

EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**EXECUTIVE BOARD
Regular Meeting
Thursday, February 23, 2017
1:30 PM**

**City of Yuma
City One Plaza
Yuma, Arizona 85364
Room 190**

1. Call to Order and the Pledge of Allegiance.
Vice Chairman Gary Knight called the Executive Board meeting of the Yuma Metropolitan Planning Organization (YMPO) to order at 1:33 p.m. He called on Councilmember William "Bill" Craft, to lead the Pledge of Allegiance.

2. Roll Call Attendance.
The YMPO Executive Assistant, Crystal Alonzo, called the roll as follows:

YMPO Executive Board Members Present:

Vice Chairman	Gary Knight, Deputy Mayor, City of Yuma
Treasurer	Michelle Jones for Cecilia McCollough, Mayor, Town of Wellton
Member	Jose Yepez, Mayor, City of Somerton
Member	Paul Patane, Southwest District Engineer, ADOT
Member	William "Bill" Craft, Councilmember, City of Yuma
Member	Maria Ramos, Councilmember, City of San Luis

YMPO Executive Board Members Absent:

Member	J. Deal Begay, Jr., Vice Chairman, Cocopah Indian Tribe
Member	Jacob Miller, Councilmember, City of Yuma
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Martin Porchas, Board of Supervisors, Yuma County

As members from at least four different agencies were present, the meeting quorum was met.

YMPO Staff Present:

Executive Director	Paul Ward
Senior Planning Manager	Charles Gutierrez
Accountant II	Crystal Alonzo

Additional Attendees:

Greg Faure	Yuma Regional Bike Coalition
Blake Herzog	Yuma Sun
Tom Herrmann	ADOT
Kimberly Noetzel	ADOT

Katlyn Jones

Citizen

Declaration of Votes.

The YMPO Executive Director, Paul Ward, informed the Vice Chairman, prior to the meeting being called to order, that he had received an email message from Town of Wellton Mayor Cecilia McCollough that Council Member Michelle Jones would attend the meeting on her behalf and had her proxy. The Vice Chairman submitted to Mr. Ward, a proxy letter from City of Yuma Councilmember Jacob Miller and the Vice Chairman declared his proxy vote for a total of 3 votes.

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

The Vice Chairman stated that he intended to hear a portion of this item out of order, specifically, the Executive Director's report. Mr. Ward thanked the Vice Chairman and immediately opened the floor to the Vice Chairman for a presentation to recently retired Supervisor Greg Ferguson.

The Vice Chairman presented a plaque honoring Yuma County Supervisor Greg Ferguson and in recognition of his service between 2000 to 2017 as a member of the YMPO Executive Board. Councilmember Ramos, Paul Patane and the Vice Chairman added their personal thanks for his service amid general agreement from the whole Executive Board. Mr. Ferguson thanked the Vice Chairman and members for their kind words and stated that his time at YMPO had been a pleasure. All members gave him a warm round of applause.

3. Call to the Public.

No members of the public addressed the Board.

4. Consent Agenda.

The Vice Chairman entertained a motion on the consent agenda, specifically approval of the Executive Board minutes for the January 26, 2017, meeting.

MOTION: Councilmember Bill Craft motioned to approve the January 26, 2017, Executive Board Minutes, as presented. Mayor Jose Yepez seconded and the motion was unanimously approved.

5. Election of Executive Board Officers - Calendar Year 2017.

The Vice Chairman reminded members of the rotation policy laid down in the YMPO By-Laws whereby the Vice Chairman is elevated to Chairman, the Secretary/Treasurer is elevated to Vice Chair and a new Secretary/Treasurer is elected. A further By-Law requires that the new Secretary/Treasurer needs to come from a member agency that is not already represented by one of the elevated positions. This means that the position needs to be filled by a member from either Yuma County, the City of San Luis, the City of Somerton or the Cocopah Indian Tribe. The Vice Chairman open nominations for Secretary/Treasurer. Councilmember Ramos nominated the Mayor of Somerton, Jose Yepez, and no further nominations were made. The Vice Chairman entertained a motion to close nominations.

MOTION: Councilmember Craft motioned to close nominations and Councilmember Ramos seconded the motion.

VOTE: The motion was unanimously approved, Mayor Yepez was elected unopposed.

The Vice Chairman then entertained a motion to affirm himself as Chairman, Mayor Cecilia McCullough as Vice Chair and Mayor Yepez as Secretary Treasurer.

MOTION: Mayor Yepez motioned to affirm Deputy Mayor Knight as Chairman, Mayor McCullough as Vice Chair. Councilmember Ramos seconded the motion.

VOTE: The vote was unanimously approved.

6. Election of Audit Committee Officers – Calendar Year 2017.

The new Chairman discussed elections of Audit Committee officers. He stated that, per YMPO By-Laws, Mayor Yepez as the (newly elected) Secretary-Treasurer, is automatically the Chair of the audit committee and requested nominations for the two remaining members. Councilmember Ramos nominated herself and Councilmember Craft nominated Supervisor Lynne Pancrazi, in her absence. Acceptance of the nomination by Supervisor Pancrazi will be confirmed during the next board meeting.

