commented that a 38-year-old roof had exceeded its expected service life and agreed that replacement was needed. Councilmember Martinez asked whether costs had increased by approximately \$15,000 over the past year. Ms. Figueroa explained that the original estimates had been obtained about a year earlier and that updated quotes reflected current market conditions. She noted that, in accordance with the procurement policy, three formal quotes had been obtained, ranging from \$41,000 to \$47,200.

Supervisor Pancrazi asked about the size of the roof and whether the quotes had been obtained from local contractors. Mr. Villegas estimated the roof area at approximately 2,000 square feet. Ms. Figueroa responded that two of the three quotes had been submitted by local contractors and one by a contractor from Phoenix. She added that the proposed roofing systems included product warranties of up to 30 years, with workmanship warranties also available, and emphasized the importance of installing a high-quality underlayment to maximize the roof's lifespan and reduce future maintenance needs.

MOTION: Supervisor Pancrazi moved to approve Amendment #4 to FY 2026-27 YMPO UPWP. Councilmember Martinez seconded, and the motion was unanimously approved.

Councilmember Karen Watts arrived at 3:40 p.m.

6. FY 2026-2030 YMPO TIP Amendment #6

Mr. Villegas presented TIP Amendment No. 6 and explained that the amendment would move the Shared Use Pathway, East Weland Park to Pacific Avenue in the City of Yuma project from FY 2026 to FY 2027, the federal fiscal year, which begins on October 1, 2026, allowing construction to proceed at that time. He noted that the amendment had been reviewed by the Technical Advisory Committee (TAC) and was being recommended for approval.

Councilmember Martinez asked about the significant increase in the local match, which had risen from approximately \$17,000 to \$235,000. Mr. Villegas explained that the project was funded through the Carbon Reduction Program (CRP) and that initial cost estimates are developed before design is completed. He stated that once design advances, more accurate construction costs become available, and

agencies must either reduce project scope, phase the project, or provide additional local funding if costs increase. He noted that cost increases during design and project delays were common and that other agencies in the region had experienced similar situations.

Councilmember Martinez expressed concern about the magnitude of the increase and asked whether sufficient oversight existed to ensure costs remained reasonable. Mr. Villegas responded that estimates are developed by the project sponsors and refined as additional information becomes available through the design process. He added that the City of Yuma had elected to provide the additional local funding necessary to move the project forward.

Supervisor Pancrazi asked about an increase shown in the SPR funding category. Ms. Figueroa clarified that the SPR figures represented State Planning and Research funds included in the Unified Planning Work Program and were unrelated to the project under discussion.

Mr. Villegas further noted that uncertainty in project costs can present challenges for smaller agencies, which may have limited resources available to address unexpected increases during design and construction.

Supervisor Pancrazi stated that she would support the amendment but requested additional information explaining the increase in the local match. Mr. Villegas agreed to obtain a detailed cost breakdown from the City of Yuma, and it was noted that City Engineer Dave Wostenberg could provide additional information regarding the revised estimate.

Chairwoman Cruz asked whether the item could be delayed until the additional information was received. Mr. Villegas explained that postponing approval would delay the project because ADOT could not proceed until the amendment was approved. After further discussion, Board members agreed not to delay the amendment but expressed interest in reviewing additional cost information. Supervisor Pancrazi assured Councilmember Martinez that he would get clarification from the City of Yuma for the changes presented.

Supervisor Pancrazi commented that the project would provide a significant benefit to bicyclists and pedestrians using the corridor. Mr. Villegas noted that another project requiring additional local funding would likely be presented at a future meeting. Ms. Figueroa added that staff would work to provide more detailed explanations of future project cost increases to assist the Board in its review.

MOTION: Supervisor Pancrazi moved to approve FY 2026-2030 YMPO TIP Amendment #6. Councilmember Watts seconded, and the motion was unanimously approved.

7. Consultant Selection for the Comprehensive Safety Action Plan

Ms. Figueroa reported that YMPO released a Request for Proposals (RFP) for the Comprehensive Safety Action Plan on March 26, with proposals due on April 23. She stated that YMPO received two proposals, one from High Street Consulting Group and one from Greenlight Traffic Engineering. The proposals were distributed to TAC members for evaluation and scoring. Due to the close results, with only one point separating the firms, the TAC determined that consultant interviews should be conducted before making a recommendation.

Ms. Figueroa explained that interviews were held May 27, by the TAC interview subcommittee consisting of representatives from Yuma County and the City of Somerton. Following the interviews, the subcommittee presented its recommendation to the full TAC, at a special meeting held the same day, and recommended Greenlight Traffic Engineering as the preferred consultant. She noted that both firms submitted strong proposals and thanked High Street Consulting Group for its participation in the selection process.

Ms. Figueroa stated that the project would be funded through a Safe Streets and Roads for All (SS4A) grant, which awarded \$400,000 to YMPO, along with an additional \$100,000 AZ SMART grant to cover the local match, for a total project budget of \$500,000. She explained that the Comprehensive Safety Action Plan would be a significant regional effort, expanding safety planning beyond the City of Yuma's existing Road Safety Action Plan to include the remainder of the YMPO member jurisdictions.

MOTION: Supervisor Pancrazi moved to approve the recommended consultant and authorized the Executive Director to execute a contract. Councilmember Watts seconded, and the motion was unanimously approved.

8. Draft IT Security and Change Management Policy

Ms. Figueroa introduced the item and explained that, as part of the Fiscal Year 2024 and 2025 audit recommendations, the auditors had recommended that YMPO formalize its information technology policies and procedures related to security risk management. She noted that the recommendation was intended to strengthen YMPO's IT security governance framework and was not the result of an audit finding. She then introduced Mr. Heinrichs, YMPO's IT Manager, to provide an overview of the proposed policy.

Mr. Heinrichs explained that the recommendation from the past two audits was to develop documented IT policies and procedures addressing areas such as change management, user access controls, security risk management, and disaster recovery. He stated that staff had drafted a policy and procedures manual and provided an overview of its key components, including risk assessments, employee security training, user roles and access reviews, change management

procedures, implementation reviews, and disaster recovery planning to support business continuity. He noted that the full draft would be reviewed in greater detail by the Policies and Procedures Subcommittee before being returned to the Board for consideration.

Supervisor Pancrazi shared an example of a cybersecurity breach that occurred during her service as a County Supervisor and emphasized the importance of maintaining strong IT security measures. She expressed support for the development of the policy.

Mr. Heinrichs stated that the proposed policy was intended to formalize YMPO's approach to protecting systems and data, controlling access, documenting significant system changes, training staff, and ensuring backup readiness, while remaining practical and appropriate for the size of the organization.

