

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, June 25, 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. Ms. Garcia asked for a moment of silence in memory of J. Deal Begay, Jr., Vice Chairman of the Cocopah Indian Tribe, who recently passed away.

2. Roll Call Attendance.

Charles Gutierrez, YMPO Senior Planning/Mobility Manager, 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	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.

* Members participated by teleconference.

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

YMPO Executive Board Members Absent:

Member J. Deal Begay, Jr., Vice Chairman, Cocopah Indian Tribe.

As six 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: There were no additional attendees.

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 May 28, 2020, Board Meeting Minutes.
- B. YMPO Income/Expenditure Report for May 2020.

MOTION: Councilmember Knight moved to approve the consent agenda, as presented. Councilmember Morris seconded, and the motion was unanimously approved.

5. FY 2022-2045 YMPO Long-Range Transportation Plan (LRTP) Update - Status

Paul Ward, YMPO Executive Director, informed the Board that the LRTP Request for Proposals (RFP) was advertised to approximately 30 different companies. Two companies had already submitted questions and YMPO staff had posted the answers on the YMPO website. Mr. Ward stated the deadline for submitting proposals for the LRTP is June 30 and is anticipating receiving proposals from at least three to four companies. He reported that members of the Technical Advisory Committee (TAC) are expected to review and rank proposals at their July 9, 2020, scheduled meeting. At the TAC meeting members are expected to recommend a preferred consultant team. Mr. Ward mentioned that this item will be brought back to the Board for their review and give him the authority to negotiate a contract with the successful company. He anticipates the project to be completed by May of 2021 and will present the final LRTP along with the required Air Quality Conformity Analysis for the Boards' approval.

6. Steps to Achieve the 2020 Census

Mr. Ward provided a couple of points on the U.S. Census and introduced this agenda item by reporting that the U.S. Constitution, Article One, Section Two, states that ***“Representatives and direct taxes shall be apportioned among the several States, which may be included within the Union, according to their respective Numbers”***. He mentioned that the actual count of people during the Census dictates how federal funds are divided. Mr. Ward reported that the Census Bureau maintains a huge database of households in each state and holds a better interpretation of estimates; however, analysis and distribution of funds is carried out primarily based on actual counts. The goal of the Census Bureau is to count all households in the Nation; whether it is done through the self-response stage or by the in-person enumerators who were sent out. Mr. Ward reported that there are a lot of census tracts with low response rates in our region and the

end result might be uncertain. He mentioned that sending out enumerators is very labor-intensive and there is no guarantee that all households will be contacted. As a result, he stated that the priority is to encourage a high percentage of households to self-respond.

De'Laurien McKenzie, YMPO Associate Planner, summed up the 2010 Census averages and compared these numbers with the year-to-date 2020 averages reported by the Census Bureau. He concluded by stating that the goal is to increase the response household rate as quickly as possible before October.

7. FY 2021-2022 YMPO Unified Planning Work Program (UPWP) & Annual Budget.

Mr. Ward informed Board members that YMPO Staff is closing FY 2020 and starting FY 2021. He reported that with the closing of one year and the starting of another, changes to the UPWP are needed. He mentioned that the second year of the two-year work program was originally approved on May 16, 2019; however, new changes will be reflected in an upcoming Amendment to depict actual carried forward numbers versus estimates. He also mentioned the possibility of programming funds for a future YMPO Office, as well as programming the deferred studies from FY 2020 to FY 2021 and including a possible Origin-Destination Study for the region. Mr. Ward clarified that the two studies deferred from FY 2020 to FY 2021 were the Rail/Heavy Freight Study and the Intelligent Transportation System Study.

8. Possible New Offices for YMPO

Mr. Ward reviewed possible options for new YMPO offices. Including a short-term lease of the existing building for two to four years or long-term lease between five and ten years, both with a likely increase in the monthly lease cost. Another option was the possible purchase of the existing building, but the first three options suffered from the lack of parking issue. Mr. Ward continued with the options and mentioned a long-term lease at another location with the approximate monthly expense of \$4,000; option six was building and/or sharing a location for approximately \$500-\$720,000. Finally, Mr. Ward reported the seventh option of possibly purchasing land and building a new building for approximately \$500-\$600,000. Mr. Ward asked the Board for their opinion on the list of proposed options and guidance.

Councilmember Knight and Supervisor Pancrazi mentioned potential lots and a possible building owned by the City of Yuma and Yuma County. Mr. Knight and Ms. Pancrazi mentioned they will investigate further with their entities.

Mr. Ward mentioned that if the plan is to build a new building or if YMPO is going to purchase a different location, a line item in the budget will be necessary in FY 2021 to allow YMPO staff to move forward with the planning. Councilmember Morris mentioned that the long-term options to buy property and built seems like the best option long-term if YMPO has funds are available to build. Mr. Knight recommended to extend the current lease by a year while the long-term options are being sorted out. Mr. Ward encouraged

Board members to reach out with any questions and/or recommend further recommendations.

9. 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.
- F. Projects - Economic Development and Transportation

10. 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. Changes to the YMPO Title VI Report
- B. Possible UPWP and Annual Budget Amendment
- C. Possible future property status
- D. Future Regional Transportation Funds update

11. Progress Reports.

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

- A. Jun 1 - Staff meeting
- B. Jun 1 – ADOT 5310 Supplemental Funding Webinar
- C. Jun 2 – AZSTB study session (Phoenix)
- D. Jun 2 – Pavement Management System study meeting with Yuma County
- E. Jun 3 – YCIPTA/YMPO SRTP telemeeting
- F. Jun 3 – STSP Intersections Emphasis Area (Phoenix)
- G. Jun 4 – Mobility Managers telemeeting
- H. Jun 5 – COG/MPO Planner's telemeeting (a.m., MAG)
- I. Jun 8 – ADOT/YMPO Coordination telemeeting
- J. Jun 10 – YPG Meeting
- K. Jun 11 – Senator Sinema teleconference
- L. Jun 11 – TAC telemeeting
- M. Jun 15 – FHWA EDC Skype telemeeting
- N. Jun 17 – YCIPTA/YMPO SRTP telemeeting
- O. Jun 19 – AZSTB telemeeting (Payson)
- P. Jun 25 – EB telemeeting

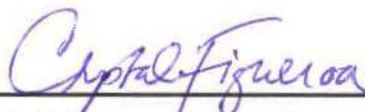
12. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:48 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:



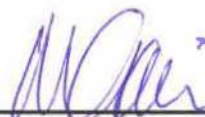
Crystal Figueroa, Executive Assistant
and Accountant II, YMPO

Minutes reviewed to form by:

Minutes approved in regular session on
July 30, 2020



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



Vice-Mayor Martha Garcia, Chair
YMPO Executive Board