

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, December 13, 2018
1:30 p.m.**

**City of San Luis, Council Chambers
1090 East Union Street
San Luis, Arizona 85349**

1. Call to Order and the Pledge of Allegiance.

YMPO Chairwoman, Mayor Cecilia McCollough, called the Executive Board (the Board) meeting of the Yuma Metropolitan Planning Organization (YMPO) to order at 1:33 p.m. She called on City of Yuma, Deputy Mayor Gary Knight 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
Member	Gary Knight, Deputy Mayor, City of Yuma
Member	Maria Ramos, Vice-Mayor, City of San Luis
Member	Martin Porchas, Board of Supervisors, Yuma County
Member	Miguel Villalpando, Councilmember, City of Somerton

YMPO Executive Board Members Absent:

Secretary/Treasurer	J. Deal Begay, Junior, Vice-Chairman, Cocopah Indian Tribe
Member	Jacob Miller, Councilmember, City of Yuma
Member	Karen Watts, Councilmember, City of Yuma
Member	Paul Patane, ADOT SW District Engineer
Member	Lynne Pancrazi, Board of Supervisors, Yuma County

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

YMPO Staff Present:

Executive Director	Paul Ward, Executive Director
Senior Planning	Charles A. Gutierrez, Senior Planning/Mobility Manager
Accountant II	Crystal Figueroa, Executive Assistant/Accountant II
Associate Planner	DeLaurien McKenzie, Associate Planner
Assistant Planner	Melissa Ramos, Assistant Planner

Additional Attendees:

Blake Herzog	Yuma Sun Reporter
Buna George	Greater Yuma Port Authority
Tadeo A. De La Hoya	City of San Luis Manager

Declaration of Votes.

City of Yuma Deputy Mayor, Gary Knight, submitted to Paul Ward, YMPO Executive Director, proxy letters from City of Yuma Councilmembers Jacob Miller and Karen Watts and declared their proxy votes, for a total of five votes for the City of Yuma.

3. Call to the Public.

No members of the public addressed the Board.

4. Presentation by the Honorable Santos Gonzalez Yescas, Mayor of the City of San Luis, Rio Colorado.

Mr. Paul Ward, YMPO Executive Director, informed Board members that Mayor Yescas was not able to attend the meeting, but he had requested to be able to attend a future meeting, when appropriate, at a mutually convenient time and date.

5. Consent Agenda.

A. Approval of the November 1, 2018, Meeting Minutes.

B. YMPO Income and Expenditure Report for October 2018.

Deputy Mayor Knight requested a typo correction on page 1 of the November 1, 2018 Meeting Minutes.

MOTION: Deputy Mayor Knight moved to approve the consent agenda with the correction requested. Vice-Mayor Maria Ramos seconded, and the consent agenda was unanimously approved.

6. Possible Policy on an Air Quality Emissions Bank.

Mr. Ward, informed Board members that Paul Melcher, the Yuma County Director of Economic Development and Intergovernmental Relations was not able to attend the meeting. As a result, Mr. Ward asked the Chairwoman to defer item to a future meeting.

7. FY 2018-19 YMPO Unified Planning Work Program (UPWP) Amendment #1

Mr. Ward presented Amendment #1 of the FY 2018-19 UPWP and reported on the memo with the various adjustments along with the respective financial tables. He mentioned that the Arizona Department of Transportation (ADOT) had confirmed FY 2017-18 brought forward amounts for the current UPWP. Mr. Ward informed the Board that some of the funding for studies that will be completed in next fiscal year were moved to other categories. He explained that there will still be a balance that we will need to carry forward to the next fiscal year to continue funding the studies already started or which will be started by the end of the fiscal year. He expected to present a new UPWP early next year.

MOTION: Deputy Mayor Knight moved to approve Amendment #1 of FY 2018-19 YMPO UPWP. Supervisor Martin Porchas seconded, and the consent agenda was unanimously approved.

8. Tentative Schedules for Calendar Year 2019 Executive Board and Technical Advisory Committee Meetings.

Melissa Ramos, YMPO Assistant Planner introduced the tentative schedule of Committee Meetings for the calendar year 2019. She mentioned the schedule mostly mirrors last years. Deputy Mayor Knight recommended the Board meeting for June 27, 2019, be held at Yuma County Aldrich Auditorium. Mr. Ward agreed that staff will confirm room availability.

MOTION: Supervisor Porchas moved to approve the Tentative Schedules for Calendar Year 2019 Executive Board and Technical Advisor Committee Meetings. Mayor Knight seconded, and the schedules were unanimously approved.

9. FY 2018 YMPO Audit Schedule

Ms. Figueroa reported on the current FY 2018 YMPO Audit Schedule. She reviewed three findings from the FY 2017 YMPO Audit and informed the Board of the steps taken to correct the findings. Ms. Figueroa informed the members that, in prior years, Lumbard and Associates prepared YMPO financial reports. However, recently, the Pun Group had acquired Lumbard and Associates and, with YMPO staff's agreement, would continue carrying out services under the existing contract. She mentioned that the FY 2018 Audit is on schedule and should be completed by our Auditors, Walker and Armstrong, by the end of February 2019.

