

## EXECUTIVE BOARD REGULAR MEETING AGENDA

*Local Governments and Citizens Working Together*

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**EXECUTIVE BOARD**  
**Regular Meeting**  
**Thursday, December 12, 2019**  
**1:30 P.M.**

**City of San Luis, Council Chambers**  
**1090 East Union Street**  
**San Luis, Arizona 85349**

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### **YMPO EXECUTIVE BOARD**

Chairman	J. Deal Begay, Jr., Vice Chairman, Cocopah Indian Tribe
Vice-Chairman	Miguel Villalpando, Councilmember, City of Somerton
Sec./Treasurer	Maria Cruz, Vice-Mayor, City of San Luis
Member	Cecilia McCollough, Mayor, Town of Wellton
Member	Gary Knight, Deputy Mayor, City of Yuma
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	Edward Thomas, Councilmember, City of Yuma

A regular meeting of the Executive Board (the Board) of the Yuma Metropolitan Planning Organization (YMPO) will be held on **Thursday, December 12, 2019**, starting at **1:30 p.m.** at the **City of San Luis, Arizona, 85349**, 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. Title VI Declaration and Call to the Public.  
A brief message will be read out reminding members of our Title VI obligations. In addition, this item provides an opportunity for comments by the public on subjects not on the agenda. Individuals wishing to address the Board need not request permission in advance and are limited to three (3) minutes.

4. Consent Agenda.
  - A. Approval of the October 31, 2019, Board Meeting Minutes.
  - B. YMPO Income/Expenditure Report for October 2019.

A copy of the draft minutes of the previous Board meeting from October 31, 2019, as well as the Income and Expenditure Report for October 2019 are being sent out with the agenda packet. Members will have the opportunity to review, report any changes, and/or approve, the minutes of the October 31, 2019 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 Report as Item 4B.**

5. Final Report on the Yuma Region Transportation Safety Study

This study updated the YMPO Regional Strategic Transportation Safety Plan which was the first such plan for the YMPO region. The original STSP established a regional vision, goals, objectives, strategies, countermeasures, and performance measures for transportation safety that are consistent with the Arizona Strategic Highway Safety Plan (SHSP), first developed in 2014. This Update started in July 2018 and Greenlight Traffic Engineers (GTE) was selected to complete the Safety Plan Update.

The central theme of the update was to conduct the Implementation Phase of projects, including the submission of HSIP projects for the competitive Statewide HSIP process. This effort resulted in GTE completing 9 HSIP applications for the City of Yuma (4), Yuma County (4), and the City of San Luis (1). The results were astounding for the region, being awarded eight projects for FYs 2023 and 2024, with a combined total of \$10.7 million. Staff from GTE will present the Regional Strategic Safety Plan Update results and findings.

**This item is on the agenda for information, discussion and possible approval of the final report. Mr. Gutierrez will introduce this item and additional background is included in an Information Summary as Item 5.**

6. Future Regional Funding Options for Transportation Purposes.

Prior presentations and discussions regarding the amount and availability of funding available within the region have established that insufficient funds are available for regional needs. As a result, a working group of the region's agency managers and administrators has held three meetings to discuss needs and the steps needed to secure an appropriate level of funding. Mr. Ward will brief Board members on the progress of this working group.

**This item is on the agenda for information and discussion only at this stage. Mr. Ward will present this item.**

7. Regional Steps to Achieve the 2020 Census.

YMPO staff, in collaboration with the U.S. Census Bureau, is working with local municipalities and citizen groups to gather the information that is being requested by the Bureau. Yuma County has a Regional Committee, called the Complete Count Committee (CCC), that has been organized to help foster the promotion of the Upcoming 2020 Census Collection efforts. The CCC has representatives from all YMPO member agencies and this will be the culmination of over two year's preparatory efforts. YMPO staff and other guest presenters will update the Board on what has happened in recent years and what the schedule is for the next few months.

**This item is on the agenda for information and discussion only at this stage. Jennifer Albers, of City of Yuma staff and De'Laurien McKenzie of YMPO staff will present this item and additional background is included in an Information Summary as Item 7.**

8. FY 2020-2021 YMPO Unified Planning Work Program (UPWP) Amendment #1

The FY 2020-21 UPWP was approved by the YMPO Board at the Special Executive Board meeting on May 16, 2019. Since that time, the federal funds available to YMPO have been confirmed, the last fiscal year has fully closed-out with all the reimbursements occurring and projections of expected federal funds are much clearer. The status of the YMPO transportation studies are also better defined. As a result, Amendment #1 to the FY 2020-2021 UPWP is being requested, even though only FY 2019-20 changes are being requested.

