

# EXECUTIVE BOARD REGULAR MEETING AGENDA

*Local Governments and Citizens Working Together*

## EXECUTIVE BOARD

Postponed Meeting

Thursday, October 3, 2024  
3:30 P.M.

The Meeting will be held In-Person and/or using GoToMeeting by Video and/or Teleconference from the Main Conference Room at the YMPO Offices at 230 West Morrison Street, Yuma, Arizona 85364

## YMPO EXECUTIVE BOARD

Chair	Cecilia McCollough, Vice-Mayor, Town of Wellton
Vice-Chair	Maria Cecilia Cruz, Councilmember, City of San Luis
Secretary/Treasurer	Wynnie Ortega, Councilmember, Cocopah Indian Tribe
Member	(Vacant), Councilmember, City of Yuma
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Martin Porchas, Board of Supervisors, Yuma County
Member	Sam Elters, State Transportation Board, ADOT
Member	Michael Shelton, Councilmember, City of Yuma
Member	Art Morales, Councilmember, City of Yuma
Member	Luis Galindo, Vice-Mayor, City of Somerton

In the event the GoTo Meeting platform has a service outage, the meeting will be held using the following dial-in conferencing information: Dial-In telephone number: (605) 313-5852, Access Code: 5852215#.

1. Call to Order and the Pledge of Allegiance  
The meeting will be called to order and members will be asked to recite the Pledge of Allegiance.
2. Roll Call Attendance and Declaration of Votes  
Lourdes Lopez, YMPO Accountant II/Executive Assistant, will call the attendance roll, and if any members of the City of Yuma are not in attendance, those members that are in attendance will have the opportunity to declare the number of votes that each member will exercise, including any proxy votes.
3. Title VI Declaration and Call to the Public  
Jesus Aguilar, Jr., YMPO Mobility Manager, will read a brief message, reminding members of our Title VI obligations. In addition, this item provides an opportunity for comments by the public on subjects *not* on the agenda. Individuals wishing to address the Board need not request permission in advance and are limited to three (3) minutes. Any members of the public attending by teleconference are requested to contact YMPO staff with any questions they may have prior to the meeting.

4. Consent Agenda
  - A. Approval of the August 22, 2024, Board Meeting Minutes
  - B. YMPO Income/Expenditure Report for August 2024

A copy of the draft minutes of the Regular Board meeting from August 22, 2024, will accompany this agenda. Members will have the opportunity to review, report any changes, and/or approve minutes. The August financial report is also expected to accompany this agenda and will be available for comment at this meeting.

**This item is on the agenda for information, discussion, and possible action to approve the Consent Agenda. Copies of the draft minutes for August 22, 2024, and the financial report for August 2024 are attached as Items A and B, respectively.**

5. Staff Hiring Update

YMPO Executive Director, Crystal Figueroa, has started her maternity leave, which is expected to last probably into December. As members are already aware, the prior Executive Director, Paul Ward, is currently filling the position of Principal Engineer (and Acting Executive Director) in a consultant role, pending Ms. Figueroa's return.

We would formally like to welcome Lourdes (Lulu) Lopez, on her promotion to the Accountant II/ Executive Assistant position. We would also like to welcome Nancy Curotto, who has been selected for the Bookkeeper/Administrative Assistant position, recently vacated by Ms. Lopez. The position was posted on the Yuma County website and other web platforms; several good candidates were interviewed before the final selection and offer was made.

**This item is on the agenda for information and comment only, at this stage. Mr. Ward will present this item.**

6. Safe Streets For All (SS4A) Grant Award

The SS4A Grant is a Federal program that funds regional, local, and Tribal initiatives through grants to help prevent roadway deaths and serious injuries. YMPO contracted with Greenlight Traffic Engineering to apply for a SS4A Grant to seek \$500,000 to develop a regional Comprehensive Safety Action Plan and demonstration activities to aid in pursuing future Highway Safety Improvement Program (HSIP) funds. An application was submitted in May, 2024, and last month, YMPO was informally notified that we had been awarded \$400,000 in federal SS4A funds. Further, YMPO will likely seek \$100,000 in AZ SMART funds to fill the local match requirement for the SS4A fund award.

**This item is on the agenda for information, discussion, and comment only, at this stage. Senior Transportation Planner, Fernando Villegas will present this item.**

7. Railroad Crossing Elimination Program - Regional Letter of Support

YMPO recently received a request from Yuma County staff to provide a regional letter of support for their submittal for a Federally funded Railroad Crossing Elimination (RCE) Program Grant. If successful, the grant will assist Yuma County in looking at alternatives to improving safety and mobility at three Union Pacific Railroad Grade Crossings at Avenue 9E, Avenue 11E (Fortuna Road), and Avenue 29E.

This request was notified to all member agencies during the YMPO Technical Advisory Committee (TAC) meeting on September 12, 2024, and received general, verbal support. The requested deadline was reported as being by the end of September and, as the deadline was prior to the postponed October 3, 2024, Executive Board meeting, Ms. Figueroa decided to sign and send the requested letter of support, on her own authority.

**This item is on the agenda for information, discussion, and comment only at this stage Mr. Ward will present this item and a copy of the letter of support is included in the packet for your review.**

8. FY 2026-2050 YMPO Long-Range Transportation Plan (LRTP) Update

YMPO staff last updated members regarding the status of the LRTP during the June 27, 2024, meeting. Since that time, the consultants from the Kittelson team have released Phase I of the LRTP Public Outreach to update the regional comprehensive transportation plan, in collaboration with the City of Yuma integrated multimodal transportation plan. The YMPO TAC received an update on current progress and YMPO staff will provide a brief update to the Board, including Phase 1 of the Public Outreach. The consultant will provide a more detailed presentation to the Board during the scheduled October meeting.

**This item is on the agenda for information and discussion only, at this stage. Mr. Villegas will present this item.**

9. YMPO Rebranding: Logo, Vision, and Values Statements

During the May 26, 2022, meeting, the Board approved a revised YMPO mission statement, which was the first step in a rebranding vision project. YMPO staff presented the need to update the YMPO logo and establish a vision and values statements that can be included in a future updated YMPO website, including other resource materials such as brochures to provide updated information and a fresh look.

The Board will be presented with the latest logo options and will be asked for comment on the most recent version of the vision and values statement. The items are being presented for final consideration and possible approval.

**This item is on the agenda for information, discussion, and possible approval of the preferred logo and vision and values statements. The YMPO Associate Planner, Jeff Heinrichs will present this item, and further information is available in an information summary as Item 9.**

10. Complete Streets Concept Study (CSCS) Kick-Off

A Notice to Proceed was issued to Kimley-Horn and Associates Inc. in August 2024. The timeframe to complete the Study is eleven months. A Kickoff meeting with YMPO staff has been held, and members of the TAC were briefed on the proposed schedule for the study's development. Currently, the consultant is reviewing best practices in other agencies similar to YMPO and is identifying peer organizations that have already completed these types of studies in recent years. The consultant will provide a formal presentation to the Board by the end of the year.

