

## EXECUTIVE BOARD REGULAR MEETING AGENDA

*Local Governments and Citizens Working Together*

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**EXECUTIVE BOARD  
Regular Meeting  
Thursday, February 25, 2021  
1:30 P.M.**

**The Meeting will be held using GoToMeeting  
by Video and/or Teleconference from the  
Main Conference Room at the YMPO Offices at  
502 Orange Avenue, Yuma, Arizona 85364.**

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### YMPO EXECUTIVE BOARD

Chair	Martha Garcia, Vice-Mayor, City of Somerton.
Vice-Chair	Matias Rosales, Vice-Mayor, City of San Luis.
Secretary/Treasurer	Martin Porchas, Board of Supervisors, Yuma County.
Member	Cecilia McCollough, Mayor, Town of Wellton.
Member	Gary Knight, Councilmember, City of Yuma.
Member	Paul Patane, Southwest District Engineer, ADOT.
Member	Lynne Pancrazi, Board of Supervisors, Yuma County.
Member	Karen Watts, Councilmember, City of Yuma.
Member	Leslie McClendon, Deputy Mayor, City of Yuma.
Member	Kermit Palmer, Councilmember, Cocopah Indian Tribe.

A regular electronic meeting of the Executive Board (the Board) of the Yuma Metropolitan Planning Organization (YMPO) will be held on **Thursday, February 25, 2021**, starting at **1:30 p.m. using GoToMeeting Video/Teleconferencing from the Old YMPO Offices at 502 Orange Avenue, Yuma, Arizona, 85364**, to discuss, consider, and/or take action with respect to the items listed below. Members MAY attend in person, if they wish, but are encouraged to teleconference, if possible.

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.  
Crystal Figueroa, YMPO Accountant II and 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 which members will carry their respective number of proxy votes.
3. Title VI Declaration, Training and Call to the Public.  
De'Laurien McKenzie, YMPO Associate Planner, will read a brief message reminding member of our Title VI obligations. This agenda item allows for YMPO

staff to update members with regard to biannual Title VI training. In addition, this item provides an opportunity for comments by the public on subjects **not** on the agenda. Individuals wishing to address the Board need not request permission in advance but are limited to three (3) minutes. Due to the revised nature of the meeting (by teleconference), members of the Public are requested to contact YMPO staff with any questions they may have.

**This item is on the agenda for information, discussion, and possible training for members of the Executive Board on Title VI matters. Mr. Gutierrez will present this item and further information is provided in an Information Summary that is included as Item 3.**

4. Welcome New Member

A new member of the YMPO Executive Board, Councilmember Kermit Palmer, of the Cocopah Indian Tribe, will have the opportunity to introduce himself.

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

5. Consent Agenda.

A. Approval of the January 28, 2021, Board Meeting Minutes.

B. YMPO Income/Expenditure Report for January 2021.

A copy of the draft minutes of the Regular Board meeting from January 28, 2021, and the Income and Expenditure Report for January 2021, are being sent out with the agenda packet. Members will have the opportunity to review, report any changes, and/or approve the minutes of the January 28, 2021, regular Board meeting, and/or to review, discuss, and acknowledge receipt of the January 2021 financial report.

**This item is on the agenda for information, discussion, and action to approve the Consent Agenda. Copies of the draft minutes are attached for review as Item 5A and the Expenditure Report as Item 5B.**

6. New YMPO Office - Additional Costs.

Mr. Ward will present a status report on the efforts to improve new YMPO Office at 230 West Morrison Street, Yuma and will explain the need for additional funds to complete improvements.

**This item is on the agenda for information, discussion and possible action to approve Amendment #5A to the FY 2020-21 UPWP and the Annual Budget for FY 2020-21, to increase the local funds available for making improvements to the building. YMPO Executive Director, Paul Ward, will present this item and further information is provided in an Information Summary that is included as Item 6.**

7. Election of Executive Board Officers - Calendar Year 2020

The YMPO By-Laws provide that elected officers of YMPO shall serve on a rotation basis. Usually, the Vice Chair assumes the position of Chair, the Secretary/Treasurer assumes the position of Vice Chair and the Board elects a new officer to fill the Secretary/Treasurer position. Currently the Vice Chair position is held by City of San Luis Vice Mayor Matias Rosales and the current Secretary/Treasurer is held by Supervisor Martin Porchas.

The only requirements contained in the By-Laws is that all three positions must be from different jurisdictions AND that at least ONE of the positions must be from a 'smaller' agency.

Members may contact Chair Garcia and/or the Executive Director to make nominations (including self-nominations) or they may do so during the meeting, when called on by the Chair. To date, there have been no nominations received.

**This item is on the agenda for information, discussion, and possible action to elect Vice-Mayor Matias Rosales to the position of YMPO Chair; to elect Supervisor Martin Porchas to the position of YMPO Vice Chair; and then to accept nominations and elect a new YMPO Secretary/Treasurer. Mr. Ward will present this item and further information is provided in an Information Summary that is included as Item 7.**

8. Calendar Year 2021 Election of YMPO Subcommittee Members and Identification of Officials for Attending STB and RTAC meetings.

YMPO has three possible subcommittees:

- (a) the first is to oversee the annual Audit process; and
- (b) the second is to oversee any changes to YMPO By-Laws; and
- (c) the third carries out a performance evaluation on the Executive Director near the end of the calendar year; and

In addition, there are two Statewide Boards/Councils that need oversight:

- (d) the Arizona State Transportation Board (AZSTB); and
- (e) the Rural Transportation Advisory Council (RTAC).

If members are interested in taking on any of the responsibilities outlined above, they are encouraged to contact the Board Chair and/or Executive Director and/or you are welcome to have someone nominate you and/or self-nominate when this item is heard during this the meeting on February 25, 2021.

**This item is on the agenda for information, discussion, and possible action regarding the appointment of members to oversee the AZSTB; the RTAC; and participate in the three subcommittees. Mr. Ward will present this item**

**and further information is provided in an Information Summary that is included as Item 8.**

9. YMPO Origin-Destination Study.

As members are probably aware, the General Services Administration (GSA) of the Federal Government has programmed over \$150 million for increasing the number of vehicle lanes within Port of Entry I at the City of San Luis' international border with Mexico. As a supplement to the Federally funded Border improvements and to a locally-funded General Plan Update that was completed last year, the City recently released a Request for Proposals for a Downtown Redevelopment Plan.

YMPO currently has included \$35,000 in a mixture of Federal Highway and Transit Planning and Research funds to conduct an Origin-Destination Study at the border in FY 2021 of the Unified Planning Work Program (UPWP). The aim of this study is to ascertain what regional impacts may occur to the transportation system within the City of San Luis and to other agencies in the surrounding areas.

YMPO staff have discussed the possibility of combining resources with the City of San Luis to conduct both activities, with a possible third activity, and will present these options to members at the forthcoming meeting.

**This item is on the agenda for information, discussion, and possible action to approve Amendment #5B to the FY 2020-21 UPWP and Annual Budget for FY 2021 to exchange the funds currently allocated to the Origin-Destination Study, shown as Item T-404, with an equivalent amount of local funds, from YMPO savings. In addition, this action authorizes the Executive Director to enter into an Intergovernmental Agreement (IGA) with the City of San Luis to allocate up to \$35,000 in local funds for the completion of an Origin-Destination Study of similar scope and value as the YMPO Study as part of an expanded City of San Luis Downtown Redevelopment Plan. Mr. Ward will present this item and further information is provided in an Information Summary that is included as Item 9.**

10. Support for Arizona Legislation on Funding Transportation

Senate Bill 1650 has been submitted for consideration by Senator Livingston in the Arizona Senate. In summary, this bill proposes to increase the gasoline excise tax by one cent per year from 2022 through 2045, plus some other subsidiary actions to ensure that electric and/or alternative fueled vehicles "pay their fair share".

