Yuma San Luis Cocopah Wellton Somerton Yuma County ADOT

Local Governments & Citizens Working Together

EXECUTIVE BOARD REGULAR MEETING AGENDA

EXECUTIVE BOARD & Executive Session
Regular Meeting
Thursday, October 29, 2015
1:30 PM

City of Yuma
City One Plaza
Yuma, Arizona 85364
Room 190

YMPO EXECUTIVE BOARD

Chairwoman	Maria Ramos, Councilmember, City of San Luis
Vice-Chairman	Cody Beeson, Councilmember, City of Yuma
Treasurer	Russell "Russ", Clark, Board of Supervisors, Yuma County
Member	Cecilia McCollough, Mayor, Town of Wellton
Member	Greg Ferguson, Board of Supervisors, Yuma County
Member	Gary Knight, Councilmember, City of Yuma
Member	J. D. Begay, Jr., Vice Chairman, Cocopah Indian Tribe
Member	Martin Porchas, Mayor, City of Somerton
Member	Paul Patane, Yuma District Engineer, ADOT
Member	Edward Thomas, Deputy Mayor, City of Yuma

A REGULARLY SCHEDULED MEETING OF THE YUMA METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD WILL BE HELD AT **1:30 P.M., THURSDAY, OCTOBER 29, 2015 AT THE CITY OF YUMA, CITY ONE PLAZA, ROOM 190, ARIZONA 85364.** TO DISCUSS, CONSIDER, AND/OR TAKE ACTION WITH RESPECT TO THE TOPICS LISTED BELOW.

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL ATTENDANCE

III. DECLARATION OF VOTES

IV. CALL TO THE PUBLIC: This item is to provide an opportunity for presentation of comments by the public on subjects ***not on the agenda***. Individuals wishing to address the Board need not request permission in advance and are limited to three (3) minutes.

V. CONSENT AGENDA……DISCUSSION/ACTION

A. EXECUTIVE BOARD MINUTES FOR SEPTEMBER 24

B. EXPENDITURE REPORT SEPTEMBER 2015

Staff is requesting the approval of the consent agenda for September 24, 2015 Executive Board Regular Minutes; and requesting an acknowledgement of receipt September 2015 Draft Expenditure Reports. The TAC Minutes are attached as a courtesy with no action required.

VI. RE-ELECTION OF OFFICER – 2015 CALENDAR YEAR
(Maria Ramos, Chairwoman)……DISCUSSION/ACTION

VII. RED FUEL, IS NOT STREET FUEL
(Bruce Bartholomew, Karl Goldsmith, & Alan Parisian, ADOT)…….DISCUSSION/ACTION

VIII. EXECUTIVE SESSION
The Board of Directors 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 Directors, 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.

IX. RECONVENE TO PUBLIC MEETING

X. EXECUTIVE DIRECTOR'S REPORT/SUMMARY OF CURRENT EVENTS/BOARD MEMBER REPORTS & COMMENTS
- **A.** MEMBERSHIP
- **B.** CHANGES TO BYLAW
- **C.** STAFF REPORTS
- **D.** TAC MINUTES
- **E.** CONFERENCE UPDATES
- **F.** MPO/COG DIRECTOR/PLANNER MEETINGS
- **G.** RTAC
- **H.** PROJECTS-ECONOMIC DEVELOPMENT AND TRANSPORTATION
- **I.** STRATEGIC REGIONAL SAFETY PLAN
- **J.** RURAL TRANSPORTATION SUMMIT 2016

XI. POSSIBLE FUTURE AGENDA ITEMS
- **A.** SAN LUIS TRAFFIC GPS STUDY – MAIN STREET-ADOT
- **B.** YMPO REGIONAL STRATEGIC TRANSPORTION SAFETY PLAN (YRSTSP) – DEC 2015
- **C.** AUDIT FY 2015 – JAN/FEB
- **D.** UPWP FY 2017 – MAR/APR

XII. PROGRESS REPORTS -

A. **ADOT Corridor Profile Studies,** September 28, Charlene FitzGerald attended
B. **Scenario Planning Webinar,** September 28, Charlene FitzGerald participated
C. **Seeking your input on FHWA's Scenario Planning of Future Freight and Passenger Traffic Flows Across the U.S./Mexico and U.S./Canada Borders Modeling Framework,** September 28, Charlene FitzGerald participated
D. **SEAGO Training 5310 Finance,** September 29, Mark Teuscher and Vivian Hunter attended
E. **Functions of the Supervisor,** September 29 & October 6, Charles Gutierrez attended
F. **Council Meeting in Wellton,** October 6, Charlene FitzGerald and Charles Gutierrez attended
G. **TAC Meeting –** October 8, Charlene FitzGerald, Charles Gutierrez and Melissa Ramos attended
H. **Power of Accountability,** October 13, Charlene FitzGerald and Charles Gutierrez attended
I. **Mobility Management Summit,** October 15, Charles Gutierrez attended
J. **Transportation and Arizona Outreach Program ,** October 15, Charlene FitzGerald attended
K. **AMPO,** October 20-22, Charlene FitzGerald attended
L. **Skills of the Supervisor,** October 20, Charles Gutierrez attended
M. **CA/AZ Regional Meeting of the BBBXG,** October 27-28, Charlene FitzGerald and Charles Gutierrez attended
N. **Executive Board Meeting**, October 29, Charlene FitzGerald, Charles Gutierrez, and Vivian Hunter attended

XIII. 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. 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 Charlene FitzGerald at 928-783-8911.

Future meeting locations:

All meetings will be
held in Yuma City
Hall, room 190

Local Governments & Citizens Working Together

EXECUTIVE BOARD
REGULAR MEETING MINUTES

EXECUTIVE BOARD & Executive Session — **City of Yuma**
Regular Meeting — **City One Plaza**
Thursday, September 24, 2015 — **Yuma, Arizona 85364**
1:30 PM — **Room 190**

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Executive Board Meeting called to order at 1:34 p.m., and Councilmember Gary Knight led the Pledge of Allegiance.

II. ROLL CALL ATTENDANCE

YMPO EXECUTIVE BOARD

Chairwoman	Maria Ramos, Councilmember, City of San Luis
Treasurer	Russell "Russ" Clark, Board of Supervisors, Yuma County
Member	Cecilia McCollough, Mayor, Town of Wellton
Member	Greg Ferguson, Board of Supervisors, Yuma County
Member	Gary Knight, Councilmember, City of Yuma
Member	Martin Porchas, Mayor, City of Somerton
Member	Paul Patane, Yuma District Engineer, ADOT

YMPO EXECUTIVE BOARD MEMBERS ABSENT

Vice-Chairman	Cody Beeson, Councilmember, City of Yuma
Member	J. Deal Begay, Vice Chairman, Cocopah Indian Tribe
Member	Edward Thomas, Deputy Mayor, City of Yuma

YMPO STAFF PRESENT

Executive Director	Charlene FitzGerald
Senior Planning Manager	Charles Gutierrez
Accountant II	Vivian Hunter

ADDITIONAL ATTENDEES

Bruce Bartholomew	ADOT
Gene Dalbey	YRBC
Dick Watenpaugh	Town of Wellton

III. DECLARATION OF VOTES:

Proxies submitted for City of Yuma Councilmember Cody Beeson and Deputy Mayor Edward Thomas. Councilmember Gary Knight declares five votes for the City of Yuma.

IV. CALL TO THE PUBLIC:

Mr. Gene Dalbey of Yuma Region Bicycle Coalition (YRBC) read a paragraph from the book "Walkable City" (*see attachment)*.

V. CONSENT AGENDA

A. EXECUTIVE BOARD MINUTES FOR SEPTEMBER 24, 2015 REGULAR MEETING
B. EXPENDITURE REPORT SEPTEMBER 2015

MOTION:
Councilmember Gary Knight motioned to approve consent agenda items as presented. Supervisor Russ Clark seconded the motion.

VOTE:
The vote on motion was unanimous.

VI. ADOT EXECUTIVE UPDATE TO YMPO BOARD

Jodi Rooney described recent changes in the Planning Division *(see attachment)*. Michael Kies is the new *Director of Multimodal Planning Division* and Jodi Rooney is the new *Director of Planning and Programing*. Ms. Rooney handed out an ADOT Multimodal Planning Division (MPD) Staff Directory *(see attachment)* with updated personnel, titles, and phone numbers.

Ms. Rooney discussed the importance of the Performance Management and Research Department. Performance measures are required when requesting and qualifying for funds. Another change in the reorganization is the District's maintenance boundaries, which will take effect on October 1, 2015. The boundaries realigned in accordance to business operation resources. All offices remain open, and no job loss occurred due to the realignment. Yuma's area, covered by ADOT District Engineer Paul Patane, increased. Mr. Patane added that Arizona went from 10 Districts to 8 Districts.

