

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, February 22, 2018
1:30 p.m.**

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

1. Call to Order and the Pledge of Allegiance.
Chairman Gary Knight called the Executive Board (the Board) meeting of the Yuma Metropolitan Planning Organization (YMPO) to order at 1:30 p.m. He called on County Administrator Susan Thorpe 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	Gary Knight, Deputy Mayor, City of Yuma
Vice Chair	Cecilia McCollough, Mayor, Town of Wellton
Member	J. Deal Begay, Jr., Vice-Chairman, Cocopah Indian Tribe
Member	Paul Patane, ADOT SW District Engineer
Member	Maria Ramos, Vice-Mayor, City of San Luis
Member	Karen Watts, Councilmember, City of Yuma
Member	Lynne Pancrazi, Board of Supervisors, Yuma County

YMPO Executive Board Members Absent:

Secretary/Treasurer	Jose Yepez, Mayor, City of Somerton
Member	Jacob Miller, Councilmember, City of Yuma
Member	Martin Porchas, Board of Supervisors, Yuma County

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

YMPO Staff Present:

Executive Director	Paul Ward
Senior Planning Manager	Charles Gutierrez
Accountant II	Crystal Figueroa

Declaration of Votes.

The Chairman submitted to Paul Ward, YMPO Executive Director, a proxy letter from Councilmember Jacob Miller and declared his proxy vote for a total of three votes for the City of Yuma.

3. Introduction of New Executive Board Member

The Chairman introduced Karen Watts as the new Councilmember for the city of Yuma, replacing Bill Craft.

4. Election of Executive Board Officers-Calendar Year 2018

The Chairman reminded members of the rotation policy laid down in the YMPO By-Laws whereby the Vice Chair becomes the new Chair, the Secretary/Treasurer becomes the new Vice-Chair and the Board elects a new Secretary/Treasurer. A further By-Law requires that the new Secretary/Treasurer needs to come from a member agency that is not already represented by one of the assumed positions.

MOTION: The Chairman moved to confirm the rotation set forth in the YMPO By-Laws for the rotation of elected officers, Vice Chair Cecilia McCollough to serve as Chair, and Secretary-Treasurer Jose Yopez to serve as Vice Chair. Supervisor Pancrazi seconded, and the motion was unanimously approved.

At this point, the Chairman turned the gavel over to the new Chairwoman, Cecilia McCollough, Mayor of Wellton who, in turn, thanked Deputy mayor Knight for his service for the past year as the Chairman of the YMPO.

The Chairwoman opened nominations for the Secretary/Treasurer position. Councilmember Ramos nominated the Vice-Chairman of the Cocopah Indian Tribe, J. Deal Begay Jr, and there were no further nominations. Mr. Begay accepted the nomination.

MOTION: Deputy Mayor Knight moved to close nominations. Supervisor Pancrazi seconded and the motion was unanimously approved.

VOTE: The vote was unanimously in favor of Vice-Chairman Begay being the next YMPO Secretary-Treasurer.

5. Call to the Public

No members of the public were present to address the Board.

6. Consent Agenda

A. Approval of January 25, 2018, Board Meeting Minutes.

Deputy Mayor Knight reported a few corrections to the draft minutes from the January 25, 2018 Executive Board meeting.

MOTION: The Chairwoman moved to approve January 25, 2018, Board meeting minutes with Deputy Mayor Knight's reported corrections. Supervisor Pancrazi seconded and the motion was unanimously approved.

B. YMPO Income and Expenditure Report for January 2018.

MOTION: Deputy Mayor Knight moved to approve the Income and Expenditure Report for January 2018. Supervisor Pancrazi seconded and the motion was unanimously approved.

7. Election of Committee Members

The Chairwoman called on Board members to appoint members to represent the region during State Transportation Board (STB), Rural Advisory Council (RTAC), YMPO Audit and By-Law Committees.

A. STB Representative and Alternate(s).

Supervisor Pancrazi asked if the Governor had finished the selection of the new STB member. Deputy Mayor Knight explained he was still in the screening/confirmation process but expressed that he was optimistic about the nomination and reported that the results should be known soon.

MOTION: Supervisor Pancrazi nominated Deputy Mayor Knight to serve as the STB representative and Mr. Knight accepted nomination. Councilmember Karen Watts seconded.

