



**EXECUTIVE BOARD
REGULAR MEETING MINUTES**

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, December 14, 2017
1:30 p.m.**

**City of San Luis, Council Chambers
1090 East Union Street
San Luis, Arizona 85349**

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 1:35 p.m. He called on Vice Mayor Maria Ramos to lead 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:

Chairman	Gary Knight, Deputy Mayor, City of Yuma
Vice Chair	Cecilia McCollough, Mayor, Town of Wellton
Secretary/Treasurer	Jose Yepez, Mayor, City of Somerton
Member	Paul Patane, Southwest District Engineer, ADOT
Member	Bill Craft, Councilmember, City of Yuma
Member	Maria Ramos, Vice Mayor, City of San Luis
Member	Martin Porchas, Board of Supervisors, Yuma County

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

As members from four, of the seven, member agencies were present, the quorum requirement was met. Members from two other agencies joined the meeting after it had started.

YMPO Staff Present:

Executive Director	Paul Ward
Senior Planning Manager	Charles Gutierrez
Accountant II	Crystal Figueroa
Assistant Planner	Melissa Ramos

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.

No members of the public were present to address the Board.

4. Consent Agenda

A. Approval of the October 26, 2017, Board Meeting Minutes.

The Chairman entertained a motion for the consent agenda, specifically approval of the minutes for October 26, 2017 Board meeting. MOTION: Councilmember Bill Craft moved to approve the minutes of the October 26, 2017, Board meeting. Mayor Jose Yopez seconded and the motion was unanimously passed.

B. Approval of the YMPO Income and Expenditure Reports for October and November 2017.

The Chairman raised a question about the October Financial Report presented, specifically the negative net ordinary income. Crystal Figueroa explained that, currently, expenses exceeded revenues due to a temporary delay on billing for reimbursement of expenses. She further explained that once reimbursement by ADOT occurs, the net ordinary income will switch to a positive amount.

The Chairman also questioned expenditures with "0.00" budgeted amounts. Ms. Figueroa explained that such expenses are not reimbursable through ADOT and are therefore not budgeted for. Instead, local funds are used to cover for non-reimbursable expenses. Paul Ward further explained miscellaneous expense is not a line item in our accounting system as far as a value we but do have a line item for expenses covered by our local funds from member agencies. He suggested that staff will revise future reports created within QuickBooks to show a lump sum.

The Chairman entertained a motion for the consent of the YMPO Income and Expenditure Reports for October and November 2017.

MOTION: Mayor Jose Yopez moved to approve the YMPO Financial Reports, as presented. Supervisor Martin Porchas seconded and the motion was unanimously passed.

At 1:39 p.m., Mayor Cecilia McCollough joined the meeting and at 1:43 p.m., Supervisor Martin Porchas joined the meeting.

5. Transportation Performance Management (TPM) – Federal Highways Safety Performance Measures (PM)

The Chairman mentioned item will be continued until next month's meeting until the Technical Advisory Committee obtains additional information before approval.

6. FY 2018-2022 YMPO TIP Amendment #2.

Charles Gutierrez, presented information on three items for TIP Amendment #2. The first request is by Yuma County to add an additional \$163,510 in Local Funds (non-federal) to the North Frontage Road Overlay Project for the completion of the project. He further mentioned, local funds would allow for the overbudget project and the funds have already been paid to ADOT.

The second request is by Yuma County Intergovernmental Public Transportation Authority (YCIPTA) requiring an amendment to the Transit portion. The additions are fund, description, and TIP ID number changes to reflect each Grant. The amendment will allow the Grant to move forward for the local transit services.

Finally, the City of San Luis requested the Highway Safety Improvement Program (HSIP) funds in the amount of \$320,910 at 100%, no match. This is for Juan Sanchez Blvd: 10th Ave to SR195 (Ave E) install centerline rumble strip, sealer, and paint. The City has suffered four deaths in this area in the last five years. At the urging of Mayor Sanchez, ADOT, YMPO, and the City are committed to using some of the available FY 2018 HSIP funds for this project. Mr. Gutierrez requested approval from the Board to include project in TIP Amendment #2, the funds being available from unutilized HSIP money. This project would completely expend the obligation authority for the region and utilize all HSIP money for the year. In addition, Mr. Ward mention there had been no other applications for the funds available.