Supervisor Greg Ferguson requested to go back to Item IV. Call to the Public. Chairwoman Maria Ramos granted the request and re-opened Item IV. Mr. Ferguson stated that if the YMPO intended to support changes to the House Bill 2617, the topic would need to be discussed and voted on at a future board meeting. Item IV closed. Item VI closed.

VII. TRANSPORTATION IMPROVEMENT PROJECT – AMENDMENT #7

Senior Planning Manager Charles Gutierrez requested the approval of Transportation Improvement Project (TIP) Amendment #7 as presented on the Staff Report.

MOTION:
Supervisor Greg Ferguson motioned to approve TIP Amendment #7.
Councilmember Gary Knight seconded the motion.

VOTE:
The vote on motion was unanimous.

VIII. YMPO BYLAWS

Executive Director Charlene Fitzgerald explained that last month the board approved the YMPO Bylaws; however, the board wanted to address voting proxy if a board member has to leave prior to the meeting ending. Ms. FitzGerald presented the Bylaws with recommended Executive Board changes and requested approval of the changes. Councilmember Gary Knight suggested removing the word "unexpectedly".

MOTION:
Councilmember Gary Knight motioned to approve the Bylaws with the removal of the word unexpectedly.
Supervisor Russ Clark seconded the motion.

VOTE:
The vote on motion was unanimous.

Ms. FitzGerald explained that last month, the Executive Board expressed concern with the membership, committee, and voting regulations. Supervisor Russ Clark thought this issue had already been discussed, but will send back to the Bylaw committee to make recommendations and present to the board if the board wanted to discuss membership. Mayor Porchas confirmed that the Bylaw Committee wanted to revisit this topic.

MOTION:
Supervisor Russ Clark motioned for Bylaw committee to discuss Executive Board membership.
Mayor Martin Porchas seconded the motion.

VOTE:
The vote on motion was six ayes and five nays.

IX. SAN LUIS TRANSIT ROUTE CIRCULATION STUDY CONSULTANT SELECTION

Executive Director Charlene FitzGerald explained that YMPO is responsible for the San Luis Transit Route Circulation Study because YCIPTA is operational, and YMPO is planning.

Councilmember Gary Knight requested to go back to Item VIII. YMPO Bylaws. Chairwoman Maria Ramos granted the request and reopened Item VIII. Mr. Knight asked if the YMPO Executive Board was allowed to change the amount of votes, and/or if the different entities have a say on this? Supervisor Greg Ferguson explained that this same issue was discussed years ago, and YMPO does have the authority. Mr. Ferguson retained a copy of the verdict provided by Lawyer Wayne Benesch. Executive Director Charlene FitzGerald will provide the board with a copy of the document. Chairwoman Maria Ramos closed Item III and reconvened Item IX.

Ms. FitzGerald presented the board with the San Luis Transit Circulation Study Staff Report and requested the approval of a Kimley-Horn as the consultant firm to perform the study as presented.

MOTION:
Supervisor Russ Clark motioned the approval of Kimley-Horn.

Mayor Martin Porchas seconded the motion.

VOTE:
The vote on motion was unanimous.

X. 2018 – 2041 REGIONAL TRANSPORTATION CONSULTANT SELECTION

Senior Planning Manager Charles Gutierrez discussed the Staff Report for the 2017 – 2041 Regional Transportation Plan Consultant Selection. The Technical Advisory Committee recommended consultant Kimley-Horn & Associates.

MOTION:
Councilmember Gary Knight motioned the approval of Kimley-Horn.
Supervisor Greg Ferguson seconded the motion.

VOTE:
The vote on motion was unanimous.

XI. EXECUTIVE SESSION

No Items presented

XII. RECONVENE TO PUBLIC MEETING

No Items presented

XIII. EXECUTIVE DIRECTOR'S REPORT / SUMMARY OF CURRENT EVENTS / BOARD MEMBER REPORTS & COMMENTS

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XIV. POSSIBLE FUTURE AGENDA ITEMS

- **A.** SAN LUIS TRAFFIC GPS STUDY – MAIN STREET-ADOT
- **B.** YMPO REGIONAL STRATEGIC TRANSPORTATION SAFETY PLAN (YRSTSP) – NOV/DEC 2015

Executive Director Charlene FitzGerald asked Member Paul Patane if he needed YMPO to assist with the GPS Traffic Study concerning trucks tearing up pavement on San Luis Main Street. Mr. Patane answered the item was resolved, and he will forward the information to Ms. FitzGerald and Chairwoman Maria Ramos; however, the item should remain on the agenda until he has a chance to revisit the information.

XV. PROGRESS REPORTS

A. **San Luis Wifi Study POE 1,** August 4, Charlene FitzGerald attended
B. **City of Yuma TIP Projects,** August 6, Charlene FitzGerald and Charles Gutierrez attended
C. **Self-Administer Design COY/Environmental ADOT/Pavement Preservation,** August 7, Charlene FitzGerald participated
D. **NARC Executive Director Training**, August 11, Charlene FitzGerald attended
E. **State Transit Planning,** August 12, Charlene FitzGerald, Mark Teuscher, and Vivian Hunter participated
F. **GIS User Group Meeting,** August 12, Mark Teuscher attended
G. **Council Meeting in San Luis,** August 12, Charlene FitzGerald attended
H. **TAC Meeting,** August 13, Charlene FitzGerald and Charles Gutierrez attended
I. **Corridor Profile Literature Review and SOW US/SR95,** August 16, Charlene FitzGerald attended
J. **Corridor 95 Study Meeting,** August 17, Charlene FitzGerald attended
K. **CTS Meeting –** August 17, Mark Teuscher attended
L. **League Annual Conference,** August 18-21, Charlene FitzGerald attended
M. **Arizona Council for Transportation Innovation,** August 19, Charlene FitzGerald attended
N. **Building an International Network (BIEN),** August 20, Charlene FitzGerald attended
O. **MPO/COG Director Meeting,** August 20, Charlene FitzGerald attended
P. **OMB Omni Circular Training,** August 21, Vivian Hunter attended
Q. **ASRS GASB 68,** August 24, Charlene FitzGerald participated
R. **5310 Coordination Mobility Manager Meeting,** August 28, Charlene FitzGerald attended
S. **MPO/COG Planner Meeting,** August 28, Charlene FitzGerald attended, Charles Gutierrez participated
T. **OMB Webinar,** September 1, Vivian Hunter participated
U. **Pre-scoping: City of Yuma System Enhancement,** September 3, Charles Gutierrez attended
V. **GIS Day Planning,** September 9, Charles Gutierrez attended
W. **YMPO TAC Meeting,** September 10, Charles Gutierrez and Melissa Ramos attended
X. **Regional Transportation Coordination Meeting,** September 16, Mark Teuscher attended
Y. **Modern Supervision Challenges,** September 22, Charles Gutierrez attended
Z. **GYPA Meeting,** September 24, Charlene FitzGerald attended
AA. **Executive Board Meeting**, September 24, Charlene FitzGerald, Charles Gutierrez, and Vivian Hunter attended

XVI. ADJOURNMENT

MOTION:
Councilmember Gary Knight motioned to adjourn the meeting.
Supervisor Russ Clark seconded the motion.

VOTE:
The vote on motion was unanimous

Meeting adjourned at 2.14 P.M.

Future meeting locations:

See attachment for dates: all meetings will be held in Yuma City Hall, room 190 in 2015

Minutes prepared by:

Vivian R. Hunter
Accountant II

Minutes reviewed to form by:

