



EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, March 26, 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 1:31 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 *
Vice-Chair	Maria Cruz, Vice-Mayor, City of San Luis *
Secretary/Treasurer	Martin Porchas, Board of Supervisors, Yuma County * ^
Member	J. Deal Begay, Jr, Vice-Chairman, Cocopah Indian Tribe *
Member	Cecilia McCollough, Mayor, Town of Wellton *
Member	Gary Knight, Councilmember, City of Yuma *
Member	Paul Patane, ADOT SW District Engineer *
Member	Lynne Pancrazi, Supervisor, Yuma County
Member	Karen Watts, Deputy Mayor, City of Yuma *
Member	Chris Morris, Councilmember, City of Yuma *

* Participated by teleconference

^ Supervisor Porchas joined the meeting at 1:39 p.m.

As members from all 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 Chris Morris declared one vote for himself and two votes each for Deputy Mayor Karen Watts and for Councilmember Gary Knight, for a total of five votes for the City of Yuma. Supervisor Lynne Pancrazi confirmed that she held a standing proxy vote for Supervisor Martin Porchas unless, or until, Supervisor Porchas is present, giving Supervisor Pancrazi (temporarily) two votes.

3. Title VI Declaration and Call to the Public

De'Laurien 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 February 27, 2020, Board Meeting Minutes
- B. YMPO Income/Expenditure Report for February 2020

Councilmember Knight requested Councilmember Edward Thomas' name be removed from the Board Minutes, as he was not present. Mr. Knight questioned the Income/Expenditure Report and asked why the year-to-date expenses exceeded the revenue. Crystal Figueroa, YMPO Accountant, explained that the net ordinary income shows as negative because the billing reimbursement requests are still being requested by YMPO and processed by ADOT for the last three months. In general, the net ordinary income will almost always show a negative amount due to the delay in the billing and reimbursement process and due to accrual accounting rules, which require transactions to be recorded in the period they occur, not when the cash is received.

MOTION: Supervisor Pancrazi moved to approve the consent agenda as presented, with requested change by Councilmember Knight to remove Councilmember Thomas's name from the minutes. Deputy Mayor Watts seconded, and the consent agenda was unanimously approved.

5. YMPO 2020 Bicycle and Pedestrian Study and Design Standards Final.

Mr. Ward informed the Board that the consultant, Mr. Michael Blankenship, P.E., of Greenlight Traffic Engineering sent his regrets at not being able to present on the YMPO 2020 Bicycle and Pedestrian Study and Design Standards due to a last-moment conflicting engagement. Mr. Ward asked to defer item to a future Board meeting and bring forth item number nine.

9. Central Arizona Governments (CAG) Loan - Repayment.

Andrea Robles, CAG Executive Director expressed her sincere regrets for not being able to personally be present to thank each one of the Board members in person. She thanked and expressed her gratitude to YMPO members for stepping-in with financial assistance following the government shutdown. She continued by stating that the loan from YMPO had helped to continue CAG operations and help them to a path to financial stability.

Yvonne Tackett, CAG Finance Manager, reported that the payment consist of \$150,000 plus \$3,000 of interest, for a total amount of \$153,000. Ms. Tackett thanked the Board and reported the check has been signed and sent via certified mail.

Vice-Mayor Cruz accepted Ms. Robles' and Ms. Tackett's expression of gratitude and stated that Board was happy to have been able to help during the difficult time for CAG.

6. Possible BUILD Grant 2020 for US-95.

Mr. Ward reminded the Board that the highest priority within the YMPO region is funding to improve US 95 between Avenue 9E to Aberdeen Road. He reported that last year, ADOT programmed \$28 million in State funds to construct and design a segment of US-95. He also mentioned ADOT's efforts with the BUILD application which was not successful at the time.

Mr. Ward mentioned that, this year, during monthly discussions between YMPO and ADOT staff, the staff identified possible improvements to the application that may result in a more positive outcome. Mr. Ward mentioned that hiring a local consultant to analyze the previous application and assist with the new application process could provide additional benefits. He reported that, based on the guidance, given by the Board during the last meeting, he negotiated a fee with Wilson and Company for not-to-exceed \$25,000 to assist ADOT in applying for the 2020 BUILD Grant for US-95.

MOTION: Councilmember Knight moved to approve Mr. Ward's hiring of Wilson and Company to assist ADOT in applying for the 2020 BUILD Grant for US-95. Vice-Mayor Cruz seconded, and the motion was unanimously approved.

7. Unified Planning Work Program (UPWP) - Amendment #2.

Crystal Figueroa, YMPO Accountant, presented Amendment #2 to the FY 2020 of the FY 2020-21 UPWP. She informed the Board that, during the development of the UPWP, it was anticipated that a Federal Transit Administration (FTA) Grant of approximately \$160,000 in FTA 5305 Planning funds would be received; however, this grant was not successful. She explained that as a result, to make up for the loss in 5305 funds, YMPO is requesting to use some Federal Highway Administration Surface Transportation Block Grant (STBG) funds for the Long-Range Transportation Update (LRTP) which is anticipated to cost \$350,000.

