

EXECUTIVE BOARD REGULAR MEETING AGENDA

Local Governments and Citizens Working Together

EXECUTIVE BOARD

Regular Meeting

Thursday, February 23, 2023
1:30 P.M.

The Meeting will be held In-Person and/or using
GoToMeeting by Video and/or Teleconference from
the Main Conference Room at the YMPO Offices at
230 West Morrison Street, Yuma, Arizona 85364

YMPO EXECUTIVE BOARD

Chair	Martin Porchas, Board of Supervisors, Yuma County
Vice-Chair	Gary Knight, Councilmember, City of Yuma
Secretary/Treasurer	Cecilia McCollough, Mayor Pro Tem, Town of Wellton
Member	Maria Cruz, Councilmember, City of San Luis
Member	Gerardo Anaya, Mayor, City of Somerton
Member	Bruce Fenske, Southwest District Administrator, ADOT
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Wynnie Ortega, Councilmember, Cocopah Indian Tribe
Member	Art Morales, Councilmember, City of Yuma
Member	Michael Shelton, Councilmember, City of Yuma

A regular electronic meeting of the Executive Board (the Board) of the Yuma Metropolitan Planning Organization (YMPO) will be held on **Thursday, February 23, 2023**, starting at **1:30 p.m., either In-Person and/or using GoToMeeting Video/Teleconferencing** from the YMPO Offices at 230 West Morrison Street, Yuma, Arizona, 85364, 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 tele-conference, if they so desire.

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
Blenda Dale, YMPO Accountant II/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

Jesus Aguilar Jr., YMPO Mobility 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. Any members of the Public attending by teleconference are requested to contact YMPO staff with any questions they may have prior to the meeting.

4. Consent Agenda

A. Approval of the January 26,2023 Board Meeting Minutes

B. YMPO Income/Expenditure Report for January 2023

A copy of the draft minutes of the Regular Board meeting from January 26, 2023, will accompany this agenda. Members will have the opportunity to review, report any changes, and/or approve the minutes of the January 26, 2023, Regular Board meeting. The January financial report is also expected to accompany this agenda and will be available for comment 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 for January 26, 2023, and the financial report for January 2023 are attached as Items A and B respectively.

5. Election of Executive Board Officers - Calendar Year 2023

YMPO By-Laws provide that elected officers of YMPO shall serve on a rotation basis. Usually, the Vice-Chairman assumes the position of Chairman, the Secretary/Treasurer assumes the position of Vice-Chairman, and the Board elects a new officer to fill the Secretary/Treasurer position. This rotation usually occurs during the February meeting.

The current Chair is Yuma County Board of Supervisors, Martin Porchas; the current Vice-Chair is City of Yuma Councilmember Gary Knight; and the current Secretary/Treasurer is Town of Wellton, Mayor Pro Tem, Cecilia McCollough. It is understood that Supervisor Porchas will remain as the Yuma County representative; that Councilmember Knight will take over as Chair and that Mayor Pro Tem McCollough will take over as Vice-Chair. As a result, the only decision to make is to elect a new Secretary/Treasurer.

The By-Laws also require that, at any one time, three (3) elected officers on the Executive Board must be from three (3) different jurisdictions; and at least one office shall be held by the City of Somerton, City of San Luis, the Town of Wellton, or the Cocopah Indian Tribe. Any modification to this requirement must be unanimously approved by the YMPO Executive Board. If historical member agency rotation precedence is considered, the representative from the Cocopah Indian

Tribe, currently Councilmember Wynnie Ortega, would be expected to be nominated as the soon-to-be-vacant Secretary/Treasurer.

This year, the rotation seems to be reasonably well understood; however, a change in historical precedence may be considered by the Board if necessary. Members may contact Chairman Porchas and/or the Executive Director to make nominations (including self-nominations) or they may do so during the meeting, when called on by the Chair. To date, there have been no nominations received.

This item is on the agenda for information, discussion, and possible action for members regarding the usual rotation of Board Officers, as indicated in the YMPO By-Laws and to elect a new Secretary/Treasurer. The YMPO Executive Director, Ms. Crystal Figueroa, will present this item and further information is provided in an Information Summary included as Item 5.

6. Election of YMPO Subcommittee Members and Identification of Officials for Attending AZSTB and RTAC meetings - Calendar Year 2023

YMPO has three possible subcommittees:

- (a) the first is to oversee the annual Audit process;
- (b) the second is to oversee any changes to YMPO By-Laws; and
- (c) the third carries out a performance evaluation on the Executive Director;
- (d) the fourth is to oversee any changes to the YMPO Personnel Policies and Procedures.

In addition, there are two Statewide Boards/Councils:

- (d) the Arizona State Transportation Board (AZSTB)
- (e) the Rural Transportation Advisory Council (RTAC)

YMPO generally appoints members (and alternates) to attend and represent the region. The Chair of the Audit Committee is the current YMPO General Secretary/Treasurer, but the other two members have not been identified for 2023. Members of the By-Laws Subcommittee are usually only selected IF there are any proposed changes to the By-Laws and the members of the Evaluation Subcommittee are selected solely by the Board Chair.

Although subcommittee members follow a nomination/election process, AZSTB and RTAC representatives are usually appointed by the YMPO Chair. Elections are only held if more than one member volunteers their services. If members are interested in taking on any of the responsibilities outlined above, they are encouraged to contact the Board Chairman and/or Executive Director and/or you are welcome to have someone nominate you and/or self-nominate when this item is heard during this the meeting on February 23, 2022.

This item is on the agenda for information, discussion, and possible action regarding the appointment of members to oversee the AZSTB; the RTAC; and participate in the three subcommittees. Ms. Crystal Figueroa will present this item and further information is provided in an Information Summary that is included as Item 6.

7. AZ SMART Fund Application Approval for Member Agencies

The Arizona Legislature established the AZ SMART Fund in 2022 to assist eligible cities, towns, counties, and the Arizona Department of Transportation (ADOT) in competing for federal discretionary surface transportation grants. The City of San Luis and Yuma County intends to submit AZ SMART Fund applications for design and other engineering services reimbursement.

This item is on the agenda for information, discussion, and possible action to authorize the Chairman and Executive Director to sign Letter of Support for approval of project for the AZ SMART Fund Applications intended to be submitted. Ms. Figueroa will present this item and further information is contained in an Information Summary that is attached to this agenda packet as Item 7.

8. FY 2022-23 Unified Planning Work Program (UPWP) Amendment #4

The Board approved the Two-Year FY 2022 and 2023 UPWP and the Annual Budget for FY 2022-23 at their regular meeting on April 29, 2021. Since then, the State and Federal fiscal years have closed out, and the new transportation reauthorization legislation has been finalized. Therefore, the updated funding figures for FY 2023 are known and will be presented as part of Amendment #4.

This item is on the agenda for information, discussion and possible action to approve Amendment #4 to the FY 2022-23 UPWP. Blenda Dale, YMPO Executive Assistant/Accountant II will present this item and further information is included in an Information Summary that is being sent to members with this agenda packet as Item 8.

9. FY 2023 Entity Dues to Member Agencies and Change for Calculating Dues.

YMPO staff also reviewed and updated Non-In-Kind matching funds (Entity Dues) to be collected from member agencies. This update includes changes made as part of FY 2022-23 UPWP Amendment #4 and recently published State and County-wide draft population estimates for 2022. Therefore, YMPO is providing the actual FY 2023 Entity Dues to be paid by member agencies as part of the YMPO UPWP. Population estimates became final on December 15, 2022, and members will have the opportunity to ask any questions regarding the Entity Dues and suggested change for calculating cash matching funds (local dues) as part of

the procedure previously approved by the Board during the May 2018 Board meeting.

This item is on the agenda for information, discussion and possible action to approve the FY 2023 Entity Dues and the Change for Calculating Dues. Blenda Dale, YMPO Executive Assistant/Accountant II and Ms. Figueroa will present this item and further information is included in an Information Summary that is being sent to members with this agenda packet as Item 9.

10. YMPO Director's Evaluation

The Director' annual evaluation process in NOT defined in detail in YMPO By-Laws, but generally a review by a subcommittee comprising the Chairman and two other Board members (selected by the Chairman), from different agencies. The subcommittee then presents their combined evaluation to the full Board and the Board discusses whether a raise is appropriate and, if so, how much. This year, the review process is approaching as the Director's promotion occurred during the February 24, 2022, Executive Board meeting. The Board will have the opportunity to discuss the Director's evaluation process and determine a date.

This item is on the agenda for information, discussion, and possible action to determine a date to evaluate the Executive Director. Ms. Crystal Figueroa will present this item and further information is provided in an Information Summary that is included as Item 10.

11. YMPO Staff Hiring Update

During a Board meeting on December 9, 2021, the Board was informed about 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. After YMPO network breach in October of 2021, the need was identified in a close 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.

This item is on the agenda for information and discussion, only at this stage. Ms. Figueroa will present this item and further information is provided in an Information Summary that is included as Item 11.

12. Highway Safety Improvement Program (HSIP) Application FFY 25 and 26 Results

The HSIP fund is a Federally funded program that offers the opportunity to program funds for a variety of safety projects on roads throughout the YMPO region. The program focuses on Federal-Aid eligible roads but may also be used for improvements on roadways that are not generally on a federal classified road. ADOT has devised a process for applying for HSIP funds in two-year increments,

the two years addressed during the current cycle are for FFYs 2025 and 2026. YMPO Staff will report on funding results for the YMPO region.

This item is on the agenda for information and discussion, only at this stage. YMPO Senior Planner Charles Gutierrez will present this item, and further information is available in an Information Summary as Item 12.

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

This agenda item is an opportunity for members and staff to update the Board regarding recent occurrences, as shown below. If written information is available, it will be included in an attached Information Summary.

- A. Staff Reports - Future Meetings
- B. TAC Minutes
- C. Conference Updates (AZTA, AZRTS, 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 members and other staff reports and comments.

14. Possible Future Agenda Items

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

- A. Call for Projects
- B. AZ RTS Update
- C. FY 2024-25 two-year UPWP
- D. RCP Update

15. Progress Reports

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

- A. Jan 30 - RTAC Board Meeting/Legislator Lunch-in-person (CF, CG, BD).
- B. Jan 31 - UPWP Group Workshop with FHWA, FTA & ADOT (CF, CG, BD).
- C. Feb 1 - YMPO Regional Coordination Plan Public Workshop #1 in San Luis and Yuma County Libraries (JR, CF, NC).
- D. Feb 1 - ADOT/YMPO/Wilson RAISE Weekly Meeting (CF).
- E. Feb 2 - Arizona State Transportation Board Study Session (CF).
- F. Feb 6 - Staff Meeting (CF, CG, BD, NC, JR).
- G. Feb 6 - Standards of Conduct Training with Yuma County (CF, BD, NC, RA, CG, JR).

