

**EXECUTIVE BOARD
REGULAR MEETING AGENDA**

Local Governments & Citizens Working Together

**EXECUTIVE BOARD
Regular Meeting
Thursday, October 26, 2017
1:30 P.M.**

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

YMPO EXECUTIVE BOARD

Chairman	Gary Knight, Deputy Mayor, City of Yuma
Vice Chair	Cecilia McCollough, Mayor, Town of Wellton
Treasurer	Jose Yepez, Mayor, City of Somerton
Member	J. Deal Begay, Jr., Vice Chairman, Cocopah Indian Tribe
Member	Paul Patane, Southwest District Engineer, ADOT
Member	William "Bill" Craft, Councilmember, City of Yuma
Member	Jacob Miller, Councilmember, City of Yuma
Member	Maria Ramos, Vice Mayor, City of San Luis
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Martin Porchas, Board of Supervisors, Yuma County

A regular meeting of the Executive Board (the Board) of the Yuma Metropolitan Planning Organization will be held starting at **1:30 P.M., on Thursday, October 26, 2017, at the City of Yuma, One City Plaza, Room 190, Arizona 85364**, to discuss, consider, and/or take action with respect to the items listed below:

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, the YMPO Accountant II and Executive Assistant, will call the attendance roll and, if any members of the City of Yuma and/or Yuma County 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. 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.

4. Consent Agenda
 - A. Approval of the September 28, 2017, Board Meeting Minutes.
 - B. YMPO Income and Expenditure Reports for July, August, and September 2017.

A copy of the draft minutes of the previous Board meeting and the Income and Expenditure Reports for July, August and September 2017 are being sent out with the agenda packet. Members will have the opportunity to review, report any changes and/or approve, as written, the minutes of the September 28, 2017, Board meeting and to review, discuss and acknowledge receipt of the reports.

This item is on the agenda for information, discussion, and possible action to approve the Consent Agenda. Copies of the draft minutes are attached for review as item 4A and the Expenditure Reports as Item 4B.

5. Rural Transportation Advocacy Council

The recent Rural Transportation Summit (RTS) in Prescott provided some YMPO elected members and staff the opportunity to receive updates regarding several transportation related items of interest, especially for rural portions of the State, including the Yuma region. The Rural Transportation Advocacy Council (RTAC) held a meeting during the RTS and Kevin Adam, the RTAC Legislative Liaison, will provide Board members with a summary of the RTAC meeting, in particular, and of the RTS, in general.

This item is on the agenda for information and discussion only, at this stage. Kevin Adam will present this item.

6. Transportation Performance Management Update - Safety, Pavement, System Performance, Freight, and Air Quality

The Federal Highway Administration (FHWA) requires the use of Transportation Performance Management to make investment and policy decisions to achieve national performance goals. The Fixing America's Surface Transportation (FAST) Act continues the previous legislation's approach, within which States invest resources in projects that collectively will make progress toward state and national goals. A status report on how Safety, Pavement, System Performance, Freight, and Air Quality efforts are being addressed will be provided.

This item is on the agenda for information, discussion, and possible comment only, at this stage. Charles Gutierrez, the YMPO Senior Planning/Mobility Manager, will present this item and additional background is included as part of an Information Summary that is being sent to members with this agenda packet as Item 6.

7. Resolutions Adopting the FY 2018-2022 YMPO Transportation Improvement Program and the FY 2018-2041 YMPO Regional Transportation Plan

On July 27, 2017, the Executive Board approved the FY 2018-2022 YMPO Transportation Improvement Program (TIP) and the FY 2018-2041 YMPO Regional Transportation Plan (RTP) and the 2017 Air Quality Conformity Analysis on both documents. As part of the same action, the Board also adopted Resolution

approving the 2017 Air Quality Conformity Analysis, but actions adopting the TIP and the RTP were stayed pending final approval of both documents by the State and Federal Transportation authorities. The TIP and RTP have now been approved by the Governor's Designee and by the Federal Highway and Transit Administrations. As a result, it is appropriate for the Board to now adopt formal resolutions approving these two documents.

This item is on the agenda for information, discussion and possible action to adopt Resolution # 140 approving the FY 2018-2022 YMPO Transportation Improvement Program and Resolution #141 approving the FY 2018-2041 YMPO Regional Transportation Plan. Charles Gutierrez will also present this item and draft copies of the resolutions are provided as part of an Information Summary that is being sent to members with this agenda packet as Item 7.

8. Local Matching Funds

YMPO staff will review the process currently used to calculate the amount of NON In-Kind local match to be paid by member agencies as part of the YMPO annual dues. Members will have the opportunity to discuss the process and decide whether to any changes should be made.

This item is on the agenda for information, discussion, and possible action to approve the process to be used to calculate the amount of NON In-Kind local match to be paid by member agencies as part of the YMPO annual dues for the 2017-18 Fiscal Year. Paul Ward, YMPO Executive Director, will present this item and further information is included in an Information Summary that is being sent to members with this agenda packet as item 8.

9. FY 2017 YMPO Audit Schedule

One of the findings in the recently completed FY 2016 YMPO Audit was that the Staff missed a nine-month deadline for filing the audit. As a result, the attached Information Summary provides details of a proposed schedule for completing the audit for the fiscal year recently completed on June 30, 2017, for members review and comment.

This item is on the agenda for information and discussion only at this stage. Crystal Figueroa, YMPO Executive Assistant/Accountant II, will present the agenda item and further information is included in an Information Summary that is being sent to members with this agenda packet as item 9.

10. 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.
- B. TAC Minutes.
- C. Conference Updates.
- 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.

11. Possible Future Agenda Items.

The following items will be heard at a future meeting.

- A. Executive Director’s Evaluation.
- B. FY 2018-19 Unified Planning Work Program - possible future work items.
- C. Tentative Schedule for Calendar 2018 Executive Board meetings.

