

EXECUTIVE BOARD REGULAR MEETING AGENDA

Local Governments and Citizens Working Together

EXECUTIVE BOARD

Regular Meeting

Thursday, December 9, 2021

1:30 P.M.

The Meeting will be held In-Person and/or using

GoToMeeting by Video and/or Teleconference

from the **City of San Luis Council Chambers** at

1090 East Union Street, San Luis, Arizona 85349.

YMPO EXECUTIVE BOARD

Chairman	Matias Rosales, Councilmember, City of San Luis
Vice-Chairman	Martin Porchas, Board of Supervisors, Yuma County
Secretary/Treasurer	Gary Knight, Councilmember, City of Yuma
Member	Martha Garcia, Councilmember, City of Somerton
Member	Cecilia McCollough, Mayor, Town of Wellton
Member	Paul Patane, Southwest District Engineer, ADOT
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Karen Watts, Councilmember, City of Yuma
Member	Leslie McClendon, Deputy Mayor, City of Yuma
Member	Cocopah Indian Tribe - Not Currently Identified.

A regular electronic meeting of the Executive Board (the Board) of the Yuma Metropolitan Planning Organization (YMPO) will be held on **Thursday, December 9, 2021**, starting at **1:30 p.m. either In-Person and/or using GoToMeeting Video/Teleconferencing** from the Council Chambers of the City of San Luis in the San Luis City Hall at 1090 Union Street, San Luis, Arizona, 85349, to discuss, consider, and/or take possible action with respect to the items listed below. Members MAY attend in person, with the appropriate social distancing, if they wish, but may also choose to participate by video- or teleconference, if they so desire. Members are reminded that there will be a holiday luncheon at the City of San Luis City Hall building prior to the meeting, starting at about 11:45 a.m. The lunchtime meeting will NOT be covered electronically, and although a quorum MAY be present, NO YMPO business will be discussed, so the meeting will not be posted, and minutes will not be produced during the luncheon time-frame.

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 are not in attendance,

those members that are in attendance will have the opportunity to declare the number of votes that each member will exercise, including any proxy votes.

3. Title VI Declaration and Call to the Public

Charles Gutierrez, YMPO Senior Planning Manager, 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 October 28, 2021, Board Meeting Minutes.

B. YMPO Income/Expenditure Reports for September and October 2021.

A copy of the draft minutes of the Regular Board meeting from October 28, 2021, will accompany these minutes. Members will have the opportunity to review, report any changes, and/or approve the minutes of the October 28, 2021, Regular Board meeting. The September 2021 financial report was not available for review by the previous meeting, so the financial reports for both September and October, 2021, are available for review at this current meeting.

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

5. Status of the YMPO Computer Network.

As previously presented, the YMPO computer network suffered a 'ransomware' attack on our system by an outside source which has resulted in the loss of several years of computer files. The attack did not directly affect our email system or our website, but a large amount of base information has been irretrievably lost. With the assistance of the Yuma County Informational Technology Services (ITS) Department, YMPO is rebuilding a new server and, with further information available from email files, the website, and some manual back-ups that were completed on various parts of our network, the network is being re-established. This experience has resulted in a need to develop and implement a new position within YMPO, that of an IT Network Manager who will be a fully trained IT Professional. The YMPO Executive Director, Paul Ward, will brief members on the need for hiring such a position.

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

6. FY 2022 Audit Schedule.

The current FY 2022 Audit is underway. YMPO staff has been working with our financial consultants to produce the necessary annual financial statement that will be submitted as part of the annual audit process and will present a draft schedule of the process itself.

This item is on the agenda for information, discussion, and comment only, at this time. Crystal Figueroa, YMPO Accountant II/Executive Assistant, will present this item and a tentative schedule is included with this agenda packet as Information Summary Item 6.

7. The Infrastructure Investment and Jobs Act (IIJA).

The current Federal Transportation Reauthorization legislation is known as the Infrastructure Investment and Jobs Act (IIJA) and was signed into law by the President on November 15, 2021. This Act totals approximately \$1.2 trillion and is already also known by two other names. The base reauthorization adds approximately 30-35% in formula funds for highways and bridges per year, over the next five years, plus a huge amount of funds for other “infrastructure” types of expenditures, such as flood control, electric power lines, electric vehicle charging stations, clean drinking water, climate change and broadband internet. In addition to the formula funds for highways and transit, there are over twelve new Grant mechanisms for such subjects as safety, resilience, sustainability environmental remediation and equity.

This item is on the agenda for information, discussion, and comment only, at this time. Mr. Ward will present this item and additional background will be included as part of an Information Summary that is being sent to members with this agenda packet as Item 7.

8. Forthcoming UPWP Amendment and Entity Dues to Member Agencies.

YMPO staff is still adjusting YMPO accounts, based on the close-out of the State fiscal year and the start of the Federal fiscal year, in conjunction with the recent approval of the brand-new transportation reauthorization legislation, explained previously. This update will include changes to population, the need to add an ITS Staff member, and to reflect the new spending levels. YMPO staff will discuss the process to develop the actual FY 2022 Entity Dues to be paid by member agencies as part of the UPWP Amendment. Full details are not available at this time, but Members will have the opportunity to ask any questions regarding the forthcoming Entity Dues.

This item is on the agenda for information, discussion and comment only, at this stage. Ms. Figueroa will present this item and further information is

included in an Information Summary that is being sent with this agenda packet as Item 8.

9. FY 2022-2026 YMPO Transportation Improvement Program Amendment #1.
The Arizona Department of Transportation (ADOT) OSB Selection Committee has completed its review of the State Fiscal Year (FY) 2022 Off-System Bridge Program applications. The City of Yuma's South Gila Canal Bridge at Avenue 7E has been selected for the OSB program. This project needs to be added to the TIP so that it may proceed to design and construction.

