

EXECUTIVE BOARD REGULAR MEETING AGENDA

Local Governments and Citizens Working Together

**EXECUTIVE BOARD
Regular Meeting
Thursday, March 26, 2020
1:30 P.M.**

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

YMPO EXECUTIVE BOARD

Chair	Martha Garcia, Vice-Mayor, City of Somerton
Vice-Chair	Maria Cruz, Vice-Mayor, City of San Luis
Sec./Treasurer	Martin Porchas, Board of Supervisors, Yuma County
Member	J. Deal Begay, Jr., Vice Chairman, Cocopah Indian Tribe
Member	Cecilia McCollough, Mayor, Town of Wellton
Member	Gary Knight, Councilmember, City of Yuma
Member	Paul Patane, Southwest District Engineer, ADOT
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Karen Watts, Deputy Mayor, City of Yuma
Member	Chris Morris, Councilmember, City of Yuma

A regular electronic meeting of the Executive Board (the Board) of the Yuma Metropolitan Planning Organization (YMPO) will be held on **Thursday, March 26, 2020**, starting at **1:30 p.m. using GoToMeeting Video/Teleconferencing from the YMPO Offices at 502 South Orange Street, Yuma, Arizona, 85364**, to discuss, consider, and/or take action with respect to the items listed below. Members MAY attend in person, if they wish.

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.
De'Laurien McKenzie, Associate Planner, will read a brief message reminding member 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. Due to the revised nature of the meeting, members of the Public are requested to contact YMPO staff to submit any questions that they may have.

4. Consent Agenda.
 - A. Approval of the February 27, 2020 Board Meeting Minutes
 - B. YMPO Income/Expenditure Report for February 2020

A copy of the draft minutes of the previous Board meeting, from February 27, 2020, as well as the Income and Expenditure Reports for February 2020, 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 February 27, 2020, Board meeting and to review, discuss, and acknowledge receipt of the financial report.

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

5. YMPO 2020 Bicycle and Pedestrian Study and Design Standards Final.

The YMPO 2020 Bicycle and Pedestrian Study and Design Standards effort has come to a conclusion. The study first started in January 2019 and all member agencies were consulted during the conduct of the study and the development of the design standards. At their meeting on March 12, 2020, the YMPO Technical Advisory Committee recommended acceptance of the study and the design standards.

This item is on the agenda for information, discussion, and possible action to accept the YMPO 2020 Bicycle and Pedestrian Study and Design Standards - Final Report. An electronic copy of the final report is included as part of this agenda packet and printed copies will be mailed to all members prior to the meeting. Mr. Michael Blankenship, P.E., of Greenlight Traffic Engineering, will present this agenda item.

6. Possible BUILD Grant 2020 for US-95.

Currently, the highest priority for funding within the YMPO region is to improve US-95 between Avenue 9E to Aberdeen Road. Last year, ADOT allocated \$28 million in State funds to design and construct a segment of US-95 between Avenue 9E and the Fortuna Wash Bridge and that project is ongoing. ADOT also developed an application for the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants program for constructing the next segment of US-95, from the bridge to past the Gila River. Unfortunately, the application was not successful. This year, during monthly discussions between YMPO and ADOT staff, the staff at ADOT identified possible improvements to the

application that may result in a more positive outcome. It was suggested that if additional data could be developed and included, a revised application might result in a more positive outcome.

This item is on the agenda for information, discussion, and possible action regarding Mr. Ward's hiring of a consultant company to assist ADOT in applying for the 2020 BUILD Grant for US-95. Mr. Ward will present this subject and further information is available in an Information Summary that is included as Item 6.

7. Unified Planning Work Program (UPWP) - Amendment #2.

The FY 2020-21 UPWP was approved by the YMPO Board at the Special Executive Board meeting on May 16, 2019, and Amendment #1 was approved on December 12, 2019. Since that time, YMPO has been informed that a Federal TA 5304 Grant would not be forthcoming to help fund the Long-Range Transportation Plan (LRTP) Update, so staff is looking at the backup plan - utilizing some Surface Transportation Block Grant Program (STBG) funds for the LRTP effort. As indicated in the previous agenda item, YMPO and ADOT staff have also developed a separately, locally funded option to assist ADOT staff to re-apply for the BUILD Grant for US-95 and this needs to be added to the UPWP. To accomplish these changes, Amendment #2 to the FY 2020-2021 UPWP is being requested.

This item is on the agenda for information, discussion, and/or possible action to approve Amendment #2 to the FY 2020-21 UPWP and FY 2020 Annual Budget. Ms. Figueroa, YMPO Executive Assistant and Accountant II, will present this item and further information is provided in an Information Summary that is included as Item 7.

8. FY 2020-24 YMPO Transportation Improvement Program - Amendment #1

The FY 2020-2024 YMPO Transportation Improvement Program (TIP) was approved by the Executive Board at their meeting on June 27, 2019. Since that time, YMPO member agencies have requested changes to some of the Federally funded projects listed in the TIP and YMPO staff have requested to allocated some Surface Transportation Block Grant Program (STBG) funds to use on the Long-Range Transportation Plan in the Unified Planning Work Program (UPWP).

This item is on the agenda for information, discussion, and/or possible action to approve Amendment #1 to the FY 2020-24 YMPO TIP to exchange Federal funds between phases of a project and to add funds to the YMPO UPWP for the Long-Range Transportation Plan Update. Mr. Gutierrez will present this subject and further information is available in an Information Summary that is included as Item 8.