**This item is on the agenda for information, discussion, and possible action to approve a Resolution in support of SB 1650. Mr. Ward will present this item and further information is provided in an Information Summary that is included as Item 10.**

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

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

- A. Staff Reports - Future Meetings
- B. TAC Minutes
- C. Conference Updates (AZTA, RTS, and Roads and Streets)
- D. MPO/COG Director/Planner Meetings
- E. Rural Transportation Advocacy Council activities
- F. Projects - Economic Development and Transportation

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

12. Possible Future Agenda Items.

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

- A. Future Regional Transportation Funds update.
- B. Possible Ribbon-Cutting on New Office.
- C. Future visits by YMPO Team to member agencies.

**This item is on the agenda for information, discussion, and possible suggestions by members for future agenda items.**

13. Progress Reports.

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

- A. Feb 1 - Staff meeting (All).
- B. Feb 3 - YCIPTA/YMPO SRTP telemeeting (PW).
- C. Feb 3 - YMPO LRTP biweekly telemeeting (PW, CG).
- D. Feb 8 - ADOT/YMPO Coordination telemeeting (PW, CG).
- E. Feb 10 - Yuma County Bicycle Task Force telemeeting (PW).
- F. Feb 11 - TAC telemeeting (PW, CG, DM, MR).
- G. Feb 16 - YMPO LRTP biweekly telemeeting (PW, CG).
- H. Feb 16 - RTAC Advisory Committee (PW).
- I. Feb 17 - YCIPTA/YMPO SRTP telemeeting (PW).
- J. Feb 17 - STSP Safety Emphasis Area telemeeting (CG, DM).
- K. Feb 19 - AZSTB telemeeting (PW).
- L. Feb 22 - RTAC Board meeting (PW).
- M. Feb 24 - Yuma County Bicycle Task Force telemeeting (PW, CG).
- N. Feb 25 - EB telemeeting (PW, CG, CF, DM).

14. Pay Raises for YMPO Staff.

During the last Board meeting on January 28, 2021, the Executive Director indicated that he was revising the pay plan for YMPO staff to include an inflation adjustment and a merit component. The inflation adjustment (or a Cost-of-Living Adjustment - COLA) follows the general procedure used at YMPO for the past several years, and the merit component will be very similar to that being used by Yuma County and the City of Yuma.

**This item is on the agenda for information, discussion, and possible action for approving a new policy as part of the YMPO Personnel Policies and Procedures with regard to establishing new Pay Raise Guidelines. Mr. Ward will present this agenda item and further information is included in an Information Summary that is being sent to members with this agenda packet as Item 14.**

15. Executive Director's Evaluation

During the last Board meeting on January 28, 2021, members received a report by the Evaluation Subcommittee on their review of the performance of the Executive Director during 2020. At that meeting, Mr. Ward indicated that he was making changes to the pay policy for YMPO employees and members chose to defer discussion on any pay raise to him until he presented what the new policy contained. This Policy was explained as part of the previous agenda item 14.

**This item is on the agenda for information, discussion, and possible action for evaluating the Director's performance. Mr. Ward will present this agenda item and further information is included in an Information Summary that is being sent to members with this agenda packet as Item 15.**

16. EXECUTIVE SESSION

The Executive Board may vote to go into Executive Session during the noticed meeting concerning any of the agenda items mentioned above. If authorized by the requisite vote of the Board, the Executive Session will be held immediately after the vote and will NOT be open to the public. The Executive Session, if held, will be at the same meeting location set forth above. The discussion may relate to personnel, public records, confidential legal advice or counsel, litigation, real estate, or other matters permitted pursuant to A.R.S. §§ 38-431.03(A)(1)-(7). The Chair or other presiding officer shall instruct the persons present at the Executive Session regarding the confidentiality requirements of the Open Meeting Laws.

**This item is on the agenda for information, discussion, and/or action. The Chairman will call for a motion to convene the YMPO Executive Session for the Evaluation of the Executive Director. Further information is included in the attached Information Summary Item 15.**

17. Reconvene to Public Meeting This item on the agenda is for action to reconvene back to the YMPO Regular Meeting.
18. Executive Director's Evaluation - Open Discussion This item is a follow up to the previous two agenda items. The Board will have the opportunity to discuss or comment on the Executive Director's evaluation in open session.

**This item is on the agenda for information, discussion, and possible action regarding the Executive Director's evaluation, to be held in open session. No further information is provided on this subject in addition to Item 15.**

19. Adjournment

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

Anticipated Future 2021 Meeting Locations

All future meetings will be held at the NEW YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. However, although members **MAY** participate in person, members may also participate electronically, by computer and/or telephone (or both), using the GoToMeeting portal. The next two meetings will occur on Thursday, March 25, 2021, and Thursday, April 29, 2021.

# **YMPO INFORMATION SUMMARY AGENDA ITEM #3**

## **Title VI, Limited English Proficiency and Public Participation Plan**

THIS SUMMARY IS NOT YET COMPLETED.

**DATE:** February 18, 2021.

**SUBJECT:** Title VI, Limited English Proficiency (LEP), Public Participation Plan (PPP).

### **SUMMARY:**

YMPO is required by Federal Guidance to submit a Title VI Plan and Report every year. YMPO is also responsible for the PPP that is updated each year and the LEP Plan which is one of the documents included inside the Title VI document.

The Title VI Plan is further made to protect all classes of people in that ***“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance”***.

YMPO begins each meeting with a brief statement and a reminder that Survey Cards are available at each meeting. We are required to report that, during any change of the structure of the YMPO, we must update the Title VI document. In general, Title VI training of the Board, committees and subcommittees will be an ongoing element.

Changes made to the document are as follows:

YMPO Title VI Officer: Chairman Matias Rosales, Vice-Mayor, City of San Luis.

YMPO Title VI Liaison: Paul D. Ward P.E., Executive Director, YMPO.

YMPO Title VI Coordinator: Charles Gutierrez, Senior Planning Manager, YMPO.

The YMPO LEP Plan must be approved annually. The YMPO is engaged with individuals from diverse cultures, backgrounds, and businesses throughout its programs and activities. LEP is a term used to describe individuals who do not speak English as their primary language and who have limited ability to read, write, or understand English. The YMPO region has the largest percentage of non-primary English speakers in the State, so we are pursuing additional efforts to reach LEP customers.

The YMPO's Public Participation Plan is an element of the Title VI Package and is approved at the same time. The purpose of this plan is to ensure the public involvement process be considered in all phases of the MPO decision and opportunities. The MPO has various methods to ensure the public is or has the ability to be engaged in the development of transportation plans and programs.

A training element will be made at each meeting, two times per year, and as necessary of any major changes to the document(s).



**PUBLIC INPUT:**

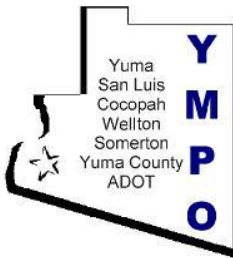
Currently, the Title VI process will be in the Public Comment Phase of the approval of all three plans.

**ACTION NEEDED:**

This item is on the agenda for presentation, discussion, and possible action to approve the detailed changes to the 2020 YMPO Title VI Report, contingent on no major comments or objections being received during this comment period.

**CONTACT PERSON:**

Charles A. Gutierrez, Senior Planning/Mobility Manager, 928-783-8911



## EXECUTIVE BOARD REGULAR MEETING MINUTES

*Local Governments & Citizens Working Together*

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**Executive Board  
Regular Meeting  
Thursday, January 28, 2021  
1:30 P.M.**

**The Meeting was held using GoToMeeting  
By Video and/or Teleconference from the  
Main Conference Room at the YMPO Offices at  
502 South Orange Avenue, Yuma, Arizona 85364**

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1. Call to Order and the Pledge of Allegiance.