12. Progress Reports.

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

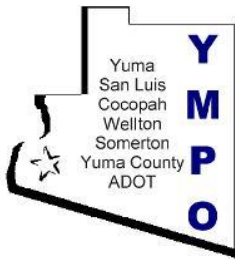
- A. October 3: Meeting with Susan Thorpe on a proposed Yuma Regional Infrastructure Planning Summit; Paul Ward attended;
- B. October 5: GeoTech USBR meeting; Paul Ward attended;
- C. October 12: TAC meeting; Paul Ward, Charles Gutierrez and Melissa Ramos attended;
- D. October 18-20: 2017 Rural Transportation Summit (Prescott); Paul Ward, Crystal Figueroa and Melissa Ramos attended;
- E. October 18: COG/MPO Director’s meeting; Paul Ward attended;
- F. October 20: Arizona State Transportation Board meeting (Prescott Valley); Paul Ward attended;
- G. October 24: ADOT Southwest District P2P Workshop; Paul Ward and Charles Gutierrez scheduled to attend.
- H. October 25: San Luis Port of Entry I Upgrade - Project Meeting; Paul Ward scheduled to attend.
- I. October 30: Initial NHS Travel Time and Freight Reliability Target Setting Coordination Meeting; Paul Ward scheduled to attend.

13. 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.

Future 2017 Meeting Locations

November 30	No Meeting
December 14	City of San Luis (expected invitation to lunch prior to meeting)



Local Governments & Citizens Working Together

**EXECUTIVE BOARD
REGULAR MEETING MINUTES**

**Executive Board
Regular Meeting
Thursday, September 28, 2017
1:30 p.m.**

**City of Somerton, New City Hall
143 North State Street
Somerton, Arizona 85350**

1. Call to Order and the Pledge of Allegiance.
Chairman Gary Knight called the Executive Board (the Board) meeting of the Yuma Metropolitan Planning Organization (YMPO) to order at 1:36 p.m. He called on Supervisor Martin Porchas to lead the Pledge of Allegiance.

2. Roll Call Attendance.
The YMPO Executive Assistant, Crystal Figueroa, called the roll as follows:

YMPO Executive Board Members Present:

Chairman	Gary Knight, Deputy Mayor, City of Yuma
Vice Chair	Cecilia McCollough, Mayor, Town of Wellton
Secretary/Treasurer	Jose Yepez, Mayor, City of Somerton
Member	J. Deal Begay, Jr., Vice Chairman, Cocopah Indian Tribe
Member	Paul Patane, Southwest District Engineer, ADOT
Member	Maria Ramos, Vice Mayor, City of San Luis
Member	Lynne Pancrazi, Board of Supervisors, Yuma County

YMPO Executive Board Members Absent:

Member	William "Bill" Craft, Councilmember, City of Yuma
Member	Jacob Miller, Councilmember, City of Yuma
Member	Martin Porchas, Board of Supervisors, Yuma County

As members from four, of the seven, member agencies were present, the quorum requirement was met.

YMPO Staff Present:

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

Additional Attendees:

Curtis Bright	Walker & Armstrong
Jay Parke	Walker & Armstrong
Romare Truly	FHWA
Susan Thorpe	Yuma County
Blake Herzog	Yuma Sun

Declaration of Votes.

The Chairman submitted to Paul Ward, YMPO Executive Director, two proxy letters from Councilmembers Jacob Miller and Bill Craft, and declared his proxy vote for a total of five votes for the City of Yuma.

Supervisor Lynne Pancrazi submitted to Mr. Ward a proxy letter from Supervisor Martin Porchas and declared her proxy vote for a total of two votes for Yuma County.

3. Call to the Public.

Gene Dalbey from the Yuma Regional Bike Coalition (YRBC) updated the board on the efforts approved by the planning and zoning commission to move forward to the County Board of Supervisors for the bicycle planning and zoning routes to be included in the comprehensive financial accounting.

5. FY 2016 YMPO Audit

The Chairman brought item five, FY 2016 YMPO Audit, before item four to accommodate auditors Walker & Armstrong in session presentation.

Jay Parke along with Curtis Bright, the auditors from the company of Walker & Armstrong, LLP, presented and explained the 2016 YMPO Audit findings. Mr. Parke mentioned meeting with the Audit Committee and YMPO staff a meeting earlier in the day to review the results of the audit, in detail.

They gave an unmodified “clean” opinion of the 2016 YMPO financial statements, showed a few audit and accounting issues, pointed out key financial performance measures, and disclosed internal control and Single Audit matters.

The Chairman then asked for a motion to approve the YMPO Audit for FY 2016.

MOTION: Supervisor Pancrazi moved to approve the FY 2016 Audit. Vice Mayor Ramos seconded, and the motion was unanimously approved.

4. Consent Agenda.

The Chairman entertained a motion for the consent agenda, specifically approval of the minutes for July 27, 2017 Board meeting.

MOTION: Supervisor Pancrazi moved to remove Item B FY 2018-22 YMPO TIP Amendment#1 from consent agenda for discussion and approval. Vice-Mayor Ramos seconded, and the motion was unanimously approved.

MOTION: Mayor Jose Yopez moved to approve the minutes of the July 27, 2017 Board meeting, as presented. Vice-Mayor Ramos seconded and the motion was unanimously approved.

6. FY 2018-2022 YMPO TIP Amendment #1

Charles Gutierrez, YMPO Senior Planning/Mobility Manager, presented information on the requested change by Yuma County to include the Bridge #7639 in the “Bridge parking

lot' section. He continued to present the Yuma County's request for the construction phase of the Avenue E: County 18th to County 23rd Street project be put back into the TIP and RTP. Mr. Gutierrez mentioned, the design and right-of-way phases were already in the TIP, but the construction phase needed to be in the TIP, so that the environmental portion of the design phase can be completed.

The Chairman asked what the projected timeline was for Yuma County's request. Mr. Gutierrez confirmed Yuma County is trying to do it as quickly possible to finish the environmental portion of the design and then proceed with funds for the construction phase. No further questions were asked.

YCIPTA requested changes to the YMPO Transit portion of the 2018-2022 TIP.

The Chairman entertained a motion to approve FY 2018-22 YMPO TIP Amendment #1.

MOTION: Supervisor Pancrazi moved to approve the FY 2018-22 YMPO TIP Amendment #1. Vice-Mayor Ramos seconded. Supervisor Pancrazi requested a friendly amendment to include approval of an Amendment to the FY 2018-2041 YMPO Regional Transportation Plan for the same project. Vice-Mayor Ramos agreed to the addition. There was no further discussion and the motion was unanimously approved.

7. Future US-95 Projects

Mr. Ward distributed a revised schedule and summarized the steps on the schedule. He reviewed SR 95 Corridor Segments A, B, C, D and mentioned the average cost of widening segments from two lanes to four lanes is just under \$8 million per mile. He further discussed the priority number for each segment excluding the Fortuna Wash Bridges since it had already been completed. He mentioned priority numbers 1-4 are shown in the Regional Transportation Plan and are spread among the four five-year time periods. Priorities 5,6, and 7 are not listed in the RTP; however, they have been given an approximate per mile cost as the previous segments. The total cost estimate for all segments is over \$700 million. Mr. Ward mentioned the most expensive segments are also the longest.