9. Central Arizona Governments (CAG) Loan - Repayment

At their meeting in February 2019, the Executive Board authorized Mr. Ward to loan the CAG up to \$150,000 to help with their cash flow following the close down of the Federal government in early 2019. The loan was executed in April 2019. Repayment of that amount is now due and a representative from the Central Arizona Governments (CAG) will present to the YMPO Executive Board on the status of the Loan and the repayment.

This item is on the agenda for information and discussion. Mr. Ward will initially present this agenda item and no action is anticipated.

10. Steps to Achieve the 2020 Census.

YMPO staff will give a brief update on recent efforts made by member agencies and upcoming events with regard to the Decennial Census.

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

11. Future YMPO Meetings.

Due to the risks to public health caused by the possible spread of the Coronavirus (COVID-19) at public gatherings, YMPO has determined that, until further notice, all public meetings will be held, and will only be open to the public, through technological means. Currently, this determination is that of the Chair of the Executive Board and Mr. Ward. This determination closely follows the March 13, 2020, Opinion issued by Arizona Attorney General Mark Brnovich.

The YMPO will provide a special advance notice of the technological means through which YMPO public meetings may be accessed. While this Special Notice is in effect, public comment at meetings will only be accepted through written submissions which, if they are submitted by the appropriate time, may be read aloud during meetings.

This item is on the agenda for information, discussion, and/or possible action to set a new, temporary, YMPO Policy for Public Involvement at YMPO meetings to hold all future meetings by technological means, until further notice. Mr. Ward will present this agenda item. The technological means and the anticipated length of the Policy will be discussed, and the Board may decide to act.

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

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

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

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

12. Possible Future Agenda Items.

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

- A. FY 2018-2019 Audit
- B. Actual Repayment of CAG Loan
- C. Title VI Approval
- D. Possible future property status
- E. Future Regional Transportation Funds update

13. Progress Reports.

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

- A. Mar 2 - BUILD Grant 2020 Action Plan meeting.
- B. Mar 3 - Federal Transportation Reauthorization teleconference.
- C. Mar 4 - Budget meeting (HOPE) ?
- D. Mar 4 & 5 - State STSP Emphasis Area meetings.
- E. Mar 5 - TAC agenda to members.
- F. Mar 9 - RTAC meeting (League Building, Phoenix).
- G. Mar 9 - ADOT/YMPO Coordination meeting.
- H. Mar 9 - IMCP meeting.
- I. Mar 10 - Discuss BUILD Grant with Wilson & Co (CG)
- J. Mar 11 - Paul returned to work.
- K. Mar 11 - YMPO BUILD Grant meeting.
- L. Mar 12 - TAC meeting.
- M. Mar 12 - RTP Discussion with Greenlight.
- N. Mar 12 - Special YMPO meeting (Approve BUILD Grant).
- O. Mar 13 - YCIPTA/YMPO SRTP Kick-Off meeting (PW, CG, MR).
- P. Mar 16 - CTS meeting (Census and Population - PW).
- Q. Mar 16-18 - FHWA Title VI Training (cancelled).
- R. Mar 17 - EB agenda to New Chair only.

- S. Mar 19 - Title VI On-Site Compliance Review Action Plan.
- T. Mar 20 - AZSTB meeting (Marana).
- U. Mar 23 - ADEQ Regional Haze Stakeholder's meeting.
- V. Mar 23 - YCIPTA Board meeting.

14. Adjournment.

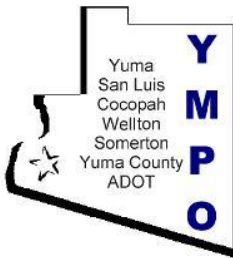
Notice: In accordance with the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability, in the admission of, or access to, or treatment or employment in, its programs, activities, or services. If you have any questions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

Anticipated Future 2020 Meeting Locations

The following meetings **MAY** be held electronically, depending on the Coronavirus situation. Further information will be provided and the location **MAY** change.

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

May 28, 2020 Cocopah Indian Tribe Resort & Conference Center, Shell Room,
15268 South Avenue B, Somerton, Arizona 85364.



EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, February 27, 2020
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 YMPO Executive Board (the Board) meeting to order at 1:33 p.m. He called on City of Yuma Councilmember Gary Knight 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
Vice-Chair	Martha Garcia, Vice-Mayor, City of Somerton
Secretary/Treasurer	Maria Cruz, Vice-Mayor, City of San Luis *
Member	Gary Knight, Councilmember, City of Yuma
Member	Paul Patane, ADOT SW District Engineer
Member	Martin Porchas, Supervisor, Yuma County
Member	Edward Thomas, Councilmember, City of Yuma
Member	Karen Watts, Deputy Mayor, City of Yuma
Member	Chris Morris, Councilmember, City of Yuma

YMPO Executive Board Members Absent:

Member	Cecilia McCollough, Mayor, Town of Wellton
Member	Lynne Pancrazi, Supervisor, Yuma County

* Participated by telephone

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

YMPO Staff Present:

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

Additional Attendees

Gene Dalbey Yuma Regional Bicycle Coalition

Declaration of Votes.

No declarations were made.

3. Title VI Declaration and Call to the Public

Charles Gutierrez, Senior Planning/Mobility Manager, read the YMPO Title VI obligations. No members of the public addressed the Board.

4. Consent Agenda

- A. Approval of the January 30, 2020, Board Meeting Minutes.
- B. YMPO Income/Expenditure Report for November and January 2020.

MOTION: Councilmember Knight moved to approve the consent agenda, as presented. Supervisor Porchas seconded, and the consent agenda was unanimously approved.

