



YMPO EXECUTIVE BOARD REGULAR MEETING MINUTES

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

1. Call to Order and the Pledge of Allegiance.

The Yuma Metropolitan Planning (YMPO) Chairwoman, Cocopah Indian Tribe Councilmember, Wynn Timer, called the YMPO Executive Board (the Board) meeting to order at 3:30 p.m. and asked the Board to join her in reciting the Pledge of Allegiance.

2. Roll Call Attendance and Declaration of Votes.

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

YMPO Executive Board Members Present:

Chairwoman	Wynn Timer, Councilmember, Cocopah Indian Tribe ^
Vice-Chair	Juan Castillo, Vice Mayor, 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	Carol Smith, Councilmember, City of Yuma ^
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:

Member Martin Porchas, Board of Supervisors, Yuma County #

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

YMPO Staff Present:

Crystal Figueroa	Executive Director
Fernando Villegas	Senior Transportation Planner
Jeff Heinrichs	IT Manager/Associate Planner
Lourdes Lopez	Accountant II/Executive Assistant

Declaration of Votes:

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

Following the arrival of Councilmember Karen Watts at 3:42 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 Ms. Lopez, who read the YMPO Title VI obligations.

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

4. Consent Agenda.

- A. Approval of the May 28, 2026, Board Meeting Minutes.
- B. YMPO Income/Expenditure Reports for May 2028.

MOTION: Mark Martinez, Councilmember, City of Yuma, moved to approve both Items A and B on the consent agenda for May 2026. Carol Smith, Councilmember, City of Yuma, seconded, and the motion was unanimously approved.

5. FY 2026-2030 YMPO TIP Amendment #7

Fernando Villegas, Senior Transportation Planner, YMPO, presented the Board with the first change in the Fiscal Year 2026–2030 Transportation Improvement Program (TIP) Amendment #7, which proposed increasing the local match for the bus pullout project located at Avenue A and 16th Street in the City of Yuma. He explained that the local match would increase from \$11,514 to \$136,582 due to higher construction costs identified following completion of the project's design phase.

Mr. Villegas added that, in accordance with the project agreement, the City of Yuma will provide the additional local funding necessary to complete the project.

He clarified that while the total project cost and local match are increasing, the project scope and schedule remain unchanged, and construction is still anticipated to occur during FY 2026.

Ms. Smith asked what caused the large discrepancy in pricing and Mr. Villegas explained that the original cost estimate anticipates design assumptions and inflation projections. He continued that once the design phase is complete, changes to the

project design and applicable federal standards result in higher construction costs than originally estimated.

Maria Cecilia Cruz, Councilmember, City of San Luis, asked what percentages were used to predict the inflation rate for the projects. Mr. Villegas responded the average rate was 10% but it could be as low as 3% - 4%.

Mr. Martinez noted he had expressed his concern over the discrepancy in the previous meeting and asked whether contractor project bids were intentionally low with an expectation of charging materials at a higher rate once the design process is finalized.

Mr. Villegas clarified this change was a request from ADOT and the project had not been put out to bid. He added once ADOT reviewed the design it was likely the project amount could be lowered.

Paul Patane, ADOT, clarified the initial estimate did not include low-line items nor the additional requirements of a federal project.

Councilmember Cruz added the projects shown on the TIP do not reflect the amount of time it may take to begin the project. She noted that some projects can be pushed back for more than 10 years at a time.

Juan Castillo, Vice Mayor, City of Somerton, suggested there be a more detailed initial estimate to show any changes or discrepancies.

Mr. Villegas continued the presentation and explained that the amendment would increase federal funding for the three pedestrian hybrid beacon projects in the City of Yuma and advance the project from FY 2029 to FY 2028. He noted that the project is funded entirely through the Highway Safety Improvement Program (HSIP), so no local match is required. He added that the amendment includes a project name change while the project scope remains unchanged.

Mr. Villegas then presented two new bridge replacement projects to be added to the TIP. The first project, located at Avenue 1E and County 14½ Street in Yuma County, includes design funding programmed in FY 2027 with federal and local funding. The second project, located at Avenue 4E and the B Canal in the City of Yuma, also includes design funding programmed in FY 2027. He explained that construction funding for the Avenue 4E and B Canal bridge replacement project would be programmed in FY 2029, while construction funding for the Avenue 1E and County 14½ Street bridge replacement project would be programmed in FY 2030. He added that the Yuma County bridge construction project is fully federally funded and does not require a local match.