Mr. Ward recommended a design concept report and scoping studies to get a closer estimate; however, he mentioned the estimates provided were relative. He mentioned the list provided can be used by members when addressing members of the State Transportation Board in requesting funding during development.

The Chairman specifically asked what the scoping request submitted for Araby Road to Avenue 9E entailed. Mr. Patane, ADOT Southwest District Engineer confirmed he had submitted the scoping request but it had NOT been funded. However, the district office would still try to get some revenues for that segment.

Mr. Ward suggested that segment 95-2 should be regarded as priority 5, segment 95-3 as priority 6, segment 95-4 as priority 7, and segment 95-5 as priority 8. The Chairman agreed with the suggested priority list. Mr. Ward mentioned that this item was included in agenda because the Chairman and he may present this subject to the State Transportation Board (STB) in October. The Chairman suggested inviting the STB to the Yuma Proving Ground facility to show the importance of widening US-95.

8. Presentation of the Federal Highway Administration Grant Process.
Mr. Ward introduced Romare Truely, a Community Planner with the Arizona Division Office of the Federal Highway Administration (FHWA), and he provided a concise presentation of the FHWA Grants process.

At the end of Mr. Truely's presentation, Mr. Patane asked Mr. Ward and Mr. Gutierrez about the deadlines for performance based measurements. Mr. Ward mentioned YMPO will, utilize the safety goals adopted by ADOT. Mr. Gutierrez continued by indicating safety goals will be introduced to the Technical Advisory Committee for review and then presented to the Board for approval.

9. Planning Studies in the YMPO FY 2017-18 UPWP/B.
Mr. Ward informed the board on the schedule of studies, particularly the scopes of work for the Safety and Traffic Count studies. He mentioned studies are being reviewed by TAC members and the RFQ's advertised in early October. He further explained working on the Bike/Ped and Pavement Management studies scope of work to be presented to the TAC in November of 2017 and advertisement in December.

The Chairman asked a question about the Freight Study, he suggested perhaps starting the scope of work sooner to include freight numbers to the state transportation board for the highway 95 project. Mr. Ward acknowledged the Chairman's point of view and agreed on getting an early start on the scope portion to obtain freight numbers.

Mr. Gutierrez added that in the traffic count program, the Freight Corridors are constantly being monitored, not necessarily rail but all count location counts the full classification of the F2 Scheme of 1-13 classes of vehicles. Full classifications of traffic counts can be done at any time on the US-95 corridor. The Chairman mentioned it would be nice not only to include Yuma Proving Ground numbers but also the freight study numbers to the state transportation board.

10. YMPO Letter of Support for City of Yuma Requested for a TIGER Grant
The Chairman presented the letter of support for the City of Yuma request for a TIGER Grant for the development of the YMPO region's first Multimodal Transportation Center, located at the Hotel Del Sol in downtown Yuma. He further mentioned, it would be the fourth time applying for the TIGER Grant and seemed to be more optimistic this time. He continued by saying that the City of Yuma wants to do something with Hotel Del Sol facility and being considered for the grant would put forth the project. Mr. Ward wrote a YMPO letter of support and asked if the letter sufficed or if the board wanted a resolution.

The Chairman entertained a motion to approve both the letter of support for the TIGER Grant and a YMPO Resolution.

MOTION: Mayor Yopez moved to approve the letter of support and resolution for the TIGER Grant. Supervisor Pancrazi seconded and the motion was unanimously approved.

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

- A. Staff reports. Monthly Revenue/ Expenditure Reports will be provided to the board monthly.
- B. TAC minutes.
- C. Conference Updates. Paul Ward attended Joint Working Committee in Phoenix.
- D. MPOs/COGs Director's/Planner's meeting. Will be attending AZ RTS upcoming MPO/COGs Directors Business Meeting in October.
- E. Rural Transportation Advocacy Council Activities. AZ RTS Board meeting in October. Further details of the presentation by Kevin Adam, RTAC Director, will be provided in due course.
- F. Projects - Economic Development and Transportation.
- G. Long Range Transportation Plan 2018-2041.
- H. Transportation Studies. Report already provided.
- I. Legal Services RFP. Will send out RFP to legal prospects in October.

12. Possible Future Agenda Items.

- a. RFQs for the next two studies;
- b. FY 2017 Audit Schedule;
- c. Executive Director's Evaluation; Mr. Ward stated he would be willing to receive his evaluation in open session.

13. Progress Reports.

- A. Jul 31 - Statewide Emissions Inventory meeting, Paul Ward participated (by teleconference);
- B. Aug 2 - Met with Steve Tait (Auditors), Paul Ward participated;
- C. Aug 4 - COG/MPOs Planners, Paul Ward participated (by teleconference);
- D. Aug 8 - Interview panel for Deputy County Engineer, Paul Ward participated;
- E. Aug 9 - Staff meeting, all YMPO staff members attended;
- F. Aug 10 - TAC meeting (NOT held);
- G. Aug 14 - Monthly ADOT Coordination meeting, Paul Ward and Charles Gutierrez attended;
- H. Aug 16 - Port of Entry Infrastructure meeting (requested by Sen. Flake's staff); Paul Ward attended;
- I. Aug 22 - CMAQ Emission Performance Measures meeting; Paul Ward participated (by teleconference);
- J. Aug 23 - National ITS Architecture Workshop, Paul Ward and Charles Gutierrez attended;
- K. Aug 24 - AQ status discussion with Paul Melcher, Paul Ward participated;
- L. Aug 24 - COG/MPOs Director's meeting, Paul Ward participated (by teleconference);
- M. Aug 28 - Meeting with County IT personnel regarding new server, Paul Ward and Charles Gutierrez attended;
- N. Aug 29, Statewide Training Workgroup, Charles Gutierrez and Melissa Ramos, attended;
- O. Aug 29 - Meet with EB Chairman Gary Knight, Paul Ward attended;
- P. Aug 30 - 5310 Program Workshop, Charles Gutierrez and Melissa Ramos attended;
- Q. Aug 31 - 5310 Implementation Workshop, Day 2, Charles Gutierrez and Melissa Ramos attended;
- R. Aug 31 - GYEDC/Chamber of Commerce Joint Meeting, Paul Ward attended;