5. Election of Executive Board Officers – Calendar Year 2020

The Chairman informed the Board that, during the previous Board meeting, Vice-Mayor Martha Garcia assumed the position of Vice-Chair and consequently followed the rotation process outlined in the YMPO By-Laws.

MOTION: Councilmember Knight moved to confirm the rotation of the YMPO Secretary/Treasurer Maria Cruz to the Vice-Chair position and Vice-Chair Garcia to the Chair position. Councilmember Morris seconded, and the rotation was approved.

Chairman Begay opened nominations for the vacant Secretary/Treasurer position.

MOTION: Councilmember Knight nominated Supervisor Porchas for the Secretary/Treasurer position considering the historical rotation of member agencies, Supervisor Porchas accepted, Vice-Chair Garcia seconded, and the motion was unanimously approved.

6. Calendar Year 2020 Election of YMPO Subcommittee Members and Identification of Officials for Attending STB and RTAC meetings.

The Chair called on Board members for nominations of YMPO representative to attend future State Transportation Board (STB), Rural Transportation Advisory Council (RTAC), and the YMPO Audit Committee.

A. RTAC Representative and Alternates

Vice-Mayor Ramos expressed her interest to remain the RTAC Representative.

MOTION: Councilmember Knight nominated Vice-Mayor Ramos as the RTAC representative. Councilmember Morris seconded, and the motion was unanimously approved.

MOTION: Councilmember Knight nominated Mayor McCollough as the RTAC Alternate, Vice-Chairman J. Deal Begay seconded, and the motion was unanimously approved. Mayor McCollough was not present to accept the nomination, but she is an existing member of the RTAC, and Mr. Knight suggested she is most likely willing to remain as an Alternate.

B. YMPO State Transportation Board Representative and Alternate

MOTION: Councilmember Knight nominated Councilmember Morris as the STB Representative. Supervisor Porchas seconded, and the motion was unanimously approved.

MOTION: Councilmember Knight nominated Deputy Mayor Watts as the STB Alternate. Vice-Mayor Ramos seconded, and the motion was unanimously approved.

C. Election of the Audit Committee members

The Secretary/Treasurer automatically becomes the Chairperson of the YMPO Audit Committee, in this case, the newly elected Supervisor Porchas.

MOTION: Supervisor Porchas nominated Mayor McCollough as an Audit Committee member. ADOT Southwest District Engineer Patane seconded, and the motion was unanimously approved. Mayor, McCollough was not present to accept the nomination.

MOTION: Supervisor Porchas also nominated Supervisor Pancrazi as an Audit Committee member. Councilmember Knight seconded, and the motion was unanimously approved. Supervisor Pancrazi was not present to accept the nomination, but she had expressed at a prior meeting her interest to remain as a member.

7. BUILD Grant 2020: US-95

Mr. Gutierrez informed the Board that the United States Department of Transportation (USDOT) published a Notice of Funding Opportunity (NOFO) to apply for fiscal year 2020 discretionary grant funding through the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants Program. In 2019, at the request of YMPO, a BUILD Grant application was submitted for the U.S. 95 but was turned down due to a low benefit/cost ratio. The YMPO region is looking to ADOT to reapply for funding for US-95 from the Fortuna Wash Bridge to Aberdeen Road. If not ADOT, then the regional effort might be either from Yuma County or City of Yuma as the

sponsor. Mr. Gutierrez expressed that various members of the community are in support of the effort hiring an engineering consultant would be necessary to do the pre-work for BUILD Grant data gathering efforts for the application process. Mr. Gutierrez asked the Board for the support and approval to use local funds to hire a consultant, if needed.

MOTION: Councilmember Knight moved to approve the recommended action for the Executive Director to hire a consultant to do the Pre-Work and write the application for the BUILD Grant, Deputy Mayor Watts seconded, and the motion was unanimously approved.

8. Steps to Achieve the 2020 Census

Mr. Gutierrez informed the Board that the State has developed a website for the 2020 Census and it's the first year that individuals are able to submit information online. He reported that flyers and door-hangers will be distributed to reach the public. Mr. Gutierrez mention he will maintain the Board informed in the efforts for the 2020 Census.

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

- A. Staff Reports.
- B. TAC Minutes.
- C. Conference Updates, Mr. Gutierrez informed the Board that the 2021 RTS Conference be hosted in Yuma.
- D. MPO/COG Director/Planner Meetings.
- E. Rural Transportation Advocacy Council activities.
- F. Projects - Economic Development and Transportation.

10. 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 TIP Amendment
- B. Possible UPWP Amendment
- C. FY 2018-2019 Audit
- D. Repayment of CAG Loan
- E. Title VI Approval
- F. Possible future property status
- G. Future Transportation Funds update

11. Progress Reports.

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

- A. Feb 4 – Pavement Management Study Kick-off Pre-Meeting with KHA, Charles Gutierrez and De'Laurien McKenzie participated.

