



EXECUTIVE BOARD REGULAR MEETING AGENDA

Local Governments & Citizens Working Together

**EXECUTIVE BOARD
Regular Meeting
Thursday, February 22, 2018
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 Yopez, Mayor, City of Somerton
Member	J. Deal Begay, Jr., Vice Chairman, Cocopah Indian Tribe
Member	Maria Ramos, Vice Mayor, City of San Luis
Member	Paul Patane, Southwest District Engineer, ADOT
Member	Jacob Miller, Councilmember, City of Yuma
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Martin Porchas, Board of Supervisors, Yuma County
Member	Karen Watts, Councilmember, City of Yuma

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, February 22, 2018, 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 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. Introduction of New Executive Board Members
The Chairman will introduce any new Board members.

This item is on the agenda for information and discussion only.

4. Election of Executive Board Officers - Calendar Year 2018
The YMPO By-Laws provide that elected officers of YMPO shall serve on a rotation basis. The Vice Chair assumes the position of Chair and the Secretary-Treasurer assumes the position of Vice Chair. This leaves the Secretary-Treasurer position

vacant, so the Executive Board must now elect another member to that position. The only requirement contained in the By-Laws is that the Secretary-Treasurer must be from a different jurisdiction to the Chair and Vice Chair. To date there have been no nominations.

This item is on the agenda for information, discussion and possible action to confirm the rotation of the current Vice Chair and the Secretary-Treasurer to the positions of Chair and Vice Chair, respectively, and to elect a new Secretary-Treasurer.

5. 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.

6. Consent Agenda

A. Approval of the January 25, 2018, Board Meeting Minutes.

A copy of the draft minutes of the previous Board meeting 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 January 25, 2018, Board meeting.

B. YMPO Income and Expenditure Report for January 2018.

The Income and Expenditure Report for January 2018 will be presented for review and approval.

This item is on the agenda for information, discussion, and possible action to approve the Consent Agenda. If members wish to receive a presentation on, or to discuss any of, these items they may request that the item be removed from the consent agenda and discussed separately. Copies of the draft minutes are attached for review as Item 6A and the Expenditure Report as Item 6B.

7. Election of Committee Members

The Chairman will call on Board members to appoint members to represent the region during State Transportation Board and Rural Transportation Advisory Council (RTAC) meetings and to appoint and/or elect members to two YMPO Committees.

- A. State Transportation Board representative and alternate(s).
- B. Election of RTAC representative and alternate(s).
- C. Election of Audit Committee members (three).
- D. Election of By-Law Committee members (three).

This item is on the agenda for information, discussion, and possible action to appoint and/or elect members to various boards or committees as shown above. Please refer to the Information Summary as Item 7.

8. Draft FY 2019 YMPO Unified Planning Work Program (UPWP)

The FY 2018-19 UPWP is under development and is based on the current work program with the underway and soon-to-be-underway studies. The Executive

Director will provide a report on the development of the new work program, what additions and changes are likely to occur. Executive Board Members will be requested to provide comments on the input from TAC members and direct input from member jurisdictions and to provide the general comments on the future direction of the work program as a whole.

This item is on the agenda for information, discussion, and possible comments on the future FY 2019 UPWP. Further information is provided in an Information Summary attached as Item 8.

9. The FY 2016-17 Audit Process

YMPO utilizes the services of two companies in preparing for the annual audit of YMPO accounts. One company typically assists in the preparation of annual financial statements and another company carries out the audit. Crystal Figueroa will explain the process and provide a schedule for when the appropriate steps will occur and how the Audit Committee is involved.

This item is on the agenda for information, discussion, and possible comments on the FY 2016-17 Audit Process.

10. FY 2018-2022 YMPO Transportation Improvement Program Amendment #3

The FY 2018-2022 YMPO Transportation Improvement Program (TIP) was originally approved by the Executive Board on June 29, 2017 and was amended twice in July and December 2017. Since that time, the City of Yuma has requested additional \$42,291 for their HAWK pedestrian crossing project and Yuma County has requested \$236,393. A TIP amendment is needed to make the changes requested and additional information will be provided.

This item is on the agenda for information, discussion, and possible action to approve TIP Amendment #3 and further information is provided in an Information Summary that will be sent to members early next week as Item 10.

11. Regional Transportation Safety Plan Update

The YMPO UPWP contains a line item for an update to the Regional Strategic Transportation Safety Plan, one of six regional studies. The main aim of this study is to update the data that was submitted for consideration of several projects that were identified in the original plan. YMPO staff has developed a detailed scope of work as part of a Request for Proposals (RFP) packet, the TAC reviewed the RFP, the Study has been advertised and three responses were obtained.

The TAC reviewed the bids and has recommended that the **Company Name** should be selected as the preferred company to carry out the Regional Transportation Safety Plan update.

