

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

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

**City of Yuma
City One Plaza
Yuma, Arizona 85354
Room 190**

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 1:30 p.m. She called on the ADOT SW District Engineer, Paul Patane, 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	Paul Patane, ADOT SW District Engineer
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
Secretary/Treasurer	J. Deal Begay, Jr., Vice-Chairman, Cocopah Indian Tribe
Member	Jacob Miller, Councilmember, City of Yuma
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:

Gene Dalbey	Yuma Regional Bicycle Coalition
Blake Herzog	Yuma Sun

Declaration of Votes.

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

3. Call to the Public

No members of the public addressed the Board.

4. Consent Agenda

A. Approval of July 26, 2018, Board Meeting Minutes.

B. YMPO Income and Expenditure Reports for July 2018.

MOTION: Deputy Mayor Gary Knight moved to approve the consent agenda, as presented. Vice Mayor Ramos seconded, and the consent agenda was unanimously approved.

5. Federal Functional Classification Rebalancing

Charles Gutierrez, YMPO Senior Planning/Mobility Manager, explained that ADOT has made a clear determination with their consulting team for the Federal Classification System throughout Arizona that there were approximately 3,000-5,000 miles of unaccounted roadways in the entire state. He mentioned ADOT is in the process of rectifying this issue for the entire State system. Mr. Gutierrez emphasized the Federal Functional Classification handout for Arizona, and further emphasized on the concepts and criteria used for roadway classification. He mentioned that ADOT gave a presentation to the YMPO Technical Advisory Committee (TAC) members and is currently working closely with the cities and towns to complete the classifications and submitted to ADOT.

6. Mobility Management and PASS Training

Mr. Gutierrez informed the board about the 5310 Enhanced Mobility of Seniors and Individuals with Disabilities grant program administered by the Arizona Department of Transportation (ADOT) under the Federal Transit Administration (FTA). The Coordinated Mobility Program, FTA Section 5310, is a grant program that provides funding to assist with costs for mobility management activities, the purchase of capital equipment, and operations to meet the mobility needs of seniors and individuals with disabilities at any age. The goal is to remove barriers to transportation services and to expand the transportation mobility options available.

YMPO Assistant Planner and Assistant Mobility Manager, Melissa Ramos, provided the board with a brief presentation on the Passenger Assistance and Sensitivity (PASS) Training program for transit operators. She reported the purpose of the training was to identify and share personal attitudes along with perceptions of people utilizing public transportation. Also, to acquire skills and become familiar with passenger assistance, especially those with impairments or disabilities. She mentioned YMPO's Mobility Management goal is to carry out occasional inspections on providers under the 5310 Program, provide support, and provide a connection for adequate training to transit operators.

7. STBG Call for Projects

Mr. Gutierrez informed the Board that, each year, YMPO receives approximately \$1,080,229 in Federal Surface Transportation Block Grant Program (STBG) funds with an Obligation Authority (OA) rate at 94.9%. This results in \$1,025,137 and is equivalent to \$922,656 in Highway User Revenue Funds (HURF) at an exchange rate of 90/10%. He reported that YMPO has made a Call for Projects to all members and are awaiting the final submissions. Mr. Gutierrez mentioned that, so far, there haven't been any projects for FY 2019-23 submitted; however, there was still time to identify some projects. He went on to explain that YMPO will be developing a five-year TIP on an annual basis which will allow for better management and avoid having so many amendments.

ADOT Southwest District Engineer, Paul Patane, offered his help to the smaller agencies to help develop a list of potential projects. He recommended a yearly meeting between the MPO, ADOT, City and Town staff to dialogue and come up with a list of projects and further provide funding guidance. Mr. Ward concurred and supported the idea. Mr. Gutierrez asked the Board to contact their TAC representatives and urge them to put forth projects for their area.

8. FY 2018-2022 YMPO TIP Amendment #5

Mr. Gutierrez presented the Yuma County request to amend the FY 2018-22 YMPO TIP to increase funds on project number YC-BR-05C (Ave 37E and County 6th Street). He mentioned the increase will add \$250,000 to the current \$500,000 in Federal Off-System Bridge Replacement and Rehabilitation (BR) funds and increase the total project cost to \$795,334, including additional Local Match. He went on to inform the board that originally the bridge rehabilitation project expected that the 12 girders were going to be salvaged and reused. However, the slabs are deteriorating and will have to be replaced. The increase covers the cost of the replacement of the concrete girders

Mr. Gutierrez then moved on to the second portion of the Amendment. The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) had requested several changes to Transit TIP projects to accommodate a Grant that YCIPTA has made through FTA. He handed out a form that included the changes. Deputy Mayor Knight suggested that he understand that some line items increase, and others decrease, but wanted to know what the bottom line was, as he was concerned that it resulted in an overall major increase. Mr. Gutierrez reported that this request is a re-adjustment according to the STP grant YCIPTA has applied for.

MOTION: Deputy Mayor Knight moved to approve the FY 2018-2022 TIP Amendment #5. Supervisor Martin Porchas seconded, and the FY 2018-2022 YMPO TIP Amendment #5 was unanimously approved.

9. 2018 Rural Transportation Summit (RTS)

Mr. Ward presented on the Arizona RTS 20th Anniversary conference that will be held at the London Bridge Resort in Lake Havasu City from October 24, 2018 to October 26, 2018. Mr. Ward mentioned that YMPO has previously offered to pay for all members of the Executive Board but, so far, only two members of the Board have signed up. Mr. Ward mentioned that he will be contacting each City and Town to determine who their representatives will be for the RTS.