The Yuma Metropolitan Planning Organization (YMPO) Chair, Martha Garcia, called the YMPO Executive Board (the Board) meeting to order at 1:32 p.m. She asked members to join her in reciting the Pledge of Allegiance.

2. Roll Call Attendance.

The YMPO Executive Assistant/Accountant II, Crystal Figueroa, called the roll as follows:

YMPO Executive Board Members Present:

Chair	Martha Garcia, Vice-Mayor, City of Somerton #
Vice-Chair	Matias Rosales, Vice-Mayor, City of San Luis \$
Member	Cecilia McCollough, Mayor, Town of Wellton #
Member	Gary Knight, Councilmember, City of Yuma \$
Member	Paul Patane, ADOT Southwest District Engineer #
Member	Lynne Pancrazi, Board of Supervisors, Yuma County #
Member	Karen Watts, Councilmember, City of Yuma #
Member	Leslie McClendon, Deputy Mayor, City of Yuma #

\$ Members attended in person.

# Participated by teleconference.

^ Did not attend, but participated by proxy

YMPO Executive Board Members Absent:

Secretary/Treasurer	Martin Porchas, Board of Supervisors, Yuma County ^
Member	Vacant, Cocopah Indian Tribe

As six, out of seven, constituent member agencies were present, the quorum requirement was met.

YMPO Staff Present:

Paul Ward	Executive Director
Charles Gutierrez	Senior Planning/Mobility Manager
Crystal Figueroa	Executive Assistant/Accountant II

Additional Attendees:

Kevin Adams                      RTAC #  
Dan Marum                        Wilson & Company #

Declaration of Votes:

All members of the City of Yuma attended the meeting and retained their allocated votes. Supervisor Lynne Pancrazi confirmed that she held a proxy vote for Supervisor Martin Porchas, for a total of two votes for Yuma County.

3. Annual Declaration of Votes for Calendar Year 2021

As required by YMPO By-Laws, Councilmember Gary Knight declared the annual votes for the City of Yuma for Calendar Year 2021 as follows: 2 votes for himself, 2 votes for Councilmember Watts, and 1 vote for Deputy Mayor McClendon.

4. Welcome to New Members

Paul Ward, YMPO Executive Director welcomed the newest members of the Board, Vice-Mayor Matias Rosales from the City of Somerton and Deputy Mayor Leslie McClendon from the City of Yuma.

5. Title VI Declaration and Call to the Public

De'Laurien McKenzie, YMPO Associate Planner, read the YMPO Title VI obligations. No members of the public addressed the Board.

6. Consent Agenda

- A. Approval of the December 10, 2020, Board Meeting Minutes
- B. YMPO Income/Expenditure for November/December 2020.

MOTION: Councilmember Gary Knight moved approve the consent agenda, as presented. Vice-Mayor Rosales seconded, and the motion was unanimously approved.

7. New Office for YMPO

Mr. Ward updated the Board on ongoing activities for the new office and displayed a photo presentation of construction progress. He mentioned that the conference room construction, where future Board meetings are expected to be held, post COVID, had begun construction and is anticipated to be completed by the end of February. YMPO is expected to be completely moved before the end of the current lease.

8. Calendar Year 2021 Election of Officers

Mr. Ward informed the Board that the election of officers normally occurs at the February Board meeting. He updated the Board on the usual rotation of elected officers indicated in the YMPO By-Laws, specifically the rotation from Vice-Chair to Chair. He reported that Vice-Mayor Matias Rosales from the City of San Luis will be moving up the Chair position

and Supervisor Porchas from Yuma County will rotate to the Vice-Chair position. As a result, YMPO Secretary/Treasurer will be appointed.

9. Calendar Year 2021 Election of YMPO Subcommittee Members and Identification of Officials for Attending STB and RTAC meetings.

Mr. Ward announced that the election of YMPO Subcommittee members usually occurs next month. He reminded the Board of the current representatives on the Statewide Boards/Councils, the Arizona State Transportation Board (STB). Mr. Ward mentioned the STB member currently representing ADOT District Six is Councilmember Knight who has done a good job doing so, but that district represents four counties. He reported, that YMPO also has the opportunity to appoint an oversight member to represent the Yuma County region ONLY. Another represented council is the Rural Transportation Advisory, previously represented by City of San Luis Vice-Mayor Maria Cruz and alternate Mayor Cecilia McCollough. Currently, Mayor McCollough has asked for consideration as the formal RTAC representative for 2021. Mr. Ward mentioned that two members would be elected for the Audit Committee, and the Secretary/Treasurer will become the Chair of the Audit Committee. Two other possible committees are one to oversee any changes to the YMPO By-Laws, and another to carry out a performance evaluation of the Executive Director.

Councilmember Gary Knight mentioned that the new members of the Board would be best served if the election of subcommittee members be deferred to the February meeting with the regular election of officers.

10. FY 2020-24 YMPO Transportation Improvement Program Amendment #3

Charles Gutierrez, YMPO Senior Planner, informed the Board that ADOT, in conjunction with the City of San Luis effort, started the design concept and NEPA phases with the Federal Coordinated Border Infrastructure (CBI) funding for the then-named Juan Sanchez Boulevard project. Since that time, the City of San Luis changed the roadway's name to Cesar Chavez Boulevard. Mr. Gutierrez mentioned ADOT and the City of San Luis have carried out a Project Assessment process and have approved an environmental clearance to allow the project to move forward.

In October 2020, ADOT identified that CBI funds remained allocated to the project and recommended that YMPO process a TIP Amendment to allow the City to authorize the funds to obtain right-of-way along the corridor and/or to advance the design phase beyond the 30% state. A summary page was provided that displays past, requested current, and future progress with an anticipated time for each stage. Mr. Gutierrez reported that the request for FY 2021 is to expend the \$458,000 Cross Border Infrastructure (CBI) funds in right of way for 2021 and add the 10th Avenue and 6th Avenue projects to the TIP as locally funded projects. He concluded by stating the item is on the agenda for approval of Amendment #3 to the FY 2020-2024 YMPO TIP.

MOTION: Councilmember Knight moved to approve Amendment #3 to the FY 2020-2024 YMPO TIP. Supervisor Pancrazi seconded, and the motion was unanimously approved.

11. FY 2021-2025 ADOT Transportation Facilities Construction Program

Mr. Ward informed the Board that during this year's program, Yuma County is expected to receive approximately \$63.6 million in projects over the five-year program and showed summary of each project.

Southwest District Engineer reported that for project US-95: Avenue 9E to Fortuna Wash, ADOT is in the process of acquiring property rights from local landowners, is scheduled to be advertised on construction in March, and break ground in June of 2021. He anticipates project duration of a year to 18 months including impacts to farm communities and local traffic.

12. Executive Director's Evaluation

The Chair requested a motion to go into Executive Session.

Motion: Councilmember Knight moved to recess into Executive Session. Vice-Mayor Rosales seconded, and the item was unanimously approved.

13. Executive Session

The Board met in Executive Session on the Executive Director's evaluation. There are no minutes available for this period.

14. Reconvene to Public Meeting

The Chair reconvened to public meeting.

15. Executive Director's Evaluation - Possible Open Discussion

There was no further discussion by Board members in open session.

16. 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, RTS, and Roads and Streets)
- D. MPO/COG Director/Planner Meetings
- E. Rural Transportation Advocacy Council activities.
- F. Projects - Economic Development and Transportation

17. 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. Executive Director Annual Evaluation.
- B. Future Regional Transportation Funds update.
- C. Possible Ribbon-Cutting on New Office.
- D. Future visits by YMPO Team to member agencies.
- E. Title VI requirements.

