

**EXECUTIVE BOARD
REGULAR MEETING MINUTES**

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, April 26, 2018
1:32 p.m.**

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

1. Call to Order and the Pledge of Allegiance.
 YMPO Chairwoman Cecilia McCollough called the Executive Board (the Board) meeting of the Yuma Metropolitan Planning Organization (YMPO) to order at 1:32 p.m. She called on Cocopah Indian Tribe Vice Chairman, J. Deal Begay, Jr., 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:

Chairwoman	Cecilia McCollough, Mayor, Town of Wellton
Secretary/Treasurer	J. Deal Begay, Jr., Vice-Chairman, Cocopah Indian Tribe
Member	Gary Knight, Deputy Mayor, City of Yuma
Member	Maria Ramos, Vice-Mayor, City of San Luis
Member	Paul Patane, ADOT SW District Engineer
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Martin Porchas, Board of Supervisors, Yuma County
Member	Karen Watts, Councilmember, City of Yuma

YMPO Executive Board Members Absent:

Vice Chair	Jose Yepez, Mayor, City of Somerton
Member	Jacob Miller, Councilmember, City of Yuma

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

YMPO Staff Present:

Executive Director	Paul Ward
Accountant II	Crystal Figueroa
Assistant Planner	Melissa Ramos
Associate Planner	DeLaurien McKenzie

Additional Attendees:

Gene Dalbey	YRBC
Blake Herzog	Yuma Sun

Declaration of Votes.

Deputy Mayor Knight submitted to Mr. 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. Call to the Public

No public members addressed the Board.

4. Consent Agenda

A. Approval of March 29, 2018, Board Meeting Minutes.

B. YMPO Income and Expenditure Report for March 2018.

MOTION: Supervisor Pancrazi moved to approve the consent agenda, as presented. Vice Mayor Maria Ramos seconded, and the consent agenda was unanimously approved.

5. FY 2017 YMPO Audit

YMPO Accountant and Executive Assistant, Crystal Figueroa, introduced the audit of YMPO's accounts for the fiscal year ended June 30, 2017. She mentioned the review of accounts was done by Lumbard and Associates and audited by Walker and Armstrong. The auditors prepared and submitted a formal letter to staff and gave a more detailed presentation of the audit to members of the Audit Committee earlier that day. Ms. Figueroa introduced Walker and Armstrong representative, Randy Ottaway.

Mr. Ottaway gave a brief presentation on the summary of audit results. He reported a "clean" unmodified opinion on the Financial Statements, meaning no changes were made by the firm. He called out a decrease in expenses due to personnel changes, specifically the vacant positions of the Executive Director and YMPO Accountant, for part of the year. Mr. Ottaway mentioned no findings were issued on the internal control report in accordance with Government Auditing Standards and the report was in compliance for Major Programs required by the Uniform Guidance for the federal funding.

He reported on two comments which pertained to a delay in employee pay rate implementation, corrected by management, and bank reconciliations not prepared or reviewed in a timely matter. He further explained such issues arose from having essential personnel vacancies and being able to adapt and bring things back up to speed. In summary, no findings were reported and the Audit Committee commented that it was a very good audit. On seeing no further questions or comments, the Chairwoman called for a motion to approve the FY 2017 YMPO Audit.

MOTION: Supervisor Pancrazi moved to approve the FY 2017 YMPO Audit, as presented. Deputy Mayor Knight seconded, and the motion was unanimously approved.

6. Presentation on Transportation Projects in the ADOT Southwest District

Paul Patane, ADOT Southwest District Engineer delivered his annual presentation on ADOT projects happening around the county. This item was on the agenda for information and discussion only, with no action anticipated.

7. FY 2018-19 YMPO Unified Planning Work Program (UPWP) & Annual Budget

Mr. Ward presented on the FY 2018-19 UPWP. No changes were reported since it was last presented to the Board on March 29, 2018. He reported a suggestion to possibly change one of the studies to develop early pre-scoping for State Route 95 if the Board decides to make it a priority and implement the change in Amendment #1. Mr. Ward mentioned the new proposed studies for FY 2018-19 are included and the carry-forward balances from this fiscal year to the next weren't fully confirmed. He finalized his presentation by stating this item was on the agenda for information, discussion and possible action to approve the FY 2018-19 YMPO UPWP & Annual Budget.

MOTION: Supervisor Pancrazi moved to approve the FY 2018-19 YMPO UPWP & Annual Budget, as presented. Vice-Mayor Ramos seconded, and the motion was unanimously approved.

8. FY 2018-2041 YMPO Regional Transportation Plan (RTP) Amendment #1

Mr. Ward informed the Board about the Regional Transportation Plan Amendment #1. He mentioned that the Avenue E Extension project had been omitted from the original RTP, in error. The Amendment put it back into the RTP and that a necessary Air Conformity Analysis had been carried out. Mr. Ward mentioned that the Technical Advisory Committee recommended approval of the RTP Amendment to allow the project to move forward. He emphasized the importance of including the roadway in the RTP as Yuma County wishes to receive an environmental clearance based on the recently completed Design Concept Report. This would allow them to start negotiating for Rights of Way

MOTION: ADOT Southwest District Engineer Paul Patane moved to approve FY 2018-2041 Amendment #1 to the RTP and the Air Quality Conformity Analysis. Deputy-Mayor Knight seconded, and the motion was unanimously approved.