Charlene FitzGerald, Executive Director
Yuma Metropolitan Planning Organization

Minutes adopted in regular session
On October 29, 2015

Maria Ramos, Chairwoman
YMPO Executive Board

MULTIMODAL PLANNING DIVISION

YMPO

September 24, 2015

MPD Organization Structure

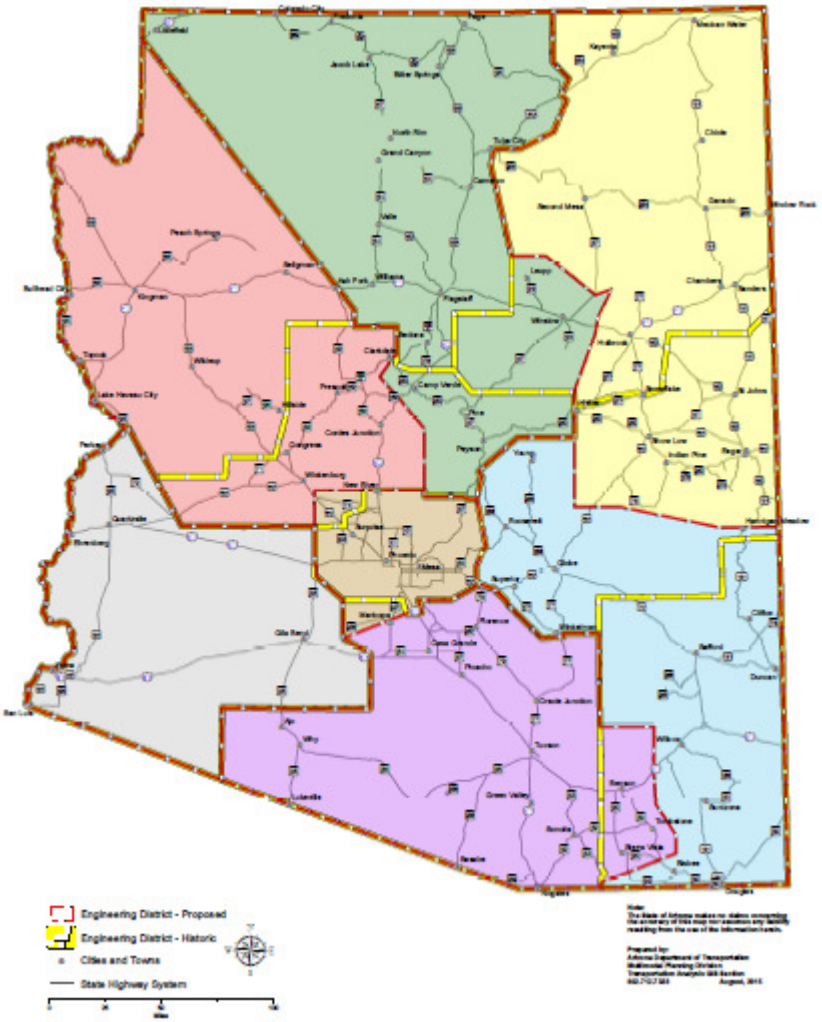
Change in Leadership

Dallas Hammit, Deputy Director Transportation

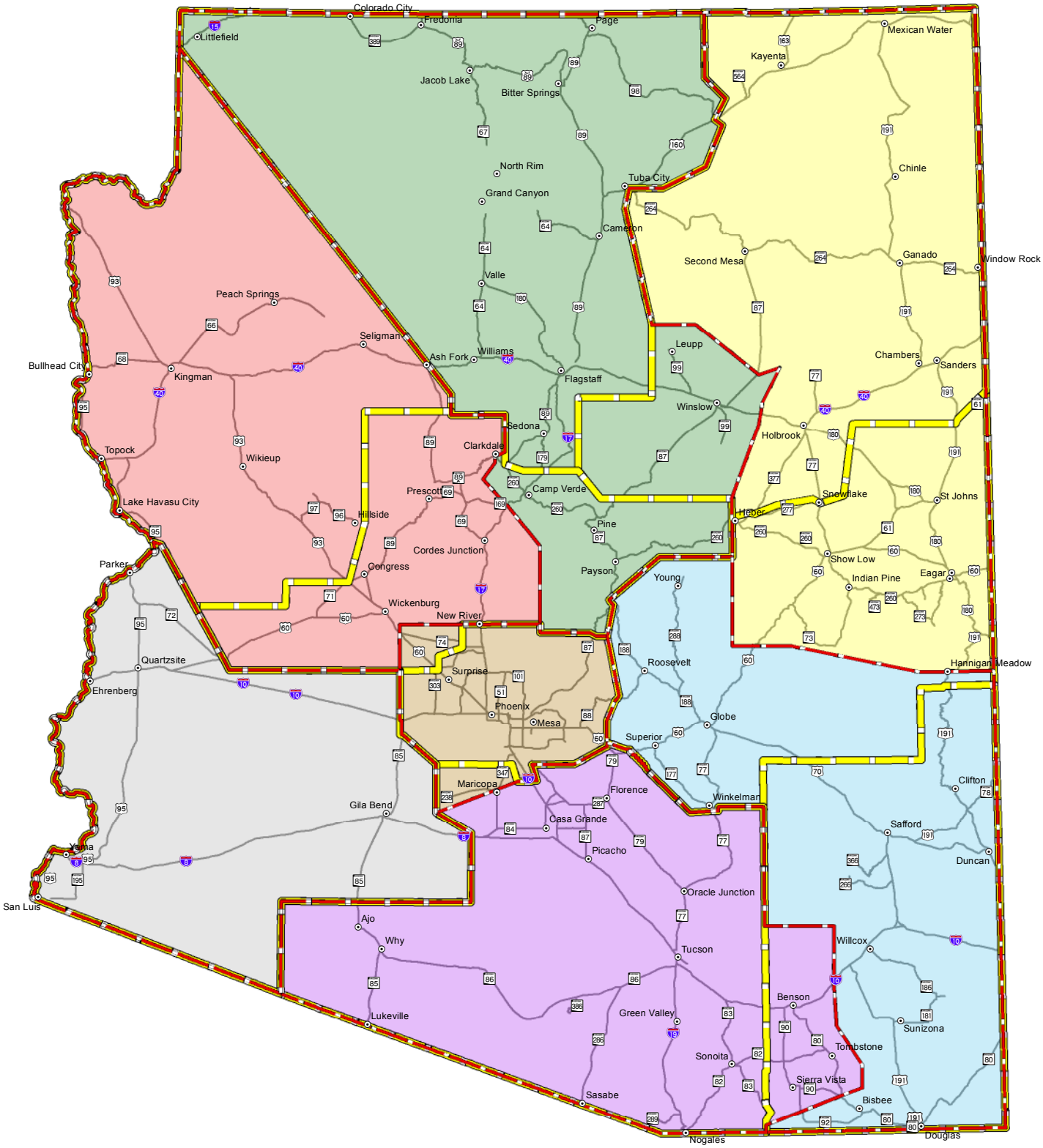
Michael Kies, Assistant Director Multimodal Planning

- Jodi Rooney, Systems Planning and Programming
- Public Transportation
- Transportation Analysis
- Performance Management And Research
- Aeronautics
- Finance and Administration
- Local Public Agency

Arizona Department of Transportation
Historic and Proposed Maintenance Districts



Arizona Department of Transportation
Historic and Proposed Maintenance Districts



Engineering District - Proposed

Engineering District - Historic

Cities and Towns

State Highway System

0 25 50 100
Miles

Note:
The State of Arizona makes no claims concerning the accuracy of this map nor assumes any liability resulting from the use of the information herein.

Prepared by:
Arizona Department of Transportation
Multimodal Planning Division
Transportation Analysis GIS Section
602.712.7333

August, 2015

Questions?

Jodi Rooney
Multimodal Planning Division
206 S. 17th Ave., MD 310B
Phoenix, AZ 85007
Cell: 602-206-3524
azdot.gov

ADOT Mission Statement

The Arizona Department of Transportation (ADOT) is a multimodal transportation agency serving one of the fastest-growing areas of the country. ADOT is responsible for planning, building and operating a complex highway system in addition to building and maintaining bridges and the Grand Canyon Airport. A major component of the organization is the Motor Vehicle Division, which provides title, registration and driver-license services to the general public throughout the state of Arizona.

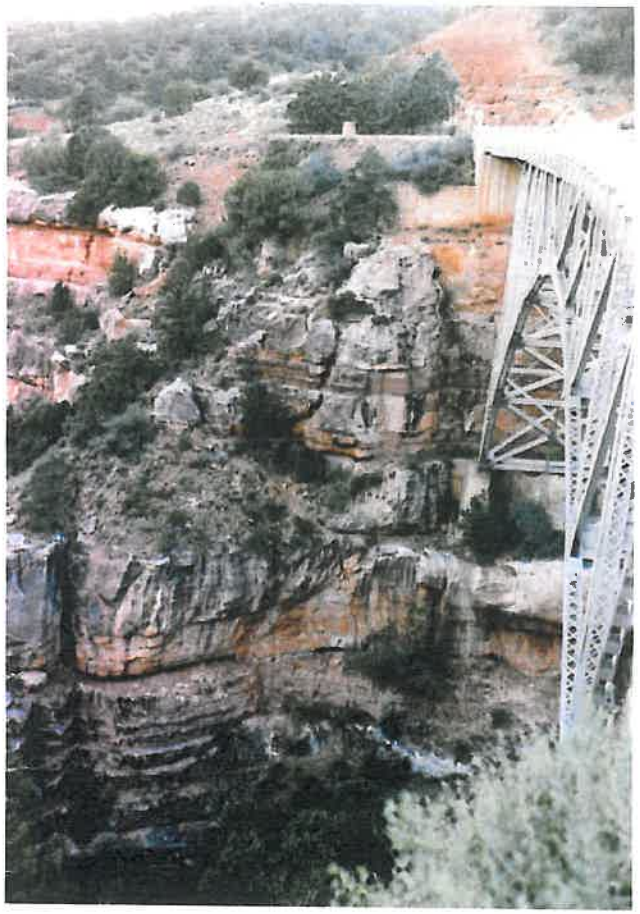
ADOT is funded by the people who purchase fuel, drive or own private and commercial vehicles, or use transportation services. To build and operate the state's transportation systems, individuals and businesses invest money through fuel taxes, motor-carrier fees and vehicle title, registration and license fees. About 80 percent of the money ADOT collects returns to the private sector in the form of paychecks and payment for transportation services and materials.

