

## EXECUTIVE BOARD REGULAR MEETING MINUTES

*Local Governments & Citizens Working Together*

**Executive Board  
Regular Meeting  
Thursday, July 30, 2020  
1:35 P.M.**

**The Meeting was held using GoToMeeting  
By Video and/or Teleconference from the  
Main Conference Room at the YMPO Offices at  
502 South Orange Avenue, Yuma, Arizona 85364**

1. Call to Order and the Pledge of Allegiance.  
The Yuma Metropolitan Planning Organization (YMPO) Chair, Martha Garcia, called the YMPO Executive Board (the Board) meeting to order at 1:35 p.m. She asked members to join her in reciting 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:

Chair	Martha Garcia, Vice-Mayor, City of Somerton *
Vice-Chair	Maria Cruz, Vice-Mayor, City of San Luis *
Member	Cecilia McCollough, Mayor, Town of Wellton *
Member	Gary Knight, Councilmember, City of Yuma *
Member	Paul Patane, ADOT Southwest District Engineer *
Member	Lynne Pancrazi, Board of Supervisors, Yuma County *
Member	Karen Watts, Deputy Mayor, City of Yuma *

^ Members attended in person.

\* Members participated by teleconference.

YMPO Executive Board Members Absent:

Secretary/Treasurer	Martin Porchas, Board of Supervisors, Yuma County
Member	Chris Morris, Councilmember, City of Yuma
Member	Vacant, Cocopah Indian Tribe

As six out of seven, constituent member agencies were present, the quorum requirement was met.

YMPO Staff Present:

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

Additional Attendees:

Susan Thorpe                      Yuma County Administrator  
Kevin Adams                      RTAC Liaison

Declaration of Votes:

Councilmember Knight announced to have a proxy for Councilmember Chris Morris vote if he didn't successfully join the Board meeting.

3. Title VI Declaration and Call to the Public

DeLaurien McKenzie, YMPO Associate Planner, read the YMPO Title VI obligations. No members of the public addressed the Board.

4. Consent Agenda

- A. Approval of the June 25, 2020, Board Meeting Minutes.
- B. YMPO Income/Expenditure Report for June 2020.

MOTION: Councilmember Knight moved to approve the consent agenda, as presented. Deputy Mayor Watts seconded, and the motion was unanimously approved.

5. FY 2022-2045 YMPO Long-Range Transportation Plan (LRTP) Update – Approve Preferred Consultant Team.

Paul Ward, YMPO Executive Director, informed the Board that three proposals were received from teams lead by Kimley-Horn, Kittelson and Associates, and the IBI Group and reviewed by the Technical Advisory Committee (TAC). He reported that scores for two of the proposals were so close that the TAC recommended inviting the two companies for an interview on July 28, 2020. The TAC's recommendation as the preferred company to award the contract to is Kittelson and Associates. Mr. Ward mentioned that as the process is a Request for Proposal, there was no need to negotiate the fee with the preferred company. Mr. Ward asked for an action by the Board to approve awarding a contract to the preferred consultant if in agreeance.

MOTION: Councilmember Knight moved to approve to authorize the Executive Director to negotiate a contract with Kittelson and Associates. Vice-Mayor Cruz seconded, and the motion was unanimously approved.

6. Steps to Achieve the 2020 Census.

Mr. McKenzie provided an update to the 2020 Census and informed the Board that starting August 11, 2020, Census Bureau enumerator will start visiting non-responding households and reported the last date for gathering Census data as October 31, 2020. Next, he reported on the YMPO region response rates individually per jurisdiction. He identified the troubled response areas for agencies to focus on. Mr. McKenzie summed the overall results and compared it to the 2010 response percentages. Mayor Garcia asked Mr. McKenzie for a copy of his presentation to review with her staff and focus on



the City of Somerton troubled areas. Vice-Mayor encouraged as much self-response action before enumerators go out in August. Councilmember Knight emphasized on the importance for each Board member to share the presented information with their respective jurisdictions, Mayors, and City Administrators for appropriate action.

7. Requested Changes to the YMPO Title VI Report

Charles Gutierrez, Senior Planning/Mobility Manager presented to the Executive Board on YMPO Title VI Plan of the 1964 Civil Rights Act and mentioned that it also serves as training required by the plan which is updated every year.

8. Pavement Management System Study (PMSS) – Possible Scope and Cost Increase.

Mr. McKenzie updated the Board on the status of the PMSS. He reported that the study is currently in the data collection phase. He reported that Tim Miller, the Project Manager of the Kimley Horn and Associates team, reported completion of the process of collecting the total lanes miles from the Cities of San Luis, Somerton, the Town of Wellton and the Cocopah Indian Tribe. Each agency confirmed their centerline miles to be identified and studied. Mr. McKenzie mentioned that the original Scope of Work allotted 150 centerline miles for a total study cost of \$89,990; however, after collecting centerline miles from each agency, the total was 206.2 miles. With approximately 56.2 centerline miles over the intended agreement. The project cost for the extra miles is an additional \$14,920.