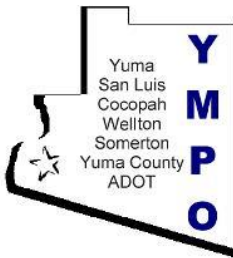
- H. Feb 7 - YMPO/YCIPTA – Fund discussion (CF, CG, JR).
- I. Feb 7 - 5310 Program Visit with Crossroads Mission (JR).
- J. Feb 8 - ADOT/YMPO/Wilson RAISE Weekly Meeting (CF, CG).
- K. Feb 8 - COF/MPO Directors Meeting (CF).
- L. Feb 9 - TAC Meeting (CF, CG, NC, JR).
- M. Feb 9 - YRBC Meeting (JR).
- N. Feb 10 - COG/MPO Planners Meeting (CG).
- O. Feb 13 - Virtual RTAC Advisory Committee Meeting (CF).
- P. Feb 13 - ADOT/YMPO Monthly Coordination Meeting (CF, CG).
- Q. Feb 14 - IT Manager Interviews with YMPO (CF, CG).
- R. Feb 15 - ADOT/YMPO/Wilson RAISE Weekly Meeting (CF, CG).
- S. Feb 17 - Arizona State Transportation Board Meeting in Oro Valley (CF).
- T. Feb 20 - Presidents' Day Holiday (Monday).
- U. Feb 21 - ADOT TA Program OC Meeting #3 (CF, CG).
- V. Feb 21 - Yuma PM10 SIP Update Call (CF, CG).
- W. Feb 22 - ADOT/YMPO/Wilson RAISE Weekly Meeting (CF, CG).

16. Adjournment

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

Anticipated Future 2023 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 occur on Thursday, March 30, 2023, and April 27, 2023.



EXECUTIVE BOARD MEETING MINUTES

Local Governments and Citizens Working Together

**EXECUTIVE BOARD
Regular Meeting**

**Thursday, January 26, 2023
1:30 P.M.**

**The Meeting was held In-Person and 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) Vice Chair, Councilmember Gary Knight, called the YMPO Executive Board (the Board) meeting to order at 1:33 p.m. and asked the Board to join him in reciting the Pledge of Allegiance.

2. Roll Call Attendance and Declaration of Votes

The YMPO Executive Assistant/Accountant II, Blenda Dale, called the roll as follows:

YMPO EXECUTIVE BOARD

Chair	Martin Porchas, Board of Supervisors, Yuma County ^
Vice-Chair	Gary Knight, Councilmember, City of Yuma^
Secretary/Treasurer	Cecilia McCollough, Mayor Pro Tem, Town of Wellton^
Member	Gerardo Anaya, Mayor, City of Somerton~
Member	Cecilia Cruz for Matias Rosales, Councilmember, City of San Luis^
Member	Lynne Pancrazi, Board of Supervisors, Yuma County^
Member	Wynnie Ortega, Councilmember, Cocopah Indian Tribe^
Member	Art Morales, Councilmember, City of Yuma^
Member	Michael Shelton, Councilmember, City of Yuma^

- ^ Attended in person.
- ~ Participated in teleconference.

As six 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	Bruce Fenske, Southwest District Administrator, ADOT*

- # 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
Blenda Dale	Executive Assistant/Accountant II
Jesus Aguilar, Jr.	Regional Mobility Manager
Norma Chavez	Administrative Assistant/Bookkeeper

Additional Attendees:

Chris Joannes	Kimley Horn and Associates~
Kevin Adams	RTAC Liaison ~
Mark Hoffman	ADOT Senior Planner ~
Jay Parke	Partner Walker and Armstrong^
Jenny Torres	City of San Luis~

Declaration of Votes:

Councilmember Maria Cruz declared that she would exercise the proxy vote for Councilmember Rosales. Written proxy authorization was received by YMPO Executive Director Figueroa prior to the meeting.

3. Title VI Declaration and Call to the Public

Mr. Aguilar read the YMPO Title VI obligations followed by RTAC Liaison Kevin Adams, who addressed the Board regarding the Rural Transportation Summit.

Mr. Adams suggested showcasing Border Infrastructure and Trade as a topic of discussion for this year's conference. He suggested Ken Salazar, the U.S. Ambassador to Mexico, as the keynote speaker. He also suggested the Director of NADBank, as a potential speaker. NADBank is a financial institution that has provided around \$200 million in financing to U.S. and Mexican infrastructure projects.

He said YMPO should consider sending a formal invite to both of these individuals to secure them as speakers for the conference as soon as possible. In addition, he suggested a breakout session for border stakeholders on this topic before the conference starts. He was confident that if the Ambassador attended, the Arizona Governor and the two Senators representing those areas would be more inclined to participate in the conference. In addition, ADOT and its international team would be interested in supporting this effort. He added that although Border Infrastructure and Trade is a great subject matter, other topics will also be covered during the conference. Supervisor Pancrazi directed YMPO to initiate the invitation letters to the U.S. Ambassador to Mexico and the Director of NADBank. Executive Director Figueroa advised the dates for the conference.

YMPO Senior Planner Gutierrez asked if the Border infrastructure and Trade session would be open to the public or by invitation only to ensure we secured the proper meeting space size for the session. Mr. Adams said it would depend upon the availability of the Ambassador as to what activities and size of the audience expected to determine the meeting space. This could provide logistical challenges, so he suggested this endeavor be taken one step at a time. Councilmember Michael Shelton asked where the conference will be held and agreed that we should find out the availability of these potential speakers first. Supervisor Pancrazi advised the venue will be the Hilton Garden Inn Pivot Point Conference Center in Yuma.

4. Annual Declaration of Votes for Calendar Year 2023

As required by YMPO By-Laws, Councilmember Knight declared the annual votes for the City of Yuma for calendar year 2023 as follows: two votes for himself, two votes for Councilmember Morales and one vote for Councilmember Shelton, for a total of five votes.

5. Welcome to New Members

Chairman Porchas welcomed the newest board members: Councilmembers Wynnie Ortega, Art Morales and Michael Shelton.

6. Consent Agenda

A. Approval of the December 8, 2022, Board Meeting Minutes

B. YMPO Income/Expenditure Report for November – December 2022

MOTION: Supervisor Pancrazi moved to approve item A: December 8, 2022 Board Meeting Minutes with the correction to change the wording from Rural Transportation Advisory Council to Rural Transportation Advocacy Council and item B: YMPO Income/Expenditure for November and December 2022 as presented. Councilmember Knight seconded and the motion was unanimously approved.

7. FY 2021 GFOA ACFR Results and FY 2022 YMPO Audit

YMPO Accountant II Blenda Dale announced that the YMPO Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2021, met the requirements to be awarded the Government Finance Officers Association's (GFOA) Certificate of Achievement (COA) for Excellence in Financial Reporting. She advised YMPO will apply for this same Certificate of Achievement for the YMPO Audit of FY 2022 (July 1, 2021, through June 30, 2022). She explained that the YMPO Audit for FY 2022 was completed and introduced Mr. Jay Parke, Partner from Walker and Armstrong, who conducted the audit, to present the audit results and findings to the Board.

Mr. Parke advised the Board that he had met with the Audit Committee earlier that

day and presented the audit results in more detail. He summarized three documents: the Annual Comprehensive Financial Report, Single Audit Reporting Package, and Communication to the Board. Mr. Parke presented the Audit results and reported an unmodified “clean” opinion on the financial statements. In addition, he mentioned that they did not identify any deficiencies in internal control that would be considered material weaknesses; however, it was suggested that the Secretary/Treasurer of the Executive Board be sent the Executive Director’s monthly credit card statement to ensure transparency.

MOTION: Supervisor Pancrazi confirmed that the audit committee had reviewed the report during a prior meeting and recommended approval of the FY 2021-2022 YMPO Audit. Councilmember Maria Cruz seconded, and the motion was unanimously approved.

8. YMPO Rail/Heavy Freight Alignment Study - Final

Mr. Gutierrez stated that the study was finalized, and the TAC committee has recommended approval of the final report by the Executive Board. He then introduced Mr. Chris Joannes from Kimley Horn.

Mr. Joannes presented the final report and advised there were no further comments from the public or TAC committee since their final presentation last month to the Executive Board. He mentioned the focused topics of the study to include the project introduction, background, current and future conditions analysis, alternative analysis, economic impact analysis, review of the public and stakeholder engagement performed, and recommendation of future project phases. Mr. Joannes reiterated the findings of the study had concluded without a preferred alignment alternative. He stated the recommendation was that candidate alignment D-C hybrid appears to work the best; however, major hurdles were identified that prevented the study from moving forward in a meaningful way at the time. Including the easement that would be required through the Barry M. Goldwater Air Force Range, he reported that the current leadership at the range is steadfast against allowing an additional easement alongside SR 195 for the rail, which would need to change for alignment to be feasible. In addition, the increased public opposition to the rail project, in general, would need to change to make the project possible concerning public participation. Finally, the alignment continuation into Mexico through Sonora. While Mexican partners were engaged in the study, increased interest support from south of the Border would need to occur. Due to significant caveats, Mr. Joannes reported that a preferred alignment was not identified. He mentioned a video was posted to the YMPO website that gave a complete overview summary of the study. The public had the opportunity to provide feedback during December and January. The recommendation was to request approval of the finalized study with no recommended alignment due to the major hurdles identified. Mr. Gutierrez thanked all who took part in the study.

MOTION: Councilmember Knight motioned to approve the YMPO Rail/Heavy Freight Alignment Final Paper. Supervisor Pancrazi seconded and the motion was unanimously approved.

9. City of San Luis POE Impact Study

Figueroa said that in collaboration with the City of San Luis and through and Memorandum of Understanding, YMPO, and ADOT assisted the study by providing pass-through funds to target the Origin-Destination and Circulation elements as part of the expanded Redevelopment Plan in preparation for the expected Port of Entry (POE) improvements. She then introduced Mr. Joannes to present the study.

Mr. Joannes explained that the six steps taken in the study included: Traffic Data Collection, Origin/Destination analysis, vehicle and pedestrian surveys, circulation analysis, parking analysis, and compiling the final report. The origin and destination analysis looked at where vehicles using the San Luis Port of Entry were traveling using Wi-Fi Bluetooth collection services to determine their movements throughout the Yuma region. They averaged both weekday and weekend usage. During the week, they determined fifty percent were traveling and staying within San Luis for some time. Twenty-eight percent were leaving San Luis and staying somewhere within the Yuma region. Nineteen percent were leaving the Yuma region, of which most were headed East towards central Arizona, six percent were going West towards California, and one percent were continuing North out of the area. On the weekend, the proportions stayed the same, with a four to five percent increase in passengers traveling out of the Yuma region only.

Supervisor Porchas asked if the study included data from various times throughout the year and how they could determine where people traveled. Mr. Joannes said they focused only during peak agricultural harvest times of the year as this was determined to be the most heavily traveled time. He explained that the way they were able to decide where people were traveling was that they placed receivers, which picked up cell phone Bluetooth signals, at the port of entry and were given a certain amount of time to be picked up by other receivers at key travel points such as US 95, just North of San Luis, Avenue B, just North of 195, and Interstate-8. If one of the other receivers did not pick up the signal again during the allotted time, it was determined that the traveler had stayed in San Luis. If the signal was picked up by one of the other receivers within the allotted time, they were determined to be traveling within the region; however, if the signal was picked up by any of the receivers heading out of the region, it was determined the traveler was leaving the area.