**This item is on the agenda for information, discussion, and possible action to approve Amendment #1 to the current FY 2019-21 YMPO UPWP. Paul Ward 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 8.**

9. Entity Dues to Member Agencies

YMPO staff will review the updated Non-In-Kind matching funds (Entity Dues) to be collected from member agencies. This update includes changes made as part of FY 2020-21 UPWP Amendment #1 and recently received draft population estimates for 2019. YMPO will provide the actual FY 2020 Entity Dues to be paid by member agencies as part of the YMPO UPWP once population estimates become final by December 15, 2019. Members will have the opportunity to ask any questions regarding the Entity Dues.

**This item is on the agenda for information and discussion only, at this stage. Crystal Figueroa, YMPO Executive Assistant/Accountant II 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.**

10. Update on the Loan to the Central Arizona Governments (CAG)

During the February 2019 Board meeting, the board authorized Mr. Ward to proceed with an Intergovernmental Agreement (IGA) with CAG to facilitate a loan for operating purposes. The IGA, Promissory Note and check were executed in April of 2019. Ms. Figueroa will provide a brief report on the details of the IGA and the anticipated repayment status.

**This item is on the agenda for information and discussion only, at this stage. Crystal Figueroa, YMPO Executive Assistant/Accountant II 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 9.**

11. State Transportation Board (STB) Meeting in Yuma, January 17, 2020

The STB will meet in Yuma on January 17, 2020, in the City of Yuma Council Chambers. More details will be provided in the final version of the agenda !

12. Tentative Schedules for Calendar Year 2020 Executive Board and Technical Advisory Committee Meetings.

Tentative schedules for YMPO Executive Board and Technical Advisory Committee (TAC) meetings are being submitted for review and comment. The normal criteria have been followed, in that TAC meetings are scheduled for the second Thursday of each month at Yuma County's Aldrich Auditorium, starting at 9:00 a.m. and Board meetings are scheduled for the last Thursday of each month, at various locations, starting at 1:30 p.m.

**This item is on the agenda for information, discussion and possible action to approve the tentative schedule for Calendar Year 2020 meetings of the YMPO Executive Board and the Technical Advisory Committee. Melissa Ramos, YMPO Assistant Planner, will present this item and draft copies of the tentative schedules are provided as part of an Information Summary that is being sent to members with this agenda packet as Item 11.**

13. Executive Director's Evaluation

During the Board meeting on October 31, 2019, members discussed the process for evaluating the performance of the Executive Director and decided to continue with the Subcommittee option. With consensus from the other Board members, the Chairman duly appointed two members of the Executive Board, Councilmember Ed Thomas and Vice-Mayor Maria Cruz to form the Evaluation Subcommittee. On December 5, 2019, the Subcommittee met with Mr. Ward and completed their evaluation of his performance. A copy of the updated evaluation will be distributed

to all members of the Board for their review and comment during the Executive Session.

**This item is on the agenda for information, discussion and possible action for evaluating the Director's performance. Mr. Ward will present this agenda item and further information is included in an Information Summary that is being sent to members with this agenda packet as item 12.**

14. **EXECUTIVE SESSION**

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

**This item is on the agenda for information, discussion, and/or action. The Chairman will call for a motion to convene the YMPO Executive Session for the Evaluation of the Executive Director. Further information is included in the attached Information Summary Item 13.**

15. Reconvene to Public Meeting

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

16. Executive Director's Evaluation - Open Discussion

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

17. 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.**

18. Possible Future Agenda Items.

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

- A. Possible New YMPO Offices.
- B. Presentation on What Planning Efforts an MPO is Supposed to Carry Out.

19. Progress Reports.

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

- A. Nov 4 - YMPO Staff meeting, all YMPO staff attended.
- B. Nov 4 - ADOT/YMPO Coordination meeting, Deputy Mayor Gary Knight, Paul Patane, Paul Ward and Charles Gutierrez attended.
- C. Nov 5 - Discussed SRTP re-advertisement.
- D. Nov 12-13 - Census Training (San Diego).
- E. Nov 14 - TAC meeting.
- F. Nov 15 - AZSTB meeting (Wickenburg).
- G. Nov 20-21 - PM-10 Stakeholder meetings.
- H. Dec 3 - YMPO Staff meeting (deferred one day).
- I. Dec 3 - Send out RMC meeting request.
- J. Dec 2-5 - Audit team visits.
- K. Dec 4 - Transportation Sales Tax meeting.
- L. Dec 5 - COG/MPO/ADOT Working Group.
- M. Dec 9 - ADOT/YMPO Coordination meeting.
- N. Dec 10 - COG/MPOs Director's meeting.

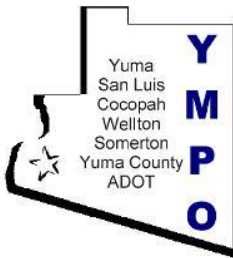
20. Adjournment.

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

Anticipated Future 2020 Meeting Locations

January 30, 2020      City of Yuma, City One Plaza, Room 190, Yuma, Arizona 85364.