This item is on the agenda at the request of the City of Yuma and as notified by the ADOT Bridge Program. This item is for information, discussion, and/or possible action to approve Amendment One to the FY 2022-2026 YMPO TIP, to add the project in question. The YMPO Senior Planning Manager, Charles Gutierrez, will present this item, and further information is included in an Information Summary that is being sent with agenda packet as Item 9.

10. Tentative Schedules for Calendar Year 2022 Executive Board and Technical Advisory Committee Meetings.

Tentative schedules for YMPO Executive Board and Technical Advisory Committee (TAC) meetings are being submitted for review and comment. The normal criteria is that TAC meetings are scheduled for the second Thursday of each month at Yuma County's Aldrich Auditorium, starting at 9:00 a.m. and Board meetings are scheduled for the last Thursday of each month, at various locations, starting at 1:30 p.m. The location of meetings will be open to discussion based on the anticipated availability of the new YMPO Offices in early 2021. A possible alternative is to hold ALL future TAC meetings at the new YMPO Office (when ready) and to hold alternate Board meetings at the new office, with the other alternate being rotating meetings at member agency locations.

This item is on the agenda for information, discussion and possible action to approve the tentative schedule for Calendar Year 2022 meetings of the YMPO Executive Board and the Technical Advisory Committee. Mr. Ward will present this item and the tentative schedules are being sent to members with this agenda packet as Item 10.

11. Timeline for Reviewing the Executive Director's Evaluation.
Board members generally review the Executive Director's work performance at the same For the past few years, the review process for the the Executive Director and decided to continue with the subcommittee option. Members have the opportunity to discuss whether to retain the subcommittee option, or to make changes. Presuming that the subcommittee option is retained, Chair Garcia will invite two members of the Board to form the Evaluation Subcommittee. This

subcommittee will review Mr. Ward's self-evaluation and may provide their own comments and/or corrections. The subcommittee will report back to the full Executive Board at their scheduled meeting on January 28, 2021 and will have the option of discussing the evaluation during Executive Session. A copy of the updated evaluation will be distributed to all members of the Board for their review and comment during the Executive Session.

This item is on the agenda for information, discussion and possible action for evaluating the Director's performance. Mr. Ward will present this agenda item.

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 (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.

13. 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. ADOT Safety Program.
- B. Status on Hiring New Staff Members.
- C. UPWP Amendment.

14. Progress Reports.

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

- A. Nov 1 - Staff meeting (All).
- B. Nov 1 - YCIPTA Board telemeeting (PW).
- C. Nov 2 - Election Day (All).
- D. Nov 2 - P2P Workshop evaluation (PW, CG).
- E. Nov 2 - Rail Study Management telemeeting (PW, CG).
- F. Nov 3 - Mobility Manager's Roundtable (CG).
- G. Nov 4 - LPA Training Module 7 (PW, CG).

- H. Nov 8 - ADOT/YMPO Coordination telemeeting (PW, CG).
- I. Nov 10 - TAC telemeeting (Delayed, PW, CG, MR).
- J. Nov 11 - Veteran's Day HOLIDAY (All).
- K. Nov 15 - RTAC Advisory Committee meeting (at AZTA, PW).
- L. Nov 15-17 - 2021 AZTA Conference (PW, CG).
- M. Nov 19 - AZSTB telemeeting (PW).
- N. Nov 22 - YCIPTA Board telemeeting (PW).
- O. Nov 22 - RTAC Board telemeeting (PW).
- P. Nov 23 - RAAC telemeeting (PW).
- Q. Nov 25 - Thanksgiving Day HOLIDAY (All).
- R. Nov 29 - Day After Thanksgiving Day HOLIDAY (All).
- S. Nov 29 - Dec 2 - Auditor Field Work scheduled.
- T. Dec 6 - Staff meeting (All).
- U. Dec 6 - RTAC Advisory Committee meeting (PW).
- V. Dec 7 - Rail Study Management telemeeting (PW, CG).
- W. Dec 8 - COGs/MPOs Director's telemeeting (PW).
- X. Dec 9 - TAC meeting (San Luis, PW, CG, MR - 10:00 a.m. start).
- Y. Dec 9 - City of San Luis - Holiday Celebratory Luncheon (Board, TAC).
- Z. Dec 9 - Statewide Mobility Management telemeeting (CG).
- AA. Dec 9 - STSP Lane Departures Emphasis Area telemeeting (CG).
- BB. Dec 9 - EB meeting (San Luis, PW, CG, CF).

15. Adjournment.

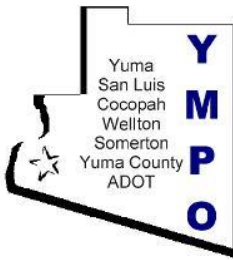
Notice: In accordance with the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, YMPO does not discriminate on the basis of disability, in the admission of, or access to, or treatment or employment in, its programs, activities, or services. If you have any questions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

Anticipated Future 2022 Meeting Locations.

All future meetings will continue to be held at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members MAY participate in person, OR they may participate electronically, by computer and/or telephone (or both), using the GoToMeeting portal.

January 27, and February 24, 2022

YMPO office, starting at 1:30 p.m.