- S. Aug 31 - EB meeting (NOT held);
- T. Aug 31 - Breakfast meeting with Sen Flake, Paul Ward attended;
- U. Sep 6 - YMPO Staff meeting (all YMPO staff members attended);
- V. Sep 6 - 2017 GeoTech Youth Outreach Planning Kick-off Meeting, Paul Ward attended;
- W. Sep 7 - Saguaro meeting, Charles Gutierrez and Melissa Ramos attended
- X. Sep 11 – Meeting with Greg Ferguson, Paul Ward attended;
- Y. Sep 11 - Monthly ADOT Coordination meeting, Paul Ward and Charles Gutierrez attended;
- Z. Sep 12 – Statewide ITS Inventory Follow Up meeting with ADOT Consultants, Paul Ward attended;
- AA. Sep 14 - TAC meeting; Paul Ward, Charles Gutierrez and Melissa Ramos attended;
- BB. Sep 20 - Meeting with Jeff Kramer, Paul Ward and Charles Gutierrez attended;
- CC. Sep 26-27; Joint Working Committee meeting, Paul Ward attended;

6. Adjournment.

There being no further business to discuss, the meeting was adjourned at 3:05 p.m.

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Minutes prepared by:

Crystal Figueroa
Accountant II/Executive Assistant

Minutes reviewed to form by:

Minutes approved in regular session on
October 26, 2017

Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization

Deputy Mayor Gary Knight, Chairman
YMPO Executive Board

Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance

July 2017

	Jul 17	YTD Budget	% of Budget
Ordinary Income/Expense			
Income			
4000 · ADOT Grant			
4001 · PL	0.00	530,789.00	0.0%
4002 · SPR	0.00	354,186.00	0.0%
4003 · HSIP	0.00	85,000.00	0.0%
Total 4000 · ADOT Grant	0.00	969,975.00	0.0%
4010 · FTA Grant			
4020 · 5303/5305	0.00	176,760.00	0.0%
4021 · 5304	0.00	40,000.00	0.0%
Total 4010 · FTA Grant	0.00	216,760.00	0.0%
4050 · ADEQ Grant	0.00	10,000.00	0.0%
4055 · 5310 Funds	0.00	124,126.00	0.0%
4200 · YMPO UPWP Dues	468.72		
4400 · Interest Income	1,245.76	0.00	100.0%
4700 · Other Revenue			
Total 4700 · Other Revenue	0.00	0.00	0.0%
Total Income	1,714.48	1,320,861.00	0.13%
Gross Profit	1,714.48	1,320,861.00	0.13%
Expense			
5110 · Payroll Expenses			
5111 · Fringe Benefits	780.53	28,073.00	2.78%
5112 · Part Time Staff-Salaries	2,231.69	65,572.00	3.4%
5113 · Full Time Staff-Salaries	8,806.40	235,835.00	3.73%
5115 · Health Insurance-ER Portion	3,080.00	32,340.00	9.52%
5116 · ASRS	1,073.19	29,400.87	3.65%
5117 · Workman's Comp Insurance	0.00	1,296.00	0.0%
5118 · FUTA Payroll Expense	0.00	1,808.44	0.0%
5119 · AZ SUI Expense	240.00	0.00	100.0%
5120 · Life Insurance	104.00	1,092.00	9.52%
Total 5110 · Payroll Expenses	16,315.81	395,417.31	4.13%
5123 · Consulting Services	22,405.13	711,569.55	3.15%
5124 · Staff Training/Education	260.00	16,500.00	1.58%
5125 · Audit and Accounting	0.00	41,700.00	0.0%
5126 · Payroll Processing Fees	311.34	4,114.00	7.57%
5130 · Reimbursement of Expenses	-17.00	0.00	100.0%
5131 · Data Process, Software, Hardware	0.00	15,000.00	0.0%
5132 · Furniture and Equipment	0.00	4,000.00	0.0%
5140 · Legal	0.00	6,776.00	0.0%
5150 · IT Support	0.00	900.00	0.0%
5151 · Building, Contents Insurance	0.00	4,550.00	0.0%
5152 · Equipment Maintenance	92.01	650.00	14.16%

Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance

July 2017

	Jul 17	YTD Budget	% of Budget
5153 · Office Supplies	93.86	5,000.00	1.88%
5154 · Postage	0.00	800.00	0.0%
5155 · Printing	25.00	1,000.00	2.5%
5157 · Publications, Subscriptions	0.00	1,500.00	0.0%
5158 · Registration Fees	0.00	5,000.00	0.0%
5159 · Special Meetings	0.00	4,000.00	0.0%
5160 · Telecommunications	581.73	11,000.00	5.29%
5162 · Vehicle Insurance	0.00	6,000.00	0.0%
5163 · Vehicle Maint., Repairs, Parts	685.71	3,000.00	22.86%
5164 · YMPO Memberships & Dues	0.00	3,500.00	0.0%
5165 · Finance Charges and Interest	83.50	500.00	16.7%
5166 · Website Maintenance	137.99	2,000.00	6.9%
5167 · Miscellenous Consumables	0.00	0.00	0.0%
5169 · Miscellaneous-Expense	0.00	0.00	0.0%
5171 · Alarm System	93.00	497.00	18.71%
5172 · Lease	3,661.20	33,000.00	11.1%
5173 · Electric Bill	514.00	9,000.00	5.71%
5174 · Grounds Maintence	160.00	2,700.00	5.93%
5175 · Janitorial	300.00	4,500.00	6.67%
5179 · Office Building Repairs			
5181 · Pest Control	91.00	0.00	100.0%
5179 · Office Building Repairs - Other	0.00	1,500.00	0.0%
Total 5179 · Office Building Repairs	91.00	1,500.00	6.07%
5180 · Office Water	96.72	0.00	100.0%
5182 · Sewer & Water	84.71	900.00	9.41%
5190 · Travel - Local & Outside County	0.00	10,000.00	0.0%
5191 · Travel- Local Fuel Charges	369.93	4,000.00	9.25%
5630 · T530 Traffic Count Equipment	248.16	3,575.00	6.94%
Total Expense	46,593.80	1,314,148.86	3.55%
Net Ordinary Income	-44,879.32	6,712.14	-668.63%
Other Income/Expense			
Other Income			
4900 · In-Kind Match Revenue	0.00	210,990.00	0.0%
Total Other Income	0.00	210,990.00	0.0%
Other Expense			
9000 · Local Match / Internal Transfer	0.00	1,053.00	0.0%
9200 · In-Kind Match Expenses	0.00	210,990.00	0.0%
Total Other Expense	0.00	212,043.00	0.0%
Net Other Income	0.00	-1,053.00	0.0%
Net Income	-44,879.32	5,659.14	-793.04%