- B. Feb 5 – Port of Entry I Discussions in San Luis, Paul Ward and Charles Gutierrez attended.
- C. Feb 7 – MPO/COG Planner’s Meeting, Charles Gutierrez and De’Laurien McKenzie attended.
- D. Feb 7 – Mobility Management Meeting, Charles Gutierrez attended.
- E. Feb 7 – ADOT/MPO/COG Working Group, Paul Ward, Crystal Figueroa, Charles Gutierrez attended.
- F. Feb 10 – ADOT/YMPO Coordination Meeting, Paul Ward and Charles Gutierrez attended.
- G. Feb 11 - First Aid/CPR Class, Melissa Ramos and De’Laurien McKenzie attended.
- H. Feb 11 - ACIS Training, Charles Gutierrez attended.
- I. Feb 11 - ADOT/YMPO TIP Meeting in Phoenix, Charles Gutierrez attended.
- J. Feb 18 – City of Yuma’s ITS Kick-Off, Charles Gutierrez attended.
- K. Feb 24 – YMPO Chair Orientation, Charles Gutierrez and Crystal Figueroa attended.
- L. Feb 25 – COG/MPO Director’s Meeting, Charles Gutierrez attended.
- M. Feb 27 – ITE Conference Presentation, De’Laurien McKenzie attended.

15. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:23 p.m.

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Preparation and Approval of Minutes:

Minutes prepared by:

Crystal Figueroa, Executive Assistant
and Accountant II, YMPO

Minutes reviewed to form by:

Minutes approved in regular session on
March 26, 2020

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

Vice-Mayor Martha Garcia,
Chair, YMPO Executive Board

Yuma Metropolitan Planning Organization
Revenue & Expense Budget Performance
February 2020

	Feb 20	Jul '19 - Feb 20	YTD Budget	% of Budget
Income				
4000 · ADOT Grant				
4001 · PL	36,984.73	113,339.83	485,746.00	23.33%
4002 · SPR	21,070.27	65,833.53	275,073.00	23.93%
4003 · HSIP	8,737.99	33,074.03	33,074.00	100.0%
Total 4000 · ADOT Grant	66,792.99	212,247.39	793,893.00	26.74%
4010 · FTA Grant				
4020 · 5303/5305	16,342.90	48,038.67	181,285.00	26.5%
4021 · 5304	0.00	0.00	255,000.00	0.0%
Total 4010 · FTA Grant	16,342.90	48,038.67	436,285.00	11.01%
4050 · ADEQ Grant	0.00	0.00	10,000.00	0.0%
4055 · 5310 Funds				
4051 · 5310 -Saguaro Foundation	0.00	5,000.00	5,000.00	100.0%
4055 · 5310 Funds - Other	13,715.90	30,140.75	66,425.00	45.38%
Total 4055 · 5310 Funds	13,715.90	35,140.75	71,425.00	49.2%
4200 · YMPO UPWP Dues	0.00	80,404.81	80,404.81	100.0%
4400 · Interest Income	758.19	21,232.96	23,000.00	92.32%
4600 · Charges for Services				
4904 · Traffic Count Revenue	0.00	9,985.22	9,985.22	100.0%
Total 4600 · Charges for Services	0.00	9,985.22	9,985.22	100.0%
Total Income	97,609.98	407,049.80	1,424,993.03	28.57%
Gross Profit	97,609.98	407,049.80	1,424,993.03	28.57%
Expense				
5110 · Payroll Expenses				
5111 · Fringe Benefits	2,213.60	16,024.02	29,306.00	54.68%
5112 · Part Time Staff-Salaries				
5133 · Part Time Staff-Salaries- Local	1,759.88	4,899.71	7,323.00	66.91%
5112 · Part Time Staff-Salaries - Other	4,592.36	20,570.10	87,411.00	23.53%
Total 5112 · Part Time Staff-Salaries	6,352.24	25,469.81	94,734.00	26.89%
5113 · Full Time Staff-Salaries	22,657.93	184,624.93	382,076.00	48.32%
5115 · Health Insurance-ER Portion	3,940.00	31,520.00	47,280.00	66.67%
5116 · ASRS	2,974.20	23,557.10	48,773.00	48.3%
5117 · Workman's Comp Insurance	0.00	1,470.00	1,485.00	98.99%
5118 · FUTA Payroll Expense	76.44	327.97	546.00	60.07%
5120 · Life Insurance	130.00	1,170.00	1,560.00	75.0%
Total 5110 · Payroll Expenses	38,344.41	284,163.83	605,760.00	46.91%
5123 · Consulting Services				
5134 · Contractual-Local	0.00	20,645.92	35,633.00	57.94%
5123 · Consulting Services - Other	5,650.00	110,560.38	602,705.00	18.34%
Total 5123 · Consulting Services	5,650.00	131,206.30	638,338.00	20.55%
5124 · Staff Training/Education	0.00	325.00	6,914.00	4.7%
5125 · Audit Services	0.00	12,000.00	23,352.00	51.39%
5126 · Payroll Processing Fees	330.61	2,267.44	4,500.00	50.39%
5128 · Accounting Services	0.00	0.00	23,500.00	0.0%
5129 · Public Participation	0.00	0.00	1,000.00	0.0%
5130 · Reimbursement of Expenses	0.00	0.00		
5131 · Data Process, Software, Hardware	0.00	1,952.61	15,000.00	13.02%
5132 · Furniture and Equipment	0.00	566.88	4,000.00	14.17%
5140 · Legal	137.50	2,127.50	6,776.00	31.4%
5150 · IT Support	0.00	0.00	900.00	0.0%
5151 · Building, Contents Insurance	0.00	4,145.54	4,550.00	91.11%
5152 · Equipment Maintenance	0.00	605.31	650.00	93.13%

Yuma Metropolitan Planning Organization
Revenue & Expense Budget Performance
February 2020

