

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, December 09, 2021
1:30 P.M.**

**The Meeting was held using GoToMeeting
By Video and/or Teleconference from the
City of San Luis Council Chambers at
1090 East Union Street, San Luis, Arizona 85349**

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	Martha Garcia, Councilmember, City of Somerton ^
Member	Cecilia McCollough, Mayor, Town of Wellton ~
Member	Paul Patane, Southwest District Engineer, ADOT ^

^ Attended in person.

~ Participated by teleconference.

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

YMPO Executive Board Members Absent:

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

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: None.

Declaration of Votes:

Councilmember Knight declared that he would exercise the proxy vote for Deputy Mayor McClendon and Councilmember Watts and Supervisor Porchas exercised the proxy vote for Supervisor 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 October 28, 2021, Board Meeting Minutes.
- B. YMPO Income/Expenditure for September and October 2021.

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

5. Status of the YMPO Computer Network

Paul Ward, YMPO Executive Director revisited the YMPO computer network "cyber" attack on the YMPO system by an outside source. He informed the Board that it compromised several years of computer files. He stated the attack did not affect the email system or website; however, many files have been irretrievably lost. Mr. Ward reported that, with the assistance of the Yuma County Information Technology Services (ITS) Department, YMPO is rebuilding a new server and re-establishing the network. This involves utilizing information available from email files, the website, and some manual back-ups completed in various network parts. As a result of such an attack, Mr. Ward reported on the need to develop and implement a new position within YMPO, that of an Information Technology (IT) Manager, who will have the expertise of a trained IT professional. This need was identified in a closed meeting with Yuma County IT and recommended for the organization's ongoing well-being. There are various areas that the IT Manager would be responsible for, such as network security, the configuration of management and network monitoring, maintenance of computers, software updates, and the YMPO website, among others. Mr. Ward mentioned the annual budget would need to be revisited and analyzed for solutions and that he would report back to the Executive Board on this matter at a future meeting.

6. FY 2021 Audit Schedule.

Crystal Figueroa, YMPO Accountant II/Executive Assistant, briefed the Board on the ongoing Audit of YMPO accounts for the fiscal year 2021. She pointed out a couple of mistakes on the agenda and information summary concerning the actual dates. She addressed the correct timeframe of the Audit as the fiscal year 2021, July 1, 2020, through June 30, 2021. Ms. Figueroa reported that YMPO utilizes two companies to provide accounting support: the Pun Group who prepares the MPO's annual financial reports at the end of the fiscal year; and Walker and Armstrong, who carry out the actual Audit. She provided a proposed audit schedule and mentioned that the preliminary review of accounts had begun after the year-end. The Auditors were scheduled to be at the YMPO premises to test control selections next week. She anticipates the issuance of Financial Statements in January and presentation to the YMPO Board and Audit Committee in February. Finally, YMPO would need to file the Single Audit by March 31, 2022, since we had exceeded the \$750,000 threshold of federal expenditures.

7. The Infrastructure Investment and Jobs Act.

Mr. Ward reported on the Infrastructure Investment and Jobs Act (IIJA), signed into law by President Biden on November 15, 2021. The Act totals approximately \$1.2 trillion based over the next ten years, roughly divided into two 5-year segments. The first five years contain \$550 billion, and the second 5 years \$650 billion. The infrastructure spending in the first five years is primarily roads and bridges, passenger/rail, safety/research, public transit, broadband, airports, ports and waterways, water infrastructure, power and grid, resiliency, low/buses/ferries, electric charging, reconnecting, and addressing legacy pollution. Mr. Ward reported that the base authorization adds approximately 30-35% in formula funds for highways and bridges per year over the next five years, plus a considerable amount of funds for other infrastructure types of expenditures. He emphasized a significant increase in competitive grant funding for a total of 15 new grants and possible sub-allocations to non-TMA MPOs. Mr. Ward mentioned that the two MPO's PAG and MAG get a large portion of over \$80 million a year directly sub-allocated to their regions. They decide where the money goes, and the remaining \$720 million ADOT chooses where it goes. ADOT currently allocates to all of the other MPO's (including Yuma) only about about \$8 million a year. He reported YMPO gets just over one million dollars, for the MPO to decide where it goes.

Under the new IIJA Bill, it is likely that YMPO will receive a much larger direct sub-allocation, similar to those funds allocated to MAG and PAG. However, Mr. Ward stated that he didn't know what source of funding would be or how much money it would be. He estimates approximately as much as \$5 million a year. Over the past five years, the State of Arizona has received an average of \$775 million per year and this annual amount is expected to increase to over \$1.05 billion. In addition to the formula funding already mentioned, he urged YMPO member agencies to concentrate on applying for various transportation grants. Mr. Ward mentioned that these are very early days and there will, undoubtedly, be surprises ahead when

final interpretations of the law are available. When there are new programs in place, the Federal authorities customarily ask States, regions, and their member agencies, to develop project options. Then after a couple of years, they take a look at what everyone is doing in the nation and come up with a series of "best practices". Mr. Ward mentioned that this is a standard procedure at the Federal level and seems to work well. He said to expect changes within the next two to three years. However, he cautioned that, with an increase in federal funds, the need for a local match requirement increases accordingly. Mr. Ward mentioned that staff will continue to work with member agencies staff to increase the amount of in-kind match and add revenue sources such as time committed by the Board, which hasn't been done yet. Mr. Ward concluded with the need for a local sales tax for transportation as a potential source for matching money, especially for transit implementation funds requiring a 50% match.

