



Local Governments & Citizens Working Together

**EXECUTIVE BOARD  
REGULAR MEETING MINUTES**

**Executive Board  
Regular Meeting  
Thursday, October 26, 2017  
1:30 p.m.**

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

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 Councilmember Bill Craft 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
Member	Michael A. Jones for Paul Patane, Southwest District Engineer, ADOT
Member	Bill Craft, Councilmember, City of Yuma
Member	Maria Ramos, Vice Mayor, City of San Luis

YMPO Executive Board Members Absent:

Secretary/Treasurer	Jose Yepez, Mayor, City of Somerton
Member	J. Deal Begay, Jr., Vice Chairman, Cocopah Indian Tribe
Member	Jacob Miller, Councilmember, City of Yuma
Member	Martin Porchas, Board of Supervisors, Yuma County
Member	Lynne Pancrazi, 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
Assistant Planner	Melissa Ramos

Additional Attendees:

Gabby Black	MCAS Yuma
Kevin Adam	RTAC

Declaration of Votes.

The Chairman submitted to Paul Ward, YMPO Executive Director, a proxy letter from Councilmember Jacob Miller and declared his proxy vote for a total of three votes for the City of Yuma.

3. Call to the Public.

Gabby Black from MCAS Yuma mentioned she was there to listen and gather information on their behalf.

4. Consent Agenda

The Chairman recalled that Supervisor Martin Porchas had attended the previous Executive Board meeting on September 28, 2017. Based on records available, Supervisor Porchas was absent but was represented by proxy by Supervisor Pancrazi.

The Chairman entertained a motion for the consent agenda, specifically approval of the minutes for September 28, 2017 Board meeting and the YMPO Income and Expenditure Reports for July, August, and September 2017.

MOTION: The Vice Chair, Mayor Cecilia McCollough, moved to approve the minutes of September 28, 2017, Board meeting and the available YMPO Financial Reports, as presented. Vice-Mayor Ramos seconded and the motion was unanimously approved.

5. Rural Transportation Advocacy Council

The Chairman introduced Kevin Adam, Legislative Liaison for the Rural Transportation Advocacy Council (RTAC).

Mr. Adam gave an overview on the recently attended Arizona Rural Transportation Summit (RTS). He mentioned that as a part of the summit he attended the RTAC Board Meeting. Several legislators and key members of the transportation committees at the capital were present. He recognized the effort and progress developing the agenda for the upcoming year and expects to have a few bills related to transportation.

Mr. Adams informed the board of the history and background of RTAC and explained how it goes hand in hand with the RTS. Both were created under the same type of movement, it goes back to the last time that state officials came together and made an agreement on how transportation funding was distributed across the state. He mentioned the Casa Grande Accords, named after the three-day summit in which both local officials and regional transportation officials agreed on a new distribution funding method. Up until then, distribution of funding had been extremely volatile and difficult for anyone to predict or program the future when it came to infrastructure projects. The biggest source of that conflict was the fight between the rural and urban areas.

As a result, there was uncertainty from year to year as to how the funding would be allocated. He stated the focus of the summit, essentially was that they would come up with a specific formula that would make funding distribution between rural and urban areas predictable. They decided to divide the state into three regions: Maricopa County, Pima County, and the Greater Arizona. They came up with the distribution summary after the summit which provided 37% of the funding to Maricopa County, 13% to Pima County

and 50% to Greater Arizona. Because of the formula, rural officials from across the state decided that if they were all going to be lump together as one entity when discussing dealing with the funding then they probably needed to coordinate effectively in their best interest. As a result, they decided to form the Rural Transportation Advocacy Council with, essentially, one staff person which has been Kevin Adam for the last 10 years. He advocates for Rural Transportation Arizona mainly at the State Capitol but also in Washington, with ADOT, and with the State Transportation Board.

The second result that came out of Casa Grande was that the Rural areas decided they would have a Summit every year where rural officials would gather annually to stay up to speed, catch up, coordinate, strategize in whatever they needed to do to stay updated in what is happening with transportation. He stated that this year was the 19th RTS and the 20th Anniversary would be next year.

