



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, Wynn timer, 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	Wynn timer, 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:

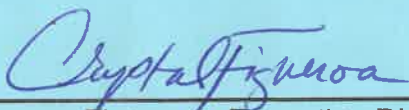
Minutes prepared by:



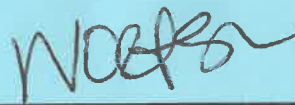
Lulu Lopez, Accountant II/Executive
Assistant

Minutes reviewed to form by:

Minutes approved in regular session on
June 25, 2026



Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization



Councilmember Wynn Ortega,
Chairwoman, YMPO Executive Board