

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, January 25, 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 Supervisor Darren Simmons 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	Michael Jones for Paul Patane, ADOT SW District Engineer
Member	J. Deal Begay, Jr., Vice Chairman, Cocopah Indian Tribe
Member	Karen Watts, Councilmember, City of Yuma
Member	Darren Simmons for Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Darren Simmons for 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
Member	Maria Ramos, Vice Mayor, City of San Luis

As members from five, 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
Assistant Planner	Melissa Ramos

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 Members

The Chairman announced the new council member for the city of Yuma replacing Bill Craft as Karen Watts. Councilmember Watts was not present but was expected to arrive soon.

4. Call to the Public

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

5. Consent Agenda

- A. Approval of the December 14, 2017, Board Meeting Minutes.
- B. Approval of the YMPO Income and Expenditure Reports for December 2017
- C. Approval of the Transportation Performance Measures Letter to ADOT
- D. Approval of the Revised Schedule for 2018 Executive Board Meetings

The Chairman entertained a motion to approve for the consent agenda, as presented.

MOTION: Vice-Chair McCollough moved to approve the consent agenda, as presented. Supervisor Darren Simmons seconded, and the motion was unanimously passed.

Councilmember Karen Watts joined the meeting at 1:34 p.m. and was formally introduced by the Chairman as the new representative for the City of Yuma.

6. Annual Declaration of Votes

As required by YMPO By-Laws, the Chairman declared the annual votes for the City of Yuma for Calendar Year 2018 as follows: 2 votes for himself, 2 votes for Councilmember Watts and 1 vote for Councilmember Miller with a total of 5 votes for the City of Yuma.

7. Election of Committee Members

The Chairman recommended to defer agenda item to the next Board meeting until more members of the Board are present. Paul Ward agreed and continued by reporting that, in prior years, the State Transportation and RTAC Boards have had individuals nominated by YMPO as primary representatives. An alternate has also been identified in the past and suggested the possibility to regard all Board members as alternates for the State Transportation Board and similarly for the RTAC.

The Chairman entertained a motion to defer item to the next Board meeting.

MOTION: Supervisor moved to defer this item to the next Board meeting. Councilmember Watt seconded, and the motion was unanimously passed.

Vice Chairman J. Deal. Begay, representing the Cocopah Indian tribe, joined the meeting at 1:39 p.m.

8. FY 2018 YMPO Unified Work Program (UPWP) Amendment #1

Mr. Ward presented Amendment #1 of the FY 2018 YMPO Unified Planning Work Program (UPWP) and explained the reduction of federal funds available from \$1.5 million to \$1.2 million in detail.

The Chairman entertained a motion to approve the FY 2018 YMPO UPWP, Amendment #1.

MOTION: Vice-Chair McCollough moved to approve the FY 2018 YMPO UPWP Amendment #1. Supervisor Watts seconded, and the motion was unanimously passed.

9. Executive Director's Evaluation

The Chairman entertained a motion to recess to Executive Session.

MOTION: Vice-Chair McCollough moved to recess into Executive Session. Councilmember Watts seconded and the motion was unanimously passed.

10. Reconvene to Public Meeting

The Chairman entertained a motion to reconvene to Public Meeting at 2:16 pm.

MOTION: Vice-Chair McCollough moved to reconvene into regular session. Councilmember Watts seconded and the motion was unanimously passed.

11. Executive Director's Evaluation

The Chairman mentioned there was no need to discuss this item at this time, as action would be deferred to the next meeting. He moved onto the next item.

12. State Transportation Board (STB) Visit to the Yuma Region

The Chairman mention that he and Mr. Ward had attended the previous STB meeting in Sierra Vista earlier in the month and announced the next meeting will be held in Yuma on February 16, 2018, in the City of Yuma Council Chambers, starting at 9:00am.

Similar to prior occasions, Mayor Douglas Nicholls and the YMPO Executive Board will host the dinner for STB members, the evening before the meeting, February 15, 2018. He mentioned that the time and venue were still pending and would inform attendees as soon as that information became available.