**EXECUTIVE BOARD
REGULAR MEETING MINUTES**

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, October 30, 2021
1:30 P.M.**

**The Meeting was held using GoToMeeting
By Video and/or Teleconference from the
Main Conference Room at the YMPO Offices at
230 West Morrison Street, Yuma, Arizona 85364**

1. Call to Order and the Pledge of Allegiance.
The Yuma Metropolitan Planning Organization (YMPO) Chairman, Councilmember Matias Rosales, called the YMPO Executive Board (the Board) meeting to order at 1:30 p.m. and asked the Board to join him 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:

Chairman	Matias Rosales, Councilmember, City of San Luis ^
Vice-Chair	Martin Porchas, Board of Supervisors, Yuma County ^
Secretary/Treasurer	Gary Knight, Councilmember, City of Yuma ^
Member	Cecilia McCollough, Mayor, Town of Wellton ~
Member	Paul Patane, ADOT Southwest District Engineer ^
Member	Karen Watts, Councilmember, City of Yuma ^

^ Attended in person.

~ Participated by teleconference.

Councilmember Watts arrived at 1:38 p.m.

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

YMPO Executive Board Members Absent:

Member	Martha Garcia, Councilmember, City of Somerton *
Member	Lynne Pancrazi, Board of Supervisors, Yuma County *
Member	Cocopah Indian Tribe - not currently identified *
Member	Leslie McClendon, Deputy Mayor, City of Yuma #

Not present but was represented by proxy by another member.

* Not present, and not represented by proxy by another member.

YMPO Staff Present:

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

Additional Attendees:

Lisa Tomczak ADEQ ~
Jaime Hernandez ADEQ ~
Denise Kronsteiner ADEQ ~
Adam Ross ADEQ ~
Buna George GYPA ^
Susan Thorpe Yuma County Administrator

Declaration of Votes:

Councilmember Knight declared that he would exercise the proxy vote for Deputy Mayor McClendon. Supervisor Porchas declared he would exercise the proxy vote for Supervisor Lynne Pancrazi.

3. Title VI Declaration and Call to the Public.

Mr. Gutierrez read the YMPO Title VI obligations. No members of the public addressed the Board.

4. Consent Agenda.

A. Approval of the September 30, 2021, Board Meeting Minutes.

B. YMPO Income/Expenditure Report for September 2021.

Paul Ward, YMPO Executive Director, reported that staff was not able to produce the income/expenditure report due to the cyber security issues but did have the minutes for approval.

MOTION: Councilmember Gary Knight moved to approve item A of the consent agenda, as presented. Councilmember Watts seconded, and the motion was unanimously approved.

5. Status of City of San Luis Port of Entry I Improvements and Other Activities.

Mr. Ward briefed the Board that the Federal government is moving forward with improvements to Port of Entry One. As a result, the City of San Luis is moving forward with its study of the downtown area. He continued that YMPO has already allocated, through the Unified Planning Work Program (UPWP) process, \$35,000 in local funds to help support the origin-destination component of the overall study. Mr. Ward reported that six weeks ago, at a regional meeting in the City of San Luis, ADOT staff had indicated their willingness to support this particular effort. Mr. Ward said that he and Mr. Byres, the ADOT Deputy Director for Transportation Planning, discussed the situation and had reached a tentative, verbal agreement to a 'loan' scenario where YMPO initially provides an additional \$75,000 in local funds for the City of San Luis Study. In return, ADOT will allocate an additional \$75,000 in SPR

funds to YMPO, in addition to the customarily expected SPR allocation, in the next federal fiscal year. Mr. Ward emphasized and called it a 'handshake' agreement at the time and said he fully trusts that ADOT will hold up to their part of the bargain; otherwise, he wouldn't have introduced it to the Board.

Mr. Ward mentioned that an Intergovernmental Agreement (IGA) is necessary between the City of San Luis and YMPO to end up paying them the initial \$35,000 and, potentially, an additional \$75,000. He said that YMPO would not be writing a check out to the City of San Luis for \$110,000 upfront, primarily because the city will probably at least six to nine months (or more) to complete the study and possibly a bit longer. Mr. Ward mentioned issuing the funds as a reimbursement, similar to how ADOT reimburses YMPO for federally funded projects.

He clarified that ADOT is currently unable to allocate the \$75,000 directly to the City of San Luis because they have moved forward with the procurement of the project due to the need to gather data during the peak period. Consequently, the contract could be regarded as null and void and would have to go through the whole procurement process again, which can take the best part of another few months to get through the process.

MOTION: Councilmember Gary Knight moved to approve an additional \$75,000 in local funds to the City of San Luis for their combined Downtown Transportation Study and receive reimbursement of funds from ADOT the next fiscal year. Supervisor Porchas seconded, and the motion was unanimously approved.

6. Orphaned Roads in Yuma County.

Mr. Ward that the region is currently in a non-attainment status for two air quality pollutants under the Clean Air Act of 1990 (CAA) for Particulate Matter of less than ten microns (PM-10) and Ozone. He mentioned that in support of the CAA standards, the Arizona Department of Environmental Quality (ADEQ) is responsible for providing air quality planning for most of the state, including Yuma County. Maricopa County itself has taken the lead for Air Quality Planning in their region. Mr. Ward mentioned that YMPO is partially for ensuring that the region's Long-Range Transportation Plan (LRTP) and the (short-range) Transportation Improvement Program (TIP) conform to air quality plans for the region. He said that the air quality plans are based on state implementation plans for air quality. Currently, there is no approved State Implementation Plan (SIP) specifically for PM-10.

Consequently, as part of the effort, ADEQ is trying to identify a SIP for Yuma County. ADEQ has suggested that Yuma County has some miles of dirt roads originally privately owned and quit claim deeded to "public use." He continued to say that those roads have not been formally accepted into a general maintenance program and, therefore, are not officially public roads. Consequently, the County is not allowed to commit funds for their upkeep. ADEQ formally refers to these roads as orphaned roads and has suggested implementing a step in the SIP

process to identify these roads. As a result, ADEQ has called on YMPO and member agencies to assist in this effort.

