

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, December 10, 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) Chair, Martha Garcia, called the YMPO Executive Board (the Board) meeting to order at 1:30 p.m. She asked members to join her in reciting 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:

Chair	Martha Garcia, Vice-Mayor, City of Somerton*
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 *

^ Members attended in person.

* Participated by teleconference.

YMPO Executive Board Members Absent:

Vice-Chair	Matias Rosales, Vice-Mayor, City of San Luis
Member	Chris Morris, Councilmember, City of Yuma
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

Additional Attendees: There were no additional attendees.

Declaration of Votes:

Councilmember Knight announced that he held a proxy for Councilmember Chris Morris. He declared a total of three votes for himself, in addition to Deputy Mayor Watts's allocated two votes, for a total of five votes for the City of Yuma.

3. Title VI Declaration and Call to the Public

Charles Gutierrez, YMPO Senior Planner/Mobility Manager, read the YMPO Title VI obligations. No members of the public addressed the Board.

4. Consent Agenda

- A. Approval of the October 29, 2020, Board Meeting Minutes
- B. Approval of the November 24, 2020, Special Board Meeting Minutes
- C. YMPO Income/Expenditure Report for October 2020.

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

6. FYs 2022 and 2023 YMPO Unified Planning Work Program (UPWP)

Ms. Figueroa informed the Board that the current first two-year UPWP for FYs 2020 and 2021 was initially approved on May 16, 2019, but this would end by June 30, 2021. She informed members that YMPO staff were starting the development process for the next two-year work program, for FYs 2022 and 2023, in conformance with fiscal constraint and anticipated budget approval of one year at a time. A detailed review by ADOT and the Federal Transportation agencies would also be part of the review process.

Ms. Figueroa provided a summary of the on-going studies that will complete during the next UPWP and listed some other studies that are being considered to commence. These include the Rail/Heavy Freight Corridor Study, the Intelligent Transportation Systems (ITS) Study, and the Origin/Destination Study (centering on Ports of Entry I and, to a lesser degree, possibly II). She also mentioned a possible Design Concept Report Update for US-95, studies regarding Corridor Border Infrastructure projects, Roads of Regional Significance, and a Phase 2 of the Pavement Management System.

Paul Ward, YMPO Executive Director, reported that, during a future Board meeting, he would present outlines of these possible studies that describe what the studies entail, and their probable costs, together with any feedback responses from the Technical Advisory Committee (TAC). Both Mr. Ward and Ms. Figueroa encouraged Board members to provide comments either to staff or through TAC members for the forthcoming Work Program.

5. New Office for YMPO

Mr. Ward updated the Board on ongoing activities for the new office. These included development of the scope of work for contractual services, tentative construction during December and January, a projected move-in date of mid to late February, and a two-month lease extension at the current property. He mentioned eventually setting a date for the ribbon-cutting event.

7. Entity Dues to Member Agencies

Ms. Figueroa informed members that, during March of 2020, a preliminary assessment for entity dues was mailed to member agencies using projected numbers for planning purposes. She updated members that final entity dues had been assessed, and included the changes made as part of Amendment #4 to the FY 2020-21 YMPO UPWP, that was approved on October 29, 2020.

She reported that the projected dues had significantly decreased for FY 2021 from \$80,400 to \$46,900, primarily due to two factors. The CARES Act funding, as part of the COVID-19 relief measures enacted during 2020, had provided Federal Transit Administration (FTA) 5310 (Mobility Management) funds at a zero-local match, instead of the expected 20% match. In addition, some anticipated FTA 5305e (Transportation Planning) funds, with an anticipated 20% match, were replaced by regional Surface Transportation Block Grant (STBG) funds at a 5.7% match. These factors account for a decrease of approximately \$34,000. Ms. Figueroa cautioned members that FY 2020 was an unusual year and is reflected in the numbers.

Mr. Ward mentioned that there is an anomaly for the cash match compared to prior years and asked the Board if they wanted to weigh in on how much money YMPO should be charging member agencies. He asked whether they want to be charged what the numbers reflect, as the lower amount, bearing in mind that, next year, the amount that is most likely to be charged will increase back to the average for the past five years, between \$80,000 to \$85,000.

