

**EXECUTIVE BOARD
REGULAR MEETING MINUTES**

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, October 31, 2019
1:30 p.m.**

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

1. Call to Order and the Pledge of Allegiance.
The Yuma Metropolitan Planning Organization (YMPO) Chairman, J. Deal Begay, Jr, called the October 31, 2019, meeting of the YMPO Executive Board (the Board) to order at 1:30 p.m. He called on the 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
Secretary/Treasurer	Maria Cruz, Vice Mayor, City of San Luis
Member	Cecilia McCollough, Mayor, Town of Wellton
Member	Gary Knight, Deputy Mayor, City of Yuma
Member	Paul Patane, ADOT SW District Engineer
Member	Lynne Pancrazi, Supervisor, Yuma County
Member	Martin Porchas, Supervisor, Yuma County
Member	Edward Thomas, Councilmember, City of Yuma

YMPO Executive Board Members Absent:

Vice-Chair	Miguel Villalpando, Council Member, City of Somerton
Member	Jacob Miller, Councilmember, City of Yuma

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

YMPO Staff Present:

Paul Ward	Executive Director
Charles A. Gutierrez	Senior Planning/Mobility Manager
Crystal Figueroa	Administrative Assistant/Accountant
DeLaurien McKenzie	YMPO Associate Planner

No Additional Attendees

Declaration of Votes.

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

3. Title VI Declaration and Call to the Public.

DeLaurien Mckenzie, YMPO Associate Planner, read aloud the YMPO Title VI obligations.

No members of the public addressed the Board.

4. Consent Agenda

A. Approval of the July 25, 2019, Board Meeting Minutes.

B. Approval of the September 26, 2019, Board Meeting Minutes.

C. YMPO Income/Expenditure Report for September 2019.

MOTION: Deputy Mayor Knight moved to approve consent agenda items A, B, and C. Councilmember Thomas seconded, and the consent agenda was unanimously approved.

5. 2019 Rural Transportation Summit – City of Tucson

The 21st Annual Rural Transportation Summit (Summit, or RTS) took place at the Casino Del Sol Resort in Tucson Arizona between October 16-18, 2019. Mr. Ward reported that he had a pleasant time at the Summit and informed the Board that the 22nd Annual RTS would be hosted by the Central Arizona Government (CAG) and Sun Corridor MPO on October 14-16, 2020 at the Harrah's Ak-Chin Hotel and Casino in Maricopa, Arizona. Mr. Ward added that YMPO will soon plan to host the RTS within the next two to three years and will rely on the opinion of the Board for recommendations.

Mayor McCollough took a moment to thank YMPO for sponsoring her attendance to the Summit and mentioned that the sessions were outstanding. She reported that she attended the State Transportation Board Meeting on Friday to and spoke for the region.

Councilmember Thomas reported that it was he's first time attending and found the session to be very informative. He added that it gave him an outlook of how important the topic of Transportation is in the Yuma Region and Statewide.

Vice Mayor Maria Cruz mentioned that Transportation is becoming a popular subject and reported that it was the highest attended summit thus far. She mentioned that people are becoming informed about properly funding their roads and it's a topic that needs to be addressed.

6. Regional Air Quality Analysis

Charles Gutierrez, YMPO Senior Planning/Mobility Manager informed the Board members about the Regional Air Quality Conformity Analysis. He reported that the region is currently in nonattainment for National Ambient Air Quality Standards (NAAQS) for two pollutants, particulate matter of less than ten microns (PM-10) and ozone standards. As a result, Kimley Horn completed an Air Quality Conformity Analysis (AQCA) on the Long-Range Transportation Plan (RTP) and Transportation Improvement Program (TIP). Mr. Gutierrez reported that the most recent AQCA has found that the region's 2018-2041 RTP and 2020-2024 TIP conform under the 1987 PM10 and the 2015 8-hour ozone National Ambient Air Quality Standards.

MOTION: Deputy Mayor Knight moved to approve the YMPO 2018-2041 RTP, FY 2024 TIP Air Quality Conformity Analysis Documentation. Vice Mayor Ramos seconded, and the consent agenda was unanimously approved.

7. FY20 - 2024 Transportation Improvement Program (TIP) Modification and Resolution 146.

Mr. Gutierrez informed the board that on June 27, 2019 the FY 2020-2024 YMPO TIP was approved contingent on an air quality conformity analysis being successfully completed on the TIP. He reported that it is going to be kept as is and immediately take it back to the TAC in November for the Transit/HSIP portion and bridge for Yuma County. He communicated that the amendment process will start in December and take it back to the Board. Mr. Gutierrez requested the adoption of Resolution 146, so YMPO can process the submission to ADOT and FHWA for the 2020-2024 TIP along with the signed Resolution. He mentioned that in the next Board meeting it will be presented with the full approval for amendment changes.