February 27, 2020      City of Yuma, City One Plaza, Room 190, Yuma, Arizona 85364.



**EXECUTIVE BOARD  
REGULAR MEETING MINUTES**

*Local Governments & Citizens Working Together*

**Executive Board  
Regular Meeting  
Thursday, October 31, 2019  
1:30 p.m.**

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

1. Call to Order and the Pledge of Allegiance.  
The Yuma Metropolitan Planning Organization (YMPO) Chairman, J. Deal Begay, Jr, called the October 31, 2019, meeting of the YMPO Executive Board (the Board) to order at 1:30 p.m. He called on the Yuma County Supervisor Lynne Pancrazi to lead the Pledge of Allegiance.

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

YMPO Executive Board Members Present:

- |                     |  |
|---------------------|--|
| Chairman            | J. Deal Begay, Jr, Vice-Chairman, Cocopah Indian Tribe |
| Secretary/Treasurer | Maria Cruz, Vice-Mayor, City of San Luis               |
| Member              | Cecilia McCollough, Mayor, Town of Wellton             |
| Member              | Gary Knight, Deputy Mayor, City of Yuma                |
| Member              | Paul Patane, ADOT SW District Engineer                 |
| Member              | Lynne Pancrazi, Board of Supervisors, Yuma County      |
| Member              | Martin Porchas, Board of Supervisors, Yuma County      |
| Member              | Edward Thomas, Councilmember, City of Yuma             |

YMPO Executive Board Members Absent:

- |            |   |
|------------|---|
| Vice-Chair | Miguel Villalpando, Councilmember, City of Somerton |
| Member     | Jacob Miller, Councilmember, City of Yuma           |

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

YMPO Staff Present:

- |                      |                                     |
|----------------------|-------------------------------------|
| Paul Ward            | Executive Director                  |
| Charles A. Gutierrez | Senior Planning/Mobility Manager    |
| Crystal Figueroa     | Administrative Assistant/Accountant |
| DeLaurien McKenzie   | YMPO Associate Planner              |

No Additional Attendees

Declaration of Votes.

Deputy Mayor Gary Knight, City of Yuma, submitted to Paul Ward, YMPO Executive Director, a proxy letter from City of Yuma Councilmember Jacob Miller and declared one proxy vote, for a total of three votes for the City of Yuma.



3. Title VI Declaration and Call to the Public.  
DeLaurien Mckenzie, YMPO Associate Planner, read aloud the YMPO Title VI obligations.

No members of the public addressed the Board.

4. Consent Agenda  
A. Approval of the July 25, 2019, Board Meeting Minutes.  
B. Approval of the September 26, 2019, Board Meeting Minutes.  
C. YMPO Income/Expenditure Report for September 2019.

MOTION: Deputy Mayor Knight moved to approve consent agenda items A, B, and C. Councilmember Thomas seconded, and the consent agenda was unanimously approved.

5. 2019 Rural Transportation Summit – City of Tucson  
The 21st Annual Rural Transportation Summit (Summit, or RTS) took place at the Casino Del Sol Resort in Tucson Arizona between October 16-18, 2019. Mr. Ward reported that he had a pleasant time at the Summit and informed the Board that the 22nd Annual RTS would be hosted by the Central Arizona Government (CAG) and Sun Corridor MPO on October 14-16, 2020 at the Harrah's Ak-Chin Hotel and Casino in Maricopa, Arizona. Mr. Ward added that YMPO will soon plan to host the RTS within the next two to three years and will rely on the opinion of the Board for recommendations.

Mayor McCollough took a moment to thank YMPO for sponsoring her attendance to the Summit and mentioned that the sessions were outstanding. She reported that she attended the State Transportation Board Meeting on Friday to and spoke for the region.

Councilmember Thomas reported that it was he's first time attending and found the session to be very informative. He added that it gave him an outlook of how important the topic of Transportation is in the Yuma Region and Statewide.

Mayor Cecilia Cruz mentioned that Transportation is becoming a popular subject and reported that it was the highest attended summit thus far. She mentioned that people are becoming informed about properly funding their roads and it's a topic that needs to be addressed.

6. Regional Air Quality Analysis  
Charles Gutierrez, YMPO Senior Planning/Mobility Manager informed the Board members about the Regional Air Quality Conformity Analysis. He reported that the region is currently in nonattainment for National Ambient Air Quality Standards (NAAQS) for two pollutants, particulate matter of less than ten microns (PM-10) and ozone standards. As a result, Kimley Horn completed an Air Quality Conformity Analysis (AQCA) on the Long-Range Transportation Plan (RTP) and Transportation Improvement Program (TIP). Mr. Gutierrez reported that the most recent AQCA has found that the region's 2018-2041 RTP and 2020-2024 TIP conform under the 1987 PM10 and the 2015 8-hour ozone National Ambient Air Quality Standards.