	Feb 20	Jul '19 - Feb 20	YTD Budget	% of Budget
5153 · Office Supplies	156.65	1,182.46	5,153.00	22.95%
5154 · Postage	17.21	127.21	800.00	15.9%
5155 · Printing	0.00	530.26	1,000.00	53.03%
5157 · Publications, Subscriptions	0.00	294.77	1,500.00	19.65%
5158 · Registration Fees	0.00	3,280.00	5,158.00	63.59%
5159 · Special Meetings	0.00	205.79	4,000.00	5.15%
5160 · Telecommunications	700.62	5,954.86	11,000.00	54.14%
5162 · Vehicle Insurance	0.00	4,595.22	6,000.00	76.59%
5163 · Vehicle Maint., Repairs, Parts	0.00	207.41	3,000.00	6.91%
5164 · YMPO Memberships & Dues	750.00	2,630.00	3,500.00	75.14%
5165 · Finance Charges and Interest	34.50	90.00	500.00	18.0%
5166 · Website Maintenance	0.00	528.75	2,000.00	26.44%
5167 · Miscellenous Consumables	21.74	684.49	2,000.00	34.23%
5169 · Miscellaneous-Expense	0.00	516.14	4,000.00	12.9%
5171 · Alarm System	0.00	389.00	497.00	78.27%
5172 · Lease	0.00	14,644.80	32,000.00	45.77%
5173 · Electric Bill	528.00	4,226.32	9,000.00	46.96%
5174 · Grounds Maintenance	160.00	1,480.00	2,700.00	54.82%
5175 · Janitorial	300.00	2,625.00	4,500.00	58.33%
5179 · Office Building Repairs				
5181 · Pest Control	0.00	288.00	500.00	57.6%
5179 · Office Building Repairs - Other	0.00	69.04	1,000.00	6.9%
Total 5179 · Office Building Repairs	0.00	357.04	1,500.00	23.8%
5182 · Sewer & Water	58.33	764.94	1,300.00	58.84%
5190 · Travel - Local & Outside County	1,438.00	13,910.56	20,000.00	69.55%
5191 · T530- Traffic Count Fuel	0.00	1,059.21	4,000.00	26.48%
5630 · T530 Traffic Count Equipment				
5631 · T530-Local COY Materials	0.00	0.00	1,088.00	0.0%
5630 · T530 Traffic Count Equipment - Other	36.79	3,057.88	3,575.00	85.54%
Total 5630 · T530 Traffic Count Equipment	36.79	3,057.88	4,663.00	65.58%
Total Expense	48,664.36	502,702.52	1,465,011.00	34.31%
Net Ordinary Income	48,945.62	-95,652.72	-40,017.97	239.02%
Other Income/Expense				
Other Income				
4900 · In-Kind Match Revenue	5,638.90	61,588.01	227,056.00	27.13%
Total Other Income	5,638.90	61,588.01	227,056.00	27.13%
Other Expense				
9200 · In-Kind Match Expenses	5,638.90	61,588.01	216,276.00	28.48%
Total Other Expense	5,638.90	61,588.01	216,276.00	28.48%
Net Other Income	0.00	0.00	10,780.00	0.0%
Net Income	48,945.62	-95,652.72	-29,237.97	327.15%

10000 - Wells Fargo - YMPO General Account	\$68,917.88
10009 - Wells Fargo - YMPO Payroll Account	\$7,010.83
10100 - Yuma County Treasurer - YMPO Account	\$1,510,092.52
	\$1,586,021.23

YMPO INFORMATION SUMMARY for Agenda Item #5

2020 YMPO Bicycle and Pedestrian Study and Design Standards

DATE: March 19, 2020

SUBJECT: 2020 YMPO Bicycle and Pedestrian Study and Design Standards - Final Report.

SUMMARY:

The YMPO Bicycle and Pedestrian Study and Design Standards first kicked-off in January 2019 and all member agencies were consulted during the conduct of the study and the development of the design standards. The main aim of the study has been to encourage YMPO member agencies to offer opportunities for bicyclists and pedestrians to use those transportation modes as a transportation option. The possible benefit to recreational users is a welcome additional outcome, but was not the aim of the study.

The various civil engineering books and documents that help guide the development of bicycle and pedestrian construction throughout the US are excellent, but sometimes offer too many options for designers, engineers, and decision-makers. As a result, a regional guideline was seen as a way to, maybe, gain some form of consistency within the YMPO region when it comes to conceiving and designing such facilities.

Mike Blankenship, Greenlight Traffic Engineering, will present the 2020 YMPO Bicycle and Pedestrian Study and Design Standards. At their meeting on March 12, 2020, this document was presented to the YMPO Technical Advisory Committee, and the TAC unanimously recommended acceptance of the study and the design standards. Comments will still be accepted by the consultants and, if necessary, YMPO staff will collate any future comments and publish them in an appendix to the Study during the next several months.

PUBLIC INPUT:

Hundreds of comments from members of the public and other interested parties have been submitted, have been addressed and are included in the Study.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The YMPO is, primarily, a transportation planning agency, and is tasked with providing regional studies, similar to the Study in question. The YMPO regional Bicycle and Pedestrian Design Standards are provided for guidance to member agencies and are not intended as any type of required standard or guideline.

POLICY: YMPO policies do not require member agencies to conform to any regional design standards for such facilities.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to accept the YMPO 2020 Bicycle and Pedestrian Study and Design Standards - Final Report.

CONTACT PERSON:

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

YMPO INFORMATION SUMMARY for Agenda Item #6

Possible BUILD Grant for US-95

DATE: March 18, 2020.

SUBJECT: Possible BUILD Grant 2020 for US-95.