ADEQ project manager Denise Kronsteiner informed the Board that they are enlisting a contractor to gather data for the SIP in the next few weeks. Included in the agenda is a proposal stating what ADEQ needs are. Ms. Kronsteiner expressed that they would love to collaborate with YMPO and the County as a subject matter expert and advisor to collectively produce the roads' inventory. ADEQ subject matter expert Adam Ross stated that the areas of interest would not be the whole County, nor just the MPO jurisdiction, but somewhere in between. In particular, the PM-10 non-attainment area covers a portion of the County centered around the City of Somerton, some unincorporated County land, and the City of San Luis. He reiterated that the purpose of the study is to support the SIP development. The goal is to get the Environmental Protection Agency (EPA) to re-designate the non-attainment area to attain the PM-10 to federal standards for air quality. The purpose of the proposal is to make sure the SIP prepared by ADEQ will be well-tailored to the Yuma area. Mr. Ross said that the County's Department of Development Services had informed them about the orphaned roads category they were unaware of and would like to reach the knowledge gap.

MOTION: Councilmember Porchas urged YMPO staff and/or the TAC to cooperate with ADEQ in the development of a policy on orphaned roads in the Yuma County region. Councilmember Knight seconded, and the motion was unanimously approved.

7. Recent Transportation Conferences and the Regional List of Projects.
Charles Gutierrez, Senior Planning/Mobility Manager, informed the Board that the Regional List of Projects was presented at the recently held Roads and Streets Conference at the El Conquistador Resort in Oro Valley and the Rural Transportation Summit at the Ak-Chin Casino and Resort in Maricopa. In addition, Mr. Ward reported that a presentation was made available to legislators in a booklet format and video, which the Board had the opportunity to watch.
8. 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-November).
 - D. MPO/COG Director's/Planner's Meetings.
 - E. Rural Transportation Advocacy Council activities.
 - F. Projects - Economic Development and Transportation.
9. Possible Future Agenda Items.
The following items will be heard at a future meeting. Members were encouraged to suggest topics for discussion at a future Board meeting:

- A. ADOT Safety Program.
- B. Status on Hiring New Executive Director/Mobility Manager.
- C. UPWP Amendment.

10. Progress Reports.

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

- A. Sep 9 - TAC Telemeeting (PW, CG, MR).
- B. Sep 9 - STSP Lane Departure Emphasis Area telemeeting (CG).
- C. Sep 9 - Mobility Manager Interview – Jesus Aguilar (PW, CG, CF).
- D. Sep 9 - YRBC Telemeeting (PW).
- E. Sep 13 - YMPO Audit Assessment telemeeting (PW, CF).
- F. Sep 13 - ADOT/YMPO Coordination telemeeting (PW, CG).
- G. Sep 15 - Yuma County Project Priorities discussion (CG).
- H. Sep 15 - City of Somerton Project Priorities discussion (CG).
- I. Sep 16 - Mobility Manager follow up test – Jillian Attaway (PW).
- J. Sep 17 - AZSTB telemeeting (PW).
- K. Sep 17- Mobility Manager follow up test -Jesus Aguilar (PW).
- L. Sep 20 - RTAC meeting with Representative Joel John (PW).
- M. Sep 20 - RTAC Advisory Committee telemeeting (PW).
- N. Sep 20 - Arizona STEP Committee telemeeting (CG).
- O. Sep 22 - Yuma County Economic Development telemeeting (PW).
- P. Sep 23 - STSP Intersections Emphasis Area telemeeting (CG).
- Q. Sep 23 - Transportation Sales Tax meeting (PW).
- R. Sep 28 – RTAC meeting with Karen Fann (PW).
- S. Sep 28 – Yuma County HURF meeting with Alejandro Figueroa (PW).
- T. Sep 30 - EB telemeeting (PW, CG, CF)
- U. Oct 4 – YMPO Staff meeting (All).
- V. Oct 4-7 ADOT/YMPO Coordination Meeting (PW, CG).
- W. Oct 4 – YMPO Accounting Field Work (CF).
- X. Oct 5-8 ACEC 2021 Roads & Streets (TAC members, YMPO staff).
- Y. Oct 12-14 RTAC Board Meeting (PW, CG).
- Z. Oct 12-14 Rural Transportation Summit (PW, CG, CF).
- AA. Oct 13 – Dinner YMPO & Elected Officials (PW, CG, CF, GK, CM).
- BB. Oct 15 – State Transportation Board Meeting (PW).

11. Report on the YMPO Network.

Chairman Matias Rosales asked for a motion to go into Executive Session.

MOTION: Mr. Knight moved to go into Executive Session. Councilmember Watts seconded. Motion was unanimously approved.

12. Executive Session: Not open to the public.

13. Reconvene to Public Meeting.
Councilmember Knight moved to reconvene to Public Meeting. Supervisor Porchas seconded and the motion was unanimously approved.
14. Report on YMPO Network: No action required.
15. Adjournment: There being no further business to discuss, the meeting was adjourned at 2:51 p.m.

Anticipated Future 2021 and 2022 Meeting Locations.

All future meetings will continue to be held at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members may participate in-person, or may also participate electronically, by computer and/or telephone (or both), using the GoToMeeting portal.

The next combined November/December meeting will occur on Thursday, December 9, 2021, in the City of San Luis Council Chambers. Further information will be provided and the locations(s) **MAY** change. December 9, 2021, City of San Luis Council Chambers, starting at 1:30 p.m. (Don't forget the lunch at 11:45 a.m.); 1001 East Union Street, San Luis, Arizona 85349.