VOTE: The vote for Deputy Mayor Knight to be the YMPO representative for attending the STB on behalf of the YMPO Board was unanimously in favor, but with one abstention from Mr. Paul Patane, ADOT Southwest District Engineer.

Supervisor Pancrazi asked if Mr. Patane was allowed serve as an alternate. He answered that, traditionally, the STB representative was usually the Yuma region's Southwest District Engineer and Michael Jones was his alternate, as they both lived in the region. He further explained that the situation with a sitting STB member who is also an active YMPO Board member hasn't occurred in recent years.

[Director's Note:

There are three slightly differing concepts involved that are confusing members. Mr. Ward will outline these concepts during the next Executive Board meeting.]

Vice-Mayor Maria Ramos expressed her confusion and stated Deputy Mayor couldn't be appointed to represent the YMPO region in this case and suggested the motion to be rescinded. Mr. Patane recommended that no action is taken on the item because typically once the STB member is appointed, the conversation is between STB member and ADOT Senior staff who agree alternates for STB members at meetings that they are unable to attend.

Mr. Ward clarified that the action put forth on the agenda was to appoint a YMPO board member to attend STB meetings and if necessary make presentations on behalf of YMPO. Mr. Knight recommended to rescind the motion and defer the item to the March meeting.

MOTION: Supervisor Pancrazi rescinded her motion to remove Mr. Knight as the YMPO STB representative and revisit item in March. Councilmember Watts seconded and the motion was unanimously approved.

B. Election of RTAC representative and alternate(s)

Vice-Mayor Maria Ramos expressed her interest to be the RTAC representative and Deputy Mayor Knight nominated Ms. Ramos as the RTAC representative. Supervisor Pancrazi seconded, no further nominations. Mr. Knight moved to close

nominations. Supervisor Pancrazi seconded and the motion was unanimously approved.

Madam Chair expressed her interest to serve as an RTAC alternate. Mr. Knight nominated Madam Chair McCollough to serve as an RTAC alternate. No further nominations were made. Supervisor Pancrazi motion to close nominations, Mr. Knight seconded and the motion was unanimously approved.

C. Election of Audit Committee members (three)

The YMPO Secretary/Treasurer automatically becomes one of the YMPO Audit Committee members. Councilmember Karen Watts asked for an explanation of the role of both the Audit and the By-Law Committees. Mr. Ward explained that the responsibility of the Audit Committee is to attend an audit briefing by the Auditors and disclose their findings to the Executive Board. In prior meetings the Audit Committee has called on the Auditors present the findings direct to the Board. He further explained that the By-Law Committee meets when By-Laws need to be reviewed or revised.

MOTION: Deputy Mayor Knight nominated Councilmember Watts and Supervisor Pancrazi to serve as YMPO Audit Committee members and both members accepted their respective nominations. Vice-Mayor Ramos seconded.

MOTION: Supervisor Pancrazi moved to close nominations. Cocopah Vice-Chairman J. Deal Begay seconded and the motion was unanimously approved.

VOTE: Councilmember Watts and Supervisor Pancrazi were unanimously appointed as Audit Committee members.

D. Election of By-Law Committee members (three)

Mr. Ward suggested that the election of By-Law Committee members is only needed if changes to the By-Laws are needed. The Chairwomen agreed and deferred the election of the By-Law Committee members to a later meeting as needed.

8. Draft FY 2019 YMPO Unified Planning Work Program (UPWP)

Mr. Ward reported on the development of the FY 2019 Unified Work Program and explained it contains all the studies and proposed expenditures that YMPO anticipates will be needing the forthcoming year. He reviewed the current six studies and mentioned the Safety Study had already started and that the Traffic Study near to being released. He said the Bike/Ped scope of work had been started and assured members that all requests for proposals would be released by the end of the fiscal year, except for the Freight Study and ITS Study. Mr. Ward further explained that funding for all six studies studies would be carried forward to the next fiscal year.

Mr. Ward gave the Board the opportunity to bring forth any ideas for possible studies for the fiscal year 2019 and mentioned the possible subjects: (1) An update to the origin-destination study for the Port of Entry One; (2) To investigate how much gasoline taxes are raised in each area of the State and how they are distributed; (3) The needs and wants for a possible Regional Transportation Authority in the Yuma region; and (4) What

pre-design, design, right of way, utility and construction phases should be initiated on US-95. In summary, he reported that the Federal Highway, Transit Administration and the Arizona Department of Transportation are scheduled to visit YMPO in March to review the development process of the UPWP and would report back to the Board.

