

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, September 27, 2018
1:30 p.m.**

**City of Somerton
143 North State Street
Somerton, Arizona 85350
Map at the End of the Agenda**

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 the Mayor, City of Somerton, Jose Yepez, 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
Vice Chair	Jose Yepez, Mayor, City of Somerton
Secretary/Treasurer	J. Deal Begay, Junior, Vice-Chairman, Cocopah Indian Tribe
Member	Gary Knight, Deputy Mayor, City of Yuma
Member	Mike Jones for Paul Patane, ADOT SW District Engineer
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Martin Porchas, Board of Supervisors, Yuma County

YMPO Executive Board Members Absent:

Member	Jacob Miller, Councilmember, City of Yuma
Member	Maria Ramos, Vice-Mayor, City of San Luis
Member	Karen Watts, 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, 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

Additional Attendees:

Gene Dalbey	Yuma Regional Bicycle Coalition
Blake Herzog	Yuma Sun Reporter

Gerardo Anaya
Susan Thorpe
Minda Davy

City of San Luis, Vice-Mayor
Yuma County Administrator
Byrne & Benesch P.C.

Declaration of Votes.

Deputy Mayor Gary Knight submitted to Paul Ward, YMPO Executive Director, proxy letters from Councilmembers Jacob Miller and Karen Watts he declared their proxy votes, for a total of five votes for the City of Yuma. Mr. Ward reported that Paul Patane had submitted a request that Mike Jones of his staff be recognized as his alternate.

The Chairwoman Cecilia McCollough paused to recognize the City of Somerton Mayor, Jose Yepez. Mayor Yepez, on behalf of the City of Somerton Council and Staff, welcomed the YMPO and its members to the City Hall Council Chambers. He then introduced the City of Somerton's Vice-Mayor and, recently, Mayor-elect Gerardo (Jerry) Anaya. Mayor Yepez reported that the Mayor-elect will officially assume his new position during the last week of November. Mayor Yepez invited Vice-Mayor Anaya to take his chair as the YMPO representative for the City of Somerton.

Vice Mayor Anaya introduced himself as a Civil Engineer by profession, employed by the City of Yuma. He mentioned he had been on the Somerton City Council for nine years and served as Mayor when Martin Porchas ran for County Supervisor. Vice Mayor Anaya added that the position of Vice-Chair on the YMPO Executive Board might be short-lived because he is currently serving with another board. The new City of Somerton Council will be appointing its members to various boards as representatives soon.

At this point many members of the Executive Board thanked Mayor Yepez for his years of public service and welcomed Vice Mayor Anaya.

3. Call to the Public.

No members of the public addressed the Board.

4. Consent Agenda.

A. Approval of the August 30, 2018, Meeting Minutes.

B. YMPO Income and Expenditure Reports for August 2018.

Deputy Mayor Knight questioned the Workers' Compensation Insurance line item which shows a 60% expense only two months into the fiscal year. Ms. Figueroa answered that Workers' 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 Gary Knight moved to approve the consent agenda, as presented. Supervisor Porchas seconded, and the consent agenda was unanimously approved.

5. YMPO Officials for the Remainder of the Calendar Year 2018 and for 2019.

Paul Ward, YMPO Executive Director, expressed his understanding that Mayor Yopez has handed over his position to Vice-Mayor Anaya as a temporary member of the Board as the representative for the City of Somerton. Mr. Ward mentioned that Mayor Yopez has held the position of the YMPO Board Vice-Chair for the past several months and raised the question if Vice-Mayor Anaya would automatically become the Vice-Chair of YMPO or whether the next elected official in-line, J. Deal Begay Jr., Vice-Chairman of the Cocopah Indian Tribe, would take over as Vice-Chairman of the YMPO.

Mr. Ward stated that the YMPO By-Laws do not explain whether Vice-Mayor Anaya's transition onto the Board would be as the Board Vice-Chairman, Mayor Yopez's current position. The legal opinion of the YMPO Attorney regarding the assumption and/or replacement of YMPO officeholders was provided and Mr. Ward asked members for their opinions.

After general discussion, the Board decided to defer action on the assumption/election of the YMPO Vice-Chair position and keep the position vacant until the City of Somerton Council officially appoints a new representative to the YMPO Board. The current understanding is that the Board will then decide if the appointed City of Somerton representative or current YMPO Secretary Treasurer, Vice-Chairman Begay of the Cocopah Indian Tribe, will take over the position as the YMPO Vice-Chair.

6. 2018 Rural Transportation Summit (RTS).

Mr. Ward reported to the Board about the expected attendance at the 2018 Rural Transportation Summit and estimated that approximately nineteen possible attendees would be present. Mr. Ward mentioned that, on Wednesday evening, the Mayor of Lake Havasu City would host a welcome reception for all attendees early in the evening. Mr. Ward then invited all YMPO region attendees to participate in a dinner at a location to be determined, probably one of the London Bridge Resort restaurants.

He suggested that this dinner would be an excellent opportunity for members to understand how they could best "lobby" any senior ADOT staff members and/or State Transportation Board (STB) members that they might meet at the Summit regarding our region's transportation needs. This was especially important for any of those attendees who expected to also be able to attend the STB meeting scheduled for Friday.