Transportation puts people to work building projects. Projects, in turn, deliver goods and services that spur economic development and attract jobs to the state, creating a cycle of economic benefit.

We at ADOT strive to deliver a range of transportation projects successfully in an economic environment with fewer employees and declining resources. Like you, we are trying to do more with less as we sharpen our focus on results for Arizona.

We continue to examine diverse, integrated transportation options for moving people and goods to create jobs and deliver economic and quality-of-life benefits for Arizona residents and businesses. ADOT's role is to assist policymakers by providing objective information that helps them decide the best solutions to connect communities across Arizona with the full range of resources available.

ADOT



ADOT MPD Staff Directory

To provide a safe, efficient, cost-effective transportation system.

ADOT

Multimodal Planning

MPD Executive Management

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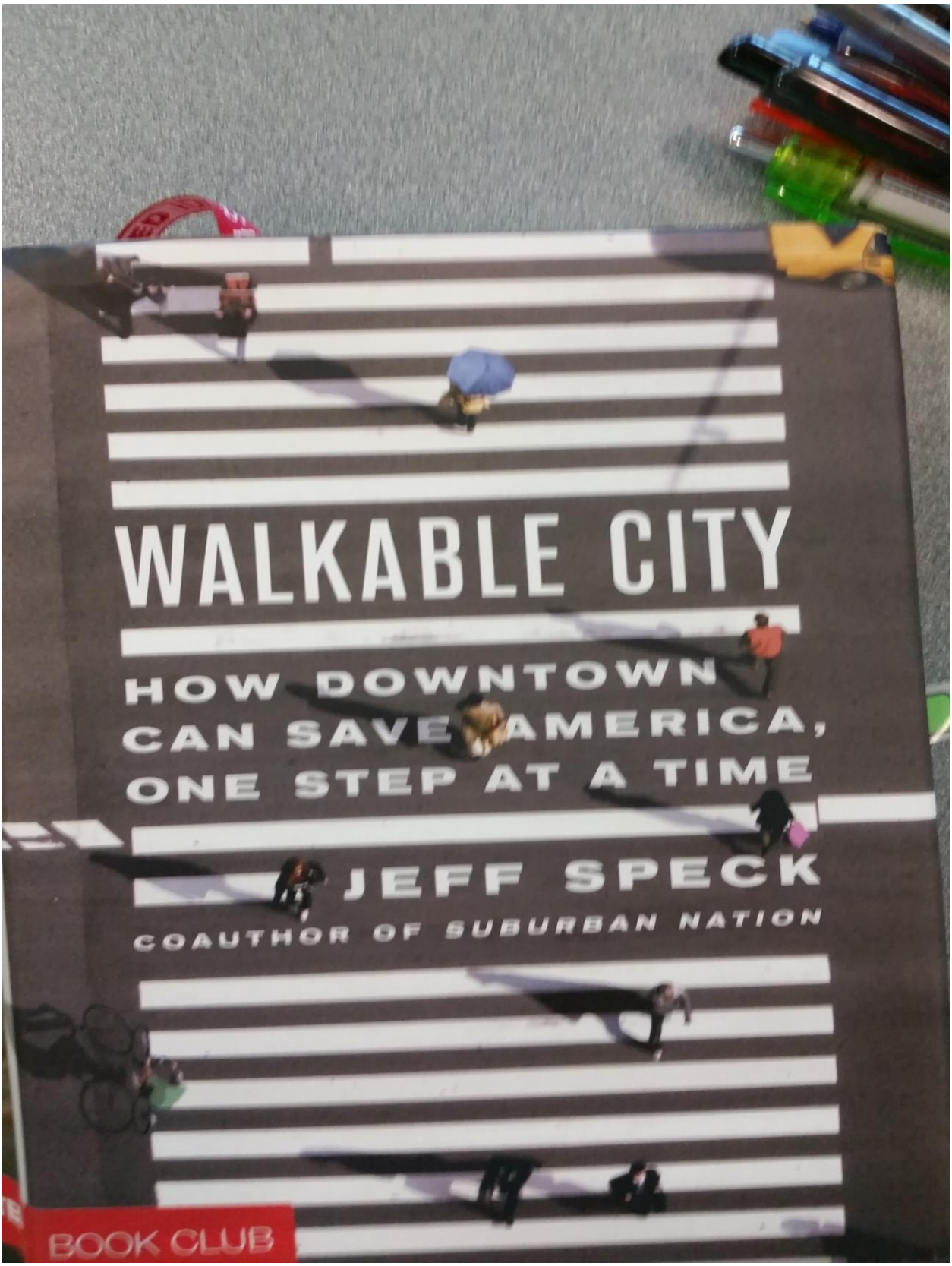

WALKABLE CITY
HOW DOWNTOWN CAN SAVE AMERICA, ONE STEP AT A TIME
JEFF SPECK
COAUTHOR OF SUBURBAN NATION
BOOK CLUB

Yuma Metropolitan Planning Organization
Profit & Loss Budget Performance
September 2015

DRAFT

	Sep 15	Jul - Sep 15	YTD Budget	% of Budget	Change
Ordinary Income/Expense					
Income					
4000 · ADOT Grant					
4001 · PL	26,736.16	26,736.16	331,134.00	8.07%	
4002 · SPR	37,307.32	37,307.32	191,813.00	19.45%	
4003 · HSIP	1,487.26	1,487.26	128,000.00	1.16%	
Total 4000 · ADOT Grant	65,530.74	65,530.74	650,947.00	10.07%	
4010 · FTA Grant					
4020 · 5303	6,063.85	6,063.85	86,749.00	6.99%	
4021 · 5304	0.00	0.00	70,000.00	0.0%	
4030 · STP	0.00	0.00	125,383.00	0.0%	
Total 4010 · FTA Grant	6,063.85	6,063.85	282,132.00	2.15%	
4050 · ADEQ Grant	0.00	0.00	10,000.00	0.0%	
4055 · 5310 Funds					
4051 · 5310 -Saguaro Foundation	0.00	0.00	0.00	0.0%	
4052 · 5310-YCIPTA	3,681.46	5,921.27	0.00	100.0%	
4055 · 5310 Funds - Other	0.00	0.00	106,101.00	0.0%	
Total 4055 · 5310 Funds	3,681.46	5,921.27	106,101.00	5.58%	
4100 · LTAF II	0.00	0.00			
4200 · YMPO UPWP Dues	0.00	90,171.00	90,171.00	100.0%	
4400 · Interest Income	189.15	1,748.30			
4600 · Charges for Services					
4904 · Traffic Count Revenue	0.00	10,271.43	10,271.43	100.0%	$663.43
Total 4600 · Charges for Services	0.00	10,271.43	10,271.43	100.0%	
4700 · Other Revenue					
4502 · 2016 RTS Registrations	7,335.00	29,060.00	0.00	100.0%	
4700 · Other Revenue - Other	0.00	0.00	0.00	0.0%	
Total 4700 · Other Revenue	7,335.00	29,060.00	0.00	100.0%	
Total Income	82,800.20	208,766.59	1,149,622.43	18.16%	
Gross Profit	82,800.20	208,766.59	1,149,622.43	18.16%	
Expense					
5110 · Payroll Expenses					
5111 · Fringe Benefits	2,751.36	6,256.00	37,568.03	16.65%	
5112 · Part Time Staff-Salaries	3,269.82	8,449.82	58,480.00	14.45%	
5113 · Full Time Staff-Salaries	32,859.10	64,662.73	276,971.08	23.35%	
5114 · 401K Employer Portion	1,083.93	2,157.34	20,903.23	10.32%	

Yuma Metropolitan Planning Organization
Profit & Loss Budget Performance
September 2015