Mr. Paul Ward, YMPO Executive Director, referred to the 37% and 13% in funding, for example Maricopa County has 60% of the population in the state of Arizona so 37% seems to be awfully low and that reported his understanding is that it does not include the STP funding that is directly allocated to the Transportation Management Agencies, which are MAG and PAG.

Vice-Mayor Maria Ramos commented on how she would like to see collaborative effort on an initiative of gas tax implementation at the County level. She recognized it's extremely difficult and is not highly received, but an attempt to inform the public on this issue is necessary since cities are constantly short funded for projects. She mentioned in the attendance of the RTS, she is constantly encouraged by other organizations in their success story of implementing a gas tax.

The Chairman mentioned that the problem going to the County is that if the County initiates and implements a gas tax, the benefits won't go the cities or municipalities. Each city would have to initiate their own. Mr. Adams added that each County has the authority to implement a half-cent sales tax, it is a complicated process which requires it to be included in the County ballot and a plan for its implementation. However, the disagreement between local officials often arises in the distribution of revenue between the county, cities and municipalities. Ms. Ramos at the end corrected her statement about the gas tax implementation and said she meant the half-cent sales tax.

Mr. Adams went on to update the Board on the Transportation Agenda for the State Legislative Session and mentioned the growing concern for addressing the substantial underinvestment levels of our transportation infrastructure. One of the obstacles that remains is a long-held and powerful anti-tax sentiment in the state of Arizona. In fact, the state is slipping further behind the rest of the Country and action is needed. In summary, Mr. Adams talked about the legislative priorities for the upcoming year plan to increase revenue in the state: To stop the HURF raids, create a highway safety fee collected as part of the vehicle registration and annual renewal process, to ensure that alternative fuel vehicles pay their fair share, and to expand and improve county/regional transportation sales tax authority.

6. Transportation Performance Management Update - Safety, Pavement, System Performance, Freight, and Air Quality

Charles Gutierrez, presented information on the requirements by the Federal Highway Administration (FHWA) to use Transportation Performance Management to make investment and policy decisions to achieve national performance goals. It's a systematically applied in regular ongoing process that provides key information to help the decision makers in understanding the consequences of investment, decisions across transportation, assets or modes. It improves communication between the decision-makers and stakeholders of the traveling public.

He mentioned each state is required to set "targets" for Safety, Pavement, System Performance, Freight, and Air Quality efforts. Under legislation, Metropolitan Planning Organizations (MPOs) can develop their own targets or simply agree to use the same targets as the State. He further mentioned, ADOT has a schedule of targets that MPOs can adopt and they are as follows: Safety Performance Measures, Pavement Condition Performance Measures, Bridge Performance Measures, Systems Performance Freight and CMAC. Of these targets, YMPO will follow what ADOT has established and take to the Technical Advisory Committee and Executive Board for approval for adoption. No further questions were asked.

7. Future US-95 Projects Resolutions Adopting the FY 2018-2022 YMPO Transportation Improvement Program and the FY 2018-2041 YMPO Regional Transportation Plan

Mr. Gutierrez mentioned on July 27, 2017 the Board approved the FY 2018-2022 YMPO TIP and the FY 2018-2041 YMPO RTP. Since that time, the Governor's designee has approved the TIP and the RTP and both have been reviewed and signed off by the Federal Highway Administration. In line with previous years, he requested that the members of the Executive Board adopt Resolutions on the approval of the YMPO TIP and the RTP.

The Chairman entertained a motion to approve Resolution # 138 approving the FY 2018-2022 YMPO TIP and Resolution #141 approving the FY 2018-2041 YMPO RTP.

MOTION: Councilmember Bill Craft moved to approve Resolution #138 FY 2018-2022 YMPO TIP and Resolution #141 FY 2018-2041 YMPO RTP. Councilmember McCollough seconded and the motion was unanimously approved.

8. Local Matching Funds

Mr. Ward provided a detailed presentation on the Local Matching Funds in the Unified Planning Work Program (UPWP). He mentioned the UPWP contains a mixture of Federal and state funding with two types of local match: In-Kind and Cash (Non-In-Kind). Most of the federal funds included in the UPWP require to have a local match rate of 20% or 5.7%. The local match calculations on the UPWP are all based on estimates and/or projections.

