

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, April 25, 2019
1:30 p.m.**

**City of Yuma
City One Plaza
Yuma, Arizona 85364
Room 190**

1. Call to Order and the Pledge of Allegiance.

The YMPO Chairman, J. Deal Begay, Jr, called the Executive Board (the Board) meeting of the Yuma Metropolitan Planning Organization (YMPO) to order at 1:30 p.m. He called on Yuma County Supervisor Lynne Pancrazi 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:

Chairman	J. Deal Begay, Jr, Vice-Chairman, Cocopah Indian Tribe
Vice-Chair	Miguel Villalpando, Councilmember, City of Somerton **
Member	Cecilia McCollough, Mayor, Town of Wellton
Member	Gary Knight, Deputy Mayor, City of Yuma
Member	Mike Jones for Paul Patane, ADOT SW District Engineer
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Edward Thomas, Councilmember, City of Yuma

** Councilmember Villalpando arrived at 2:23 p.m.

YMPO Executive Board Members Absent:

Secretary/Treasurer	Maria Ramos, Vice-Mayor, City of San Luis
Member	Jacob Miller, Councilmember, City of Yuma
Member	Martin Porchas, Board of Supervisors, Yuma County

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

YMPO Staff Present:

Paul D. Ward	Executive Director
Charles A. Gutierrez	Senior Planning/Mobility Manager
Crystal Figueroa	Executive Assistant/Accountant II

Additional Attendees:

Jay Parke

Walker & Armstrong LLP

Declaration of Votes.

Gary Knight, Deputy Mayor, City of Yuma, submitted to Paul Ward, YMPO Executive Director, proxy letters from City of Yuma Councilmember Jacob Miller and declared one proxy vote, for a total of three votes for the City of Yuma.

Mr. Ward declared to have received a proxy letter from Paul Patane for Michael Jones, for a total of one vote.

3. Title VI Declaration and Call to the Public.

Mr. Charles Gutierrez, YMPO Senior Planning/Mobility Manager, read out loud the YMPO Title VI obligations.

There were no members of the public present to address the Board.

4. Consent Agenda

A. Approval of the March 28, 2019, Meeting Minutes.

B. YMPO Income and Expenditure Report for March 2019.

MOTION: Supervisor Pancrazi moved to approve the consent agenda with a recommended change to remove some erroneous sheets (with duplicate information) from the expenditure report. Councilmember Thomas seconded, and the consent agenda was unanimously approved.

5. FY 2018 YMPO Audit

Mr. Ward informed the Board about a detailed audit presentation given to the Audit Committee earlier that day. Mr. Jay Parke, the auditor from Walker and Armstrong LLP, gave a brief presentation and explained the 2018 YMPO Audit results and findings. Mr. Parke mentioned an unmodified "clean" opinion of the 2018 YMPO Financial Statements. He included that, compared to prior years, a net pension liability was recorded in the FY 2018 financial statements as YMPO is now a member of the Arizona State Retirement System, and therefore the liability increased. He discussed internal controls and commented that there were no significant deficiencies; however, he provided recommendations on support documentation for credit card purchases and new employee wage support. Lastly, Mr. Parke recommended to have a server cloud back-up for better security of YMPO files.

After further discussion amongst Board members on future pension obligations, Mr. Parke recommended the Board should consider assigning a fund balance to cover pension obligation in the future, with the current net pension liability being \$345,451. He suggested to submit for a larger amount to compensate a possible amount change. Mr. Ward

mentioned that a recommendation on pension liability obligation for future years will be presented to the Board at a future meeting.

MOTION: Mayor McCollough moved to approve the FY 2018 YMPO Audit, as presented. Deputy Mayor Knight seconded, and the item was unanimously approved

6. FY 2019-20 and FY 2020-21 YMPO Unified Planning Work Program (UPWP)

Mr. Ward presented and stated that, although approval of the UPWP was anticipated to occur at the April meeting, a final draft copy of the document would be available at a future special meeting next month. He mentioned that the initial draft UPWP was reviewed by a panel of Federal transportation agencies and the Arizona Department of Transportation (ADOT) during a meeting at the YMPO offices on April 3, 2019.

Mr. Ward reported that although the panel liked the presentation of the work program, substantial changes were recommended; therefore, YMPO needed additional time to complete the changes as requested. Consequently, he requested the Board agree to a Special Board meeting, which would be arranged prior to the ADOT timeline for submittal of May 22, 2019.

8. Support Letter for Improvements to the City of San Luis Port of Entry 1 Improvements.

Mr. Ward read out loud to the Board a support letter for proposed improvements to the City of San Luis Port of Entry 1 and mentioned that the letter would be mailed to both Senators Martha McSally and Kyrsten Sinema. He reported that similar support letters were sent by the Rural Transportation Advocacy Council members, encouraging the Federal elected representatives to support the budget expenditure

MOTION: Deputy Mayor Knight moved to authorize the Chairman and Executive Director to sign a letter supporting the inclusion of funding for the City of San Luis's Port of Entry 1 Improvements in the President's FFY 2020 budget. Supervisor Pancrazi seconded, and the item was unanimously approved with one abstention, from the ADOT Southwest District Engineer alternate, Michael Jones.

7. The FY 2018-2022 YMPO Transportation Improvement Program

Mr. Gutierrez informed the board of recently received Surface Transportation Block Grant funds credited from projects closeouts. He reported that, as a result, YMPO needs to find a way to utilize the funds or they could be lost. He stated that, one of the possibilities is loaning the funds to ADOT and receiving it back the next year. Secondly, loaning to another MPO or COG and return in a year specific, or thirdly, program the funds to the YMPO UPWP for the upcoming Long-Range Transportation Plan (LRTP) Update. Another possibility is allocating funds to either a Yuma County or the Town of Wellton project. He mentioned that approximately \$135,000 will be brought back to the Board for a decision in a future meeting.