Supervisor Pancrazi suggested that YMPO consider obtaining cybersecurity insurance. Ms. Figueroa responded that YMPO currently did not carry IT or cybersecurity insurance but agreed that the option could be evaluated. She noted that YMPO experienced a cybersecurity breach in 2020 and, as a result, implemented several improvements, including cloud-based backups and the creation of an in-house IT position. Mr. Heinrichs added that YMPO's limited amount of sensitive data and current backup systems reduced its exposure, but he agreed that staff could further evaluate the need for cybersecurity insurance by consulting with other local agencies.

Ms. Figueroa stated that the Policies and Procedures Subcommittee, consisting of Chairwoman Ortega, Councilmember Martinez, and Supervisor Porchas, would be contacted to schedule a review meeting. She explained that staff anticipated bringing a final draft of the IT policy back to the Executive Board in June for possible adoption. She also informed the Board that additional policy updates would be forthcoming, including revisions to personnel, procurement, and accounting policies and procedures.

9. Transportation Alternatives (TA) Program – Submitted Projects

Mr. Heinrichs presented an update on the Transportation Alternatives (TA) Program and reported that the application period had closed on April 3, 2026. He explained that ADOT was currently reviewing applications and working with sponsoring agencies to address any deficiencies before the scoring process began. He noted that 54 applications had been submitted statewide, requesting approximately \$82 million in funding, while only about \$29 million was available for distribution over Fiscal Years 2027 through 2029.

Mr. Heinrichs stated that ADOT would provide access to the submitted applications and that the review and ranking process would take place throughout June. He

explained that the ranked project list would be finalized by June 26, after which ADOT would determine funding recommendations and issue award notifications in July.

Mr. Heinrichs reported that eight projects from the YMPO region had been submitted during the current funding cycle, including shared-use pathways, pedestrian safety improvements, and bicycle and pedestrian infrastructure projects in the Cities of Yuma and San Luis, as well as Yuma County. He also highlighted projects previously awarded TA funding, including the City of Yuma's Avenue 6E Shared Use Pathway and HAWK Pedestrian Beacon project, which received design funding for Fiscal Year 2027 and construction funding for Fiscal Year 2029, and the Yuma County East Main Canal Shared Use Pathway, which received scoping funds in Fiscal Year 2026.

Ms. Figueroa noted that the current funding cycle was highly competitive due to the large number of applications and limited available funding. Mr. Heinrichs added that, unlike previous cycles in which all submitted projects ultimately received funding, not all projects would be funded in this cycle due to significant demand.

Supervisor Pancrazi asked whether the projects presented were proposals or previously funded projects. Mr. Heinrichs clarified that the projects listed were currently in the funding pipeline, while Ms. Figueroa noted that some of the projects discussed had received awards during prior funding cycles. She added that staff anticipated providing an update in July regarding which projects had been selected for funding.

10. RTAC FY 2027 Assessment Increase

Ms. Figueroa informed the Board of a proposed increase in the Rural Transportation Advocacy Council (RTAC) member assessment for Fiscal Year 2027. She explained that RTAC, which is composed of elected officials representing rural Arizona counties, had approved the increase to address several years of operating with unbalanced budgets and relying on reserve funds. She noted that RTAC leadership considered the increase necessary to maintain a fiscally sustainable organization and support long-term operational stability.

Ms. Figueroa reported that the assessment increase was also related to RTAC's efforts to recruit a new executive director to lead policy, governmental affairs, and legislative advocacy efforts following the departure of longtime RTAC representative Kevin Adam. She stated that YMPO's annual assessment was expected to increase from approximately \$23,000 in Fiscal Year 2026 to approximately \$27,000 in Fiscal Year 2027.

Ms. Figueroa explained that the current assessment was funded through a combination of 95 percent federal funds and 5 percent local funds, with the local share accounting for lobbying-related activities that are not eligible for federal reimbursement. She noted that if RTAC's organizational structure or funding

allocation changed in the future, staff would return to the Board with additional information. She added that any adjustment to the assessment would be incorporated into a future Fiscal Year 2027 Unified Planning Work Program amendment, if necessary.

11. YMPO Director's Evaluation

Ms. Figueroa informed the Board that the annual Executive Director performance evaluation process was approaching. She explained that while the process is not specifically detailed in the YMPO By-Laws, it has traditionally been conducted by a subcommittee consisting of the Chair and two Board members from different jurisdictions. The subcommittee reviews the evaluation and presents its findings to the full Board during executive session, at which time the Board discusses the evaluation and any potential salary adjustment.

Ms. Figueroa noted that the Executive Director Performance Evaluation Subcommittee, selected during the February 2026 Board meeting, consisted of Chairwoman Ortega, Councilmember Martinez, and Councilmember McCollough. She explained that although evaluations are typically conducted on anniversary dates, the Board had previously agreed to align the Executive Director's evaluation with the start of the fiscal year and the Unified Planning Work Program process.

Ms. Figueroa stated that she would coordinate with the subcommittee following the meeting to schedule the evaluation and ensure a meeting date that accommodated all members.

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 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.

13. 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 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. Mar 26 – Radio interview of Travel Training program w/Russ Clark (JR)
- c. May 04 – ArcGIS - Working with Charts and Reports (JH)
- d. May 04 – Yearly Insurance Renewal Review (LL)
- e. May 04 – Staff Meeting (CF, JH, JR, FV, LL, LZ)
- f. May 05 – S Drive - File Retention Plan Progress Check In #1 (CF, LL, LZ)
- g. May 06 – ICAP ICRP Analysis Work (LL)
- h. May 06 – Speaking Tactfully for Supervisors (LL)
- i. May 07 – ArcGIS - Drone2Map Basics (JH)
- j. May 07 – Stay Cool This Summer: Transportation, Energy Savings & Community Resources (JR)
- k. May 07 – ADOT CPS Interstate Corridors - TAC Meeting #2 (JH, FV)
- l. May 07 – ArcGIS - Drone2Map: Processing Imagery (JH)
- m. May 08 – 14 – Community Transportation EXPO 2026 (JR)
- n. May 11 – ArcGIS - Introduction to Spatial Data (JH)
- o. May 11 – Yearly Preliminary Audit Procedures with Auditing Firm (LL)
- p. May 11 – ADOT/YMPO Monthly Coordination Meeting (CF, JH, FV)
- q. May 11 – ArcGIS - Getting Started with Spatial Analysis (JH)
- r. May 11 – RTAC Advisory Committee (CF)
- s. May 12 – ArcGIS - Deep Learning (JH)
- t. May 14 – YMPO TAC Meeting (CF, JH, FV, LZ)
- u. May 18 – ArcGIS - Roads and Highways: Intro to Modeling and Data Management in a Desktop Environment (JH)
- v. May 18 – Regional Mobility Committee (JR)
- w. May 18 – RTAC Board Meeting (FV)
- x. May 18 – Yuma CoPt Monthly Meeting (JR)
- y. May 19 – ArcGIS - Roads and Highways: Preparing and Sharing an Linear Referencing System (LRS) (JH)
- z. May 19 – Yuma PM10 SIP Update Meeting (CF, FV)
- aa. May 19 – Yuma Road Safety Audit Team (FV, JH)
- bb. May 20 – ArcGIS - Drone2Map Essentials (JH)
- cc. May 21 – Arizona Incoming Planner Information Exchange (FV)
- dd. May 21 – WACOG-Networking for Community Resources (JR)
- ee. May 26 – Weekly Meeting: SZ01801C Cesar Chavez Boulevard - US 95 to SR 195 (CF)
- ff. May 28 – YMPO Executive Board Meeting (CF, JR, JH, FV, LL)

