EXECUTIVE BOARD
REGULAR MEETING AGENDA

Local Governments and Citizens Working Together

EXECUTIVE BOARD
Regular Meeting
Thursday, August 27, 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.

REVISED AGENDA

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	Vacant, 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, August 27, 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, 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, YMPO 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 with any questions they may have.

4. Consent Agenda.
   A. Approval of the July 30, 2020 Board Meeting Minutes.
   B. YMPO Income/Expenditure Report for July 2020.

A copy of the draft minutes of the previous Board meeting from July 30, 2020, and the Income and Expenditure Report for July 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 minutes of the July 30, 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. Steps to Achieve the 2020 Census.

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

This item is on the agenda for information and discussion only at this stage. Mr. McKenzie will present this item and further information is provided in an information summary that is attached as Item 5.

6. Requested Changes to the YMPO Title VI Report

YMPO staff have been working with ADOT staff on requested changes to the YMPO Title VI Report Limited English Proficiency (LEP) Plan, and Public Participation Plan and these changes are included in a draft report which is being released for public information and comment. The changes include training that will be conducted with members of the Executive Board and the Technical Advisory Committee (TAC).

This item is on the agenda for information, discussion, and possible approval from the Board. Charles Gutierrez, YMPO Senior Planning/Mobility Manager, will present this item and further information is provided in an information summary that is attached as Item 6.

7. Possible New Offices for YMPO

As previously presented to the Board, YMPO staff have reviewed several options for possible new office locations. Mr. Ward will present his most recent findings

regarding one of those options and the Board may decide to hear further details from Mr. Ward and possibly give guidance during an Executive Session. Mr. Ward has consulted with an attorney, Mr. Barry Olsen, who was kindly introduced by Susan Thorpe, the Yuma County Administrator. Members may call on Mr. Olsen during the Executive Session regarding the possible search for property.

This item is on the agenda for information, discussion and possible action regarding the search for possible new offices

8. **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 and discussion. The YMPO Chair will call for a motion to convene the YMPO Executive Session for the Review and Discussion of possible new YMPO Offices. Further information is included in the attached Information Summary Item 8.

9. Reconvene to Public Meeting

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

10. Possible New YMPO Offices - 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.

This item is on the agenda for information, discussion, and/or possible action with regard to the search for a new YMPO office, in open session.

11. FY 2020-2021 YMPO Unified Planning Work Program (UPWP) Amendment #3

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 most recent fiscal year has fully closed-out and 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 #3 to the FY 2019-2021 UPWP is being requested, even though only FY 2020-21 changes are being requested.

This item is on the agenda for information, discussion, and possible action to approve Amendment #3 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 11.

12. Selection of Companies to Provide Auditing and Accounting Services to YMPO

YMPO utilizes the services of two companies to provide Auditing and Accounting services. The contracts for the audit and accounting services companies need to be renewed as the last time this occurred was in June 2015. As a result, YMPO advertised for companies to present proposals for audit services and statements of qualifications (SOQs) for accounting services. A total of five companies responded, four for each service. The Audit Committee met on August 2020 and reviewed the Proposals and SOQs. The Audit Committee Chairman, Supervisor Porchas, will present a brief report on the Subcommittee's recommendations.

This item is on the agenda for information, discussion, and possible action to authorize Mr. Ward to contract with the selected companies for Auditing and Accounting Services. Mr. 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 12.

13. 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 (AZTA, RTS, 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.

14. 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 UPWP and Annual Budget Amendment.
B. Future Regional Transportation Funds update.

This item is on the agenda for information, discussion, and possible suggestions by members for future agenda items.

15. Progress Reports.

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

A. Aug 3 - Staff meeting.
B. Aug 4 - FHWA Vehicle Size/Weight Workshop webinar (several).
C. Aug 4 - P2P Projects and Milestones (ADOT) telemeeting.
D. Aug 7 - COG, MPO and MPD Working Group telemeeting.
E. Aug 7 - PMSS Subcommittee telemeeting.
F. Aug 10 - RTAC Management Committee telemeeting.
G. Aug 10 - Rural COG/MPO Rural Summit telemeeting.
H. Aug 10 - ADOT/YMPO Coordination telemeeting.
I. Aug 12 - YCIPTA/YMPO SRTP telemeeting.
J. Aug 13 - TAC telemeeting.
K. Aug 13 - Meet with Barry Olsen (Attorney).
L. Aug 17 - FHWA EDC 5 STEP Initiative (Skype meeting).
M. Aug 21 - AZSTB telemeeting.
N. Aug 26 - YCIPTA/YMPO SRTP telemeeting.
O. Aug 27 - EB telemeeting (tentatively City of Yuma, Room 190).

16. 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(s) **MAY** change.