MOTION: Deputy Mayor Knight moved to approve the YMPO 2018-2041 RTP, FY 2024 TIP Air Quality Conformity Analysis Documentation. Mayor Ramos seconded, and the consent agenda was unanimously approved.

7. FY20 - 2024 Transportation Improvement Program (TIP) Modification and Resolution 146. 25.54

Mr. Gutierrez informed the board that on June 27, 2019 the FY 2020-2024 YMPO TIP was approved contingent on an air quality conformity analysis being successfully completed on the TIP. He reported that it is going to be kept as is and immediately take it back to the TAC in November for the Transit/HSIP portion and bridge for Yuma County. He communicated that the amendment process will start in December and take it back to the Board. Mr. Gutierrez requested the adoption of Resolution 146, so YMPO can process the submission to ADOT and FHWA for the 2020-2024 TIP along with the signed Resolution. He mentioned that in the next Board meeting it will be presented with the full approval for amendment changes.

MOTION: Supervisor Pancrazi moved to approve the Resolution 146 for FY 2020-2024 TIP. Councilmember Thomas seconded, and the consent agenda was unanimously approved.

8. Robert A. Vaughan Memorial Highway

Paul Patane ADOT Southwest District Engineer presented to the Board the proposed Robert A. Vaughan memorial sign locations on Highway 195 and the three sign options to choose from. The Board agreed on option number two with the three-line outline that shows Robert A. Vaughan on the first line, Memorial on the second line, and Highway on the third line.

9. The Yuma Regional Short-Range Transit Plan (SRTP)

Mr. Gutierrez reported that the request for proposal for the Yuma Regional SRTP was developed in conjunction with the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) staff and reviewed by both the YCIPTA Board and the YMPO Technical Advisory Committee (TAC). He mentioned that the RFP was advertised on September 4, 2019 to various consultants and associations; however, no proposals were received by the deadline of October 7, 2019. YMPO reached out to ADOT Staff and other transit partners to share thoughts on possible processes that might have hindered the overall process of the YMPO RFP process for the SRTP. It was concluded that YMPO would remove the language under Section VII: Frame and Cost that states the proposer(s) at a cost not to exceed \$95,000 and replaced with negotiated at time of contract negotiations. YMPO is expecting to re-advertise the RFP as presented with a modified schedule and adjustments within a few weeks.

Mr. Ward added that ADOT informed him that if more funds were needed, he possibly can apply for more.

10. Executive Director's Evaluation

Crystal Figueroa, YMPO Accountant briefly reviewed last year's evaluation process and informed the Board that last year, a subcommittee evaluation option was preferred over the prior year's evaluation criteria. The YMPO Policies and Procedures outline a

subcommittee that includes the YMPO Chairperson and selects two Board members from two different jurisdictions who have regularly attended meetings. Previously the subcommittee evaluated the Director and reported their recommendations to the Executive Board on the Director's evaluation during Executive session. Ms. Figueroa mentioned that YMPO staff evaluations were scheduled in December and recommended that the actual review of Mr. Wards performance occurs on the next Board meeting, December 12, 2019. This will allow the appropriate changes within the correct time frame for the start of the calendar year 2020.

After some discussion, no motion was made, but a consensus was established for Councilmember Thomas and Vice-Mayor Cruz to form the Executive Director's evaluation subcommittee along with the Chairman. The subcommittee agreed to meet on December 5, 2019 at 1:30 p.m. at YMPO for Mr. Wards evaluation.

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

- 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.

12. Possible Future Agenda Items.

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

- A. Executive Board Schedule for Calendar Year 2020.
- B. Possible New YMPO Offices.
- C. Future Regional Funding Options for Transportation Purposes.
- D. Presentation on What Planning Efforts an MPO is Supposed to Carry Out
- E. FY 2019-2021 YMPO Unified Planning Work Program (UPWP) Amendment
- F. Regional Steps to Achieve the 2020 Census.
- G. State Transportation Board Meeting and Reception

13. Progress Reports.

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

- A. Sep 30 – Oct 2 – FY 2019 Year End Accounting Field Work by the Pun Group
- B. Oct 1 – ASRS Meeting, Crystal Figueroa participated
- C. Oct 2 – MS2 Traffic Count, WORKS, ADOT meeting, Charles Gutierrez participated
- D. Oct 2 – YMPO Staff Meeting all YMPO Staff participated.
- E. Oct 6-7 – 5310 Implementation Meeting, Melissa Ramos attended
- F. Oct 7 – Short-Range Transit Plan Submission are due.
- G. October 15-18 Rural Transportation Summit, all staff attended
- H. October 28 – YCIPTA Board Meeting, Charles Gutierrez and Melissa Ramos attended

15. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:54 p.m.