Councilmember Knight commented that, due to COVID-19, all member agency budgets have taken a significant hit. He believes that if YMPO can assess a one-time reduction of fees, it would help members agencies - with the clear understanding that it will (most likely) increase back to the average the following year. The Chair agreed with Mr. Knight and there appeared to be general support for a one-time decrease in dues, with a likely to average amounts the following year.

MOTION: Supervisor Pancrazi moved to approve the lower, calculated, amount of local match required for FY 2021. Councilmember Knight seconded, and the motion was unanimously approved.

Note: Chair departed the meeting at 1:54 p.m. Councilmember Knight chaired the rest of the Board meeting.

8. Tentative Schedules for Calendar Year 2021 Executive Board and Technical Advisory Committee Meetings.

Mr. Ward informed the Board of prior hosting meeting locations of the Technical Advisory Committee and Executive Board meetings. Due to COVID-19, meetings since March 2020 have been held by web-based videoconferences. Looking ahead, Mr. Ward asked Board members that, after COVID-19 restrictions are over AND the YMPO new office is ready to hold meetings in-house, would members like to use the YMPO new facility more often.

Supervisor Pancrazi opined that all meetings should be held at the new YMPO office location, once it has the capability to do so. The Chair agreed to the idea of hosting meetings at the new location and mentioned that if, under special circumstances, a meeting needs to be held at a member's location, it could be arranged. He expressed his excitement that YMPO finally has an office where enough parking is available to hold meetings.

MOTION: Supervisor Pancrazi moved to approve all meetings to be held at the new YMPO office location, when appropriate. Deputy Mayor Watts seconded, and the motion was unanimously approved.

9. FY 2021-2025 ADOT Transportation Facilities Construction Program

Mr. Ward requested the item to be deferred to next month.

10. Transportation Performance Measures

Mr. Gutierrez informed the Board of the established defined FHWA Transportation Performance Measures (TPM) and provided prior historical legislation that guides surface transportation infrastructure planning and investments. He mentioned that YMPO has followed what the State has developed and ADOT has requested that the YMPO update performance measures that were adopted in October of 2018 by the TAC and approved during the November 2018 Executive Board meeting. Mr. Gutierrez reviewed percent performance measures to be updated in three areas. He mentioned the recommendation from the TAC was to approve the requested letter to submit updates to the State of Arizona.

MOTION: Deputy Mayor Watts moved to ratify the changes in the Arizona Transportation Performance Measures as recommended by the YMPO TAC and approve the letter. Supervisor Pancrazi seconded, and the motion was unanimously approved.

11. Executive Director's Evaluation

Mr. Ward reviewed the Director's performance evaluation guidelines and mentioned that the Chair usually selects two Executive Board members, from agencies different from herself, and each other, to form an Evaluation Subcommittee. He said that last year, for example, Chairman J. Deal Begay (Cocopah Tribe) requested Councilmember Thomas (City of Yuma) and Vice-Mayor Cruz (City of San Luis) to form the Evaluation Subcommittee.

He reported that the Subcommittee meets and reviews his self-evaluation (and scores), then gives their comments on, and discusses his performance during the previous year. They then present their updated evaluation during the following month's Board meeting (usually in Executive Session). At this point, Board members will have the opportunity to discuss their opinion of Mr. Ward's handling of YMPO day-to-day operations. Subcommittee members are encouraged to provide their opinion on the Executive Director's evaluation and answer any questions from members.

In the absence of Chair Garcia, Chair Knight invited volunteers to serve as part of the Director's Evaluation Performance Subcommittee. Mayor Cecilia McCollough and Deputy Mayor Karen Watts volunteered. Mr. Ward thanked the volunteers and agreed to provide the two names to Chair Garcia to arrange a performance evaluation Subcommittee meeting.