Councilmember Mr. Knight asked if the data included both car and pedestrian traffic. Mr. Joannes said it did since it was based on a mobile Bluetooth signal.

Councilman Shelton asked for further explanation about tracking a person's cell phone and how the numbers differed from the last time a similar study was performed for the San Luis area. Mr. Joannes explained that the signals they were capturing did not provide any identifiable information, rather just the presence of that phone signal in the receiver area. Ms. Jenny Torres, City of San Luis, provided the statistics and methodology from the previous study performed and found the findings were very similar.

Mr. Joannes then spoke about the circulation analysis. He explained how they created a traffic simulation to evaluate the impacts of an expanding POE by using a model to observe conditions, identify existing and future bottlenecks, and develop improvement scenarios. The improvement scenarios were then tested with the model. In this way, the preferred alternatives were established. The simulated model data were collected during January and February 2022 and focused on peak morning and evening travel. The model also identified key intersections and approaches that would most likely be affected by an expanding POE.

Councilmember Morales asked how often a circulation study was done and questioned whether or not the early morning and pedestrian traffic might skew the results. Mr. Gutierrez explained this type of study is only done on a request basis. Councilmember Knight explained the importance of conducting such a study and why including early morning and pedestrian traffic was an important factor in the revitalization of downtown San Luis and the expansion of POE I.

Councilmember Morales departed the meeting, at 2:38 p.m., for another appointment.

Mr. Gutierrez stated the road network would fail if this POE was expanded today and that they are trying to plan to prevent road network failures in the future.

Mr. Joannes further explained how the model helped them determine how the POE expansion would affect the road network. Kimley Horn added the already planned changes to the road network. For Northbound traffic, the primary exit would be moved from Main Street to William Brooks Street, and the addition of the secondary exit at Second Street. For Southbound traffic, the Main Street entrance would be removed, and the entrance at Archibald Street would be expanded. This would allow pedestrian traffic to flow on Main Street and reduce congestion. In addition, the Cesar Chavez Boulevard widening would be completed. With these changes, Kimley Horn placed the data into the model to simulate how the road network would be affected by the new volume of traffic from the widening of POE I. This identified several intersections failing. In addition to year one of the POE

expansion modeling, they simulated how the road network would work twenty years after the expansion. They calculated a two percent volume increase per year into the model. The issues identified from year one continually increased.

From this modeling, they identified five key intersections that were the root causes of congestion. These were William Brooks Avenue and Urtuzuastegui Street, Main Street and B Street, Cesar Chavez Boulevard and Main Street, Cesar Chavez Boulevard and Fourth Avenue, and Cesar Chavez Boulevard and Mesa Street. From this data, it was determined that if the root issue of congestion at William Brooks Avenue was addressed, this could clear up all of the other road issues.

The next step was to provide concepts to resolve congestion issues at the five identified intersections, along with the pros and cons of each solution.

Once these solutions were identified, Kimley Horn and San Luis recommended the best solution for each intersection. For the William Brooks Avenue and Urtuzuastegui Street and Main Street and B Street intersections, they suggested signaling the intersection. At the Cesar Chavez and Main Street intersection, they recommended putting in dual Westbound left turning lanes and through lanes as well as Northbound and Southbound right turning lanes. The Cesar Chavez Boulevard and Fourth Avenue intersection congestion recommendation was to create exclusive left, through, and right turning lanes. And lastly, the Cesar Chavez Boulevard and Mesa Street intersection recommendation was to add a connector road over to Mesa Street. Ms. Figueroa asked if there was a priority on the recommended streets. Mr. Joannes stated they were all needed, and none were prioritized over another. This concluded Mr. Joannes' presentation.

Mr. Knight thanked Mr. Joannes for his report and reiterated the importance of the study. Mr. Porchas asked why the Port Director doesn't utilize all the existing entry lanes to relieve the congestion at the POE. Ms. Torres explained that the federal government runs the port, and the federal government has said they do not intend to change this practice. Ms. Figueroa explained the City of San Luis contracted the study. Although approval of the Board is not required, if the Board so desired, they could approve the study's origin-destination, and circulation portions.

MOTION: Councilmember Knight motioned to approve the Origin-Destination and Circulation portions of the study. Supervisor Pancrazi seconded, and the motion was passed.

Supervisor Porchas departed the meeting at 3:30 p.m.

10. Election of Executive Board Officers - Calendar Year 2023

Figuroa stated the election of officers would occur in the next Board meeting in February. Customarily, the Vice-Chairman assumes the position of Chairman, the Secretary/Treasurer assumes the role of Vice-Chairman, and the Board elects a new officer to fill the Secretary/Treasurer position.

It is understood that Supervisor Porchas will remain the Yuma County representative, Councilmember Knight will take over as Chair, and Mayor Pro Tem McCollough will take over as Vice-Chair. As a result, the only decision to make is to elect a new Secretary/Treasurer.

The By-Laws also require that, at any one time, three (3) elected officers on the Executive Board must be from three (3) different jurisdictions, and the City of Somerton, the City of San Luis, the Town of Wellton, or the Cocopah Indian Tribe shall hold at least one office. In addition, if the board wished to maintain the historical precedence of agency rotation, the representative from the Cocopah Indian Tribe, currently Councilmember Wynnie Ortega, would be expected to be nominated as Secretary/Treasurer.

Councilmember Knight asked Councilmember Ortega if she would mind being nominated as Secretary/Treasurer. Councilmember Ortega was still determining, and Ms. Figuroa suggested that she meet with Ms. Ortega to inform her of the possible role of Secretary/Treasurer.

11. Election of YMPO Subcommittee Members and Identification of Officials for Attending AZSTB and RTAC meetings - Calendar Year 2023

Ms. Figuroa said there are three possible subcommittees: one to oversee the annual Audit process, a second to oversee any changes to YMPO By-Laws, and a third to evaluate the Executive Director. The YMPO Secretary/Treasurer automatically becomes the Chair of the Audit Committee, but the other two members would need to be identified for 2023. Members of the By-Laws Subcommittee are usually only selected *if* there are any proposed changes to the By-Laws. Lastly, members of the Evaluation Subcommittee are selected solely by the Board Chair.

Ms. Figuroa explained that in addition to these committees, there are two Statewide Boards/Councils: the Arizona State Transportation Board (AZSTB); and the Rural Transportation Advocacy Council (RTAC). In addition, YMPO generally appoints members (and alternates) to attend and represent the region.

The YMPO Chair usually appoints AZSTB and RTAC representatives. Elections are only held if more than one member volunteers their services. If members are interested in taking on any of the abovementioned responsibilities, they were encouraged to contact the Board Chairman or Executive Director. Ms. Figuroa

said Board members were welcome to have someone nominate them or self-nominate when this item is heard during the next Board meeting on February 23, 2023. Mr. Knight asked for volunteers to serve as members or alternates for the State Transportation Board and RTAC alternate.

12. Submitting a 2023 RAISE (Planning) Grant for US-95

Ms. Figueroa explained that the Department of Transportation (DOT) issued the Notice of Funding Opportunity for the RAISE Grant Program in December 2022. YMPO Staff collaborated with ADOT, and it was agreed that YMPO would be the primary applicant of the RAISE grant for US Highway 95 from Wellton-Mohawk Canal to Aberdeen Road. The planning grant request is intended to facilitate design funding to make the corridor "shovel-ready" in anticipation of future grant applications for construction funds.

Local funds to pursue this effort were established in the Unified Planning Work Program as a single line item for Grant Application for Transportation Equity in July 2022. At that time, the Executive Director was authorized to enter into contracts up to \$15,000 as they become available, with prior notification to the Board, before utilizing funds and going into contract. As such, YMPO hired Wilson and Company to pursue a RAISE Planning Grant for the final design of the following three segments.

Gutierrez explained that Wilson & Company helped YMPO in their last RAISE grant application and the previous Department Community Infrastructure Pilot Grant, which yielded 13.3 million. It was determined they would be the best contractor to write the new RAISE Grant, and Mr. Doug Eberhart from Wilson and Company will be the project manager.

Mr. Gutierrez mentioned all the stakeholder teams participating in the RAISE Grant effort as well as the progress of the grant thus far. He further explained the grant would be for approximately 8.5 million to carry out the final design of the next three segments of US 95, including ADOT State funds of 4.5 million programmed for the project. The submission deadline is February 28 at 3 p.m.; however, the grant should be ready as soon as February 24 or 25, 2022.

13. Possible Letters of Support for RAISE Grant for YMPO and Member Agency's

Ms. Figueroa explained three 2023 USDOT RAISE Grants are being submitted from the YMPO region this year. One was for a planning grant to fund the design and environmental clearance of US Highway 95 improvements from Wellton Mohawk Canal to Aberdeen Road to make the corridor "shovel ready" in anticipation of future grant applications for construction funds.

The second project was for the City of San Luis, Cesar Chavez Boulevard widening project. She reported that the City's RAISE grant for construction intends to fund the increase in the updated engineering cost estimate to be able to complete the project. The third project is the Yuma County Avenue E/D Corridor project to fund the construction of a more direct north-south roadway connecting the Cities of Somerton and San Luis.

Ms. Figueroa asked the Board to authorize the Executive Board Chairman and YMPO Executive Director to provide letters of support. Ms. Figueroa informed the Board that in the past, letters of support for all projects had been approved without any prioritization.

MOTION: Supervisor Pancrazi moved to authorize RAISE grant letters of support for all three projects mentioned. Councilmember Maria Cruz seconded, and the motion was approved.

14. FY 2023-2026 YMPO Transportation Improvement Program (TIP) Amendment #6
Mr. Gutierrez explained that the FY 2023-2026 YMPO TIP was approved by the Executive Board in July 2021 and has been amended five times. In addition, at the request of the City of Yuma and Arizona Department of Transportation (ADOT) Traffic Safety Section (TSS), updates were needed to the construction year from FY 24 to FY 25 for the Highway Safety Improvement Program (HSIP) project with 5 City Locations – to Upgrade Pavement Markings on 5 Arterial Streets.

The change for the fiscal year 2023 would change the description from “Five Citywide Locations, Upgrade Striping to six inches wide” to “Five City of Yuma Locations, Upgrade Pavement Markings on Five Arterial Streets.” In addition, the construction phase will be moved from the fiscal year 2024 to the fiscal year 2025, with the exact description change mentioned earlier.

MOTION: Supervisor Pancrazi motioned to approve TIP Amendment # 6 to the YMPO FY 2023-2026. Councilmember Cruz seconded and the motion was unanimously passed.