16. Adjournment.

Having no further business to discuss, Chairwoman Ortega adjourned the meeting at 4:26 p.m.

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

Anticipated Future 2026 Meetings

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

Preparation and Approval of Minutes:

Minutes prepared by:

Lulu Lopez, Accountant II/Executive
Assistant

Minutes reviewed to form by:

Minutes approved in regular session on
June 25, 2026

Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization

Councilmember Wynnne Ortega,
Chairwoman, YMPO Executive Board

Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance May 2026

	May 26	Jul '25 - May 26	YTD Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · ADOT Grant				
4001 · PL	0.00	417,021.20	480,625.00	86.77%
4002 · SPR	0.00	170,826.98	219,045.00	77.99%
4004 · STBG	0.00	69,178.66	69,756.00	99.17%
4005 · 5305d (CPG)	0.00	109,280.81	159,980.00	68.31%
Total 4000 · ADOT Grant	0.00	766,307.65	929,406.00	82.45%
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%
Total 4010 · FTA Grant	0.00	0.00	150,000.00	0.0%
4050 · ADEQ Grant	0.00	0.00	10,000.00	0.0%
4055 · 5310 Funds				
4056 · RTAP	0.00	3,189.05	2,976.53	107.14%
4055 · 5310 Funds - Other	0.00	91,442.56	122,764.00	74.49%
Total 4055 · 5310 Funds	0.00	94,631.61	125,740.53	75.26%
4200 · YMPO UPWP Dues	0.00	75,410.64	80,565.84	93.6%
4400 · Interest Income	374.34	32,558.16	29,318.00	111.05%
4600 · Charges for Services				
4904 · Traffic Count Revenue	0.00	4,796.80	15,200.00	31.56%
Total 4600 · Charges for Services	0.00	4,796.80	15,200.00	31.56%
4700 · Other Revenue				
Total 4700 · Other Revenue	0.00	0.00	0.00	0.0%
Total Income	374.34	983,944.86	1,590,470.37	61.87%
Gross Profit	374.34	983,944.86	1,590,470.37	61.87%
Expense				
5110 · Payroll Expenses				
5111 · Fringe Benefits	2,789.49	32,452.47	36,897.68	87.95%
5112 · Part Time Staff-Salaries				
5133 · Part Time Staff-Salaries- Local	0.00	10,899.23	12,665.83	86.05%
5112 · Part Time Staff-Salaries - Other	4,363.93	39,691.97	64,291.17	61.74%
Total 5112 · Part Time Staff-Salaries	4,363.93	50,591.20	76,957.00	65.74%
5113 · Full Time Staff-Salaries	32,100.10	373,624.30	418,031.00	89.38%
5115 · Health Insurance-ER Portion	6,948.98	76,438.78	83,387.82	91.67%
5116 · ASRS	3,852.02	44,834.91	49,594.23	90.4%
5117 · Workman's Comp Insurance	0.00	1,181.00	1,202.00	98.25%
5118 · FUTA Payroll Expense	26.18	461.91	588.00	78.56%
5120 · Life Insurance	130.00	1,560.00	1,872.00	83.33%
Total 5110 · Payroll Expenses	50,210.70	581,144.57	668,529.73	86.93%
5123 · Consulting Services				
5134 · Contractual-Local	0.00	17,791.95	78,652.00	22.62%

Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance

May 2026

	May 26	Jul '25 - May 26	YTD Budget	% of Budget
5123 · Consulting Services - Other	0.00	176,268.59	599,103.00	29.42%
Total 5123 · Consulting Services	0.00	194,060.54	677,755.00	28.63%
5124 · Staff Training/Education				
5137 · Staff Training/Edu Reimb-Local	0.00	5,297.60	7,000.00	75.68%
5124 · Staff Training/Education - Other	395.00	2,158.82	2,722.00	79.31%
Total 5124 · Staff Training/Education	395.00	7,456.42	9,722.00	76.7%
5125 · Audit Services	0.00	24,500.00	25,350.00	96.65%
5126 · Payroll Processing Fees	421.82	4,553.83	5,200.00	87.57%
5128 · Accounting Services	0.00	24,438.15	25,000.00	97.75%
5129 · Public Participation	0.00	456.84	500.00	91.37%
5131 · Data Process, Software, Hardwar	3,883.75	15,243.46	15,000.00	101.62%
5132 · Furniture and Equipment	0.00	9,519.01	10,300.00	92.42%
5138 · Capital Outlay	0.00	0.00	35,000.00	0.0%
5139 · RTAP Expense	212.52	3,189.05	3,189.05	100.0%
5140 · Legal	0.00	1,842.50	7,000.00	26.32%
5147 · Mobility Management Program	169.47	5,483.31	17,044.00	32.17%
5150 · IT Support	0.00	0.00	500.00	0.0%
5151 · Building Ins, property tax	0.00	5,040.00	5,500.00	91.64%
5152 · Equipment Maintenance	0.00	300.11	1,150.00	26.1%
5153 · Office Supplies	36.84	2,002.35	2,100.00	95.35%
5154 · Postage	0.00	77.75	150.00	51.83%
5155 · Printing	19.52	469.62	650.00	72.25%
5157 · Publications, Subscriptions	0.00	1,389.13	1,500.00	92.61%
5158 · Registration Fees	0.00	9,745.00	10,700.00	91.08%
5159 · Special Meetings	0.00	0.00	500.00	0.0%
5160 · Telecommunications	697.09	8,594.85	12,000.00	71.62%
5162 · Vehicle Insurance	0.00	8,072.00	8,500.00	94.97%
5163 · Vehicle Maint., Repairs, Parts	0.00	1,651.51	2,000.00	82.58%
5164 · YMPO Memberships & Dues	0.00	3,917.14	5,000.00	78.34%
5165 · Finance Charges and Interest	0.00	0.00	100.00	0.0%
5166 · Website Maintenance	0.00	247.87	350.00	70.82%
5167 · Miscellenous Consumables	62.13	2,387.98	3,500.00	68.23%
5168 · Employee Recruitment	0.00	0.00	200.00	0.0%
5169 · Miscellaneous-Expense	0.00	1,738.47	7,000.00	24.84%
5171 · Alarm System	0.00	534.19	700.00	76.31%
5173 · Electric Bill	680.58	7,708.69	9,000.00	85.65%
5174 · Grounds Maintenance	250.00	2,750.00	4,500.00	61.11%
5175 · Janitorial	720.00	8,460.00	9,840.00	85.98%
5179 · Office Building Repairs				
5181 · Pest Control	0.00	480.00	520.00	92.31%
5179 · Office Building Repairs - Other	0.00	602.06	5,000.00	12.04%
Total 5179 · Office Building Repairs	0.00	1,082.06	5,520.00	19.6%
5182 · Sewer & Water	132.85	1,658.47	3,500.00	47.39%

Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance

May 2026

	May 26	Jul '25 - May 26	YTD Budget	% of Budget
5190 · Travel - Local & Outside County	0.00	12,322.47	18,000.00	68.46%
5191 · T530- Traffic Count Fuel	341.66	2,125.72	3,000.00	70.86%
5630 · T530 Traffic Count Equipment				
5631 · T530-Local COY Materials	0.00	0.00	2,533.17	0.0%
5630 · T530 Traffic Count Equipment - Other	146.83	4,700.84	5,500.00	85.47%
Total 5630 · T530 Traffic Count Equipment	146.83	4,700.84	8,033.17	58.52%
Total Expense	58,380.76	958,863.90	1,623,082.95	59.08%
Net Ordinary Income	-58,006.42	25,080.96	-32,612.58	-76.91%
Other Income/Expense				
Other Income				
4900 · In-Kind Match Revenue	12,010.31	170,227.51	117,334.00	145.08%
Total Other Income	12,010.31	170,227.51	117,334.00	145.08%
Other Expense				
9200 · In-Kind Match Expenses	12,010.31	170,227.51	117,334.00	145.08%
Total Other Expense	12,010.31	170,227.51	117,334.00	145.08%
Net Income	-58,006.42	25,080.96	-32,612.58	-76.91%

10000 - Wells Fargo - YMPO General Account	\$57,388.70
10009 - Wells Fargo - YMPO Payroll Account	\$45,139.24
10100 - Yuma County Treasurer - YMPO Account	\$1,109,914.81
	\$1,212,442.75

YMPO INFORMATION SUMMARY for Agenda Item 5

FY 2026-30 YMPO Transportation Improvement Program – Amendment #7

DATE: June 25, 2026

SUBJECT: FY 2026-2030 YMPO Transportation Improvement Program (TIP) – Amendment #7

SUMMARY:

The FY 2026-2030 YMPO TIP was initially approved on July 31, 2025, and has since been amended six times, most recently on May 28, 2026, by the Executive Board.

This amendment will increase the local match for Bus Pullouts on Avenue A at 16th Street in the City of Yuma from \$11,514 to \$136,582. Following completion of project design, the engineer's estimate identified higher construction costs than originally estimated during the grant application phase. In accordance with the project agreement, the City of Yuma will provide the additional local funding required to complete the project.

FY 2026

TIP No.	FY	Agency	Project Name/Location	Project Description	Func/Class	Fund Source	Federal \$	HURF/State	Local \$	Total \$
2026										
YU 24-02C	2026	Yuma	Bus Pull-Outs (Avenue A at 16th St.)	Two far-side bus pull-outs on Avenue A at 16th St	FFC-3U	CRP 5.7%	\$190,486	\$0	\$11,514	\$202,000
YU 24-02C	2026	Yuma	Bus Pull-Outs (Avenue A at 16th St.)	Two far-side bus pull-outs on Avenue A at 16th St	FFC-3U	CRP 5.7%	\$190,486	\$0	\$136,582	\$327,068

This amendment will increase federal funding for the three pedestrian hybrid beacons in the City of Yuma and move the project from fiscal year 2029 to 2028. This 100% HSIP project is increasing federal funding from \$1,929,093 to \$ 1,937,757 in FY 2028. The project name is also changing.

FY 2028

TIP No.	FY	Agency	Project Name/Location	Project Description	Func/Class	Fund Source	Federal \$	HURF/State	Local \$	Total \$
2028										
YU 27-04C	2028	Yuma	PHB Various Location, City of Yuma	PHB Crossings at 16th St/Arcadia Ln, 8th St/5th Ave and 8th St/Clifford Way-Construction	FFC-4U	HSIP 100%	\$1,937,757	\$0	\$0	\$1,937,757
2029										
YU 27-04C	2029	Yuma	Pedestrian Hybrid Beacon (PHB) Crossings: 3 City Locations	PHB Crossings at 16th St/Arcadia Ln, 8th St/5th Ave and 8th St/Clifford Way-Construction	FFC-4U	HSIP 100%	\$1,929,093	\$0	\$0	\$1,929,093

This amendment will add two Off-System Bridge projects. One in Yuma County is a bridge replacement project located on Avenue 1 E and County 14th ½ Street. Design in fiscal year 2027. \$325,335 in federal funding and \$19,665 in local match. The total design cost is \$345,000.

The second project in the City of Yuma is a bridge replacement project located on Avenue 4E and B Canal. Design in fiscal year 2027. \$513,935 in federal funds and \$31,065 in local match. The total design cost is \$545,000.

FY 2027

TIP No.	FY	Agency	Project Name/Location	Project Description	Func/Class	Fund Source	Federal \$	HURF/State	Local \$	Total \$
2027										
YC 27-02D	2027	Yuma Co.	Avenue 1 E Over Lateral A8.9 Bridge	Bridge Replacement-Design	FFC-7	OSB 5.7%	\$325,335	\$0	\$19,665	\$345,000
YU 27-07D	2027	Yuma	Avenue 4E; B Canal Bridge	Bridge Replacement-Design	FFC-7	OSB 5.7%	\$513,935	\$0	\$31,065	\$545,000

The amendment will add, in fiscal year 2029, the construction of the bridge located on Avenue 4E and B Canal in the City of Yuma. \$3,063,731 in federal funds and \$185,188 in local match. The total cost of bridge replacement construction is \$3,248,919.