DRAFT

	Sep 15	Jul - Sep 15	YTD Budget	% of Budget	Change
5115 · Health Insurance-ER Portion	2,504.00	7,512.00	34,020.00	22.08%	
5116 · ASRS	0.00	0.00	32,308.66	0.0%	
5117 · Workman's Comp Insurance	0.00	868.00	1,170.00	74.19%	
5118 · FUTA Payroll Expense	19.62	47.68	500.00	9.54%	
5119 · AZ SUI Expense	0.00	-157.16	1,200.00	-13.1%	
5120 · Life Insurance	104.00	312.00	2,400.00	13.0%	
5121 · Employer Long Term Disability	117.18	351.54	1,500.00	23.44%	
5122 · Payroll Other	0.00	0.00	0.00	0.0%	
5110 · Payroll Expenses - Other	0.00	0.00	0.00	0.0%	
Total 5110 · Payroll Expenses	42,709.01	90,459.95	467,021.00	19.37%	
5123 · Consulting Services	8,920.70	10,407.96	259,052.00	4.02%	
5124 · Staff Training/Education	199.00	496.70	1,500.00	33.11%	
5125 · Audit and Accounting	0.00	0.00	41,700.00	0.0%	
5126 · Payroll Processing Fees	284.98	1,025.21	4,114.00	24.92%	
5130 · Reimbursement of Expenses	0.00	0.00	0.00	0.0%	
5131 · Data Process, Software, Hardwar	547.98	1,815.18	3,000.00	60.51%	
5132 · Furniture and Equipment	0.00	0.00	6,000.00	0.0%	
5136 · 2016 RTS Expenses	40.95	8,665.80	0.00	100.0%	
5140 · Legal	982.50	2,360.00	4,000.00	59.0%	
5150 · IT Support	0.00	0.00	900.00	0.0%	
5151 · Building, Contents Insurance	0.00	4,042.34	4,550.00	88.84%	
5152 · Equipment Maintenance	0.00	0.00	650.00	0.0%	
5153 · Office Supplies	299.89	1,141.62	5,000.00	22.83%	
5154 · Postage	0.00	0.00	800.00	0.0%	
5155 · Printing	43.30	59.00	1,000.00	5.9%	
5156 · Professional Dues	0.00	0.00	1,000.00	0.0%	
5157 · Publications, Subscriptions	0.00	197.60	1,500.00	13.17%	
5158 · Registration Fees	1,220.00	1,984.00	5,000.00	39.68%	
5159 · Special Meetings	0.00	0.00	0.00	0.0%	
5160 · Telecommunications	664.24	1,962.04	11,000.00	17.84%	
5161 · Vehicle Purchase	0.00	0.00	0.00	0.0%	
5162 · Vehicle Insurance	0.00	4,583.73	6,000.00	76.4%	
5163 · Vehicle Maint., Repairs, Parts	43.81	681.42	3,000.00	22.71%	
5164 · YMPO Memberships & Dues	0.00	0.00	2,500.00	0.0%	
5165 · Finance Charges and Interest	0.00	28.82	500.00	5.76%	
5166 · Website Maintenance	0.00	669.99	2,000.00	33.5%	
5167 · Miscellenous Consumables	31.88	70.35	0.00	100.0%	
5168 · Recruitment Employee	0.00	0.00	0.00	0.0%	
5169 · Miscellaneous-Expense	5.22	52.90	0.00	100.0%	
5170 · Materials and Supplies	0.00	0.00	0.00	0.0%	
5171 · Alarm System	0.00	93.00	497.00	18.71%	
5172 · Lease	2,288.74	7,302.60	33,000.00	22.13%	

Yuma Metropolitan Planning Organization
Profit & Loss Budget Performance
September 2015

DRAFT

	Sep 15	Jul - Sep 15	YTD Budget	% of Budget	Change
5173 · Electric Bill	806.51	2,673.23	9,000.00	29.7%	
5174 · Grounds Maintence	160.00	520.00	2,700.00	19.26%	
5175 · Janitorial	300.00	975.00	4,500.00	21.67%	
5179 · Office Building Repairs					
5181 · Pest Control	0.00	91.00	0.00	100.0%	
5179 · Office Building Repairs - Other	0.00	0.00	800.00	0.0%	
Total 5179 · Office Building Repairs	0.00	91.00	800.00	11.38%	
5180 · Office Water	68.29	147.02	700.00	21.0%	
5182 · Sewer & Water	71.67	200.18	900.00	22.24%	
5190 · Travel - Local & Outside County	246.38	2,836.28	24,000.00	11.82%	
5191 · Travel- Local Fuel Charges	194.87	916.80	4,000.00	22.92%	
5630 · T530 Traffic Count Equipment	0.00	188.00	3,575.00	5.26%	
5701 · Bad Debt Expense	0.00	0.00	0.00	0.0%	
5800 · Depreciation Expense	0.00	0.00	0.00	0.0%	
5999 · Uncategorized Expenses	0.00	0.00	0.00	0.0%	
Total Expense	60,129.92	146,647.72	915,459.00	16.02%	
Net Ordinary Income	22,670.28	62,118.87	234,163.43	26.53%	
Other Income/Expense					
Other Income					
4900 · In-Kind Match Revenue	0.00	0.00	131,531.00	0.0%	
4901 · Transfer In	0.00	0.00	0.00	0.0%	
4909 · Gain on Disposal of Asset	0.00	0.00	0.00	0.0%	
Total Other Income	0.00	0.00	131,531.00	0.0%	
Other Expense					
9000 · Local Match / Internal Transfer	0.00	0.00	18,269.00	0.0%	
9100 · Indirect Cost Allocation	0.00	0.00	0.00	0.0%	
9200 · In-Kind Match Expenses	0.00	0.00	131,531.00	0.0%	
Total Other Expense	0.00	0.00	149,800.00	0.0%	
Net Other Income	0.00	0.00	-18,269.00	0.0%	
Net Income	**22,670.28**	**62,118.87**	**215,894.43**	**28.77%**	

NOTES

1 Local Funds - Increased $663.43 due to additional traffic count services

Yuma Metropolitan Planning Organization

TECHNICAL ADVISORY
REGULAR MEETING MINTUES

TECHNICAL ADVISORY COMMITTEE (TAC)
Regular Meeting
Thursday, September 10, 2015
9:00 AM

Yuma County – Aldrich Auditorium
2351 W. 26th St
Yuma, AZ 85364

YMPO TAC MEMBERS PRESENT

Chairman	Roger Patterson, Yuma County Engineer
Member	Maggie Castro, Planning Director, Yuma County
Member	Jerry Anaya for Joshua Scott, City Engineer, City of Yuma
Member	Jennifer Albers, Principal Planner, City of Yuma
Member	Mark Hoffman, Senior Planner, ADOT- called in
Member	Joel Olea, Director of Public Works, City of Yuma
Member	Mirna Rodriguez for Samuel Palacios, Public Works Director, City of Somerton
Member	Joseph Grant, Public Works Director, Town of Wellton

YMPO TAC MEMBERS ABSENT

Vice-Chairman	John Starkey, Zoning Administrator, City of San Luis
Member	Omar Heredia, Planner, Cocopah Indian Tribe

YMPO STAFF PRESENT

YMPO	Charles Gutierrez
YMPO	Melissa Ramos

I. CALL TO ORDER

A. City of Yuma declaration of votes
City of Yuma: Joel Olea 2 votes, Jennifer Albers 2 votes, and Jerry Anaya 1 vote

II. CALL TO THE PUBLIC

Charles Gutierrez apologized to the TAC Members for the technical issues YMPO was experiencing the week prior.

III. APPROVAL OF THE AUGUST 12, 2015 REGULAR MEETING MINUTES

Jennifer Albers motioned to approve the August 12, 2015 Regular TAC Minutes as presented.

Joel Olea seconded

Motion carried unanimously

IV. YMPO REGIONAL STRATEGIC TRANSPORTATION SAFETY PLAN (YRSTSP)

On October 7, 2015 there will be a workshop for TAC Members only. During this workshop AMECFW staff and TAC members will review crash data. Reviewing the crash data will give entities a chance to determine what projects they should pursue. The goal for the workshop is to prioritize signalize intersections, un-signalized intersections, and looking at Urban and Rural segments. The public meeting on December 2, 2015 will be held in Somerton. December 3, 2015 AMECFW will present to the YMPO Executive Board and have a public meeting after the Executive Board presentation. Locations and times will be posted as information becomes available.

V. YMPO 2018 – 2041 REGIONAL TRANSPOTATION PLAN (RTP)

Ayres and Kimley Horn are the two proposals YMPO received. The subcommittee will review the proposals and make a formal recommendation to the YMPO Executive Board. After the YMPO Executive Board accepts the recommendation YMPO will then precede negations with the selected agency.

Roger Patterson motioned to forward the recommendation of the review committee to the YMPO Executive Board for the selected firm for the update of the RTP.

Joe Grant seconded

Motion carried unanimously

VI. TRANSPORATION IMPORVEMENT PROGRAM (TIP) AMENDMENT

Joel Olea motioned to reopen TIP #7.