15. Regional Coordination Plan (RCP) - Update
YMPO Regional Mobility Manager Jesus Aguilar, Jr. advised that the consultant completed Technical Memorandum One: Evaluating Existing Conditions and presented it to the Technical Advisory Committee (TAC). Two public engagement events were scheduled in February at two separate locations: the San Luis Public Library and Yuma Main Public Library. Fliers have been sent out to the community's public libraries and senior centers. Surveys were created to obtain more public feedback as well.

The final Regional Mobility Plan (RMP) workshop will be held on March 13, 2023. Once the data from the surveys and public engagement activities are compiled, they will have a better idea of what needs to be addressed in the RCP. Mr. Aguilar further explained that the 5310 program is funded by the Federal Transit Administration and is designed to assist seniors, individuals with disabilities, and lower-income people with their local transportation needs, such as traveling to doctor appointments, buying groceries, or attending social events. In addition, the plan will identify programs that need to be increased or decreased to ensure they meet the community's needs.

Councilmember Shelton asked how the program reaches its intended audience. Aguilar went on to say that the workshop has been advertised through local media such as print, radio, and visiting senior centers. Information was also disseminated through the Western Arizona Council of Governments (WACOG).

Councilmember Cruz suggested a local Campesino radio station in Somerton as a possible venue for this information as well.

16. AZ Smart Fund and Other Grants

Ms. Figueroa said there is a new funding opportunity available to our member agencies. The Arizona Legislature established the AZ SMART Fund of \$50,000 to assist eligible cities, towns, counties, and ADOT in competing for federally discretionary grants. This grant can be used to develop a project, apply for Grants, or provide a local, non-federal match on a federal grant.

In addition to this grant, Ms. Figueroa provided a list of available transportation funding programs. She said several programs are available; however, limited resources are available to analyze these opportunities. She suggested that it may be beneficial to hire a consultant to analyze transportation projects in our region and target grant opportunity funding by utilizing grant applications with some of the Transportation Equity local funds programmed in the FY 2023 Unified Planning Work Program and budget.

Mr. Gutierrez further explained that Wilson and Company provided the list of transportation grant programs currently available, which will be provided to our entity members and the YMPO Technical Advisory Committee.

Ms. Figueroa suggested the Board consider hiring a consultant to do this research and revisit this idea in a future Board meeting and evaluate the benefit of such an effort.

17. Status of State Legislation on RTAC Priority Project

Ms. Figueroa informed the Board that during the August 25, 2022, Board meeting, a list of Regional Priority Projects list was approved and included in the prioritized projects for the Rural Transportation Advocacy Council (RTAC) effort to be presented to the State Legislature to receive funds for local projects for rural parts of the State out of the State budget process in early 2023. She mentioned that the legislative process at the State Capitol was in full swing. Representative Tim Dunn was the official sponsor of the RTAC bill for possible appropriations to Greater Arizona transportation projects.

Ms. Figueroa mentioned that the region initially had more than \$400 million worth of projects, and potential project funding would be limited by the RTAC top list of \$300 million. Out of those \$300 million, she stated the projected distribution to the Yuma Region projects was approximately 30 million. Due to the funding limitations, the Board moved to approve only the priority project from each member agency as part of the YMPO region priority list of projects. Ms. Figueroa reported that the YMPO's allocation for the RTAC Bill was exactly \$29,210,429; therefore, the Board's number one priority project, US 95: Imperial Dam Rd to Aberdeen Road, for \$33,300,000 was included. Due to the financial constraints to accommodate the remaining available balance of \$5,910,429 was narrowed down to one regional project segment of US 95 for pavement rehabilitation in five jurisdictions. She stated the second local project submitted for appropriations is the segment of US 95 from County 22nd Street to County 11th Street, phase I of the total 16 million project to 32nd Street. Mr. Gutierrez reviewed the project fact sheets included in the RTAC Bill.

Ms. Figueroa expects this to be presented in the Legislature within the next few days.

18. 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, AZRTS, and Roads and Streets)
- D. MPO/COG Director/Planner Meetings
- E. Rural Transportation Advocacy Council activities
- F. Projects - Economic Development and Transportation

Ms. Figueroa stated as presented.

19. 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. HSIP Application Update
- B. Performance Evaluations
- C. AZ RTS Update
- D. UPWP Amendment #4
- E. RCP Update

Councilmember Shelton asked that acronyms be spelled out for newly appointed Executive Board member's benefit. Mr. Gutierrez offered to provide a list for the Board. Councilmember Knight asked new Board members to feel free to stop the presenter during the meeting to clarify.

20. Progress Reports

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

- a. Dec 9 - COG/MPO Planner's Meeting (CG)
- b. Dec 9 - YMPO HR Topics with Yuma County (CF, BD)
- c. Dec 12 - 5310 - Somerton Q&A (CG, JR)
- d. Dec 12 - RTAC Advisory Committee Meeting (CF, BD)
- e. Dec 12 - JR's Performance Evaluation (CF, JR)
- f. Dec 12-15 - Walker & Armstrong Auditors at YMPO Office (CF, BD, NC)
- g. Dec 13 - Corridor Profile Studies Update TAC Meeting 3 (CG)
- h. Dec 13 - YMPO Counter Meeting (CG, NC, RA)
- i. Dec 14 - Meeting Re: Training Needs for YMPO with YC HR (CF, BD)
- j. Dec 14 - Wilson & Co. / YMPO Grant Discussion (CF, CG)
- k. Dec 14 - YCAT Visit-PASS Testing Meet Up (JR)
- l. Dec 15 - RTS Planning Meeting (CF, BD, NC, CG, JR)
- m. Dec 15 - Meeting with City of Somerton Manager Louie Galaviz (CF)
- n. Dec 15 - Arizona STSP-Intersections EA Meeting (CG)
- o. Dec 16 - Arizona State Transportation Board in Chinle (Virtual) (CF)
- p. Dec 15-16 - PASS Training w/Hezequias Rocha (JR)
- q. Dec 19 - City of San Luis - GSA Funding Announcement (CF)
- r. Dec 19 - RTAC Board Meeting (CF)
- s. Dec 19 - HSIP Safety Review Committee Meeting (CG)
- t. Dec 20 - Yuma PM10 SIP Update Call (CG)
- u. Dec 20 - RAISE Grant - US 95 Design Discussion (CF, CG)
- v. Dec 20 - Review October Billing Expenditure Reimbursement Request (CF)
- w. Dec 21 - PASS 7.0 One-on-One (JR)
- x. Dec 21 - PASS Virtual Exam On-Line (JR)
- y. Dec 21 - YMPO ASBIMP Project Prioritization (CF, CG)
- z. Dec 21 - AZDEQ Traffic Study Project (CF, CG)

- aa. Dec 21 - Meeting with Cindy Binkley Re: RTS Administrative Role (NC)
- bb. Dec 21 - Preventing Workplace Harassment Training with Yuma County (CF, BD, NC, CG, JR, RA)
- cc. Dec 22 - Final Exam - PASS Certified Trainer (JR).
- dd. Dec 22 - Final ACFR to Walker Armstrong (CF, BD)
- ee. Dec 22 - PASS Exam Testing (JR).
- ff. Dec 25 - Christmas Day (Sunday)
- gg. Dec 26 - Christmas Day Observed (Monday)
- hh. Dec 27-29 - YMPOAZ.GOV Set Up Email and Website (CF, CG)
- ii. Jan 1 - New Year's Day (Sunday)
- jj. Jan 2 - New Year's Day Observed (Monday)
- kk. Jan 3 - Staff Meeting (CF, CG, BD, NC, JR, RA)
- ll. Jan 3-Feb 23 - ADEQ Traffic Counting Quick Check-In (CG, RA)
- mm. Jan 5 – Bridge Off System Program (CF, CG)
- nn. Jan 5 - Transportation Sales Tax Meeting (CF)
- oo. Jan 6 - 2023 Inauguration Ceremony for City of Yuma (CF)
- pp. Jan 9 - RMC 5310 Meeting (JR)
- qq. Jan 9 - Real Coors Training with Yuma County (CF, BD, CG, NC, JR, RA)
- rr. Jan 10 - Rescheduled ADOT/YMPO Monthly Coordination Meeting (CF, CG)
- ss. Jan 10 - Avenue E/D Industrial Corridor Project (CF, CG).
- tt. Jan 10 - ADOT TA Program Oversight Committee Meeting #2 (CF, CG)
- uu. Jan 11 - Meeting Re: Employee Relations/Compliance Procedures with Yuma County (CF)
- vv. Jan 12 - TAC Meeting (CG, CF, NC, JR)
- ww. Jan 12 - YRBC Meeting (JR)
- xx. Jan 16 - Martin Luther King Day Holiday (Monday)
- yy. Jan 17 - Yuma PM10 SIP Update Call (CF, CG)
- zz. Jan 17 - Town of Wellton Council Presentation on Rail Federal Grants (CG, CF)
- aaa. Jan 20 - Arizona State Transportation Meeting in Sierra Vista (CF)
- bbb. Jan 23 - Virtual RTAC Advisory Committee Meeting (CF)
- ccc. Jan 24 - ADOT LRTP Update - Tribes/COG/MPO Partners (CG)
- ddd. Jan 24 - COG/MPO Tribal Webinar 1-3 (CG)

Ms. Figueroa stated as presented. Mr. Knight advised when the next State Transportation Board meeting will be held 2/17/2023. He reiterated the Executive Board meetings will always be held on the last Thursday of the month. Having no further items to discuss, Councilmember Knight adjourned the meeting.

21. Adjournment

There being no further business to discuss, the meeting was adjourned at 3:58 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 2023 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 occur on Thursday, February 23, 2023, and March 30, 2023.