Included in the amendment is the request to transfer \$265,000 of STBG funds to the FY 2020-21 UPWP for the LRTP Implementation Phase that will start in a few months. She mentioned a separate request that would program \$15,787.47 of local funds under the Special Projects task to hire a consultant for technical assistance for US -95 2020 BUILD Grant Application, as just approved in the previous agenda item. She included the transfer of some PL and SPR funds from the ITS Framework Study funds to completely fund the Pavement Management System Study which had recently started. The ITS Framework

Study, along with the Rail/Heavy Freight Study are being deferred to FY 2021 and the POE Study reduced from \$40,000 to \$32,254 in FY 2020.

MOTION: Councilmember Knight moved to approve Amendment #2 to the FY 2020-21 UPWP and FY 2020 Annual Budget. Deputy Mayor Watts seconded, and the motion was unanimously approved.

8. FY 2020-24 YMPO Transportation Improvement Program (TIP) - Amendment #1.

Charles Gutierrez, YMPO Senior Planning/Mobility Manager, informed the Board that the City of Somerton requested to move \$87,723 of unused funding from the design phase of their Cesar Chavez Boulevard: Cano Street to Fulton Street to the construction phase. He reminded members that the funds are Highway Users Revenue Funds (HURF). Mr. Ward also requested consideration of the \$265,000 of STBG funds to the YMPO FY 2020-21 UPWP for the Long-Range Transportation Plan Update as part of Amendment #1.

MOTION: Councilmember Knight moved to approve Amendment #1 to the FY 2020-2024 YMPO TIP to exchange Federal/HURF funds between phases of a project for the City of Somerton; and to add \$265,000 STBG funds to the YMPO FY 2020-21 UPWP for the LRTP Update. Supervisor Pancrazi seconded, and the motion was unanimously approved.

10. Steps to Achieve the 2020 Census

DeLaurien McKenzie, YMPO Associate Planner, informed the Board that some Complete Count Committee meetings and other events around the Yuma Region have been canceled or suspended due to the COVID-19 crisis. He reported that April 1, 2020, is still the official start of the 2020 Census and urged everyone to please fill out the applications so that you will be counted.

He noted that everyone working with the 2020 Census is on standby as COVID-19 continues to develop across the nation and new information is released regarding the Census. Mr. McKenzie mentioned that, during this difficult time, there is uncertainty about designated personnel knocking on doors to inform the public about the Census and that this most likely not happen for the safety of all involved in the effort. He mentioned that completing the Census online for your household is practical and straight forward and will provide Census updates during the next Board meetings.

11. Future YMPO Meetings

Mr. Ward reported that, due to the risk to public health caused by the possible spread of Coronavirus (COVID-19) at public gatherings, YMPO has determined that, until further notice, all public meetings will be held through technological means. He reported that he had consulted Chair Garcia prior to making this decision. However, he felt it was appropriate to ask the Board for their opinion on holding all future YMPO meetings via technological means, until such a time that it is safe to hold them in-person.

Board members indicated their general support and agreement with the suggested measure. Councilmember Knight mentioned that, until there is a new Executive Order from the Arizona Governor, or the region's Mayors he feels that this is the only realistic option.

12. 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 (Az Transit Association and Roads & 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. FY 2018-2019 Audit.
- B. Actual Repayment of CAG Loan.
- C. Title VI Approval.
- D. Possible future property status.
- E. Future Regional Transportation Funds update.

14. Progress Reports.

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

- A. Mar 2 - BUILD Grant 2020 Action Plan meeting.
- B. Mar 3 - Federal Transportation Reauthorization teleconference.
- C. Mar 4 - Budget meeting (HOPE) ?
- D. Mar 4 & 5 - State STSP Emphasis Area meetings.
- E. Mar 5 - TAC agenda to members.
- F. Mar 9 - RTAC meeting (League Building, Phoenix).
- G. Mar 9 - ADOT/YMPO Coordination meeting.
- H. Mar 9 - IMCP meeting.
- I. Mar 10 - Discuss BUILD Grant with Wilson & Co (CG)
- J. Mar 11 - Paul returned to work.
- K. Mar 11 - YMPO BUILD Grant meeting.
- L. Mar 12 - TAC meeting.
- M. Mar 12 - RTP Discussion with Greenlight.
- N. Mar 12 - Special YMPO meeting (Approve BUILD Grant).
- O. Mar 13 - YCIPTA/YMPO SRTP Kick-Off meeting (PW, CG, MR).
- P. Mar 16 - CTS meeting (Census and Population - PW).

- Q. Mar 16-18 - FHWA Title VI Training (cancelled).
- R. Mar 17 - EB agenda to New Chair only.
- S. Mar 19 - Title VI On-Site Compliance Review Action Plan.
- T. Mar 20 - AZSTB meeting (Marana).
- U. Mar 23 - ADEQ Regional Haze Stakeholder's meeting.
- V. Mar 23 - YCIPTA Board meeting.

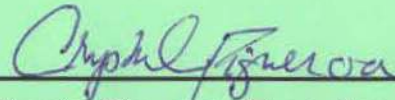
15. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:17 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
April 30, 2020



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



Vice-Mayor Martha Garcia,
Chair, YMPO Executive Board