The Chairman entertained a motion to approve the FY 2018-2022 YMPO TIP Amendment #2.

MOTION: Supervisor Porchas, moved to approve the FY 2018-2022 YMPO TIP Amendment #2. Vice-Mayor Ramos seconded, and the motion was unanimously passed.

7. FY 2018-19 Unified Planning Work Program-Possible Future Work Items.

Mr. Ward informed Board members that this was the time of the year for the development of the new FY 2018-19 Unified Planning Work Program. Mr. Ward had concurrently requested input from members of the YMPO Technical Advisory Committee (TAC) as well as Board members to start to identify studies or reports that YMPO could/should carry out during the next cycle.

He mentioned two studies that have already been suggested for consideration which are an Update to the Regional Transit Study for YCIPTA and a Regional Population Study in advance of the US Census in 2020. The former is a periodic need and the latter would involve someone at the YMPO, regional, level working with individual agencies to predict what is likely to happen in the 2020 Census.

He mentioned that if the urbanized area exceeds 200,000 population, with a density greater than 1,000 people per square mile, the region would become designated as a Transportation Management Area (TMA). The major impact of TMW designation would be that the region would get more federal funds, directly allocated by the USDOT to YMPO.

He suggested some further projects for possible inclusion for the new work program including an update to the regional transportation model software (TransCAD), GIS Software (ArcView), possibly hiring a new multi-purpose Transportation Planner position to handle project management, and a possible study to review YMPO funding in general and how to best handle local matching funds. This item was on the agenda for information and discussion only and there were no comments.

8. Tentative Schedule for Calendar 2018 Executive Board and Technical Advisory Committee Meetings.

Melissa Ramos briefly presented the draft schedule and she and Mr. Ward answered a few questions. The Chairman requested the proposed November 29, 2018, meeting be combined with the December 13, 2018 meeting, and that it should be held at the City of San Luis.

The Chairman entertained a motion to approve the (revised) 2018 Executive Board Meeting Schedule.

MOTION: Mayor Yopez, moved to approve the revised 2018 Executive Board Meeting Schedule. Supervisor Porchas seconded and the motion was unanimously passed.

9. FY 2017 YMPO Audit Schedule

Ms. Figueroa updated the Board on the audit schedule presented during the last board meeting in October for the forthcoming fiscal year end June 30, 2017. Since that time, YMPO Staff had met with auditors Walker and Armstrong to schedule audit dates and set a financial statement completion deadline of January 31, 2017. Lumbard and Associates completed the first and second onsite visits during the preparation of YMPO annual financial statements. The audit of accounts was scheduled for the January 8-11 time frame and will be completed by February of 2018. In March of 2018, YMPO staff will submit Single Audit filing and present to the Audit Committee and Board on March 22, 2018. Ms. Figueroa stated the updated schedule will maintain a timeline for meeting audit deadlines. This item was on the agenda for information and discussion only and there were no comments.

10. Local Matching Funds

Mr. Ward referred to the October board meeting where he presented on matching funds in the YMPO Unified Work Program (UPWP) process. He reported that YMPO is still researching the funds held in the YMPO Treasurer's account by Yuma County. He reported that he had discussed the process used by other MPOs around the State, but most other MPOs operated differently. He reported that, for the current year, local match invoices have not been sent out to member agencies for payment local dues. Initial estimates had been sent out, to assist member agencies with their budgets, but final invoices had not. Based on the YMPO Treasurer's account balance, Mr. Ward suggested that YMPO could forgo any cash payments of local matching funds provided by member agencies for the current year. Meanwhile, YMPO staff would further investigate the positive balance in the Treasurer's account and report back to the Board.

The Chairman asked why there is money left over when our roads are in such bad shape. Mr. Ward replied that the money in question is intended to be used as matching funds for studies and planning efforts but not directly for road repairs. Mr. Ward reported that records don't make it clear how YMPO managed to build up such a large fund in the Treasurer's account. The balance available is probably because YMPO hasn't fully expended the money every year. YMPO gets federal funds and the vast majority of the work, studies, reports, and YMPO salaries are federal-aid eligible. Only a very small portion of the YMPO expenses are not federal-aid eligible.