MOTION: Supervisor Pancrazi moved to approve the Resolution 146 for FY 2020-2024 TIP. Councilmember Thomas seconded, and the consent agenda was unanimously approved.

8. Robert A. Vaughan Memorial Highway

Paul Patane, ADOT Southwest District Engineer presented to the Board the proposed Robert A. Vaughan memorial sign locations on Highway 195 and the three sign options to choose. The Board agreed on option number two with the three-line outline that shows Robert A. Vaughan on the first line, Memorial on the second line, and Highway on the third line.

9. The Yuma Regional Short-Range Transit Plan (SRTP)

Mr. Gutierrez reported that the request for proposal for the Yuma Regional SRTP was developed in conjunction with the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) staff and reviewed by both the YCIPTA Board and the YMPO Technical Advisory Committee (TAC). He mentioned that the RFP was advertised on September 4, 2019 to various consultants and associations; however, no proposals were received by the deadline of October 7, 2019. YMPO reached out to ADOT Staff and other transit partners to share thoughts on possible processes that might have hindered the overall process of the YMPO RFP process for the SRTP. It was concluded that YMPO would remove the language under Section VII: Frame and Cost that states the proposer(s) at a cost not to exceed \$95,000 and replaced with negotiated at time of contract negotiations. YMPO is expecting to re-advertise the RFP as presented with a modified schedule and adjustments within a few weeks.

Mr. Ward added that ADOT informed him that if more funds were needed, he possibly can apply for more.

10. Executive Director's Evaluation

Crystal Figueroa, YMPO Accountant briefly reviewed last year's evaluation process and informed the Board that last year, a subcommittee evaluation option was preferred over the prior year's evaluation criteria. The YMPO Policies and Procedures outline a

subcommittee that includes the YMPO Chairperson and two Board members from two different jurisdictions who have regularly attended meetings. Previously the subcommittee evaluated the Director and reported their recommendations to the Executive Board on the evaluation during Executive session. Ms. Figueroa mentioned that YMPO staff evaluations were scheduled in December and recommended that the actual review of Mr. Ward's performance occurs on the next Board meeting, December 12, 2019. This will allow the appropriate changes within the correct time-frame for the start of the calendar year 2020.

After some discussion, no motion was made, but a consensus was established for Councilmember Thomas and Vice-Mayor Cruz to form the Executive Director's evaluation subcommittee along with the Chairman. The subcommittee agreed to meet on December 5, 2019 at 1:30 p.m. at YMPO for Mr. Ward's evaluation.

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

- A. Staff Reports.
- 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. Members are encouraged to suggest topics for discussion at a future Board meeting.

- A. Executive Board Schedule for Calendar Year 2020.
- B. Possible New YMPO Offices.
- C. Future Regional Funding Options for Transportation Purposes.
- D. Presentation on What Planning Efforts an MPO is Supposed to Carry Out
- E. FY 2019-2021 YMPO Unified Planning Work Program (UPWP) Amendment
- F. Regional Steps to Achieve the 2020 Census.
- G. State Transportation Board Meeting and Reception

13. Progress Reports.

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

- A. Sep 30 – Oct 2 – FY 2019 Year End Accounting Field Work by the Pun Group
- B. Oct 1 – ASRS Meeting, Crystal Figueroa participated
- C. Oct 2 – MS2 Traffic Count, WORKS, ADOT meeting, Charles Gutierrez participated
- D. Oct 2 – YMPO Staff Meeting all YMPO Staff participated.
- E. Oct 6-7 – 5310 Implementation Meeting, Melissa Ramos attended
- F. Oct 7 – Short-Range Transit Plan Submission are due.
- G. October 15-18 Rural Transportation Summit, all staff attended
- H. October 28 – YCIPTA Board Meeting, Charles Gutierrez and Melissa Ramos attended

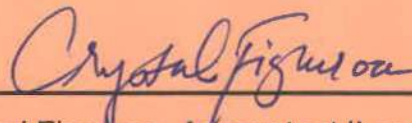
15. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:54 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:

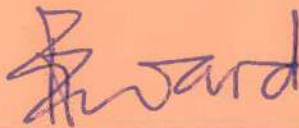
Minutes prepared by:



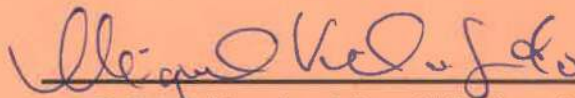
Crystal Figueroa, Accountant II and
Executive Assistant, YMPO

Minutes approved in regular session on
December 12, 2019

Minutes reviewed to form by:



Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization



Council Member Miguel Villalpando,
Vice-Chairman YMPO Executive Board