



EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, March 31, 2022
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.

In the absence of Chairman Porchas, the Yuma Metropolitan Planning Organization (YMPO) Vice-Chairman, Councilmember Gary Knight, called the YMPO Executive Board (the Board) meeting to order at 1:37 p.m. and asked the Board to join him in reciting the Pledge of Allegiance.

2. Roll Call Attendance.

The YMPO Administrative Assistant/Bookkeeper, Blenda Dale, called the roll as follows:

YMPO Executive Board Members Present:

Vice-Chairman	Gary Knight, Councilmember, City of Yuma ^
Secretary/Treasurer	Cecilia McCollough, Mayor, Town of Wellton ~
Member	Mark Hoffman for Bruce Fenske, Deputy Southwest District Engineer, ADOT ^
Member	Lynne Pancrazi, Board of Supervisors, Yuma County ^
Member	Karen Watts, Councilmember, City of Yuma ^

^ Attended in person.

~ Participated by teleconference.

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

YMPO Executive Board Members Absent:

Chairman	Martin Porchas, Board of Supervisors, Yuma County #
Member	Matias Rosales, Councilmember, City of San Luis *
Member	Martha Garcia, Councilmember, City of Somerton ~
Member	Leslie McClendon, Deputy Mayor, 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:

Crystal Figueroa	Executive Director.
Charles Gutierrez	Senior Planning Manager.
Paul Ward	Principal Engineer.
Blenda Dale	Administrative Assistant/Bookkeeper.

Additional Attendees: None.

Declaration of Votes:

Councilmember Knight declared that he would exercise the proxy vote for Deputy Mayor McClendon.

3. Title VI Declaration and Call to the Public

The YMPO Mobility Manager, Jesus (J. R.) Aguilar, Jr., read the YMPO Title VI obligations. No members of the public addressed the Board.

4. Consent Agenda.

A. Approval of the February 24, 2022, Board Meeting Minutes.

B. YMPO Income/Expenditure Reports for January and February 2022.

The YMPO Executive Director, Crystal Figueroa, requested to make a very minor change to the minutes. She reported that the written minutes that had been included in the agenda packet showed as being approved by Chairman Porchas and requested that they be changed to reflect their approval by Vice-Chairman Knight.

MOTION: With that change being made, Supervisor Lynne Pancrazi moved to approve the consent agenda, as presented. Councilmember Karen Watts seconded, and the motion was unanimously approved.

5. Promotion of Crystal Figueroa to YMPO Executive Director

Ms. Figueroa expressed her gratitude to the Board for promoting her and gave a brief presentation to introduce herself to the Board. First of all, she proposed a few tweaks to the YMPO mission statement and suggested that members could address how YMPO's role might change in the next few months. In answer to a question regarding why the statement includes the words "formally designated", Ms. Figueroa reported that YMPO had been formally designated by the Governor of Arizona, as required by Federal legislation.

She continued that YMPO would continue to push for funds to satisfy our transportation needs, whether Federal, State, or Local funds. She asked members whether YMPO should be more involved in US Census activities especially in direct support of member agencies. Even though YMPO does not have a direct role in the Census process, she reminded members how important an accurate count of population is to the work that YMPO does and opened the door to possibly doing more for the region in Census efforts. She then reminded members that the transition to becoming a Transportation Management Area (TMA) is still a

possibility and would mean additional work for Congestion Management. Although the County has over 200,000, it is unlikely that the Urbanized Area has that many people, due to population density limitations. It is possible that it might take another ten years. There were some comments regarding the undercount of some agencies during the recent Census.

Ms. Figueroa continued her vision for the next steps for YMPO, being the continued collaboration with federal, state, and local agencies on transportation matters; completing the Rail/Heavy Freight Study and completing and submitting the application forms for Federal Highway Safety Improvement Program (HSIP) funds that was started as part of the recently completed Long-Range Transportation Plan effort. She intends to continue the regional focus on finding funds to widen US-95 between Araby Road and Aberdeen Road and reminded members that it was the Yuma region's turn to host the Rural Transportation Summit Conference in FY 2024, specifically, September 2023.