**This item is on the agenda for information and comments only, at this stage. Mr. Ward will present a status update on this study.**

11. Possible Future Studies for YMPO.

YMPO develops the Unified Planning Work Program (UPWP) and Annual Budget every two years, and staff has started preparation of a Draft version for the FY 2026-28 YMPO UPWP for the Executive Board's consideration. After estimating the needs for staffing and considering the scope, schedule and budget for any ongoing studies that are already in progress, one of the first steps is to review the different types of studies that YMPO might undergo, As a result, the YMPO TAC were recently requested to review, and comment on, a limited list of studies put forward by staff, and were asked to possibly suggest others.

These tentative studies are being shared with the Executive Board at this early stage. Staff are preparing Outlines for each study. Each Outline will contain a brief explanation of the need for each study, a limited scope of work, an individual budget for each and a tentative schedule.

**This item is on the agenda for information and discussion only, at this stage. Mr. Ward will present this item, and further information is available in the information summary as Item 11.**

12. Arizona Rural Transportation Summit (AZRTS)

The AZRTS, in Prescott, is scheduled to take place on October 16 and 17 with a breakfast with the State Transportation Board scheduled for October 18, followed

by a formal meeting of the AZSTB at 9:00 a.m. Several members of the YMPO Executive Board will be participating and all of YMPO staff will be present. Further details of the conference will be provided to members throughout the next few weeks.

**This item is on the agenda for information and comment, only at this stage. Mr. Ward will present this item, and further information is available in the information summary as Item 12.**

13. FY 2024-25 YMPO Unified Planning Work Program (UPWP) Amendment #7

The FY 2024-2025 YMPO UPWP was initially approved on May 25, 2023, and since then, it has been amended six times, most recently on August 22, 2024. Amendment #7 contains updated funding amounts based on recent ledger adjustments made by ADOT. Details of this amendment contain the carry forward balances from FY 2024, but FY 2025 numbers are not fully available as the recent action by the Federal government and ADOT were based on a partial extension of the annual budget.

**This item is on the agenda for information, discussion, and possible comment only, at this stage. Mr. Ward and Ms. Lopez will present this item.**

14. 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 (AZRTS, and Roads and Streets)
- D. MPO/COG Director/Planner Meetings
- E. Rural Transportation Advocacy Council activities
- F. Projects - Economic Development and Transportation
- G. Status Report on AZ Smart Fund

**This item is on the agenda for information, discussion, and for Board members and other staff reports and comments.**

15. 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. Complete Streets Study
- B. ADOT Southwest District Yuma Region Presentation
- C. TA Program
- D. YMPO Accounting Manual, Employee Manual, and Procurement Updates

E. Roads of Regional Significance Study

16. Progress Reports

Members are encouraged to suggest topics for discussion at a future Board meeting:

- a. Aug 23 – Mobility Managers Meet & Greet (JR)
- b. Aug 23 – RTAP Review (LL)
- c. Aug 26 – Admin Asst/Bookkeeper Interviews (CF, LL, JH)
- d. Aug 26 – YMPO CSCS Kick-Off Meeting (CF, JH, FV)
- e. Aug 26 – PASS Training (Securement Skills) (JR)
- f. Aug 26 – RTAC Board Meeting (CF, FV)
- g. Aug 27 – Review of 5310 Reimbursement Request (CF, LL)
- h. Aug 27 – WF Appointment for CC Update (CF, LL)
- i. Aug 27 – Admin Asst/Bookkeeper Interviews (LL, JH)
- j. Aug 29 – Yuma TMP Bi-Weekly Check-in (CF, JH, FV)
- k. Aug 29 – COG/MPO Quarterly Planners Meeting (CF, JH, JR, FV)
- l. Sep 3 – YMPO Monthly Update (JR)
- m. Sep 3 – YMPO Procurement Discussion with ADOY (CF)
- n. Sep 4 – YMPO CSCS – Monthly Check-In (CF, JH, FV)
- o. Sep 4 – Staff Meeting (CF, JH, JR, LL, FV, NC)
- p. Sep 4 – Yuma MPO LRTP Update – PMT Meetings (CF, JH, FV)
- q. Sep 5 – LPA/DB Review of Contracts (CF, LL)
- r. Sep 9 – ADOT/YMPO Monthly Coordination Meeting (JR)
- s. Sep 9 – Regional Mobility Committee Meeting (JR)
- t. Sep 9 – Traffic Count Training with Associate Planner (JH, LL)
- u. Sep 10 – YMPO/MPO 23:03 / Labor Testing Questions (CF, LL)
- v. Sep 10 – Securement Skills Testing (JR)
- w. Sep 11 – P2P Workshop Southwest District (CF, JH, LL, FV)
- x. Sep 11 – Travel Training Meeting with YCIPTA (JR)
- y. Sep 11 – Bookkeeper Training (LL, NC)
- z. Sep 12 – YMPO Technical Advisory Committee Meeting (CF, JH, JR, LL, FV, NC)
- aa. Sep 12 – YMPO Monthly Update (JR)
- bb. Sep 14 – UPWP Budget Amendment #7 (CF, LL)
- cc. Sep 16 – RTAC Advisory Committee Meeting (CF, FV)
- dd. Sep 17 – Audit FY 2024 Discussion & Questions with PUN Group (LL)
- ee. Sep 17 – Yuma MPO LRTP Update – PMT Meetings (CF, JH, FV)
- ff. Sep 17 – Yuma PM10 SIP Update Meeting (CF, FV)
- gg. Sep 18 – 5310 Mobility Manager Task Update (JR)
- hh. Sep 19 – Stupid Question Sharing Session (JH, JR, FV)
- ii. Sep 19 – Yuma TMP Bi-Weekly Check-in (JH, FV)
- jj. Sep 20 – AZ State Transportation Board Meeting (CF)
- kk. Sep 23 – RTAC Board Meeting (CF, FV)
- ll. Sep 23 – CTS Meeting (CF, FV)

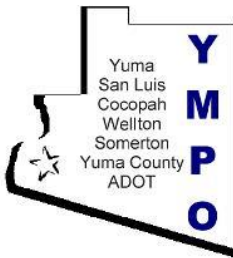
- mm. Sep 25 – Yuma Resource Guide Advisory Committee Ribbon Cutting (JR)
- nn. Sep 25 – 2024 Arizona Conference on Roads and Streets (JR, JH, FV)
- oo. Sep 30 – SS4A Grant Agreement Webinar (FV)
- pp. Oct 1 – YMPO LRTP: Technical Working Group (CF, JH, FV)
- qq. Oct 1 – Yuma MPO LRTP Update -PMT Meetings (CF, JH, FV)
- rr. Oct 3 – Yuma TMP Bi-Weekly Check-in (JH, FV)
- ss. Oct 3 – Executive Board Meeting (CF, PW, JH, JR, FV, LL)

17. Adjournment

*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. If you have any questions regarding YMPO programs, activities, or services, please contact Crystal Figueroa at 928-783-8911.*

Anticipated Future 2024 Meeting Locations.