September 24, 2020	City of Somerton Council Chambers, 143 North State Street, Somerton, Arizona, 85350.
October 29, 2020	City of Yuma, City One Plaza, Room 190, Yuma, Arizona 85364

EXECUTIVE BOARD
REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

Executive Board	**The Meeting was held using GoToMeeting**
Regular Meeting	**By Video and/or Teleconference from the**
Thursday, July 30, 2020	**Main Conference Room at the YMPO Offices at**
1:35 P.M.	**502 South Orange Avenue, Yuma, Arizona 85364**

1. Call to Order and the Pledge of Allegiance.

The Yuma Metropolitan Planning Organization (YMPO) Chair, Martha Garcia, called the YMPO Executive Board (the Board) meeting to order at 1:35 p.m. She asked members to join her in reciting 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:

Chair	Martha Garcia, Vice-Mayor, City of Somerton *
Vice-Chair	Maria Cruz, Vice-Mayor, City of San Luis *
Member	Cecilia McCollough, Mayor, Town of Wellton *
Member	Gary Knight, Councilmember, City of Yuma *
Member	Paul Patane, ADOT Southwest District Engineer *
Member	Lynne Pancrazi, Board of Supervisors, Yuma County *
Member	Karen Watts, Deputy Mayor, City of Yuma *

^ Members attended in person.
* Members participated by teleconference.

YMPO Executive Board Members Absent:

Secretary/Treasurer	Martin Porchas, Board of Supervisors, Yuma County
Member	Chris Morris, Councilmember, City of Yuma

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

YMPO Staff Present:

Paul Ward	Executive Director
Charles Gutierrez	Senior Planning/Mobility Manager
Crystal Figueroa	Executive Assistant/Accountant II
DeLaurien McKenzie	Associate Planner

Additional Attendees:

Susan Thorpe	Yuma County Administrator
Kevin Adams	RTAC Liaison

Declaration of Votes:

Councilmember Knight announced to have a proxy for Councilmember Chris Morris vote if he didn't successfully join the Board meeting.

3. Title VI Declaration and Call to the Public

DeLaurien McKenzie, YMPO Associate Planner, read the YMPO Title VI obligations. No members of the public addressed the Board.

4. Consent Agenda

A. Approval of the June 25, 2020, Board Meeting Minutes.

B. YMPO Income/Expenditure Report for June 2020.

MOTION: Councilmember Knight moved to approve the consent agenda, as presented. Deputy Mayor Watts seconded, and the motion was unanimously approved.

5. FY 2022-2045 YMPO Long-Range Transportation Plan (LRTP) Update – Approve Preferred Consultant Team.

Paul Ward, YMPO Executive Director, informed the Board that three proposals were received from teams lead by Kimley-Horn, Kittelson and Associates, and the IBI Group and reviewed by the Technical Advisory Committee (TAC). He reported that scores for two of the proposals were so close that the TAC recommended inviting the two companies for an interview on July 28, 2020. The TAC's recommendation as the preferred company to award the contract to is Kittelson and Associates. Mr. Ward mentioned that as the process is a Request for Proposal, there was no need to negotiate the fee with the preferred company. Mr. Ward asked for an action by the Board to approve awarding a contract to the preferred consultant if in agreeance.

MOTION: Councilmember Knight moved to approve to authorize the Executive Director to negotiate a contract with Kittelson and Associates. Vice-Mayor Cruz seconded, and the motion was unanimously approved.

6. Steps to Achieve the 2020 Census.

Mr. McKenzie provided an update to the 2020 Census and informed the Board that starting August 11, 2020, Census Bureau enumerator will start visiting non-responding households and reported the last date for gathering Census data as October 31,2020. Next, he reported on the YMPO region response rates individually per jurisdiction. He identified the troubled response areas for agencies to focus on. Mr. McKenzie summed the overall results and compared it to the 2010 response percentages. Mayor Garcia asked Mr. McKenzie for a copy of his presentation to review with her staff and focus on

the City of Somerton troubled areas. Vice-Mayor encouraged as much self-response action before enumerators go out in August. Councilmember Knight emphasized on the importance for each Board member to share the presented information with their respective jurisdictions, Mayors, and City Administrators for appropriate action.

7. Requested Changes to the YMPO Title VI Report

Charles Gutierrez, Senior Planning/Mobility Manager presented to the Executive Board on YMPO Title VI Plan of the 1964 Civil Rights Act and mentioned that it also serves as training required by the plan which is updated every year.

8. Pavement Management System Study (PMSS) – Possible Scope and Cost Increase.

Mr. McKenzie updated the Board on the status of the PMSS. He reported that the study is currently in the data collection phase. He reported that Tim Miller, the Project Manager of the Kimley Horn and Associates team, reported completion of the process of collecting the total lanes miles from the Cities of San Luis, Somerton, the Town of Wellton and the Cocopah Indian Tribe. Each agency confirmed their centerline miles to be identified and studied. Mr. McKenzie mentioned that the original Scope of Work allotted 150 centerline miles for a total study cost of $89,990; however, after collecting centerline miles from each agency, the total was 206.2 miles. With approximately 56.2 centerline miles over the intended agreement. The project cost for the extra miles is an additional $14,920.