Ms. Figueroa then outlined the next steps on some of the future studies that are likely to take place. In particular, she explained the need for the Regional Coordination Plan, which will coordinate the efforts of the Federal Transit Administration (FTA) funded 5310 Elderly and People with Disabilities Program lead by the YMPO Mobility Manager J. R. Aguilar as part of the regionwide Mobility Management Program. Next is a Roads of Regional Significance Study to look at which roadways in the region should be regarded as regional roadways during the next twenty years which YMPO should look at as 'super-arterials'.

The Complete Streets concept has been mentioned several times in the BIL and Ms. Figueroa reported that the idea is to encourage members to maximize the multi-modal use of roadways by increasing alternatives modes of transportation, such as bus pullouts, and the provision of pedestrian and bicycling facilities at the planning level. The next LRTP is officially listed as the FY 2026-2049 LRTP, and we will probably have to start reserving some funds over the next UPWP cycle to ensure that sufficient funds are available for the effort. Mr. Ward suggested that the next LRTP would probably be referred to as the 2050 Plan.

Another opportunity is to provide a Traffic Counts map that will be published on our website for use by all parties. The Vice-Chairman asked if the traffic count process would change. Mr. Gutierrez replied that the traffic count program had already changed to a three-year cycle, based on the recommendations of the traffic count study that had been completed two years prior. However, this traffic count map would only report the latest available traffic counts and turning movements within the region.

The Director continued her vision regarding YMPO staff hires over the near-term. The first step is to hire a replacement Accountant II/Executive Assistant and train this person to take over her current duties and reported that this position is

currently being advertised. Then she reminded members of the need for a part-time Information Technology (IT) person or a consultant, to improve the security of the YMPO computer network [as recommended by Yuma County ITS staff earlier this year]. She indicated a need for a pool of on-call traffic counters, due to a higher turnover of counting staff. She wanted to increase training for YMPO, including using the opportunities provided by Yuma County.

On the logistics side, she suggested that a GIS Data person might be needed but indicated the possibility that a Data Analytics platform might be an alternative and that YMPO staff had been looking at a possible option and that she would certainly be looking to upgrade the network security with an automated backup option.

Supervisor Pancrazi requested Ms. Figueroa to provide, similar to what has been happening at the County, a report on current YMPO staff salaries. This could be heard, probably in Executive Session, during a future meeting. This item was on the agenda for information and discussion only at this stage.

6. Adjustment to Amendment #1 to the FY 2022-23 Unified Planning Work Program

Ms. Figueroa reported that, during the previous meeting, the Board had approved an amendment #1 to the FY 2022-23 Unified Planning Work Program (UPWP). As part of implementing that amendment, the eligibility of committing up to \$10,000 in Federal Metropolitan Planning (PL) funds for Regional Safety Applications for Greenlight Traffic Engineering, had been questioned by ADOT staff. As a result, members are requested to approve changing the targeted Federal PL funds to local funds. The PL funds released will be transferred to Capital Expenditures as a placeholder and will likely be used on another program in due course. Ms. Figueroa stated that the revised memorandum and tables showing the adjustment to the amendment were available in the agenda packet.

Supervisor Pancrazi moved to approve the adjustment to Amendment #1 as explained by YMPO staff. Councilmember Watts seconded, there was no further discussion, and the motion was approved unanimously.

7. Status of the YMPO Rail/Heavy Freight Study

Mr. Gutierrez reported that the consultant team, from Kimley-Horn and Associates, had previously delivered a revised Work Plan, a Public and Stakeholders Involvement Plan and, recently, their first Working Paper #1 covering Current and Future Conditions. They had also given a presentation on Working Paper #1 to the TAC earlier in March. A copy of this Working Paper was sent to Board members earlier this week. Mr. Gutierrez requested comments from members by the end of the next TAC meeting in mid-April. The Vice-Chairman stated that he appreciated the extra time for reporting their opinions on the Working Paper and asked whether the comment sheet had been sent to GYEDC? Mr. Gutierrez answered that YMPO staff would appreciate any guidance from members regarding support for this effort. The Vice-Chairman suggested someone from agriculture communities

should be included.

Mr. Ward stated that the Consultant, during the TAC meeting, questioned whether there was adequate support from stakeholders south of the border and, indeed, from north of the border. With regard to south of the border, there are three levels to consider, at the Federal Level, at the State level and at the Local level. He did not doubt that there was a lack of support from the Local level, but indicated that the Consultant had a question mark regarding lack of support from the State and Federal levels. With regard to north of the border, in particular, the Consultant had reported an apparent lack of support from the military, the general comment was that "the military will not be paying for anything regarding a rail line". He reported that one of main options for locating the rail line was that it would probably be located on military land. Mr. Ward questioned whether YMPO should continue with this Study, given the apparent lack of support ?