Yuma Metropolitan Planning Organization
Revenue & Expense Budget Performance
July 2017

	Jul 17	YTD Budget	% of Budget
RECONCILED BANK BALANCES AS OF JULY 31, 2017			
1000- Wells Fargo-YMPO General Account		\$66,460.39	
10009-Wells Fargo-YMPO Payroll Account		\$59,445.11	
10100-Yuma County Treasurer-YMPO Account		\$1,458,664.81	
		\$1,584,570.31	

Yuma Metropolitan Planning Organization Revenue and Expense Budget Performance

August 2017



	Aug 17	Jul - Aug 17	YTD Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · ADOT Grant				
4001 · PL	0.00	0.00	530,789.00	0.0%
4002 · SPR	0.00	0.00	354,186.00	0.0%
4003 · HSIP	0.00	0.00	85,000.00	0.0%
Total 4000 · ADOT Grant	0.00	0.00	969,975.00	0.0%
4010 · FTA Grant				
4020 · 5303/5305	0.00	0.00	176,760.00	0.0%
4021 · 5304	0.00	0.00	40,000.00	0.0%
Total 4010 · FTA Grant	0.00	0.00	216,760.00	0.0%
4050 · ADEQ Grant	0.00	0.00	10,000.00	0.0%
4055 · 5310 Funds	0.00	0.00	124,126.00	0.0%
4200 · YMPO UPWP Dues	0.00	468.72		
4400 · Interest Income	1,125.08	2,370.84	0.00	100.0%
4700 · Other Revenue				
Total 4700 · Other Revenue	0.00	0.00	0.00	0.0%
Total Income	1,125.08	2,839.56	1,320,861.00	0.22%
Gross Profit	1,125.08	2,839.56	1,320,861.00	0.22%
Expense				
5110 · Payroll Expenses				
5111 · Fringe Benefits	2,987.46	3,767.99	28,073.00	13.42%
5112 · Part Time Staff-Salaries	6,579.04	8,810.73	65,572.00	13.44%
5113 · Full Time Staff-Salaries	33,419.20	42,225.60	235,835.00	17.91%
5114 · 401K Employer Portion	0.00	0.00	0.00	0.0%
5115 · Health Insurance-ER Portion	3,080.00	6,160.00	32,340.00	19.05%
5116 · ASRS	3,302.04	4,375.23	29,400.87	14.88%
5117 · Workman's Comp Insurance	791.00	791.00	1,296.00	61.03%
5118 · FUTA Payroll Expense	0.00	0.00	1,808.44	0.0%
5119 · AZ SUI Expense	0.00	240.00	0.00	100.0%
5120 · Life Insurance	104.00	208.00	1,092.00	19.05%
Total 5110 · Payroll Expenses	50,262.74	66,578.55	395,417.31	16.84%
5123 · Consulting Services	20,000.00	42,405.13	711,569.55	5.96%
5124 · Staff Training/Education	525.80	785.80	16,500.00	4.76%
5125 · Audit and Accounting	0.00	0.00	41,700.00	0.0%
5126 · Payroll Processing Fees	329.48	640.82	4,114.00	15.58%
5130 · Reimbursement of Expenses	0.00	-17.00	0.00	100.0%
5131 · Data Process, Software, Hardwar	0.00	0.00	15,000.00	0.0%
5132 · Furniture and Equipment	2,450.10	2,450.10	4,000.00	61.25%
5140 · Legal	0.00	0.00	6,776.00	0.0%
5150 · IT Support	0.00	0.00	900.00	0.0%
5151 · Building, Contents Insurance	0.00	0.00	4,550.00	0.0%
5152 · Equipment Maintenance	83.26	175.27	650.00	26.97%
5153 · Office Supplies	124.17	218.03	5,000.00	4.36%

Yuma Metropolitan Planning Organization Revenue and Expense Budget Performance

August 2017

4000 · ADOT Grant				
4001 · PL	0.00	0.00	530,789.00	0.0%
5154 · Postage	0.00	0.00	800.00	0.0%
5155 · Printing	25.00	50.00	1,000.00	5.0%
5157 · Publications, Subscriptions	0.00	0.00	1,500.00	0.0%
5158 · Registration Fees	610.00	610.00	5,000.00	12.2%
5159 · Special Meetings	0.00	0.00	4,000.00	0.0%
5160 · Telecommunications	684.72	1,266.45	11,000.00	11.51%
5162 · Vehicle Insurance	4,252.63	4,252.63	6,000.00	70.88%
5163 · Vehicle Maint., Repairs, Parts	66.35	752.06	3,000.00	25.07%
5164 · YMPO Memberships & Dues	245.00	245.00	3,500.00	7.0%
5165 · Finance Charges and Interest	6.50	90.00	500.00	18.0%
5166 · Website Maintenance	0.00	137.99	2,000.00	6.9%
5167 · Miscellaneous Consumables	27.40	27.40	0.00	100.0%
5169 · Miscellaneous-Expense	-50.00	-50.00	0.00	100.0%
5171 · Alarm System	0.00	93.00	497.00	18.71%
5172 · Lease	1,830.60	5,491.80	33,000.00	16.64%
5173 · Electric Bill	514.00	1,028.00	9,000.00	11.42%
5174 · Grounds Maintenance	200.00	360.00	2,700.00	13.33%
5175 · Janitorial	300.00	600.00	4,500.00	13.33%
5179 · Office Building Repairs				
5181 · Pest Control	0.00	91.00	0.00	100.0%
5179 · Office Building Repairs - Other	3.71	3.71	1,500.00	0.25%
Total 5179 · Office Building Repairs	3.71	94.71	1,500.00	6.31%
5180 · Office Water	500.67	597.39	0.00	100.0%
5182 · Sewer & Water	80.69	165.40	900.00	18.38%
5190 · Travel - Local & Outside County	112.83	112.83	10,000.00	1.13%
5191 · Travel- Local Fuel Charges	290.91	660.84	4,000.00	16.52%
5630 · T530 Traffic Count Equipment	104.00	352.16	3,575.00	9.85%
Total Expense	83,580.56	130,174.36	1,314,148.86	9.91%
Net Ordinary Income	-82,455.48	-127,334.80	6,712.14	-1,897.08%
Other Income/Expense				
Other Income				
4900 · In-Kind Match Revenue	0.00	0.00	210,990.00	0.0%
Total Other Income	0.00	0.00	210,990.00	0.0%
Other Expense				
9000 · Local Match / Internal Transfer	0.00	0.00	1,053.00	0.0%
9200 · In-Kind Match Expenses	0.00	0.00	210,990.00	0.0%
Total Other Expense	0.00	0.00	212,043.00	0.0%
Net Other Income	0.00	0.00	-1,053.00	0.0%
Net Income	-82,455.48	-127,334.80	5,659.14	-2,250.07%