Mr. Ward mentioned that YMPO is approaching the end of the fourth year with both companies and therefore will be putting out a request for qualifications for selecting new companies. He mentioned that whether the same companies remain the preferred ones, a need to establish updated contracts is necessary.

10. Regional Transit Asset Management Plan

Charles Gutierrez, YMPO Senior Planning/ Mobility Manager, informed the Board that during the last October and November meetings, the YMPO TAC and Executive Board officially adopted the new Transportation Performance Measures (TPM) in alignment with ADOT. He mentioned that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) is the cognizant agency for public transit in the region. Mr. Gutierrez presented YCIPTA's regionally submitted Transit Asset Management Plan (TAMP) for YMPO approval and forwarding to ADOT and federal agencies as required by the TPM process.

MOTION: Deputy Mayor Knight moved to approve the Yuma regional TAMP for forwarding to ADOT and federal agencies. Supervisor Porchas seconded, and the consent agenda was unanimously approved.

11. Resolution in Support of Renaming State Route 195

Mr. Ward presented on the pending initiative of re-naming State Route 195 after Robert A. Vaughan. Previously, in May 2012, the YMPO Board adopted Resolution 128, supporting the renaming of State Route 195. SR-195, also known as the Area Service Highway (ASH), is to be called the Robert A. Vaughan Expressway (RAVE), after the first Executive Director of YMPO (1983 to 1999). However, the rules of the Arizona State Board on Geographical and Historic Names require a delay of five years following the demise of an honoree. That time has expired and the Historic Names Board is expected to meet in April of 2019 to consider this action.

Mr. Ward recommended the Board review the provided existing Resolution and might decide to support renaming the roadway with their updated signatures. He affirmed to bring back the item with an updated resolution in support of this renaming. The Chairwoman deferred this item for action to a future meeting.

12. Executive Director's Evaluation

Mr. Ward briefly reviewed last year's evaluation process and mentioned that during the process, some members suggested that the criteria used in the evaluation form were not particularly appropriate for the Director-level position. Since then, Mr. Ward mentioned that he had discovered an old set of YMPO Policies and Procedures which included a process for evaluating the Executive Director. These procedures outline a subcommittee that included the YMPO Chairperson who selects two Board members from different jurisdictions to evaluate and report back to the Board. Mr. Ward asked members what their preference was for carrying out his evaluation, the same as last year or a subcommittee, or another option ?

The Chairwoman recommended a subcommittee and said she would select Board members who have regularly attended meetings and could properly evaluate the Director's performance. Mr. Ward clarified that the reason the subcommittee is composed of three different jurisdictions instead of four, is to avoid a quorum. The Chairwoman agreed to contact Mr. Ward and set up a subcommittee meeting for his evaluation and to report back to the Board at the next meeting.

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

This agenda item is an opportunity for members and staff to update the Board regarding recent occurrences, as shown below. If written information is available, it will be included in an attached Information Summary.

- 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.

14. Possible Future Agenda Items.

The following items will be heard at a future meeting.

- A. Election of YMPO Officers for Calendar Year 2019.
- B. Annual Declaration of Votes.
- C. FY 2020-2024 YMPO Transportation Improvement Program

15. Progress Reports.

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

- A. November 8 – YMPO TAC Meeting, Paul Ward, Charles Gutierrez, Melissa Ramos, De'Laurien McKenzie attended
- B. November 8 – Yuma Bike Coalition Board Meeting, Charles Gutierrez and De'Laurien McKenzie attended.
- C. November 8 – Yuma County Open House for County 14th Street Improvements, Charles Gutierrez attended.
- D. November 13-14 - Title VI Implementation WebEx, Charles Gutierrez participated.
- E. November 13-16 - Finance Statement field work, Paul Ward and Crystal Figueroa participated.
- F. November 14 - ADOT/YMPO Coordination Meeting, Paul Ward and Charles Gutierrez attended.
- G. November 16– State Transportation Board Meeting, Paul Ward attended.
- H. November 28 – TRB Webinar: Changes in Demographics and Markets for Public Transportation, Melissa Ramos attended.
- I. November 28 – 5304 Grant Submittal, Paul Ward submitted.
- J. November 28 – Arizona State Names Board telecon, Paul Ward participated.
- K. November 29 – Yuma County Chamber of Commerce, Paul Ward attended.
- L. December 5 – Mapping the Desert (AWC GIS), Paul Ward, Charles Gutierrez, and De'Laurien McKenzie attended.
- M. December 6 – Mobility Managers Meeting, Charles Gutierrez attended
- N. December 10 - ADOT/YMPO Coordination Meeting, Paul Ward and Charles Gutierrez attended.
- O. December 13 - YMPO TAC meeting, Charles Gutierrez, De'Laurien McKenzie and Melissa Ramos attended.

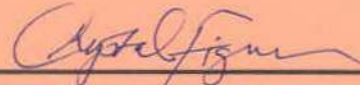
16. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:21 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

Preparation and Approval of Minutes:

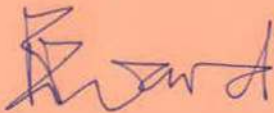
Minutes prepared by:



Crystal Figueroa, Accountant II/
Executive Assistant, YMPO

Minutes approved in regular session on
January 31, 2018

Minutes reviewed to form by:



Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization



Mayor Cecilia McCollough, Chairwoman
YMPO Executive Board