7. UPWP Local Matching Funds and Entity Dues.

Crystal Figueroa, YMPO Accountant, presented the Board with a summary of how Local Matching funds are calculated and provided the Entity Dues estimates for the FY 2018 Unified Planning Work Program. She mentioned that various factors needed consideration before providing final invoices to member agencies which would happen during the October/November timeframe. She provided YMPO historical data of prior non-in-kind match per agency that showed that an average of 15-17% of the total budget was local match and about half of that amount (7-8% of the budget) was cash match. She concluded her presentation by mentioning that the provided estimates were being released for member agencies to use for their budgetary development purposes.

8. Changes to YMPO FFY 2019 Federal Funds in the FY 2018-20122 YMPO Transportation Improvement Program.

Charles Gutierrez, YMPO Senior Planning/Mobility Manager, informed the board that on September 7, 2017, YMPO received the notification that on the August Federal funds ledger there was a credit from the Juan Sanchez Boulevard: 10th Avenue to Avenue E Safety project in the amount of \$61,559 in Highway Safety Improvement Program (HSIP) Funds. He mentioned that YMPO will loan the entire amount to ADOT and have it returned at the beginning of Fiscal Year (FY) 2019. Also, during FY 2019, there will be an additional transfer of \$18,000 to go back to this project at the request of ADOT.

Mr. Gutierrez mentioned that, due to the timing of the release of funds to the ledgers, there was not time available to consult the YMPO Technical Advisory Committee (TAC). As a result, the Board is being requested to directly approve a loan of \$61,559 in HSIP funds loan to ADOT and return with the FY 2019 funds and to authorize the transfer of \$18,000 back to the Juan Sanchez project in due course, as part of the close out process.

MOTION: Deputy Mayor Gary Knight moved to approve the requested loan and subsequent transfer, as presented. Supervisor Pancrazi seconded, and the motion was unanimously approved.

12. Executive Director's Report/Summary of Current Events/Board Member Reports & 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 the written information is available, it will be included in the attached Information Summary.

- A. Staff Reports.
- B. TAC Minutes.
- C. Conference Updates:
 - i. US-Mexico Joint Working Committee, September 5/6, San Diego.
- D. State Transportation Board (STB), Study Session, September 21, Florence. Mr. Ward asked Mr. Knight about his opinion on approaching the STB during the next STB meeting in Lake Havasu City. Mr. Knight recommended to remain positive when addressing the STB and to be project specific to what the Yuma Region needs are.
- E. MPO/COG Director/Planner Meeting.
- F. Rural Transportation Advocacy Council activities (none recently).
- G. Projects - Economic Development and Transportation.
- H. FY 2018-41 YMPO Long-Range Transportation Plan.

13. Possible Future Agenda Items

The following item will be heard at a future meeting.

- A. Revised October meeting (deferred to November 1, 2018), City of Yuma;
- B. FY 2019-23 YMPO TIP (November meeting) and the possible use of YMPO Funds for Member Agency TIP Funded project

Deputy Mayor Knight recommended a possible future agenda item for a commerce rail corridor from Mexico via the POE II for discussion after the conversation by Mayor

Nicholls, Mayor Yopez and Mr. Knight. He also recommended an agenda item for the Defense Access Roads, a presentation to Colonel Poppenberger, for funding that has to be applied for by a military installation.

14. Progress Reports.

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

- A. Sep 21 - STB meeting (Florence), Paul Ward attended.
- B. Sep 25-26 - 5310 Implementation workshop, Crystal Figueroa and Melissa Ramos attended.
- C. Sep 26 - London Bridge walk-through, Charles Gutierrez attended.
- D. Sep 27 - YMPO Traffic Counter's Safety meeting, all traffic-counting staff attended.
- E. Sep 28 - GIS training with City of Somerton staff, De'Laurien McKenzie attended.
- F. Oct 1 - YMPO Staff meeting - all YMPO office staff attended.
- G. Oct 1 - Meeting with COY Elected Officials and Administrator, Paul Ward attended.
- H. Oct 2 - Census 2020 Participant Statistical Area Program Workshop - Charles Gutierrez and De'Laurien McKenzie attended.
- I. Oct 2 - Meeting with City of San Luis Manager - Paul Ward attended.
- J. Oct 2 - ASRS Employer Conference - Crystal Figueroa attended.
- K. Oct 4 - Roundtable meeting with Governor Ducey - Paul Ward attended.
- L. Oct 10 - Receiving and Displaying of new Pictometry-generated regional aerial photograph. - De'Laurien McKenzie and Robert Aguilar attended.
- M. Oct 10-12 - Navigating the OMB Super Circular Training, Denver, Paul Ward and Crystal Figueroa attended.
- N. Oct 11 - TAC meeting, Charles Gutierrez, De'Laurien McKenzie and Melissa Ramos attended.
- O. Oct 15-16 - FHWA Safety Analyst Peer Exchange, Phoenix, Paul Ward attended.
- P. Oct 22 - ADOT/YMPO Coordination meeting, Paul Ward attended.

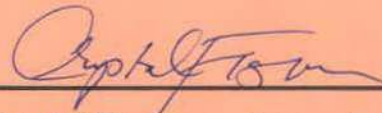
20. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:32 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:

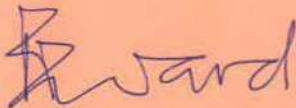
Minutes prepared by:



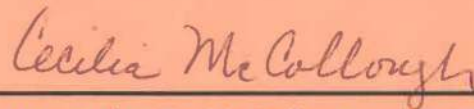
Crystal Figueroa, Accountant II/
Executive Assistant, YMPO

Minutes approved in regular session on
November 1, 2018

Minutes reviewed to form by:



Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization



Mayor Cecilia McCollough, Chairwoman
YMPO Executive Board