All future meetings will continue at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members may participate in person, OR they may participate electronically by computer and/or telephone (or both), using the GoToMeeting portal. The next two meetings will occur on Thursday, October 31, 2024, and a combined November/December meeting on Thursday, December 12, 2024.



# EXECUTIVE BOARD MEETING MINUTES

*Local Governments and Citizens Working Together*

## EXECUTIVE BOARD

Regular Meeting

Thursday, August 22, 2024

3:30 P.M.

The Meeting was held In-Person and/or using GoToMeeting by Video and/or Teleconference from the Main Conference Room at the YMPO Offices at 230 West Morrison Street, Yuma, Arizona 85364

1. Call to Order and the Pledge of Allegiance

The Yuma Metropolitan Planning Organization (YMPO) Chairwoman, Town of Wellton Vice-Mayor, Cecilia McCollough, called the YMPO Executive Board (the Board) meeting to order at 3:33 p.m., and asked the Board to join her in reciting the Pledge of Allegiance.

2. Roll Call Attendance and Declaration of Votes

The YMPO Accountant II/Executive Assistant, Lourdes Lopez, called the roll as follows:

YMPO Executive Board Members Present:

Chair	Cecilia McCollough, Vice-Mayor, Town of Wellton ^
Vice-Chair	Maria Cecilia Cruz, Councilmember, City of San Luis ~
Secretary/Treasurer	Wynnie Ortega, Councilmember, Cocopah Indian Tribe ~
Member	Lynne Pancrazi, Board of Supervisors, Yuma County ~
Member	Art Morales, Councilmember, City of Yuma ^
Member	Martin Porchas, Board of Supervisors, Yuma County ^
Member	Paul Patane for Sam Elters, Transportation Board/ADOT ^
Member	Luis Galindo, Vice-Mayor, City of Somerton ^

^ Attended in person.

~ Participated by teleconference.

As six of the member agencies were present, the quorum requirement was met.

YMPO Executive Board Members Absent

Member	Michael Shelton, Councilmember, City of Yuma #
Member	Sam Elters, State Transportation Board, ADOT #

\* Not present, and not represented by proxy by another member.

# Not present, but was represented by proxy by another member.



YMPO Staff Present:

Crystal Figueroa	Executive Director
Fernando Villegas	Senior Transportation Planner
Jeff Heinrichs	IT Manager/ Associate Planner
Lourdes Lopez	Accountant II/ Executive Assistant

Other Attendees:

Paul Ward	Award Consulting and Engineering, LLC
Kevin Adam	RTAC Legislative Liaison

Declaration of Votes:

Councilmember Arturo Morales declared he would exercise all five votes for the City of Yuma. Supervisor Martin Porchas declared that he would exercise both votes for Yuma County (until Supervisor Pancrazi arrived).

3. Title VI Declaration and Call to the Public

Ms. Lopez read the YMPO Title VI obligations. No members of the public were present to address the Board.

4. Consent Agenda

- A. Approval of the July 25, 2024, Board Meeting Minutes.
- B. YMPO Income/Expenditure Report for August 2024.

MOTION: Supervisor Porchas moved to approve the consent agenda. Councilmember Morales seconded, and the motion was unanimously approved.

5. Item 5 was omitted from the agenda, in error.

6. Possible Regional Project Priority List for 2025

YMPO Senior Transportation Planner, Fernando Villegas, reported that sufficient funds might not be available for the projects listed in the current fiscal year due to an expected deficit in the State budget. However, the highest priority project, the widening of US-95 between the Wellton-Mohawk Canal and Aberdeen Road had retained all of the funds that had been allocated during the previous year, \$33 million. He further reported that the three priorities for 2025 were: (1) Continuing the funding of the widening of US-95, from the Wellton-Mohawk Canal to Aberdeen Road; then (2) pavement rehabilitation on US-95 from County 17th Avenue to Avenue D; and (3) Somerton Main Street Improvement.

He stated that the Rural Transportation Advisory Council (RTAC) Board has advised that members should submit their priority projects with an anticipated 20% total increase which, if received, would increase the YMPO allocation to almost \$58 million. Mr. Villegas then displayed a copy of the project Fact Sheets that

would be shown to the RTAC Board during the forthcoming Rural Transportation Summit (RTS) which is scheduled for October, and to which all members of the Executive Board had been invited. Mr. Villegas summarized that this item was on the agenda for information, discussion and possible action to approve the FY 2025 YMPO Regional Priority Projects, as shown on the fact sheets.

Ms. Figueroa and Mr. Villegas pointed out a few minor updates to some of the dollar amounts on the fact sheets presented and reminded members that funding might be available not just through the RTAC/State budget process but also, possibly, through the Arizona Department of Transportation (ADOT) programming process and/or grants. Members discussed the actual funding currently available for the US-95 widening project.

Kevin Adam, the RTAC Legislative Liaison, joined the meeting, as a guest.

MOTION: Supervisor Porchas moved approval of the three Priority Projects presented, with minor corrections as outlined by staff during the presentation. Councilmember Cuz seconded the motion, and the motion was unanimously approved.

7. SMART Program - Possible Regional Letter of Support

Ms. Figueroa reported that the City of Yuma had requested a letter of support for their application for a U.S. Department of Transportation (USDOT) Strengthening Mobility and Revolutionizing Transportation (SMART) grant program. The proposed Automated Traffic Signal Performance Measure (ATSPM) project would synchronize traffic signals in the City of Yuma to promote better traffic flow and improved safety. Ms. Figueroa displayed a copy of the proposed letter of support.

MOTION: Councilmember Morales moved approval of the Letter of Support. Supervisor Porchas seconded, and the motion was unanimously approved.

8. FY 2024 Defense Community Infrastructure Program (DCIP) Grant & FY 25 Congressionally Directed Spending (CDS) - Status

YMPO IT Manager / Associate Planner, Jeff Heinrichs, reported that applications for a \$15 million FY 2024 DCIP Grant, for US-95 improvements in the Yuma Proving Grounds (YPG) area and a further request for FY 2025 CDS had been submitted for continued US-95 improvements in the YPG area. Ms. Figueroa informed members that, unfortunately, neither application was successful.

Councilmember Morales specifically asked about what funding had been spent on the US-95 widening project. The ADOT Southwest District Administrator, Paul Patane, agreed to present a summary of the funding used on the US-95 widening efforts to date, currently, and planned, at a future Board meeting.