RECONCILED BANK BALANCES AS OF AUGUST 31, 2017

Yuma Metropolitan Planning Organization Revenue and Expense Budget Performance

August 2017

4000 · ADOT Grant					
4001 · PL	0.00	0.00	530,789.00		0.0%
1000- Wells Fargo-YMPO General Account			\$65,779.91		
10009-Wells Fargo-YMPO Payroll Account			\$14,653.36		
10100-Yuma County Treasurer-YMPO Account			\$1,537,630.84		
			\$1,618,064.11		

Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance September 2017

	Sep 17	Jul - Sep 17	YTD Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · ADOT Grant				
4001 · PL	0.00	0.00	530,789.00	0.0%
4002 · SPR	0.00	0.00	354,186.00	0.0%
4003 · HSIP	0.00	0.00	85,000.00	0.0%
Total 4000 · ADOT Grant	0.00	0.00	969,975.00	0.0%
4010 · FTA Grant				
4020 · 5303/5305	0.00	0.00	176,760.00	0.0%
4021 · 5304	0.00	0.00	40,000.00	0.0%
Total 4010 · FTA Grant	0.00	0.00	216,760.00	0.0%
4050 · ADEQ Grant	0.00	0.00	10,000.00	0.0%
4055 · 5310 Funds	0.00	0.00	124,126.00	0.0%
4200 · YMPO UPWP Dues	0.00	468.72		
4400 · Interest Income	1,157.77	3,528.61	0.00	100.0%
4700 · Other Revenue				
Total 4700 · Other Revenue	0.00	0.00	0.00	0.0%
Total Income	1,157.77	3,997.33	1,320,861.00	0.3%
Gross Profit	1,157.77	3,997.33	1,320,861.00	0.3%
Expense				
5110 · Payroll Expenses				
5111 · Fringe Benefits	1,434.40	5,202.39	28,073.00	18.53%
5112 · Part Time Staff-Salaries	2,028.33	10,839.06	65,572.00	16.53%
5113 · Full Time Staff-Salaries	17,612.80	59,838.40	235,835.00	25.37%
5114 · 401K Employer Portion	0.00	0.00	0.00	0.0%
5115 · Health Insurance-ER Portion	3,080.00	9,240.00	32,340.00	28.57%
5116 · ASRS	2,141.14	6,516.37	29,400.87	22.16%
5117 · Workman's Comp Insurance	0.00	791.00	1,296.00	61.03%
5118 · FUTA Payroll Expense	0.00	0.00	1,808.44	0.0%
5119 · AZ SUI Expense	0.00	240.00	0.00	100.0%
5120 · Life Insurance	104.00	312.00	1,092.00	28.57%
Total 5110 · Payroll Expenses	26,400.67	92,979.22	395,417.31	23.51%
5123 · Consulting Services	0.00	42,405.13	711,569.55	5.96%
5124 · Staff Training/Education	0.00	785.80	16,500.00	4.76%
5125 · Audit and Accounting	0.00	0.00	41,700.00	0.0%
5126 · Payroll Processing Fees	316.22	957.04	4,114.00	23.26%
5130 · Reimbursement of Expenses	0.00	-17.00	0.00	100.0%
5131 · Data Process, Software, Hardware	4,975.49	4,975.49	15,000.00	33.17%
5132 · Furniture and Equipment	0.00	2,450.10	4,000.00	61.25%
5140 · Legal	58.50	58.50	6,776.00	0.86%
5150 · IT Support	0.00	0.00	900.00	0.0%
5151 · Building, Contents Insurance	0.00	0.00	4,550.00	0.0%
5152 · Equipment Maintenance	192.59	367.86	650.00	56.59%
5153 · Office Supplies	233.22	451.25	5,000.00	9.03%

Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance

September 2017

4001 · PL	0.00	0.00	530,789.00	0.0%
4002 · SPR	0.00	0.00	354,186.00	0.0%
5154 · Postage	0.00	0.00	800.00	0.0%
5155 · Printing	0.00	50.00	1,000.00	5.0%
5157 · Publications, Subscriptions	0.00	0.00	1,500.00	0.0%
5158 · Registration Fees	550.00	1,160.00	5,000.00	23.2%
5159 · Special Meetings	0.00	0.00	4,000.00	0.0%
5160 · Telecommunications	830.11	2,096.56	11,000.00	19.06%
5162 · Vehicle Insurance	0.00	4,252.63	6,000.00	70.88%
5163 · Vehicle Maint., Repairs, Parts	6.00	758.06	3,000.00	25.27%
5164 · YMPO Memberships & Dues	0.00	245.00	3,500.00	7.0%
5165 · Finance Charges and Interest	3.50	93.50	500.00	18.7%
5166 · Website Maintenance	0.00	137.99	2,000.00	6.9%
5167 · Miscellaneous Consumables	0.00	27.40	0.00	100.0%
5169 · Miscellaneous-Expense	0.00	-50.00	0.00	100.0%
5171 · Alarm System	0.00	93.00	497.00	18.71%
5172 · Lease	0.00	5,491.80	33,000.00	16.64%
5173 · Electric Bill	514.00	1,542.00	9,000.00	17.13%
5174 · Grounds Maintenance	160.00	520.00	2,700.00	19.26%
5175 · Janitorial	300.00	900.00	4,500.00	20.0%
5179 · Office Building Repairs				
5181 · Pest Control	0.00	91.00	0.00	100.0%
5179 · Office Building Repairs - Other	0.00	3.71	1,500.00	0.25%
Total 5179 · Office Building Repairs	0.00	94.71	1,500.00	6.31%
5180 · Office Water	34.30	631.69	0.00	100.0%
5182 · Sewer & Water	62.59	227.99	900.00	25.33%
5190 · Travel - Local & Outside County	417.46	530.29	10,000.00	5.3%
5191 · Travel- Local Fuel Charges	201.16	862.00	4,000.00	21.55%
5630 · T530 Traffic Count Equipment	0.00	352.16	3,575.00	9.85%
Total Expense	35,255.81	165,430.17	1,314,148.86	12.59%
Net Ordinary Income	-34,098.04	-161,432.84	6,712.14	-2,405.09%
Other Income/Expense				
Other Income				
4900 · In-Kind Match Revenue	0.00	0.00	210,990.00	0.0%
Total Other Income	0.00	0.00	210,990.00	0.0%
Other Expense				
9000 · Local Match / Internal Transfer	0.00	0.00	1,053.00	0.0%
9200 · In-Kind Match Expenses	0.00	0.00	210,990.00	0.0%
Total Other Expense	0.00	0.00	212,043.00	0.0%
Net Other Income	0.00	0.00	-1,053.00	0.0%
Net Income	-34,098.04	-161,432.84	5,659.14	-2,852.6%