As members are aware, to avoid conflicts with the Thanksgiving and Christmas holidays, YMPO combines the two meetings in November and December. This combined meeting will take place on Thursday, December 9, 2021, in the San Luis City Hall Council Chambers at 1090 East Union Street, San Luis, Arizona 85349, starting at 1:30 p.m. The YMPO Technical Advisory Committee (TAC) will also take place at the City of San Luis in the morning, starting at 10:00 a.m. The following meeting will be held on January 27, 2022, at the YMPO office, starting at 1:30 p.m.

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
December 09, 2021

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

Councilmember Matias Rosales, Chairman
YMPO Executive Board

Yuma Metropolitan Planning Organization
Revenue & Expense Budget Performance
September through October 2021

	Sep - Oct 21	Jul - Oct 21	YTD Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · ADOT Grant				
4001 · PL	0.00	0.00	459,338.00	0.0%
4002 · SPR	0.00	0.00	278,813.00	0.0%
4004 · STBG	0.00	0.00	61,351.00	0.0%
4005 · 5305d (CPG)	0.00	0.00	92,300.00	0.0%
Total 4000 · ADOT Grant	0.00	0.00	891,802.00	0.0%
4010 · FTA Grant				
4020 · 5303/5305	0.00	0.00	89,527.00	0.0%
4021 · 5304	0.00	0.00	0.00	0.0%
Total 4010 · FTA Grant	0.00	0.00	89,527.00	0.0%
4050 · ADEQ Grant	0.00	0.00	10,000.00	0.0%
4055 · 5310 Funds				
4053 · CARES Act MM	0.00	0.00	40,535.00	0.0%
4055 · 5310 Funds - Other	0.00	0.00	52,347.00	0.0%
Total 4055 · 5310 Funds	0.00	0.00	92,882.00	0.0%
4200 · YMPO UPWP Dues	0.00	0.00	53,835.40	0.0%
4400 · Interest Income	542.71	1,652.02	10,000.00	16.52%
4600 · Charges for Services				
4904 · Traffic Count Revenue	0.00	0.00	13,099.40	0.0%
Total 4600 · Charges for Services	0.00	0.00	13,099.40	0.0%
Total Income	542.71	1,652.02	1,161,145.80	0.14%
Gross Profit	542.71	1,652.02	1,161,145.80	0.14%
Expense				
5110 · Payroll Expenses				
5111 · Fringe Benefits	3,691.97	7,079.50	29,812.74	23.75%
5112 · Part Time Staff-Salaries				
5133 · Part Time Staff-Salaries- Local	139.30	557.20	9,633.79	5.78%
5112 · Part Time Staff-Salaries - Other	7,564.73	13,913.05	69,714.51	19.96%
Total 5112 · Part Time Staff-Salaries	7,704.03	14,470.25	79,348.30	18.24%
5113 · Full Time Staff-Salaries	40,705.38	78,357.84	319,994.00	24.49%
5115 · Health Insurance-ER Portion	7,296.00	14,592.00	54,720.00	26.67%
5116 · ASRS	5,320.37	10,239.83	41,410.00	24.73%
5117 · Workman's Comp Insurance	100.00	990.00	1,104.00	89.67%
5118 · FUTA Payroll Expense	9.29	16.92	546.00	3.1%
5120 · Life Insurance	190.86	477.15	1,872.00	25.49%
Total 5110 · Payroll Expenses	65,017.90	126,223.49	528,807.04	23.87%
5123 · Consulting Services				
5134 · Contractual-Local	11,678.45	17,160.45	26,053.00	65.87%
5123 · Consulting Services - Other	78,947.26	117,930.84	344,453.00	34.24%
Total 5123 · Consulting Services	90,625.71	135,091.29	370,506.00	36.46%
5124 · Staff Training/Education				
5137 · Staff Training/Edu Reimb-Local	0.00	0.00	6,000.00	0.0%
5124 · Staff Training/Education - Other	0.00	199.00	3,500.00	5.69%
Total 5124 · Staff Training/Education	0.00	199.00	9,500.00	2.1%
5125 · Audit Services	0.00	0.00	23,500.00	0.0%
5126 · Payroll Processing Fees	654.18	1,311.85	4,600.00	28.52%
5128 · Accounting Services	0.00	0.00	25,000.00	0.0%
5129 · Public Participation	338.30	356.50	1,000.00	35.65%
5130 · Reimbursement of Expenses	45.86	45.86	0.00	100.0%
5131 · Data Process, Software, Hardware	1,090.58	1,236.92	10,000.00	12.37%
5132 · Furniture and Equipment	989.16	1,048.73	15,000.00	6.99%
5140 · Legal	2,538.30	2,966.05	6,000.00	49.43%
5150 · IT Support	73.83	73.83	2,000.00	3.69%
5151 · Building Ins, property tax	8,442.59	9,109.82	5,000.00	182.2%

Yuma Metropolitan Planning Organization
Revenue & Expense Budget Performance
September through October 2021