9. YMPO Rebranding: Logo, Vision, and Values Statements

Mr. Heinrichs reported that YMPO staff has developed an updated vision and values statements that can be included in a future YMPO website, brochures and reports to provide a new and fresh look. He then showed a version of a new logo and values, vision and mission statements and indicated that this item is being presented for information, discussion and possible approval.

Members discussed the logo and suggested some possible changes. Ms. Figueroa said that this was the second time that this item had been presented, but suggested that she felt it important to get the right result.

10. Resolution in Support of Renaming a Portion of U.S. Route 95 in Honor of the Late Gary Knight

Ms. Figueroa reported that, during their July 2024, meeting, the Board directed YMPO staff to work with ADOT and the State Board on Geographic and Historic Names to initiate the renaming of a portion of State Route 95 (SR-95) as the Gary Knight Memorial Highway.

The original understanding was that there needed to be a waiting period, but after further review, it appears that such a delay is not necessary. As a result, Ms. Figueroa, presented a draft copy of Resolution 156 supporting this effort and stated that this item was on the agenda for information, discussion, and possible action to approve said Resolution

MOTION: Councilmember Morales moved approval of Resolution 156, Councilmember Cruz seconded and the motion was passed unanimously.

11. Staff Hiring Update

Ms. Figueroa reported that she has promoted Lourdes (Lulu) Lopez to fill the Accountant II/ Executive Assistant vacant position, following the departure of the former Accountant. The Bookkeeper/Administrative Assistant position was posted on the Yuma County website and various other web platforms. Interviews for the position were held and a decision will be made shortly. Also, based on the Board's direction from the previous month, Ms. Figueroa anticipates contracting with Consultant Paul Ward to assist YMPO staff during her forthcoming maternity leave.

At the Board's request, Mr. Ward gave a very brief summary of his experience as a Civil Engineer/Transportation Planner in Arizona over the past 25 years, and as the YMPO Executive Director, from 2016 through 2022, and as YMPO Principal Engineer, for several months during 2023.

12. FY 2024-25 YMPO Unified Planning Work Program (UPWP) Amendment #6

Ms. Figueroa said that during the February 2024 Executive Board meeting, the Executive Director's Performance Evaluation subcommittee was established and agreed that YMPO staff evaluations would be conducted in June and implementation of raises would be effective at the start of the new fiscal year: July 1, 2024. The subcommittee met on July 19, 2024, and completed the evaluation of her performance. Ms. Figueroa stated that, a few months ago, she shared the exciting news about her pregnancy and provided a due date of September 23, 2024, and further anticipated discussing the details of maternity leave and absence planning. In addition, the UPWP Amendment includes authorization and funding for the temporary hiring of Paul Ward, as outlined in the July 2024 Board agenda, and during the previous agenda item.

She requested the Board's approval to go into Executive Session to discuss and evaluate the Director's performance and the short-term leadership of the YMPO during the Director's maternity leave.

MOTION: Councilmember Morales moved to go into Executive Session to discuss this item. Supervisor Pancrazi seconded, and the motion was unanimously approved. The Board met in Executive Session for the Director's evaluation and short-term leadership. There are no minutes available for this period.

12. Reconvene to Public Meeting

MOTION: Supervisor Pancrazi moved to reconvene the Executive Board meeting into regular session. Councilmember Morales seconded, and the motion was unanimously approved.

13. Executive Director's Evaluation and Maternity Leave (Short-Term Leadership) - Open Discussion

Ms. Figueroa mentioned that the Board had the opportunity to discuss or comment on the Director's evaluation and short-term leadership during the Director's maternity leave in open session.

MOTION: Supervisor Pancrazi moved to approve the Executive Director's evaluation and total pay raise by 5.6% to include pay-scale adjustment increase and pay-for-performance, including their approval for contractual onboarding of consultant Paul Ward to provide short-term leadership during the director's maternity leave, as early as mid-September, through December. Mr. Patane seconded, and the motion was unanimously approved.

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

- A. Staff Reports - Future Meetings
- B. TAC Minutes
- C. Conference Updates (AZRTS, and Roads and Streets)
- D. MPO/COG Director/Planner Meetings
- E. Rural Transportation Advocacy Council activities
- F. Projects - Economic Development and Transportation
- G. Status Report on AZ Smart Fund

Ms. Figueroa said the State Legislature passed the AZ Smart Fund bill, and the changes would go into effect ninety days after the legislative session ended, which should be on September 14th. ADOT has started updating the guidance for eligible entities that could apply. Once updated, entities such as tribes and MPOs would be able to directly apply for the AZ Smart Fund.

15. Possible Future Agenda Items

- 1. Complete Streets Study
- 2. Possible Regional Project Priority List for 2025 Legislation
- 3. ADOT Southwest District Yuma Region Presentation
- 4. Transportation Alternatives Program
- 5. YMPO Accounting Manual, Employee Manual, and Procurement Updates
- 6. Roads of Regional Significance Study

Ms. Figueroa said the Complete Streets Study had kicked off. A new call for projects to apply for the Transportation Alternatives (TA) Program was projected for early fall.

16. Progress Reports

- a. Jul 29 - CTS Meeting (FV)
- b. Jul 29 - YMPO Accounting Services, Audit & ACFR (LL, BD)
- c. Jul 30 - Yuma PM10 Roads and Open Lots (FV)
- d. Jul 31 - ATSAP TAC Meeting (JH, FV)
- e. Jul 31 - Yuma Joint Land Use Plan Update (FV)
- f. Aug 2 - PASS Training (JR)
- g. Aug 6 - What it means to be a cycling educator (JR)
- h. Aug 6 - Yuma JLUP WG Meeting (FV)
- i. Aug 7 - Yuma Resource Guide Advisory Committee (JR)
- j. Aug 7 - Yuma Resource Guide Advisory Committee Follow Up (JR)
- k. Aug 7 - Yuma MPO LRTP Update (FV, JH)
- l. Aug 8 - YMPO TAC Meeting (LL, FV, JH)
- m. Aug 8 - Yuma TMPO Biweekly Meeting (JH, FV)
- n. Aug 8 - AZ Mobility Managers Coordination (JR)

- o. Aug 8 - YRBC Meeting (JH)
- p. Aug 9 - AZ Planners Meeting (JR)
- q. Aug 12 - YMPO Staff Meeting (LL, JH, FV, CF)
- r. Aug 12 - ADOT/YMPO Monthly Coordination Meeting (CF, FV, JH)
- s. Aug 14 - MPO/COG Directors Meeting (CF)
- t. Aug 15 - WACOG Questions Sharing Session (JH, JR, FV)
- u. Aug 16 - AZ State Transportation Board Meeting (CF)
- v. Aug 16 - Dry Run W/SMEs and Facilitators (CF)
- w. Aug 19 - RTAC Advisory Committee Meeting (CF, FV)
- x. Aug 20 - AZ Transportation Conformity Meeting (CF, FV)
- y. Aug 20 - Yuma PM10 SIP Meeting (CF, FV)
- z. Aug 21 - JLUP Fact-Finding Exercise (CF)
- aa. Aug 22 - JLUP Working Group Meeting (CF)
- bb. Aug 22 - Yuma TMP Biweekly check-in (JH, FV, CF)
- cc. Aug 22 - JLUP Public Workshop (CF)
- dd. Aug 22 - YMPO Executive Board Meeting (CF, LL, FV, JH, JR)

Ms. Figueroa said that the progress reports were as stated.