Preparation and Approval of Minutes:

Minutes prepared by:

Blenda Dale, Accountant II/
Executive Admin Assistant

Minutes reviewed to form by:

Minutes approved in regular session on
February 23, 2023

Crystal Figueroa, Executive Director,
Yuma Metropolitan Planning Organization

Supervisor Martin Porchas,
Chairman, YMPO Executive Board

**Yuma Metropolitan Planning Organization
Revenue & Expense Budget Performance
January 2023**

	Jan 23	Jul '22 - Jan 23	YTD Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · ADOT Grant				
4001 · PL	0.00	241,820.18	711,762.00	33.98%
4002 · SPR	0.00	58,268.38	316,837.00	18.39%
4004 · STBG	0.00	0.00	0.00	0.0%
4005 · 5305d (CPG)	0.00	38,554.38	162,725.00	23.69%
4000 · ADOT Grant - Other	0.00	0.00	0.00	0.0%
Total 4000 · ADOT Grant	0.00	338,642.94	1,191,324.00	28.43%
4010 · FTA Grant				
4020 · 5303/5305	0.00	0.00	5,495.00	0.0%
4021 · 5304	0.00	0.00	0.00	0.0%
Total 4010 · FTA Grant	0.00	0.00	5,495.00	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	40,536.00	0.0%
4055 · 5310 Funds - Other	0.00	32,432.09	85,964.00	37.73%
Total 4055 · 5310 Funds	0.00	32,432.09	126,500.00	25.64%
4200 · YMPO UPWP Dues	0.00	0.00	80,390.74	0.0%
4400 · Interest Income	1,785.95	6,126.44	3,000.00	204.22%
4600 · Charges for Services				
4904 · Traffic Count Revenue	326.40	12,213.23	11,886.83	102.75%
Total 4600 · Charges for Services	326.40	12,213.23	11,886.83	102.75%
4700 · Other Revenue				
4907 · Misc Revenue	0.00	160.00		
Total 4700 · Other Revenue	0.00	160.00		
Total Income	2,112.35	389,574.70	1,428,596.57	27.27%
Gross Profit	2,112.35	389,574.70	1,428,596.57	27.27%
Expense				
5110 · Payroll Expenses				
5111 · Fringe Benefits	2,151.13	18,462.72	37,495.00	49.24%
5112 · Part Time Staff-Salaries				
5133 · Part Time Staff-Salaries- Local	1,702.60	6,191.19	9,905.69	62.5%
5112 · Part Time Staff-Salaries - Other	2,573.28	28,179.39	76,033.10	37.06%
Total 5112 · Part Time Staff-Salaries	4,275.88	34,370.58	85,938.79	39.99%
5113 · Full Time Staff-Salaries	23,876.68	208,457.39	414,101.00	50.34%
5115 · Health Insurance-ER Portion	4,650.00	35,495.52	66,960.00	53.01%
5116 · ASRS	3,585.19	26,006.56	52,137.00	49.88%
5117 · Workman's Comp Insurance	0.00	1,106.00	1,196.00	92.48%
5118 · FUTA Payroll Expense	168.17	282.47	588.00	48.04%
5120 · Life Insurance	0.00	442.29	1,872.00	23.63%
5110 · Payroll Expenses - Other	-1,098.98	-1,098.98		
Total 5110 · Payroll Expenses	37,608.07	323,524.55	660,287.79	49.0%
5123 · Consulting Services				
5134 · Contractual-Local	9,463.64	54,848.09	123,454.00	44.43%
5123 · Consulting Services - Other	11,052.41	124,124.93	488,979.00	25.39%
Total 5123 · Consulting Services	20,516.05	178,973.02	612,433.00	29.22%
5124 · Staff Training/Education				
5137 · Staff Training/Edu Reimb-Local	0.00	80.00	6,000.00	1.33%
5124 · Staff Training/Education - Other	299.00	478.00	3,500.00	13.66%
Total 5124 · Staff Training/Education	299.00	558.00	9,500.00	5.87%
5125 · Audit Services	0.00	18,500.00	23,500.00	78.72%
5126 · Payroll Processing Fees	326.94	2,323.79	4,800.00	48.41%
5128 · Accounting Services	0.00	0.00	25,000.00	0.0%
5129 · Public Participation	97.50	324.79	750.00	43.31%
5130 · Reimbursement of Expenses	0.00	425.00	7,000.00	6.07%

**Yuma Metropolitan Planning Organization
Revenue & Expense Budget Performance
January 2023**

	Jan 23	Jul '22 - Jan 23	YTD Budget	% of Budget
5131 · Data Process, Software, Hardware	1,248.12	5,433.70	20,000.00	27.17%
5132 · Furniture and Equipment	0.00	566.87	15,000.00	3.78%
5140 · Legal	0.00	368.75	9,000.00	4.1%
5150 · IT Support	0.00	440.28	2,000.00	22.01%
5151 · Building Ins, property tax	0.00	4,391.26	8,200.00	53.55%
5152 · Equipment Maintenance	95.49	673.24	1,500.00	44.88%
5153 · Office Supplies	97.83	1,398.80	3,100.00	45.12%
5154 · Postage	3.24	91.05	500.00	18.21%
5155 · Printing	143.76	412.37	500.00	82.47%
5157 · Publications, Subscriptions	0.00	222.00	2,250.00	9.87%
5158 · Registration Fees	1,190.00	5,175.00	9,000.00	57.5%
5159 · Special Meetings	0.00	898.60	3,000.00	29.95%
5160 · Telecommunications	879.15	6,469.19	13,000.00	49.76%
5162 · Vehicle Insurance	0.00	2,522.75	4,500.00	56.06%
5163 · Vehicle Maint., Repairs, Parts	0.00	531.60	2,500.00	21.26%
5164 · YMPO Memberships & Dues	0.00	1,567.79	3,000.00	52.26%
5165 · Finance Charges and Interest	3.50	24.50	250.00	9.8%
5166 · Website Maintenance	143.00	429.00	20,000.00	2.15%
5167 · Miscellenous Consumables	87.68	2,011.37	2,000.00	100.57%
5168 · Employee Recruitment	0.00	0.00	1,000.00	0.0%
5169 · Miscellaneous-Expense	945.92	3,217.11	9,000.00	35.75%
5171 · Alarm System	120.00	508.95	3,500.00	14.54%
5173 · Electric Bill	499.46	4,925.06	7,500.00	65.67%
5174 · Grounds Maintence	250.00	1,952.00	4,600.00	42.44%
5175 · Janitorial	900.00	4,860.00	6,700.00	72.54%
5179 · Office Building Repairs				
5181 · Pest Control	75.00	900.00	1,050.00	85.71%
5179 · Office Building Repairs - Other	0.00	1,088.15	9,819.00	11.08%
Total 5179 · Office Building Repairs	75.00	1,988.15	10,869.00	18.29%
5182 · Sewer & Water	94.24	2,905.76	3,500.00	83.02%
5190 · Travel - Local & Outside County	792.72	8,083.76	15,000.00	53.89%
5191 · T530- Traffic Count Fuel	293.86	1,990.17	2,700.00	73.71%
5630 · T530 Traffic Count Equipment				
5631 · T530-Local COY Materials	0.00	0.00	1,981.00	0.0%
5630 · T530 Traffic Count Equipment - Other	748.45	1,984.76	4,500.00	44.11%
Total 5630 · T530 Traffic Count Equipment	748.45	1,984.76	6,481.00	30.62%
Total Expense	67,458.98	590,672.99	1,533,420.79	38.52%
Net Ordinary Income	-65,346.63	-201,098.29	-104,824.22	191.84%
Other Income/Expense				
Other Income				
4900 · In-Kind Match Revenue	7,138.66	82,336.64	154,933.00	53.14%
Total Other Income	7,138.66	82,336.64	154,933.00	53.14%
Other Expense				
9200 · In-Kind Match Expenses	7,138.66	82,336.64	154,933.00	53.14%
Total Other Expense	7,138.66	82,336.64	154,933.00	53.14%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-65,346.63	-201,098.29	-104,824.22	191.84%

10000 - Wells Fargo - YMPO General Account	\$	91,986.36
10009 - Wells Fargo - YMPO Payroll Account	\$	51,261.93
10100 - Yuma County Treasurer - YMPO Account	\$	791,004.77
	\$	934,253.06

YMPO INFORMATION SUMMARY for Agenda Item #05

Election of YMPO Officer for 2023

DATE: February 16, 2023

SUBJECT: Election of YMPO Officers for 2023

SUMMARY:

YMPO By-Laws for the YMPO Executive Board require that members of the YMPO shall elect the following officers: Chair, Vice Chair, and Secretary-Treasurer. In the absence of the Chair, or upon his/her inability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair, Vice Chair and Secretary-Treasurer will serve without compensation and, shall serve for a period of one year.

Other By-Laws require that elected officers of the YMPO shall serve on a rotation basis; when the Chair or Vice Chair's position is vacated, the Vice Chair assumes the position of Chair, and the Secretary-Treasurer assumes the position of Vice Chair. The Executive Board must then elect another Executive Board member to the vacant office of Secretary-Treasurer, and these Officers are elected at the first meeting in February.

In addition, at any one time, the three elected officers on the Executive Board must be from three different jurisdictions; and at least one office shall be held by the City of Somerton, City of San Luis, the Town of Wellton, or the Cocopah Indian Tribe.

Under current circumstances, Vice Chair (and City of Yuma Councilmember) Gary Knight assumes the position of Chair, Secretary-Treasurer (and Town of Wellton Mayor Pro Tem) Cecilia McCollough assumes the position of Vice Chair and the Board needs to elect a new officer to fill the Secretary/Treasurer position. If historical member agency precedence is considered, the representative from the Cocopah Indian Tribe, currently Councilmember Wynnie Ortega, would be expected to be nominated as the soon to-be-vacant Secretary/Treasurer.

Members may contact Chair Martin Porchas and/or the Executive Director to make nominations (including self-nominations) or they may do so during the meeting when called on by the Chair. Although there is no requirement to rotate the Secretary/Treasurer position amongst member agencies, the attached Table One shows the agencies from which YMPO officers have come from during the past several years and shows that it is customary for each agency to have an opportunity to supply YMPO Executive Board Officers.

PUBLIC INPUT: No public comments have been received on this subject to date.

YMPO INFORMATION SUMMARY for Agenda Item #05

Election of YMPO Officer for 2023

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: YMPO staff usually try to meet with all new members of the YMPO Executive Board to help them get oriented to the YMPO mission and what it is that YMPO does. Furthermore, YMPO staff offer similar meetings to Officers to assist in the understanding of their increased duties.

POLICY: YMPO By-Laws specify most of the “how” Officers are chosen, and “when”.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to elect Councilmember Gary Knight to the position of YMPO Chair; to elect Mayor Pro Tem Cecilia McCollough to the position of YMPO Vice Chair; and then to accept nominations and elect a new YMPO Secretary/Treasurer.

CONTACT PERSON:

Crystal Figueroa, Executive Director, 928-783-891

Table One - Agencies Represented as YMPO Officers - 2008 to Date

Year	Chair	Vice Chair	Secretary/Treasurer
2008	San Luis	City of Yuma	Yuma County
2009	City of Yuma	Yuma County	City of Somerton
2010	Yuma County	City of Somerton	City of Yuma
2011	City of Somerton	City of Yuma	Yuma County
2012	City of Yuma	Yuma County	Cocopah Indian Tribe
2013	Yuma County	Cocopah Indian Tribe	City of Yuma
2014	Cocopah Indian Tribe	San Luis	City of Yuma
2015	City of San Luis	City of Yuma	Yuma County
2016	Yuma County	City of Yuma	Town of Wellton
2017	City of Yuma	Town of Wellton	City of Somerton
2018	Town of Wellton	City of Somerton	Cocopah Indian Tribe
2019	Cocopah Indian Tribe	City of Somerton	City of San Luis
2020	City of Somerton	City of San Luis	Yuma County
2021	City of San Luis	Yuma County	City of Yuma
2022	Yuma County	City of Yuma	Town of Wellton
2023	City of Yuma	Town of Wellton	Cocopah Indian Tribe?

YMPO INFORMATION SUMMARY for Agenda Item #06

YMPO Subcommittee Members and Other Representatives for 2023.

DATE: February 16, 2023.

SUBJECT: YMPO Subcommittee Members and Other Representatives for CY 2023.

