



EXECUTIVE BOARD REGULAR MEETING MINUTES

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, September 28, 2017
1:30 p.m.**

**City of Somerton, New City Hall
143 North State Street
Somerton, Arizona 85350**

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 1:36 p.m. He called on Supervisor Martin Porchas to lead the Pledge of Allegiance.

2. Roll Call Attendance.
The YMPO Executive Assistant, 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
Secretary/Treasurer	Jose Yopez, Mayor, City of Somerton
Member	J. Deal Begay, Jr., Vice Chairman, Cocopah Indian Tribe
Member	Paul Patane, Southwest District Engineer, ADOT
Member	Maria Ramos, Vice Mayor, City of San Luis
Member	Lynne Pancrazi, Board of Supervisors, Yuma County

YMPO Executive Board Members Absent:

Member	William "Bill" Craft, Councilmember, City of Yuma
Member	Jacob Miller, Councilmember, City of Yuma
Member	Martin Porchas, Board of Supervisors, Yuma County

As members from four, 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

Additional Attendees:

Curtis Bright	Walker & Armstrong
Jay Parke	Walker & Armstrong
Romare Truly	FHWA
Susan Thorpe	Yuma County
Blake Herzog	Yuma Sun

Gene Dalbey

Yuma Regional Bicycle Coalition

Declaration of Votes.

The Chairman submitted to Paul Ward, YMPO Executive Director, two proxy letters from Councilmembers Jacob Miller and Bill Craft, and declared his proxy vote for a total of five votes for the City of Yuma.

Supervisor Lynne Pancrazi submitted to Mr. Ward a proxy letter from Supervisor Martin Porchas and declared her proxy vote for a total of two votes for Yuma County.

3. Call to the Public.

Gene Dalbey from the Yuma Regional Bike Coalition (YRBC) updated the board on the efforts approved by the planning and zoning commission to move forward to the County Board of Supervisors for the bicycle planning and zoning routes to be included in the comprehensive financial accounting.

5. FY 2016 YMPO Audit

The Chairman brought item five, FY 2016 YMPO Audit, before item four to accommodate auditors Walker & Armstrong in session presentation.

Jay Parke along with Curtis Bright, the auditors from the company of Walker & Armstrong, LLP, presented and explained the 2016 YMPO Audit findings. Mr. Parke mentioned meeting with the Audit Committee and YMPO staff a meeting earlier in the day to review the results of the audit, in detail.

They gave an unmodified "clean" opinion of the 2016 YMPO financial statements, showed a few audit and accounting issues, pointed out key financial performance measures, and disclosed internal control and Single Audit matters.

The Chairman then asked for a motion to approve the YMPO Audit for FY 2016.

MOTION: Supervisor Pancrazi moved to approve the FY 2016 Audit. Vice Mayor Ramos seconded, and the motion was unanimously approved.

4. Consent Agenda.

The Chairman entertained a motion for the consent agenda, specifically approval of the minutes for July 27, 2017 Board meeting.

MOTION: Supervisor Pancrazi moved to remove Item B FY 2018-22 YMPO TIP Amendment#1 from consent agenda for discussion and approval. Vice-Mayor Ramos seconded, and the motion was unanimously approved.

MOTION: Mayor Jose Yopez moved to approve the minutes of the July 27, 2017 Board meeting, as presented. Vice-Mayor Ramos seconded and the motion was unanimously approved.

6. FY 2018-2022 YMPO TIP Amendment #1

Charles Gutierrez, YMPO Senior Planning/Mobility Manager, presented information on the requested change by Yuma County to include the Bridge #7639 in the "Bridge parking

lot' section. He continued to present the Yuma County's request for the construction phase of the Avenue E: County 18th to County 23rd Street project be put back into the TIP and RTP. Mr. Gutierrez mentioned, the design and right-of-way phases were already in the TIP, but the construction phase needed to be in the TIP, so that the environmental portion of the design phase can be completed.

The Chairman asked what the projected timeline was for Yuma County's request. Mr. Gutierrez confirmed Yuma County is trying to do it as quickly possible to finish the environmental portion of the design and then proceed with funds for the construction phase. No further questions were asked.

YCIPTA requested changes to the YMPO Transit portion of the 2018-2022 TIP.

The Chairman entertained a motion to approve FY 2018-22 YMPO TIP Amendment #1.