Local matching funds are divided into two types. Members can provide In-Kind services such as member agency staff members attending TAC meetings and some smaller MPOs around the State report being able to completely write-off all of the local matching funds as In-Kind. Realistically, this cannot be done for YMPO, based on the budget amounts involved. However, In-Kind estimates can be stepped up and staff will increase efforts in this regard. It is understood that the cash portion of local matching funds, primarily collected from member agencies in the form of annual dues, have been building up over the past several years but have not been directly programmed, as part of the budget for specific planning studies or programs. Mr. Ward agreed that a closer, more detailed look is necessary to find out how the funds in the Treasurer's account were obtained but he assured the Board that the funds belong to the member agencies that YMPO serves.

There were several suggestions about how to use the money, including building roads, giving the money back to member agencies, not charging any matching funds for years to come (the "annual dues"), or using the funds for regional planning or advancing the design phases or advancing some of the federally funded studies or projects already in the TIP.

Most members liked the concept of funding regional projects that would benefit all the cities and towns and several members agreed that more research was needed and that YMPO should establish a workable procedure and policy for upcoming years. In addition, several members cautioned that not charging the dues for one year would make it more difficult to re-implement annual dues if and when they became needed. The general consensus was to allow YMPO to keep the funds as a regional funding source to improve regional collaboration amongst member agencies.

In summary, Mr. Ward committed to continuing the research on the existing Treasurer's fund balance and the future need to local matching funds, both in-kind and cash. The aim is to establish a process for how matching funds should be assessed and used, for future review and approval by the Board.

11. Nomination of State Transportation Board Member for District 6

The Chairman turn this item over to Vice-Chair McCollough, recusing himself from any discussion on this item and actually leaving the room. Mayor McCollough asked Mr. Ward to present the item. Mr. Ward reported that the term of the State Transportation Board member for District 6 will soon end and he understood that the next member should come from Yuma County. The current representative is Deanna Beaver and she will remain until the Governor appoints a replacement member. Chairman Knight has indicated his interest in being appointed and has submitted the appropriate application. He has received verbal support from Mayor Nicolls, the Yuma City Council and various members of the Board of Supervisors. Mr. Ward asked the Board whether, as an agency, they would be willing to endorse a letter of support to the Governor for the candidacy of Chairman Knight, signed by all members.

Vice-Chair McCollough entertained a motion to approve the support letter to the nomination of Vice-Mayor Mr. Knight for State Transportation Board Member.

MOTION: Vice-Chair McCollough moved to approve the support letter for the nomination of Deputy Mayor Knight for State Transportation Board Member. Councilmember Craft seconded. Paul Patane respectfully abstained, citing a conflict of interest, and the motion was unanimously passed.

Chairman Knight was asked to rejoin the meeting and was congratulated by Ms. Ramos and the remainder of the Board.

12. Executive Director's Evaluation

The Chairman entertained a motion to recess to executive session.

MOTION: Mayor Yopez moved to recess to executive session. Mr. Patane seconded and the motion was unanimously passed.

13. Reconvene to Public Meeting

The Chairman called meeting back to order at 3:05 pm.

14. Executive Director's Evaluation

The Chairman deferred any action on this item to a future meeting.

15. Process to Advertise for YMPO Legal Services

Mr. Ward reported that the only bid received was by the company of Byrne & Benesch and asked for authorization to extend the current contract for three years.

The Chairman entertained a motion to approve the extension of the legal services contract for three years.

MOTION: Supervisor Porchas moved to approve the extension of the legal services contract for three years. Ms. Ramos seconded, and motion was unanimously passed.

16. Rural Transportation Advisory Council (RTAC) - Update Report

Mr. Ward reported that he had received an email message from State Transportation Board (STB) Chair Deanna Beaver regarding the Arizona Long-Range Transportation Plan Update. She had suggested that the YMPO Board might want to comment on the updated plan. He summarized that the major issue is the lack of funding which leads to a virtual elimination of all future roadway expansion projects. As a consequence, the vast majority of the funding in the Greater Arizona area (outside of Maricopa and Pima Counties) is going toward preservation, with a limited amount for modernization.