MOTION: Councilmember Craft motioned to elect Councilmember Ramos and Supervisor Pancrazi as officers of the audit committee and Mayor Yepez seconded.

VOTE: The vote was unanimously approved.

7. FY 2014-18 YMPO Transportation Improvement Program (TIP) Amendment # 13.

Senior Planner/Mobility Manager Charles Gutierrez presented to the FY 2014-18 YMPO TIP Amendment #13 to Board Members and reported that the TAC members had unanimously recommended it. The requested changes include projects in the City of Yuma, Yuma County, the City of Somerton and the Town of Wellton. Mr. Gutierrez called out the specific changes requested and referred to the attached information summary provided which contained the staff report on the proposed amendment.

Mr. Patane commented on the Town of Wellton's Coyote Wash FY 2019 project. Mr. Patane asked if the Surface Transportation Block Grant (STBG) funds are from the YMPO distribution for that year and Mr. Gutierrez confirmed that they are. Mr. Patane voiced his concern about the City of Yuma Avenue 3E project that is currently under construction and falling \$100,000 short of the (revised) budget projection. This is due to problems with the condition of the subgrade and plans to widen the roadway to accommodate bicycles.

He agreed that YMPO had been credited with funds returned by ADOT Finance due to bids on the original project coming in low. However, it appears that the TAC is recommending distributing these funds (and some other funds available) to other projects. Mr. Patane reported that there had been ongoing discussions involving ADOT, City and YMPO staff members on this subject but, he asked how did YMPO plan to accommodate the extra funds needed for the (revised) Avenue 3E project, if needed?

Mr. Gutierrez reported that most of the current year's projects have been coming in higher than expected and his contingency had been to fund this need for additional funds by borrowing funds from another MPO and repay them in a later year. Councilmember Ramos asked whether YMPO had done such a loan before and Mr. Gutierrez replied yes, we had done so for the City of Somerton pathway project and other projects in the past. He continued that he needed to find a way to use the funds credited back to the YMPO ledger by ADOT Finance in the current fiscal year and that the precise needs of the Avenue 3E project were not known when the TAC made their recommendation.

However, the proposed TIP Amendment distributes the currently available funds to the projects listed and the understanding is to fund the needs of the Avenue 3E project with a loan, when those needs are known. Discussions on a possible loan have already been held at the staff level, would be paid back in the following year and would be further evaluated by the TAC in due course with approval by a future Executive Board meeting.

Mr. Patane stated that he had no problem with the TIP Amendment as listed, providing negotiations continue for additional funding for the Avenue 3E project. Mr. Gutierrez replied that, with the continued direction of (the TAC) and the Board, he committed to finding a workable solution to fiscal issues with the region's TIP projects. The Vice Chairman entertained a motion to approve the FY 2014-18 YMPO TIP Amendment #13.

MOTION: Mayor Yepez motioned to approve the FY 2014-18 YMPO TIP Amendment #13 and Councilmember Ramos seconded the motion.

VOTE: The vote was unanimously approved.

8. Presentation on Transportation Projects in the ADOT Southwest District.

Mr. Patane introduced two staff members of the ADOT Public Involvement Division who were present at the meeting. He indicated that ADOT was well known throughout the State partly due to the efforts of such staff members. He introduced and the Vice Chairman welcomed Kimberly Noetzel and Tom Herrmann. He indicated that they would be available to meet with members after the meeting, if they wished to do so.

He then presented on projects happening within the YMPO region. No further action was anticipated for this agenda item except that a copy of the presentation will be made available on the YMPO website in due course and would be sent to any member that requested a copy.

9. Revised Schedule for Calendar Year 2017 Executive Board Meetings.

The Chairman called on Mr. Ward to present a revised tentative schedule of executive board meetings (and locations) for the remainder of the year.

Mr. Ward distributed a revised schedule to members and reported that:

- Yuma County had requested to host the March 30 meeting at the Aldrich Auditorium at their Department of Development Services building;
- The Cocopah Indian Tribe had requested to host the May meeting;
- The Town of Wellton the July meeting;
- The City of Somerton the September meeting; and

- The City of San Luis had already been approved for the December meeting. Councilmember Ramos confirmed that the preferred date for the December meeting in San Luis would be on December 14, 2017.

Councilmember Craft requested a list of the precise locations be notified to members and Mr. Ward agreed to provide such a list. The Chairman entertained a motion to approve the schedule as presented by Mr. Ward, including the December 14 meeting in San Luis.

MOTION: Mr. Patane motioned to approve the 2017 calendar year schedule, as presented by Mr. Ward, and Councilmember Craft seconded.

VOTE: The vote was unanimously approved.

