

## EXECUTIVE BOARD REGULAR MEETING MINUTES

*Local Governments & Citizens Working Together*

**Executive Board  
Regular Meeting  
Thursday, August 27, 2020  
1:30 P.M.**

**The Meeting was held using GoToMeeting  
By Video and/or Teleconference from the  
Main Conference Room at the YMPO Offices at  
502 South Orange Avenue, Yuma, Arizona 85364**

1. Call to Order and the Pledge of Allegiance.

The Yuma Metropolitan Planning Organization (YMPO) Vice-Chair, Maria Cruz, called the YMPO Executive Board (the Board) meeting to order at 1:31 p.m. She called on ADOT Southwest District Engineer, Paul Patane, to lead the Pledge of Allegiance.

2. Roll Call Attendance.

The YMPO Executive Assistant/Accountant II, Crystal Figueroa, called the roll as follows:

YMPO Executive Board Members Present:

Vice-Chair	Maria Cruz, Vice-Mayor, City of San Luis *
Secretary/Treasurer	Martin Porchas, Board of Supervisors, Yuma County *
Member	Cecilia McCollough, Mayor, Town of Wellton *
Member	Gary Knight, Councilmember, City of Yuma *
Member	Paul Patane, ADOT Southwest District Engineer *
Member	Lynne Pancrazi, Board of Supervisors, Yuma County *
Member	Karen Watts, Deputy Mayor, City of Yuma *
Member	Chris Morris, Councilmember, City of Yuma*

^ Members attended in person.

\* ALL Members participated by teleconference.

YMPO Executive Board Members Absent:

Chair	Martha Garcia, Vice-Mayor, City of Somerton
Member	Vacant, Cocopah Indian Tribe

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

YMPO Staff Present:

Paul Ward	Executive Director
Charles Gutierrez	Senior Planning/Mobility Manager
Crystal Figueroa	Executive Assistant/Accountant II
DeLaurien McKenzie	Associate Planner

Additional Attendees:

Susan Thorpe                      Yuma County Administrator \*  
Barry Olsen                        Larry W Suciu Law Offices

Declaration of Votes:

Councilmember Knight announced that he held a proxy for Councilmember Karen Watts vote if she was not able to join the Board meeting.

3. Title VI Declaration and Call to the Public

DeLaurien McKenzie, YMPO Associate Planner, read the YMPO Title VI obligations. No members of the public addressed the Board.

4. Consent Agenda

- A. Approval of the July 30, 2020, Board Meeting Minutes.
- B. YMPO Income/Expenditure Report for July 2020.

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

5. Steps to Achieve the 2020 Census.

Mr. McKenzie provided the monthly update to the 2020 Census and confirmed for the Board that the new date for the end of the Census will be September 30, 2020. He mentioned that the self-response phase will continue through September 30 and reported that households can still respond online through the phone and via mail. A census field data collection operation will proceed and assigned individuals will reach out to households that have not responded. Mr. McKenzie provided a brief summary of the most recent numbers for member agencies.

6. Requested Changes to the YMPO Title VI Report

Charles Gutierrez, Senior Planning/Mobility Manager presented to the Executive Board on the YMPO Title VI Plan of the 1964 Civil Rights Act Phase II which covered the Limited English Proficiency (LEP) Plan, and the Public Participation Plan. He mentioned some changes have been discussed with ADOT staff, which are being presented as training material, as well as possible Board approval.

MOTION: Councilmember Knight moved to approve requested changes to the YMPO Title VI Report. Secretary/Treasurer Porchas seconded, and the motion was unanimously approved.

7. Possible New Offices for YMPO

Mr. Ward presented on the continued search for a new office space. He noted that purchasing seems to be the most realistic option for the near- and long-term future for YMPO. He reviewed the advantages of purchasing and described the available office space at 230 West Morrison Street. He provided the Board with the steps necessary to move forward with potentially purchasing the building. These included authorization of an appraisal, negotiating a price for the property, and authorizing the expenditures within the UPWP. Mr. Ward introduced attorney Barry Olsen from Larry W Suci Law Offices. Mr. Olsen suggested to go into Executive Session to discuss details on appraisal.

MOTION: Councilmember Morris moved to go into Executive Session. Councilmember Knight seconded, and the motion was unanimously approved.

8. Executive Session

The Board met in Executive Session to discuss the circumstances regarding possible acquisition of a commercial property. There are no minutes available for this period.

9. Reconvene to Public Meeting

MOTION: Supervisor Pancrazi moved to reconvene to Public Meeting at 2:32 p.m. Councilmember Knight seconded, and the item was unanimously approved.

10. Possible New Offices for YMPO-Open Discussion

After some discussion in Executive Session, the Board delivered the following motion.

MOTION: Councilmember Knight moved to authorize YMPO Executive Director, Paul Ward, to proceed with procurement of an appraisal for the commercial property. Supervisor Pancrazi seconded, and the item was unanimously approved.