This item is on the agenda for information, discussion, and possible action to select **Company Name as the preferred consultant for the Regional Transportation Safety Plan update and to authorize the Executive Director to negotiate a contract with them. Further information is provided in an**

Information Summary that will be sent to members early next week as Item 11.

12. Yuma Regional Transportation Summit

Based on the recent declaration as part of the State Transportation Plan that no funding is available for new construction in the Yuma region ("Greater Arizona") for the next 20 years, the need for additional funding for transportation purposes within our region is apparent. However, how to achieve a consensus of taxpayer support for some type of future investment is problematic.

The first step is to hold a regional transportation summit to define what the needs and the wants are for the transportation system within the Yuma region based on input from ALL of the transportation agencies in the region. Once the needs and wants are defined, the obvious question of how to pay for them becomes a little easier. The next step will be to answer the funding question.

This item is on the agenda for information, discussion, and possible action to set a date for a Regional Transportation Summit and to give any appropriate guidance to the Executive Director in this matter.

13. Executive Director's Evaluation

Mr. Ward presented an annual performance self-evaluation to Board members during the Executive Session on December 14, 2017. Many Board members returned their opinions of the evaluation and the Chairman presented the results during the January 2018 Board meeting, Many members also provided their verbal comments during the Executive Session. Although the comments were very favorable, members deferred action on the evaluation and discussion on a possible merit pay increase, until the February meeting.

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.

This item is on the agenda for information, discussion, and/or action. The Chairman will call for a motion to convene the YMPO Executive Session for the Evaluation of the Executive Director.

14. Reconvene to Public Meeting

This item on the agenda is for action to reconvene back to the YMPO Regular Meeting.

15. Executive Director's Evaluation

This item is a follow up to the previous two agenda items. The Board will have the opportunity to discuss or comment on the Executive Director's evaluation, and possible merit increase, in open session.

This item is on the agenda for information, discussion, and possible action regarding the Executive Director's evaluation, and merit pay increase.

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

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

- A. Staff Reports.
- B. TAC Minutes.
- C. Conference Updates.
- D. MPO/COG Director/Planner Meetings.
- E. Rural Transportation Advocacy Council activities.
- F. State Transportation Board meeting (Yuma).
- G. Projects - Economic Development and Transportation.
- H. Regional Transportation Summit.

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

17. Possible Future Agenda Items.

The following items will be heard at a future meeting.

- A. The FY 2016-17 Audit.
- B. Presentation on projects in the ADOT Southwest District.
- C. Draft FY 2019 YMPO UPWP and Annual Budget.

18. Progress Reports.

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

- A. January 2 - Internal YMPO staff meeting, all YMPO staff attended
- B. January 3 - City of Yuma inauguration ceremony, Paul Ward attended.
- C. January 8 - RTAC Board meeting, Gary Knight and Lynne Pancrazi participated.
- D. January 10 - 5310 webinar #1, Melissa Ramos participated.
- E. January 11 - TAC meeting, Charles Gutierrez, Delaurien McKenzie and Melissa Ramos attended.
- F. January 11 - 5310 webinar #2, Charles Gutierrez participated.
- G. January 16 - MPO/COG Director's meeting, Paul Ward participated.
- H. January 16 - ADEQ Air Quality Stakeholder's meeting, Lynne Pancrazi, Paul Ward and Charles Gutierrez attended.
- I. January 17 - Traffic Counters' meeting, Charles Gutierrez, Delaurien McKenzie, Robert Aguilar and all traffic counters attended.

- J. January 17 - Regional Mobility meeting, Charles Gutierrez and Melissa Ramos attended.
- K. January 19 - STB meeting (Sierra Vista), Gary Knight and Paul Ward attended.
- L. January 23 - HURF Exchange webinar 1, Charles Gutierrez and Delaurien McKenzie participated
- M. January 25 - EB meeting - City of Yuma, Paul Ward, Charles Gutierrez, Crystal Figueroa, Delaurien McKenzie and Melissa Ramos attended.
- N. January 29 - MPO/COGs Staff training/meeting (Tucson); Paul Ward, Crystal Figueroa, Delaurien McKenzie and Melissa Ramos attended.
- O. January 30 - ADOT MPD billing webinar, Paul Ward and Crystal Figueroa participated.
- P. January 30 through Feb 1 - San Luis POE 1 meetings, Paul Ward, Charles Gutierrez, and Delaurien McKenzie attended.
- Q. January 31 - Meeting with YPG Commander and Senior Staff - Gary Knight and Paul Ward attended.

19. Adjournment.

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

Future 2018 Meeting Locations

March 29, 2018 Yuma County – Department of Development Services
2351 West 26th Street, Yuma, Arizona 85365, Aldrich Auditorium

April 26, 2018 City of Yuma, Room 190

May 31, 2018 Cocopah Resort and Conference Center, 15268 South Avenue B,
Somerton, Arizona 85364