	Sep - Oct 21	Jul - Oct 21	YTD Budget	% of Budget
5152 · Equipment Maintenance	180.70	276.27	1,500.00	18.42%
5153 · Office Supplies	184.08	800.83	3,000.00	26.69%
5154 · Postage	0.00	0.00	500.00	0.0%
5155 · Printing	0.00	30.80	600.00	5.13%
5157 · Publications, Subscriptions	723.72	921.72	700.00	131.67%
5158 · Registration Fees	1,050.00	2,610.00	6,000.00	43.5%
5159 · Special Meetings	0.00	0.00	4,000.00	0.0%
5160 · Telecommunications	1,605.63	3,982.70	12,000.00	33.19%
5162 · Vehicle Insurance	50.25	4,418.58	4,500.00	98.19%
5163 · Vehicle Maint., Repairs, Parts	0.00	99.34	2,500.00	3.97%
5164 · YMPO Memberships & Dues	1,469.33	1,469.33	3,000.00	48.98%
5165 · Finance Charges and Interest	117.71	124.71	250.00	49.88%
5166 · Website Maintenance	154.14	308.28	1,000.00	30.83%
5167 · Miscellenous Consumables	914.28	1,108.48	2,000.00	55.42%
5169 · Miscellaneous-Expense	48.00	654.37	9,000.00	7.27%
5171 · Alarm System	120.00	240.00	1,000.00	24.0%
5173 · Electric Bill	1,320.33	2,989.10	7,500.00	39.86%
5174 · Grounds Maintence	650.00	1,150.00	2,700.00	42.59%
5175 · Janitorial	0.00	0.00	5,000.00	0.0%
5179 · Office Building Repairs				
5181 · Pest Control	0.00	50.00	500.00	10.0%
5179 · Office Building Repairs - Other	1,346.22	1,439.55	1,500.00	95.97%
Total 5179 · Office Building Repairs	1,346.22	1,489.55	2,000.00	74.48%
5182 · Sewer & Water	170.09	1,281.14	1,700.00	75.36%
5190 · Travel - Local & Outside County	5,220.84	5,427.89	15,000.00	36.19%
5191 · T530- Traffic Count Fuel	364.27	739.99	2,500.00	29.6%
5630 · T530 Traffic Count Equipment				
5631 · T530-Local COY Materials	0.00	0.00	2,183.00	0.0%
5630 · T530 Traffic Count Equipment - Other	0.00	1,807.10	4,000.00	45.18%
Total 5630 · T530 Traffic Count Equipment	0.00	1,807.10	6,183.00	29.23%
Total Expense	185,506.00	309,593.52	1,095,046.04	28.27%
Net Ordinary Income	-184,963.29	-307,941.50	66,099.76	-465.87%
Other Income/Expense				
Other Income				
4900 · In-Kind Match Revenue	12,745.56	27,981.09	142,224.00	19.67%
Total Other Income	12,745.56	27,981.09	142,224.00	19.67%
Other Expense				
9200 · In-Kind Match Expenses	12,745.56	27,981.09	142,224.00	19.67%
Total Other Expense	12,745.56	27,981.09	142,224.00	19.67%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-184,963.29	-307,941.50	66,099.76	-465.87%

10000 - Wells Fargo - YMPO General Account	\$	90,833.58
10009 - Wells Fargo - YMPO Payroll Account	\$	39,123.69
10100 - Yuma County Treasurer - YMPO Account	\$	913,620.04
		<u>1,043,577.31</u>

YMPO INFORMATION SUMMARY for Agenda Item #6

YMPO Audit for FY 2020

DATE: December 6, 2021

SUBJECT: YMPO Audit for FY 2020.

SUMMARY:

The audit of YMPO's Accounts for FY 2020 (July 1, 2019, through June 30, 2020) started in June 2020. YMPO utilizes the services of two companies to provide accounting support: the Pun Group, who prepare the MPO's annual financial reports at the end of the fiscal year and Walker and Armstrong, who carry out the actual audit. The proposed schedule for the audit is shown below:

It is anticipated that the Audit Committee will be presented with the Draft Audit documents to review and approve by.

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

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The audit documents show that the management of YMPO Local, State, and Federal funds and other resources is being carried out in conformance with generally accepted accounting standards.

POLICY: YMPO By-Laws require an audit of YMPO accounts and the establishment of the Audit Committee. The By-Laws do not describe how the Audit Committee should carry out the audit. As YMPO is predominantly funded with Federal transportation funds, the audit follows federal guidelines. In the recently completed fiscal year, as YMPO did not expend over \$750,000 in Federal funds, a 'Single Audit' is not required. However, Federal and State guidelines for audits of publicly funded agencies have been followed.

ACTION NEEDED:

Members are requested to review and discuss, and will have the opportunity to approve, the YMPO Audit for FY 2020.

PRIOR BOARD/COMMITTEE ACTIONS:

At their meeting on May 28, 2020, the YMPO Executive Board unanimously approved the FY 2019 YMPO Audit.

CONTACT PERSON:

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

YMPO INFORMATION SUMMARY for Agenda Item #8

Forthcoming UPWP Amendment and Future Entity Dues

DATE: December 6, 2021.

SUBJECT: Forthcoming UPWP Amendment and Future Entity Dues.

SUMMARY:

YMPO staff is still adjusting YMPO accounts, based on the close-out of the State fiscal year and the start of the new Federal fiscal year. This update will include the most recent changes to population, much higher, new, spending levels and likely increased budgets. YMPO staff will discuss the process to develop the actual FY 2022 Entity Dues to be paid by member agencies as part of the UPWP Amendment process. Full details are not yet available at this time, but members will have the opportunity to ask any questions regarding the forthcoming Entity Dues process.

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

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: Federal funds need to be matched with either in-kind match (work done by member agency staff members) or with local cash match. The more in-kind match that can be provided by member agencies, the lower the local cash match. As the number of Federal funds are likely to rise, the amount of local cash match is likely to rise.

POLICY: YMPO policy encourages members to maximize the in-kind match, thereby lowering the percentage of cash match provided.

ACTION NEEDED:

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

PRIOR BOARD/COMMITTEE ACTIONS:

None.