Mr. McKenzie reported that the PMSS Sub-Committee of the YMPO Technical Advisory Committee (TAC) held a special meeting and considered the additional miles and cost. They agreed that the cost increase was reasonable and recommended to the TAC that the agencies involved in the study should pay half of the proposed increased. He mentioned that on July 9, 2020, the full TAC considered the sub-committee's recommendation. Based on the relatively small amount of funds involved and Mr. Wards assurance that there were sufficient funds in the YMPO budget to handle the full additional cost increase. It was unanimously recommended that YMPO should contribute the full additional cost, providing that no other YMPO studies would be negatively affected.

MOTION: Councilmember Knight moved to approve the additional funding for the PMSS as recommended. Vice-Mayor Cruz seconded, and the motion was unanimously approved.

9. Possible New Offices for YMPO

Mr. Ward provided a brief presentation of possible YMPO office locations. He reviewed previously considered locations and presented the latest location of interest located at 230 West Morrison Street. The location is approximately 4,000 sq. ft with plenty of office space, including conference rooms and enough parking space to hold Board meetings. He mentioned the building is available to lease or purchase and will continue to look around; however, committing the funds for purchasing of the building sets a more serious approach to acquiring a new home for YMPO. He recommended setting a subcommittee

to review the options and make a recommendation to the Board. He reported contacting the Federal Highway Administration (FHWA) to inquire about possible support for purchasing property and to find out if MPO's can own property. He mentioned that the only issue he foresees when owning property is not being able to get federal reimbursement for the actual property value expense itself only for operating bills such as utilities. Mr. Ward mentioned that the impact of the property value expense that would not be reimbursed boils down to approximately $30,000 to $50,000 a year; however, money would still be available for doing transportation planning studies. He reported that he would do further research with FHWA and ADOT on any support and report back to the Board for further recommendation and action. Mr. Ward stated that the property is going to be available in October and allows for good timing to take the necessary steps.

Councilmember Knight recommends finding out first if property can be owned by an MPO and if so, possibly move into negotiations, so property is not leased to someone else. He mentioned that if all questions that arise can be answer first then he would recommend moving forward with making an offer taking in consideration that it seems that the latest property found at 230 West Morrison Street is the most suitable after looking at many options.

Susan Thorpe, Yuma County Administrator suggested that a subcommittee is identified but also to go into Executive Session when discussing property acquisition and to not talk about any prices during open session. She mentioned that most likely an appraisal will be required and that will dictate how much you are able to offer the property owner.

Paul Patane, Southwest District Engineer commented that with the current pandemic, the topic of working virtually has certainly arise with ADOT in evaluating if some offices are necessary due to the ability to work virtually. He commented, if that at all has been considered for YMPO instead of committing to a big investment.

Chair, Garcia recommended further discussion for building acquisition in Executive Session.

9. Summary of Current Events/Board Member Reports/Executive Director's Report & Comments by Other Participants.
   - A. Staff Reports - Future Meetings
   - B. TAC Minutes
   - C. Conference Updates (AZTA, RTS, and Roads and Streets)
   - D. MPO/COG Director/Planner Meetings
   - E. Rural Transportation Advocacy Council activities. Mr. Adam gave a Legislative Update at the Federal level.
   - 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 UPWP and Annual Budget Amendment.
B. Future Regional Transportation Funds update.
C. Executive Session for building acquisition.
D. Title VI Part II

11. Progress Reports.

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

A. Jun 29 - Discuss new premises with YMPO attorney.
B. Jun 30 - COG/MPO Directors telemeeting.
C. Jun 30 - Lunch with YPG Commanders and Yuma Mayor.
D. Jun 30 - Mobility Managers webinar.
E. Jun 30 - RTAC Management Committee telemeeting.
F. Jul 1 - City of San Luis Council Work Session (PW telemeeting).
G. Jul 5 - COG, MPO and MPD Working Group (p.m., MAG).
H. Jul 6 - Staff meeting.
I. Jul 7 - PMSS Subcommittee telemeeting.
J. Jul 8 - View possible new office location.
K. Jul 8 - YCIPTA/YMPO SRTP telemeeting.
L. Jul 9 - TAC telemeeting.
M. Jul 13 - ADOT/YMPO Coordination meeting.
N. Jul 17 - AZSTB telemeeting.
O. Jul 20 - FHWA EDC 5 STEP Initiative (Skype meeting).
P. Jul 27 - RTAC Management Committee telemeeting.
Q. Jul 29 - YCIPTA/YMPO SRTP telemeeting.
R. Jul 30 - EB telemeeting (originally scheduled for Wellton).

12. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:52 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
August 27, 2020

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

Vice-Mayor Martha Garcia, Chair
YMPO Executive Board

Yuma Metropolitan Planning Organization
Revenue & Expense Budget Performance
July 2020

	Jul 20	YTD Budget	% of Budget
Income			
4000 · ADOT Grant	0.00	690,202.00	0.0%
4010 · FTA Grant	0.00	152,496.00	0.0%
4050 · ADEQ Grant	0.00	10,000.00	0.0%
4055 · 5310 Funds	0.00	90,000.00	0.0%
4200 · YMPO UPWP Dues	0.00	80,404.81	0.0%
4400 · Interest Income	2,649.57	31,827.00	8.33%
4600 · Charges for Services	0.00	12,402.00	0.0%
Total Income	2,649.57	1,067,331.81	0.25%
Gross Profit	2,649.57	1,067,331.81	0.25%
Expense			
5110 · Payroll Expenses	36,757.44	633,931.31	5.8%
5123 · Consulting Services	32,981.00	378,843.00	8.71%
5124 · Staff Training/Education	0.00	6,914.00	0.0%
5125 · Audit Services	0.00	22,000.00	0.0%
5126 · Payroll Processing Fees	0.00	23,500.00	0.0%
5128 · Accounting Services	0.00	23,500.00	0.0%
5129 · Public Participation	0.00	1,000.00	0.0%
5131 · Data Process, Software, Hardware	0.00	15,000.00	0.0%
5132 · Furniture and Equipment	0.00	4,000.00	0.0%
5140 · Legal	1,508.25	6,776.00	22.26%
5150 · IT Support	0.00	900.00	0.0%
5151 · Building, Contents Insurance	0.00	4,550.00	0.0%
5152 · Equipment Maintenance	0.00	650.00	0.0%
5153 · Office Supplies	119.53	5,000.00	2.39%
5154 · Postage	0.00	800.00	0.0%
5155 · Printing	52.85	1,000.00	5.29%
5157 · Publications, Subscriptions	310.88	1,500.00	20.73%
5158 · Registration Fees	0.00	7,120.00	0.0%
5159 · Special Meetings	0.00	4,000.00	0.0%
5160 · Telecommunications	1,241.00	11,000.00	11.28%
5162 · Vehicle Insurance	0.00	6,000.00	0.0%
5163 · Vehicle Maint., Repairs, Parts	0.00	3,000.00	0.0%
5164 · YMPO Memberships & Dues	0.00	3,500.00	0.0%
5165 · Finance Charges and Interest	3.50	500.00	0.7%
5166 · Website Maintenance	68.00	2,000.00	3.4%
5167 · Miscellenous Consumables	11.17	2,000.00	0.56%
5169 · Miscellaneous-Expense	85.65	4,000.00	2.14%
5171 · Alarm System	93.00	497.00	18.71%
5172 · Lease	3,661.20	32,000.00	11.44%
5173 · Electric Bill	0.00	9,000.00	0.0%
5174 · Grounds Maintence	160.00	5,174.00	3.09%

Yuma Metropolitan Planning Organization
Revenue & Expense Budget Performance
July 2020

	Jul 20	YTD Budget	% of Budget
5175 · Janitorial	300.00	4,500.00	6.67%
5179 · Office Building Repairs	0.00	1,500.00	0.0%
5182 · Sewer & Water	98.71	1,300.00	7.59%
5190 · Travel - Local & Outside County	0.00	20,000.00	0.0%
5191 · T530- Traffic Count Fuel	504.75	4,000.00	12.62%
5630 · T530 Traffic Count Equipment	0.00	5,642.00	0.0%
Total Expense	77,956.93	1,256,597.31	6.2%
Other Income			
4900 · In-Kind Match Revenue	8,406.01	141,178.00	5.95%
Total Other Income	8,406.01	141,178.00	5.95%
Other Expense			
9200 · In-Kind Match Expenses	8,406.01	141,178.00	5.95%
Total Other Expense	8,406.01	141,178.00	5.95%
Net Other Income	0.00	0.00	0.0%
Net Income	-75,307.36	-189,265.50	39.79%

10000 - Wells Fargo - YMPO General Account	$36,466.16
10009 - Wells Fargo - YMPO Payroll Account	$17,120.70
10100 - Yuma County Treasurer - YMPO Account	$1,712,778.35
	$1,766,365.21

YMPO INFORMATION SUMMARY AGENDA ITEM #5
2020 U.S. Census Update

DATE: August 24, 2020

SUBJECT: 2020 U.S. Census Update

SUMMARY:

There has been an update to the Census **Self-Response** Data Collection Period. The New END DATE for the Census Self-Response will be ***September 30, 2020.*** The Census Bureau is currently in the self-reporting phase of the program. De'Laurien McKenzie has been tracking results of the self-reporting rates released by Census Bureau sources and will provide the latest updates available for the YMPO region. Enumerators are expected to have started the process of visiting households that have NOT self-responded.

PUBLIC INPUT:
No input has been provided by members of the public on this subject.

TECHNICAL & POLICY IMPLICATIONS:
TECHNICAL: If households do not provide appropriate answers to the U.S. Census questions, the region stands to lose hundreds of millions of dollars over the next ten years in Federal and State-Shared Revenues. Currently, self-response rates for the YMPO region lag the 2010 response rates and those of the average rates for the U.S. as a whole, and for the State of Arizona. Although it is possible that the enumerators will count all of the households in the Census Bureau's records, IF they are not able to do so, the region's tax receipts will suffer for the next ten years. Having a higher than average response during the self-response stage is the best way to satisfy the Census needs.