Mr. Gutierrez displayed the matrix provided by the consultant showing which stakeholders had been consulted and when. Most of the meetings occurred during December 2021, with the most recent meeting being with staff from the Marine Corps Air Station in early February.

Mayor McCollough suggested that a key stakeholder might be David Figueroa, of the City of San Luis, Rio Colorado, who had contacts in the State government and the Federal government.

This item is on the agenda for information, review and discussion only, at this stage, and no action was taken.

8. Requested Changes and Approval of the YMPO Title VI Plan.

Mr. Gutierrez reported that the Title VI Plan needed to be updated due to new YMPO Officers being elected and a new Director being appointed.

He displayed portions of the updated report which showed the YMPO Chief Title VI Officer as Chairman Porchas, the YMPO Title VI Liaison as being Crystal Figueroa and the YMPO Title VI Coordinator as being himself. He also indicated some changes to demographics and the maps used and which projects would be receiving Federal funds, as indicated by the YMPO Transportation Improvement Program. There were a few changes to the appointments listed in the Limited English Proficiency (LEP) Plan.

Supervisor Pancrazi moved to approve the updated YMPO Title VI Plan, as presented by YMPO staff. Councilmember Watts seconded, there was no further discussion, and the motion was approved unanimously.

9. Status of Construction and funding of US-95.

Mr. Ward provided a status report, kindly provided by ADOT Southwest District

staff, on the construction of US-95: Avenue 9E to Rifle Range Road and continued with possible investments in the next phases of the roadway widening through Aberdeen Road.

Mr. Ward indicated that additional funding would probably be extended by ADOT to the next phase of US-95: Rifle Range Road to the Wellton-Mohawk Canal, but the appropriate action would need to be confirmed at a future State Transportation Board meeting. The Vice-Chairman stated that approval of additional funds might not occur until the State budget was confirmed and this was expected by the end of June, 2022.

Supervisor Pancrazi moved to direct Ms. Figueroa to attend the next State Transportation Board meeting and to provide the appropriate level of thanks to the Board and ADOT staff, on behalf of the Yuma region, for their efforts regarding US-95 improvements. The motion was seconded by Mayor McCollough, no further discussion was needed, and the motion was passed unanimously.

10. Possible Letters of Support for RAISE Grants from YMPO Member Agencies.

Director Figueroa report that, as discussed as part of agenda item #9, YMPO will no longer be submitting a RAISE Grant this year for US-95; however, we have recently been informed that Yuma County and the City of San Luis will be submitting RAISE Grant requests for projects within their jurisdictions. As a result, members will be requested whether to provide regional letters of support for the projects in question. The Vice-Chairman recommended that we still wait for the direction being taken on the US-95 project application, which is scheduled for the next day.

Supervisor Pancrazi moved to authorize the Chairman and Executive Director to sign letters of support for the two projects in question, for the Yuma County and the City of San Luis. The motion was seconded by Councilmember Watts, no further discussion was needed, and the motion was passed unanimously.

11. 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

Director Figueroa reported that the AzTA Annual Conference was coming up the following week and that all YMPO staff members would attend. Supervisor Pancrazi asked where the conference was taking place and Director Figueroa answered at the El Conquistador Resort in Oro Valley, just north of Tucson. The Vice-Chairman mentioned that the RTAC was still trying to secure funding for Greater Arizona projects. There were no further comments.

12. Possible Future Agenda Items

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

- A. ADOT Highway Safety Improvement Program (HSIP) applications.
- B. Update on Federal Transportation Authorization (IIJA, or BIL).
 - i. Possible repurposing of RAISE Grant funding
 - ii. Multimodal Project Discretionary Grant NOFO.
 - iii. Possible additional funding for other IIJA Grants.
- C. Supervisor Pancrazi reminded members regarding the request for a review of staff salaries.
- D. Mr. Gutierrez reported that a TIP Amendment would likely be on the forthcoming agenda, as well.

13. Progress Reports

Members and staff will update the Board on the progress of ongoing projects and other recent events. No further comments.