The Chairman then announced that the Arizona Governor will also be in town on February 16th to give a 'State of the State' address at the Arizona Western College, starting at 11:30am. Due to the time in proximity of the meetings, he mentioned information would be conveyed to the STB accordingly and explained that STB meetings normally only last a couple of hours. The Chairman also mentioned a potential tour for Thursday of Yuma Proving Ground along with a helicopter ride over US Route 95 for STB members. More information to follow in due course.

13. 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 mentioned to have received a report and will be sending that to members for information purposes.

F. Projects - Economic Development and Transportation. Mr. Gutierrez mentioned YMPO successfully put forth the RFP for the Safety Update Study and would close mid-February.

14. Possible Future Agenda Items

- A. Draft FY 2018-19 YMPO UPWP - outline program with possible work items.
- B. FY 2016-17 Audit.
- C. Appointment/Election of YMPO Officers. The Chairman mentioned the February Board meeting would be his last as Chairman, Vice-Chair Mayor McCollough would become the new Chair, and so forth, for the elevation of YMPO Officers.
- D. Executive Director's Possible Salary Increase. The Chairman requested that this item should be added to the agenda for consideration at the next Board meeting.

15. Progress Reports.

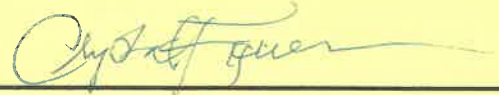
- A. December 4 - Staff meeting, all YMPO staff attended
- B. December 5 - Breakfast meeting with consultant; Paul Ward and Charles Gutierrez attended;
- C. December 5/6 - FHWA Planning Grant workshop; Paul Ward, Charles Gutierrez, Crystal Figueroa, and Melissa Ramos attended;
- D. December 8 - MPO/COG Planner's meeting; Charles Gutierrez attended
- E. December 11 - DeLaurien McKenzie started as a planning staff member;
- F. December 11 - Teleconference with ADOT TDMS staff; Paul Ward and Charles Gutierrez participated;
- G. December 11 - Monthly ADOT Coordination meeting Paul Ward and Charles Gutierrez attended;
- H. December 13 - Meeting with Blake Herzog (Yuma Sun); Paul Ward attended;
- I. December 13 - Meeting with ADEQ Community Liaisons; Paul Ward and Charles Gutierrez attended;
- J. December 14 - TAC meeting; Charles Gutierrez, Melissa Ramos, and Delaurien McKenzie attended;
- K. December 14 - Lunch and EB meeting (San Luis) - Paul Ward, Charles Gutierrez, Crystal Figueroa, Melissa Ramos, and Delaurien McKenzie attended;
- L. December 21 - Discussion with ADOT on Rail Plan; Paul Ward, Charles Gutierrez, and Delaurien McKenzie participated;
- M. January 3 - Inauguration Ceremony City of Yuma; Paul Ward attended
- N. January 9 - 5310 Webinar ADOT; Charles Gutierrez and Melissa Ramos participated
- O. January 11 - YMPO TAC meeting; Charles Gutierrez, Melissa Ramos, and Delaurien McKenzie attended
- P. January 11 - Good Morning Yuma; Paul Ward attended
- Q. January 15-18 - Walker and Armstrong Auditing Firm; Paul Ward, Crystal Figueroa, and Melissa Ramos participated
- R. January 16 - ADEQ AQ Stakeholder Meeting; Paul Ward and Charles Gutierrez attended
- S. January 17 - YMPO Regional Mobility Committee meeting; Charles Gutierrez, Melissa Ramos, and Delaurien McKenzie attended
- T. January 19 - Arizona State Transportation Board; Paul Ward attended
- U. January 19 - HURF Exchange Program Webinar; Charles Gutierrez participated

20. Adjournment.

Mr. Ward thanked the Chairman for his service (so far) as a member of the Executive Board, and his invaluable assistance during his first full year as Director at YMPO. The meeting was adjourned at 2:37 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
February 22, 2018

Minutes reviewed to form by:



Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization



Deputy Mayor Gary Knight, Chairman
YMPO Executive Board