

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, October 29, 2020
1:30 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.

In the absence of Chair Martha Garcia and Vice-Chair Maria Cruz, the Yuma Metropolitan Planning Organization (YMPO) member Gary Knight (the Chair), called the YMPO Executive Board (the Board) meeting to order at 1:38 p.m. He asked members to join him 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:

Secretary/Treasurer	Martin Porchas, Board of Supervisors, Yuma County *
Member	Cecilia McCollough, Mayor, Town of Wellton *
Member	Gary Knight, Councilmember, City of Yuma ^
Member	Michael Jones, for Paul Patane, ADOT Southwest District Engineer *
Member	Lynne Pancrazi, Board of Supervisors, Yuma County ^
Member	Karen Watts, Deputy Mayor, City of Yuma *
Member	Chris Morris, Councilmember, City of Yuma *

^ Members attended in person.

* Participated by teleconference.

YMPO Executive Board Members Absent:

Chair	Martha Garcia, Vice-Mayor, City of Somerton*
Vice-Chair	Maria Cruz, Vice-Mayor, City of San Luis *
Member	Vacant, Cocopah Indian Tribe

As four 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 Representative *

Declaration of Votes:

All members of the City of Yuma attended the meeting and retained their allocated votes.

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 September 24, 2020, Board Meeting Minutes and September 29, 2020, Special Board Meeting Minutes
- B. YMPO Income/Expenditure Report for September 2020.

MOTION: Councilmember Chris Morris moved approve the consent agenda, as presented. Councilmember Karen Watts seconded, and the motion was unanimously approved.

5. Steps to Achieve the 2020 Census

Mr. McKenzie provided the monthly update to the 2020 Census. He reported that he and Mr. Ward had attended the Council on Technical Solutions meeting hosted by the State Demographer, Jim Chang. Based on updated statistics, 99.9% of households were accounted for in the State of Arizona, Mr. McKenzie congratulated all agencies for their efforts. He mentioned that the first iteration of population statistics should be available during March of 2021.

6. Possible New Offices for YMPO

Mr. Ward provided a brief status on the YMPO new office. He reported that there was an agreed purchase price and contract with seller, proper inspections were carried out, repair work identified, and had a closing date was set for November 2, 2020. Mr. Ward mentioned that construction modification is estimated to take place November through December with a possible move-in time of mid to late December. He suggested a ribbon cutting event once Covid-19 numbers allows us a time, possibly in January 2021. Councilmember Watts suggested to plan a ribbon-cutting event date with all the precautions and not plan around Covid-19. Mr. Knight agreed with Ms. Watts and suggested a ribbon cutting event after building modifications are completed.

7. FY 2020-2021 YMPO Unified Planning Work Program (UPWP) Amendment #4
Crystal Figueroa, YMPO Accountant, provided a breakdown of Local fund additions to the second year of the two-year UPWP. This included a brought-forward amount for consulting work performed on the US-95 2020 BUILD Grant application, funds for purchase of the new office building, including appropriate modifications, and funds for staff training and tuition reimbursement. Ms. Figueroa confirmed that changes only pertain to local funds and not Federal or State funds.

MOTION: Councilmember Watts moved to approve Amendment #4 to the FY2020-2021 UPWP. Mayor McCollough seconded, and the motion was unanimously approved.

8. FY 2020-2045 YMPO Long-Range Transportation Plan (LRTP) Update
Mr. Ward provided a status report on the LRTP and provided the proposed schedule for the projected completion. He reported that the consultant, Kittleson kicked-off the LRTP in August and will be working directly with member agencies to update the roadway network. Mr. Ward reported that YMPO staff have meetings every two weeks with the consultant and they already presented to the Technical Advisory Committee (TAC) once. Mr. Ward mentioned he will update the Board accordingly, as the project progresses.

9. FY 2022-2026 YMPO Transportation Improvement Program (TIP)
Charles Gutierrez, Senior Planning/Mobility Manager, updated the Board on the most recent TIP status. He mentioned that there were two years of available Surface Transportation Block Grants (STBG) funds, for FY 2025 and FY 2026. YMPO currently has programmed out to FY 2024 in the FY 2020-2024 YMPO TIP. Mr. Gutierrez mentioned that YMPO is beginning the process of programing for FYs 2025 and 2026 and this is the official call for projects. He further mentioned that the projects that are going to be programmed in the LRTP will have the Air Quality Conformity Analysis (AQCA) completed. He clarified that, in order for any projects to receive federal funds, they must be included in the LRTP and AQCA process. Mr. Gutierrez mentioned Joe Grant from the Town of Wellton notified him of a potential project. He reviewed what kind of projects the funds can be used for and explained that STBG funds can be exchanged for HURF funds at an exchange rate of 90%. Mr. Gutierrez reported that YMPO Staff will continue the call for projects and report back to the Board for a finalized recommended set of TIP projects that will be decided upon.