SUMMARY:

YMPO has three subcommittees, one to oversee the annual Audit process, a second to oversee any changes to YMPO By-Laws, and a third to evaluate the Executive Director.

The Audit Committee is required under YMPO By-Laws, consists of three members of the Executive Board, and is chaired by the elected YMPO Secretary/Treasurer. There are no restrictions on which agencies the members need to come from, and there are no stated term limits for members. The key role for the Audit Committee is to review the Annual Audit (also required under YMPO By-Laws) and report to the Executive Board. As stated, the Secretary/Treasurer is the Chair of the Committee, so only two additional members need to be identified.

The By-Laws Committee is not actually called-out in YMPO By-Laws, but such a Committee has been utilized in the past to review proposed changes to the By-Laws, on an as-needed basis, and report back to the Executive Board with recommendations. Due to the limited need for such a Committee, the composition of the By-Laws Committee is decided on a case-by-case, as needed, basis. Regardless, the Board may decide to wait before deciding on candidates.

The Executive Director Evaluation Committee is also not called out in YMPO By-Laws but is referred to as part of the YMPO Policies and Procedures Manual. In particular, Chapter II - Employment Structure and Compensation; Subchapter A - YMPO Staff; Section ii - Performance Reviews, calls for a subcommittee of three Board Members, from different agencies, one of whom will be the current Chair. This subcommittee meets with the Executive Director, discusses the Director's performance, and presents a report to the full Executive Board on possible action, including a recommendation for a raise, if appropriate.

The Personnel Policies & Procedures (PPP) Committee is not called out in the YMPO By-Laws. The only reference pursuant to the Fiscal Misconduct Policy under the PPP is that the Executive Board Audit Committee is primarily responsible for coordinating the initial assessment, investigation, and internal reporting of known or suspected fiscal misconduct. The YMPO PPP was last reviewed and approved by the Board on May 28, 2015, an update is appropriate to keep compliance with State and Federal laws. The Executive Director intends to work closely with Yuma County HR Director Felicia Frausto to guide in updating the YMPO PPP.

In addition to the above subcommittees, there are two Statewide Boards/Councils, the Arizona State Transportation Board (AZSTB) and the Rural Transportation Advisory Council (RTAC). YMPO customarily appoints members (and alternates) to attend these, to represent the region. This agenda item is an advance notice that these appointments will most likely occur during the Executive Board meeting on February 23, 2023, in conjunction with the previous agenda item, and no action is anticipated at this meeting. Although subcommittee members are usually nominated and then elected, AZSTB and

RTAC representatives are usually appointed by the YMPO Chair, although elections may be held if more than one member volunteers their services.

The Arizona State Transportation Board (AZSTB): The AZSTB comprises appointed officials from six districts around the State. These officials serve six-year terms, are appointed by the Governor, and are confirmed by the State Senate. The AZSTB holds approximately 12-15 meetings each year throughout the State, including two or three study sessions. District 6 comprises La Paz, Mohave, Yavapai, and Yuma Counties, and the current AZSTB District 6 member is City of Yuma Councilmember Gary Knight who is serving his last year, as Board Chairman, in 2023. After then, the member from AZSTB District 6 will probably rotate to a representative from either Yavapai or Mohave County.

As indicated, the **official** position for District 6 represents four Counties, so YMPO MAY choose to identify a representative, and an alternate, who have expressed an interest in attending some of the AZSTB meetings to specifically lobby the AZSTB on behalf of the Yuma region's needs, **in addition to** Councilmember Knight.

Rural Transportation Advisory Council (RTAC): In the mid-90s, when the Casa Grande Resolves were being developed and implemented (benefitting mainly the substantially urban Maricopa and Pima Counties) a group of predominantly rural Arizona Counties decided to form a separate group to look after the transportation interests of the rural areas, which covers the majority of the area of the State. That agency is RTAC.

A Legislative Liaison person was appointed, whose main role is to track mainly transportation legislation, at both the Federal and State levels. This position is administered through the Northern Arizona Council of Governments (NACOG) and is funded by all the rural Councils of Government and the Metropolitan Planning Organizations, excluding the Maricopa and Pima Association of Governments (MAG and PAG). Funding is split on a population basis, and YMPO currently pays just over \$21,000, each year, to fund this effort. The current Liaison person is Kevin Adam. YMPO is a full, voting, member of the RTAC and usually appoints an official representative, plus an alternate.

PUBLIC INPUT: No public comments have been made on this subject to date.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: As Councilmember Knight is already a member of the STB (and has attended all of the meetings to date), the appointed STB member and the alternate usually only attend STB meetings during the Rural Transportation Summit and/or if the STB meets in Yuma. Representatives of the RTAC and the STB are usually selected from volunteers.

POLICY: Under the current By-Laws the newly elected Secretary-Treasurer becomes the Chair of the Audit Subcommittee.

ACTION NEEDED:

Action to appoint YMPO representatives to the AZSTB, the RTAC and the three subcommittees.

PRIOR BOARD/COMMITTEE ACTIONS:

RTAC Oversight: During CY 2022, the primary member was Councilmember Gary Knight and Mayor Cecilia McCollough was the alternate.

AZSTB Oversight: For CY 2022, Councilmember Matias Rosales was selected as the YMPO primary representative for attending AZSTB meetings and Mayor Cecilia McCollough was the alternate. Councilmember Knight attended all of them, as the official Arizona State Transportation Board member for District 6.

The Audit Subcommittee: For CY 2022, Secretary/Treasurer Mayor Cecilia McCollough was Chairman and Supervisor Lynne Pancrazi, with Deputy Mayor Karen Watts as members.

By-Laws Subcommittee: During CYs 2021 and 2022, as there were no changes to the By-Laws anticipated, no members of the By-Laws subcommittee were nominated.

Director Evaluation Subcommittee: For CY 2022, this subcommittee had been headed by Chair Porchas, with Councilmember Matias Rosales and previous Councilmember Martha Garcia as members.

CONTACT PERSON: Crystal Figueroa, Executive Director, 928-783-8911.

YMPO INFORMATION SUMMARY for Agenda Item #07

AZ Smart Fund Letter of Support

DATE: February 20, 2023

SUBJECT: AZ Smart Fund Letter of Support

SUMMARY:

During the January 26th 2022 Executive Board meeting, the Board was informed that the Arizona Legislature established the AZ State Match Advantage for Rural Transportation (SMART) Fund of \$50 million in 2022 to assist eligible cities, towns, counties, and ADOT in competing for federally discretionary grants. Applications to the AZ SMART Fund must first be approved by the applicant's Council of Government (COG) or Metropolitan Planning Organization (MPO). ADOT administers this fund, and the State Transportation Board approves all awards. Currently, three applicants are in line for such funds in Arizona.

All our member agencies are eligible to receive such funds for the following uses associated with developing a project, applying for, or providing a local, non-federal match on a federal grant. In addition, applicants may be eligible for reimbursement for the following activities based on population criteria:

- Up to 50% of the eligible costs associated with Grant Development and submission of an application for federal discretionary grant.
- Non-federal match for a federal grant.
- Design and other engineering services (preliminary engineering through final design related to a road, bridge, rail, or transit infrastructure construction project).

In our region, the City of San Luis intends to apply for the AZ SMART opportunity to reimburse Design and Other Engineering Services (DOES) of approximately 2.8 million for the Cesar Chavez widening effort. Yuma County has also expressed interest in applying for reimbursement of DOES for the extension of Avenue E from State Route 195 north to connect to US Highway 95. YMPO has dialogued with Yuma County and the City of Yuma for support in applying for such funds for reimbursement of DOES for the design of US-95 Wellton Mohawk Canal to Aberdeen Road considering that the project is within Yuma County and or most of citizens traveling to US 95 are predominately from the City of Yuma. YMPO is not qualified to apply for such funds directly; however, the jurisdiction the project falls under may do so.

PUBLIC INPUT:

No public comments were made about this process.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to authorize the Chairman and Executive Director to sign Letter of Support for approval of project for the AZ SMART Fund Applications intended to be submitted.

CONTACT PERSON:

Crystal Figueroa, Executive Director, 928-783-8911

YMPO INFORMATION SUMMARY for Agenda Item 8 **FY 2022-23 Unified Planning Work Program (UPWP) Amendment #4**

DATE: February 16, 2023

SUBJECT: FY 2022-23 UPWP Amendment #4

SUMMARY:

Every two years, the YMPO develops the UPWP and Annual Budget, in steps over a several-month timeframe, in conjunction with member agencies' input. The Executive Board originally approved the current FY 2022-23 UPWP on April 29, 2021, and the latest Amendment #3 on July 28, 2022.

Since then, the State and Federal fiscal years have been closed out, actual brought-forward funding is known, and the new federal funds available to YMPO have been confirmed. Additional planning funds available through the Federal Bipartisan Infrastructure Law (BIL) were originally included as part of the FY 2023 budget; however, was not authorized and are not needed currently. YMPO Staff will request ADOT to authorize PL funding for the first year of the next two-year work program. YMPO Staff has prepared a revised budget for FY 2023; changes are listed in the attached Staff Report/Memorandum and the accompanying four tables. Other changes are outlined under the T-100 Administration budget, covering expenses over \$5,000 anticipated for general equipment services and expected building repairs. The only budget being directly affected, at this stage, is for the FY 2023 budget.

PUBLIC INPUT:

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

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: This is the second year of the two-year cycle of the UPWP, and this request will substantially allow YMPO staff to carry on the planning efforts outlined in the staff report. A new UPWP is NOT needed at this stage, but early guidance from the Board for the next two-year Work Program will likely be requested next month.

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

ACTION NEEDED:

This item is on the agenda for review, discussion, and/or possible action to approve Amendment #4 to the FY 2022-23 UPWP.

PRIOR BOARD/COMMITTEE ACTIONS:

At their meeting on May 24, 2018, the Board unanimously approved the calculation of matching funds as explained during the presentation.

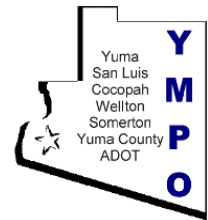
CONTACT PERSON:

Crystal Figueroa, Executive Director, and Blenda Dale, Accountant II and Executive Assistant, 928-783-8911

Yuma Metropolitan Planning Organization

230 W. Morrison St.
Yuma, Arizona 85364
www.ympo.org

Phone: (928) 783-8911
Fax: (928) 329-1674



*Local Governments and
Citizens Working Together*

TO: Crystal Figueroa, Executive Director

FROM: Blenda Dale, Accountant II/Executive Assistant

Date: February 16, 2023

RE: Amendment #4 to the Fiscal Year 2022-23 YMPO Unified Planning Work Program (UPWP) and Annual Budget, changes pertain to FY 2023 only.