9. Possible Change to the Schedule YMPO Executive Board October Meeting

Mr. Ward reported on a possible change to the Executive Board meeting due to a conflict with the Annual Rural Transportation Summit (RTS) in October. Mr. Ward suggested that an option was to defer the October Board meeting one week, to November 1, 2018.

MOTION: Deputy Mayor Knight moved to defer the October 25, 2018, Board meeting to November 1, 2018, remaining at the City of Yuma, Room 190. Vice Mayor Ramos seconded, and the motion was unanimously approved.

10. Status Update on the "In-Kind" Process and Confirmation of FY 2018 YMPO Member Agency Cash Dues.

Mr. Ward presented an update on the "In-Kind" process and informed the board that YMPO does not yet have a detailed procedure/policy in place for calculating each year how much in-kind match is provided and how much cash match is required from member agencies. He reported that he and Crystal Figueroa were scheduled to meet with the City of Yuma Finance Director Pat Wicks to discuss the value of in-kind services currently provided by the City of Yuma to YMPO, later in the day.

Mr. Ward also mentioned that he and Ms. Figueroa had met with Yuma County Finance Director Gill Villegas to discuss the value of in-kind services provided by the County to YMPO. In addition, he mentioned that official invoices for the current fiscal year would be

sent out during the next few weeks. He anticipated invoices being a bit higher than the amounts provided in October but lower than the original estimates sent ten months ago. He mentioned a formal "In-Kind" procedure would be provided during the May Board meeting for review and possible action.

Vice-Mayor Ramos asked Mr. Ward if he knew what the percentage increase would be. Mr. Ward anticipated no more than a five percent increase. This item was on the agenda for information and comment only but would most likely be brought back to the Board the following month for action.

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

- A. Staff Reports.
- B. TAC Minutes.
- C. Conference Updates.
 - i. ACEC Roads and Streets Conference, Tucson; DeLaurien McKenzie reported on his attendance at the conference.
 - ii. Arizona Transportation Association Conference, Tucson; Melissa Ramos reported on her attendance.
 - iii. Yuma Regional Transportation Conference. Mr. Ward reported receiving feedback from agency needs and wants. He will consolidate all of the reported needs at a later board meeting.
- D. MPO/COG Director/Planner Meeting.
- E. Rural Transportation Advocacy Council activities. Four members attended
- F. Projects - Economic Development and Transportation.
- G. FY 2018-41 YMPO Long-Range Transportation Plan.

12. Possible Future Agenda Items

- A. YMPO In-Kind Matching and Annual Dues Policy.
- B. Annual Transportation Improvement Program.

11. Progress Reports

- A. March 23 - Public Meeting on Water Conservation, Paul Ward attended.
- B. March 27 - YMPO Bike Plan discussion with Kimley-Horn, Paul Ward and Charles Gutierrez participated.
- C. Mar 28-30 - Roads & Streets (Tucson, incl. travel). Charles Gutierrez and De'Laurien McKenzie attended.
- D. Mar 29 - EB meeting (Yuma County - Aldrich). Paul Ward and Crystal Figueroa attended.
- E. Mar 30 - A Submitted audit to clearinghouse.
- F. Apr 2 - YMPO staff meeting, All YMPO Office staff participated.
- G. Apr 2 - Lunch meeting with Greenlight TE, Paul Ward and Charles Gutierrez participated.
- H. Apr 4 - Breakfast meeting with Councilmember Watts, Paul Ward attended.
- I. Apr 4-24 - Charles' Surgery.
- J. Apr 8-10 - AzTA Transit Conference (Tucson), Melissa Ramos attended.
- K. Apr 9 - ADOT/YMPO Coordination meeting, Deputy Mayor Knight and Paul Ward attended.

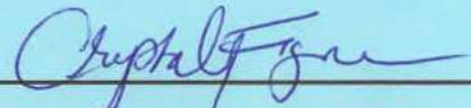
- L. Apr 9-11 - ESRI training course, De'Laurien McKenzie attended
- M. Apr 10 - COG/MPO Planner's meeting, Paul Ward attended by telecon.
- N. Apr 12 - TAC meeting, Paul Ward and Melissa Ramos attended.
- O. Apr 16 - OSHA Training (Fred Pryor), Paul Ward and Crystal Figueroa attended.
- P. Apr 19 - In-Kind Matching Funds review and discussion with Yuma County Finance Director, Gilberto Villegas, Paul Ward and Crystal Figueroa attended.
- Q. Apr 20 - STB meeting (Flagstaff), Deputy Mayor Knight and Paul Ward attended.
- R. Apr 23 - RTAC Board meeting, Vice-Mayor Ramos attended and Paul Ward participated by teleconference.
- S. Apr 23 - YMPO Bike Study discussion with CivTech, Paul Ward and De'Laurien McKenzie participated.
- T. Apr 25 - Administrative Professionals Day, all YMPO staff participated.
- U. Apr 26 - YMPO Audit Committee meeting, Paul Ward and Crystal Figueroa attended.

20. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:51 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.

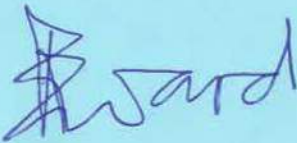
Minutes prepared by:



Crystal Figueroa, Accountant II/
Executive Assistant, YMPO

Minutes reviewed to form by:

Minutes approved in regular session on
May 31, 2018



Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization



Mayor Cecilia McCollough, Chairwoman
YMPO Executive Board