

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, September 26, 2019
1:30 p.m.**

**City of Somerton
143 North State Street
Somerton, Arizona 85350**

1. Call to Order and the Pledge of Allegiance.
The Yuma Metropolitan Planning Organization (YMPO) Vice-Chairman, Miguel Villalpando, Jr, called the September 26, 2019, meeting of the YMPO Executive Board (the Board) to order at 1:33 p.m. He called for 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:

Vice-Chair	Miguel Villalpando, Councilmember, City of Somerton
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, Board of Supervisors, Yuma County
Member	Martin Porchas, Board of Supervisors, Yuma County *
Member	Edward Thomas, Councilmember, City of Yuma

*Supervisor Porchas arrived at 1:40 p.m.

*ADOT District Engineer Patane departed at 2:52 p.m.

YMPO Executive Board Members Absent:

Chairman	J. Deal Begay, Jr, Vice-Chairman, Cocopah Indian Tribe
Secretary/Treasurer	Maria Cruz, Vice-Mayor, City of San Luis
Member	Jacob Miller, Councilmember, City of Yuma

As members from five, 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

Additional Attendees:

Blake Herzog	Yuma Sun
J.R Graham	County Resident

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. Councilmember Edward Thomas declared himself as having the remaining two votes for the City of Yuma. Mr. Ward confirmed that there was a standing proxy vote for Supervisor Martin Porchas on record, giving Supervisor Pancrazi a total of two votes.

3. Title VI Declaration and Call to the Public.

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

No members of the public addressed the Board.

The Vice Chair recognized Mr. Gutierrez his for ten years of service with YMPO, members of the Board congratulated him. Mr. Gutierrez recognized Blake Herzog, Yuma Sun reporter and thanked her for reporting on YMPO business and issues for the last few years. This meeting was Ms. Herzog last attendance at the Executive Board prior to her next venture. The members of the Board thanked her for the work.

Mr. Patane shared with the Board the status for the signage for the Robert A. Vaughan Memorial Highway and showed the Board a couple options on sign design for the South and North bound directions. Mr. Gutierrez mentioned the item will be brought back during the next Board meeting for the Boards input and choice of sign.

4. Consent Agenda

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

B. Approval of the YMPO Income and Expenditure Report for July and August 2019.

Mr. Ward reported that the minutes attached with the packet were for June 27, 2019 instead of July 25, 2019. Mr. Ward advised as an option to defer item to the next Board meeting.

MOTION: Deputy Mayor Knight moved to defer the approval of the July 25, 2019 Board Meeting Minutes to the next Board meeting. Councilmember Thomas seconded, and the consent agenda item 4A was unanimously approved.

Deputy Mayor Knight questioned a portion of the part-time staff salaries line item categorized as local which shows a 43% a few months into the start of the year. Ms. Figueroa explained that the part-time staff salaries were split to show the traffic count services done for the City of Yuma (turning movement counts) and the counts funded for the traffic counts done as part of the ADOT program. She mentioned that the turning movements counts for the City of Yuma are counted twice during the year (summer and winter) and that the summer counts were now completed accounting for half of the budget.

Deputy Mayor Knight also questioned the Worker's Compensation Insurance line item which shows a 58% expense only three months into the fiscal year. Ms. Figueroa answered that Worker's Compensation Insurance coverage is a lump-sum annual payment. However, she continued, as it is based on the actual payroll expenditures, an

estimate from the previous year is usually used for the anticipated annual premium renewal. After the fiscal year audit is complete, the final premium is determined, and this can cause the final premium to vary and to sometimes be accounted for in the new fiscal year.

MOTION: Deputy Mayor Knight moved to approve the YMPO Income and Expenditure Reports for July - August 2019, as presented. Supervisor Pancrazi seconded, and the consent agenda item 4B was unanimously approved.

5. Revised Evaluation Categories on Change from RFQ to RFP

Mr. Ward presented the RFQ and RFP process and emphasizes that rfp/rfqs can vary when it comes to professional engineering services. At the federal level, if you're using federal funds and seeking engineering professional services, an RFQ must be used. The criteria is that we are supposed to use is choose the best qualified consultant and once selected you negotiate the price. He mentioned that within the RFQ, an amount can be declared within your budget. Mr. Ward clarified that apparently there has been a change at the federal level and has been translated at the State level though ADOT. For professional engineering services, specifically for planning studies not leading directly to construction, we now consider the cost in the ranking process when deciding which firm is selected. Mr Ward mentioned that to date, YMPO has done combined processes into one process. The YMPO TAC currently ranks the proposals based on specific criteria that is provided as a set of already determined. In addition to those rankings from the TAC, the consultant is asked to provide a sealed proposal on cost for their services. Mr. Ward mentioned that the process basically saves time, once the highest rank consultant has been chosen, he opens the sealed envelope and if the bid is lower than the budgeted amount then he writes a contract

Mr. Ward mentioned that YMPO is having to change the process because the vast majority of RFQs are planning studies and the actual cost of the proposal must be included in the ranking system that YMPO uses. YMPO has always used evaluation factors to consider qualifications. In the spreadsheet as presented, the weighted factors are what traditionally YMPO has used.