POLICY: YMPO has no direct, official, role in overseeing the U.S. Census.

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

PRIOR BOARD/COMMITEE ACTIONS:
Members have received a monthly update on the U.S. Census every month this year, but no actions have been taken.

CONTACT PERSON:
De'Laurien McKenzie, Associate Planner, 928-783-8911.

Important Census Operational Update

There has been an update to the Census **Self-Response** Data Collection Period. The New END DATE for the Census Self-Response will be ***September 30, 2020.***

- **Complete Count:** A robust field data collection operation will ensure the Census Bureau receive responses from households that have not yet self-responded to the 2020 Census.
  - The Census Bureau will improve the speed of its count without sacrificing completeness. As part of its revised plan, the Census Bureau will conduct additional training sessions and provide awards to enumerators in recognition of those who maximize hours worked. The Census Bureau will also keep phone and tablet computer devices for enumeration in use for the maximum time possible.
  - ***The Census Bureau will end field data collection by September 30, 2020. Self-response options will also close on that date to permit the commencement of data processing.*** Under this plan, the Census Bureau intends to meet a similar level of household responses as collected in prior censuses, including outreach to hard-to-count communities.

Summary:

The Census Bureau plans to end the Self-Response phase earlier to maximize the reviewing efforts of the data collection. Our region MUST Encourage its agencies to respond to the Household Self-Response before ***September 30th***. We DO NOT want to take our feet off the gas just yet because AGAIN, we DO NOT want to rely on the Enumerators due to the difficulties of contacting households in areas of our Region.

Census Tract	Jurisdiction	2010	Apr-20	May-20	Jun-20	Jun-20	Jul-20	Aug-3	Most Recent (Aug-10)
Country	United States	66.5	49.25	58.75	61.15	61.60	62	62.9	63.3
State	Arizona	61.3	46.80	55.35	57.65	58.20	58.7	59.7	60
County	Yuma	50.7	32.35	39.20	41.95	43.10	43.6	44.4	44.8
	City of San Luis	53.85	6.24	8.59	21.51	32.50	35	36.9	37.6
	City of Somerton	57.50	19.90	25.48	29.12	30.57	32.3	34.1	36.4
	City of Yuma	57.56	36.89	45.55	47.69	47.92	48.3	49	49.2
	Cocopah Indian Tribe	56.80	27.95	32.95	35.85	42.90	43.2	43.9	44.1
	Town of Wellton	42.95	24.98	27.20	30.35	32.75	32.9	33.3	33.5
	Yuma County	44.76	33.23	38.17	39.82	40.61	40.9	41.2	41.3

Note 1: On August 11, 2020, Census Bureau enumerators will start visiting non-responding households.

Note 2: September 30, 2020, is the last date for data-gathering for the US Census.

YMPO INFORMATION SUMMARY AGENDA ITEM #6
Title VI, Public Participation Plan (PPP) and Limited English Proficiency (LEP)

DATE: August 20, 2020

SUBJECT: Title VI, PPP, LEP

SUMMARY:
YMPO is required by Federal Guidance to submit a Title VI Plan and Report yearly. The Title VI Plan includes such major components as the PPP and a LEP.

The Title VI Plan is further made to protect all classes of people in that ***"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance"***.

YMPO will begin each meeting with a brief statement and that Survey Cards are available at each meeting. We are required at any change of the structure of the YMPO, to update the Title VI documentation. The Title VI Training of the Boards and committees will be an ongoing element.

Changes made to the document are as follows:
YMPO Title VI Officer: Chair Martha Garcia, Vice-Mayor, City of Somerton
YMPO Title VI Liaison: Paul D. Ward P.E., Executive Director, YMPO
YMPO Title VI Coordinator: Charles Gutierrez, Senior Planning Manager, YMPO

YMPO also has a Limited English Proficiency (LEP) requirement that must be approved according to Executive Order 13166 signed August 11, 2000. YMPO is engaged with individuals from diverse cultures, backgrounds, and businesses throughout its programs and activities. Limited English Proficiency (LEP is a term used to describe individuals who do not speak English as their primary language and who have limited ability to read, write, or understand English. YMPO's LEP Plan is designed to comply with the Title VI of the Civil Rights Act of 1964 and Executive Order 13166, which prohibits recipients of Federal financial assistance from discrimination based on National Origin.

The YMPO's Public Participation Plan is an element of the Title VI Package and is approved at the same time. The purpose of this plan is to ensure the public involvement process be considered in all phases of the MPO decision and opportunities. The MPO has various methods to ensure the public is or has the ability to be engaged in the development of transportation plans and programs.

A training element will be made at each meeting, two times per year, and as necessary of any major changes to the document(s).

PUBLIC INPUT:
Currently, the Title VI process will be in the Public Comment Phase of the approval of all three plans

ACTION NEEDED:
This item is on the agenda for presentation, discussion, and possible action to approve the detailed changes to the 2020 YMPO Title VI Report, contingent on no major comments or objections being received during this comment period.