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Preparation and Approval of Minutes:

Minutes prepared by:

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Crystal Figueroa, Accountant II and  
Executive Assistant, YMPO

Minutes approved in regular session on  
December 12, 2019

Minutes reviewed to form by:

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Paul D. Ward, Executive Director  
Yuma Metropolitan Planning Organization

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Vice-President J. Deal Begay Jr,  
Chairman YMPO Executive Board

# **YMPO INFORMATION SUMMARY for Agenda Item #5**

## **Final Report on the Yuma Region Transportation Safety Plan**

**DATE:** December 9, 2019

**SUBJECT:** Final Report on the Yuma Region Transportation Safety Plan

### **SUMMARY:**

This project updated the YMPO Regional Strategic Transportation Safety Plan (RSTSP) which was the first such plan for the YMPO region. The original STSP established a regional vision, goals, objectives, strategies, countermeasures, and performance measures for transportation safety that are consistent with the Arizona Strategic Highway Safety Plan (SHSP) developed in 2014. The STSP Update will also identify strategies for addressing new areas of safety planning such as, spatial analysis, and utilization of appropriate analytical methods from the Highway Safety Manual. The STSP Update will provide valuable input to the Long Range Transportation Plan update and also provide practical implementation guidance allowing safety projects and programs in the four E's of engineering, enforcement, education, and emergency services to move forward in the YMPO region.

July 2, 2018, YMPO went into Contract Agreement with Greenlight Traffic Engineering (GTE) to complete the Safety Plan Update.

The first phase of the update was to conduct the Implementation Phase of projects due to the time constraints that ADOT has for application review and submission of HSIP projects for the competitive HSIP process. In this phase, GTE completed 9 HSIP Applications for the City of Yuma (4), Yuma County (4), and the City of San Luis (1) and the results were astounding for the region with the eight of nine (8/9) projects for the FY 23/24 years. The funding total was \$10.7 Million.

Greenlight TE is presenting today the results of the Safety Plan results and findings.

### **PUBLIC INPUT:**

There has been public comment during the update. It was a combined efforts with the Bike and Pedestrian Study. The comments were considered for the Plan as appropriate

### **ACTION NEEDED:**

Staff is looking for a recommendation to the YMPO Executive Board for approval of the YMPO 2020 Regional Strategic Transportation Safety Plan Update

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

N/A

### **CONTACT PERSON:**

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

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

## **YMPO Preparation for the 2020 U.S. Census**

**DATE:** December 9, 2019

**SUBJECT:** YMPO Preparation for the 2020 U.S. Census

### **SUMMARY:**

YMPO staff, in collaboration with the U.S. Census Bureau, is working with local municipalities and citizen groups to gather the information that is being requested by the Bureau. Yuma County has a Regional Committee, called the Complete Count Committee (CCC), that has been organized to help foster the promotion of the Upcoming 2020 Census Collection efforts. The CCC has representatives from all YMPO member agencies and has been involved with the following highlights:

- Developed Local Tagline  
*¡Todos Contamos! Yuma County We All Count!*
- Developed County-wide event schedules
- Developed *FAQ* sheets to respond to questions
- Meeting regularly to discuss issues specific to Yuma County
- City of San Luis has approved \$25k for Census Promotion
- City of Somerton has established sub-CCCs

### **PUBLIC INPUT:**

No members of the public have addressed either YMPO staff members, the Technical Advisory Committee, or the Executive Board on this subject.

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

**TECHNICAL:** The Census Count starts April 1 and concludes by the end of the calendar year. IF the Census determines there are more than 200,000 persons in the Yuma Urbanized Area, our region will automatically be classified as a Transportation Management Area (TMA). This designation will have important effects on how the region is regarded by federal transportation funding agencies.

**POLICY:** YMPO is NOT an official Census recognized agency, so YMPO has no direct policy regarding the census, but we assist and support our member agencies with collecting information, wherever possible and desired.

### **ANTICIPATED ACTION NEEDED:**

This item is on the agenda for presentation, review and discussion only, at this stage.

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

None.

### **CONTACT PERSON:**

De'Laurien McKenzie, Associate Planner, 928-783-8911

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

## **FY 2019-21 YMPO Unified Planning Work Program Amendment #1**

**DATE:** November 26, 2019

**SUBJECT:** FY 2019-21 YMPO Unified Planning Work Program (UPWP) Amendment #1.

### **SUMMARY:**

Each year, the YMPO develops the UPWP and Annual Budget in steps, in conjunction with member agency and public input. The Executive Board originally approved the current FY 2019-21 UPWP on May 16, 2019. YMPO staff are submitting Amendment #1 to adjust various programs, fund balances brought forward from the FY 2017 and FY 2019 UPWP to the current program and actual awarded amounts for the current UPWP. These changes are explained in a memo included as part of this Information Summary.

Since the current UPWP was approved, the Arizona Department of Transportation (ADOT) has confirmed federal funds totals that have been brought forward from FY 2019 and updated awarded amounts for the current FY 20 UPWP. The funds brought forward amounts for PL were a bit higher than originally projected. In addition, YMPO did not receive the full amount expected in the original budget for 5310 funds.