RECONCILED BANK BALANCES AS OF SEPTEMBER 30, 2017

Yuma Metropolitan Planning Organization Revenue & Expense Budget Performance

September 2017

4001 · PL	0.00	0.00	530,789.00	0.0%
4002 · SPR	0.00	0.00	354,186.00	0.0%

1000- Wells Fargo-YMPO General Account	\$54,718.89
10009-Wells Fargo-YMPO Payroll Account	\$28,093.59
10100-Yuma County Treasurer-YMPO Account	\$1,521,750.68
	\$1,604,563.16

YMPO INFORMATION SUMMARY for Agenda Item 6

Transportation Performance Management Measures Update

DATE: October 23, 2017

SUBJECT: Transportation Performance Management Update – Safety, Pavement, System Performance, Freight, and Air Quality

SUMMARY:

The Fixing America's Surface Transportation (FAST) Act was signed by the President on December 4, 2015. This authorization continues the previous legislation's approach regarding how States invest resources in projects that collectively make progress toward state and national goals. Based on this continued approach, the Federal Highway Administration (FHWA) requires the use of Transportation Performance Management (TPM) to achieve national performance goals.

Each State is required to set "targets" for Safety, Pavement, System Performance, Freight, and Air Quality efforts. Under the legislation, Metropolitan Planning Organizations (MPOs) also have the opportunity to develop their own targets or they may simply agree to use the same targets as the State. A presentation on the targets associated with each performance measure will be provided.

PUBLIC INPUT:

No specific input has been provided by members of the public on this subject.

PROS & CONS:

PROS: TPM is a useful technique to judge whether planned or programmed projects are justifiable.

CONS: TPM can be used to centralize decision-making without any recourse to local concerns.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The TPM process is set out in federal law and YMPO does not have the time, manpower, or the internal expertise to set regional "targets".

POLICY: YMPO does not currently have a policy regarding TPM or the setting of targets.

ACTION NEEDED:

Members are requested to review, discuss and possibly comment on the Staewide "targets" and the implementation process for TPM. No action is anticipated at this time.

PRIOR BOARD/COMMITTEE ACTIONS:

This presentation was given at the October 12, 2017, YMPO TAC meeting. No action was taken.

CONTACT PERSON:

Paul Ward, Executive Director, 928-783-8911

YMPO INFORMATION SUMMARY for Agenda Item 7

Resolutions Adopting the FY 2018-2022 YMPO Transportation Improvement Program and the FY 2018-2041 YMPO Regional Transportation Plan

DATE: October 23, 2017

SUBJECT: Resolutions Adopting the FY 2018-2022 YMPO TIP and the FY 2018-2041 YMPO RTP.

SUMMARY:

Periodically, YMPO has the responsibility for producing the regional, or metropolitan, Transportation Improvement Program (TIP) and a Long Range Transportation Plan (called the Regional Transportation Plan, or RTP). Federal Transportation legislation guides how, and when, these documents are developed.

The Technical Advisory Committee (TAC) and the Executive Board (Board) are involved in the development, review and ultimate approval of these documents. Once the steps are finalized in the production process, the Board is required to formally approve both documents. Following Board approval, the documents are then sent to ADOT for formal approval by the Governor (or his/her designee) and are then reviewed by the Federal Transportation authorities.

On July 27, 2017, the Board approved the FY 2018-2022 YMPO TIP and the FY 2018-2041 YMPO RTP. Since that time, the Governor's designee has approved the TIP and the RTP has also been reviewed and signed off by the Federal Transportation authorities. Customarily, the Board adopts Resolutions approving the TIP and the RTP and, as the above final reviews and/or approvals have now been completed, it is time to review and adopt the Resolutions that accompany the documents.

PUBLIC INPUT:

No specific input has been provided by members of the public on this subject.

PROS & CONS:

PROS: Concurrence for these two documents with a resolution further solidifies the understanding and approval of the documents

CONS: None known.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The use of resolutions is customary and not mandatory.

POLICY: Development of the TIP and the RTP are guided by Section 134 of Title 23, Urban Mass Transportation Act of 1970 as amended by the Moving Ahead for Progress in the 21st Century Act (MAP-21), Fixing America's Surface Transportation Act (FAST) and the 1990 Clean Air Act Amendments.

ACTION NEEDED:

Members are requested to review, discuss, and comment on the adoption of Resolution 138 for approval of the FY 2018-2022 YMPO TIP and Resolution 141 for the approval of the FY 2018-2041 YMPO RTP.

PRIOR BOARD/COMMITTEE ACTIONS:

The Executive Board unanimously approved the FY 2018-2022 YMPO TIP and the FY 2018-2041 YMPO RTP at their meeting in the Town of Wellton on July 27, 2017.

MEMBERS ATTENDING:

Gary Knight, Yuma, Chairman	* J. Deal Begay, Jr., Cocopah Indian Tribe, Member
Cecilia McCollough, Wellton, Vice Chair	
* Jose Yopez, Somerton, Treasurer	^ Jacob Miller, Yuma, Member
* Maria Ramos, San Luis, Member	Lynne Pancrazi, Yuma Co., Member
Paul Patane, ADOT, Member	Martin Porchas, Yuma Co., Member
William "Bill" Craft, Yuma, Member	

* Members neither present nor represented by proxy.

^ Members not present, but represented by proxy.

Members attending by video- or by tele-conference.