16. Adjournment

Having no further business to discuss, Chairwoman McCulloch adjourned the meeting at 4:30 p.m.

*Notice: In accordance with the American 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. If you have any questions regarding YMPO programs, activities, or services, please contact Crystal Figueroa at 928-783-8911.*

Anticipated Future 2024 Meeting Locations.

All future meetings would continue to be held at the YMPO office at 230 West Morrison Street, Yuma, Arizona 85364. Members may participate in person, OR they may participate electronically by computer and/or telephone (or both), using the GoToMeeting portal. The next two meetings will occur on Thursday, September 26, 2024, and the combined November/December meeting on Thursday December 12, 2024.

*(Staff Note: After the meeting ended, the September meeting date was layer postponed until Thursday, October 3, 2024), due to staff members attending the Roads and Streets Conference.*

Signatures for these minutes are shown on the next page.

Preparation and Approval of Minutes:

Minutes prepared by:

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Lourdes Lopez, Accountant II/  
Executive Assistant

Minutes reviewed to form by:

Minutes approved in regular session on  
August 22, 2024

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Paul D. Ward, for Crystal Figueroa,  
Executive Director, Yuma Metropolitan  
Planning Organization

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Vice-Mayor Cecilia McCollough,  
Chairwoman, YMPO Executive Board

**Yuma Metropolitan Planning Organization  
Revenue & Expense Budget Performance  
August 2024**

	<u>Aug 24</u>	<u>YTD Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4000 · ADOT Grant</b>			
4006 - CRP	0.00	0.00	0.0%
4001 - PL	0.00	583,758.00	0.0%
4002 · SPR	0.00	278,106.00	0.0%
4004 · STBG	0.00	104,359.00	0.0%
4005 · 5305d (CPG)	0.00	181,745.00	0.0%
<b>Total 4000 · ADOT Grant</b>	<u>0.00</u>	<u>1,147,968.00</u>	<u>0.0%</u>
4007 · PL ISATO	0.00	9,842.00	0.0%
4050 · ADEQ Grant	0.00	10,000.00	0.0%
<b>4055 · 5310 Funds</b>			
4056 · RTAP	0.00	0.00	0.0%
4055 · 5310 Funds - Other	0.00	93,750.00	0.0%
<b>Total 4055 · 5310 Funds</b>	<u>0.00</u>	<u>93,750.00</u>	<u>0.0%</u>
4200 · YMPO UPWP Dues	0.00	88,139.53	0.0%
4400 · Interest Income	1,507.79	23,020.10	14.99%
<b>4600 · Charges for Services</b>			
4904 · Traffic Count Revenue	0.00	15,176.52	0.0%
<b>Total 4600 · Charges for Services</b>	<u>0.00</u>	<u>15,176.52</u>	<u>0.0%</u>
<b>4700 · Other Revenue</b>			
4907 · Misc Revenue	0.00		
<b>Total 4700 · Other Revenue</b>	<u>0.00</u>		
<b>Total Income</b>	<u>1,507.79</u>	<u>1,387,896.15</u>	<u>0.26%</u>
<b>Gross Profit</b>	1,507.79	1,387,896.15	0.26%
<b>Expense</b>			
<b>5110 · Payroll Expenses</b>			
5111 · Fringe Benefits	3,120.35	35,329.00	14.5%
<b>5112 · Part Time Staff-Salaries</b>			
5133 · Part Time Staff-Salaries- Local	2,785.13	12,647.10	36.94%
5112 · Part Time Staff-Salaries - Other	4,274.77	79,454.00	8.36%
<b>Total 5112 · Part Time Staff-Salaries</b>	<u>7,059.90</u>	<u>92,101.10</u>	<u>12.28%</u>
5113 · Full Time Staff-Salaries	33,728.98	382,360.00	14.55%
5115 · Health Insurance-ER Portion	13,019.00	83,922.00	15.51%
5116 · ASRS	3,787.28	45,883.00	14.11%
5117 · Workman's Comp Insurance	0.00	1,384.00	88.8%
5118 · FUTA Payroll Expense	24.92	546.00	8.04%
5120 · Life Insurance	312.00	1,872.00	25.0%
5141 · Health Insurance-EE Portion	0.00	0.00	0.0%
<b>Total 5110 · Payroll Expenses</b>	<u>61,052.43</u>	<u>643,397.10</u>	<u>14.5%</u>
<b>5123 · Consulting Services</b>			
5134 · Contractual-Local	0.00	75,192.00	1.53%
5123 · Consulting Services - Other	12,223.08	471,627.00	7.23%
<b>Total 5123 · Consulting Services</b>	<u>12,223.08</u>	<u>546,819.00</u>	<u>6.45%</u>
<b>5124 · Staff Training/Education</b>			
5137 · Staff Training/Edu Reimb-Local	0.00	0.00	0.0%
5124 · Staff Training/Education - Other	0.00	6,000.00	0.0%
<b>Total 5124 · Staff Training/Education</b>	<u>0.00</u>	<u>6,000.00</u>	<u>0.0%</u>
5125 · Audit Services	0.00	23,500.00	0.0%
5126 · Payroll Processing Fees	358.66	4,500.00	7.97%
5128 · Accounting Services	0.00	25,000.00	0.0%
5129 · Public Participation	0.00	750.00	0.0%
5130 · Reimbursement of Expenses	75.33	0.00	100.0%
5131 · Data Process, Software, Hardwar	155.98	12,000.00	3.47%
5132 · Furniture and Equipment	1,363.70	12,000.00	11.36%
5139 · RTAP Expense	0.00	0.00	0.0%
5140 · Legal	0.00	7,000.00	0.0%
5150 · IT Support	0.00	1,500.00	0.0%
5151 · Building Ins, property tax	0.00	7,400.00	63.08%
5152 · Equipment Maintenance	0.00	900.00	10.61%
5153 · Office Supplies	87.17	3,000.00	9.07%
5154 · Postage	0.00	300.00	0.0%
5155 · Printing	0.00	2,000.00	0.0%
5157 · Publications, Subscriptions	0.00	600.00	53.0%
5158 · Registration Fees	2,825.00	10,000.00	62.0%
5159 · Special Meetings	0.00	3,000.00	0.0%
5160 · Telecommunications	947.09	11,500.00	18.61%
5161 · Vehicle Purchase	0.00	31,616.00	0.0%