Councilmember Villalpando joined the meeting at 2:23 p.m., increasing the quorum present to six member agencies.

9. Loan to the Central Arizona Governments (CAG)

Mr. Ward updated the Board on the Loan to CAG and reported that all the paperwork has been completed and was waiting to receive it via U.S mail for YMPO's Attorney's signature. He stated that once complete, the loan would be executed for \$150,000 at a 2% interest rate. In the event of a federal shutdown the repayment deadline could be extended, otherwise an 18% interest rate would apply after April 20, 2020.

10. 2019 Rural Transportation Summit (RTS) at the Casino Del Sol Resort in Tucson from October 16-18, 2019.

Melissa Ramos, YMPO Administrative and Associate Planner informed the Board of the 2019 Rural Transportation Summit (RTS) scheduled for October 16-18, 2019, at the Casino Del Sol Resort in Tucson. She informed the board that all YMPO staff members will be attending, and that all Executive Board members are invited to attend. Ms. Ramos mentioned that had she already booked a few rooms, in advance, for those interested. Supervisor Pancrazi anticipated her attendance and informed the Board members about what a great opportunity, and how beneficial to the region, it is to make connections with State legislators and become informed on transportation issues.

11. Support Letter for Passenger Rail Service in Arizona

Mr. Ward informed the Board about a letter received that was written to Mr. Richard Anderson, the President of Amtrak, and signed by eleven US Senators (including Arizona Senator Sinema). Mr. Ward mentioned that the Rail Passengers of America requested the region to submit a Letter in Support of continuation of Amtrak long distance routes, including the Sunset Route, which goes through Yuma.

MOTION: Deputy Mayor Knight moved to authorize the Chairman and Executive Director and other YMPO Board members present, to sign a letter supporting Amtrak's National Rail Network, including the long-distance and State supported routes such as the Sunset Limited route. Councilmember Thomas seconded, and the item was unanimously approved with one abstention from ADOT Southwest District Engineer Alternate Michael Jones.

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

- a. Staff Reports: All YMPO Staff attended the Roads and Streets conference and reported on their attendance to the Board.
- b. TAC Minutes.
- c. Conference Updates.
- d. MPO/COG Director/Planner Meetings.

- e. Rural Transportation Advocacy Council activities.
- f. Projects - Economic Development and Transportation.

12. Possible Future Agenda Items.

The following items will be heard at a future meeting:

- A. Possible Ten-Year TIP List of "Regional" projects.

14. Progress Reports.

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

- A. March 28 - YMPO Executive Board meeting, Paul Ward, Charles Gutierrez, Crystal Figueroa, and De'Laurien McKenzie attended.
- B. March 28 - YCIPTA Regional Short-Range Transit Plan meeting, Paul Ward and Melissa Ramos attended.
- C. April 1 - Yuma County Board of Supervisors, Paul Ward attended.
- D. April 2 - Meeting with Ricky Rinehart, City of Yuma, on Autonomous Vehicles, Paul Ward attended.
- E. April 3 - FHWA/FTA/ADOT UPWP/B meeting, YMPO Staff participated
- F. April 4 - AZ Statewide Third Party (INRIX) Training Webinar, Paul Ward and Charles Gutierrez participated
- G. April 7-10 - AzTA/ADOT Conference, Charles Gutierrez and Melissa Ramos attended.
- H. April 8 - Arizona Mobility Manager's meeting, Charles Gutierrez and Melissa Ramos attended.
- I. April 8 - COG/MPO Planner's meeting, Charles Gutierrez attended.
- J. April 8 - RTAC Meeting, Vice Mayor Ramos and Gary Knight participated and Paul Ward attended.
- K. April 8 - COG/MPO Director's meeting, Paul Ward attended.
- L. April 11 - YMPO TAC meeting, Charles Gutierrez, Melissa Ramos and De'Laurien McKenzie attended.
- M. April 12 - Nonmotorized User's Group meeting.
- N. April 12 - State Transportation Board meeting (Flagstaff), Deputy Mayor Knight attended.
- O. April 15 - ADOT/YMPO Coordination meeting, Deputy Mayor Knight, Paul Patane, Paul Ward and Charles Gutierrez attended.
- P. April 15 - Meeting with Mayor Nicholls, Paul Ward attended
- Q. April 17-19 - ACEC Roads and Streets Conference, All YMPO Full-time staff attended.
- R. April 24 - 5310 Project review meeting, Charles Gutierrez and Melissa Ramos will attend.

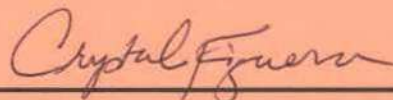
10. Adjournment.

There being no further business to discuss, the meeting was adjourned at 3:04 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:



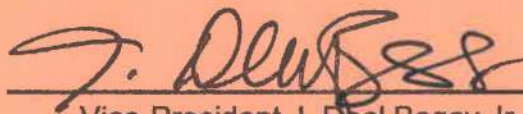
Crystal Figueroa, Accountant II and
Executive Assistant, YMPO

Minutes approved in regular session on
May 30, 2019

Minutes reviewed to form by:



Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization



Vice-President J. Deal Begay Jr,
Chairman YMPO Executive Board