

**EXECUTIVE BOARD
REGULAR MEETING MINUTES**

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, May 26, 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.
Yuma Metropolitan Planning Organization (YMPO) Chairman, Supervisor Martin Porchas, called the YMPO Executive Board (the Board) meeting to order at 1:32 p.m. and asked Councilmember Gary Knight to lead 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:

Chairman	Martin Porchas, Board of Supervisors, Yuma County ^
Vice-Chairman	Gary Knight, Councilmember, City of Yuma ^
Secretary/Treasurer	Cecilia McCollough, Mayor, Town of Wellton ~
Member	Bruce Fenske, Southwest Asst. 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:

Member	Matias Rosales, Councilmember, City of San Luis *
Member	Martha Garcia, Councilmember, City of Somerton *
Member	Cocopah Indian Tribe - not currently identified *
Member	Leslie McClendon, Deputy Mayor, City of Yuma +

+ Not present but 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.
Jesus R. Aguilar, Jr.	Mobility Manager.
Blenda Dale	Accountant II/ Executive Assistant.
Norma Chavez	Administrative Assistant/Bookkeeper.

Additional Attendees:

Antonio Martinez (MCAS Yuma) attended by teleconference.

Declaration of Votes: Councilmember Knight declared that he would exercise the proxy vote for Deputy Mayor McClendon for a total of three votes and Councilmember Watts would have two votes.

The Chairman welcomed Mr. Bruce Fenske, who had recently been confirmed as the new Southwest District Administrator for the Arizona Department of Transportation (ADOT). Mr. Fenske had served as the Assistant Southwest District Engineer under Paul Patane for the past several months and had recently been promoted to Mr. Patane's former position, as District Administrator. Mr. Fenske reported that the title of District Administrator was now being used, instead of District Engineer, on a Statewide basis. In his new position, Mr. Fenske currently represents both ADOT and had assumed the position of the State Transportation Board member on the YMPO Executive Board, with one vote.

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.

The Town of Wellton Mayor, Cecilia McCollough, joined the meeting at 1:36 p.m.

4. Consent Agenda.

A. Approval of the April 28, 2022, Board Meeting Minutes.

B. YMPO Income/Expenditure Report for April 2022.

A copy of the draft minutes of the Regular Board meeting from April 28, 2022, accompanied the agenda. Members had the opportunity to review, report any changes, and/or approve the minutes of the April 28, 2022, Regular Board meeting. The April 2022 financial report was also provided for review at this meeting.

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

5. Proposed Revised Mission Statement for Consideration.

During the March 31, 2022, YMPO Executive Board meeting, the YMPO Executive Director, Crystal Figueroa, had introduced a revised/proposed YMPO mission statement in her introductory presentation for possible consideration. She stated that the main reason was to make the statement more concise and direct. She reported that the TAC had considered the revised statement and had suggested a minor addition to the statement to include collecting data (primarily through traffic counts). The revised statement was currently being presented to the Board for possible approval.

Ms. Figueroa read out the revised statement, as follows: *"Our mission is to balance multimodal transportation-related needs in the formally designated Yuma regional transportation planning area, while promoting a safe environment and enhancing the quality of life in our community. YMPO planning includes collecting data; coordinating and integrating sustainable solutions; and maintaining a continued Long-Range, multi-agency, comprehensive transportation plan, to incorporate all stakeholders and members of the public".*

MOTION: Councilmember Gary Knight moved to approve the revised Mission Statement, as presented. Supervisor Lynne Pancrazi seconded, and the motion was unanimously approved.

6. Possible Changes to the FY 2022-2023 YMPO Unified Planning Work Program (UPWP) for FY 2023 Only.

Ms. Figueroa addressed the Board on this agenda item. She reminded members that the Board had originally approved the two-year FY 2022 and 2023 YMPO UPWP in April 2021, and that the first year was coming to an end. She also reported that the Board had recently approved a few changes to the UPWP during the prior meeting. She informed members that, as part of the two-year process, YMPO is preparing a revised budget for the forthcoming FY 2023 and intends to formally amend the two-year work program to incorporate any changes that may occur. This presentation was to inform members of possible additions, changes, and/or deletions.

Ms. Figueroa indicated that the recently approved Federal Bipartisan Infrastructure Law (BIL) had added more funds to the mix; she reported that four studies were being continued on into the next fiscal year and that the funds targeted would also need to be carried forward; she reminded members that, as the federal funds were being increased (especially due to some of the Grants that were becoming available), additional local (matching) funds would also need to increase; and that we would probably need to increase YMPO operational expenses for possible website improvements and for upgrading automatic backup security procedures, following the electronic intrusion from last year. Finally, Ms. Figueroa indicated that this item was not on the agenda for action at this time, although that would happen, possibly during the next meeting, but that she would welcome any comments.