CONTACT PERSON:

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

YMPO SUMMARY AGENDA ITEM #5
FY 2022-26 YMPO TIP Amendment #1

DATE: December 6, 2021.

SUBJECT: FY 2022-26 YMPO TIP Amendment #1

SUMMARY:

The YMPO Executive Board approved the FY 2022-26 YMPO Transportation Improvement Program (TIP) on July 29, 2021, and the TIP was then approved by the Governor’s designee on August 30, 2021. Since that time, the Arizona Department of Transportation (ADOT) Off-System Bridge (OSB) Selection Committee completed a review of submitted projects and has recommended some projects for OSB Program funding. One of the projects concerned is in the City of Yuma and the City has requested YMPO to add the project to the current TIP, so they may proceed with project development and construction. YMPO will need to amend the TIP to add this project as shown below:

Project #	Location	Description	Type	Federal \$	Local \$	Total \$
FY 2022						
COY22-01D	Ave 7E at the South Gila Canal	Design bridge	OSB	\$264,040	\$15,960	\$280,000
FY 2024						
COY22-01C	Ave 7E at the South Gila Canal	Construct bridge	OSB	\$612,950	\$37,050	\$650,000

ACTION NEEDED:

Approve the FY 2022-26 YMPO TIP Amendment #1.

CONTACT PERSON:

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

TIP No.	FY	Agency	Project Name/Location	Project Description	Fed Aid	Federal \$	HURF	Local \$	Total \$
DOT 22-00	2022	ADOT	I-8: MP 0.1 to MP 33	Rehab Bridge Decks	NHPP	\$4,245,300	\$0	\$254,700	\$4,500,000
DOT 22-02	2022	ADOT	US-95: MP 33.7 to MP 44.3	Rehab Pavement	NHPP	\$2,351,418	\$0	\$142,132	\$2,493,550
SL 22-01C	2022	San Luis	Co. 24th Ext: Ave F to Ave H	Construct New Road	STBG	\$1,345,760	\$0	\$0	\$1,345,760
SL 22-01C	2022	San Luis	Co. 24th Ext: Ave F to Ave H	Construct New Road	HURFX	-\$1,345,760	\$1,211,184	\$684,052	\$549,476
SL 12-10C	2022	San Luis	Juan Sanchez Blvd: US-95 to Ave E 1/2	Construct Intersection Improvements	Local	\$0	\$0	\$400,000	\$400,000
YMPO-22-1	2022	YMPO	LTAP	Technical Assistance Program	Local	\$0	\$0	\$5,000	\$5,000
YC 20-01C	2022	Yuma Co.	Ave B: 24th St to 32nd St	Construct Mill and Overlay	STBG	\$900,000	\$0	\$0	\$900,000
YC 20-01C	2022	Yuma Co.	Ave B: 24th St to 32nd St	Construct Mill and Overlay	HURFX	-\$900,000	\$810,000	\$334,592	\$244,592
YC BR-03	2022	Yuma Co.	Ave 28E @ Co. 9th Street (Salinity Canal Bridge)	Replace Bridge Structure #7639	OSB	\$717,100	\$0	\$143,900	\$861,000
COY-22-01D	2022	Yuma	south Gila Canal: at Avenue 7E	Design Bridge	OSB	\$264,040	\$15,960	\$0	\$280,000
	2022	Totals				\$7,577,858	\$2,037,144	\$1,964,376	\$11,579,378
DOT 23-02	2023	ADOT	I-8: MP 71 to 82	Pavement Rehabilitation	NHPP	\$19,811,400	\$0	\$1,188,600	\$21,000,000
DOT-23-03	2023	ADOT	US 95: MP 44.3 to 54	Pavement Rehabilitation	NHPP	\$7,779,750	\$0	\$470,250	\$8,250,000
SL 23-07	2023	San Luis	One Location	Construct Ped Hybrid Beacon	HSIP	\$273,000	\$0	\$0	\$273,000
YC 23-06	2023	San Luis	10th Ave at Los Alamos	Flatten Curve	HSIP	\$306,947	\$0	\$18,554	\$325,501
YU 23-07	2023	Yuma	Various Citywide Locations	Construct 5 Ped Hybrid Beacons	HSIP	\$1,742,344	\$0	\$0	\$1,742,344
YU 23-08	2023	Yuma	3 Citywide Turn Signal Locations	Install Flashing Yellow Arrow Signals	HSIP	\$162,750	\$0	\$0	\$162,750
YU 23-09	2023	Yuma	5 Citywide Locations	Upgrade Striping to 6 inches wide	HSIP	\$136,500	\$0	\$0	\$136,500
MPO 23-1	2023	Yuma	LTAP	Technical Assistance Program	Local	\$0	\$0	\$5,000	\$5,000
YU 23-10D	2023	Yuma	16th St: Maple Ave to 3rd Ave	Design Roadway from 4 to 6 Lanes	STBG	\$943,000	\$0		\$943,000
YU 23-10D	2023	Yuma	16th St: Maple Ave to 3rd Ave	Design Roadway from 4 to 6 Lanes	HURFX	-\$943,000	\$848,700	\$1,357,000	\$1,262,700
YC 23-02D	2023	Yuma Co.	Co. 19th and Ave G	Design CL Rumble Strips	HSIP	\$189,000	\$0	\$0	\$189,000
YC 23-02C	2023	Yuma Co.	Co. 19th and Ave G	Construct CL Rumble Strips	HSIP	\$267,500	\$0	\$0	\$267,500
YC 23-05D	2023	Yuma Co.	19 Countywide Roadway Segments	Design Striping Upgrade	HSIP	\$136,500	\$0	\$0	\$136,500
YC 23-05C	2023	Yuma Co.	19 Countywide Roadway Segments	Construct Striping Upgrade	HSIP	\$1,700,449	\$0	\$0	\$1,700,449
YC 12-09	2023	Yuma Co.	Ave E Extension: Co. 23rd to Co. 19th	Local Funds for ROW Acquisition	Local	\$0	\$0	\$275,000	\$275,000
YC 23-04	2023	Yuma Co.	Co. 14th at Ave 4E	Traffic Signal - N/S Turn lane	HSIP	\$207,931	\$0	\$12,569	\$220,500
YC 23-03	2023	Yuma Co.	Co. 11th at Ave G	Curve Flattening	HSIP	\$306,947	\$0	\$18,553	\$325,500
	2023	Totals				\$33,021,018		\$3,345,526	\$37,215,244
SL 23-06	2024	San Luis	10th Ave at Los Alamos	Flatten Curve	HSIP	\$1,313,113	\$0	\$79,372	\$1,392,485
MPO 24-01	2024	YMPO	LTAP	Technical Assistance Program	Local	\$0	\$0.00	\$5,000	\$5,000
YU 23-08	2024	Yuma	3 Locations Citywide	Install Flashing Yellow Arrow Signals	HSIP	\$330,750	\$0	\$0	\$330,750
YU 23-09	2024	Yuma	5 Citywide Streets	Upgrade Striping to 6" on 5 streets	HSIP	\$568,890	\$0	\$0	\$568,890

