

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, July 27, 2017
1:30 p.m.**

**Yuma County Courthouse
10260 Dome Street
Wellton, Arizona 85356**

1. Call to Order and the Pledge of Allegiance.

Chairman Gary Knight called the Executive Board (the Board) meeting of the Yuma Metropolitan Planning Organization (YMPO) to order at 1:32 p.m. He called on Supervisor Martin Porchas to lead the Pledge of Allegiance.

2. Roll Call Attendance.

The YMPO Executive Assistant, Crystal Alonzo, called the roll as follows:

YMPO Executive Board Members Present:

Chairman	Gary Knight, Deputy Mayor, City of Yuma
Vice Chair	Cecilia McCollough, Mayor, Town of Wellton
Member	Paul Patane, Southwest District Engineer, ADOT
Member	William "Bill" Craft, Councilmember, City of Yuma
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Martin Porchas, Board of Supervisors, Yuma County

YMPO Executive Board Members Absent:

Secretary/Treasurer	Jose Yopez, Mayor, City of Somerton
Member	J. Deal Begay, Jr., Vice Chairman, Cocopah Indian Tribe
Member	Jacob Miller, Councilmember, City of Yuma
Member	Maria Ramos, Vice Mayor, City of San Luis

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

YMPO Staff Present:

Executive Director	Paul Ward
Senior Planning Manager	Charles Gutierrez
Accountant II	Crystal Alonzo

Additional Attendees:

Larry Killman	Town of Wellton
Blake Herzog	Yuma Sun
Gene Dalbey	Yuma Regional Bicycle Coalition

Declaration of Votes.

Councilmember Bill Craft submitted to Mr. Ward, YMPO Executive Director, a proxy letter from City of Yuma Councilmember Jacob Miller and declared his proxy vote for a total of three votes.

Mr. Ward congratulated Councilmember Maria Ramos, who was not present, on being appointed as Vice Mayor for the City of San Luis. He was not certain as to what date the appointment was valid but stated that it would be appropriately reflected in the minutes. *[After-meeting comment: The appointment date for Vice Mayor Ramos was July 12, 2017].*

3. Call to the Public.

Paul Ward thanked Mayor Cecilia McCollough for hosting the meeting and for arranging the facilities. No members of the public requested to address the Board.

4. Consent Agenda.

The Chairman entertained a motion on the consent agenda, specifically approval of the minutes for of the June 22 (Special) Board meeting and those of the June 29, 2017, regular Board meeting.

MOTION: Councilmember Bill Craft moved to approve the minutes of the June 22 (Special) Board meeting and those of the June 29, 2017, regular Board meeting as presented. Supervisor Pancrazi seconded and the motion was unanimously approved.

5. Process to Advertise for YMPO Legal Services.

The Chairman introduced this item. He reminded members that Mr. Ward had alerted the Board during the previous meeting that the current contract for YMPO legal services was due to expire in September, 2017. He reported that the expiration date was actually September 11, 2017, so this agenda subject was in good timing and he opened the floor for discussion on this item. Supervisor Pancrazi asked whether it was a requirement to seek another contract and the Chairman agreed that it was in line with YMPO procurement guidelines. Mr. Ward referred to the information summary that accompanied the agenda and thanked Councilmember Craft for suggesting that it might be useful to review for members the type of work that the Legal Services team had billed for during the past three years and which, logically, they might be expected to continue to provide.

Mr. Ward distributed a short, one-page report regarding all payments made under the current legal services contract and he summarized the actions taken. The report showed a table with generic descriptions of work done during the past three years, excepting any efforts put forth regarding the employment contract for the previous Executive Director.

He stated that the services provided averaged about \$5,000 per year. He further reported that he did not sub-divide the services listed under specific contracts and that "General matters" was the largest single description. Mr. Ward indicated that he could investigate the invoices individually and list what they were for, in more detail, and offered to do, if the Board felt that would be beneficial.

The Chairman asked whether there was a retainer fee involved and Mr. Ward reported that there was no retainer fee and that YMPO was only charged when services were

requested - and provided. However, he reported that in prior years, there had been a retainer fee involved, although the retainer fee was relatively modest and had always been less than the total charged each year.

He opined that, although there was no direct requirement to advertise for legal services within a specific time period, the general practice for hiring professional services such as financial accounting, audit and legal matters needed by YMPO appeared to be for a three-year period, the period concerned was NOT an outer limit as. Even though the current contract had an expiration date of September 11, 2017, both sides had "a right to terminate" ability within the contract. Charles Gutierrez, YMPO Senior Planning/Mobility Manager, reminded members that, with the six new studies being included in the current Unified Planning Work Program (UPWP) there might be a slightly higher need for contract review services than in prior years.