10. Changes to the Format of Future Executive Board Agendas and Information Summaries.
The Chairman made a couple of comments about the proposed new format. He liked it, but would prefer to continue the discussion/action line on each item and not just on the information summaries. He felt it would be better to add the presenter's name on each agenda item on future agendas. He also requested a better electronic link between each agenda item and the associated summary.

Other members joined the discussion regarding electronic links and staff agreed to review the status of the links to ensure they work properly with the new agenda format.

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

Mr. Ward presented additional information on some of the following items:

- A. A separate staff report was provided for TIP Amendment #13.
- B. The TAC minutes for February 9, 2017, were provided to members as part of the agenda packet and no formal comment or action is anticipated.
- C. Conference Updates: The Institute of Transportation Engineers/International Municipal Signals Association Conference meeting was in March and Mr. Gutierrez presented at that conference. The annual Arizona Transit Association meeting and the annual Roads and Streets Conference in Tucson are in April. Mr. Gutierrez and Melissa Ramos will attend the first meeting and Mr. Ward and Mr. Gutierrez will attend the second.
- D. There is a MPO/COG Director/Planners Meeting scheduled for April and Mr. Ward will attend.
- E. The Rural Transportation Advocacy Council was scheduled for March 13 and would review possible Highway User Revenue Fund (HURF) transfers and swaps, possible changes to the Vehicle License Tax to include Alternative Fuel Vehicles (including electric vehicles) and a possible increase to the Statewide gasoline tax.
- F. Projects - Economic Development and Transportation. No change.
- G. Long Range Transportation Plan 2018 - 2041.
- H. House Bill 2010 Update (ASRS, political subdivision entities). Mr. Ward mentioned the House Bill 2010 is regarded as constitutional and is moving forward for a vote. The bill removes agencies like YMPO from being a political subdivision. All members of YMPO will be grandfathered in but essentially new members will not be part of the Arizona State Retirement System if passed. Mr. Ward urged to vote against the bill.

The Chairman requested that when newsletters are received from the RTAC, they should be sent out to all Board members.

12. Possible Future Agenda Items

A. Audit FY 2016-17.

Mr. Ward informed the Board about the progress by YMPO's accounting firm Lumbard & Associates collaboration with auditors to coordinate the information necessary to start the audit process. He was pleased to announce that all the requests for reimbursements for last fiscal year (FY 2015-16) had been submitted to ADOT and that only one reimbursement had not yet been received.

B. Draft 2017-18 YMPO Unified Planning Work Program (UPWP) and Annual Budget.

Mr. Ward reported that he had spoken with all members of the Executive Board and most the member agencies' management staff and many of the engineering staffs as well. Specifically, he has received many ideas regarding input for the forthcoming Draft FY 2017-18 YMPO UPWP and Annual Budget.

A meeting will be held in March with Federal Highway Administration, Federal Transit Administration and Arizona Department of Transportation to review the Draft UPWP. Once feedback is provided, a draft will be presented to the Executive Board and the TAC for review and comments.

- C. The Chairman and Mayor Nichols would like to see an agenda item to find a way to get the US-95 divided highway from Interstate 8 and 10 recognized as part of the Canamex West Corridor. The Chairman suggested that this is something the entire region can benefit from and feels that the Board should support this concept. Mr. Ward mentioned is one of the items in the unified work program.

13. Progress Reports.

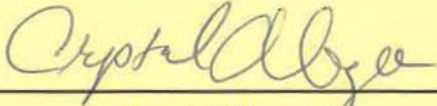
- A. Meeting with Jonathan Fell, January 23, Paul Ward attended.
- B. Meeting with Sam Palacios, January 24, Charles Gutierrez attended.
- C. ADOT San Luis POE II Safety Tour, January 31, Paul Ward, Crystal Alonzo and Melissa Ramos attended.
- D. COGs/MPOs Directors conference call, February 6, Paul Ward attended.
- E. ADOT Long Range Transportation Plan TAC Meeting #4, February 7, Paul Ward and Charles Gutierrez participated.
- F. YMPO TAC meeting, February 9, Paul Ward, Charles Gutierrez, Crystal Alonzo and Melissa Ramos attended.
- G. Road to the Special Census meeting, February 13, Paul Ward and Charles Gutierrez attended. Mr. Ward mentioned he will be attending a special census Meeting of February 24th.
- H. RTAC Board meeting and Legislative luncheon, February 13, the Vice Chairman, Supervisor Pancrazi, Paul Ward and Charles Gutierrez attended.

14. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:50 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:



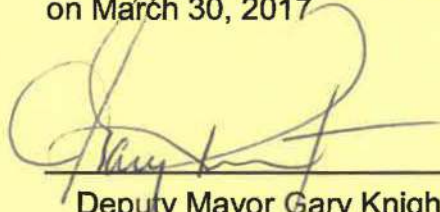
Crystal Alonzo
Accountant II/Executive Assistant

Minutes reviewed to form by:



Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization

Minutes approved in regular session
on March 30, 2017



Deputy Mayor Gary Knight, Chairman
YMPO Executive Board