FY 2029

TIP No.	FY	Agency	Project Name/Location	Project Description	Func/Class	Fund Source	Federal \$	HURF/State	Local \$	Total \$
2029										
YU 27-07C	2029	Yuma	Avenue 4E; B Canal Bridge	Bridge Replacement-Construction	FFC-7	OSB 5.7%	\$3,063,731	\$0	\$185,188	\$3,248,919

The amendment will add, in fiscal year 2030, the construction of the bridge located on Avenue 1E and County 14th ½ Street in Yuma County. Construction is 100% federally funded at \$1,673,430.

FY 2030

TIP No.	FY	Agency	Project Name/Location	Project Description	Func/Class	Fund Source	Federal \$	HURF/State	Local \$	Total \$
2030										
YC 27-02C	2030	Yuma Co.	Avenue 1 E Over Lateral A8.9 Bridge	Bridge Replacement-Construction	FFC-7	OSB 100%	\$1,673,430	\$0	\$0	\$1,673,430

ADOT requested changes to the project names of the recently awarded HSIP projects in the City of Yuma in fiscal year 2027. 2028 and 2029.

FY 2027 Design Projects

TIP No.	FY	Agency	Project Name/Location	Project Description	Func/Class	Fund Source	Federal \$	HURF/State	Local \$	Total \$
YU 27-02D	2027	Yuma	Connectivity Pathway to East Mesa Community Park	Shared Use Pathway from 32nd Street to the East Mesa Community Park	N/A	TA 5.7%	\$424,350	\$0	\$25,650	\$450,000
YU 27-02D	2027	Yuma	Avenue 6E MUP, City of Yuma	Shared Use Pathway from 32nd Street to the East Mesa Community Park	N/A	TA 5.7%	\$424,350	\$0	\$25,650	\$450,000
YU 27-03D	2027	Yuma	Avenue B and 3rd Street Traffic Signal	Traffic signal-Design	FFC-4U	HSIP 100%	\$207,670	\$0	\$0	\$207,670
YU 27-03D	2027	Yuma	Avenue B and 3rd St, City of Yuma	Traffic signal-Design	FFC-4U	HSIP 100%	\$207,670	\$0	\$0	\$207,670
YU 27-05D	2027	Yuma	Redondo Center Drive Between 16th Street and I-8 Ramps	Redondo Center Drive Curves Flattening-Design	FFC-5U	HSIP 5.7%	\$287,565	\$0	\$17,382	\$304,947
YU 27-05D	2027	Yuma	Redondo Ctr. Dr; 16th St to I-8, City of Yuma	Redondo Center Drive Curves Flattening-Design	FFC-5U	HSIP 5.7%	\$287,565	\$0	\$17,382	\$304,947
YU 27-06D	2027	Yuma	Traffic Signals 2 City Locations	Traffic Signals at 32nd St and Cielo Verde Dr and South Frontage Rd at Avenue 10E-Design	FFC-4U	HSIP 100%	\$251,298	\$0	\$0	\$251,298
YU 27-06D	2027	Yuma	New Traffic Signals, City of Yuma	Traffic Signals at 32nd St and Cielo Verde Dr and South Frontage Rd at Avenue 10E-Design	FFC-4U	HSIP 100%	\$251,298	\$0	\$0	\$251,298

FY 2028 Right of Way Projects

TIP No.	FY	Agency	Project Name/Location	Project Description	Func/Class	Fund Source	Federal \$	HURF/State	Local \$	Total \$
YU 27-05R	2028	Yuma	Redondo Center Drive Between 16th Street and I-8 Ramps	Redondo Center Drive Curves Flattening-ROW	FFC-5U	HSIP 5.7%	\$122,590	\$0	\$7,410	\$130,000
YU 27-05R	2028	Yuma	Redondo Ctr. Dr; 16th St to I-8, City of Yuma	Redondo Center Drive Curves Flattening-ROW	FFC-5U	HSIP 5.7%	\$122,590	\$0	\$7,410	\$130,000
YU 27-06R	2028	Yuma	Traffic Signals 2 City Locations	Traffic Signals at 32nd St and Cielo Verde Dr and South Frontage Rd at Avenue 10E-ROW	FFC-4U	HSIP 100%	\$13,819	\$0	\$0	\$13,819
YU 27-06R	2028	Yuma	New Traffic Signals, City of Yuma	Traffic Signals at 32nd St and Cielo Verde Dr and South Frontage Rd at Avenue 10E-ROW	FFC-4U	HSIP 100%	\$13,819	\$0	\$0	\$13,819

FY 2029 Construction Projects

TIP No.	FY	Agency	Project Name/Location	Project Description	Func/Class	Fund Source	Federal \$	HURF/State	Local \$	Total \$
YU 27-02C	2029	Yuma	Connectivity Pathway to East Mesa Community Park	Shared Use Pathway from 32nd Street to the East Mesa Community Park	N/A	TA 5.7%	\$1,200,722	\$0	\$72,578	\$1,273,300
YU 27-02C	2029	Yuma	Avenue 6E MUP, City of Yuma	Shared Use Pathway from 32nd Street to the East Mesa Community Park	N/A	TA 5.7%	\$1,200,722	\$0	\$72,578	\$1,273,300
YU 27-03C	2029	Yuma	Avenue B and 3rd Street Traffic Signal	Traffic signal-Construction	FFC-4U	HSIP 100%	\$1,352,500	\$0	\$0	\$1,352,500
YU 27-03C	2029	Yuma	Avenue B and 3rd St, City of Yuma	Traffic signal-Construction	FFC-4U	HSIP 100%	\$1,352,500	\$0	\$0	\$1,352,500
YU 27-05C	2029	Yuma	Redondo Center Drive Between 16th Street and I-8 Ramps	Redondo Center Drive Curves Flattening-Construction	FFC-5U	HSIP 5.7%	\$4,552,782	\$0	\$275,195	\$4,827,977
YU 27-05C	2029	Yuma	Redondo Ctr Dr; 16th St to I-8, City of Yuma	Redondo Center Drive Curves Flattening-Construction	FFC-5U	HSIP 5.7%	\$4,552,782	\$0	\$275,195	\$4,827,977
YU 27-06C	2029	Yuma	Traffic Signals 2 City Locations	Traffic Signals at 32nd St and Cielo Verde Dr and South Frontage Rd at Avenue 10E-Construction	FFC-4U	HSIP 100%	\$2,189,027	\$0	\$0	\$2,189,027
YU 27-06C	2029	Yuma	New Traffic Signals, City of Yuma	Traffic Signals at 32nd St and Cielo Verde Dr and South Frontage Rd at Avenue 10E-Construction	FFC-4U	HSIP 100%	\$2,189,027	\$0	\$0	\$2,189,027

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 recommend approval of the FY 2026-2030 YMPO TIP Amendment #7 to the Executive Board.