The following is a list of the changes being requested to FY 2023 of the FY 2022-23 YMPO UPWP under Amendment # 4:

1. Corrected FY 22 SPR brought forward from \$141,837 to \$113,029.40.
2. Corrected FY 22 PL brought forward from \$325,788 to \$344,853.81.
3. Increased FY 2023 SPR Funds to reflect annual award from \$175,000 to \$250,000 to reflect additional \$75,000 award by ADOT initially reflected as part of the FY 22 brought forward balance to replace the \$75,000 in local funds committed by YMPO to the City of San Luis to carry out the O-D component in conjunction with the redevelopment Plan and Circulation Study to use for UPWP activities.
4. Corrected FY 2023 PL Funds to reflect decrease from \$385,974 to \$313,604 to reflect current award. The difference of \$72,370 plus the additional apportionment will be authorized in FY 2024. The added apportionment was due to the new Bipartisan Infrastructure Law (BIL) and was not authorized in FY 2023.
5. Decreased T-1000 Capital Expenditure by \$7,113 which covers expenses for a security enclosure structure around AC units, to offset the reduction of authorized PL funds for FY 2023.
6. Under T-100 Administration budget, the current approved work program includes funding for general equipment purchases, the following is a T-100 element anticipated equipment purchase and building repair over \$5,000:
 - Security Camera System quoted at \$5,539.
 - Repair south entrance retaining wall and/or stucco quoted from \$6,500 to \$11,500.

The amount of the total (Federal & State funds) budgeted for FY 2023 of the FY 2022-2023 UPWP was reduced from \$1,333,319 to \$1,326,207, which represents a total decrease of \$7,112. Therefore, the total amount of Federal, State, and Local funds in the budget for FY 2023 has increased from \$1,647,594 to \$1,648,807.

FY 2022-23 YMPO Unified Planning Work Program

Amendment #4, Financial Tables (FY 2023 Only)

Table One - Detail of Federal, State and Local Funding Sources	
State Funds	
Agency	
ADEQ	\$10,000
FY 2022 Brought Forward (BF) Federal Funds	
SPR	\$113,029
PL (CPG)	\$344,854
5305d (Residual)	\$40,958
5305(4)e	\$5,495
5310	\$0
CARES Act MM	\$10,964
FY 2023 New Federal Funds	
ADOT/SPR	\$250,000
ADOT/PL	\$313,604
5310	\$75,000
FTA 5305d (CPG) (Oct 1, 2022-Sept 30, 2023)	\$121,767
Sub Total Federal & State	\$1,326,207
Local Area Funds (YMPO Funds)	
YMPO Local Contributions	\$93,776
City of Yuma Traffic Counts	\$11,887
City of San Luis Origin-Destination (MOU)	\$53,678
Sub Total Local	\$159,341
In-Kind 2023 (Match for SPR/PL/FTA)	
Agency: Yuma County Services/TAC/Regional Mobility Meetings/ Other YMPO planning by TAC Members	\$163,259
Sub Total In-Kind	\$163,259
Total Available	\$1,648,807

Tables Two and Three: Expenses by Work Elements and Categories

	WORK ELEMENT	EXPENSES				TOTAL COSTS
		Salaries & Benefits	Direct Expenses	Match	Local	
I.	ADMINISTRATION	\$185,779	\$227,519	\$52,625	\$24,000	\$489,923
II.	DATA COLLECTION / AIR QUALITY	\$29,630	\$0	\$1,187	\$0	\$30,816
III.	TRANSPORTATION IMPROVEMENT PROGRAM	\$173,504	\$221,332	\$41,070		\$435,906
IV.	REGIONAL PLANNING	\$63,437	\$185,775	\$42,200	\$53,678	\$345,090
V.	SPECIAL PROJECT PLANNING	\$133,699	\$7,200	\$16,723	\$80,511	\$238,133
VI.	LONG RANGE TRANSPORTATION PLANNING	\$31,035	\$21,887	\$3,588	\$1,152	\$57,661
VII.	PUBLIC PARTICIPATION PLAN	\$13,020	\$0	\$1,898		\$14,918
VIII.	PUBLIC TRANSPORTATION	\$16,481	\$5,495	\$2,995		\$24,971
IX.	ENVIRONMENTAL OVERVIEW	\$3,493	\$0	\$211		\$3,705
X.	CAPITAL EXPENDITURES	\$4,034	\$2,887	\$762	\$0	\$7,683
TOTAL		\$654,111	\$672,095	\$163,259	\$159,341	\$1,648,807

	WORK ELEMENT	Travel & Training	Contractual	Supplies	M&O	Technology	Membership	TOTAL
I.	ADMINISTRATION	\$18,500	\$48,500	\$7,500	\$109,219	\$42,000	\$3,000	\$228,719
II.	DATA COLLECTION / AIR QUALITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
III.	TRANSPORTATION PROGRAM	\$0	\$221,332	\$0	\$0	\$0	\$0	\$221,332
IV.	REGIONAL TRANSPORTATION PLANNING	\$0	\$185,775	\$0	\$0	\$0	\$0	\$185,775
V.	SPECIAL PROJECT PLANNING	\$0	\$0	\$7,200	\$0	\$0	\$0	\$7,200
VI.	LONG RANGE PLANNING	\$0	\$21,887	\$0	\$0	\$0	\$0	\$21,887
VII.	PUBLIC PARTICIPATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0
VIII.	PUBLIC TRANSPORTATION	\$0	\$5,495	\$0	\$0	\$0	\$0	\$5,495
IX.	ENVIRONMENTAL OVERVIEW	\$0	\$0	\$0	\$0	\$0	\$0	\$0
X.	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$2,887	\$0	\$0	\$2,887
TOTAL		\$18,500	\$482,989	\$14,700	\$112,106	\$42,000	\$3,000	\$673,295

Table 2A: FY 2022-2023 YMPO UPWP; Budget Detail - Work Task by Fund Type

#	TITLE	CONSOLIDATED PLANNING GRANT (CPG)					FHWA		ADEQ	5310		5310		FY 2023
		PL	*ISATO 2.5%	MATCH	5305d	MATCH	SPR	MATCH	FUNDS	FUNDS	MATCH	CARES ACT	Local	TOTAL
100	Administration & Management	\$224,737		\$13,584	\$42,729	\$2,583	\$145,832	\$36,458					\$24,000	\$489,923
200	Air Quality Conformity	\$19,630		\$1,187					\$10,000					\$30,816
300	2022-2026 TIP	\$8,802		\$532	\$11,736	\$709	\$8,802	\$2,201						\$32,782
302	Transportation Enhancement - AZ	\$3,317		\$201			\$829	\$207						\$4,555
304	Intelligent Trans. Systems (ITS)	\$2,930		\$177	\$3,535	\$214	\$1,824	\$456						\$9,136
305	Goods/Freight/Rail Planning	\$156,772		\$9,476	\$23,335	\$1,411	\$1,643	\$411						\$193,048
307	Cross Border/Trade Corridor Planning	\$3,501		\$212	\$4,376	\$265	\$4,626	\$1,156						\$14,135
308	HPMS	\$20,811		\$1,258										\$22,069
309	Transportation Coordination	\$11,496		\$695						\$85,964	\$21,491	\$40,536		\$160,181
400	Regional Planning	\$33,888	\$9,649	\$2,632	\$32,868	\$1,987	\$132,578	\$33,144						\$246,746
401	Review/Update Socio-Econ. File	\$4,159		\$251			\$1,040	\$260						\$5,710
404	Port of Entry Planning	\$0		\$0	\$3,612	\$218	\$3,612	\$903					\$53,678	\$62,023
405	Linking Trans/Land Use/ED/Tourism	\$8,184		\$495			\$4,407	\$1,102						\$14,187
406	Coordination w/ADOT Studies	\$10,651		\$644	\$3,043	\$184	\$1,522	\$380						\$16,424
500	Special Projects Planning	\$2,210		\$134	\$0		\$1,808	\$452					\$68,625	\$73,229
520	Traffic Count Program	\$38,459		\$2,325	\$24,037	\$1,453	\$23,746	\$5,937					\$9,906	\$105,862
530	Traffic Count Equipment	\$5,594		\$338			\$7,822	\$1,955					\$1,981	\$17,691
540	Traffic Engin./Planning Assistance	\$5,026		\$304			\$1,257	\$314						\$6,901
560	Traffic Safety	\$4,973		\$301			\$1,243	\$311						\$6,827
570	GIS/Transportation Planning	\$17,306		\$1,046			\$7,417	\$1,854						\$27,624
600	Long Range Transportation Planning	\$15,643		\$946	\$3,911	\$236								\$20,735
601	Federal/State/Local Legislation	\$28,810		\$1,741									\$1,152	\$31,703
602	Small Community Assistance	\$2,507		\$152			\$2,051	\$513						\$5,223
700	Public Participation Plan	\$5,859		\$354	\$1,302	\$79	\$5,859	\$1,465						\$14,918
800	Public Transportation Planning (Transit)	\$4,944		\$299	\$8,240	\$498	\$3,296	\$824						\$24,971
900	Environmental Overview	\$3,493		\$211										\$3,705
1000	Capital Expenditures	\$5,105		\$309			\$1,815	\$454						\$15,226
	TOTAL	\$648,809	\$9,649	\$39,801	\$162,725	\$9,836	\$363,029	\$90,757	\$10,000	\$85,964	\$21,491	\$40,536	\$159,341	\$1,648,807

*ISATO - Identified 2.5 % required of PL annual apportionment for increasing safe and accessible transportation options

YMPO INFORMATION SUMMARY for Agenda Item #9

FY 2023 Entity Dues to Member Agencies and Change for Calculating Local Dues

DATE: February 16, 2023.

SUBJECT: FY 2023 Entity Dues to Member Agencies and Change for Calculating Local Dues

SUMMARY: During the May 2018, Executive Board (the Board) meeting, YMPO staff presented, and the Board approved, a working policy and a procedure for calculating matching funds in the YMPO Unified Planning Work Program (UPWP). The UPWP is usually developed during the January through April timeframe, FY 2022-23 UPWP was approved by the Executive Board on April 29, 2021, and then by the Arizona Department of Transportation (ADOT) and the Federal Highway and Transit Administrations (FHWA and FTA). In April of 2022, a preliminary assessment for entity dues was mailed to member agencies using projected numbers for planning purposes.

Since the preliminary assessment, the final Entity Dues have been assessed considering the changes and potential approval of the FY 2022-23 YMPO Unified Planning Work Program Amendment #4 (within agenda) and recently updated official, population estimates from the State Office of Economic Opportunity, on December 15, 2022. Final Assessments will be mailed to member agencies this month following the Board meeting.

Total actual entity dues have slightly increased from the preliminary assessment provided last year by \$1,146.31, from \$80,623.69 to \$81,770. This is primarily due to various factors, including an increase in In-Kind match revenue which significantly decreased the local match requirement; however, previously programmed local planning expenditures are recommended to be considered when calculating the non-in-kind matching funds (Entity Dues) to maintain the general fund over time. In the past, the Board has expressed that reducing Entity Dues significantly would become challenging to re-establish. As a result, the Board will be asked to consider the change to include previously programmed local planning expenditures in arrears when calculating local dues.