Vice-Mayor Ramos asked YMPO staff if it was possible to have an employee from the City of San Luis represent in lieu of a councilmember since she won't be able to attend and knows the other San Luis Councilmembers have other engagements already. Mr. Ward said he would rather have someone to represent each member agency, even a staff member, if an elected representative was not available, rather than no one. He mentioned that, the invitation had also been extended to two members of the TAC, specifically the Chair, Jennifer Albers from the City of Yuma, and the Vice-Chair, Maggie Castro from Yuma County.

10. Approval of Preferred Firms for the Bike/Ped and Traffic Count Studies

Mr. Gutierrez reported that the Requests for Proposals (RFP) for the Bike and Pedestrian and the Traffic Count Network Studies were released on July 19, 2018. On August 16, the TAC was presented with three proposals for the Traffic Count Network Study (TCNS), from Works Consulting, Rick Engineering, and Kimley Horn and five proposals for the Bicycle and Pedestrian Study and Design Standards (BPSDS) from Wilson and Company, Kimley Horn, Coffman Studio, CivTech, and Greenlight Traffic Engineering. He presented on the recommendations made by the TAC.

Kimley Horn and Associates were recommended as the preferred candidate company to complete the TCNS and Greenlight Traffic Engineering for the BPSDS.

MOTION: Deputy Mayor Knight moved to authorize the Executive Director to negotiate with the preferred firms for the Bicycle and Pedestrian Study and Design Standards and the Traffic Count Network Studies. Vice Chair Ramos seconded, and the item was unanimously approved.

11. ADOT and Federal Funding in the ADOT Highway Program

Mr. Ward informed the board that he had met with the ADOT Transportation Planning Division Director, Greg Byres and other ADOT staff. He mentioned he had presented the analysis of the number of funds programmed within the Yuma region in the ADOT Five-Year Transportation Facilities Construction Program during the past fifteen years. Essentially, he asked Mr. Byres to review the numbers and agree that at least the information is accurate. Mr. Ward also mentioned speaking to Mayor Nichols and receiving a suggestion by a member of the board to speak to other member agencies to give the same presentation to relay what is happening with the region's funding. While Mayor Nichols agreed with the suggestion, he also suggested the development of a plan of what to do next. Supervisor Martin Porchas expressed interest in having Mr. Ward present to the Board of Supervisors on this subject.

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. League of Arizona Cities and Towns Conference, Phoenix.
- D. State Transportation Board, August, Show Low.

- E. MPO/COG Director/Planner Meeting, August 23, Phoenix.
- 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. Attendance at October 24/25 State Transportation Board in Lake Havasu City), following the Rural Transportation Summit (September meeting);
- B. FY 2019-23 YMPO TIP (September meeting) and the possible use of YMPO Funds for Member Agency TIP Funded projects.

14. Progress Reports.

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

- A. July 27 - P.A.S.S. Training, Melissa Ramos participated.
- B. July 27 - Cocopah Swearing-In Ceremony, Paul Ward attended.
- C. July 31 - Meeting with Greg Wilkinson, Paul Ward attended.
- D. Aug 1 - Meeting with San Luis Vice-Mayor Maria Ramos, Paul Ward attended.
- E. Aug 2 - 5310 Applications Review Session, Charles Gutierrez attended, and Melissa Ramos participated.
- F. Aug 3 - COG/MPO Planner's meeting; Charles Gutierrez attended.
- G. Aug 6 - YMPO staff meeting; all YMPO staff attended.
- H. Aug 7 - Statewide Emissions Inventory meeting; Paul Ward participated.
- I. Aug 9 - YMPO TAC meeting; Paul Ward, Charles Gutierrez, De'Laurien McKenzie and Melissa Ramos attended.
- J. Aug 13 - ADOT/YMPO Coordination meeting; Deputy Mayor Knight, Paul Patane, Paul Ward and Charles Gutierrez attended.
- K. Aug 16 - Received responses for Requests for Qualifications for the Bike/Ped and Traffic Counts studies and distributed them to TAC members for review and ranking; all YMPO staff assisted.
- L. Aug 20 - Meeting with ADOT Transportation Planning Director; Paul Ward attended.
- M. Aug 21- GIS Training with County- DeLaurien McKenzie attended.
- N. Aug 20-23 - League of Arizona Cities and Towns Conference; Paul Ward attended.
- O. Aug 23 - MPO/COGs Director's meeting; Paul Ward attended.
- P. Aug 23 - Special TAC meeting to rank proposals for Bike/Ped and Traffic Count studies; Charles Gutierrez and De'Laurien McKenzie attended.
- Q. Aug 27 - Meeting with YCIPTA Director to review TIP Amendment requests; Paul Ward attended.

20. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:35 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:



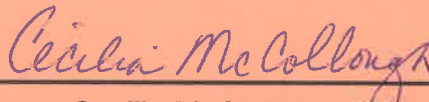
Crystal Figueroa, Accountant II/
Executive Assistant, YMPO

Minutes reviewed to form by:

Minutes approved in regular session on
September 27, 2018



Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization



Mayor Cecilia McCollough, Chairwoman
YMPO Executive Board