- A. Mar 1 - 5310 Program - RISE meeting (JR).
- B. Mar 2 - 5310 Program - NAU/AmeriCorps meeting (JR).
- C. Mar 2 - YC IT support for QuickBooks- discussion (CF, BD).
- D. Mar 2 - LRTP - Possible Invoice changes with Kittelson P.M. (PW).
- E. Mar 2 - Yuma Co. Economic Development Committee meeting (CF, PW).
- F. Mar 3 - 5310 Program - Horizon meeting (JR).
- G. Mar 3 - 5310 Program - HOPE meeting (JR).
- H. Mar 4 - RAISE Grant - FHWA webinar (CF).
- I. Mar 4 - 5310 Program - Discuss NAU budget with ADOT (JR).
- J. Mar 7 - Presentation to Yuma County BOS (CF, PW).
- K. Mar 7 - 5310 Program - Saguaro meeting (JR).
- L. Mar 7 - Staff meeting (All).
- M. Mar 7 - Presentation by Urban SDK (PW).
- N. Mar 8 - Discuss Federal projects with City of Yuma staff (CG).
- O. Mar 8 - 5310 Program - NAZCARE meeting (JR).
- P. Mar 8 - Presentation by Urban SDK (PW).
- Q. Mar 9 - RAISE Grant - Weekly telemeeting (PW, CG).
- R. Mar 9 - 5310 Program - Crossroad's meeting (JR).
- S. Mar 9 - HSIP Program - Kick-Off telemeeting (PW, CG).
- T. Mar 10 - TAC meeting (All).
- U. Mar 10 - 5310 Program - Review upcoming Grant (PW, CG, JR).
- V. Mar 10 - Avenue E-D Corridor - discussion (PW, CG, JR).

- W. Mar 11 - 5310 Program - Discuss NAZCARE budget with ADOT (JR).
- X. Mar 11 - 5310 Program - Discuss HOPE budget with ADOT (JR).
- Y. Mar 14 - 5310 Program - Crossroads Mission (CG, JR).
- Z. Mar 14 - 5310 Program - Discuss Grant application (PW, CG, JR).
- AA. Mar 14 - ADOT YMPO - Coordination meeting (CF, PW, CG).
- BB. Mar 15 - RAISE Grant - Photos of AG Workers (CG).
- CC. Mar 15 - O-D Study - Discuss MOU with San Luis staff (PW).
- DD. Mar 15 - Yuma PM-10 SIP Update - telemeeting (CG).
- EE. Mar 16 - ADEQ - Traffic Counts for Orphaned Roads (CF, PW, CG).
- FF. Mar 16 - RAISE Grant - Weekly telemeeting (CF, PW, CG).
- GG. Mar 18 - Comodo tele-Demo (CG).
- HH. Mar 18 - AZSTB meeting, Marana (CF, PW).
- II. Mar 21-23 - Site Visit/Training with SEAGO (JR).
- JJ. Mar 21 - RTAC Advisory Committee telemeeting (CF, PW).
- KK. Mar 24 - 5310 Program - Regional Mobility Committee meeting (JR).
- LL. Mar 24 - YMPO/SCMPO Director's Planning meeting (CF).
- MM. Mar 24 - Yuma Chamber of Commerce - transportation meeting (CF).
- NN. Mar 25 - 5310 Program - Discuss Saguaro budget with ADOT (JR).
- OO. Mar 30 - Yuma Co. Economic Development Committee meeting (CF).
- PP. Mar 31 - LPA DBE Reporting Compliance (CF, BD).
- QQ. Mar 31 - EB meeting (All).

14. Adjournment

There being no further business to discuss, the meeting was adjourned at 3:38 p.m.

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 Crystal Figueroa 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. The next two meetings will be held on Thursday, April 28, 2022, and May 26, 2022, in the YMPO offices starting at 1:30 p.m.

Preparation and Approval of Minutes:

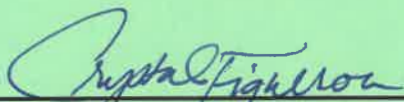
Minutes prepared by:



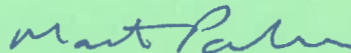
Paul D. Ward, P.E., Principal Engineer

Minutes reviewed to form by:

Minutes approved in regular session on
April 28, 2022



Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization



Supervisor Martin Porchas,
Chairman, YMPO Executive Board