In general, brought forward funds were adjusted for the current studies in the work program that are underway or expected to begin in FY 2020. The unexpected expense of the Air Quality Conformity Analysis was programed into the budget using local funds and slightly increased local funds under administration for miscellaneous expenses not refundable with federal dollars. A request for funding the Long-Range Transit Plan has recently been submitted to ADOT, but has not yet been approved

Due to the slight adjustment in brought forward funds, the total Federal and State budget for the UPWP FY 2019-20 has, essentially, reduced compared to the original budget. However, there will still be a balance that we will need to be carry forward to the next fiscal year to continue funding the studies that are scheduled to be started within the fiscal year and carried forward into the next.

### **PUBLIC INPUT:**

No members of the public have addressed either YMPO staff members, the Technical Advisory Committee, or the Executive Board on this subject.

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

**TECHNICAL:** Funding limitations tend to limit the types of studies that can be submitted for consideration.

**POLICY:** There are no policy implications except that the final version of the UPWP needs to be fiscally constrained to reasonably available funding sources.

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### **ACTION NEEDED:**

This item is on the agenda for review, discussion, and possible action to approve Amendment #1 to the current FY 2019-20 UPWP.

**PRIOR BOARD/COMMITTEE ACTIONS:**

At their special meeting at the YMPO on May 16, 2019, the Board unanimously approved the current FY 2019-21 UPWP.

**MEMBERS ATTENDING:**

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

\* Those members neither present nor represented by proxy.

^ Those members not present but represented by proxy.

**CONTACT PERSON:**

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



# **YMPO INFORMATION SUMMARY for Agenda Item #9**

## **Entity Dues to Member Agencies**

**DATE:** November 27, 2019.

**SUBJECT:** Entity Dues to Member Agencies

**SUMMARY:** During the May 2018, Executive Board (the Board) meeting, YMPO staff presented, and the Board approved, a working policy and a procedure for calculating matching funds in the YMPO Unified Planning Work Program (UPWP). The UPWP is usually developed during the January through May timeframe, is reviewed and/or approved by the TAC, the Executive Board and then by the Arizona Department of Transportation (ADOT) and the Federal Highway and Transit Administrations (FHWA and FTA). In May of 2019, a preliminary assessment for entity dues was mailed to member agencies using projected numbers for planning purposes.

Since the preliminary assessment, the final Entity Dues have been assessed considering the changes and approval of the FY 2020-21 YMPO Unified Planning Work Program Amendment #1 (previous agenda item) and recently updated, unofficial, population estimates. Entity Dues have slightly decreased, primarily due to the identification of increased in-kind match revenues, collected from member agencies. Final Assessments will be mailed to member agencies this month after the State Office of Economic Opportunity officially posts the most recent population estimates.

### **PUBLIC INPUT:**

No public comments were made for this process.

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

**TECHNICAL:** The process used to calculate matching funds and entity dues follows the previously established process.

**POLICY:** During the May 2018, Executive Board meeting, YMPO staff outlined several steps that lead to the calculation of Local Matching Funds and Entity Dues and the process was approved by the Board. This, effectively, sets the process as YMPO Policy. Currently, there are no recommended changes to that process.

### **ACTION NEEDED:**

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

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

At their meeting on May 24, 2018, the Board unanimously approved the calculation of matching funds as explained during the presentation.

**MEMBERS ATTENDING:**

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

\* Those members neither present nor represented by proxy.

^ Those members not present but represented by proxy.

**CONTACT PERSON:**

Crystal Figueroa, Accountant II, 928-783-8911

<b>Recent Historical Cash Contributions (Non-In-Kind)</b>					
	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>
Total Budget	\$1,169,905.00	\$1,141,210.00	\$1,067,703.00	\$1,279,344.00	\$1,311,603.00
Local Match	\$170,033.00	\$189,529.00	\$158,845.00	\$200,899.00	\$227,056.00
<b>Actual/Proposed Cash Match per Agency</b>					
City of Yuma	\$42,646.78	\$42,646.78	\$35,942.93	\$39,209.02	\$36,841.03
Yuma County	\$27,473.93	\$27,473.93	\$22,431.61	\$24,192.96	\$22,586.44
San Luis	\$11,715.75	\$11,715.75	\$12,481.70	\$13,736.74	\$13,283.26
Somerton	\$6,547.46	\$6,547.46	\$6,049.32	\$6,594.77	\$6,188.13
Wellton	\$1,318.36	\$1,318.36	\$1,121.58	\$1,211.49	\$1,137.77
Cocopah	\$468.72	\$468.72	\$369.62	\$397.89	\$368.18
Totals	\$90,171.00	\$90,171.00	\$78,396.76	\$85,342.87	\$80,404.81

Note: The above numbers for FY 2020 show an increased local match but decreased individual matches compared to FY 2019. This is due to higher in-kind match efforts by member agencies.