#	Old Evaluation Criteria	Weight
1	Study Understanding and Approach	20
2	Qualifications and Experience of the Proposed Team	25
3	Quality of the Proposal	25
4	Consultant/Firm's Qualification	20
5	Use of Disadvantaged Business Enterprise DBE	10
		100

#	New Evaluation Criteria	Weight
1	Study Understanding and Approach	20
2	Qualifications and Experience of the Proposed Team	45
3	Quality of the Proposal	25
4	Stated Cost of the Proposal	5
5	Use of Disadvantaged Business Enterprise DBE	5
		100

The proposer could receive bonus points with the use of a DBE. YMPO is required to seek DBE goals for every study or plan and it is up to ADOT DBE to determine a goal. If a goal is neutral that means no goal set by ADOT, YMPO tries to encourage the use of the DBE process and we give bonus points for using the DBE. Effectively the only change for the DBE is that it dropped from 10 to 5 on the weight/points and the cost of the proposal factor has been included to meet the 5 on the weight/point factor. The TAC did not want to set the weight of the cost of the proposal any higher.

Paul Ward is suggesting that the Board review the information, and how we are doing this process because it is near side of the policy level process.

6. Highway Safety Improvement Program Projects for FYs 2023 and 2024

Mr. Gutierrez informed the Board members about the Highway Safety Improvement Program, a federally funded program which provides funding for a variety of safety related projects throughout Arizona. Mr. Gutierrez stated that Greenlight Traffic Engineers were asked to create an implementation process which consisted of a call for projects from ADOT. The projects are Data-Driven from the ADOT Crash Data. All the projects were selected, confirmed, and after the review process, were submitted to ADOT. The YMPO submitted 9 projects and were selected for eight regional projects around the Yuma region for 10.7 Million dollars. Mr. Gutierrez stated that through the review process the selected projects were all data-driven as per jurisdictional LEA reporting through the ADOT Crash ALISS System.

7. FY 2019 Audit Schedule

Ms. Figueroa reported on the current FY 2019 YMPO Audit Schedule. She informed the Board that the Pun Group was scheduled to review YMPO financial accounts on September 30th and then prepared the financial statements. She also mentioned that the audit firm Walker and Armstrong were scheduled to start the audit process for YMPO on December 2nd and issuing the financial statements to meet the required deadline. Ms. Figueroa also stated, the FY 2019 Audit is the last year covered under the current Accounting and Audit Contracts and the need to re-advertise of services for Accounting and Audit firms for fiscal year end June 30, 2020.

8. ASRS Supplemental Salary Deferral Plan Adoption Resolution

Ms. Figueroa presented on the Arizona State Retirement System (ASRS) Supplemental Salary Deferral Plan (SSDP). She informed the board that on August 1, 2016, YMPO became a member of the ASRS providing benefits to eligible YMPO staff into the state supplemental retirement plan. She mentioned that YMPO was pursuing the adoption of a Resolution for the SSDP which allows employees the opportunity to contribute tax-deferred money into an account which then grows tax deferred until withdrawal. She stated that the plan is professionally managed by Nationwide Retirement Solutions and offers a variety of investment options. Ms. Figueroa reported that although YMPO staff will help administer the savings opportunities through providing input via the current payroll system, there were no plans for YMPO to contribute funds for this program and is a voluntary option for the employee.

MOTION: Supervisor Pancrazi moved to approve and adopt the ASRS Supplemental Salary Deferral Plan Resolution #150 supporting the YMPO employer enrollment. Deputy Mayor Knight seconded, and the item was unanimously approved.

9. Update on the 2019 Rural Transportation Summit (RTS) in Tucson.

Ms. Figueroa gave a brief overview of what to expect at the 2019 Rural Transportation Summit on October 16-18, 2019. She reminded the Board members of the great opportunity to engage and to meet with Arizona legislators, elected officials, and transportation professionals. She highlighted feature sessions to look forward to in the three focused areas, technical, Trade, and Transit. Mr. Ward informed the Board that an email with additional travel information would be send prior to the event to all Board members. He also informed the Board on the confirmed attendance of Senators Sine Kerr, Lisa Otondo and House Representative Dunn Timothy to the RTS. He mentioned that YMPO offered to assist with any travel expenses if needed for the Arizona Legislators. Mr. Ward commented that YMPO would be hosting a dinner on Wednesday, October 16 and that all members from the Executive Board, Arizona Legislators and YMPO staff were invited.