Joe Grant seconded

Motion carried unanimously

Charles Gutierrez informed the TAC members of the two TIP changes that needed to be made. The first is the City of Yuma's HAWK System Project for FY 16 $105,000 and in FY 18 the construction portion is $172,349. The second TIP change was adding a line item for right way for the amount of $72,611 with the total amount of $77,000 for SOM-TE-07C City of Somerton Cesar Chavez from US 95 to Madison Street . The construction cost will be reducing from $643,000 to $570,768.

Jennifer Albers moved to approve TIP Amendment #7 with the recommendation from the TAC from the August 13, 2015 TAC meeting with the inclusion of the City of Yuma's Hawk Project and Somerton's SOM-07-TE-07C changes as recommended by YMPO staff.

Joel Olea seconded

Motion carried unanimously

Joshua Scott walked in during this discussion

VII. RDSIP- ADOT SYSTEMIS RUMBLE STRIP INTEREST LETTER

Charles Gutierrez encouraged the TAC members to send a letter to HDR, Michael LaBianca, showing interest from their municipality regarding rumble strips. If the municipality meets a certain criteria ADOT then will pay for the rumble strips to be installed. The rumble strips will be installed on roads that exceed 45 mile per hour or higher. The letter of interest needs to be submitted by September 11, 2015.

VIII. TAC PROJECT STATUS REPORTS

Town of Wellton:

Coyote Wash Bridge- same status

Yuma County:

Ave 3E Highway 95- same status
County 12th St. and Ave D bridge replacement- preliminary stages of engineering
County 18th St. and Somerton Ave- finalizing one acquisitions
Restriping project- bid was for $231,631 and scheduled to be awarded during the next State Transportation Board meeting

City of San Luis:

US95/Main St.
Avenue E Roadway Widening
Juan Sanchez Blvd.

City of Yuma:

3E and Highway 95- working on JPA
Pavement preservation 32nd St. - working on JPA

City of Somerton:

TE Project-Somerton Canal Pathway- same status
TE Project-Main St: Bingham to Somerton Ave- same status
TE Project-Cesar Chavez Pathway- same status
Main St. pavement preservation – same status

ADOT:

See attached

Cocopah Indian Tribe:

YCIPTA:

Other Agencies:
YCAA- submitted ASIP and Airport Capital Improvement's Program to ADOT, RFQ was submitted for Rolle Airfield

IX. PROJECT UPDATES

a) **PARA Projects-** The kick off and field review meeting for the Yuma pre scoping project was last week.
b) **Yuma Regional Strategic Transportation Safety Plan (YRSTSP)**
c) **YMPO-** In- Kind please complete and return to YMPO staff

X. NEW ITEMS OF BUSINESS FOR FUTURE AGENDAS

A. **TIP Amendments**
B. **HSIP**

XI. PROGRESS REPORTS

A. **San Luis Wi-Fi Study POE 1,** August 4, Charlene FitzGerald attended
B. **City of Yuma TIP Projects,** August 6, Charlene FitzGerald and Charles Gutierrez attended
C. **Self-Administer Design COY/Environmental ADOT/Pavement Preservation,** August 7, Charlene FitzGerald participated
D. **NARC Executive Director Training**, August 11, Charlene FitzGerald attended
E. **State Transit Planning,** August 12, Charlene FitzGerald, Charles Gutierrez, Mark Teuscher, and Vivian Hunter participated
F. **GIS User Group Meeting,** August 12, Charles Gutierrez and Mark Teuscher attended
G. **Council Meeting in San Luis,** August 12 & September 2, Charlene FitzGerald attended
H. **TAC Meeting,** August 13, Charlene FitzGerald and Charles Gutierrez attended
I. **Cross Border Sharing,** August 13, Charlene FitzGerald participated
J. **Corridor Profile Literature Review and SOW US/SR95,** August 16, Charlene FitzGerald attended
K. **Corridor 95 Study Meeting with Kimley-Horn,** August 17, Charlene FitzGerald attended
L. **CTS Meeting –** August 17, Mark Teuscher attended
M. **League Annual Conference,** August 18-21, Charlene FitzGerald attended
N. **Arizona Council for Transportation Innovation,** August 19, Charlene FitzGerald attended
O. **Building an International Network (BIEN),** August 20, Charlene FitzGerald attended
P. **MPO/COG Director Meeting,** August 20, Charlene FitzGerald attended
Q. **Development & Scheduling Meeting,** August 10 & September 10, Charles Gutierrez attended
R. **OMB Omni Circular Training,** August 21, Vivian Hunter attended
S. **ASRS GASB 68,** August 24, Charlene FitzGerald participated
T. **5310 Coordination Mobility Manager Meeting,** August 27, Charlene FitzGerald attended
U. **AzTA Legislative Committee,** August 28, Charlene participated
V. **MPO/COG Planner Meeting,** August 28, Charlene FitzGerald attended
W. **WACOG Opening,** September 1, Charlene FitzGerald attended
X. **Council Meeting in Wellton,** September 1, Charlene FitzGerald attended
Y. **OMB Webinar,** September 1, Charlene FitzGerald and Vivian Hunter participated
Z. **Pre-scoping: City of Yuma System Enhancement,** September 3, Charlene FitzGerald and Charles Gutierrez attended
AA. **JWC Meeting,** September 8-11, Charlene FitzGerald attended
BB. **GIS Day Planning,** September 9, Charles Gutierrez attended

XII. 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. 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 Charles A. Gutierrez at 928-783-8911.**

Minutes prepared by:	**Minutes Submitted by:**	**Minutes approved by:**
_____	_____	_____
Melissa Ramos YMPO Administrative Assistant	Charles Gutierrez YMPO Senior Planning Manager	Roger Patterson, Chairman YMPO TAC

BY-LAWS

Yuma Metropolitan Planning Organization

Adopted September 24, 2015

SECTION I. OBJECTIVE

The objective of the Yuma Metropolitan Planning Organization (YMPO) is to carry out planning, coordination, and integration of activities necessary to maintain a comprehensive, cooperative, and continuing multi-agency transportation planning program; and further, as specified by the Executive Board of the YMPO, carry out other related specific tasks including implementation thereof. The underlying concept of the YMPO shall be Local Governments and Citizens Working Together. The YMPO will exercise leadership and initiative in planning and assisting development of the Yuma area.

SECTION II: AREA

The area covered by the YMPO is the entire Yuma County and a portion of Imperial County, California, as depicted in Figure 1. Because the YMPO consists of portions of both states of Arizona and California, it qualifies as a bi-state metropolitan planning organization.

SECTION III: ORGANIZATION

The YMPO is organized as shown in Figure 2. Jurisdictions that make up the YMPO include the Cities of Yuma, Somerton, and San Luis, Yuma County, the Town of Wellton, the Cocopah Indian Tribe, and the Arizona Department of Transportation (ADOT). Elected officials (except for ADOT's representative, who is appointed by the Governor of the State of Arizona) from each of those agencies make up an Executive Board (EB); and technical staff make up a Technical Advisory Committee (TAC). In addition, there may be other special committees such as technical subcommittees and/or citizen tasks forces. Each group is defined below:

A. ***Executive Board.*** The YMPO Executive Board consists of elected officials from the Cities of Yuma, Somerton, and San Luis, Yuma County, the Town of Wellton**,** and the Cocopah Indian Tribe; one member from the Arizona Department of Transportation's State Transportation Board who is appointed to the State Transportation Board by the Governor, or his/her designee, who must be an employee of Arizona Department of Transportation; and one ex-officio, non-voting representative from each of the following agencies, to-wit: Imperial County, California representing the Winterhaven urban area, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) on transportation issues. It is the function of the Executive Board to act as a policy body coordinating and directing transportation planning, implementation thereof (as authorized by the Executive Board) and related activities within the overall regional comprehensive planning process.

1. <u>Membership</u>.

(a) To be an eligible member of the Executive Board, that person must be a duly elected member of a governing body of a unit of local government located in the YMPO area, excepting the member of the Arizona State Transportation Board (who is appointed by the Governor of the State of Arizona). Each unit of local government and the State Transportation Board shall designate the person or persons among its duly elected governing body or, appointed

to the State Transportation Board by the Governor, that shall serve as primary member(s) of the YMPO Executive Board. At its discretion, each government entity may select alternates who are duly elected members of the governing body or a duly qualified employee designated by the State Transportation Board's YMPO representative, when the primary member(s) is not available. The alternate**(s)** will have the same voting power and duties of the primary member(s). Where an agency has multiple representatives, Primary members may also be designated as Alternates.

(b) Designation of Primary and Alternate members shall be in accordance with statute, ordinance or regulation governing each agency, and written verification shall be provided in a timely manner at least annually to the Executive Director of the YMPO.