CONTACT PERSON:

Paul Ward, Executive Director, 928-783-8911

YMPO INFORMATION SUMMARY for Agenda Item 8

Local Matching Funds in the Unified Planning Work Program

DATE: October 23, 2017

SUBJECT: Local Matching Funds in the Unified Planning Work Program

SUMMARY:

At their May 25, 2017 meeting at the Cocopah Resort and Conference Center, the Executive Board approved the FY 2018 YMPO Unified Planning Work Program (UPWP) and Annual Budget. The UPWP contains a mixture of Federal, State and two types of local matching funds, In-Kind and Cash (Non-In-Kind). The amount of matching funds needed is set by the amount, and type, of federal funds included in the UPWP. Most of the federal funds included in the UPWP have a match rate of 20%, but some types follow the federal "sliding scale" rate which, in Arizona, is set at only 5.7%. The amount and type of federal funds included in the UPWP are all based on estimates and/or projections and vary throughout the year, depending on a variety of availability criteria. As a result the amount of matching funds needed also varies.

The local matching funds are split into two types, In-Kind and Non-In-Kind (generally Cash). The In-Kind matching funds are usually based on the attendance at technical advisory committees meetings by member agencies employees (NOT by elected officials). In addition any time allocated by member agency staff members to regional work on YMPO efforts may be used to reduce the local match paid by that agency. This is usually based on a projection, primarily influenced by documented efforts during the previous fiscal year.

Some agencies include time spent on unreimbursed efforts on behalf of YMPO staff, such as human resources efforts for health insurance purposes by the City of Yuma and maintaining the YMPO Treasury Account and other human resources efforts provided by Yuma County.

In prior years, it appears that YMPO staff charged member based on the total amount of federal funds included in the new year's UPWP. However, this ignores the likelihood that any federal funds that were brought forward from a previous year already had the local match assessed and charged on them. As a result, the process for calculating local match will change to more accurately reflect only the new federal funds expected to be received in each fiscal year.

Estimates of the non-in-kind local match expected to be needed were mailed to member agencies earlier in the year and were based on last year's estimates. The presumption was that they would be LESS than was needed. However, due to the new calculations, it appears as though they will be MORE than is needed. As a result, a change in the needed local matches will be sent to member agencies following this meeting and partial refunds to the two agencies that have already paid will be made.

PUBLIC INPUT:

No specific input has been provided by members of the public on this subject.

PROS & CONS:

PROS: Federal guidelines exist for what types of in-kind services may be used, but there do not appear to be any guidelines with regard to this subject. Staff is carrying out further discussions with ADOT staff and other MPOs.

CONS: Without a well understood and properly implemented procedure, members might be overcharged.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: YMPO may need to revise how matching funds are allocated within the UPWP. Any CASH local matching funds SHOULD be programmed on specific projects.

POLICY: There are no specific written YMPO guidelines regarding the calculation of non-in-kind local match. YMPO follows ADOT/Federal guidelines regarding what activities may be used as in-kind local match.

ACTION NEEDED:

Members are requested to review, discuss and comment on the process used to calculate the amount of NON In-Kind local match to be paid by member agencies as part of the YMPO annual dues for the 2017-18 Fiscal Year.

PRIOR BOARD/COMMITTEE ACTIONS:

The Executive Board unanimously approved the FY 2018-2022 YMPO TIP and the FY 2018-2041 YMPO RTP at their meeting in the Town of Wellton on July 27, 2017.

MEMBERS ATTENDING:

- | | |
|-----------------------------------------|----------------------------------------------------|
| Gary Knight, Yuma, Chairman | * J. Deal Begay, Jr., Cocopah Indian Tribe, Member |
| Cecilia McCollough, Wellton, Vice Chair | |
| * Jose Yepez, Somerton, Treasurer | ^ Jacob Miller, Yuma, Member |
| * Maria Ramos, San Luis, Member | Lynne Pancrazi, Yuma Co., Member |
| Paul Patane, ADOT, Member | Martin Porchas, Yuma Co., Member |
| William "Bill" Craft, Yuma, Member | |

- * Members neither present nor represented by proxy.
- ^ Members not present, but represented by proxy.
- # Members attending by video- or by tele-conference.

CONTACT PERSON:

Paul Ward, Executive Director, 928-783-8911

YMPO INFORMATION SUMMARY for Agenda Item 9

FY 2017 YMPO Audit Schedule

DATE: October 23, 2017

SUBJECT: FY 2017 YMPO Audit Schedule.

SUMMARY:

One of the findings in the recently completed FY 2016 YMPO Audit was that the Staff missed a nine-month deadline for filing the audit. The audit of YMPO's Accounts for FY 2017 (July 1, 2016, through June 30, 2017) will start in November 2017. Currently, Lumbard and Associates prepares the YMPO financial reports and Walker and Armstrong completes the audit. The auditors prepare and submit a formal letter to staff and present the audit to members of the Audit Committee, usually on the morning of an Executive Board meeting.

The proposed schedule for the forthcoming audit is as follows:

Date	Proposed Action	Who By
Nov 2017	Review of financial accounts	YMPO Staff, Lumbard and Associates
Dec 2017	Draft of Financial Statements	Lumbard and Associates
Feb 2018	Schedule audit	YMPO Staff, Walker and Armstrong
Mar 2018	Finalize audit report and data collection for Single Audit filing	Walker and Armstrong
Apr 2018	Send audit letter to YMPO staff	Walker and Armstrong
Apr 2018	YMPO Sign off on audit letter and any findings	YMPO Staff
May 2018	Present to Audit Committee and Executive Board	Audit Committee, Executive Board, YMPO Staff, Walker and Armstrong

PUBLIC INPUT:

No specific input has been provided by members of the public on this subject.

PROS & CONS:

PROS: Auditing the YMPO accounts allows members to have assurance that the accounts are being correctly handled.

CONS: The audit report process expenses reduce the funds available for regional transportation planning efforts.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The YMPO By-Laws require an audit of YMPO accounts.

POLICY: The YMPO By-Laws require an audit of YMPO accounts and the establishment of the Audit Committee. The By-Laws do not describe how the Audit Committee should carry out the audit.

ACTION NEEDED:

Members are requested to review, discuss and possibly approve the schedule for the YMPO Audit for FY 2017.

PRIOR BOARD/COMMITTEE ACTIONS:

The YMPO Executive Board unanimously approved the FY 2016 YMPO Audit at their meeting on September 28, 2017.

Show attendance here:

CONTACT PERSON:

Crystal Figueroa, Accountant II and Executive Assistant, 928-783-8911