He further explained the In-Kind matching funds are usually based on the attendance at the technical advisory committee meetings by member agencies employees (NOT elected officials). In addition to any time allocated by member staff to regional work on YMPO efforts may be used to reduce the local cash match paid by the agency. This is usually based on a projection, primarily influence by documented efforts during the previous fiscal year. In addition, some agencies also include time spent on unreimbursed

efforts on behalf of YMPO staff, such as human resources efforts for health insurance purposes by the City of Yuma and maintaining the YMPO Treasury Account along with human resources efforts provided by Yuma County.

Mr. Ward explained that, in prior years, YMPO staff charged member agencies based on the total amount of the federal funds included in the new year's UPWP. However, this ignores the likelihood that any federal funds that were brought forward from a previous year already had the local match assessed and charged on them. As a result, the methodology for calculating local match will change to more accurately reflect only the new federal funds expected to be received in each fiscal year. He reported that staff will review this item further and will report back the results in due course.

9. FY 2017 YMPO Audit Schedule

Ms. Crystal Figueroa, YMPO Accountant, informed the board about the proposed audit schedule for the forthcoming fiscal year end June 30, 2017. She mentioned, Lumbard and Associates will review YMPO financial accounts in November and Draft Financial statements by December 2017. YMPO will schedule the actual audit with Walker and Armstrong in February 2018 to finalize the audit report and data collection for Single Audit filing in March 2018. Consequently, in April of 2018 YMPO staff will review and sign off on the audit letter and any findings. The auditors will present to the Audit Committee and Executive Board in May of 2018. Ms. Figueroa stated the proposed schedule will maintain a timeline for meeting audit deadlines.

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

A. Staff Reports. Mr. Ward ask the Chairman for permission to call on staff members for their reports regarding their attendance of the annual RTS. Councilmember Ramos mentioned her frustration coming back from the RTS with no solution to the need for additional funds and therefor emphasized her support in the gas tax increase.

Ms. Figueroa shared her experience attending her first RTS. She found interesting to hear in the opening session from Senator Flann the concern for federal funding and the input regarding the HURF funds still not being available to transportation. She mentioned attending a few workshops, one concerning innovation in rural areas and the other in the developing area of drone technology.

Melissa Ramos also attended the RTS and mentioned it was her first time attending the session but had assisted in planning the summit held in Yuma a few years back. She found the Prop 403 workshop to be interesting.

B. TAC Minutes

C. Conference Updates

D. MPO/COG Director/Planner Meetings. Mr. Ward attended

E. Rural Transportation Advocacy Council activities. Mr. Adams encouraged Board members to send a letter to the Governor thanking him for his commitment to stopping the HURF raids. Mr. Ward agreed to write such a letter on behalf of the Executive Board.

F. Projects - Economic Development and Transportation.

11. Possible Future Agenda Items.

- A. Executive Director's Evaluation.
- B. FY 2018-19 Unified Planning Work Program - possible future work items.
- C. Tentative Schedule for Calendar 2018 Executive Board meetings.

13. Progress Reports.

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

- A. October 3: Meeting with Susan Thorpe on a proposed Yuma Regional Infrastructure Planning Summit; Paul Ward attended;
- B. October 5: GeoTech USBR meeting; Paul Ward attended;
- C. October 12: TAC meeting; Paul Ward, Charles Gutierrez and Melissa Ramos;
- D. October 18-20: 2017 Rural Transportation Summit (Prescott); Paul Ward, Crystal Figueroa and Melissa Ramos attended;
- E. October 18: COG/MPO Director's meeting; Paul Ward attended;
- F. October 20: Arizona State Transportation Board meeting (Prescott Valley); Paul Ward attended;
- G. October 24: ADOT Southwest District P2P Workshop; Paul Ward and Charles Gutierrez attended.
- H. October 25: San Luis Port of Entry I Upgrade - Project Meeting; Paul Ward attend.
- I. October 30: Initial NHS Travel Time and Freight Reliability Target Setting Coordination Meeting; Paul Ward attended.

7. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:56 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:

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Crystal Figueroa  
Accountant II/Executive Assistant

Minutes approved in regular session on  
December 14, 2017

Minutes reviewed to form by:

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Paul D. Ward, Executive Director  
Yuma Metropolitan Planning Organization

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Deputy Mayor Gary Knight, Chairman  
YMPO Executive Board