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

YMPO INFORMATION SUMMARY AGENDA ITEM #7
Possible New Offices for YMPO

DATE: August 24, 2020

SUBJECT: Possible New Offices for YMPO

SUMMARY:
As previously presented to the Executive Board, YMPO has been searching for a new office building. We have found a location that meets all of the current needs and those of the foreseeable future. Mr. Ward will present his latest findings on this matter and will introduce Barry Olsen, a local Yuma attorney, who has done work for Yuma County in acquiring local real estate.

PUBLIC INPUT:
No input has been provided by members of the public on this subject.

TECHNICAL & POLICY IMPLICATIONS:
TECHNICAL: YMPO would need to amend the Unified Planning Work Program and Annual Budget to authorize expenditure for the funds needed to acquire the real estate desired.

POLICY: YMPO has not adopted any policies with regard to owning property.

ACTION NEEDED:
This item is on the agenda for information, discussion, and possible action to authorize the Executive Director to contract with an appraiser to appraise the commercial property in question. The Board may also discuss possible scenarios.

PRIOR BOARD/COMMITEE ACTIONS:
This item has been discussed by the Board on three occasions in the past year.

CONTACT PERSON:
Paul Ward, Executive Director, 928-783-8911.

YMPO INFORMATION SUMMARY for Agenda Item 11
FY 2020-21 YMPO Unified Planning Work Program Amendment #3

DATE: August 24, 2020

SUBJECT: FY 2020-21 YMPO Unified Planning Work Program (UPWP) Amendment #3

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. Amendments 1 and 2 were carried out in December 2019 and March, 2020, and primarily addressed changes to FY 2020 projects with estimates of funds that would be carried forward to FY 2021 and expectations of new funds that would be available in FY 2021.

This Amendment #3 contains the actual funds that have been brought forward and our latest estimates of new FY 2021 funds. This Amendment DOES NOT include funds for acquiring new premises for YMPO Offices - that will be forthcoming in due course. Further details are shown in four tables that attached and explained in a Staff Report Memorandum that is attached to this Information Summary. The only budget being directly affected is the FY 2021 budget.

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

TECHNICAL & POLICY IMPLICATIONS:
TECHNICAL: Many, but not all, of the Federal funds available to the region may be carried forward from one fiscal year to another. In addition, the recently approved CARES Act has provided some additional funds that do not have to provide any local match. This changes the local match required by member agencies.

POLICY: Title 23, Code of Federal Regulations (CFR) §450 et al., contains the guidance on what projects need to be carried out by MPOs.

ACTION NEEDED:
This item is on the agenda for review, discussion, and/or possible action to approve Amendment #3 to the current FY 2020-21 UPWP and, specifically, to the budget for FY 2021.

CONTACT PERSON:
Paul D. Ward, Executive Director, 928-783-8911

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Yuma
San Luis
Cocopah
Wellton
Somerton
Yuma County
ADOT
Y M P O

Local Governments and Citizens Working Together

TO: Paul Ward, Executive Director

FROM: Crystal Figueroa, Accountant II

Date: August 24, 2020

RE: Amendment #3 to the Fiscal Year 2020-21 YMPO Unified Planning Work Program (UPWP) and Annual Budget, changes pertain to FY 2021 only.

The following is a list of the changes being requested to the FY 2021 of the FY 2020-21 YMPO UPWP under UPWP Amendment # 3:

1. Increased FY 2020 SPR brought forward from $0 to $106,838.
2. Increased FY 2020 PL brought forward from $10,000 to $169,475.
3. Increased FY 2020 5305d brought forward from $0 to $50,721.
4. Increased FY 2020 5305e brought forward from $0 to $65,373 and deferred this amount to FY 2021 for the Short-Range Transit Plan.
5. Reduced FY 2020 5310 brought forward from $22,650 to $20,652.
6. Added FY 2020 CARES Act Mobility Management 5310 brought forward $37,903 for staff salaries.
7. Added FY 2021 CARES Act Mobility Management 5310 to FY 2021 with $40,535 for Regional Coordination Plan.
8. Included FY 2020 STBG brought forward $265,000 for LRTP.
9. Increased Pavement Management System Study budget by $14,920.
10. Adjust ASRS Contribution Rates.
11. The Freight Study is currently funded in FY 2021 at $68,681.
12. The ITS Framework Study is currently funded in FY 2021 at $52,422.

The amount of the total (Federal & State Funds) budget for FY 2020 has increased from $1,416,603 to $1,622,274, which represents a total increase of $205,671.