SUMMARY:

Currently, the highest priority for funding within the YMPO region is to improve US-95 between Avenue 9E to Aberdeen Road. Last year, ADOT allocated \$28 million in State funds to design and construct a segment of US-95 between Avenue 9E and the Fortuna Wash Bridge and that project is ongoing. ADOT also developed an application for the Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants program for constructing the next segment of US-95, from the bridge to past the Gila River. Unfortunately, the application was not successful.

This year, during monthly discussions between YMPO and ADOT staff, the staff at ADOT suggested that, with further study, possible improvements to the application may result in a more positive outcome. It was suggested that if additional data could be developed and included, a revised application might result in a more positive outcome.

YMPO sought the services of a company that is on the ADOT On-Call list for Transportation Planning Services and has negotiated with Wilson and Company a Letter of Agreement, with a not-to-exceed cost of \$25,000 to carry out the work necessary.

At their last meeting, the Board authorized staff to seek an engineering consultant to carry out the necessary research. Due to the extremely short time frame for taking action, Mr. Ward has already authorized a Letter of Agreement with Wilson and Company.

PUBLIC INPUT:

There has been no input from members of the public regarding this item.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: Such work efforts are usually included in the Unified Planning Work Program (UPWP) and Annual Budget prior to procurement of the work. The UPWP Amendment that is part of this agenda packet contains the request to increase the Special Projects line item budget by up to \$15,000, from \$10,000 to \$25,000 for authorization for this effort.

POLICY: Current YMPO guidelines require any procurements between \$15,000 and \$50,000 to obtain three written quotes. The funds being committed are local funds and will NOT be reimbursed with federal funds, so federal procurement does not apply.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action regarding Mr. Ward's hiring of Wilson and Company to assist ADOT in applying for the 2020 BUILD Grant for US-95.

CONTACT PERSON:

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

YMPO INFORMATION SUMMARY for Agenda Item 7

FY 2020-21 YMPO Unified Planning Work Program Amendment #2

DATE: March 18, 2020.

SUBJECT: FY 2020-21 YMPO Unified Planning Work Program (UPWP) Amendment #2.

SUMMARY:

Every two years, the YMPO develops the UPWP and Annual Budget in steps over a several month time frame, in conjunction with member agency and public input. The Executive Board originally approved the current FY 2020-21 UPWP on May 16, 2019. This approval was based on expectations of future funding. One of the major work items that all MPOs are required to carry out is a periodic update of the Long-Range Transportation Plan (LRTP, also known as the Metropolitan (or Regional) Transportation Plan, MTP or RTP).

During development of the current YMPO UPWP, it was anticipated that a Federal Transit Administration (FTA) Grant of approximately \$160,000 in FTA 5305 Planning funds would be received, but this grant was unsuccessful. As a result, to make up for the loss in 5305 funds, YMPO is requesting to use some Surface Transportation Block Grant (STBG) funds to fund the LRTP Update, which is anticipated to cost approximately \$350,000. Other changes to studies already underway have resulted in the request to transfer \$265,000 of STBG funds to the FY 2020-21 UPWP for the LRTP Implementation that will start in a matter of months.

This Amendment also includes a request for an additional \$15,000 in local funds to hire a consultant company to assist ADOT in submitting the current BUILD Grant for US-95 and some deferrals of studies from FY 2020 to FY 2021. Further details are shown on a Staff Report Memorandum that is attached to this Information Summary.

PUBLIC INPUT:

No members of the public have commented on this request, to date.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: If the STBG funds are not allocated, member entity dues may have to be increased and/or some non-essential studies may have to be delayed or deleted.

POLICY: A portion of Title 23, Code of Federal Regulations (CFR) §450.324, is attached, which describes the requirement for YMPO to complete the development of a such a long-range metropolitan transportation plan. It is included for those members that have trouble getting to sleep at night.

ACTION NEEDED:

This item is on the agenda for review, discussion, and/or possible action to approve Amendment #2 to the current FY 2020-21 UPWP.

CONTACT PERSON:

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

The following paragraphs and sub-paragraphs are taken from Total 23 Code of Federal regulations (CFR), Part 450.324 as they pertain to the development of the Long-Range (Metropolitan) Transportation Plan. The complete section fills two pages and is available from the YMPO offices upon request.

§450.324 Development and content of the metropolitan transportation plan.

(a) The metropolitan transportation planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date. In formulating the transportation plan, the MPO shall consider factors described in §450.306 as the factors relate to a minimum 20-year forecast period. In nonattainment and maintenance areas, the effective date of the transportation plan shall be the date of an [air quality] conformity determination issued by the FHWA and the FTA. In attainment areas, the effective date of the transportation plan shall be its date of adoption by the MPO.

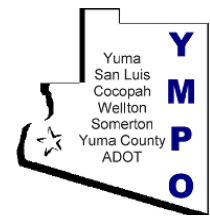
(c) The MPO shall review and update the transportation plan at least every 4 years in air quality nonattainment and maintenance areas and at least every 5 years in attainment areas to confirm the transportation plan's validity and consistency with current and forecasted transportation and land use conditions and trends and to extend the forecast period to at least a 20-year planning horizon. In addition, the MPO may revise the transportation plan at any time using the procedures in this section without a requirement to extend the horizon year. The MPO shall approve the transportation plan (and any revisions) and submit it for information purposes to the Governor. Copies of any updated or revised transportation plans must be provided to the FHWA and the FTA.

(d) In metropolitan areas that are in nonattainment for ozone or carbon monoxide, the MPO shall coordinate the development of the metropolitan transportation plan with the process for developing transportation control measures (TCMs) in a State Implementation Plan (SIP).