18. Progress Reports.

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

- A. Dec 10 - TAC telemeeting (PW, CG, DM, MR).
- B. Dec 10 - YMPO LRTP telemeeting - City of Yuma (PW, CG)
- C. Dec 10 - Nov/Dec EB telemeeting (PW, CG, CF).
- D. Dec 10 - YMPO LRTP telemeeting - Yuma County (PW, CG).
- E. Dec 11 - COGs/MPOs Planner's telemeeting (CG, DM).
- F. Dec 11 - COGs/MPOs Working Group telemeeting (PW, CG).
- G. Dec 14 - ADEQ PM-10 Dust Controls telemeeting (PW).
- H. Dec 14 - YMPO LRTP telemeeting - City of Somerton (PW, CG).
- I. Dec 14 - Weekly regional ED panel (PW).
- J. Dec 16 - YMPO LRTP telemeeting with City of San Luis.
- K. Dec 16 - YMPO LRTP telemeeting with ADOT.
- L. Dec 17 - ADEQ PM-10 Dust Controls telemeeting (PW, CG).
- M. Dec 18 - AZSTB telemeeting.
- N. Dec 21 - Weekly regional ED panel (PW).
- O. Dec 22 - Meet with Pat Walker (PW, CG).
- P. Dec 22 - YMPO LRTP biweekly telemeeting (PW, CG).
- Q. Dec 22 - Telemeeting with Vice-Mayor Matias Rosales (PW, CF).
- R. Jan 4 - Staff meeting (All).
- S. Jan 5 - Yuma County Bicycle Task Force telemeeting (PW, CG).
- T. Jan 5 - YCIPTA/YMPO SRTP telemeeting (PW).
- U. Jan 5 - YMPO LRTP biweekly telemeeting (PW,CG).
- V. Jan 9 - Mike Jones (Co-workers Viewing).
- W. Jan 11 - ADOT/YMPO Coordination telemeeting.
- X. Jan 13 - New office meeting with YC IT staff (PW, CG).
- Y. Jan 14 - TAC telemeeting (PW, CG, DM, MR).
- Z. Jan 15 - AZSTB telemeeting (PW).
- AA. Jan 19 - Yuma County Bicycle Task Force telemeeting (PW, CG).
- BB. Jan 19 - FHWA PEL Virtual Workshop (DM research).
- CC. Jan 19 - YMPO LRTP biweekly telemeeting (PW, CG).
- DD. Jan 20 - YCIPTA/YMPO SRTP telemeeting (PW).

- EE. Jan 20 - ADOT TAMP Local Workshop telemeeting (PW, CG).
- FF. Jan 21 - FHWA PEL Virtual Workshop (DM research).
- GG. Jan 21 - ADOT Pedestrians Area Emphasis telemeeting (DM).

16. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:48 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. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in YMPO programs, activities, or services, contact Paul Ward at 928-783-8911.*

Anticipated Future 2021 Meeting Locations

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Preparation and Approval of Minutes:

Minutes prepared by:

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Crystal Figueroa, Executive Assistant  
and Accountant II, YMPO

Minutes reviewed to form by:

Minutes approved in regular session on  
February 25, 2021

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Paul D. Ward, P.E., Executive Director  
Yuma Metropolitan Planning Organization

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Vice-Mayor Martha Garcia, Chair  
YMPO Executive Board

**Yuma Metropolitan Planning Organization**  
**Revenue & Expense Budget Performance**  
January 2021

	Jan 21	Jul '20 - Jan 21	YTD Budget	% of Budget
<b>Income</b>				
<b>4000 · ADOT Grant</b>				
4001 · PL	0.00	119,696.44	484,677.00	24.7%
4002 · SPR	0.00	63,817.73	281,838.00	22.64%
4003 · HSIP	0.00	0.00	0.00	0.0%
4004 · STBG	0.00	25,126.32	265,000.00	9.48%
<b>Total 4000 · ADOT Grant</b>	0.00	208,640.49	1,031,515.00	20.23%
<b>4010 · FTA Grant</b>				
4020 · 5303/5305	0.00	22,474.19	151,730.00	14.81%
4021 · 5304	0.00	38,449.36	65,373.00	58.82%
<b>Total 4010 · FTA Grant</b>	0.00	60,923.55	217,103.00	28.06%
<b>4050 · ADEQ Grant</b>	0.00	10,000.00	10,000.00	100.0%
<b>4055 · 5310 Funds</b>				
4051 · 5310 -Saguaro Foundation	0.00	0.00	0.00	0.0%
4053 · CARES Act MM	0.00	0.00	72,902.00	0.0%
4055 · 5310 Funds - Other	0.00	20,651.85	62,652.00	32.96%
<b>Total 4055 · 5310 Funds</b>	0.00	20,651.85	135,554.00	15.24%
<b>4200 · YMPO UPWP Dues</b>	0.00	46,923.52	80,623.69	58.2%
<b>4400 · Interest Income</b>	1,026.80	7,328.95	31,000.00	23.64%
<b>4600 · Charges for Services</b>				
4904 · Traffic Count Revenue	0.00	12,402.02	12,402.00	100.0%
<b>Total 4600 · Charges for Services</b>	0.00	12,402.02	12,402.00	100.0%
<b>Total Income</b>	1,026.80	366,870.38	1,518,197.69	24.17%
<b>Expense</b>				
<b>5110 · Payroll Expenses</b>				
5111 · Fringe Benefits	2,027.83	14,917.21	29,802.00	50.05%
5112 · Part Time Staff-Salaries				
5133 · Part Time Staff-Salaries- Local	2,094.75	4,789.44	15,342.00	31.22%
5112 · Part Time Staff-Salaries - Other	1,829.10	22,106.52	67,750.00	32.63%
<b>Total 5112 · Part Time Staff-Salaries</b>	3,923.85	26,895.96	83,092.00	32.37%
5113 · Full Time Staff-Salaries	22,657.92	168,616.36	295,676.00	57.03%
5115 · Health Insurance-ER Portion	4,470.00	31,290.00	53,640.00	58.33%
5116 · ASRS	2,888.69	21,476.24	38,542.00	55.72%
5117 · Workman's Comp Insurance	0.00	1,281.25	1,089.00	117.65%
5118 · FUTA Payroll Expense	158.11	250.34	546.00	45.85%
5120 · Life Insurance	121.43	971.44	1,560.00	62.27%
<b>Total 5110 · Payroll Expenses</b>	36,247.83	265,698.80	503,947.00	52.72%
<b>5123 · Consulting Services</b>				
5134 · Contractual-Local	4,000.00	5,294.82	100,824.53	5.25%
5123 · Consulting Services - Other	13,812.14	198,801.03	715,383.00	27.79%
<b>Total 5123 · Consulting Services</b>	17,812.14	204,095.85	816,207.53	25.01%
<b>5124 · Staff Training/Education</b>				
5137 · Staff Training/Edu Reimb-Local	0.00	1,920.00	6,000.00	32.0%
5124 · Staff Training/Education - Other	0.00	1,194.00	4,000.00	29.85%
<b>Total 5124 · Staff Training/Education</b>	0.00	3,114.00	10,000.00	31.14%
<b>5125 · Audit Services</b>	0.00	0.00	22,000.00	0.0%
<b>5126 · Payroll Processing Fees</b>	320.12	2,137.84	4,500.00	47.51%
<b>5128 · Accounting Services</b>	0.00	0.00	25,000.00	0.0%
<b>5129 · Public Participation</b>	0.00	0.00	1,000.00	0.0%
<b>5130 · Reimbursement of Expenses</b>	0.00	0.00	0.00	0.0%
<b>5131 · Data Process, Software, Hardware</b>	1,690.32	5,136.36	8,000.00	64.21%
<b>5132 · Furniture and Equipment</b>	0.00	1,644.11	6,000.00	27.4%