Local Match % of budget	15%	17%	15%	16%	17%
Cash Match % of budget	8%	8%	7%	7%	6%

# **YMPO INFORMATION SUMMARY for Agenda Item #10**

## **Update on the Loan to Central Arizona Governments (CAG)**

**DATE:** November 27, 2019.

**SUBJECT:** Update on the Loan to the Central Arizona Governments (CAG)

**SUMMARY:** During the February 2019, Executive Board (the Board) meeting, the Board authorized Mr. Ward to proceed with an Intergovernmental Agreement (IGA) with CAG to facilitate a loan for operating purposes. The IGA, Promissory Note and check were executed in April of 2019. The loan was executed for \$150,000, with interest at the rate of two percent (2%) per annum, payable in one lump sum payment on the 10th day of April, 2020. In the event that the repayment is not met by the due date, CAG will bear interest at the rate of eighteen percent (18%) per annum until paid in full.

CAG Executive Director, Andrea Robles, reported to YMPO staff that repayment is anticipated as stated on the Promissory Note. She expressed that things are progressing in a positive manner for their organization and would like to thank the YMPO Board personally for their support.

**PUBLIC INPUT:**

No public comments were made for this process.

**TECHNICAL & POLICY IMPLICATIONS:**

**TECHNICAL:** The IGA and the Promissory Note were executed in April of 2019.

**POLICY:** Repayment of the Loan is due in one lump sum on the 10th day of April, 2020.

**ACTION NEEDED:**

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

**PRIOR BOARD/COMMITTEE ACTIONS:**

At their meeting on February 28, 2019, the Board unanimously moved to authorize the YMPO Executive Director to enter into an IGA to loan up to \$150,000 to CAG.

**MEMBERS ATTENDING:**

Cecilia McCollough, Wellton, Chair

J. Deal Begay, Jr., Cocopah Tribe,  
Treasurer

Miguel Villalpando., Somerton, Member

Gary Knight, Yuma, Member

Edward Thomas, Yuma, Member

Maria Ramos, San Luis, Member

Paul Patane, ADOT, Member

\* Lynne Pancrazi, Yuma Co., Member

^ Jacob Miller, Yuma, Member

Martin Porchas, Yuma Co., Member

\* Those members neither present nor represented by proxy.

^ Those members not present but represented by proxy.

**CONTACT PERSON:**

Crystal Figueroa, Accountant II, 928-783-8911

# **YMPO INFORMATION SUMMARY for Agenda Item**

## **Tentative 2020 YMPO Executive Board and Technical Advisory Committee Meeting Schedule**

**DATE:** December 5, 2019

**SUBJECT:** Tentative 2020 YMPO Executive Board and Technical Advisory Committee Meeting Schedules.

### **SUMMARY:**

Tentative schedules for Calendar Year 2020 YMPO Executive Board (Board) and Technical Advisory Committee (TAC) meetings are being submitted for review and comment. The normal criteria have been followed, in that TAC meetings are scheduled for the second Thursday of each month at a single location, Yuma County's Aldrich Auditorium, starting at 9:00 a.m. and Board meetings are scheduled for the last Thursday of each month, at various locations, starting at 1:30 p.m. The tentative schedules for each Committee are attached at the end of this Summary. The Executive Board schedule mentions where meetings held during last year. Members will be requested to review and confirm the location of meetings this year or submit their requests for any changes.

### **PUBLIC INPUT:**

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

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

**TECHNICAL:** Meetings are scheduled based on standard prior year criteria. The only variation to the one meeting per month criterium is that the November and December meetings of the Board are combined, usually coinciding with the same day as the TAC.

**POLICY:** Membership on the YMPO Executive Board and TAC and the frequency of meetings is outlined in YMPO By-Laws.

### **ACTION NEEDED:**

Members are requested to review, discuss and possibly approve the schedule for the 2020 YMPO Executive Board and Technical Advisory Committee Meetings.

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

The YMPO Executive Board unanimously approved a similar 2019 schedule for the YMPO Executive Board and Technical Advisory Committee Meetings at their meeting on December 13, 2018.

### **CONTACT PERSON:**

Melissa Ramos, Assistant Planner, 928-783-8911

## Tentative Schedule for YMPO Executive Board Meetings Calendar Year 2020

Date	Location
January 30, 2020	2019 was City of Yuma, Room 190
February 27, 2020	2019 was City of Yuma, Room 190
March 26, 2020	2019 was Yuma Co. Aldrich Auditorium
April 30, 2020	2019 was City of Yuma, Room 190
May 28, 2020	2019 was Cocopah Indian Tribe
June 25, 2020	2019 was Yuma Co. Aldrich Auditorium
July 30, 2020	2019 was Town of Wellton
August 27, 2020	2019 was cancelled
September 24, 2020	2019 was City of Somerton
October 29, 2020	2019 was City of Yuma, Room 190
<del>November 26, 2020</del>	2019, combined with December meeting
December 10, 2020	2019 was City of San Luis

### Notes:

1. All proposed meeting dates are on the last Thursday of each month, except for the November/December meeting and start at 1:30 p.m.
2. November 26, 2020, is Thanksgiving Day and December 26, 2020, is the day after Christmas Day.
3. The Chairperson of the Board may decide to cancel tentatively scheduled meetings, as circumstances dictate.