Yuma Metropolitan Planning Organization

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*Local Governments and
Citizens Working Together*

TO: Paul Ward, Executive Director

FROM: Crystal Figueroa, Accountant II

Date: March 19, 2020

RE: Amendment #2 to the Fiscal Year 2020-21 YMPO Unified Planning Work Program (UPWP) and Annual Budget, changes pertain to FY 2020 only.

The following is a list of the changes being requested to the FY 2020 of the FY 2020-21 YMPO UPWP under UPWP Amendment # 2:

1. Reduced FY 20 5305e Funds from \$255,000 by \$160,000, to \$95,000 due to discretionary funds not granted.
2. YMPO is requesting to replace 5305e funds with STBG Funds for the development of the FY 2022-2045 YMPO (LRTP).
3. Programed \$15,787.47 Local funds under T-500 Special Project to hire consultant for Technical Assistance for US-95 2020 BUILD Grant Application.
4. ITS Framework funds are not required in FY20; transferred \$35,000 of PL Funds and \$10,000 of SPR Funds to T-308 for the Pavement Management System Study.
5. POE Study is being reduced to \$32,254 from \$40,000 in FY 20.
6. The Freight Study is being deferred to FY 21.

The amount of the total (Federal & State Funds) budget for FY 2020 has increased from \$1,311,603 to \$1,416,603, which represents a total decrease of \$105,000.

FY 2020-21 YMPO Unified Planning Work Program

Amendment #2, Financial Tables (FY 2020 Only)

Table One - Detail of Federal, State and Local Funding Sources	
State Funds	
Agency	
ADEQ	\$10,000
FY 2019 Carried Forward (CF) Federal Funds	
SPR Funds	\$100,073
PL Funds	\$170,169
5305d	\$87,738
5305e	\$95,000
HSIP	\$33,074
5310	\$21,425
FY 2020 New Federal Funds	
ADOT/SPR	\$175,000
ADOT/PL	\$315,577
STBG Funds	265,000
5310 Funds	\$50,000
FTA 5305d Grant 23 (Oct 1, 2019-Sept 30, 2020)	\$93,547
Sub Total Federal & State	\$1,416,603
Local Area Funds (YMPO FUNDS)	
YMPO Local Contributions	\$57,421
City of Yuma Traffic Count	\$8,321
Sub Total Local	\$65,742
In-Kind 2020 (Match for SPR/PL/FTA)	
Agency: Yuma County Services/TAC/Func Class/ SRTP/ Other YMPO planning by TAC Members	\$203,074
Sub Total In-Kind	\$203,074
Total Available	\$1,685,420

Tables Two and Three: Expenses by Work Elements and Categories

	WORK ELEMENT	EXPENSES				TOTAL COSTS
		Salaries & Benefits	Direct Expenses	Match	Local	
I.	ADMINISTRATION	\$117,569	\$205,939	\$49,113	\$6,000	\$378,622
II.	DATA COLLECTION / AIR QUALITY	\$20,655	\$0	\$644	\$24,580	\$45,880
III.	TRANSPORTATION IMPROVEMENT PROGRAM	\$137,342	\$95,000	\$45,321		\$227,663
IV.	REGIONAL PLANNING	\$38,172	\$94,307	\$26,847		\$159,325
V.	SPECIAL PROJECT PLANNING	\$125,601	\$60,957	\$23,438	\$34,108	\$244,105
VI.	LONG RANGE TRANSPORTATION PLANNING	\$18,635	\$370,016	\$27,718	\$1,053	\$417,423
VII.	PUBLIC PARTICIPATION PLAN	\$17,477	\$0	\$2,878		\$20,355
VIII.	PUBLIC TRANSPORTATION	\$14,494	\$95,000	\$26,537		\$136,031
IX.	ENVIRONMENTAL OVERVIEW	\$2,512	\$0	\$152		\$2,663
X.	CAPITAL EXPENDITURES	\$2,926	\$0	\$427		\$3,353
TOTAL		\$495,384	\$921,219	\$203,074	\$65,742	\$1,685,419

	WORK ELEMENT	Travel & Training	Contractual	Supplies	M&O	Technology	Membership	TOTAL
I.	ADMINISTRATION	\$26,914	\$46,852	\$9,800	\$100,973	\$17,900	\$3,500	\$205,939
II.	DATA COLLECTION / AIR QUALITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
III.	TRANSPORTATION PROGRAM	\$0	\$95,000	\$0	\$0	\$0	\$0	\$95,000
IV.	REGIONAL TRANSPORTATION PLANNING	\$0	\$94,307	\$0	\$0	\$0	\$0	\$94,307
V.	SPECIAL PROJECT PLANNING	\$0	\$53,382	\$7,575	\$0	\$0	\$0	\$60,957
VI.	LONG RANGE PLANNING	\$0	\$370,016	\$0	\$0	\$0	\$0	\$370,016
VII.	PUBLIC PARTICIPATION PLAN	\$0	\$0	\$0	\$0	\$0	\$0	\$0
VIII.	PUBLIC TRANSPORTATION	\$0	\$95,000	\$0	\$0	\$0	\$0	\$95,000
IX.	ENVIRONMENTAL OVERVIEW	\$0	\$0	\$0	\$0	\$0	\$0	\$0
X.	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL		\$26,914	\$754,557	\$17,375	\$100,973	\$17,900	\$3,500	\$921,219