9. The FY 2016-17 Audit Process

Ms. Figueroa updated the Board on the YMPO FY 2016-17 Audit Process and gave a brief overview of the services rendered by the Accounting firm Lumbard and Associates. She mentioned the review of financial accounts was completed; however, the deadline for completion of Financial Statements to the auditors by January 31, 2018, was not met due to the company's internal issues. As a consequence, a second deadline for the completion of Financial Statements for February 28, 2018, had been set. Ms. Figueroa reported on the progress by the Auditors - Walker and Armstrong - and mentioned the audit of accounts was completed in January of 2018. She explained, that once all is finalized, the auditors will present to the Audit Committee and the Executive Board at the April meeting. In addition, they will have the opportunity to voice any questions or concerns. Lastly, she mentioned the scheduled Single-Audit Filing deadline of March 31, 2018.

Mr. Knight asked for clarification on why Lumbard and Associates hadn't met the Financial Statements deadline to the auditors on January 30, 2018. Ms. Figueroa reported that, for this particular Audit - FY2016-17 - there was a lengthy retirement disclosure that hadn't been done for YMPO before; however, she did mention that wasn't the only reason. The main reason was that Lumbard & Associates had management problems and was going to be losing YMPO's assigned accountant. Mr. Ward mentioned he didn't know how well the accounting firm was doing but reassured the board that Lumbard and Associates were going to produce the necessary reports needed and hand them over to the auditors. He further added that YMPO might be looking for another company to assist with the preparation of accounts.

10. FY 2018-2022 YMPO Transportation Improvement Program Amendment #3

Charles Gutierrez presented information on two items for the YMPO 2014-2018 Transportation Improvement Program (TIP) Amendment#3. The first request is by the City of Yuma for an additional \$49,291 for the COY-16-01C Hawk-Pedestrian Hybrid Beacon. He further added funds would be comprised of HSIP funds and STP funds which would complete the project. The second request is by Yuma County requiring an amendment for additional STP/ HURF funding in the amount of \$238,804 for the YC-18-01C County 14th Street: Avenue A to Avenue D project.

The Chairwoman entertained a motion.

MOTION: Deputy Mayor Knight moved to approve the YMPO FY 2018-2022 TIP Amendment #3 with option one to be submitted to ADOT for approval. Vice-Mayor Ramos seconded and the motion was unanimously approved.

11. Regional Transportation Safety Plan Update

Charles Gutierrez informed the board that in January 2018, YMPO sent out to the public, and a list of consultants, the Regional Strategic Transportation Safety Plan update Request for Proposals (RFP). He reported the RFPs were due to the YMPO on February

15, 2018, and that he had received 3 proposals. The proposals were from Greenlight Traffic Engineering, Works Consulting, and Y2K Engineering. He mentioned the YMPO Technical Advisory Committee (TAC) members were given the proposals to rank according to criteria used by YMPO staff in the past. Mr. Gutierrez provided scores and announced that the Greenlight Traffic Engineering had been scored the highest and selected by the Technical Advisory Committee. He concluded that, upon approval of the Executive Board, Mr. Ward would begin negotiations to reach an agreement.

MOTION: Supervisor Pancrazi moved to approve Greenlight Traffic Engineering as the preferred consultant for the Regional Transportation Safety Plan update and authorize the Executive Director to negotiate a contract with them. Vice-Mayor Maria Ramos seconded and the motion was unanimously approved.

12. Yuma Regional Transportation Summit

Mr. Ward informed the board about a proposed Yuma Regional Transportation Summit to define what the needs and wants are for the transportation system within the Yuma region based on input from all of the transportation agencies in the region. He mentioned this was based on the recent declaration as part of the State Transportation Plan that no funding is available for new construction in the Yuma region ("Greater Arizona") for the next 20 years. He emphasized there is not enough money for transportation and hardly have enough money to maintain the existing system let alone make improvements and widening of roads. This approach can possibly lead to allow consensus of the taxpayer to support the region and implement a sales tax for future funding. Mr. Ward in collaboration with Susan Thorpe Yuma County Administrator decided to approach support from different agency authority levels to whom should be invited. Mr. Ward asked for guidance from the Executive Board.