Chairman Porchas asked if the budget would be presented with amounts and Ms. Figueroa replied that it would contain the expected amounts and would be accompanied by a formal staff report.

YMPO Principal Engineer, Paul Ward, added that there were a couple of studies in the near future, such as a series of suggested standards for sidewalks and on-and off-road bicycle facilities in the guise of a Complete Streets Study, and that a Roads of Regional Significance Study would have outlines presented to the Board prior to formal Scopes of Work being developed. He also reported the expected receipt of more than \$300,000 in additional funds from another newly approved Federal funding source [the Carbon Reduction Program]. The study outlines would initially be presented to the TAC for review and comment and then to the Executive Board, in due course.

7. Update on Additional US-95 Funding.

Mr. Ward updated the Board on the status of construction of the US-95 improvements. He started with the prior ADOT State Highway Construction Program which, in the prior program showed only about \$8 million programmed for the next phase of the overall project, the segment between Rifle Range Road to the Wellton-Mohawk Canal. However, he informed members that, during the recent Arizona State Transportation Board (AZSTB) meeting, on May 20, 2022, the Board approved additional funding to this second phase.

Councilmember (and AZSTB Vice-Chairman) Gary Knight reported that the Board had added, in three separate actions covering design, right of way, and construction phases, approximately \$21 million, in Federal and State funds, to the project. As a result, the phase in question was targeted to go to bid by the end of the current State fiscal year, by the end of June 2022, with a possible breaking-ground by the end of September, and/or by mid-October 2022.

Mr. Ward added that there was a minor caveat, in that this phase of the project was the anticipated target of a request for a Defense Community Infrastructure Pilot (DCIP) Program Grant, possibly for as much as \$10 million to \$15 million. Ms. Figueroa had mentioned the DCIP Grant during a previous item, but if YMPO was successful in receiving these funds, ADOT staff had agreed to substitute the Federal funds on the project and would program the unused State funds on another phase of the overall project. Mr. Ward informed the Chairman that this item was just for information and discussion but mentioned that the Executive Director had already appeared in front of the AZSTB and had thanked them, and ADOT staff, on behalf of the Board, for their efforts to widen US-95.

8. YMPO Regional Coordination Plan (RCP).

The YMPO Mobility Manager, J.R. Aguilar, briefed the Board regarding the forthcoming Regional Coordination Plan (RCP). He reported that the Scope of Work for the RCP, which is part of the 5310 program, was almost finalized and that

the Request for Proposals (RFP) was close to being complete. Mr. Aguilar indicated that the 5310 Program provides transportation services to the seniors and people with disabilities (sometimes referred to as 'vulnerable adults'). Mr. Aguilar's main role is to coordinate the efforts of several different companies that provide these services in the YMPO region. The main aim of the RFP is to find a consultant that will update the RCP which will help to ensure that the region is able to provide the appropriate level of services to the maximum number of persons in our region and will form the basis for how to improve services within the YMPO region in the future.

Councilmember Knight asked if the 5310 program also funds the Yuma County Area Transit (YCAT)? Mr. Gutierrez, the YMPO Senior Planning Manager, replied that YCAT does receive some 5310 funds and has had a staff member that has carried out some Mobility Management training, but that their main focus is the 5311 Paratransit program, which is a different program. This item was on the agenda for information, discussion, and possible comment only.

9. YMPO Staff Hiring Update

Ms. Figueroa reported that members are already aware that YMPO has been searching for a new Accountant II/Executive Assistant. She was happy to confirm that she had promoted an internal candidate, Ms. Blenda Dale, who was the YMPO Administrative Assistant/Bookkeeper, to the Accountant/Executive Assistant position.

Further, she was able to select the next leading candidate for the Administrative Assistant/Bookkeeper from the original list of applicants, was pleased to report that she had hired Ms. Norma Chavez for that position and introduced her to the Board.

She continued that she expects to advertise for the part-time Information Technology (IT) Systems Administrator position in the next few days. This item was also only for information and discussion only. Finally, YMPO was also looking to establish a pool of candidates for Traffic Data Technicians.

10. Notification of Letter of Support for City of San Luis: Cesar Chavez Boulevard - Rural Surface Transportation Application.

Ms. Figueroa reminded members that, during their March 29, 2022 meeting, they approved Letters of Support for two member agencies for submitting Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant applications for two projects within the YMPO region. She informed members that one of the agencies, the City of San Luis had requested a similar Letter of Support for submitting a Rural Surface Transportation Grant application request, also for their Cesar Chavez (Juan Sanchez) Boulevard project.

She reported that, as the Letters of Support were very similar, and as the timeframe concerned did not allow for calling a Special meeting of the Executive Board to

take action, she had approached the Chairman and asked whether he was willing to sign a letter of support stating the region's support for this new Grant. As a result, she had provided a letter to the City of San Luis and was informing the Board of her actions. This item was only for information and discussion.