CONTACT PERSON: Fernando Villegas, Senior Transportation Planner.

YMPO INFORMATION SUMMARY for Agenda Item 6 **Adoption of IT Security and Change Management Policy**

DATE: June 25, 2026

SUBJECT: Adoption of IT Security and Change Management Policy

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 and presentation was presented to the Executive Board on May 28, 2026, for information and discussion. Since then, the proposed policy was reviewed by the YMPO By-Laws/Policies and Procedures Subcommittee on June 8, 2026. During the meeting, staff provided an overview of the auditor recommendations, policy objectives, key roles and responsibilities, and provisions addressing risk management, user roles, change management, and IT Business Continuity Plan.

During the subcommittee policy review, the Director identified an observation related to organizational continuity and resiliency. As a smaller sub-political independent agency, YMPO has limited resources available to support information technology functions. While the addition of an in-house IT Manager has significantly strengthened the organization's technology capability to protect the organization, many IT critical functions remain concentrated within a single position.

Historically, prior to the establishment of an in-house IT position, YMPO maintained a Memorandum of Understanding at cost with Yuma County for technical and consulting support services. That partnership provided assistance with technology planning, equipment procurement, installation and relocation, system administration, backup and restoration activities, cybersecurity support, and technical recommendations.

As YMPO continues to strengthen its IT security framework, staff believe it may be beneficial to evaluate options for supplemental technical support to assist during extended absences, emergencies, staff transitions, or specialized technical needs. Such support could be provided through a memorandum of understanding with Yuma County,

a consulting arrangement, a managed service provider, or another appropriate mechanism. During the previous Board meeting, it was recommended that YMPO look into Cyber Security Insurance. As such, a risk assessment has been conducted and quotes evaluated. Staff will report on the subject matter.

The Executive Board may provide comments or direction to the Executive Director on any recommendations or recommend that an item be brought back for further discussion.

In relevance to the Board item, adoption of the policy will assist YMPO in implementing auditor recommendations, formalizing IT governance practices, improving documentation procedures for user access management, system changes, and disaster recovery planning for business continuity.

The YMPO By-Laws/Policies and Procedures Subcommittee may provide additional comments and provide its recommendation.

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 action to adopt the IT Security and Change Management Policy.

CONTACT PERSON:

Crystal Figueroa, Executive Director and Jeff Heinrichs, IT Manager/Associate Planner.



YMPO IT SECURITY AND CHANGE MANAGEMENT POLICY

Adopted:

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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:

- New Employee Onboarding Checklist for new hires; or
- IT Change Request Form for position changes, duty changes, or other access change needs; or
- 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 with 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 assigned 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 disruptions, 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 on 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.

IT Business Continuity Plan

YMPO maintains a separate IT 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 BCP 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 Board.

Definitions

- IT Business Continuity Plan (BCP) – An accessible plan to resume operations in the event of a disaster or other significant disruption in IT business operations.
- Carbonite – A cloud based data protection and disaster recovery service designed to safeguard important files and system data from ransomware, hardware failures, accidental deletion, and natural disasters.
- Change Management – Process for controlling changes to systems to minimize disruption and risk.
- Change Request Form – Used to request IT infrastructure changes on an individual employee level.
- Change Request Log – An electronic log/record (worksheet) tracking major and/or emergency changes impacting the organization.
- Critical Business Functions – Those identified business activities that are mandatory in order for the organization to function at a bare minimum level of efficiency.
- Employee Exit Form – Form used when an employee separates from the company to ensure all steps in the exit process are met including recovery of company assets, disabling all IT access, final HR activities, etc.
- FMEA – Failure Modes and Effects Analysis is a structured, proactive risk assessment methodology used to identify, prioritize, and prevent potential failures in a system before they occur.
- FTE – Full-Time Employee is someone who works a customary 40 hour week and receives full company benefits.
- Infrastructure – Foundational framework of hardware, software, networks, data, and facilities required to support, deliver, and manage an organization's IT services.

YMPO IT Security and Change Management Policy

- MFA – Multi-Factor Authentication: an additional security layer requiring more than one method of authentication.
- Part-Time/Temporary Employees – Employees who work a limited number of hours doing very specific tasks and don't have the same IT infrastructure access needs as FTE individuals.
- Phishing – Where malevolent efforts are made to impersonate trusted organizations or individuals to deceive victims into revealing sensitive information
- Restricted Folder – These are folders that contain sensitive information where access is restricted to those with a need to know to perform their job functions.
- Risk Assessment – Identification and prioritization of risks impacting the organization using a scoring rubric and thresholds to identify risks requiring remediation.
- Separated Employees – This includes employees who have voluntarily and involuntarily left the organization.

For questions about this policy, please contact the YMPO IT Manager or Executive Director at (928) 783-8911.

Exhibit 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: _____

S:\Admin\Human Resources\Employee Offboarding

Exhibit 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:

Business Justification:

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 TECHNOLOGY
BUSINESS CONTINUITY PLAN**

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1. Introduction

1.1. Plan Scope & Applicability

The scope of the YMPO Information Technology (IT) Business Continuity Plan (BCP) is limited to the continuation, restoration, and recovery of technology systems, data, equipment and related Information Technology (IT) services that support the essential operations of the Yuma Metropolitan Planning Organization.

1.2. Plan Objectives

The YMPO IT BCP objective is to identify and mitigate risks associated with the organizations technology infrastructure and to facilitate the resumption of the critical business operations in a timely and organized manner so that YMPO can maintain stable IT operations.

The primary objectives of the plan are to:

- **Maintain Key Operations**
 - Most critical IT functions to include: shared network resources, accounting and payroll systems and access to e-mail.

2. IT Risk Assessment

2.1. Prioritizing Risk, Thresholds and Mitigating Actions

Risks with scores above the established thresholds should be reviewed for mitigation, corrective action, or additional controls. Recommended actions may include backup procedures, alternate work locations, equipment replacement, vendor support, improved monitoring, additional documentation, cross-training, or other continuity measures. Revised scores may be assigned after mitigation actions are identified to estimate the remaining residual risk.