**Yuma Metropolitan Planning Organization  
Revenue & Expense Budget Performance  
August 2024**

	<u>Aug 24</u>	<u>YTD Budget</u>	<u>% of Budget</u>
5162 · Vehicle Insurance	-222.41	4,500.00	162.44%
5163 · Vehicle Maint., Repairs, Parts	98.61	2,000.00	4.93%
5164 · YMPO Memberships & Dues	0.00	3,000.00	0.0%
5165 · Finance Charges and Interest	0.00	200.00	0.0%
5166 · Website Maintenance	135.00	10,000.00	3.08%
5167 · Miscellaneous Consumables	13.22	3,500.00	0.38%
5168 · Employee Recruitment	0.00	500.00	0.0%
5169 · Miscellaneous-Expense	211.03	7,000.00	3.02%
5171 · Alarm System	0.00	750.00	16.0%
5173 · Electric Bill	1,104.22	7,500.00	31.01%
5174 · Grounds Maintenance	250.00	16,510.00	3.03%
5175 · Janitorial	900.00	9,360.00	17.31%
5179 · Office Building Repairs			
5181 · Pest Control	0.00	500.00	15.0%
5179 · Office Building Repairs - Other	340.00	20,000.00	2.36%
<b>Total 5179 · Office Building Repairs</b>	<b>340.00</b>	<b>20,500.00</b>	<b>2.67%</b>
5182 · Sewer & Water	248.49	3,500.00	10.32%
5190 · Travel - Local & Outside County	-420.78	11,000.00	7.55%
5191 · T530- Traffic Count Fuel	502.04	2,700.00	37.22%
5630 · T530 Traffic Count Equipment			
5631 · T530-Local COY Materials	0.00	2,508.00	0.0%
5630 · T530 Traffic Count Equipment - Other	539.17	4,500.00	30.59%
<b>Total 5630 · T530 Traffic Count Equipment</b>	<b>539.17</b>	<b>7,008.00</b>	<b>19.64%</b>
5711 · T600 LRTP	0.00	0.00	0.0%
<b>Total Expense</b>	<b>82,787.03</b>	<b>1,462,310.10</b>	<b>11.02%</b>
<b>Net Ordinary Income</b>	<b>-81,279.24</b>	<b>-74,413.95</b>	<b>211.65%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4900 · In-Kind Match Revenue	5,038.05	145,543.00	8.86%
<b>Total Other Income</b>	<b>5,038.05</b>	<b>145,543.00</b>	<b>8.86%</b>
<b>Other Expense</b>			
9200 · In-Kind Match Expenses	5,038.05	145,543.00	8.86%
<b>Total Other Expense</b>	<b>5,038.05</b>	<b>145,543.00</b>	<b>8.86%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-81,279.24</b>	<b>-74,413.95</b>	<b>211.65%</b>

10000 - Wells Fargo - YMPO General Account	\$65,511.96
10009 - Wells Fargo - YMPO Payroll Account	\$14,510.67
10100 - Yuma County Treasurer - YMPO Account	\$1,537,630.84
	<b>\$1,617,653.47</b>

# **YMPO INFORMATION SUMMARY for Agenda Item 6**

## **Safe Streets and Roads for All (SS4A) Grant**

**DATE:** October 3, 2024

**SUBJECT:** Safe Streets and Roads for All (SS4A) Grant

### **SUMMARY:**

When the City of Yuma was awarded the Safe Streets and Roads for All (SS4A) Grant in FY 23, YMPO wanted to collaborate with the City of Yuma to include and cover the rest of the region in the City of Yuma Safety Action Plan at a cost to YMPO. However, the FHWA program manager informed the City of Yuma that the City of Yuma Safety Action Plan scope of work could not be modified to include the rest of the region.

FHWA recommended YMPO to submit an SS4A application in FY 2024. The US Department of Transportation released the FY 24 Notice of Funding Opportunity (NOFO) on February 21, 2024, for the SS4A grant. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. The purpose is to improve roadway safety by significantly reducing roadway fatalities and serious injuries through a safety action plan development, refinement, and implementation. Over \$3 billion was available for future funding rounds; FY 24 SS4A Planning and Demonstration activities had over \$656 million available.

During the March 14, 2024, TAC meeting, TAC members supported pursuing the SS4A grant for the rest of the region since the City of Yuma was granted an SS4A. On March 28, 2024, the Executive Board authorized YMPO to apply for the Safe Streets and Roads for All (SS4A) Grant, sought three quotes, and contracted with the lowest bidder, Greenlight Traffic Engineering, to submit an SS4A Planning and Demonstration Grant application for the YMPO Regional Safety Action Plan.

The SS4A application was submitted on May 16, 2024. The grant request amount was \$500,000, with a local match of \$100,000. Recipients are required to contribute a local matching share of 20% of the total eligible project cost.

Last month, the U.S. Department of Transportation (USDOT) informed YMPO that it had been awarded \$400,000 to develop a Comprehensive Action Plan and conduct a demonstration activity.

The Comprehensive Action Plan will ensure that YMPO and other municipalities have their list of possible safety projects eligible for SS4A design and implementation funding. The demonstration activity is for traffic signals and pedestrian hybrid beacon warrant studies to aid in pursuing future HSIP funds.

The next step is to pursue an AZ SMART application to reimburse the local match for the grant (\$100,000). Currently, the AZ SMART program is being revised to reflect changes made by the Arizona Legislature in House Bill 2318.

The Arizona Department of Transportation (ADOT) has been working on the AZ SMART program revisions. ADOT will present the changes to the State Transportation Board (STB) during the October 18, 2024, Board meeting. YMPO cannot apply for the local match reimbursement until the STB approves all the recommended changes.

**PUBLIC INPUT:**

There has been no public input on this subject.

**TECHNICAL & POLICY IMPLICATIONS:**

There is a 20% match requirement of the total project cost, and it is possible to pursue an AZ SMART for reimbursement of the non-federal match for a grant.

**ACTION NEEDED:**

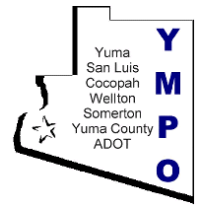
This item is on the agenda for information, discussion, and possible action to authorize YMPO to apply for AZ SMART application for the local match reimbursement.

**CONTACT PERSON:**

Fernando Villegas, YMPO Senior Transportation Planner.