10. YMPO Technical Advisory Committee (TAC) – Change of Chairman

Mr. Gutierrez informed the board that Yuma County requested to change their nominated attendees at the TAC meetings for the newly nominated individuals as stated in the YMPO By-Laws. He mentioned that the new County Engineer, Chris Young replaced the Interim County Engineer, Frank Sanchez; and the County Public Works Director, Josh Scott replaces the County Planning Manager, Maggie Castro. Consequently, Ms. Castro who acted as the Chair for the TAC has been replaced by the interim Chair, Eulogio Vera (San Luis Public Works Director). Further action from the TAC is expected to be decided to fill the TAC Chair position.

11. YMPO Support for another 'Safe Corridor to Puerto Peñasco

Mr. Ward informed the Board about the cross border joint effort between Arizona and Sonora to designate a safety corridor between Lukeville and Puerto Peñasco. ADOT inspected the road and as a result, ADOT made recommendations, one was to increase the Mexican Federal Police presence for the corridor. This arises from a joint effort to provide Arizona visitors and Sonora residents with a safe corridor. Mr. Ward mentioned it was suggested by Vice-Mayor Cruz, City of San Luis, that possibly doing something similar with the San Luis to Puerto Peñasco route would be applicable. Considering that a potential cruise line from California to Puerto Peñasco is in the horizon, and it could be worthwhile discussing with ADOT if the Board so desires. Supervisor Porchas stated that it would be a good thing to solidify the relationship between San Luis and Puerto Peñasco for the Rocky Point Cruise Port. It is expected to bring tourism to the Puerto Peñasco region and Arizona travelers via the San Luis border crossing. Mr. Ward mentioned that the item will be brought back for additional discussion.

12. 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.

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. The use of GoTo Meeting for future Executive Board meetings. Mr. Gutierrez informed the Board that the use of GoTo Meeting is a communication platform that will replace the current system and this platform is cost effective compared to the current one used.
- B. Future regional funding options for transportation purposes.
- C. Presentation on what planning efforts an MPO is required to carry out.
- D. Regional steps to achieve the 2020 Census.
- E. Possible Amendment to the FY 2019-2021 YMPO UPWPs.

14. Progress Reports.

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

- A. August 28 – Kimley-Horn and Associates meeting, Paul Ward attended
- B. September 4 – YMPO/ADOT Traffic Count Meeting, Paul Ward, Robert Aguilar, De'Laurien McKenzie, and Charles Gutierrez attended
- C. September 4 – Rail and Heavy Freight Meeting with AZTEC, Paul Ward attended
- D. September 5 – YMPO TAC Workshop, Paul Ward and Charles Gutierrez attended
- E. September 10 – PASS Training, Melissa Ramos attended
- F. Sept 12 - TAC meeting. Paul Ward, Charles Gutierrez, De'Laurien McKenzie and Melissa Ramos attended
- G. Sept 16 – ADOT/YMPO Coordination Meeting, Paul Ward attended
- H. Sept 17 – PMS Study Released
- I. Sept 19 - Meeting with Senator Kerr, Representatives Dunn and Osbourne. Paul Ward and Charles Gutierrez attended.
- J. Sept 20 - AZSTB meeting (Maricopa). Paul Ward attended
- K. Sept 20 - Initial RTAC Strategic Plan meeting. Paul Ward attended
- L. Sept 21 – City of Yuma Golf Tournament, Paul Ward attended
- M. Sept 24 – Saguaro Transportation/Mobility Manager, Charles Gutierrez attended
- N. Sept 26 – YMPO Executive Board, Paul Ward, Crystal Figueroa, & Charles Gutierrez, attended

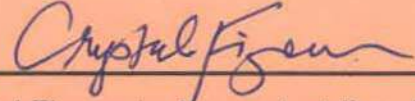
15. Adjournment.

There being no further business to discuss, the meeting was adjourned at 3:15 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.

Preparation and Approval of Minutes:

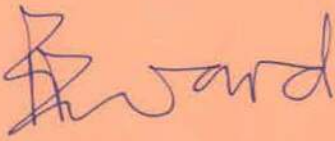
Minutes prepared by:



Crystal Figueroa, Accountant II and
Executive Assistant, YMPO

Minutes approved in regular session on
October 31, 2019

Minutes reviewed to form by:



Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization



Councilmember Miguel Villalpando,
Vice-Chairman, YMPO Executive Board