**Yuma Metropolitan Planning Organization  
Revenue & Expense Budget Performance  
January 2021**

	Jan 21	Jul '20 - Jan 21	YTD Budget	% of Budget
5140 - Legal	0.00	6,533.25	7,500.00	87.11%
5150 - IT Support	0.00	0.00	1,000.00	0.0%
5151 - Building, Contents Insurance	217.41	5,721.18	6,000.00	95.35%
5152 - Equipment Maintenance	71.14	338.89	1,300.00	26.07%
5153 - Office Supplies	0.00	850.04	3,000.00	28.34%
5154 - Postage	0.00	0.00	500.00	0.0%
5155 - Printing	0.00	379.59	800.00	47.45%
5157 - Publications, Subscriptions	0.00	310.88	600.00	51.81%
5158 - Registration Fees	0.00	0.00	6,000.00	0.0%
5159 - Special Meetings	0.00	0.00	4,000.00	0.0%
5160 - Telecommunications	793.23	9,029.92	12,000.00	75.25%
5162 - Vehicle Insurance	0.00	5,459.27	5,000.00	109.19%
5163 - Vehicle Maint., Repairs, Parts	0.00	148.57	2,500.00	5.94%
5164 - YMPO Memberships & Dues	402.77	2,161.02	3,500.00	61.74%
5165 - Finance Charges and Interest	3.50	24.50	250.00	9.8%
5166 - Website Maintenance	181.20	392.20	1,500.00	26.15%
5167 - Miscellenous Consumables	0.00	116.80	2,000.00	5.84%
5168 - Recruitment Employee	0.00	0.00	0.00	0.0%
5169 - Miscellaneous-Expense	1,467.25	5,777.75	10,549.04	54.77%
5171 - Alarm System	93.00	279.00	1,000.00	27.9%
5172 - Lease	3,661.20	14,644.80	24,000.00	61.02%
5173 - Electric Bill	507.60	3,053.72	7,500.00	40.72%
5174 - Grounds Maintence	130.00	1,068.00	2,700.00	39.56%
5175 - Janitorial	0.00	750.00	4,500.00	16.67%
5179 - Office Building Repairs				
5181 - Pest Control	0.00	192.00	500.00	38.4%
5179 - Office Building Repairs - Other	0.00	89.14	1,000.00	8.91%
<b>Total 5179 - Office Building Repairs</b>	<b>0.00</b>	<b>281.14</b>	<b>1,500.00</b>	<b>18.74%</b>
5182 - Sewer & Water	346.52	1,227.82	1,300.00	94.45%
5190 - Travel - Local & Outside County	1.82	118.57	20,000.00	0.59%
5191 - T530- Traffic Count Fuel	52.63	2,957.35	4,635.00	63.81%
5630 - T530 Traffic Count Equipment				
5631 - T530-Local COY Materials	0.00	0.00	1,244.00	0.0%
5630 - T530 Traffic Count Equipment - Other	0.00	3,081.71	4,575.00	67.36%
<b>Total 5630 - T530 Traffic Count Equipment</b>	<b>0.00</b>	<b>3,081.71</b>	<b>5,819.00</b>	<b>52.96%</b>
<b>Total Expense</b>	<b>63,999.68</b>	<b>546,532.93</b>	<b>1,537,607.57</b>	<b>35.54%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
4900 - In-Kind Match Revenue	5,516.75	51,161.64	185,713.00	27.55%
<b>Total Other Income</b>	<b>5,516.75</b>	<b>51,161.64</b>	<b>185,713.00</b>	<b>27.55%</b>
<b>Other Expense</b>				
9200 - In-Kind Match Expenses	5,516.75	51,161.64	185,713.00	27.55%
<b>Total Other Expense</b>	<b>5,516.75</b>	<b>51,161.64</b>	<b>185,713.00</b>	<b>27.55%</b>
<b>Net Income</b>	<b>-62,972.88</b>	<b>-179,662.55</b>	<b>-19,409.88</b>	<b>925.62%</b>

10000 - Wells Fargo - YMPO General Account	\$165,145.18
10009 - Wells Fargo - YMPO Payroll Account	\$47,623.59
10100 - Yuma County Treasurer - YMPO Account	\$1,019,060.04
	<hr/>
	\$1,231,828.81

# **YMPO INFORMATION SUMMARY AGENDA ITEM #6**

## **New YMPO Office - Additional Costs**

**DATE:** February 18, 2021.

**SUBJECT:** New YMPO Office - Additional Costs

### **SUMMARY:**

The remodeling of the new YMPO office is underway and YMPO staff are planning to move into the new building by the end of February 2021. The original estimates for the remodeling by contractors was far higher than original staff expectations. The original remodeling bids were in the region of \$98,000 with options, for ceramic tile, telecommunications re-wiring, and an additional irrigation water supply valve that could increase that amount to \$142,000. As a result, YMPO entered into a contract with Pat Walker Construction for the new conference room (including flooring) and other improvements that have, so far, totaled \$54,000 and will be substantially complete by the date of this meeting. In addition, YMPO has sub-contracted other components of the remodeling, such as re-wiring with new CAT-6 computer cables, and the installation of ceramic tile. Furthermore, YMPO has been utilizing the talents of internal staff to complete some of the work, such as demolition, and painting, and these further expenses have totaled, to date, approximately \$29,500.

However, this combined amount is past the limit of the local funds targeted under the original cost for the acquisition of the building and refurbishment. It is possible to defer the cost of some of the improvements to next fiscal year, but one of these costs is the replacement of the flooring in the remainder of the building. In order to ensure that the same work tile is available for installation during the next fiscal year, it would be appropriate to order the additional tile NOW although actual installation can be delayed until the next fiscal year. As a result, I request \$40,000 in additional Local funds to be added to the current UPWP and any further expenses will be incurred under the new UPWP, which is currently under development. These additional funds will cover all of the work carried out by internal staff members and will allow a small budget for new furniture for the conference room.

**PUBLIC INPUT:** No public comments have been received on this subject to date.

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

**TECHNICAL:** YMPO staff have the option of deferring any further improvements to next fiscal year which will, de-facto, become part of the new two-year UPWP.

**POLICY:** There are no policies in place regarding this request.

### **ACTION NEEDED:**

This item is on the agenda for information, discussion and possible action to approve Amendment #5A to the FY 2020-21 UPWP and the Annual Budget for FY 2020-21, to increase the local funds available for making improvements to the building by \$40,000.

**PRIOR BOARD/COMMITTEE ACTIONS:**

During the regularly scheduled YMPO Executive Board meeting on approved.

**MEMBERS ATTENDING:**

J. Deal Begay, Jr., Cocopah Indian Tribe, Chairman,	Gary Knight, Yuma, Member
Martha Garcia, Somerton, Vice-Chair	Paul Patane, ADOT, Member
Maria Cruz, San Luis, Secretary/Treasurer	^ Jacob Miller, Yuma, Member
* Cecilia McCollough, Wellton, Member	^ Lynne Pancrazi, Yuma Co., Member
	Martin Porchas, Yuma Co., Member
	Chris Morris, Yuma. Member

\* Members neither present nor represented by proxy.

^ Members not present but represented by proxy.

**CONTACT PERSON:**

Paul Ward, Executive Director, 928-783-8911.

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

## **Election of YMPO Officers for 2021.**

**DATE:** February 18, 2021.

**SUBJECT:** Election of YMPO Officers for 2021.

### **SUMMARY:**

YMPO By-Laws for the YMPO Executive Board require that members of the YMPO shall elect the following officers: Chair, Vice Chair, and Secretary-Treasurer. In the absence of the Chair, or upon his/her inability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair, Vice Chair and Secretary-Treasurer will serve without compensation and, shall serve for a period of one year.

Other By-Laws require that elected officers of the YMPO shall serve on a rotation basis; when the Chair or Vice Chair's position is vacated, the Vice Chair assumes the position of Chair, and the Secretary-Treasurer assumes the position of Vice Chair. The Executive Board must then elect another Executive Board member to the vacant office of Secretary-Treasurer, and these Officers are elected the first meeting in February.

In addition, at any one time, the three elected officers on the Executive Board must be from three different jurisdictions; and at least one office shall be held by the City of Somerton, City of San Luis, the Town of Wellton, or the Cocopah Indian Tribe.