2.2. Risk Scoring

- **Severity – (S)** Severity measures the seriousness of the failure or disruption if the risk event occurs.
 - 1-3 Minor Minor organizational inconvenience no significant operational exposure.
 - 4-6 Medium Low-level organizational exposure Or limited work interruption.
 - 7-9 Major High organizational exposure; work Interruption occurs but can likely be Corrected within a short period.

- 10 Critical Organizational shutdown or major IT Operational failure requires significant restoration effort and extended downtime.

- **Occurrence – (O)** Occurrence measure how likely the risk event is to occur and affect operations.
 - 1 Event is very unlikely to occur or affect operations
 - 2-3 Event is slightly likely to occur and affect operations
 - 4-5 Event is moderately likely to occur and affect operations.

 - 6-7 Event is likely to occur and affect operations.
 - 8-9 Event is very likely to occur and impact operations.
 - 10 Event is extremely likely to occur and affect operations.

- **Detectability – (D)** Detectability measure how likely current controls or business processes are to detect the event promptly.
 - 1 Event is guaranteed to be detected immediately.
 - 2-3 Current controls are likely to detect the event most of the time.

 - 4-5 Current controls are likely to detect the event some of the time; secondary effects may reveal the issue.

 - 6-7 Current controls may detect the event, detection may occur through specific operations or analysis.
 - 8-9 Current controls won't likely to detect the event; detection depends heavily on staff experience with business processes.

 - 10 Current controls can't detect the event; detection depends on exclusively on staff experience only.

- **Impact (I) –** Impact measures the estimated business interruption time, including recovery time and downtime.
 - 1 Less than 30 minutes of adjustment or recovery time.
 - 2-3 From 30 minutes to 2 hours of total disruption time.
 - 4-5 From 2 to 8 hours of total disruption time.
 - 6-7 From 8 to 16 hours of total disruption time.
 - 8-9 From 16 hours to 1-day total disruption time.
 - 10 In excess of 1-day is required to correct and recover.

2.3. Calculated Risk Scores

- **Risk Priority Number (RPN)** – Formula $(S) \times (O) \times (D)$. RPN provides an overall measure of risk based on seriousness, likelihood, and ability to detect the event.
 - **Target Threshold:** RPN should generally be less than 100.

- **Criticality Score (CS)** – Formula $(S) \times (O)$. Criticality measures how serious and likely the risk is, without considering detectability.
 - **Target Threshold:** Criticality should generally be less than 20.

- **Action Priority Index (API)** – Formula $(O) \times (I)$ API helps identify risks that are both likely to occur and likely to create significant business downtime.
 - **Target Threshold:** API should generally be less than 20.

2.4. IT Risk Assessment Failure Modes Effects and Analysis Worksheet (example)

YMPO Risk Assessment Failure Modes Effects and Analysis (FMEA)													
ID	Asset/Process	Risk Event	Effect on Organization	Potential Causes & Vulnerabilities	Current Ranking							Mitigations & Risk Reduction	Recommended Action
					Severity (S)	Occurrence (O)	Detectability (D)	Impact (I)	Current RPN (SxOxD)	Criticality = SxO	Action Priority Index API = OxI		
2026-1	Workstation Access	Forgot Password	Single user cannot access IT resources	User forgot password	1	2	1	1	2	2	2	Self-service reset	Implement self-service password reset solution
2026-2	Network Resources Access	Power Outage	All users lose connection to the file server	APS event, circuit breaker issue	2	2	1	3	4	4	6	Backup power solution	Procure and install battery backup solution
2026-3	Network Resources Access	Power Outage	All users lose connection to the file server	APS event, circuit breaker issue	2	2	1	3	4	4	6	Local file save	Save files locally until server up
2026-4	Local Quickbooks (QB)	All QB Access Lost	All QB functions (AP, AR, etc.) unavailable	Server Crash	5	2	1	6	10	10	12	Alternative to local QB server	Migrate to QB cloud platform
2026-5	All shared folders/domain/QB	IT Server Failure	Server goes down and all users lose access	External malicious attack or latent component failure	9	2	2	3	36	18	6	Leverage cloud backup portal	Maintain cloud backup and review possible redundancy
2026-6	Building and on-site infrastructure	Flooding	No access to the building and possible equipment damage	Heavy storm with prolonged rains	8	1	1	8	8	8	8	Remote work using VPN, laptops	Encourage critical business functions to take laptops home
2026-7	Building and on-site infrastructure	Thunderstorms Lightning/Hail	No electricity, environmental controls, network resources	Possible roof compromise, fire, power surge	8	1	1	3	8	8	3	Remote work via laptops and e-mail	Encourage critical business functions to take laptops home
2026-8	Building and on-site infrastructure	High-Wind Event	Office damage, no electricity, environmental controls, network resources	Possible building compromise	9	2	1	6	18	18	12	Remote work via laptops and e-mail	Encourage critical business functions to take laptops home
2026-9	Building and on-site infrastructure	Extreme Heat	No environmental controls	Possible environment control outage	7	2	1	4	14	14	8	Remote work using VPN, laptops	Encourage critical business functions to take laptops home
2026-10	Building and on-site infrastructure	Human Caused Civil Unreset/Terrorism	Office damage, no electricity, environmental controls, network resources	Possible building compromise/restricted travel	7	1	1	6	7	7	6	Remote work via laptops and e-mail	Encourage critical business functions to take laptops home
2026-11	Building and on-site infrastructure	Earthquake	Office damage, no electricity, environmental controls, or network resources	Possible building compromise/restricted travel	9	1	1	6	9	9	6	Remote work via laptops and e-mail	Encourage critical business functions to take laptops home
2026-12	Network Support/Administration	IT Infrastructure issue	Deficient support in the event of a network issue	IT Resource Unavailable	7	2	1	2	14	14	4	Establish MOU with local agency or procure vendor services	Establish MOU with local agency

3. Critical Business Functions

3.1. Critical Business Functions Table

Identified critical business functions are the minimum level of business functions need to consider the business operationally stable.