FY 2020-21 YMPO Unified Planning Work Program

Amendment #3, Financial Tables (FY 2021 Only)

Table One - Detail of Federal, State and Local Funding Sources	
State Funds	
Agency	
ADEQ	$10,000
FY 2020 Carried Forward (CF) Federal Funds	
SPR	$106,838
PL	$169,475
5305d	$50,721
5305e	$65,373
STBG	$265,000
5310	$20,652
CARES Act MM	$37,902
FY 2021 New Federal Funds	
SPR	$175,000
PL	$315,202
5310	42,000
CARES Act MM	$35,000
FTA 5305d (Oct 1, 2020-Sept 30, 2021)	$101,009
Sub Total Federal & State	**$1,394,173**
Local Area Funds (YMPO FUNDS)	
YMPO Local Contributions	$32,053
City of Yuma Traffic Count	$10,335
Sub Total Local	**$42,388**
In-Kind 2020 (Match for SPR/PL/FTA)	
Agency: Yuma County Services/TAC/Func Class/ SRTP/ Other YMPO planning by TAC Members	$185,713
Sub Total In-Kind	**$185,713**
Total Available	**$1,622,274**

Tables Two and Three: Expenses by Work Elements and Categories

`	WORK ELEMENT	EXPENSES				TOTAL COSTS
		Salaries & Benefits	Direct Expenses	Match	Local	
I.	ADMINISTRATION	$119,693	$187,950	$46,982	$6,000	**$360,624**
II.	DATA COLLECTION / AIR QUALITY	$20,899	$0	$659	$0	**$21,557**
III.	TRANSPORTATION IMPROVEMENT PROGRAM	$139,532	$247,741	$57,182		**$444,455**
IV.	REGIONAL PLANNING	$38,757	$35,254	$13,780		**$87,791**
V.	SPECIAL PROJECT PLANNING	$102,842	$9,210	$16,681	$35,335	**$164,068**
VI.	LONG RANGE TRANSPORTATION PLANNING	$18,902	$370,016	$27,743	$1,053	**$417,714**
VII.	PUBLIC PARTICIPATION PLAN	$17,793	$0	$2,931		**$20,724**
VIII.	PUBLIC TRANSPORTATION	$14,695	$65,373	$19,169		**$99,237**
IX.	ENVIRONMENTAL OVERVIEW	$2,551	$0	$154		**$2,706**
X.	CAPITAL EXPENDITURES	$2,966	$0	$432		**$3,399**
TOTAL		**$478,629**	**$915,544**	**$185,713**	**$42,388**	**$1,622,274**

	WORK ELEMENT	Travel & Training	Contractual	Supplies	M&O	Technology	Membership	TOTAL
I.	ADMINISTRATION	$24,000	$47,000	$7,500	$95,450	$10,500	$3,500	**$187,950**
II.	DATA COLLECTION / AIR QUALITY	$0	$0	$0	$0	$0	$0	**$0**
III.	TRANSPORTATION PROGRAM	$0	$247,741	$0	$0	$0	$0	**$247,741**
IV.	REGIONAL TRANSPORTATION PLANNING	$0	$35,254	$0	$0	$0	$0	**$35,254**
V.	SPECIAL PROJECT PLANNING	$0	$0	$9,210	$0	$0	$0	**$9,210**
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	$65,373	$0	$0	$0	$0	**$65,373**
IX.	ENVIRONMENTAL OVERVIEW	$0	$0	$0	$0	$0	$0	**$0**
X.	CAPITAL EXPENDITURES	$0	$0	$0	$0	$0	$0	**$0**
TOTAL		**$24,000**	**$765,384**	**$16,710**	**$95,450**	**$10,500**	**$3,500**	**$915,544**

TABLE 2A: FY 2020-21 YMPO UPWP BUDGET DETAIL - Work Task by Fund Types															
#	TITLE	PL		SPR		FTA				ADEQ/ STBG		5310			LOCAL	FY 2021
		FUNDS	MATCH	FUNDS	MATCH	5305d	MATCH	5305e	MATCH	FUNDS	MATCH	FUNDS	MATCH	CARES		TOTAL
100	Administration & Management	$157,891	$9,544	$113,844	$28,461	$35,908	$8,977								$6,000	$360,624
200	Air Quality Conformity	$10,899	$659							$10,000						$21,557
300	2018-2022 TIP	$4,710	$285	$1,239	$310	$6,445	$1,611									$14,601
302	Transportation Enhancement - AZ	$2,608	$158	$734	$183	$328	$82									$4,094
304	Intelligent Trans. Systems (ITS)	$1,247	$75	$53,956	$13,489	$1,782	$445									$70,995
305	Goods/Freight/Rail Planning	$47,184	$2,852	$1,795	$449	$31,667	$7,917									$91,863
307	Cross Border/Trade Corridor Planning	$2,193	$133	$2,898	$725	$2,741	$685									$9,375
308	HPMS	$55,007	$3,325	$35,182	$8,796											$102,310
309	Transportation Coordination											$62,652	$15,663	$72,902		$151,217
400	Regional Planning	$4,535	$274	$1,814	$454	$2,721	$680									$10,479
401	Review/Update Socio-Econ. File	$2,496	$151	$713	$178	$354	$89									$3,981
404	Port of Entry Planning	$3,881	$235	$34,051	$8,513	$2,678	$670									$50,027
405	Linking Trans/Land Use/ED/Tourism	$6,972	$421	$1,609	$402	$2,145	$536									$12,086
406	Coordination w/ADOT Studies	$7,028	$425	$1,004	$251	$2,008	$502									$11,218
500	Special Projects Planning	$1,731	$105	$1,417	$354										$25,000	$28,607
520	Traffic Count Program	$36,214	$2,189	$6,199	$1,550	$28,971	$7,243								$9,092	$91,456
530	Traffic Count Equipment	$3,207	$194	$9,566	$2,392	$0	$0								$1,244	$16,602
540	Traffic Engin./Planning Assistance	$3,294	$199	$824	$206	$0	$0									$4,523
560	Traffic Safety	$7,147	$432	$1,787	$447											$9,812
570	GIS/Transportation Planning	$8,187	$495	$1,170	$292	$2,339	$585									$13,068
600	Long Range Transportation Planning	$75,467	$4,562			$21,513	$5,378			$265,000	$16,018					$387,938
601	Federal/State/Local Legislation	$25,103	$1,517												$1,053	$27,674
602	Small Community Assistance	$1,009	$61	$352	$88	$473	$118									$2,102
700	Public Participation Plan	$8,007	$484	$5,338	$1,334	$4,448	$1,112									$20,724
800	Public Transportation Planning (Transit)	$4,476	$271	$5,011	$1,253	$5,207	$1,302	$65,373	$16,343							$99,237
900	Environmental Overview	$2,551	$154													$2,706
1000	Capital Expenditures	$1,632	$99	$1,335	$334											$3,399
	TOTAL	$484,677	$29,297	$281,838	$70,459	$151,730	$37,932	$65,373	$16,343	$275,000	$16,018	$62,652	$15,663	$72,902	$42,388	$1,622,274

