

## EXECUTIVE BOARD REGULAR MEETING MINUTES

*Local Governments & Citizens Working Together*

**EXECUTIVE BOARD  
Regular Meeting  
Thursday, May 25, 2017  
1:30 PM**

**Cocopah Resort and Conference Center  
15268 South Avenue B  
Somerton, Arizona 85364**

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 Kevin Adam to lead the Pledge of Allegiance.

2. Roll Call Attendance.

The YMPO Executive Assistant, Crystal Alonzo, 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, Southwest District Engineer, ADOT
Member	William "Bill" Craft, Councilmember, City of Yuma
Member	Maria Ramos, Councilmember, City of San Luis
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Martin Porchas, Board of Supervisors, Yuma County

YMPO Executive Board Members Absent:

Secretary/Treasurer	Jose Yopez, Mayor, City of Somerton
Member	Jacob Miller, Councilmember, City of Yuma

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

YMPO Staff Present:

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

Additional Attendees:

Kevin Adam	RTAC
Susan Thorpe	Yuma County

Declaration of Votes.

The Chairman submitted to Mr. Ward a proxy letter from City of Yuma Councilmember Jacob Miller and declared his proxy vote for a total of three votes.



3. Call to the Public.

Paul Ward, YMPO Executive Director, thanked the Cocopah Indian Tribe for hosting Executive Board Meeting. The Chairman concurred with Mr. Ward. No other members of the public addressed the Board.

4. Consent Agenda.

The Chairman entertained a motion on the consent agenda, specifically approval of the minutes for the April 27, 2017 Board meeting. The Chairman reported a correction to Gene Dalbey - his organization should be the Yuma Regional Bicycle Committee (YRBC) and not RTAC as written on page one. The Chairman also reported that he and Supervisor Pancrazi had attended the RTAC Board Meeting as shown on page 5 of the minutes under Progress Reports, by teleconference. Charles Gutierrez, YMPO Senior Planning/Mobility Manager, clarified that no slight was intended, but that the progress reports section only includes YMPO staff.

MOTION: Councilmember Bill Craft moved to approve the minutes of the April 27, 2017, Board meeting, with the correction regarding Gene Dalbey requested by Mayor Knight. Councilmember Maria Ramos seconded and the motion was unanimously approved.

5. FY 2014-18 YMPO Transportation Improvement Program (TIP) Amendment #15. Mr. Gutierrez presented information regarding the requested changes to projects in the FY 2014-18 YMPO TIP as follows:

- A. YMPO was recently notified about receiving \$246,019 in Surface Transportation Program funds (STBG) that need to be used by June 30, 2017. The City of Yuma requested to add a phase of a project to the current ADOT Giss Parkway Roundabout project to rehabilitate the pavement between the Roundabout and Castle Dome Avenue. The YMPO TAC recommended this use. Councilmember Maria Ramos asked for the City of Yuma's match amount - it would be \$ 14,871.
- B. In addition, \$669,086 in Highway Safety Improvement Program (HSIP) Funds were also available on the region's ADOT Federal-Aid ledgers. Mr. Ward explained that, out of the \$669,086 HSIP funds, the YMPO TAC recommended that \$85,000 be utilized for YMPO Regional Strategic Transportation Safety Plan Update in the FY 2017-18 Unified Planning Work Program (UPWP). Further, Mr. Gutierrez reported that the TAC also recommended the use of the remaining HSIP funds on the ADOT I-8 at Araby Road Roundabouts project, since funds cannot be used by other local agencies within the time frame available.

ADOT SW District Engineer, Paul Patane, expressed his concern that the funds were not being utilized consistently by other YMPO member agencies. However, he was willing to accept the funds currently available so they could be used within the region. Councilmember Ramos agreed, and urged the TAC to do a better job of programming such funds and avoid sitting on projects that are programmed on outer years, especially as the region will soon be competing with the remainder of the State for the available funds.

The Chairman decided to address this agenda item using two motions. The first was for the STBG funds and called for a motion.



MOTION: Councilmember Ramos moved to approve the \$246,019 to be used for the ADOT Giss Parkway Roundabout project. Supervisor Pancrazi seconded and the motion was unanimously approved.

The Chairman then called for a motion for the HSIP funds.

MOTION: Supervisor Pancrazi moved to approve up to \$669,086 in HSIP funds for the Araby Road project, with \$85,000 towards the Safety Plan, if approved by ADOT. Councilmember Bill Craft seconded and the motion was unanimously approved.

6. FY 2017 YMPO Unified Planning Work Program (UPWP) Amendment #3.

Mr. Ward asked to re-establish the \$20,000 in Federal Transit Administration (FTA) 5310 "pass-through" for Saguaro Foundation Services for FY 2016-17 that were removed in the prior Amendment #2 and also continue the funding through FY 2017-18 time-period. He reported that Saguaro Foundation staff had provided YMPO staff with the appropriate justification for the pass-through amount for the current years and for continuing the funding into the following year.

The Chairman called for a motion to approve Amendment #3 to the FY 2016-17 UPWP.

MOTION: Supervisor Porchas moved to approve Amendment #3 to the FY 2016-17 UPWP. Councilmember Ramos seconded and the motion was unanimously approved.

7. Draft YMPO FY 2017-18 UPWP & Annual Budget

Mr. Ward presented a hard-copy final version of the FY 2017-18 YMPO UPWP. All six studies remain included and will move forward, depending on the carried forward totals. Mr. Ward reported that actual funds will be confirmed within a couple of months.