# Yuma Metropolitan Planning Organization

230 W. Morrison St. Phone: (928) 783-8911  
Yuma, Arizona 85364 Fax: (928) 329-1674  
[www.ympo.org](http://www.ympo.org)



*Local Governments and  
Citizens Working*

Administrator Amit Bose  
Federal Railroad Administration  
U.S. Department of Transportation  
1200 New Jersey Avenue SE  
Washington, DC 20590

**Subject:** FY 2023-FY 2024 Railroad Crossing Elimination Program Grant  
Yuma Arizona Elimination of three UPR Grade Crossings

Dear Administrator Bose,

I am writing to express my strong support for Yuma County's application to the Railroad Crossing Elimination (RCE) Program for FY23-24 for the Planning Stage of their project. The grant will assist Yuma County in looking at various alternatives to improving safety and mobility at three Union Pacific Railroad Grade Crossings. I understand the critical importance of addressing the safety and efficiency issues associated with railroad crossings.

Our community has been significantly impacted by the challenges posed by the Railroad Crossings at Avenue 11E (Fortuna Road), Avenue 9E, and Avenue 29E. These crossings are not only a source of considerable traffic delays but also pose serious safety risks to motorists. Additionally, the delays at these crossings threaten to slow down emergency response times, potentially compromising public safety in critical situations.

The Railroad Crossing Elimination Program is a vital initiative that promises to enhance public safety, reduce congestion, and improve overall quality of life by funding projects that address these critical infrastructure needs. Specifically, our community stands to benefit greatly from the improvements of three crossings that urgently need attention. These improvements would alleviate the traffic bottlenecks that have become commonplace and significantly enhance safety for all road users. Additionally, improving problematic grade crossings helps boost regional connectivity and supports sustainable development. By facilitating smoother and safer transportation networks, this project will contribute to economic growth and ensure that our infrastructure meets the demands of a growing population.

We fully support this project and encourage continued funding for the RCE Program to benefit our community.

Yours Sincerely,

Crystal Figueroa  
YMPO Executive Director

# **YMPO INFORMATION SUMMARY for Agenda Item 9**

## **YMPO Rebranding Update**

**DATE:** October 3, 2024

**SUBJECT:** YMPO Rebranding Update

**SUMMARY:**

YMPO staff has recognized the need to update the YMPO logo and establish vision and values statements that can be included in a future updated YMPO website, including other resource materials, such as brochures, to provide updated information and a fresh look.

Previously, YMPO staff has presented vision and value statements on what YMPO hopes to achieve or become in the future including the organization's core principles and ethics. Additionally, YMPO staff previously presented the Executive Board and TAC with two new logo options as well as the current logo. The feedback from the Executive Board and TAC was to go with the more "traditional" logo design, with input from the Executive Board to look at possible logo border color options before making final logo approval. Included below are the mission, vision and value statements as well as the current YMPO logo and the new traditional logo design with border options for comparison and we want to present these items to the Board for possible approval.

If approved, YMPO staff will continue to review options for a website refresh that can incorporate a new logo. The goal of this effort will be to create a modern dynamic web presence that incorporates a visually appealing and easy to navigate user experience.

This item is on the agenda for possible action to approve and incorporate a new logo, as well as vision and values statements. After the Executive Board approves a new logo design, we will begin our efforts to review and update resource materials, brochures and pursue a website refresh.

**POSSIBLE ACTION NEEDED:**

This item is on the agenda for information, discussion and possible action to approve the preferred logo, vision and values statements.

**CONTACT PERSON:**

Jeff Heinrichs, 928-783-8911.



# MISSION STATEMENT

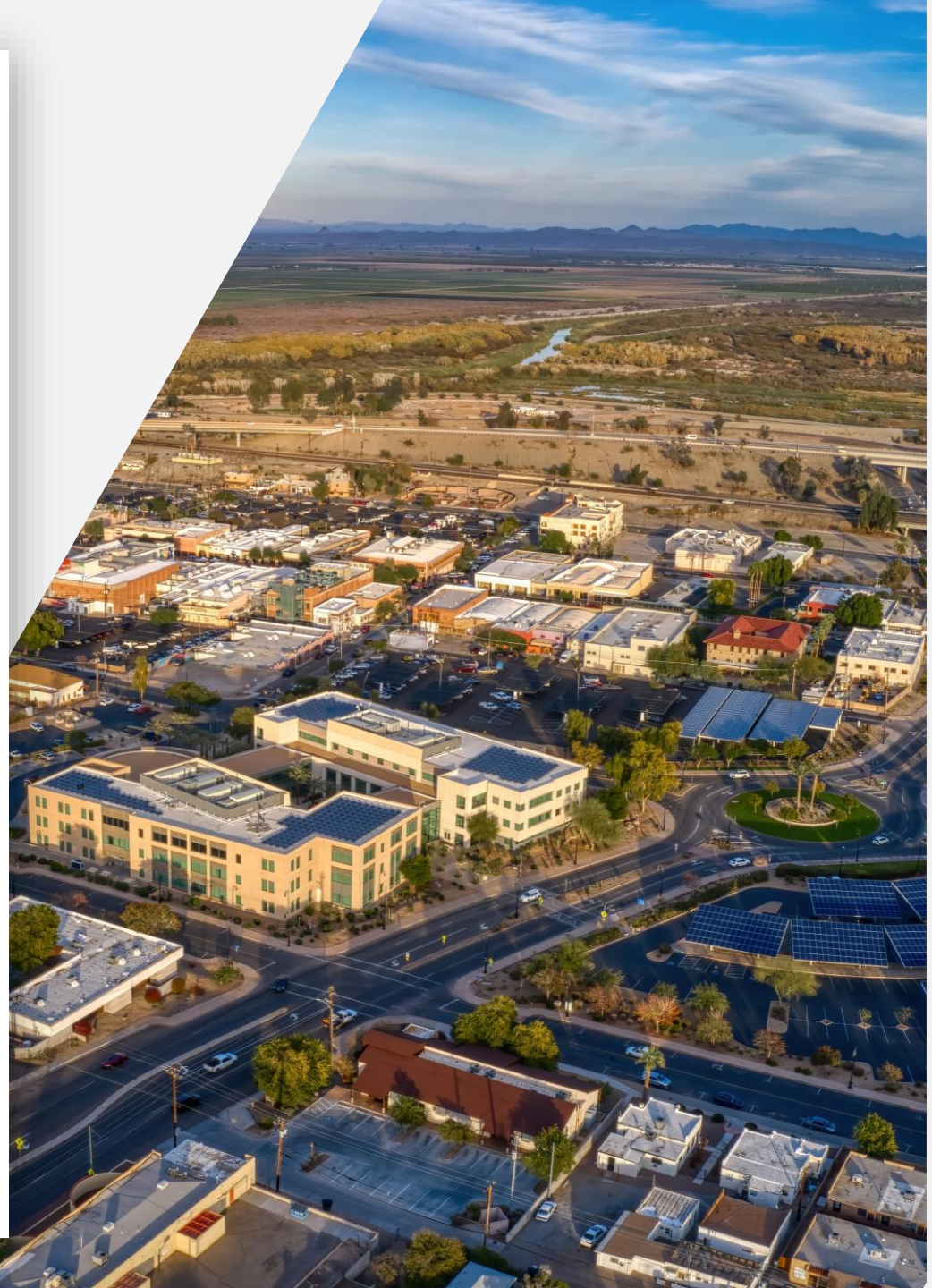
**Our mission is to balance multimodal transportation related needs in the formally designated Yuma regional transportation planning area, while promoting a safe environment and enhancing the quality of life in our community. YMPO planning includes collecting data, coordinating and integrating sustainable solutions, and maintaining a continued Long-Range, multi-agency, comprehensive transportation plan, to incorporate all stakeholders and members of the public**