Under current circumstances, Vice Chair (and City of San Luis Vice-Mayor) Matias Rosales assumes the position of Chair, Secretary-Treasurer (and Yuma County Supervisor) Martin Porchas assumes the position of Vice Chair and the Board needs to elect a new officer to fill the Secretary/Treasurer position.

Members may contact Chair Martha Garcia and/or the Executive Director to make nominations (including self-nominations) or they may do so during the meeting when called on by the Chair. Although there is no requirement to rotate the Secretary/Treasurer position amongst member agencies, the attached Table One shows the agencies from which YMPO officers have come from during the past several years and shows that it is customary for each agency to have an opportunity to supply YMPO Executive Board Officers.

**PUBLIC INPUT:** No public comments have been received on this subject to date.

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

**TECHNICAL:** YMPO staff usually try to meet with all new members of the YMPO Executive Board to help them get oriented to the YMPO mission and what it is that YMPO does. Furthermore, YMPO staff offer similar meetings to Officers to assist in the understanding of their increased duties.

POLICY: YMPO By-Laws specify most of the “how” Officers are chosen, and “when”.

**ACTION NEEDED:**

This item is on the agenda for information, discussion, and possible action to elect Vice-Mayor Matias Rosales to the position of YMPO Chair; to elect Supervisor Martin Porchas to the position of YMPO Vice Chair; and then to accept nominations and elect a new YMPO Secretary/Treasurer.

**PRIOR BOARD/COMMITTEE ACTIONS:**

During the regularly scheduled YMPO Executive Board meeting on February 27, 2020, Councilmember Knight moved to confirm the rotation of YMPO Vice-Chair (and City of Somerton Vice-Mayor) Martha Garcia to the Chair position and Secretary/Treasurer (and City of San Luis Vice-Mayor) Maria Cruz to the Vice-Chair position and both Vice-Mayors Garcia and Cruz accepted the respective nominations. Councilmember Morris seconded, and the rotation was unanimously approved. Chairman Begay then opened nominations for the vacant Secretary/Treasurer position. Councilmember Knight nominated Yuma County Supervisor Porchas for the vacant Secretary/Treasurer position, Supervisor Porchas accepted, Vice-Chair Garcia seconded, and the motion was unanimously approved.

**MEMBERS ATTENDING:**

J. Deal Begay, Jr., Cocopah Indian Tribe, Chairman,	Gary Knight, Yuma, Member
Martha Garcia, Somerton, Vice-Chair	Paul Patane, ADOT, Member
Maria Cruz, San Luis, Secretary/Treasurer	^ Jacob Miller, Yuma, Member
* Cecilia McCollough, Wellton, Member	^ Lynne Pancrazi, Yuma Co., Member
	Martin Porchas, Yuma Co., Member
	Chris Morris, Yuma. Member

\* Members neither present nor represented by proxy.

^ Members not present but represented by proxy.

**CONTACT PERSON:**

Paul Ward, Executive Director, 928-783-8911

**Table One - Agencies Represented as YMPO Officers - 2008 to Date**

<b>Year</b>	<b>Chair</b>	<b>Vice Chair</b>	<b>Secretary/Treasurer</b>
<b>2008</b>	San Luis	City of Yuma	Yuma County
<b>2009</b>	City of Yuma	Yuma County	City of Somerton
<b>2010</b>	Yuma County	City of Somerton	City of Yuma
<b>2011</b>	City of Somerton	City of Yuma	Yuma County
<b>2012</b>	City of Yuma	Yuma County	Cocopah Indian Tribe
<b>2013</b>	Yuma County	Cocopah Indian Tribe	City of Yuma
<b>2014</b>	Cocopah Indian Tribe	San Luis	City of Yuma
<b>2015</b>	San Luis	City of Yuma	Yuma County
<b>2016</b>	Yuma County	City of Yuma	Town of Wellton
<b>2017</b>	City of Yuma	Town of Wellton	City of Somerton
<b>2018</b>	Town of Wellton	City of Somerton	Cocopah Indian Tribe
<b>2019</b>	Cocopah Indian Tribe	City of Somerton	City of San Luis
<b>2020</b>	City of Somerton	City of San Luis	Yuma County
<b>2021</b>	City of San Luis	Yuma County	?

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

## **YMPO Subcommittee Members and Other Representatives for 2021.**

**DATE:** February 18, 2021.

**SUBJECT:** YMPO Subcommittee Members and Other Representatives for CY 2021.

**SUMMARY:**

YMPO has three subcommittees, one to oversee the annual Audit process, a second to oversee any changes to YMPO By-Laws, and a third to evaluate the Executive Director.

The Audit Committee is required under YMPO By-Laws, consists of three members of the Executive Board and is chaired by the elected YMPO Secretary/Treasurer. There are no restrictions on which agencies the members need to come from, and there are no stated term limits for members. The main role for the Audit Committee is to review the Annual Audit (also required under YMPO By-Laws) and report to the Executive Board. As stated, the Secretary/Treasurer is the Chair of the Committee, so only two additional members need to be identified.

The By-Laws Committee is not called-out in YMPO By-Laws, but such a Committee has been utilized in the past to review proposed changes to the By-Laws, on an as-needed basis, and report back to the Executive Board with recommendations. Due to limited need for such a Committee, composition of the By-Laws Committee is decided on a case-by-case, as needed, basis. It is likely that an update to YMPO By-Laws will occur this year to make some minor, mainly format-oriented changes. Regardless, the Board may decide to wait before deciding on candidates.

The Executive Director Evaluation Committee is also not called-out in YMPO By-Laws but is referred to as part of the YMPO Policies and Procedures Manual. In particular, under Chapter II - Employment Structure and Compensation; Subchapter A - YMPO Staff; Section ii - Performance Reviews, calls for a subcommittee of three Board Members, from different agencies, one of whom will be the current Chair. This subcommittee meets with the Executive Director, to discuss the Director's performance and will present a report to the full Executive Board for action.

In addition to the above subcommittees, there are two Statewide Boards/Councils, the Arizona State Transportation Board (AZSTB) and the Rural Transportation Advisory Council (RTAC). YMPO customarily appoints members (and alternates) to attend these, to represent the region. This agenda item is an advance notice that these appointments will most likely occur during the Executive Board meeting on February 25, 2021, in conjunction with the previous agenda item, and no action is anticipated at this meeting. Although subcommittee members are usually nominated and then elected, AZSTB and RTAC representatives are usually appointed by the YMPO Chair, although elections may be held if more than one member volunteers their services.

The Arizona State Transportation Board (AZSTB): The AZSTB comprises appointed officials from six districts around the State. These officials serve six-year terms, are appointed by the Governor, and are confirmed by the State Senate. The AZSTB holds approximately 12-15 meetings each year throughout the State, including two/three study sessions. District 6 comprises La Paz, Mohave, Yavapai, and Yuma Counties, and the current AZSTB District 6 member is City of Yuma Councilmember Gary Knight.

As indicated, the **official** position for District 6 represents four Counties, so YMPO MAY decide to identify a representative, and an alternate, who have expressed an interest in attending some of the AZSTB meetings to specifically lobby the AZSTB on behalf of the Yuma region's needs, **in addition to** Councilmember Knight.

Rural Transportation Advisory Council (RTAC): In the mid-90s, when the Casa Grande Resolves were being developed and implemented (benefitting mainly the substantially urban Maricopa and Pima Counties) a group of predominantly rural Arizona Counties decided to form a separate group to look after the transportation interests of the rural areas, which covers the majority of the area of the State. That agency is the RTAC. A coordinator was appointed, whose main role is to track mainly transportation legislation, at both the Federal and State levels. This position is administered through the Northern Arizona Council of Governments (NACOG) and is funded by all the rural Councils of Government and the Metropolitan Planning Organizations, excluding the Maricopa and Pima Association of Governments (MAG and PAG). Funding is split on a population basis, and YMPO currently pays just over \$20,000, each year, to fund this effort. The current Coordinator is Kevin Adam. YMPO is a full, voting, member of the RTAC and usually appoints an official representative, plus an alternate.