MOTION: Supervisor Pancrazi moved to approve the FY 2018-22 YMPO TIP Amendment #1. Vice-Mayor Ramos seconded. Supervisor Pancrazi requested a friendly amendment to include approval of an Amendment to the FY 2018-2041 YMPO Regional Transportation Plan for the same project. Vice-Mayor Ramos agreed to the addition. There was no further discussion and the motion was unanimously approved.

7. Future US-95 Projects

Mr. Ward distributed a revised schedule and summarized the steps on the schedule. He reviewed SR 95 Corridor Segments A, B, C, D and mentioned the average cost of widening segments from two lanes to four lanes is just under \$8 million per mile. He further discussed the priority number for each segment excluding the Fortuna Wash Bridges since it had already been completed. He mentioned priority numbers 1-4 are shown in the Regional Transportation Plan and are spread among the four five-year time periods. Priorities 5,6, and 7 are not listed in the RTP; however, they have been given an approximate per mile cost as the previous segments. The total cost estimate for all segments is over \$700 million. Mr. Ward mentioned the most expensive segments are also the longest.

Mr. Ward recommended a design concept report and scoping studies to get a closer estimate; however, he mentioned the estimates provided were relative. He mentioned the list provided can be used by members when addressing members of the State Transportation Board in requesting funding during development.

The Chairman specifically asked what the scoping request submitted for Araby Road to Avenue 9E entailed. Mr. Patane, ADOT Southwest District Engineer confirmed he had submitted the scoping request but it had NOT been funded. However, the district office would still try to get some revenues for that segment.

Mr. Ward suggested that segment 95-2 should be regarded as priority 5, segment 95-3 as priority 6, segment 95-4 as priority 7, and segment 95-5 as priority 8. The Chairman agreed with the suggested priority list. Mr. Ward mentioned that this item was included in agenda because the Chairman and he may present this subject to the State Transportation Board (STB) in October. The Chairman suggested inviting the STB to the Yuma Proving Ground facility to show the importance of widening US-95.

8. Presentation of the Federal Highway Administration Grant Process.

Mr. Ward introduced Romare Truely, a Community Planner with the Arizona Division Office of the Federal Highway Administration (FHWA), and he provided a concise presentation of the FHWA Grants process.

At the end of Mr. Truely's presentation, Mr. Patane asked Mr. Ward and Mr. Gutierrez about the deadlines for performance based measurements. Mr. Ward mentioned YMPO will, utilize the safety goals adopted by ADOT. Mr. Gutierrez continued by indicating safety goals will be introduced to the Technical Advisory Committee for review and then presented to the Board for approval.

9. Planning Studies in the YMPO FY 2017-18 UPWP/B.

Mr. Ward informed the board on the schedule of studies, particularly the scopes of work for the Safety and Traffic Count studies. He mentioned studies are being reviewed by TAC members and the RFQ's advertised in early October. He further explained working on the Bike/Ped and Pavement Management studies scope of work to be presented to the TAC in November of 2017 and advertisement in December.

The Chairman asked a question about the Freight Study, he suggested perhaps starting the scope of work sooner to include freight numbers to the state transportation board for the highway 95 project. Mr. Ward acknowledged the Chairman's point of view and agreed on getting an early start on the scope portion to obtain freight numbers.

Mr. Gutierrez added that in the traffic count program, the Freight Corridors are constantly being monitored, not necessarily rail but all count location counts the full classification of the F2 Scheme of 1-13 classes of vehicles. Full classifications of traffic counts can be done at any time on the US-95 corridor. The Chairman mentioned it would be nice not only to include Yuma Proving Ground numbers but also the freight study numbers to the state transportation board.

10. YMPO Letter of Support for City of Yuma Requested for a TIGER Grant

The Chairman presented the letter of support for the City of Yuma request for a TIGER Grant for the development of the YMPO region's first Multimodal Transportation Center, located at the Hotel Del Sol in downtown Yuma. He further mentioned, it would be the fourth time applying for the TIGER Grant and seemed to be more optimistic this time. He continued by saying that the City of Yuma wants to do something with Hotel Del Sol facility and being considered for the grant would put forth the project. Mr. Ward wrote a YMPO letter of support and asked if the letter sufficed or if the board wanted a resolution.

The Chairman entertained a motion to approve both the letter of support for the TIGER Grant and a YMPO Resolution.