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

Ms. Figueroa presented to the Board and mentioned that the Unified Planning Work Program (UPWP) Amendment #1 and Entity Dues would normally have been presented already. However, work has been hindered due to the cyber security breach, and consequent data loss. She reported that she had been re-creating her workbooks to assist with completing Amendment #1 to the UPWP and final Entity dues. Ms. Figueroa mentioned that, in March of 2021, she sent preliminary dues letters to member agencies for planning and budgetary purposes and that these were based on estimated funding and population estimates. Since then, how much carry-forward money and new funding is now available is known. She said that the State Demographer is also expected to release the most updated population estimates in the next few days (adjusted by 2020 Census numbers) and will be used to calculate the final dues. Ms. Figueroa expressed that it is currently unknown when the new IJA funding estimates would be available and if it would impact the current budget and member dues; furthermore, she foresees having an ongoing impact on FY 2023 estimates.

Mr. Ward stated that it is extremely likely that YMPO will be requesting corresponding increases in member dues in future years, once the additional funding amounts becomes known.

9. FY 2022-2026 YMPO Transportation Improvement Program Amendment #1.

Charles Gutierrez, YMPO Senior Planning Manager, reported that ADOT's Off System Bridge (OSB) Selection Committee had reviewed submitted projects and recommended some projects for OSB Program funding. One of the projects selected was Avenue 7E at the South Gila Canal in the City of Yuma. The City requested YMPO to add the project to the current TIP to develop and construct. Mr. Gutierrez mentioned that the project design phase would be programmed in FY 2022 for \$280,000 and the construction phase in FY 2024 for \$650,000. He said that the TAC recommends approval of an amendment to include the project in the FY 2022-2026 YMPO TIP.

MOTION: Councilmember Knight moved to approve FY 2022-2026 YMPO TIP Amendment #1. Supervisor Porchas seconded, and the motion was unanimously approved.

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

Mr. Ward reported that all 2022 Executive Board and TAC meetings are planned to be held in-person at the YMPO office location and/or by tele/video conference using the GoToMeeting platform. YMPO staff will send out log-in details for each teleconference with agenda packet, up to one week prior to each meeting. Board meetings are customarily held on the last Thursday of each month at 1:30 p.m., except for the combined November and December meetings. Similarly, the TAC meetings will be held on the second Thursday of each month at 9:00 a.m.

MOTION: Supervisor Porchas moved to approve the schedule for YMPO Calendar Year 2022 Executive Board and Technical Advisory Committee meetings. Councilmember Knight seconded, and the motion was unanimously approved.

11. Timeline for Reviewing the Executive Director's Evaluation.

The Chairman announced that he had agreed to defer the Executive Director's evaluation to a future meeting due to the Director's pending vacation and complications with hiring a replacement.

12. 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.
- D. MPO/COG Director's/Planner's Meetings.
- E. Rural Transportation Advocacy Council activities.
- F. Projects - Economic Development and Transportation.

13. 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. Mr. Ward reported that YMPO will be applying for Highway Safety Improvement Program (HSIP) funds for the FY 2026-2027 timeframe. Last cycle, YMPO successfully received nearly \$10 million in HSIP funds and consequently incorporated a contract with the Long-Range Transportation Plan administered by Kittleson to continue the two-year cycle. He reported that the sub-contractor concerned, Greenlight Traffic Engineering (GTE), was originally scheduled to carry out their work and had expected it to be wrapped up by the end of calendar year 2021. However, due to a problem with Federal reauthorization not occurring in the

anticipated timeframe, GTE expected to need to be extended into a longer contract to complete applications.

- B. Status on Hiring a New Mobility Manager and an Executive Director. Mr. Ward reported successfully hiring a Mobility Manager and emphasized that Mr. Gutierrez is now considered the Senior Planning Manager. He also mentioned that three applications are in place for the Executive Director's position and have not received any new applications. Mr. Ward said that Ms. Figueroa would be putting application packets together and send out to individual Board members for review. He also mentioned that the administrative assistant/bookkeeper position is expected to be advertised soon.
- C. UPWP Amendment. Previously discussed.

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.

There being no further business to discuss, the meeting was adjourned at 2:37 p.m.

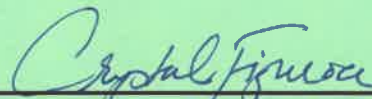
Anticipated Future 2022 Meeting Locations.

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 may also participate electronically, by computer and/or telephone (or both), using the GoToMeeting portal.

January 27, 2022, 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 February 24, 2022



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



Councilmember Matias Rosales, Chairman
YMPO Executive Board