**PUBLIC INPUT:** No public comments have made on this subject to date.

**TECHNICAL & POLICY IMPLICATIONS:**

**TECHNICAL:** As Councilmember Knight is already a member of the STB (and has attended all of the meeting to date), the appointed STB member and the alternate usually only attend STB meetings during the Rural Transportation Summit and if the STB meets in Yuma. Representatives on the RTAC and the STB are usually selected from volunteers.

**POLICY:** Under the current By-Laws the newly elected Secretary-Treasurer becomes the Chair of the Audit Subcommittee.

**ACTION NEEDED:**

Action to appoint YMPO representatives to the AZSTB, the RTAC and the three subcommittees usually occurs during the February meeting, but could happen during the current meeting if sufficient members are present and volunteers are forthcoming.



**PRIOR BOARD/COMMITTEE ACTIONS:**

RTAC Oversight: During CY 2019 and 2020, YMPO Vice-Chair Maria Cruz was the RTAC primary member and Mayor Cecilia McCollough remained as the alternate.

AZSTB Oversight: For CY 2019 Councilmember Ed Thomas was selected as the YMPO primary representative for providing oversight at AZSTB meetings and Supervisor Porchas was the alternate. For CY 2020, Councilmember Chris Morris was selected as the YMPO primary representative for attending AZSTB meetings and Deputy Mayor Watts was the alternate. During the remainder of CY 2020, all of the meetings were virtual and Councilmember Knight attended all of them, as the official State Transportation Board member for District 6.

The Audit Subcommittee: For CY 2019, Vice-Mayor Ramos was Chairman, with Supervisor Lynne Pancrazi and Mayor Cecilia McCollough as members. During CY 2020, Secretary/Treasurer Martin Porchas was Chairman, with Mayor Cecilia McCollough and Supervisor Lynne Pancrazi as members.

By-Laws Subcommittee: During CYs 2019 and 2020, as there were no changes to the By-Laws anticipated, no members of the By-Laws subcommittee were nominated.

Director Evaluation Subcommittee: For CY 2019, this subcommittee had been headed by Chairman Begay, with Mayor McCollough and Councilmember Ed Thomas as the members. For CY 2020, Chair Garcia lead the team with Mayor McCollough and Deputy Mayor Watts as members.

During the regularly scheduled YMPO Executive Board meeting on February 27, 2020, the CY 2020 actions occurred, as detailed above.

**MEMBERS ATTENDING:**

- |   |                                    |
|---|------------------------------------|
| J. Deal Begay, Jr., Cocopah Indian Tribe, Chairman, | Gary Knight, Yuma, Member          |
| Martha Garcia, Somerton, Vice-Chair                 | Paul Patane, ADOT, Member          |
| Maria Cruz, San Luis, Secretary/Treasurer           | ^ Jacob Miller, Yuma, Member       |
| * Cecilia McCollough, Wellton, Member               | ^ Lynne Pancrazi, Yuma Co., Member |
|   | Martin Porchas, Yuma Co., Member   |
|   | Chris Morris, Yuma. Member         |

\* Members neither present nor represented by proxy.

^ Members not present but represented by proxy.

**CONTACT PERSON:**

Paul Ward, Executive Director, 928-783-8911

# **YMPO INFORMATION SUMMARY AGENDA ITEM #9**

## **YMPO Origin-Destination Study**

**DATE:** February 18, 2021.

**SUBJECT:** YMPO Origin-Destination Study.

### **SUMMARY:**

As members are probably aware, the General Services Administration (GSA) of the Federal Government has programmed over \$150 million for substantially increasing the number of vehicle lanes within Port of Entry I at the City of San Luis' international border with Mexico. These POE improvements are still in the planning stage. Last year, the City finalized a 2020 Update to their General Plan titled "You are the Future of San Luis". Furthermore, as a supplement to the border improvements and the General Plan Update, the City has recently released a Request for Proposals for a Downtown Redevelopment Plan.

YMPO currently has an Update to the FY 2008 Origin-Destination (O-D) Study that is scheduled to go the Bid within the next few months. Based on the release of the Downtown Redevelopment Plan RFP, YMPO staff has suggested the possibility of amending the City's Scope of Work to include an O-D Study and the City has tentatively agreed. To support this change of Scope, YMPO would allocate funds currently targeted for the O-D study directly to the City of San Luis. Furthermore, San Luis is requesting additional City funds to include a full Downtown Circulation element as part of the expanded Redevelopment Plan.

**PUBLIC INPUT:** No public comments have been received on this subject to date.

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

**TECHNICAL:** YMPO will work Economic Development staff with the City of San Luis to ensure that the Origin-Destination Scope of Work is sufficiently well described in the City's contract documents.

**POLICY:** There are no policies and/or By-Laws that pertain to this action.

### **ACTION NEEDED:**

This item is on the agenda for information, discussion, and possible action to approve Amendment #5B to the FY 2020-21 UPWP and Annual Budget for FY 2021 to exchange the funds currently allocated to the Origin-Destination Study, shown as Item T-404, with an equivalent amount of local funds, from YMPO savings. In addition, this action authorizes the Executive Director to enter into an Intergovernmental Agreement (IGA) with the City of San Luis to allocate up to \$35,000 in local funds for the completion of an Origin-Destination Study of similar scope and value as the YMPO Study as part of an expanded City of San Luis Downtown Redevelopment Plan.

**PRIOR BOARD/COMMITTEE ACTIONS:**

The FY 2019-2021 YMPO UPWP was originally approved during a Special Executive Board meeting on May 16, 2019.

**MEMBERS ATTENDING:**

- J. Deal Begay, Jr., Cocopah Indian Tribe, Chairman
- \* Miguel Villalpando, Somerton, Vice-Chair
- Maria Ramos, San Luis, Secretary/Treasurer
- \*\* Cecilia McCollough, Wellton, Member
- ^ Gary Knight, Yuma, Member
- \* Paul Patane, ADOT, Member
- ^ Jacob Miller, Yuma, Member
- Lynne Pancrazi, Yuma Co., Member
- ^ Martin Porchas, Yuma Co., Member
- Ed Thomas, Yuma. Member

\* Members neither present nor represented by proxy.

^ Members not present but represented by proxy.

\*\* Members attended the meeting by telephone.

The UPWP was amended on December 12, 2019; March 26, 2020; August 27, 2020; and October 29, 2020. Members attending and voting are available on the YMPO website or may be obtained from YMPO staff, upon request.

**CONTACT PERSON:**

Paul Ward, Executive Director, 928-783-8911

# **YMPO INFORMATION SUMMARY AGENDA ITEM #10**

## **Support for Arizona Legislation on Funding Transportation.**

**DATE:** February 18, 2021.

**SUBJECT:** Support for Arizona Legislation on Funding Transportation.

### **SUMMARY:**

The legislative season at the Arizona legislature is underway. Senator Name and Representative Name have co-sponsored Senate Bill 1650 which, predominantly aims to increase gasoline and use fuel taxes by one cent per year from 2022 through 2045. It also contains a mechanism to annually link the fuel taxes to inflation, to place a new tax on electric and alternate fuels vehicles and to increase the Maricopa County half-cent sales tax with a three-quarter-cent sales tax. House Bills 2436 and 2437 by Chairman Carroll are aimed at the similar results as SB 1650. Further HB2479 was amended by Representative Dunn to add \$10 for widening the next section of US-95.

The status of these bill will be reviewed and, if support is still timely, members will be asked to authorize the Executive Director to provide an appropriate supporting letter to our legislative contacts.