Vice-Mayor Maria Ramos commented that the initiative will be good for everyone and that it was time to start discussing what Mr. Ward brought forth as a discussion item. Mr. Ward added that if any members of the Executive Board liked for him to attend any council or informal meetings he would do it gladly.

13. Executive Director's Evaluation

MOTION: Deputy Mayor Gary Knight moved to recess into executive session. Supervisor Pancrazi seconded and the motion was unanimously approved at 2:51 pm.

14. Reconvene to Public Meeting

MOTION: Supervisor Pancrazi moved to reconvene to Public Meeting. Deputy Mayor Knight seconded and the motion was unanimously approved at 3:05 pm.

15. Executive Director's Evaluation

MOTION: Deputy Mayor Knight moved to approve a 3% cost of living increase, retroactive to January 1, 2018. Southwest District Engineer Paul Patane seconded and the motion was unanimously approved.

16. 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. Mr. Ward provided a Transportation update informing the members of what is happening at the state level with all the future meetings.
- F. State Transportation Board meeting (Yuma). Mr. Ward thanked board members for attending the State Transportation Dinner and mention the next meeting would be held in Phoenix AZ.
- G. Projects - Economic Development and Transportation.
- H. Regional Transportation Summit.

17. Possible Future Agenda Items

- A. The FY 2016-17 Audit.
- B. Presentation on projects in the ADOT Southwest District.
- C. Draft FY 2019 YMPO UPWP and Annual Budget.

18. Progress Reports

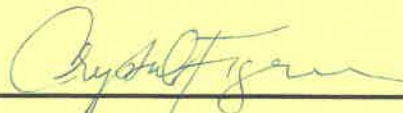
- A. January 2 - Internal YMPO staff meeting, all YMPO staff attended
- B. January 3 - City of Yuma inauguration ceremony, Paul Ward attended.
- C. January 8 - RTAC Board meeting, Gary Knight, and Lynne Pancrazi participated.
- D. January 10 - 5310 webinar #1, Melissa Ramos participated.
- E. January 11 - TAC meeting, Charles Gutierrez, Delaurien McKenzie and Melissa Ramos attended.
- F. January 11 - 5310 webinar #2, Charles Gutierrez participated.
- G. January 16 - MPO/COG Director's meeting, Paul Ward participated.
- H. January 16 - ADEQ Air Quality Stakeholder's meeting, Lynne Pancrazi, Paul Ward and Charles Gutierrez attended.
- I. January 17 - Traffic Counters' meeting, Charles Gutierrez, Delaurien McKenzie, Robert Aguilar and all traffic counters attended.
- J. January 17 - Regional Mobility meeting, Charles Gutierrez and Melissa Ramos attended.
- K. January 19 - STB meeting (Sierra Vista), Gary Knight and Paul Ward attended.
- L. January 23 - HURF Exchange webinar 1, Charles Gutierrez and Delaurien McKenzie participated
- M. January 25 - EB meeting - City of Yuma, Paul Ward, Charles Gutierrez, Crystal Figueroa, Delaurien McKenzie and Melissa Ramos attended.
- N. January 29 - MPO/COGs Staff training/meeting (Tucson); Paul Ward, Crystal Figueroa, Delaurien McKenzie and Melissa Ramos attended.
- O. January 30 - ADOT MPD billing webinar, Paul Ward and Crystal Figueroa participated.
- P. January 30 through February 1 - San Luis POE 1 meetings, Paul Ward, Charles Gutierrez, and Delaurien McKenzie attended.
- Q. January 31 - Meeting with YPG Commander and Senior Staff - Gary Knight and Paul Ward attended.

20. Adjournment.

There being no further business to discuss, the meeting was adjourned at 3:21 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.


Minutes prepared by:



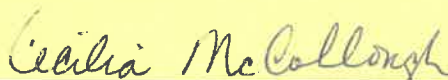
Crystal Figueroa
Accountant II/Executive Assistant

Minutes approved in regular session on
March 29, 2018

Minutes reviewed to form by:



Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization



Mayor Cecilia McCollough, Chairwoman
YMPO Executive Board