(c) The number of eligible members on the Executive Board shall be as follows:

Jurisdiction	Number of Members
City of Yuma	3
Yuma County	2
City of San Luis	1
City of Somerton	1
Town of Wellton	1
Cocopah Indian Tribe	1
State Transportation Board	1
Total	**10**

(d) Any member, who for any reason shall no longer be in the service of the governmental unit jurisdiction, shall have his/her position vacated automatically and another member shall be appointed by the appropriate governmental unit.

(e) Representatives of the following units of government are voting members of the YMPO: City of Yuma, City of Somerton, City of San Luis, Yuma County, Town of Wellton, Cocopah Indian Tribe and the Arizona State Transportation Board. In addition, one ex-officio, non-voting person representing the Winterhaven, California urban area; California Department of Transportation (Caltrans); and each agency of the Federal Highway Administration and the Federal Transit Administration may participate on subjects of concern and interest to their geographic area, or due to noted/recognized expertise. Each ex-officio, non-voting member must be approved by his/her respective agency.

2. Voting

(a) Each represented jurisdiction/ entity of the YMPO shall have the following assigned number of votes:

Jurisdiction	Number of Votes
City of Yuma	5
Yuma County	2
City of San Luis	1
City of Somerton	1
Town of Wellton	1
Cocopah Indian Tribe	1
State Transportation Board	1
Total	**12**

(b) The number of votes a voting member carries from his/her jurisdiction must be declared at the first meeting of January. Officers are elected the first meeting in February. The number of votes for each member will remain the same through out the year, unless changed by written notice to YMPO. Upon the absence of a Primary member at any particular meeting, his/her votes may be cast by an alternate member from the same

jurisdiction, declared during the Call to Order

(c) Upon the absence of a Primary member at any particular meeting, his/her votes may be cast by an Alternate from the same jurisdiction [In accordance with paragraph 1 by written proxy. (b)] or by any member of the Executive Board by written proxy.

(d) If an Executive Board member is called out of a meeting or has to leave a meeting early, he or she can give a verbal proxy to another board member by declaration prior to leaving.

(e) Any declaration of abstention, or conflict of interest must be stated prior to discussion of that particular agenda item. When a conflict of interest is declared, the proxy voting procedure may be used by the abstaining voting member to enable his/her vote(s) to be cast by another voting member.

3. Officers.

(a) The 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.

(b) The Chair shall be able to vote on all matters before the YMPO. He/she shall sign on behalf of the YMPO all documents requiring signatures and shall perform all other duties required of the Chair. The YMPO Executive Board may delegate to the Executive Director of the YMPO such signatures it deems appropriate and/or necessary.

(c) The YMPO Secretary-Treasurer shall have the custody and control of the funds, and shall report the state of the finances of the YMPO at the close out of the fiscal year. He/she shall have the responsibility for keeping the minutes and such books, resolutions, or other services that may be required by the YMPO. He/she shall perform other such services as required by the YMPO and shall serve without compensation. The YMPO Executive Board may delegate to an employee, or employees, of the YMPO any or all of the duties and powers of the Secretary-Treasurer, *with the exception of the Audit Committee chair.*

(d) If required by the YMPO, the Secretary-Treasurer, and/or any employee, or retained consultant so delegated any or all of his/her functions, shall give the YMPO a bond in such, and with such surety or sureties as shall be satisfactory to the YMPO, for the faithful performance of the duties of this office.

(e) 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. Any modification to this requirement must be unanimously approved by the YMPO Executive Board.

(f) At any one time, three (3) elected officers on the Executive Board must be from three (3) 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. Any modification to

this requirement must be unanimously approved by the YMPO Executive Board.

(g) At any one time, three (3) elected officers on the Executive Board must be from three (3) different jurisdictions; and one office shall be held by either the City of Somerton, City of San Luis, the Town of Wellton, or the Cocopah Indian Tribe. Any modification to this requirement must be unanimously approved by the YMPO Executive Board.

4. Responsibilities.

(a) The YMPO Executive Board is responsible for all actions, agreements, and functions to be carried out by the Yuma Metropolitan Planning Organization.

(b) The YMPO is responsible for development of the following essential products:

1. (1)Regional or Countywide Transportation Plan;
2. (2)Transportation Improvement Program with its Annual Element (TIP/AE);
3. (3)Title VI Civil Rights Review;
4. (4)Unified Planning Work Program and Budget; and
5. (5)Audit of YMPO.
6. (6) Air Quality Conformity Analyses.

(c) Other products deemed essential, may be authorized by the Executive Board, and specified in the Unified Planning Work Program.

5. Meetings.

(a) The Executive Board of the YMPO shall follow the Open Meeting Laws of Arizona.

(b) Parliamentary procedures at all meetings shall be governed by Robert Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.

(c) A quorum shall be required for the conduct of any business. A majority (i.e. four) of the governmental units of the YMPO shall constitute a quorum for the transaction of business.

(d) The YMPO Executive Board shall meet regularly once each month on the last Thursday of each month at a time determined by the Chair of the Executive Board, or by majority vote of the Executive Board. The time, date, and location of regular meetings will be posted at least twenty-four (24) hours in advance. The notices of the meetings shall conform to the open meeting laws of Arizona. Members will be notified of all meetings.

B. ***Technical Advisory Committee (TAC).*** The YMPO's Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies (including ADOT). In addition, there may be one or more ex-officio, non-voting representatives from the Winterhaven, California urban area, California Department of Transportation (Caltrans), each agency of the FHWA and FTA, Environmental Protection Agency and Yuma County Intergovernmental Public Transportation Authority (YCIPTA). Each ex-officio non-voting member must be approved by his/her respective agency.

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding all work

activities of the Unified Planning Work Program, and any related issues as specified by the YMPO's Executive Board, and to so advise the Executive Board on appropriate actions to be taken. The TAC works closely with the YMPO staff, providing guidance and direction for development of the annual Unified Planning Work Program and Budget and work activities defined therein.

1. Membership.

(a) Voting membership on the YMPO Technical Advisory Committee shall be as follows:

City of Yuma - Three (3) positions:
Administrator
Director of Community Development
City Engineer

Yuma County - Two (2) positions:
County Engineer
Director of Public Works

City of San Luis - One (1) position:
Manager

City of Somerton - One (1) position:
Manager

Town of Wellton - One (1) position:
Manager

Cocopah Indian Tribe - One (1) position:
Administrator

Arizona Department of Transportation- One (1) position:
Assistant Director, ADOT for Transportation Policy, Planning and Programming.

The person in each of the above named positions may, by a written statement to the Chairman of the Executive Board and the Technical Advisory Committee, designate a regular alternate. Non-regular alternates (i.e. for a particular meeting) must be declared when the meeting is called to Order.

(b) In addition to the voting members listed above, one or more ex-officio non-voting representatives from the staffs of the member jurisdictions; the California Department of Transportation (Caltrans); Winterhaven, Imperial County; the Federal Highway Administration, Federal Transit Administration, the Environmental Protection Agency, and the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) may participate on issues of concern and/or subjects of particular technical expertise.

2. Voting.

(a) Each represented jurisdiction/ entity of the TAC shall have the following assigned number of votes:

Jurisdiction	Number of Votes
City of Yuma	5
Yuma County	2
City of San Luis	1
City of Somerton	1
Town of Wellton	1
Cocopah Indian Tribe	1
ADOT	1
Total	**12**

(a) If all voting members from a jurisdiction are not present, the number of votes a voting member carries from his/her jurisdiction must be stated during the Call to Order.

(b) Elected officers of the TAC shall serve on a rotation basis, whereby, when the Chair's position is vacated, the Vice Chair assumes the position of Chair. The TAC must then elect another TAC member to serve as Vice Chair.

(c) The TAC's Chair and Vice Chair, respectively, shall be from jurisdictions other than those same officers jurisdictions on the YMPO Executive Board.

(d) At any one time, the TAC Chair and Vice Chair must be from two different member jurisdictions.

3. Responsibilities.

The YMPO Technical Advisory Committee shall be responsible for reviewing, studying, analyzing, and as appropriate, making recommendations to the YMPO Executive Board on issues germane to the Yuma Metropolitan Planning Organization.

4. Meetings.

(a) Parliamentary procedure at all meetings shall be governed by Robert Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.

(b) A quorum shall be required for the conduct of any business. A majority (i.e. four) of the governmental units of the YMPO shall constitute a quorum for the transaction of business.

(c) The YMPO TAC shall meet regularly once each month on the second Thursday, unless determined otherwise by the Chair of the TAC or by a majority vote of the TAC. Members will be notified of all meetings.