The Chairman stated that he already had three attorney's names to add to the list of possible companies to approach. There was a brief discussion regarding possible additional names. Paul Patane, ADOT Southwest District Engineer, asked whether it was possible to continue to use the existing company and Mr. Ward agreed that it would be possible to continue to use the existing contract until a new contract was put in place. In putting forward names of companies for consideration, Mr. Gutierrez suggested that IF federal funds were being used for paying the legal expenses, it would not be appropriate to try to implement a "local preference".

There was a general discussion regarding what the aim was in this whole effort and the consensus was to see whether we could find as good representation, if not better, at a slightly lower cost. Mr. Patane suggested that one opportunity might be to check to see if there were some current contracts available at other cities and/or towns and/or counties and/or regions and/or at the State level that we could use.

Mr. Ward stated that this item is on the agenda for information, discussion, and possible action to authorize the Executive Director to advertise for Legal Services. Depending on the strength of the companies submitting for consideration, re-hiring the current company for another three-year term is certainly an option.

MOTION: Supervisor Porchas moved to authorize the Executive Director to develop and advertise a Request for Proposals for Legal Services. Mayor McCollough seconded and the motion was unanimously approved.

6. Possible Future US-95 Projects.

Mr. Ward referred to the draft schedule that was included with the Information Summary that was sent to members with the agenda packet and then distributed a revised schedule for developing the list of US-95 projects. This schedule had been discussed with Mr. Patane, ADOT Southwest District Engineer, at a meeting earlier in the day. The revised schedule was intended to allow Board members to review and prioritize the list prior to the State Transportation Board (STB) meeting in Prescott in October.

Mr. Ward distributed a revised schedule and summarized the steps on the schedule. The first step was to confirm the goals and objectives. This confirms that members are being asked to support the list of projects and to 'lobby' the STB for funding for the individual

projects or phases. He stated that, during their discussions, it was apparent that he and Mr. Patane needed more time to review all the studies and reports that were available before developing a final, detailed list of projects for the Board to review and approve. The next step will involve passing a YMPO Resolution formally informing the STB of the region's priorities. However, an associated step would be to list STB meetings in the latter part of this year and during FY 2018. Then, agreeing with individual members of the Executive Board, as well as the Board as a single entity, how best to lobby the STB to receive funding for YMPO projects.

Mr. Patane confirmed that the ADOT programming cycle that ADOT goes through starts about that time, so the sooner the better. Mr. Patane suggested that he really needed the priorities by September. In answer to a question by Supervisor Pancrazi, Mr. Patane reported that he had to turn in a priority list by August 15, but he stated that his priorities from the corridor profile studies, which was consistent with how both he and Mr. Ward were approaching the effort.

Mr. Ward distributed a second handout, and stated that the segments listed as 95-1, -2, -3, etc, are those segments on US-95 that are taken from the ADOT Corridor profiles whereas the A through D segments come from the design concept reports. He further reported that the discussion during the morning's meeting with Mr. Patane centered on the A through E segments. The Fortuna Wash Bridge was essentially complete and the next segment, 95-2 (also listed as segment B) would most likely completed with ADOT District Minor funds. However, the remaining segments are all \$15 million and upwards, so they would have to be prioritized and programmed through the main ADOT process as full projects.

Members discussed the importance of the ratings listed in the profiles document and asked some specific questions regarding freight volumes. Mr. Ward agreed that the list was still a work in progress and that actual costs for each segment needed to be added and promised additional information by the next meeting.

Supervisor Pancrazi made the point that, regardless of which segments were prioritized, we would have to work hard to get any of them funded. Mayor McCollough asked how often STB meetings occurred. Mr. Patane confirmed that there were about ten to eleven meetings per year and Mr. Ward promised to send out a list with the minutes.

Mr. Ward moved the discussion onto members attending the STB to ensure that we have a concerted effort to lobby STB members regarding the needs of the Yuma region. The Chairman reported that he was the primary contact member of the Board for STB meetings and that Vice Mayor Ramos was the secondary. However, he suggested that any member of the Board could attend STB meetings to lobby on behalf of YMPO priorities.

The Chairman also reported that he had been in phone contact with three legislators and mentioned that he had just been informed that the USDOT were funding TIGER Grants for the forthcoming year. He suggested that prioritizing US-95 segments would be a worthy effort. Mr. Patane reported that, at this stage, none of the segments were "shovel-ready". He said that some segments had the design started, but all the remaining

segments needed pre-design, design, right-of-way, utility relocations and construction phases needed.

Mayor McCollough suggested that she would be willing to attend some STB meetings when the schedule was known. Mr. Ward stated that he would check whether YMPO could provide travel and overnight accommodation support for members.