PUBLIC INPUT:

No public comments were made for this process.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The process used to calculate matching funds and entity dues follows the previously established process. The current increase, if approved, will be followed by a corresponding letter for final entity dues to member agencies for FY 2023.

POLICY: During the May 2018, Executive Board meeting, YMPO staff outlined several steps that lead to the calculation of Local Matching Funds and Entity Dues and the process was approved by the Board. This effectively established the process as YMPO Policy. Currently, there is one recommended change to consider and that is to add the previously local planning expenditures to the process when calculating local dues to ensure the general fund over time, the Executive Board may decide to update the

process and include the recommended change.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to approve the FY23 Entity Dues and the change for calculating Dues.

CONTACT PERSON:

Blenda Dale, Accountant II, 928-783-8911

Historical Cash (Non In-Kind)								
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Total Budget	\$1,169,905.00	\$1,141,210.00	\$1,067,703.00	\$1,279,344.00	\$1,311,603.00	\$1,392,575.00	\$1,481,264.00	\$1,333,318.00
Local Match	\$170,033.00	\$189,529.00	\$158,845.00	\$200,899.00	\$227,056.00	\$185,713.00	\$181,151.00	\$154,932.69
Actual/Proposed Cash Match per Agency								
City of Yuma	\$42,646.78	\$42,646.78	\$35,942.93	\$39,209.02	\$36,841.03	\$21,537.43	\$29,680.60	\$38,478.83
Yuma County	\$27,473.93	\$27,473.93	\$22,431.61	\$24,192.96	\$22,586.44	\$12,993.05	\$16,781.09	\$21,631.98
San Luis	\$11,715.75	\$11,715.75	\$12,481.70	\$13,736.74	\$13,283.26	\$7,917.26	\$10,940.67	\$13,936.60
Somerton	\$6,547.46	\$6,547.46	\$6,049.32	\$6,594.77	\$6,188.13	\$3,597.02	\$4,389.79	\$5,660.17
Wellton	\$1,318.36	\$1,318.36	\$1,121.58	\$1,211.49	\$1,137.77	\$668.79	\$752.61	\$984.76
Cocopah	\$468.72	\$468.72	\$369.62	\$397.89	\$368.18	\$209.97	\$319.30	\$406.81
Totals	\$90,171.00	\$90,171.00	\$78,396.76	\$85,342.87	\$80,404.81	\$46,923.52	\$62,864.06	\$81,099.15
Local Match % of budget	15%	17%	15%	16%	17%	13%	12%	12%
Cash Match % of budget	8%	8%	7%	7%	6%	3%	4%	6.1%

Cash Needed	7 Year Average	Cash (Non-In-Kind) Match per Agency
\$81,099.15		
City of Yuma	\$35,500.65	\$38,478.83
Yuma County	\$21,990.43	\$21,631.98
San Luis	\$11,679.30	\$13,936.60
Somerton	\$5,701.99	\$5,660.17
Wellton	\$1,075.57	\$984.76
Cocopah	\$371.77	\$406.81
Totals	\$76,324.86	\$81,099.15

YMPO INFORMATION SUMMARY for Agenda Item 10

YMPO Director's Evaluation

DATE: February 12, 2023.

SUBJECT: YMPO Director's Evaluation

SUMMARY: The Director's annual evaluation process is NOT particularly well defined in YMPO By-Laws, but generally includes a review by a subcommittee comprising the Chairman and two other Board members, selected by the Chairman, from different agencies. The subcommittee then presents their combined evaluation to the full Board and the Board discusses whether a raise is appropriate and, if so, how much? This year, the review process is approaching as the Director's promotion occurred during the February 24, 2022 Executive Board meeting. The Board also authorized prior Director, Paul Ward, to stay on at YMPO as a part-time employee to assist Ms. Figueroa during the transition of roles until September 30, 2022 as the YMPO Principal Engineer. Ms. Figueroa managed to hire her replacement and trained the new Accountant/Executive Assistant. The decision was to promote an internal candidate, Ms. Blenda Dale, who was the YMPO Administrative Assistant/Bookkeeper, to the Accountant/Executive Assistant position. In the transition, her replacement Norma Chavez in turn was hired and trained.

Considering the staff transition, the Board may want to postpone the Director's Evaluation until May or June for the effective date of July 1st. Furthermore, due to the rotation of staff due to promotion and hired dates, evaluations are best aligned with the end of the fiscal year and implement raises on July 1st and align it with the Unified Planning Work Program. Only Jesus Aguilar Jr. was evaluated last year in November, considering his anniversary date. The Board will have the opportunity to discuss the Director's evaluation process and determine a date to evaluate the Director.

PUBLIC INPUT: No members of the public have provided any input on this item.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The procedure for evaluating the Executive Director is already substantially complete.

POLICY: Pay raises for YMPO staff are guided by the YMPO Policy that was reviewed by the Board last year and added to the YMPO Personnel Policies and Procedures.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to determine a date to evaluate the Executive Director.

PRIOR BOARD/COMMITTEE ACTIONS:

At their meeting on February 24, 2022, the Board unanimously supported the promotion of Ms. Crystal Figueroa and authorized Mr. Paul Ward to stay on as the YMPO Principal Engineer to assist Ms. Figueroa during the transition period.

CONTACT PERSON: Crystal Figueroa, Executive Director, 928-783-8911.

YMPO INFORMATION SUMMARY for Agenda Item 11

YMPO Staff Hiring Update

DATE: February 12, 2023

SUBJECT: YMPO Staff Hiring Update

SUMMARY: During a Board meeting on December 9, 2021, the Board was informed about 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. After the YMPO network breach in October of 2021, the need was identified in a close 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, Staff training, and the YMPO website, among others.

Since then, the part-time IT manager position was budgeted for and advertised in late June 2022. Some interviews were held, but no preferred candidate was selected. The position continues to be posted until filled, YMPO staff anticipates a few interviews in the coming days and will report to the Board.

PUBLIC INPUT: No members of the public have provided any input on this item.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The YMPO receives IT support through an intergovernmental agreement with the Yuma County IT department, and YMPO pays for services on a per-work order basis.

POLICY: To ensure reliability, the MPO would continue to have an IT intergovernmental agreement with Yuma County to assist in the event of an emergency; however, the idea is for YMPO to have internal IT support to troubleshoot the day to day and future needs, improve security and carry out the expectation of continuity in IT processes and procedures.

ACTION NEEDED:

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

PRIOR BOARD/COMMITTEE ACTIONS:

N/A

CONTACT PERSON: Crystal Figueroa, Executive Director, 928-783-8911.

YMPO SUMMARY Agenda Item 12

Highway Safety Improvement Program (HSIP) Applications Results

FFY 2025, & 2026

DATE: February 20, 2023

SUBJECT: Highway Safety Improvement Program (HSIP) Applications Results FFY 2025, & 2026

SUMMARY:

The HSIP fund is a Federally funded program that offers the opportunity to program funds for a variety of safety projects on roads throughout the YMPO region. The program focuses on Federal-Aid eligible roads but may also be used for improvements on roadways that are not generally on a federal classified road. ADOT has devised a process for applying for HSIP funds in two-year increments, the two years addressed during the current cycle are for FFYs 2025 and 2026. YMPO Staff reports that in late December of 2022, 8 projects that were submitted through the HSIP application process received funding for the region. A total of \$18.7 million with a benefit/cost ration between 6.2 to 19.5.

YMPO in the past contracted with Greenlight Traffic Engineering (GTE) to prepare as part of the contract for the Regional Safety Study direct consultation with YMPO member agencies actual applications forms for possible projects that resulted in a benefit-cost ratio that the YMPO Technical Advisory Committee (TAC) would result in a competitive project. As a result of this effort, the region was awarded just over \$10 million in HSIP-funded projects during FFYs 2023 and 2024.

The most recent effort in preparing and submitting HSIP eligible projects for FFYs 2025 and 2026 was carried out as part of the development of the Long-Range Transportation Plan (LRTP) that was completed in 2021. ADOT delayed the submittal of project applications for HSIP, primarily due to the delay in promulgation of the Federal Infrastructure, Investment & Jobs Act or the Bipartisan Infrastructure Law (IIJA or BIL). This resulted in the State of Arizona receiving an extra amount of funding for the Highway Safety Improvement Program which allowed most projects across the state to be funded.

ADOT has now issued the Eligibility Letters to each of the member agencies who received an award and we will be bringing this back to the YMPO Executive Board next month. The YMPO TAC needs to program the projects into the TIP and then the Board will approve and all will be submitted to the State for inclusion into the AZ State TIP (STIP)

PUBLIC INPUT:

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

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: Information gathered from prior accidents reported to State or local law enforcement agencies & the anticipated costs of a safety related project are used to calculate a possible benefit/cost ratio. This b/c ratio is usually used to prioritize projects for possible selection for funding. Selection is generally decided by ADOT staff, following an analysis & review of projects Statewide.

POLICY: Transportation Performance Measures (TPMs) require that, in Arizona, only the two highest (worst) accident classifications - fatalities and serious (injury) accidents - are used in calculating the ratios concerned. Currently YMPO uses Arizona TPMs.

ACTION NEEDED:

This item is on the agenda for review, discussion, and/or possible comment only at this stage.

CONTACT PERSON:

Charles Gutierrez, Senior Planning Manager, 928-783-8911

Proposed HSIP Funded Projects for FFY 2025 & 2026		
Agency	Location	Activity
City of Yuma	<u>Ave C & Crane St</u>	Design & install HAWK crossing
	<u>32nd St & Palm Dr</u>	Design & install HAWK crossing
	<u>Ave C & Central Drain N of 22nd Ln</u>	Design & install HAWK crossing
	Total Cost: \$1,166,238	Benefit Cost Ratio: 13
Yuma County	<u>Co. 14th St & Ave C</u>	Design & install Traffic Signal
	Total: \$1,017,639	B/C Ratio: 9.6
	<u>Co. 14th St & Ave G</u>	Design & install Traffic Signal
	Total: \$1,470,107	B/C Ratio: 7.5
	<u>US-95 & Ave C</u>	Design & Install Traffic Signal
	Total: \$1,000,506	B/C Ratio: 19.5
	<u>Ave B: Co. 18th St to Co. 21 1/2 St</u>	Shoulder widening & rumble strips
	Total: \$4,470,329	B/C Ratio: 5.4
	<u>Ave G: Co. 11th St to Co. 16th St</u>	Shoulder widening & rumble strips
	Total: \$4,633,955	B/C Ratio: 4.5
Somerton	<u>Co. 15th St & Ave D</u>	Intersection improvements
	Total: \$2,136,975	B/C Ratio: 7.2
San Luis	<u>US-95: Co. 20 1/2 St to Co. 22 1/2 St</u>	Possible raised median
	Total: \$2,261,450	B/C Ratio: 11.7
<p>Our projects range from 4.5 to 19.5 this round Total Project Cost: \$18,157,199 Local Match: \$756,646</p>		