IV. FINANCES

A. ***Fiscal Year.*** The Yuma Metropolitan Planning Organization's fiscal year shall commence on July 1 of each year.

B. ***Funding.*** The YMPO shall have the power to receive funds from any public or private source including, but not limited to, the federal, state and local governments, voluntary associations, non-profit corporations, firms, partnerships, or person or any combination thereof, bequests, donations, devices, grants and gifts of all kinds of property.

C. ***Audit.*** The Secretary-Treasurer shall call for an annual audit of the financial affairs of the YMPO to be made by a certified public accountant (CPA) selected by the voting members of the YMPO at the end of each fiscal year. The audit report shall be made available to all YMPO members.

V. SPECIAL COMMITTEES

A. ***Formation.***

1. Special YMPO committees may be created by the YMPO Executive Board as deemed necessary. A special committee may be either an ad hoc committee for a specific work task, or a standing committee for one or more work tasks. Any such special committee will be responsible to the YMPO Executive Board.

2. At the direction of the Chair of the Executive Board and the Technical Advisory Committee, respectively, subcommittees may be formed to investigate some particular work task/issue germane to the Yuma Metropolitan Planning Organization.

B. ***Powers and Duties***. The YMPO Executive Board shall define the duties, and authorize the power of all

special committees. Special committees shall follow parliamentary procedures as defined in these Bylaws for the Executive Board and Technical Advisory Committee. Special committees, unless membership consists exclusively of employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.

C. ***Membership.*** Membership on a special committee shall be determined by the YMPO Executive Board and/or the Technical Advisory Committee. The YMPO Executive Board and/or the Technical Advisory Committee may appoint, at its discretion, any individual it deems qualified to serve on a special committee.

VI. ***STANDING COMMITTEE***

A. Audit Committee

1. The Audit Committee shall consist of three (3) members of the Executive Board – appointed by the Executive Board, with one member being the Secretary-Treasurer who will chair the committee for the one year of the office. The committee will meet as needed and then report to the Board.

VII. AMENDMENT OF BYLAWS

These Bylaws can be amended by a majority vote of the Yuma Metropolitan Planning Organization's Executive Board at any scheduled meeting.

VIII. YMPO STAFF

The YMPO staff consists of an Executive Director and supporting staff personnel. Selection, termination, and resignation procedures are covered in the YMPO Personnel Procedures.

THE Arizona Department of Transportation is responsible for providing a safe, efficient, cost-effective transportation system. To achieve this mission, ADOT is funded primarily by taxes generated from the sale of gasoline and diesel fuel.

Sometimes individuals and businesses use red-dyed diesel fuel in an on-highway-use vehicle, such as a personal pickup truck or commercial vehicle, to avoid paying motor fuel taxes. This is illegal per state law (the Arizona Revised Statutes) and reduces the amount of revenue available to fund the state transportation system.

In an effort to ensure Arizona's users of diesel fuel are aware of how to comply with the regulations regarding its use, ADOT is engaged in a public outreach program as part of its ongoing customer service efforts to educate Arizona's transportation system users.

How Can the Public Help?

Public awareness, education and involvement are essential in eliminating tax evasion. Please use any of the following methods to report suspected violations of Arizona's fuel tax laws:

Fuel Tax Evasion Tip Line

877.293.8357

Report a Violator Form

azdot.gov/RedDiesel

Arizona Department of Transportation
Fuel Tax Evasion Unit
3838 N. Central Ave., Suite 601
Mail Drop EF 01
Phoenix, AZ 85012

ADOT

14-498

ADOT

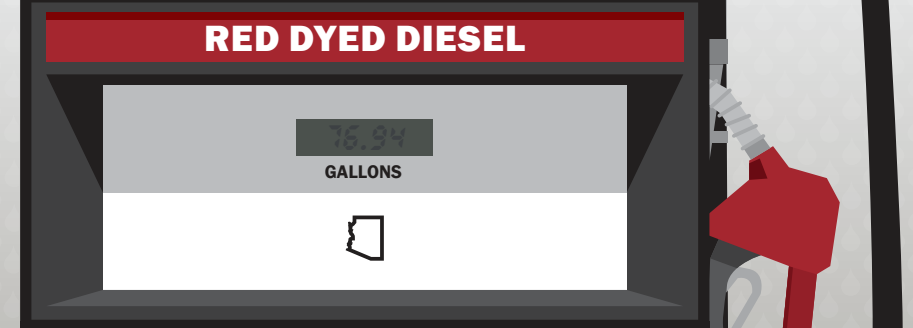
Red-Dyed Diesel Fuel in Arizona

What You Need to Know

Not
Red Diesel is Street Diesel

What is Red-Dyed Diesel Fuel?

This is diesel fuel with a special red dye added to identify it from standard diesel. The red dye means the fuel is to be used in vehicles not driven on public streets or highways.



Red-Dyed Diesel Fuel is Not Taxed

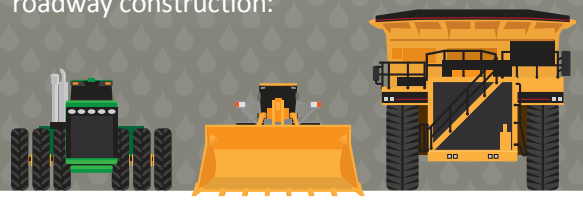
Money collected from taxes on the sale of gasoline and normal, "clear" diesel fuel goes into the state highway fund to pay for roads and bridges. Red-dyed diesel fuel is not taxed because the vehicles that legally use it are not putting wear and tear on public roads.

DYED DIESEL FUEL
NONTAXABLE USE ONLY • PENALTY FOR TAXABLE USE
OFF HIGHWAY • NOT LEGAL FOR MOTOR VEHICLE USE

YES!

Legal Use of Red-Dyed Diesel Fuel

Off-road vehicles and equipment used in agriculture (farming and ranching), mining and roadway construction:



NO!

Illegal Use of Red-Dyed Diesel Fuel

On-road vehicles:

What is the Problem?

Red-dyed diesel fuel is being illegally used in vehicles and equipment which should be using standard diesel fuel while traveling on public streets and highways. Violations of the red-dyed diesel regulations result in Arizona losing millions of dollars in revenue that is needed to pay for roadway maintenance and improvements.

When people don't pay their fair share, Arizona's honest people and businesses are hurt.

Enforcement of the Law

The Arizona Department of Transportation Enforcement and Compliance Division, with other state and federal agencies, are responsible for the enforcement of federal and state laws governing dyed diesel fuels.

Penalties for Illegal Use of Red-Dyed Diesel Fuel

PER STATE LAW

First offense

- Minimum penalty of $1,000 or $10 per gallon of red-dyed diesel fuel involved, whichever is more.

Multiple offenses

- The first offense penalties are multiplied by the number of occurrences.

There can be criminal charges and civil penalties.

What Can You Do?

- Use red-dyed diesel fuel legally—not on the street, and only in certain off-road vehicles.
- Report violators of the law (see the back panel of this brochure).
- Learn more online at: azdot.gov/RedDiesel.

Red-Dyed Diesel Fuel in Arizona

Red Diesel is NOT Street Diesel

Bruce Bartholomew, Public Affairs Manager

Karl Goldsmith– Enforcement and Compliance Division

Alan Parisian – Enforcement and Compliance Division

Arizona Department of Transportation

Red-Dyed Diesel Fuel

Program Overview

What

- Non-taxable diesel fuel restricted to specific applications

Where

- Off-road use in agriculture and road construction activities

Why

- To provide tax relief to individuals/businesses that do not contribute to wear and tear of Arizona's highways

Red-Dyed Diesel Fuel

What is the Issue?

- Red-dyed diesel fuel is used illegally to avoid fuel taxes
- Reduced fuel tax revenue shrinks Arizona's highway fund
- Less funding for highways means:
  - delayed maintenance
  - fewer new roads
  - more congestion
  - less efficient, less reliable roadways for your industry

Red-Dyed Diesel Fuel

Enforcement of Program Rules

- Red Diesel is **not** Street Diesel
- Use of red-dyed diesel fuel in a vehicle on Arizona's public roads is a violation of state law
- Per state law, the Arizona Department of Transportation is empowered to enforce fuel tax laws
  - Enforcement and Compliance Division
  - Sworn officers conduct inspections
  - Criminal and civil investigations

Red-Dyed Diesel Fuel

Penalties for Improper Use

Per state law:

- **First offense:**
  - Minimum penalty of $1,000 or $10 per gallon of dyed diesel fuel involved, whichever is more.

- **Multiple offenses:**
  - The first offense penalties are multiplied by the number of occurrences.

- Can be criminal charges and civil penalties

Red-Dyed Diesel Fuel
Educational Outreach

- ADOT public outreach program
  - Educate industry leaders
  - Educate fuel users

- Call to Action
  - Help ADOT convince people to “Pay Their Fair Share”