MOTION: Mayor Yopez moved to approve the letter of support and resolution for the TIGER Grant. Supervisor Pancrazi seconded and the motion was unanimously approved.

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

- A. Staff reports. Monthly Revenue/ Expenditure Reports will be provided to the board monthly.
- B. TAC minutes.
- C. Conference Updates. Paul Ward attended Joint Working Committee in Phoenix.
- D. MPOs/COGs Director's/Planner's meeting. Will be attending AZ RTS upcoming MPO/COGs Directors Business Meeting in October.
- E. Rural Transportation Advocacy Council Activities. AZ RTS Board meeting in October. Further details of the presentation by Kevin Adam, RTAC Director, will be provided in due course.
- F. Projects - Economic Development and Transportation.
- G. Long Range Transportation Plan 2018-2041.
- H. Transportation Studies. Report already provided.
- I. Legal Services RFP. Will send out RFP to legal prospects in October.

12. Possible Future Agenda Items.

- a. RFQs for the next two studies;
- b. FY 2017 Audit Schedule;
- c. Executive Director's Evaluation; Mr. Ward stated he would be willing to receive his evaluation in open session.

13. Progress Reports.

- A. Jul 31 - Statewide Emissions Inventory meeting, Paul Ward participated (by teleconference);
- B. Aug 2 - Met with Steve Tait (Auditors), Paul Ward participated;
- C. Aug 4 - COG/MPOs Planners, Paul Ward participated (by teleconference);
- D. Aug 8 - Interview panel for Deputy County Engineer, Paul Ward participated;
- E. Aug 9 - Staff meeting, all YMPO staff members attended;
- F. Aug 10 - TAC meeting (NOT held);
- G. Aug 14 - Monthly ADOT Coordination meeting, Paul Ward and Charles Gutierrez attended;
- H. Aug 16 - Port of Entry Infrastructure meeting (requested by Sen. Flake's staff); Paul Ward attended;
- I. Aug 22 - CMAQ Emission Performance Measures meeting; Paul Ward participated (by teleconference);
- J. Aug 23 - National ITS Architecture Workshop, Paul Ward and Charles Gutierrez attended;
- K. Aug 24 - AQ status discussion with Paul Melcher, Paul Ward participated;
- L. Aug 24 - COG/MPOs Director's meeting, Paul Ward participated (by teleconference);
- M. Aug 28 - Meeting with County IT personnel regarding new server, Paul Ward and Charles Gutierrez attended;
- N. Aug 29, Statewide Training Workgroup, Charles Gutierrez and Melissa Ramos, attended;
- O. Aug 29 - Meet with EB Chairman Gary Knight, Paul Ward attended;
- P. Aug 30 - 5310 Program Workshop, Charles Gutierrez and Melissa Ramos attended;
- Q. Aug 31 - 5310 Implementation Workshop, Day 2, Charles Gutierrez and Melissa Ramos attended;
- R. Aug 31 - GYEDC/Chamber of Commerce Joint Meeting, Paul Ward attended;

- S. Aug 31 - EB meeting (NOT held);
- T. Aug 31 - Breakfast meeting with Sen Flake, Paul Ward attended;
- U. Sep 6 - YMPO Staff meeting (all YMPO staff members attended);
- V. Sep 6 - 2017 GeoTech Youth Outreach Planning Kick-off Meeting, Paul Ward attended;
- W. Sep 7 - Saguaro meeting, Charles Gutierrez and Melissa Ramos attended
- X. Sep 11 – Meeting with Greg Ferguson, Paul Ward attended;
- Y. Sep 11 - Monthly ADOT Coordination meeting, Paul Ward and Charles Gutierrez attended;
- Z. Sep 12 – Statewide ITS Inventory Follow Up meeting with ADOT Consultants, Paul Ward attended;
- AA. Sep 14 - TAC meeting; Paul Ward, Charles Gutierrez and Melissa Ramos attended;
- BB. Sep 20 - Meeting with Jeff Kramer, Paul Ward and Charles Gutierrez attended;
- CC. Sep 26-27; Joint Working Committee meeting, Paul Ward attended;

6. Adjournment.

There being no further business to discuss, the meeting was adjourned at 3:05 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 reviewed to form by:

Minutes approved in regular session on
October 26, 2017

Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization

Deputy Mayor Gary Knight, Chairman
YMPO Executive Board