## Tentative Schedule for YMPO Technical Advisory Committee (TAC) Meetings Calendar Year 2020

Date
January 9, 2020
February 13, 2020
March 12, 2020
April 9, 2020
May 14, 2020
June 11, 2020
July 9, 2020
August 13, 2020
September 10, 2020
October 8, 2020
November 12, 2020
December 10, 2020

**Note:**

1. All proposed meeting dates are on a Thursday. They start at 9:00 a.m. and are held in the Aldrich Auditorium, at the Yuma County Department of Development Services Building at 2351 West 26th Street, Yuma, Arizona 85364.

# **YMPO INFORMATION SUMMARY for Agenda Item 12**

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

**DATE:** November 27, 2019

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

### **SUMMARY:**

This year, during the Board meeting on October 31, 2019, members expressed the preference to continue with the Subcommittee option used to evaluate Mr. Ward's performance during calendar year 2018. The Chairman duly appointed under consensus two members of the Executive Board, Councilmember Thomas and Vice-Mayor Cruz to form the Evaluation Subcommittee. On December 5, 2019, he met with Councilmember Thomas, Vice-Mayor Cruz and Mr. Ward and completed their evaluation of his performance during calendar year 2019.

A copy of the updated evaluation will be distributed to all members of the Board for their review and comment during the Executive Session. The Chairman and members of the Evaluation Subcommittee will be encouraged to provide their opinions of the Director's evaluation and to answer questions from members. Members will also have the opportunity to ask Mr. Ward's direct questions, if they so desire. Mr. Ward has not requested that his evaluation be heard during Executive Session, but the actual review of Mr. Ward's performance and any questions will most likely occur during Executive Session, as members are freer to provide both positive and/or possibly critical comments during a closed session.

Finally, members will also be requested to discuss any adjustments to the salary and/or benefits package as they see fit.

### **PUBLIC INPUT:**

No members of the public have provided any input on this item.

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

**TECHNICAL:** YMPO Staff are scheduled to receive their evaluations in December similar to the Director and adjustments to their salary and benefits packages are scheduled to be implemented as of the first pay period in January 2020.

**POLICY:** The Evaluation Subcommittee option is contained in the informal YMPO Administrative Policy Procedures Manual.

### **ACTION NEEDED:**

Evaluation of Director's performance.

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



At their meeting on October 31, 2019, the Board chose the Subcommittee Evaluation Committee.

**MEMBERS ATTENDING:**

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

\* Members neither present nor represented by proxy.

^ Members not present but was represented by proxy.

On December 5, 2019, the Evaluation Subcommittee met to evaluate Mr. Ward's performance during Calendar Year 2019.

**MEMBERS ATTENDING:**

J. Deal Begay, Jr., Cocopah Indian Tribe, Chairman  
Maria Cruz, San Luis, Secretary/Treasurer  
Edward Thomas, Yuma Co., Member

\* Members neither present nor represented by proxy.

^ Members not present, but was represented by proxy.

**CONTACT PERSON:**

Paul Ward, Executive Director, 928-783-8911

# *You are Invited!*

*Please join us for the*

## **ROBERT A. VAUGHAN EXPRESSWAY**

*celebrating the dedication of*

### *State Route 195 Highway*

### *Thursday, Dec. 12, 2019, at 10:30 a.m.*

The renaming ceremony is in honor of the late Robert A. Vaughan, P.E., the first Executive Director of the Yuma Metropolitan Planning Organization (YMPO), who served from 1983 to 1998, and who was directly involved for several years in planning the currently-titled State Route 195 (also known as the Area Service Highway, or ASH). Bob was instrumental in obtaining the federal, state and local funding for its implementation.

The roadway was formally re-named by the Arizona State Board on Geographic and State Names at their meeting on July 23, 2019. The segment of the roadway concerned is from Yuma County Avenue E, and runs east and then north to Interstate 8 for approximately 20 miles.

Please join us for the dedication ceremony at the  
**City of San Luis City Hall at 1090 East Union Street, San Luis, Arizona, 85349**

A bus is scheduled to transport invitees to the site around 11:00 a.m. for the sign unveiling.

**Please contact Paul Ward, YMPO, or Paul Patane, ADOT, for further information:**

**Paul W. @ 928-783-8911 (office) / 928-615-0205 (cell)**

**Paul P. @ 928-317-2115**