Mr. McKenzie reported that the PMSS Sub-Committee of the YMPO Technical Advisory Committee (TAC) held a special meeting and considered the additional miles and cost. They agreed that the cost increase was reasonable and recommended to the TAC that the agencies involved in the study should pay half of the proposed increase. He mentioned that on July 9, 2020, the full TAC considered the sub-committee's recommendation. Based on the relatively small amount of funds involved and Mr. Wards assurance that there were sufficient funds in the YMPO budget to handle the full additional cost increase. It was unanimously recommended that YMPO should contribute the full additional cost, providing that no other YMPO studies would be negatively affected.

MOTION: Councilmember Knight moved to approve the additional funding for the PMSS as recommended. Vice-Mayor Cruz seconded, and the motion was unanimously approved.

9. Possible New Offices for YMPO

Mr. Ward provided a brief presentation of possible YMPO office locations. He reviewed previously considered locations and presented the latest location of interest located at 230 West Morrison Street. The location is approximately 4,000 sq. ft with plenty of office space, including conference rooms and enough parking space to hold Board meetings. He mentioned the building is available to lease or purchase and will continue to look around; however, committing the funds for purchasing of the building sets a more serious approach to acquiring a new home for YMPO. He recommended setting a subcommittee

to review the options and make a recommendation to the Board. He reported contacting the Federal Highway Administration (FHWA) to inquire about possible support for purchasing property and to find out if MPO's can own property. He mentioned that the only issue he foresees when owning property is not being able to get federal reimbursement for the actual property value expense itself only for operating bills such as utilities. Mr. Ward mentioned that the impact of the property value expense that would not be reimbursed boils down to approximately \$30,000 to \$50,000 a year; however, money would still be available for doing transportation planning studies. He reported that he would do further research with FHWA and ADOT on any support and report back to the Board for further recommendation and action. Mr. Ward stated that the property is going to be available in October and allows for good timing to take the necessary steps.

Councilmember Knight recommends finding out first if property can be owned by an MPO and if so, possibly move into negotiations, so property is not leased to someone else. He mentioned that if all questions that arise can be answer first then he would recommend moving forward with making an offer taking in consideration that it seems that the latest property found at 230 West Morrison Street is the most suitable after looking at many options.

Susan Thorpe, Yuma County Administrator suggested that a subcommittee is identified but also to go into Executive Session when discussing property acquisition and to not talk about any prices during open session. She mentioned that most likely an appraisal will be required and that will dictate how much you are able to offer the property owner.

Paul Patane, Southwest District Engineer commented that with the current pandemic, the topic of working virtually has certainly arise with ADOT in evaluating if some offices are necessary due to the ability to work virtually. He commented, if that at all has been considered for YMPO instead of committing to a big investment.

Chair, Garcia recommended further discussion for building acquisition in Executive Session.

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

- A. Staff Reports - Future Meetings
- B. TAC Minutes
- C. Conference Updates (AZTA, RTS, and Roads and Streets)
- D. MPO/COG Director/Planner Meetings
- E. Rural Transportation Advocacy Council activities. Mr. Adam gave a Legislative Update at the Federal level.
- F. Projects - Economic Development and Transportation



10. Possible Future Agenda Items.

The following items will be heard at a future meeting. Members are encouraged to suggest topics for discussion at a future Board meeting:

- A. Possible UPWP and Annual Budget Amendment.
- B. Future Regional Transportation Funds update.
- C. Executive Session for building acquisition.
- D. Title VI Part II

11. Progress Reports.

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

- A. Jun 29 - Discuss new premises with YMPO attorney.
- B. Jun 30 - COG/MPO Directors telemeeting.
- C. Jun 30 - Lunch with YPG Commanders and Yuma Mayor.
- D. Jun 30 - Mobility Managers webinar.
- E. Jun 30 - RTAC Management Committee telemeeting.
- F. Jul 1 - City of San Luis Council Work Session (PW telemeeting).
- G. Jul 5 - COG, MPO and MPD Working Group (p.m., MAG).
- H. Jul 6 - Staff meeting.
- I. Jul 7 - PMSS Subcommittee telemeeting.
- J. Jul 8 - View possible new office location.
- K. Jul 8 - YCIPTA/YMPO SRTP telemeeting.
- L. Jul 9 - TAC telemeeting.
- M. Jul 13 - ADOT/YMPO Coordination meeting.
- N. Jul 17 - AZSTB telemeeting.
- O. Jul 20 - FHWA EDC 5 STEP Initiative (Skype meeting).
- P. Jul 27 - RTAC Management Committee telemeeting.
- Q. Jul 29 - YCIPTA/YMPO SRTP telemeeting.
- R. Jul 30 - EB telemeeting (originally scheduled for Wellton).

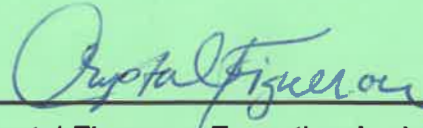
12. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:52 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:



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Crystal Figueroa, Executive Assistant  
and Accountant II, YMPO

Minutes reviewed to form by:

Minutes approved in regular session on  
August 27, 2020



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Paul D. Ward, P.E., Executive Director  
Yuma Metropolitan Planning Organization



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Vice-Mayor Martha Garcia, Chair  
YMPO Executive Board