**PUBLIC INPUT:** No public comments have been received on this subject to date.

### **ACTION NEEDED:**

This item is on the agenda for information, discussion, and possible action to approve a Resolution in support of SB 1650 and the other legislative bills discussed.

### **CONTACT PERSON:**

Paul Ward, Executive Director, 928-783-8911

# YMPO INFORMATION SUMMARY AGENDA ITEM #14

## Pay Raise Policy for YMPO Staff

**DATE:** February 18, 2021.

**SUBJECT:** Pay Raise Policy for YMPO Staff

### **SUMMARY:**

Currently, there is no formal pay raise policy for YMPO staff member. Most similar agencies appear to have adopted a process whereby inflation adjustments are recognized and where merit is rewarded. As a result, I have developed a three-phase approach to providing adjustments to YMPO staff. Pay raises will only be awarded based on the receipt of a successful average evaluation score of 3.0 (out of 5.0) or higher.

Phase One involves an annual Cost-of-Living-Adjustment (COLA) which is based on Consumer Price Index Consumer (CPI) statistics obtained from the Federal Bureau of Labor Statistics. They provide historical data on two slightly different categories, but all of the data is taken from the Western USA section, that includes Arizona. The first table includes the CPI changes for All Urban Consumers (CPI-U) and the second table concentrates on All Urban wage earners and clerical workers (CPI-W). Neither table considers any seasonal adjustments. I have taken the average of both and intend to apply this as the COLA that will be the first phase in each employee's pay increase. The following table is an example of what the COLA has been for the past few years:

Table One: Combined CPI-U and CPI-W from Federal Bureau of Labor Statistics									
Year	2012	2013	2014	2015	2016	2017	2018	2019	2020
CPI	2.12%	1.42%	1.78%	0.92%	1.79%	2.83%	3.44%	2.64%	1.87%

Phase Two has been to develop a STEP increase procedure, based on merit. This rewards employees for their on-the-job work experience, based on the number of years that they have worked in a particular job. It also recognizes that employees tend to learn faster when they are starting a job. A separate Table Two, on the next page, shows a sample STEP increase schedule for an employee that starts at \$30,000 and works for six years. The STEP increase program is very similar to those currently in force with the City of Yuma and Yuma County. In theory, if an employee works for thirty years doing the same job their initial salary would increase by up to 40%, NOT including inflation adjustments. The average annual increase would be about 1.13%, in addition to the COLA, which is entered as 2% per year.

Phase Three is a possible merit increase for truly outstanding effort. This would reward an employee who suggests a change to how YMPO does business that saves us money, and/or an employee whose efforts greatly increase the amount of money that YMPO, or our members agencies, receive. I do not expect this third phase to occur very often and if it does, it would probably be in the form of a one-time bonus for a job well done.

The Executive Director is solely responsible, to the Executive Board, for ensuring that evaluations are carried out and deciding what pay raises are appropriate. Historically, during the past three years, I have ensured that the average pay raises have been less than the budget allocated for pay raises. That is also the case for the current raises.

**PUBLIC INPUT:** No public comments have been received on this subject to date.

**ACTION NEEDED:**

This item is on the agenda for presentation, discussion, and possible action to approve a new YMPO policy on employee pay raises.

**CONTACT PERSON:**

Paul Ward, Executive Director, 928-783-8911

Table Two: Step Increase Table for an Employee who Works for Six Years							
	Step	2020	2021	2022	2023	2024	2025
CPI:	Increase	0.00%	1.90%	2.00%	2.00%	2.00%	2.00%
Starting Salary		\$30,000	\$30,570	\$31,181	\$31,805	\$32,441	\$33,090
Step 1	1.5%	\$30,450	\$31,029	\$31,649	\$32,282	\$32,928	\$33,586
Step 2	1.5%	\$30,907	\$31,494	\$32,124	\$32,766	\$33,422	\$34,090
Step 3	1.5%	\$31,370	\$31,966	\$32,606	\$33,258	\$33,923	\$34,601
Step 4	1.4%	\$31,810	\$32,414	\$33,062	\$33,723	\$34,398	\$35,086
Step 5	1.4%	\$32,255	\$32,868	\$33,525	\$34,196	\$34,879	\$35,577
Step 6	1.4%	\$32,706	\$33,328	\$33,994	\$34,674	\$35,368	\$36,075
Step 7	1.3%	\$33,132	\$33,761	\$34,436	\$35,125	\$35,828	\$36,544
Step 8	1.3%	\$33,562	\$34,200	\$34,884	\$35,582	\$36,293	\$37,019
Step 9	1.3%	\$33,999	\$34,645	\$35,338	\$36,044	\$36,765	\$37,500
Step 10	1.2%	\$34,407	\$35,060	\$35,762	\$36,477	\$37,206	\$37,950
Step 11	1.2%	\$34,820	\$35,481	\$36,191	\$36,915	\$37,653	\$38,406
Step 12	1.2%	\$35,237	\$35,907	\$36,625	\$37,357	\$38,105	\$38,867
Step 13	1.1%	\$35,625	\$36,302	\$37,028	\$37,768	\$38,524	\$39,294
Step 14	1.1%	\$36,017	\$36,701	\$37,435	\$38,184	\$38,948	\$39,726
Step 15	1.1%	\$36,413	\$37,105	\$37,847	\$38,604	\$39,376	\$40,163
Step 16	1.0%	\$36,773	\$37,472	\$38,222	\$38,986	\$39,766	\$40,561
Step 17	1.0%	\$37,134	\$37,839	\$38,596	\$39,368	\$40,155	\$40,959
Step 18	1.0%	\$37,494	\$38,206	\$38,971	\$39,750	\$40,545	\$41,356
Step 19	1.0%	\$37,854	\$38,573	\$39,345	\$40,132	\$40,934	\$41,753
Step 20	1.0%	\$38,214	\$38,940	\$39,718	\$40,513	\$41,323	\$42,150

# **YMPO INFORMATION SUMMARY for Agenda Item 15**

## **YMPO Executive Director's Annual Evaluation.**

**DATE:** February 18, 2021.

**SUBJECT:** Executive Director's Annual Evaluation.

**SUMMARY:** The Director's Evaluation Subcommittee reported a favorable evaluation to the Executive Board at the last meeting on January 28, 2021, which the Board accepted, but the Board decided to defer any discussion of a raise until the Director had presented the new Policy on the YMPO Employee Pay Raises.

The new Policy is listed as the previous item on the agenda and members will have the opportunity to take the appropriate action with regard to the Director's salary.

**PUBLIC INPUT:** No members of the public have provided any input on this item.

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

**TECHNICAL:** The procedure for evaluating the Executive Director is already substantially complete.

**POLICY:** Pay raises for YMPO staff are guided by a NEW YMPO Policy that will be added to the YMPO Personnel Policies and Procedures.

### **ACTION NEEDED:**

This item is on the agenda for information, discussion, and possible action for evaluating the Director's performance and for adjusting the Director's salary.

### **PRIOR BOARD/COMMITTEE ACTIONS:**

At their meeting on January 21, 2021, the Board considered and delivered a favorable evaluation of Mr. Ward's performance.

### **MEMBERS ATTENDING:**

# Martha Garcia, Somerton, Chairman	# Paul Patane, ADOT, Member
\$ Matias Rosales, Yuma, Vice Chair	# Lynne Pancrazi, Yuma Co., Member
# Cecilia McCollough, Wellton, Member	# Karen Watts, Yuma, Member
^ Martin Porchas, Yuma County, Treasurer	# Leslie McClendon, Yuma, Member
\$ Gary Knight, City of Yuma, Member	* Vacant, Cocopah Indian Tribe

\$ Members attended in person

# Members attended by telephone and/or by teleconference.

\* Members neither present nor represented by proxy.

^ Members not present but represented by proxy.

**CONTACT PERSON:** Paul Ward, Executive Director, 928-783-8911.