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

This agenda item was an opportunity for members and staff to update the Board regarding recent occurrences, as shown below. If written information was available, it was 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.

Ms. Figueroa reminded members that the registration window for the Rural Transportation Summit (RTS) was open, although final details of the conference were not yet available. However, members of the Board were welcome to attend the conference at YMPO expense, as the conference is targeted to elected officials. She continued that the conference is scheduled for September 14 and 15 at the Ak-Chin Casino and Resort in Maricopa, Arizona. Councilmember Knight and Administrator Fenske showed interest in attending the conference. She mentioned that the RTS the following year is tentatively scheduled for the Yuma region.

Mr. Gutierrez advised that YMPO customarily welcomes Yuma region attendees and legislators at the RTS conference to attend a dinner on the first night and further details would be forthcoming in due course. This item was only for information, discussion, and for member 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. Possible funding for future IJJA Grants.
- b. FY 2022-23 UPWP Amendment #3.

13. Progress Reports

Members and staff reported participating in the following projects and events:

- A. May 2 - Staff meeting (all).
- B. May 3 - New Hire Orientation (CF, BD).
- C. May 3 - Getting Ready for the Safe Streets and Roads mtg (CG).
- D. May 3 - YMPO Rail meeting (PW, CG).
- E. May 3 - San Luis Senior Center Conference call 5310 (JR).
- F. May 4 - Scope of Work RCP (CG, JR).

- G. May 4 - San Luis Technical Meeting (CF, CG).
- H. May 4 - Discussion with Wells Fargo on Electronic Banking (CF).
- I. May 4 - San Luis City Council Work Session (CF).
- J. May 9 - Data Review Urban SDK (PW, CG).
- K. May 9 - YMPO/ YC HR Dept meeting (CF).
- L. May 9 - ADOT/YMPO Coordination meeting (CF, PW, CG).
- M. May 10 - YMPO Accountant Interviews (CF, PW, CG).
- N. May 11 - YMPO Accountant Interview (CF, PW, CG).
- O. May 11 - Local Public Agency Training Series Module 1 (CF, PW, CG).
- P. May 11 - First Aid & CPR Certification (BD).
- Q. May 11 - Scope of Work RCP (PW, CG, JR).
- R. May 11 - ADOT MPO Coordination meeting (CF, CG).
- S. May 12 - TAC meeting (CG, BD, JR).
- T. May 12 - YMPO Accountant Interview (CF, PW, CG, BD).
- U. May 16 - RTAC Advisory Committee (CF, PW).
- V. May 16-CTS Meeting (CG, CF, PW).
- W. May 17 - Yuma PM10 SIP (CG).
- X. May 19 - ASRS Basic Plus training (BD, NC).
- Y. May 19 - Getting Ready for the Reconnecting Community Pilot Discretionary Grant Program (JR).
- Z. May 19 - Defense Community Infrastructure Pilot Webinar (CG, CF, PW).
- AA. May 20 - AZSTB Meeting, Salt River, (CF in person. PW by Zoom).
- BB. May 23 - RTAC Meeting (CG, CF, PW).
- CC. May 24 - Yuma Road Study (CG, CF, PW).
- DD. May 25 - Yuma County's Regional Economic Development Meeting (CF).
- EE. May 26 - Executive Board meeting (CF, PW, CG, JR, BD, NC).
- FF. May 26 - DOT Info Session on Transportation Equity (JR).
- GG. May 31 - 5310 Regional Mobility Committee meeting (CG, JR).

14. YMPO Staff Salary Review

During the last Board meeting, a request was made for the Director to provide a brief update on the current salaries for YMPO staff. Councilmember Knight moved to go into Executive Session to hear this report. Ms. Pancrazi seconded and the motion passed unanimously.

15. **EXECUTIVE SESSION**

The Executive Board met in Executive Session and no minutes were taken.

16. Reconvene to Public Meeting

The Chairman declared that meeting was reconvened back to open session.

17. YMPO Staff Salary Review

This item was a follow up to the previous three agenda items. The Board had the opportunity to discuss or comment on the Director's report on staff salaries in open session.

Councilmember Knight moved to change the Executive Director's Salary as discussed in Executive Session. Ms. Pancrazi seconded and the motion was unanimously approved.

18. Adjournment

There being no further business to discuss, the meeting was adjourned at 3:43 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, June 30, 2022, and July 28, 2022, in the YMPO offices starting at 1:30 p.m.

Preparation and Approval of Minutes:

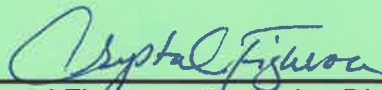
Minutes prepared by:



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

Minutes reviewed to form by:

Minutes approved in regular session on
June 30, 2022



Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization



Supervisor Martin Porchas,
Chairman, YMPO Executive Board