Mr. Villegas also informed the Committee that Amendment # 7 included eight project name changes for previously awarded City of Yuma HSIP projects programmed in FY 2027 - 2029. Staff clarified that the revisions are administrative in nature and that no changes are proposed to project funding, local match requirements, or project scope.

Sam Elters, State Transportation Board, ADOT, further explained that project cost estimates initially begin as programming level estimates, which are typically developed during the early planning or concept phase when limited project information is available. He added that as projects advance through design, additional details regarding project scope, utility conflicts, right-of-way acquisition, and site conditions become known, resulting in updated cost estimates. He noted that inflation can also contribute to increased costs during the design process.

Mr. Elters stated that, while the increase in the local match appears significant, such adjustments are not uncommon and are generally attributed to evolving project conditions and refined cost estimates.

Crystal Figueroa, Executive Director, YMPO, added that local agencies often face limited application timeframes and, as a result, not all project information may be available at the time of application. She noted that the off-system bridge program application schedules can be as short as a month.

MOTION: Supervisor Pancrazi moved to approve FY 2026 - 2030 YMPO TIP Amendment #7. Councilmember Cruz seconded, and the motion was unanimously approved.

6. Adoption of IT Security and Change Management Policy

Ms. Figueroa presented the draft IT Security Change Management Policy in response to recommendations from the FY 2024–2025 audit, which identified the need for documented IT policies addressing security risk management, user access reviews, change management, and disaster recovery. She explained that the policy is intended to strengthen internal controls, formalize system change and user access procedures, and enhance YMPO's overall IT security and governance. She noted that the policy was presented to the Board on May 28, 2026, and reviewed by the YMPO Bylaws Policy and Procedures Subcommittee on June 8, 2026.

She informed the Board that during this review, YMPO staff and the Subcommittee members discussed the auditor's recommendations, policy objectives, roles and responsibilities, provisions addressing risk management, user access, management, and IT business continuity funds. Ms. Figueroa also discussed with the Board the potential for a revised Memorandum of Understanding (MOU) with Yuma County to provide emergency IT support and reported that a cybersecurity insurance assessment identified cost-effective coverage options.

Jeff Heinrichs, IT Manager/Associate Planner, YMPO, added that the policy's business continuity provisions are intended to prepare for events such as power outages, excessive heat, or server disruptions by establishing mitigation measures and ensuring a response plan is in place before such incidents occur.

MOTION: Councilmember Pancrazi motioned to adopt the IT Security and Change Management Policy. Karen Watts seconded, and the motion was unanimously approved.

7. Personnel Policies and Procedures Update

Ms. Figueroa informed the Board that a comprehensive review of the Personnel Policy and Procedures Manual was underway to ensure it remains current, compliant with federal and state laws, and aligned with YMPO's organizational practices. She noted the update will include review of personnel administration, compensation and benefits administration, leave provisions, workplace conduct, performance management, employee development, grievance procedures, and other personnel policies.

She notified the Board that professional human resources expertise was utilized during the review and that revisions may be presented in phases.

She explained that the procedure will begin by providing employees with a 10-day review period before being considered by the Bylaws and Policy Procedures Committee and forwarded to the Executive Board for adoption.

She also noted that applicable state law changes, including PTO requirements for part-time employees, have already been incorporated.

8. FY 2026 Audit Schedule

Ms. Lopez informed the Board that preparations have begun for the FY 2026 audit covering July 1, 2025 - June 30, 2026. She added that YMPO is working with The PUN Group to prepare the financial statements and with Heinfeld, Meech & Co., P.C. to coordinate the audit process.

Ms. Lopez also noted preliminary meetings have been completed and presented the Board with the proposed audit schedule.

Ms. Figueroa informed the Board that the anticipated presentation of the Financial Statement would be December 10, 2026, to accommodate the Christmas meeting schedule.

Councilmember Cruz notified the Board she would not be attending this meeting, as her last day of serving on the City of San Luis Council would be Wednesday, December 9, 2026.

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.

Ms. Figueroa notified the Board that ADOT was the lead applicant for the Defense Community Infrastructure Program (DCIP) grant. Mr. Patane informed members that the grant does not require a local match, and ADOT applied for a \$3 million US 95 Widening project for a culvert box replacement.

Mr. Villegas also notified the Board that he had accepted the position of Community Development Director for the City of Somerton after serving local agencies through YMPO for three years, and that his last day with YMPO would be July 09, 2026.

Chairwoman Ortega announced that the Cocopah Indian Tribe will open its event center on July 11, 2026, encouraging everyone to visit and participate in upcoming events.

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)