The Chairman suggested that he wanted Mr. Ward to work with the STB Secretary to see whether we could get a 2018 STB meeting in the Yuma area and Mr. Ward agreed to do this. Mr. Ward also reminded members that the STB member for district 6 (currently the Chair, Deanna Beaver) which represented Yavapai, Yuma, Mohave and La Paz Counties, was supposed to rotate to a representative from Yuma County next year.

7. Planning Studies in the YMPO FY 2017-18 Unified Planning Work Program & Annual Budget (UPWP/B).

Mr. Ward referred to the schedule in the information summary. Due to the need to get some sleep during the next year, Mr. Ward has recommended that we spread the studies out over the next year in two- to three-month increments. Currently, we are working on the Safety and Traffic Count studies first and will follow-up with the other studies in due course. The traffic count study will also include the development of a regional transportation based travel demand model.

Mr. Ward reported that the scope of the bike/ped study scope should be ready by October. Gene Dalbey requested that the safety study should also include the bike and pedestrian safety. The pavement management system study will occur about the same time frame as the bike/ped study. The freight and ITS study will be the last two to get underway and will definitely extend into the next fiscal year.

Mr. Gutierrez expressed his anticipation of carrying out the studies proposed and, in answer to a question from Supervisor Pancrazi, agreed that the intention is to share the results of these studies with the economic development people staffs at agencies such as the Chamber of Commerce, the greater Yuma Economic Development Corporation, the Greater Yuma Port Authority and all parts of the County and many other stakeholders.

Mr. Ward suggested that it might be time to include more interest groups in the technical advisory committee process for such efforts as the bike/ped study. He anticipates working with the YMPO TAC to confirm how to approach such groups.

8. YMPO 2014-2018 Transportation Improvement Program (TIP) Amendment #16.

Mr. Gutierrez said we are still running off the FY 2014-18 TIP for Transit projects until the end of the federal fiscal year on September 30, 2017. There are 30-plus line-items in FY 2018 that are funded primarily with FTA 5310 and 5311 funds which have only just been awarded through ADOT for agencies such as Westcare, Crossroads, Achieve Human Services, Saguaro Foundation and a small Mobility Management project for YMPO. YCIPTA gets a large allocation of STP funds, 5307 and 5311 funds.

The outer years are primarily based on lump sums for programming purposes and will be updated on an annual basis as the FTA Grant process gets underway. Every year we bring these changes to the board and this amendment is for transit only projects. The FTA

operates slightly differently from FHWA in that they use an annual grant system which is why some apportionments show up as holdovers from 2015-16 and years earlier than the actual year of the TIP. Supervisor Martin Porchas moved to approve, Councilmember Craft seconded and unanimous.

9. Executive Director's Report/Summary of Current Events/Board Member Reports and Comments by Other Participants.
 - A. Staff reports.
 - B. TAC minutes.
 - C. Conference Updates.
 - D. MPOs/COGs Director's/Planner's meeting.
 - E. Rural Transportation Advocacy Council Activities.
Further details of the presentation by Kevin Adam, RTAC Director, will be provided in due course.
 - F. Projects - Economic Development and Transportation.
 - G. Long Range Transportation Plan 2018-2041.
 - H. Transportation Studies. Report already provided.

10. Possible Future Agenda Items
 - A. Teleconferencing opportunities for Board and/or TAC members.
 - B. FY 2016 Audit. It is anticipated that there will be a report by the auditors at the September Executive Board meeting.

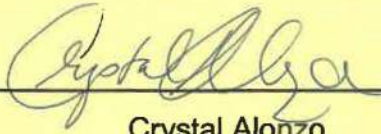
11. Progress Reports.
 - A. YMPO Staff meeting, July 3, all YMPO staff members attended.
 - B. ADOT/YMPO Coordination meeting, July 10, Paul Ward and Charles Gutierrez attended.
 - C. YMPO TAC Meeting, July 13, Charles Gutierrez and Melissa Ramos attended.
 - D. Transit TIP meeting, July 13, Paul Ward and Charles Gutierrez attended.
 - E. Meeting with ADOT Project Management Staff, July 14, Paul Ward attended.
 - F. City of Somerton Council meeting, July 18, Paul Ward attended.
 - G. QuickBooks Seminar, July 24, Paul Ward and Crystal Alonzo attended.
 - H. ADOT/YMPO US-95 meeting, July 27, Paul Ward will attend.
 - I. Regular Executive Board meeting, July 27, Paul Ward, Charles Gutierrez and Crystal Alonzo will attend.

12. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:50 p.m.

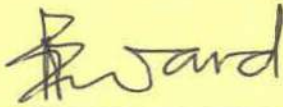
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Minutes prepared by:



Crystal Alonzo
Accountant II/Executive Assistant

Minutes reviewed to form by:



Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization

Minutes approved in regular session on
September 28, 2017



Deputy Mayor Gary Knight, Chairman
YMPO Executive Board