Table 2A: FY 2019-2020 YMPO UPWP; Budget Detail - Work Task by Fund Type

#	TITLE	PL		SPR		FTA						HSIP/ADEQ/STBG		Local	Totals
		Funds	In-kind	Funds	In-kind	5305d	In-kind	5305e	In-kind	5310	In-kind	Funds	In-kind		
100	Administration and Management	\$167,571	\$10,129	\$120,667	\$30,167	\$35,271	\$8,818							\$6,000	\$378,622
200	Air Quality Conformity	\$10,655	\$644									\$10,000		\$24,580	\$45,880
300	FY 2020-2024 TIP	\$4,649	\$281	\$1,223	\$306	\$6,362	\$1,590								\$14,411
302	Transportation Enhancement - AZ & CA	\$2,570	\$155	\$723	\$181	\$324	\$81								\$4,034
304	Intelligent Transportation Systems (ITS)	\$1,228	\$74	\$526	\$132	\$1,755	\$439								\$4,155
305	Goods/Freight/Rail Planning	\$5,877	\$355	\$1,763	\$441	\$4,114	\$1,028								\$13,578
307	Cross Border/Trade Corridor Planning	\$2,163	\$131	\$2,858	\$715	\$2,704	\$676								\$9,247
308	HPMS	\$40,008	\$2,418	\$55,000	\$13,750										\$111,176
309	Transportation Coordination	\$10,844	\$655	\$16,225	\$4,056					\$71,425	\$17,856				\$121,063
400	Regional Planning	\$12,975	\$784	\$1,790	\$448	\$53,238	\$13,310								\$82,545
401	Review/Update Socio-Economic File	\$2,459	\$149	\$702	\$175	\$349	\$87								\$3,921
404	Port of Entry Planning	\$3,881	\$235	\$34,011	\$8,503	\$2,638	\$660								\$49,927
405	Linking Trans/Land Use/ED/Tourism	\$6,844	\$414	\$1,579	\$395	\$2,106	\$526								\$11,864
406	Coordination with ADOT Studies	\$6,935	\$419	\$991	\$248	\$1,981	\$495								\$11,069
500	Special Projects Planning	\$1,702	\$103	\$1,393	\$348									\$28,787	\$29,334
520	Traffic Count Program	\$65,744	\$3,974	\$12,134	\$3,033	\$36,695	\$9,174							\$7,233	\$137,986
530	Traffic Count Equipment	\$3,159	\$191	\$7,926	\$1,981									\$1,088	\$14,345
540	Traffic Engineering/Planning Assistance	\$3,241	\$196	\$810	\$203										\$4,450
560	Traffic Safety	\$7,443	\$450	\$1,752	\$438							\$33,074	\$1,999		\$45,157
570	GIS/Transportation Planning	\$8,039	\$486	\$1,148	\$287	\$2,297	\$574								\$12,832
600	Long Range Transportation Planning	\$75,338	\$4,554			\$21,481	\$5,370					\$265,000	\$16,018		\$387,761
601	Federal/State/Local Legislation	\$25,023	\$1,513											\$1,053	\$27,589
602	Small Community Assistance	\$995	\$60	\$347	\$87	\$467	\$117								\$2,072
700	Public Participation Plan	\$7,864	\$475	\$5,243	\$1,311	\$4,369	\$1,092								\$20,355
800	Public Transportation Planning (Transit)	\$4,415	\$267	\$4,943	\$1,236	\$5,136	\$1,284	\$95,000	\$23,750						\$136,031
900	Environmental Overview	\$2,512	\$152												\$2,663
1000	Capital Expenditures	\$1,609	\$97	\$1,317	\$329										\$3,353
	TOTAL	\$485,745	\$29,361	\$275,073	\$68,768	\$181,285	\$45,321	\$95,000	\$39,768	\$71,425	\$17,856	\$308,074	\$1,999	\$65,742	\$1,685,419

YMPO INFORMATION SUMMARY for Agenda Item #8

FY 2020-2024 YMPO TIP Amendment #1

DATE: March 19, 2020

SUBJECT: FY 2020- 2024 YMPO TIP Amendment #1

SUMMARY:

The FY 2020-2024 YMPO Transportation Improvement Program (TIP) was approved by the YMPO Executive Board in June 2019, and was submitted to ADOT in January 2020 for approval by the Governor and inclusion into the State TIP. All data has been submitted and submitted to the Electronic STIP (ESTIP).

The City of Somerton has requested to move unused funding from the design phase of their Cesar Chavez Boulevard: Cano Street to Fulton Street to the construction phase. These funds are Highway Users Revenue Funds (HURF) and the table below shows the project change request.

FY 2020-23 YMPO TIP - Amendment # 1 Project Changes - City of Somerton					
Year	Work Type	Project Name	Location	Funds	Total
2018					
SOM-18-01D	Design	Cesar Chavez	Cano to Fulton St	HURF	\$152,002
2019					
SOM-18-01D	Credit	Cesar Chavez	Cano to Fulton St	HURF	\$87,723
2020					
SOM-18-01C1	Construct	Cesar Chavez	Cano to Fulton St	HURF	\$700,000
SOM-18-01C2	Construct	Cesar Chavez	Cano to Fulton St	HURF	\$87,723
SOM-18-01C3	Construct	Cesar Chavez	Cano to Fulton St	HURF	\$787,723

ACTION NEEDED:

This item is on the agenda for information, discussion, and/or possible action to approve Amendment #1 to the FY 2020-24 YMPO TIP to exchange Federal/HURF funds between phases of a project for the City of Somerton; and to add \$265,000 STBG funds to the YMPO FY 2020-22 UPWP for the Long-Range Transportation Plan Update.

CONTACT PERSON:

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