YU 23-10C	2024	Yuma	16th Street Corridor	Construct Maple Ave to 3rd Avenue	STBG	\$2,000,000	\$0	\$900,000	\$2,900,000
YU 23-10C	2024	Yuma	16th Street Corridor	Construct Maple Ave to 3rd Avenue	HURFX	-\$2,000,000	\$0	\$200,000	-\$1,800,000
YC 24-03	2024	Yuma Co.	Co. 11th and Ave G	Flatten Curve	HSIP	\$1,492,578	\$0	\$90,061	\$1,582,639
YC 24-04	2024	Yuma Co.	Co. 14th at Ave 4E	Traffic Signal - N/S Turn lane	HSIP	\$1,359,146	\$0	\$58,354	\$1,417,500
YC 24-11D	2024	Yuma Co.	Design Ave 3E Bridge Replacement	Ave 3E "A" Canal	Local	\$0	\$0	\$150,000	\$150,000
COY-22-01C	2022	Yuma	South Gila Canal Bridge: at Avenue 7E	Construct Bridge	OSB	\$612,950	\$37,050	\$0	\$650,000
	2024	Totals				\$5,064,477		\$1,482,787	\$6,547,264
WE 25-02D	2025	Wellton	Williams St: Oakland Ave to Los Angeles Ave	Design Roadway Reconstruction	LOCAL	\$0	\$0	\$84,916	\$84,916
MPO 25-1	2025	YMPO	LTAP	Technical Assistance Program	Local	\$0	\$0	\$5,000	\$5,000
YC 24-11C	2025	Yuma Co.	Replace Ave 3E Bridge over A Canal	Ave 3E "A" Canal	STBG	\$1,250,137	\$0	\$0	\$0
YC 24-11C	2025	Yuma Co.	Replace Ave 3E Bridge over A Canal	Ave 3E "A" Canal	HURFX	-\$1,250,137	\$922,623	\$181,254	\$1,103,877
	2025	Totals				\$0	\$922,623	\$271,170	\$1,193,793
WE 25-02C	2026	Wellton	Williams St: Oakland Ave to Los Angeles Ave	Reconstruct Roadway	STBG	\$561,169	\$0	\$0	\$561,169
WE 25-02C	2026	Wellton	Williams St: Oakland Ave to Los Angeles Ave	Reconstruct Roadway	HURFX	-\$561,169	\$505,052	\$42,948	-\$13,169
MPO 26-1	2026	YMPO	LTAP	Technical Assistance Program	Local	\$0	\$0	\$5,000	\$5,000
	2026	Totals				\$0	\$505,052	\$47,948	\$553,000

Tentative Schedule for YMPO Executive Board and TAC Meetings Calendar Year 2022 - Agenda Item 10.

1. Executive Board:

- a. ALL 2022 meetings will be held in person AND/OR by tele/videoconference using the GoToMeeting platform.
- b. YMPO staff will send out log-in details for each teleconference with each agenda packet, up to one week prior to each meeting.
- c. ALL meetings will start at 1:30 p.m., unless otherwise noted.
- d. The dates are as follows: January 27, February 24, March 31, April 28, May 26, June 30, July 28, August 25, September 29, October 27, and December 8.
- e. All of these dates correspond to the **last** Thursday of each month, except for the (combined) November/December meeting.
- f. All in-person meetings will be held at the YMPO Office at 230 West Morrison Street Yuma, Arizona 85364, except for the November/December meeting, which is usually held in the City of San Luis.
- g. New Executive Board Officers are usually selected/confirmed during the February 2022 meeting.

2. TAC Meetings:

- a. Similar to the Executive Board, ALL meetings will be held in person AND/OR by tele/videoconference using the GoToMeeting platform.
- b. YMPO staff will send out log-in details for each teleconference with each agenda packet, up to one week prior to each meeting.
- c. ALL meetings will start at 9:00 a.m., unless otherwise noted.
- d. The dates are as follows: January 13, February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10 and December 8.
- e. All of these dates correspond to the **second** Thursday of each month, except for the (combined) November/December meeting.
- f. All in-person meetings will be held at the YMPO Office at 230 West Morrison Street Yuma, Arizona 85364, except for the November/December meeting, which is usually held in the City of San Luis.