# OUR VISION

To support an inclusive, resilient, healthy, and economically vibrant Yuma region. We envision an equitable, environmentally conscious and modern regional transportation system that gets people where they need to go quickly, safely, and reliably.

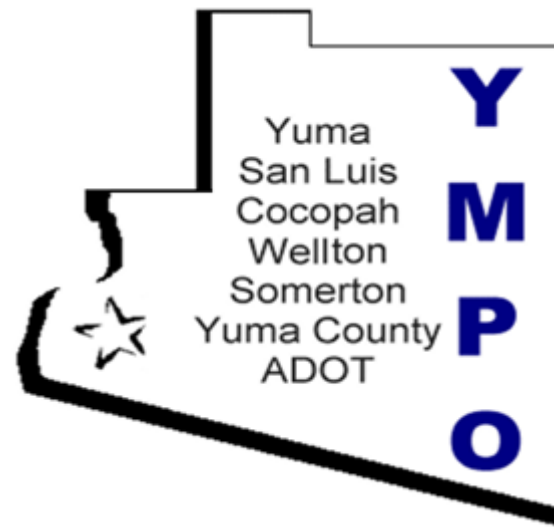
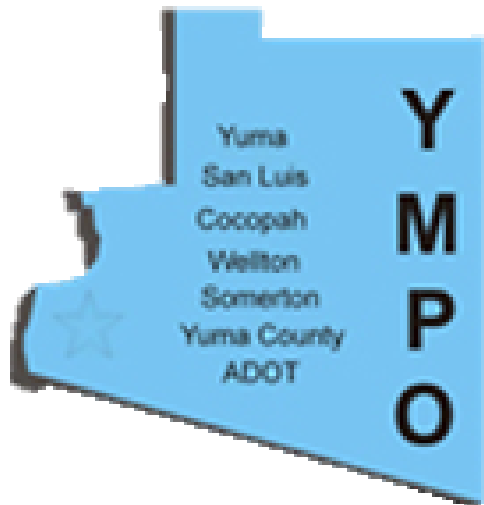
# OUR VALUES

WE PLEDGE TO UPHOLD THE HIGHEST  
STANDARDS OF MORAL INTEGRITY,  
OPENNESS AND HONESTY IN ALL THAT  
WE DO, AND COMMITMENT TO EQUITY  
AND INCLUSIVITY





# Current YMPO Logos



YMPO logo proposed on 8/22 for approval





# **YMPO INFORMATION SUMMARY for Agenda Item 11**

## **Possible New Studies in the Unified Planning Work Program (UPWP)**

**DATE:** September 30, 2024.

**SUBJECT:** Possible New Studies in the YMPO Unified Planning Work Program (UPWP).

### **SUMMARY:**

During the August, and September 2024, TAC meetings, members were asked to recommend possible transportation planning studies that YMPO could conduct within the next two years as part of the Unified Planning Work Program (UPWP).

The UPWP is YMPO's main planning document and is guided by the visions, goals, objectives, and investment framework established in the LRTP. YMPO develops the UPWP every two years and proposes the budget on an annual basis. Staff are starting to prepare a Draft of the FY 2026-27 YMPO UPWP for consideration and eventual approval by the Executive Board.

The possible studies are based firstly on the standard workload targets included in the YMPO By-Laws, and any other local and/or transportation needs that the region may have. The list of possible studies, identified by members of the TAC and Executive Board, are reviewed by staff, and a reasonably detailed outline of each possible study (similar to the mini-DCR for a project being submitted for consideration for funding) is prepared and, following a review of the funds likely to be available for such efforts, a draft list of studies is assembled.

Prior to approval of the Biennial UPWP, the Federal Highway Administration, Federal Transit Administration, and ADOT review and comment on the draft UPWP and this program review is anticipated during March or April 2025.

1. The following transportation planning studies are part of the current FY 2024-25 UPWP:
  - a. The Complete Streets Concept Study;
  - b. The FY 2026-2050 Long-Range Transportation Plan Update;
  - c. A Roads of Regional Significant Study.
  
2. The following studies can also be part of the FY 2026-28 YMPO UPWP, depending on sufficient funding availability and whether the documents need to be updated:
  - a. Comprehensive Safety Action Plan (CSAP) and Demonstration (a Safety Street and Roads for All (SS4A) application for funds has been successful);
  - b. A Short-Range Transit Plan Update (this study is normally carried out in conjunction with the Yuma County Intergovernmental Public Transit Authority

- (YCIPTA)). It is NOT a By-Law mandated study but is regarded as a best practice for 'rural' MPOs by ADOT;
- c. A regional Intelligent Transportation System (ITS) Study and possible location for a regional Traffic Management Center (TMC);
  - d. A study of Daily Border-Crossers who work in the YMPO region and their transportation needs (predominantly for the City of San Luis);
  - e. A regional map showing bicycle, pedestrian and multi-use facilities (alternative transportation modes) in place and/or programmed;
  - f. How and when will the Yuma region attain Transportation Management Area (TMA) status and what the ramifications will be;
  - g. A study on the need for a regional sales tax.

The TAC considered all of the above suggested items should be referred to the Board for consideration for production of outlines. A City of Yuma member suggested a possible study on how to add a new traffic interchange to Interstate 8 in the western part of our region, with an associated need for a bridge over the Colorado river. This suggested study could be considered as part of the already programmed Roads of Regional Significance Study.

are requested to add studies to the list, for production of a summary and possible consideration for inclusion in the UPWP, eventual funding and implementation.

**PUBLIC INPUT:**

Apart from inclusion in the TAC agenda, there has been no public input on this subject, to date.

**ACTION NEEDED:** This item is on the agenda for information, discussion and possible comment only, at this stage, although members might desire to give YMPO staff guidance by either adding further subjects for study or declining the production of outlines any of the suggested studies. Formal action is not needed at this stage.

**CONTACT PERSON:**

Fernando Villegas, Senior Transportation Planner.