11. FY 2020-2021 YMPO Unified Planning Work Program (UPWP) Amendment #3

Mr. Ward introduced Amendment #3 of the FY 2020-21 UPWP, he mentioned that after the close of the fiscal year in June 2020, carried-forward and remaining study funds were calculated and brought-forward as a change in the UPWP. Mr. Ward mentioned that the Amendment currently does not include funds for acquiring new premises for YMPO Offices which will likely be presented in a future Board meeting. Crystal Figueroa, YMPO Executive Assistant/Accountant II reviewed the list of changes being requested to the FY 2021 of the FY 2020-21 YMPO UPWP, in detail. Ms. Figueroa mentioned programming the Cares Act Mobility Management funds into staff salaries and for carrying out the Regional Coordination Plan. She mentioned that the changes to the bringing forward of federal funds included the remaining balances for studies, increasing the budget by a total of \$205,671. Mr. Ward recommend including the necessary funds for the procurement of an appraisal of the interested commercial real estate after the selection of an appraisal company has been completed.

MOTION: Councilmember Knight moved to approve Amendment #3 to the current FY 2020-21 UPWP to the annual budget for FY 2021 and add up to \$3,000 in local funds for the procurement of an appraisal for commercial real estate. Supervisor Pancrazi seconded, and the item was unanimously approved.

12. Selection of Companies to provide Auditing and Accounting Services to YMPO

Secretary/Treasurer Porchas thanked the audit committee and YMPO staff for participating in the selection of companies to provide Audit and Accounting services to YMPO. Secretary/Treasurer Porchas stated that YMPO undergoes a yearly audit and the up to five-year contract had recently ended; therefore, YMPO re-advertised for both the Audit and Accounting Services, advertising a RFP for one and a RFQ for the other. He reported receiving a total of four proposals for each of the services. The Audit Committee reviewed, evaluated, and ranked all proposals and recommended the current Accounting and Audit firms to provide services.

Mr. Ward elaborated on the two recommended companies as Walker and Armstrong and The Pun Group and mentioned YMPO Staff was still considering what company would provide which service. He included that the proposals from both companies included pricing for completing a Comprehensive Annual Financial Report issued by Government Finance Officers Association. Mr. Ward mentioned that such report has never been done before for YMPO and thought it would be appropriate for recognition of excellence in financial reporting for YMPO.

MOTION: Councilmember Knight moved to authorize the Executive Director to contract with the two companies as recommended by the Audit Committee. Deputy Mayor Watts seconded, and the item was unanimously approved.

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

- A. Staff Reports - Future Meetings.
- B. TAC Minutes.
- C. Conference Updates (AZTA, RTS, and Roads and Streets).
- D. MPO/COG Director/Planner Meetings.
- E. Rural Transportation Advocacy Council activities. Mr. Adam gave a Legislative Update at the Federal level.
- F. Projects - Economic Development and Transportation.

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. Possible UPWP and Annual Budget Amendment.
- B. Future Regional Transportation Funds update.

15. Progress Reports.

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

- A. Aug 3 - Staff meeting.
- B. Aug 4 - FHWA Vehicle Size/Weight Workshop webinar (several).
- C. Aug 4 - P2P Projects and Milestones (ADOT) telemeeting.
- D. Aug 7 - COG, MPO and MPD Working Group telemeeting.
- E. Aug 7 - PMSS Subcommittee telemeeting.
- F. Aug 10 - RTAC Management Committee telemeeting.
- G. Aug 10 - Rural COG/MPO Rural Summit telemeeting.
- H. Aug 10 - ADOT/YMPO Coordination telemeeting.
- I. Aug 12 - YCIPTA/YMPO SRTP telemeeting.
- J. Aug 13 - TAC telemeeting.
- K. Aug 13 - Meet with Barry Olsen (Attorney).
- L. Aug 17 - FHWA EDC 5 STEP Initiative (Skype meeting).
- M. Aug 21 - AZSTB telemeeting.
- N. Aug 26 - YCIPTA/YMPO SRTP telemeeting.
- O. Aug 27 - EB telemeeting (tentatively City of Yuma, Room 190).

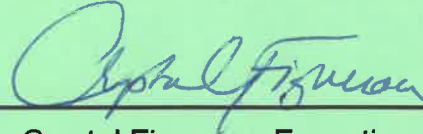
16. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:52 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. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in YMPO programs, activities, or services, contact Paul Ward at 928-783-8911.*

Preparation and Approval of Minutes:

Minutes prepared by:



---

Crystal Figueroa, Executive Assistant  
and Accountant II, YMPO

Minutes reviewed to form by:

Minutes approved in regular session on  
September 24, 2020



---

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



---

Vice-Mayor Martha Garcia, Chair  
YMPO Executive Board