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

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

- A. Staff Reports - Future Meetings
- B. TAC Minutes
- C. Conference Updates (AZTA, RTS, and Roads and Streets)
- D. MPO/COG Director/Planner Meetings
- E. Rural Transportation Advocacy Council activities
- F. Projects - Economic Development and Transportation

13. 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. Executive Director Annual Evaluation.
- B. Future Regional Transportation Funds update.
- C. Possible Ribbon-Cutting on New Office.
- D. Future visits by YMPO Team to member agencies.

14. Progress Reports.

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

- A. Nov 2 - Staff meeting.
- B. Nov 6 - YCIPTA/YMPO SRTP telemeeting (PW).
- C. Nov 9 - RTAC Board telemeeting (PW).
- D. Nov 9 - ADOT/YMPO Coordination telemeeting (GK, PW, CG).
- E. Nov 10 - Internal staff LRTP proposed roadway network meeting.
- F. Nov 10 - YPG Compatible Use Study telemeeting (PW).
- G. Nov 10 - YMPO LRTP biweekly telemeeting (PW, CG, DM).
- H. Nov 12 - YMPO TAC telemeeting (PW, CG).
- I. Nov 12 - YCIPTA/YMPO SRTP telemeeting (PW).
- J. Nov 12 - YMPO internal discussion on City of Yuma 16th Street Project.
- K. Nov 13 - Meet with Pat Walker at New Office (PW, CG).
- L. Nov 16 - STSP Safety Related Data Emphasis Area telemeeting (PW).
- M. Nov 16 - FHWA EDC 5 STEP Initiative telemeeting (PW).
- N. Nov 16 - AZ OEO Council on Technical Solutions telemeeting (PW, DM).
- O. Nov 16 - Weekly regional ED panel (PW).
- P. Nov 17 - Meet with John Lockard at New Office (PW, CG).
- Q. Nov 17 - Follow-up meeting with Pat Walker at New Office (PW, CG).
- R. Nov 18 - YCIPTA/YMPO SRTP telemeeting (PW).
- S. Nov 18 - Air Quality discussion with Paul Melcher (PW).
- T. Nov 19 - RTAC Future Structure telemeeting (PW).
- U. Nov 20 - Meet with Fernando Cutina at New Office (PW).
- V. Nov 20 - AZSTB telemeeting (PW).
- W. Nov 23 - Review Town of Wellton projects (CG).
- X. Nov 23 - Follow-up meeting with Fernando Cutina at New Office (PW).
- Y. Nov 24 - YMPO LRTP biweekly telemeeting (PW, CG, DM).
- Z. Dec 2 - Follow-up meeting with Pat Walker at New Office (PW, CG).
- AA. Dec 3 - PMSS Status meeting (PW, CG, DM).
- BB. Dec 3 - City of Yuma TOC Planning telemeeting (PW, CG, DM).
- CC. Dec 4 - Oh, Ancient One.
- DD. Dec 4 - RTAC Board telemeeting (PW).
- EE. Dec 7 - Staff meeting.
- FF. Dec 7 - Weekly regional ED panel (PW).
- GG. Dec 8 - COGs/MPOs Director's telemeeting (PW).
- HH. Dec 8 - YMPO LRTP biweekly telemeeting (PW, CG, DM).
- II. Dec 8 - ADEQ PM-10 Stakeholder's telemeeting.
- JJ. Dec 9 - YCIPTA/YMPO SRTP telemeeting (PW).
- KK. Dec 9 - Effective Performance Evaluation training (PW).
- LL. Dec 10 - TAC telemeeting (PW, CG, DM).
- MM. Dec 10 - Every Day Counts Stakeholder webinar (PW).

16. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:15 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.

Anticipated Future 2021 Meeting Locations

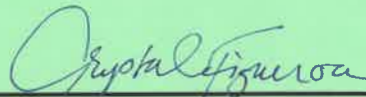
The following meetings **MAY** be held electronically, depending on the COVID-19 situation. Further information will be provided and the location(s) **MAY** change.

January 28, 2021 Old office, 502 South Orange Avenue, Yuma, Arizona 85364.

February 25, 2021 New office, 230 West Morrison Street, Yuma, Arizona 85364.

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
January 28, 2021



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



Vice-Mayor Martha Garcia, Chair
YMPO Executive Board