#	Function	Criticality	Maximum Downtime	Role/Team	Required Resources	Brief Process to Complete Function
1	Server Data	High	<24 hours	IT Manager	Equipment: Computer/Workstation Supplies: Workstation with network attached storage (NAS) device Technology: General IT Interdependencies: Internet Access for Cloud Data	Using standalone workstation with NAS access Carbonite vault and restore most recent backup version
2	Quickbooks (QB)	High	1 Day to 1 Week	IT Manager & QB Administrator	Equipment: Computer/Workstation Supplies: Access to QB Install Technology: General IT Interdependencies: Access to QB Install and Company File	Using standalone workstation install QB and restore QB company file.
3	Exchange Mail	High	<2-3 hours	Users	Equipment: Computer/Workstation Supplies: N/A Technology: General IT Interdependencies: Internet Access	Webmail accessible from any working computer with Internet access
4	ADP (Payroll)	High	<2-3 hours	Users	Equipment: Computer/Workstation Supplies: N/A Technology: General IT Interdependencies: Internet Access	ADP accessible from any workstation with Internet access

4. Plan Activation and Communication

4.1. Plan activation during normal business hours

The Executive Director will declare a crisis and initiate the implementation of the IT BCP.

If an event occurs during working hours, it may be necessary for all personnel at the facility to evacuate the building. In this case, all employees should exit the building and proceed to the primary assembly point.

Personnel should remain at the primary assembly point until a determination is made whether a crisis declaration will be made.

If it is determined that the facility cannot be re-entered, the Executive Director will inform personnel what to do. The employees may be instructed to go home to await further instruction. Further communications, such as instructions on where and when to report for work will be performed utilizing the communication procedures detailed below.

4.2. Plan activation outside normal business hours

If an event occurs outside normal business hours, the Executive Director will activate the IT BCP using the communication procedures detailed below.

4.3. Actions upon activation

Upon activation of the IT BCP, the Executive Director will be responsible for notifying personnel of an alternate working site if necessary.

4.4. Internal communication procedures

Executive Director should determine the best methods for disseminating communications to staff.

Employee Communication Methods	
1	Face-to-Face if/where possible; if on site
2	Phone, Email, Text

5. Resumption Strategies

5.1. Resumption Planning

Resume business functions in accordance with established priorities and criticality classifications.

Temporarily suspend or reduce non-critical business functions, as necessary, to support the recovery efforts.

Procure equipment, supplies, service, and make any arrangements necessary, to support resumption efforts.

As applicable, reassign or utilize personnel, as appropriate, to support continuity and the resumption efforts.

5.2. Alternate Site / Reciprocal Agreements

In the event a disruption damages, destroys, or prevents access to the YMPO facility, critical business operations may be relocated to an alternate worksite, remote work environment, or other approved location.

Where available, Memorandum of Understanding (MOU), reciprocal agreements, intergovernmental agreements, or other established arrangements may be exercised to assist with resumption efforts.

6. Outside IT Vendor Contact List

Vendor	Resource/Service	Contact Information
ADP	Payroll	https://www.adp.com/contact-us/customer-service.aspx Phone: (844) 227-5237
Intuit	QuickBooks	https://quickbooks.intuit.com/ca/enterprise/support/ Phone: (866) 935-7237
OpenText (Carbonite)	Backup portal vault	https://support.carbonite.com/endpoint/login Smb-customersuccess@opentext.com
Fortinet	Firewall / Security	https://support.fortinet.com/ Phone Support: (408) 542-7780
Dell	Server/Workstation Support	https://www.dell.com/support/incidents-online/en-us/ContactUs/Dynamic Phone: 877-275-3355

YMPO INFORMATION SUMMARY for Agenda Item 7

Personnel Policies and Procedures Update

DATE: June 25, 2026

SUBJECT: Personnel Policies and Procedures Update

SUMMARY:

The YMPO Personnel Policies and Procedures Manual was last adopted by the Executive Board in May 2015. To ensure the manual remains current, compliant with applicable laws and regulations, and reflective of current organizational practices, staff is conducting a comprehensive review and update of the document.

The update includes a review of personnel administration, employee classifications, compensation and benefits administration, leave provisions, workplace conduct, performance management, employee development, grievance procedures, and other personnel-related policies. Staff is also evaluating opportunities to improve policy clarity, consistency, and administrative efficiency while ensuring alignment with current federal, state employment requirements and Executive Board expectations.

As part of this effort, YMPO is utilizing professional human resources expertise to assist with the policy review process and provide guidance on employment-related best practices.

Due to the scope and complexity of the review, policy revisions may be presented in phases to facilitate thorough evaluation and timely implementation of priority updates. Staff will continue to assess the most effective approach as the review progresses.

Upon completion of a draft policy or policy section, employees will be provided a ten (10) day review period to submit comments and recommendations. Following employee review, the draft manual, or applicable policy revisions, along with a summary of proposed changes, will be presented to the YMPO By-Laws/Policies and Procedures Committee for review and consideration prior to being presented to the Executive Board for review and potential adoption at a future meeting.

This item is being presented for informational purposes to provide advance notice of the ongoing policy review and update effort.

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:

Executive Director, Executive Director.

YMPO INFORMATION SUMMARY for Agenda Item 8

FY 2026 Audit Schedule

DATE: June 25, 2026

SUBJECT: FY 2026 Audit Schedule

SUMMARY:

YMPO has now initiated preparations for the FY 2026 Audit, which will cover the period of July 1, 2025 – June 30, 2026. Staff is currently working with our financial consultants, The Pun Group, LLC., to prepare the financial statements, and Heinfeld, Meech & Co., P.C., the auditing firm, to coordinate the audit process. The proposed audit schedule is displayed below:

FY 2026 YMPO Audit Schedule		
Date	Proposed Action	Responsible Party
06/25/26	Audit Team Electronic (Test of Control Selections)	Audit Firm
7/28-8/03/26	Year-end accounting close and remote accounting support	YMPO Staff, Accounting Firm
08/31/26	Deadline for all deliverables	YMPO Staff, Accounting Firm
10/01/26	Draft ACFR provided to YMPO management prior to submission to the audit firm	Accounting Firm/ YMPO
10/12/26	Audit (field work)	YMPO Staff, Audit Firm
11/12/26	Final draft financial statements provided to audit firm	Accounting Firm
12/01/26	Financial Statement Issuance	Audit Firm
12/03/26	Copies of Annual Comprehensive Financial Report (ACFR) & Single Audit Reporting Package to provide to Board	Audit Firm
12/09/26	Financial Statement Presentation to Audit Committee	Audit Firm
12/10/26	Financial Statement Presentation to Executive Board	Audit Firm
12/23/26	Submit GFOA COA Application	YMPO
12/31/26	Deadline for Single Audit reporting package submission	Audit Firm/ YMPO
01/31/27	Submit Single Audit to Federal Audit Clearinghouse deadline	Audit Firm/YMPO

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: Preparation for the FY 2026 audit will require coordination among staff to ensure timely, accurate financial reporting and readiness for auditor review.

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

ACTION NEEDED:

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

CONTACT PERSON:

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