He informed the Board that he will be requesting an additional \$15,000 in additional SPR funds from the State, since no increase has occurred in the past two to three years. As already approved as part of agenda item 5, \$85,000 in HSIP funds is targeted for funding the Safety Study Update, pending eligibility confirmation; \$20,000 "pass-through" funding has been added as a task item and \$8,000 in hardware cost for replacing YMPO Network Server has been deferred from the current UPWP to the next, and this line item will be raised to \$15,000.

Councilmember Maria Ramos asked Mr. Ward to explain a bit more about the 5304 funds. He went on to explain 5304 funds are a Federal Transit Administration (FTA) fund source primarily used for studies and transportation planning. They are not allocated by ADOT directly by formula and must be requested. For example, \$100,000 5304 Funds requested specifically for the Long-Range Transportation Plan last year last year. Mr. Ward specified 5304 are flexible spending funds and he will be requesting up to \$40,000 but can apply for more, if needed.

The Chairman called for a motion to approve the FY 2017-18 YMPO UPWP.

MOTION: Supervisor Porchas moved to approve the FY 2017-18 UPWP. Councilmember Ramos seconded and the motion was unanimously approved.



8. Update on the FY 2018-2041 YMPO Regional Transportation Plan

Mr. Gutierrez announced to the Board that they are coming to the close of the YMPO FY 2018-2041 Regional Transportation Plan, Air Quality Conformity Analysis and, Transportation Improvement Program process. There is only one more week left to submit any comments to him or Brent Crowther. The document is available at the YMPO website for comments. This item will be brought back for formal approval by the Executive Board on June 29th, together with the TIP and the Air Quality Conformity Analysis.

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

- A. Staff reports.
- B. TAC minutes.
- C. Conference Updates.
- D. The MPOs/COGs Director's/Planner's meeting.
- E. Rural Transportation Advocacy Council Activities.  
Further details of the presentation by Kevin Adam, RTAC Director, will be provided in due course.
- F. Projects - Economic Development and Transportation: Mr. Ward reported that there had been a request for proposals distributed by the Board of Environment Cooperation Commission for a variety of studies involving improvement on air pollution, improving access to clean safe water, promoting material and waste management specifically with sustainable solutions on trash flow. To enhance joint preparedness for environmental response, to enhance compliance assurance stewardship and fundamental strategy promoting environmental health. This is called the Border 2020, US and Mexico Environmental Program.

Mr. Ward indicated that he was prepared to submit a grant proposal for consideration, especially for air quality improvements, but the general consensus of Board members was that there was either not sufficient time and/or that the only subject (air quality) was too sensitive to submit without a lot more review by other affected agencies.

- G. Long Range Transportation Plan 2018-2041.

10. Possible Future Agenda Items

- A. Audit FY 2016-17: Accounting firm, Lumbard and Associates working on finalizing financial statements. Walker and Armstrong, audit firm will be conducting audit on June 5, 2017.

11. Progress Reports.

- A. COGs/MPOs Planner's meeting, May 5 Paul Ward attended.
- B. Three meetings with ADOT staff members, May 5, Paul Ward attended.
- C. Environmental and Right of Way review meeting for the Avenue E to Avenue D, SR-195 to County 18th Street project, May 8, Paul Ward attended.
- D. YMPO WACOG meeting, May 9, Paul Ward and Melissa Ramos attended.
- E. YMPO TAC meeting, May 11, Paul Ward, Charles Gutierrez and Melissa Ramos attended.
- F. Yuma Regional Development Group Brown Bag, May 15, Paul Ward and Charles Gutierrez attended.



- G. Teleconference with ADOT Safety and Planning staff, May 16, Paul Ward attended.
- H. COGs/MPOs Director's teleconference, May 16, Paul Ward attended.
- I. Meeting with Saguaro Foundation staff, May 17, Paul Ward, Charles Gutierrez and Melissa Ramos attended.
- J. Air Quality Workshop, May 23, Paul Ward was originally scheduled to attend but was not able to make the meeting.

Additional Comments

The Chairman recognized the Yuma County Administrator, Susan Thorpe, and asked if she would like to make any comments. Ms. Thorpe, thanked the Chairman and made known to the board that she wants to maximize any Federal safety funds available for Yuma County.

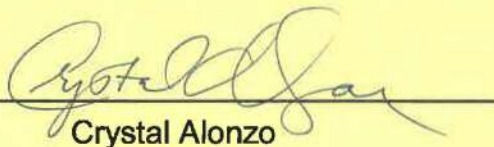
Mr. Gutierrez, YMPO Senior Planning/Mobility Manager personally thanked Mr. Ward for spearheading the YMPO office and bringing fresh ideas to YMPO staff.

12. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:50 p.m.

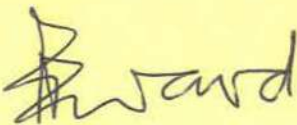
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Minutes prepared by:



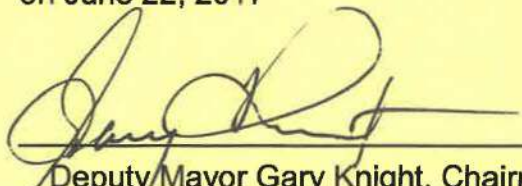
Crystal Alonzo  
Accountant II/Executive Assistant

Minutes reviewed to form by:



Paul D. Ward, Executive Director  
Yuma Metropolitan Planning Organization

Minutes approved in regular session  
on June 22, 2017



Deputy Mayor Gary Knight, Chairman  
YMPO Executive Board