YMPO INFORMATION SUMMARY AGENDA ITEM #12
Auditing and Accounting Services

DATE: August 24, 2020

SUBJECT: Selection of Companies for Auditing and Accounting Services

SUMMARY:
YMPO By-Laws require an annual audit of YMPO accounts. To complete this task, YMPO utilizes the services of two companies to provide Auditing and Accounting services as separate contracts. The accounting services company assist YMPO staff to prepare and Annual Financial Statement of Accounts and then the audit services company, working with the accounting company, carries out the audit. The contracts for the audit and accounting services companies are for one year with four possible one-year extensions and the last time a request for services was carried out was in June 2015. As a result, YMPO advertised for companies to present Proposals for audit services and Statements of Qualifications (SOQs) for accounting services. A total of five companies responded, four for each service, with three of the companies submitting for both services.

Although it MAY be possible for one company to carry out BOTH tasks, PROVIDING the company is large enough to have two separate teams that don't overlap with their duties, YMPO generally maintain contracts with two different companies. This year, the request asked the companies to estimate just how much their services would be IF YMPO decided to pursue a Comprehensive Annual Financial Report (CAFR) issued by the Government Finance Officers Association (GFOA). This designation recognizes excellence in audit reporting and gives more transparency into the financial status of each agency concerned.

YMPO recently advertised for companies to provide Audit and Accounting Services for Fiscal Year 2020 onwards, and we have received four responses for each set of services, from a total of five different companies. Although companies MAY provide accounting support, as well as audit services, YMPO staff generally select two different companies to provide the services, substantially independent of each other.

The time frame and the scope of work for Audit services is reasonably well-defined and, as a result, a Request for Proposals (RFP) process is being used. However, the description of the Accounting services is more detailed, so the Request for Qualifications (RFQ) option is being used. As a result, the documents to be reviewed include Proposals for Audit Services and Statements of Qualifications (SOQs) for Accounting Services.

The length of time for each contract is only one year, but the contract language contains the option of extending for up to four additional one-year increments. The last time accounting and audit service companies were sought was in 2015.

PUBLIC INPUT:
No input has been provided by members of the public on this subject.

TECHNICAL & POLICY IMPLICATIONS:
TECHNICAL: Even though the five-yearly time frame for contracts has expired, the Executive Director has the authority to continue the existing contracts for auditing and accounting services. However, as YMPO has used this process in the past, it was felt that going through a similar process would "keep the current recipients honest" and might show staff whether there were opportunities to change.

POLICY: YMPO By-Laws require than an Audit be carried out on YMPO activities and funds and establishes an Audit Committee to be Chaired by the Secretary/Treasurer. How the audit occurs is decided by the Executive Director and staff, but YMPO staff are guided by YMPO Administrative Guidelines developed over several years and report to the Audit Committee.

ACTION NEEDED:
This item is on the agenda for information, discussion, and possible action to authorize the Executive Director to contract with two companies, as recommended by the Audit Committee.

PRIOR BOARD/COMMITEE ACTIONS:
The Audit Committee met on August 17, 2020 and reviewed the Proposals and SOQs submitted by five different companies.

The Audit Committee comprises:
Chairman - Secretary/Treasurer Martin Porchas, Board of Supervisors, Yuma County;
Member - Cecilia McCollough, Mayor, Town of Wellton;
Member - Lynne Pancrazi, Board of Supervisors, Yuma County.

CONTACT PERSON:
Crystal Figueroa, Accountant II and Executive Assistant, 928-783-8911.