10. YMPO Rail/Heavy Freight Study
Mr. Ward reported that YMPO has been considering an update to the Rail/Heavy Freight Study. He mentioned that there is a process and member agencies, and other possible interested parties will have the opportunity to express their needs. He provided the most recent schedule and reported that a confirmed scope of work would be available by the end of December, that YMPO would advertise a Request for Proposals in January 2021, with a possible notice to proceed in March 2021 and final report due in March 2022. Mr. Ward informed the Board that YMPO Staff have released a copy of the latest Scope of

Work to all members of the TAC and requested responses by the next TAC meeting on November 12,2020.

11. 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 - 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. Adams provided a legislative update at the Federal level.
- F. Projects - Economic Development and Transportation.

12. 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 Ribbon-Cutting on New Office.
- B. Future Regional Transportation Funds update.
- C. Visit by YMPO Team to member agencies.
- D. Executive Director Annual Evaluation.

13. Progress Reports.

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

- A. Sep 29 - ADOT DBE/BECO Training (CG, CF)
- B. Sep 29 - YMPO LRTP Meeting with Kittelson (PW, CG)
- C. Sep 29 - YMPO Special Executive Board Meeting (PW, CF, CG)
- D. Sep 30 - YMPO & PUN Group Engagement Meeting (PW, CF)
- E. Oct 5 - Staff meeting.
- F. Oct 5 - Inspection by Randy Crist, COY Building Official.
- G. Oct 5 - YMPO staff member discussion (Hector Pullen).
- H. Oct 5 - YPG Compatible Use Study Workshop.
- I. Oct 6 - Property and termite inspection.
- J. Oct 6 - YMPO LRTP traffic counts with Kittelson (PW, CG).
- K. Oct 7 - YCIPTA/YMPO SRTP telemeeting.
- L. Oct 8 - TAC telemeeting.
- M. Oct 8 - Meeting with prospective property owner.
- N. Oct 9 - Arizona COGs/MPOs Planner's telemeeting.
- O. Oct 12 - Special staff meeting (Move part 2).
- P. Oct 12 - RTAC Management Committee telemeeting.

- Q. Oct 13 - Telecon with YMPO attorney, Minda Davy.
- R. Oct 13 – Prospective New Property Plumbing Inspection
- S. Oct 13 - YMPO LRTP biweekly telemeeting with Kittelson.
- T. Oct 13 - ADOT/YMPO Coordination telemeeting.
- U. Oct 13 – YMPO/ADOT/Kittelson Traffic Count/TDM meeting.
- V. Oct 14 - Regional Bicycle Committee telemeeting.
- W. Oct 14 - Arizona COGs/MPOs Director’s telemeeting
- X. Oct 14 - Yuma Overweight Vehicle Permit telemeeting.
- Y. Oct 14 - 4Fronted Binational Megaregion telemeeting.
- Z. Oct 15 - P2P Workshop telemeeting.
- AA. Oct 15 - YMPO staff discussion (Hector and Michael M.)
- BB. Oct 15 – ADOT/YMPO Traffic Count/Model discussion GIS
- CC. Oct 16 - AZSTB telemeeting.
- DD. Oct 19 - Special staff meeting (Move, part 3).
- EE. Oct 19 – CTS Meeting
- FF. Oct 19 - ADOT/YMPO Financial Statement review.
- GG. Oct 19 - FHWA EDC 5 STEP Initiative telemeeting.
- HH. Oct 19 - Weekly County regional economic development panel.
- II. Oct 20 - GSA San Luis POE I Final EIS Meeting
- JJ. Oct 20-21 - AzTA teleconference.
- KK. Oct 21 - City of San Luis Meeting Economic Grant Questions
- LL. Oct 23 - Weekly regional ED panel.
- MM. Oct 27 - YMPO LRTP telemeeting with Kittelson.
- NN. Oct 28 - YCIPTA/YMPO SRTP telemeeting.
- OO. Oct 29 - EB telemeeting


16. Adjournment.

There being no further business to discuss, the meeting was adjourned at 3:00 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:



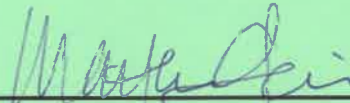
Crystal Figueroa, Executive Assistant
and Accountant II, YMPO

Minutes reviewed to form by:

Minutes approved in regular session on
December 10, 2020



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



Vice-Mayor Maria Garcia, Chair
YMPO Executive Board