Chairman Knight reported that he had attended the December 5, 2017, STB meeting and stated that, to allow all the Highway User Revenue Funds (HURF) Funds to be used directly for roadways, the Department of Public Safety (DPS) would need their own funding. He also stated that additional funding sources would be needed to increase revenue. Meanwhile, the potential elimination of any future expansion projects in Greater Arizona effectively means that Yuma region roads will continue to suffer from a lack of adequate funding.

The Chairman entertained a motion to approve a letter of support from YMPO on the RTAC position for the LRTP.

MOTION: Mayor Yopez moved to approve the letter of support from YMPO on the RTAC position for the LRTP. Ms. Ramos seconded and motion, with one abstention from Mr. Patana, motion was unanimously passed.

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

- A. Staff Reports. Mr. Ward introduced DeLaurien McKenzie as a YMPO Traffic Counter, currently, but YMPO is exploring the idea of taking him full time to fill the position vacated by Bryan Brady. He mentioned Mr. McKenzie is currently part-time but the idea is for him to transition into full time status once Amendment #1 to the FY 2017-18 Unified Planning Work Program (UPWP) is approved, likely by the end of January. Eventually, when the new FY 2018-19 UPWP is approved (tentatively by June/July 2018) the position would switch to full-time, permanent.
- B. TAC Minutes.
- C. Conference Updates.
- D. MPO/COG Director/Planner Meetings.
- E. Rural Transportation Advocacy Council activities.
- F. Projects-Economic Development and Transportation.

18. Possible Future Agenda Items.

- A. FY 2018-19 Unified Planning Work Program-Amendment #1.
- B. Tentative Schedule for Election of Officers and Audit Committee members.

19. Progress Reports.

- A. October 30; Initial NHS Travel Time and Freight Reliability Target Setting Coordination teleconference; Paul Ward participated;
- B. November 1: TPM teleconference with Thor Anderson and Mark Hoffman; Paul Ward and Charles Gutierrez participated;
- C. November 2 - Geospatial Day; Paul Ward participated;
- D. November 3 - CMAQ Emissions TPM telecon meeting; Paul Ward attended;
- E. November 6-9 - Financial Reports visit by Lumbard and Associates staff; Paul Ward and Crystal Figueroa participated;
- F. November 7 - San Luis POE I meeting update; Paul Ward attended;
- G. November 8 - Monthly ADOT Coordination meeting; Paul Ward attended;
- H. November 9 - TAC meeting; Paul Ward and Melissa Ramos attended;
- I. November 14 - Arizona Statewide ITS Architecture workshop (teleconference); Paul Ward participated;
- J. November 15/16 - ASU Pavement conference in Tempe; Paul Ward attended;
- K. November 15; San Luis Juan Sanchez Boulevard Safety meeting; Charles Gutierrez attended;
- L. November 21; Meeting with audit staff from Walker and Armstrong; Paul Ward and Crystal Figueroa attended;
- M. November 28; Teleconference with Paul Melcher; Paul Ward participated;
- N. November 29; GSA NEPA compliance meeting; Paul Ward attended;
- O. November 29; San Luis Juan Sanchez Boulevard Safety meeting; Paul Ward and Charles Gutierrez attended;
- P. November 30 - Yuma Chamber of Commerce Transportation meeting; Paul Ward attended;

- Q. December 5/6 - FHWA Planning Grant workshop; Paul Ward, Charles Gutierrez, Crystal Figueroa, and Melissa Ramos attended;
- R. December 8 - COG/MPOs Planners meeting; Charles Gutierrez attended;
- S. December 11 - Monthly ADOT Coordination meeting; Paul Ward and Charles Gutierrez attended;
- T. December 14 - TAC meeting; Charles Gutierrez and Melissa Ramos attended;

20. Adjournment.

Mr. Ward specially thanked Councilmember Bill Craft for he's service as a member of the Executive Board, officially he's last board meeting. The meeting was adjourned at 3:30 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 approved in regular session on
January 25, 2018

Minutes reviewed to form by:

Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization

Deputy Mayor Gary Knight, Chairman
YMPO Executive Board