

EXECUTIVE BOARD REGULAR MEETING AGENDA

Local Governments & Citizens Working Together

EXECUTIVE BOARD**Regular Meeting****Thursday, May 31, 2018****1:30 P.M.****Cocopah Resort and Conference Center****15268 South Avenue B****Somerton, Arizona 85364****See Map at the End of the Agenda**

YMPO EXECUTIVE BOARD

Chairwoman	Cecilia McCollough, Mayor, Town of Wellton
Vice Chair	Jose Yopez, Mayor, City of Somerton
Treasurer	J. Deal Begay, Jr., Vice Chairman, Cocopah Indian Tribe
Member	Gary Knight, Deputy Mayor, City of Yuma
Member	Maria Ramos, Vice Mayor, City of San Luis
Member	Paul Patane, Southwest District Engineer, ADOT
Member	Jacob Miller, Councilmember, City of Yuma
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Martin Porchas, Board of Supervisors, Yuma County
Member	Karen Watts, Councilmember, City of Yuma

A regular meeting of the Executive Board of the Yuma Metropolitan Planning Organization will be held starting at **1:30 P.M., on Thursday, May 31, 2018, at the Cocopah Indian Tribe Resort and Conference Center, 15268 South Avenue B, Somerton, Arizona 85364**, to discuss, consider, and/or take action with respect to the items listed below:

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.
The YMPO Executive Assistant/Accountant II, Crystal Figueroa, 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 which members will carry their respective number of proxy votes.
3. Call to the Public
This item is to provide an opportunity for presentation of 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.

4. Consent Agenda

A. Approval of the April 26, 2018, Meeting Minutes.

A copy of the draft minutes of the previous meeting was sent out with the agenda packet. Members will be requested to review, report any changes, and vote on the approval of the minutes of the April 26, 2018, YMPO Executive Board meeting.

B. YMPO Income and Expenditure Report for April 2018

The Income and Expenditure Report for April 2018 was sent out with the agenda packet and will be presented for review and approval.

This item is on the agenda for information, discussion, and possible action to approve the Consent Agenda. A copy of the draft minutes is included in the agenda packet as Item 4A and the Income and Expenditure Report is included as Item 4B.

5. Resolution in Support of a BUILD Grant Application for the City of Yuma and YCIPTA.

During the September 2017 Executive Board meeting, the Board adopted a Resolution in support of a Transportation Investment Generating Economic Recovery (TIGER) Grant for the development of the YMPO regions first Multi-Modal Transportation Center, located at the Hotel Del Sol in downtown Yuma. Unfortunately, the application was not successful. The TIGER Grant funding category has now been replaced by the Better Utilizing Investments to Leverage Development (BUILD) Grant and the City of Yuma and the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) have requested additional support for a similar application for a BUILD Grant for the same project.

This item is on the agenda for information, discussion, and possible action to either approve the sending of a letter of support and/or adopting a Resolution supporting the request. A draft Letter of Support and a draft resolution are in an Information Summary which is attached as Item 5.

6. TIP Federal Funding Reimbursement

In May 2018, ADOT notified YMPO staff that \$194,712.01 would be returned to YMPO as part of the Federal Funds Ledger. As the deadline had already passed, there was no opportunity to utilize the federal funds on another local federally funded project, so rather than “lose” the funds; the funds have been “loaned” to ADOT. ADOT has agreed to accept the funds and return these funds back to the YMPO for FY 2019. YMPO staff will consult with the TAC regarding where to program the loaned funds for the FY 19.

This item is on the agenda for information, discussion, and action to approve the Loan of YMPO Obligation Authority and Funds to FY 2019. Mr. Gutierrez will present this item and further details are in an Information Summary that is attached as Item 6.

7. FY 2018-2022 YMPO Transportation Improvement Program (TIP) Amendment #4
ADOT has requested the YMPO to split the City of San Luis Safety project currently shown in the TIP into two separately listed phases, for design and construction. A TIP Amendment/Administrative Adjustment is needed to accomplish this splitting of the original project.

This item is on the agenda for information, discussion, and possible approval of Amendment #4 to the FY 2018-2022 YMPO TIP, for submittal to ADOT. Mr. Gutierrez will present this item and further details are included in an Information Summary that is attached as Item 7.

8. Matching Funds in the Unified Planning Work Program
YMPO develops a Unified Planning Work Program and Annual Budget (UPWP/B) each year. The UPWP/B is largely federally funded, the federal funds often have different match rates and member agencies provide the appropriate local funds to match the federal funds. These local matching funds can be either In-Kind matching funds or cash matching funds. This item was reviewed with YMPO member agencies earlier in the year and YMPO has recently sent out revised requests for payment of the member agency dues for the current fiscal year. How the In-Kind and cash matching funds are determined for future is the subject of a formal procedure that is being submitted for possible approval.

This item is on the agenda for information, discussion, and possible action to approve a procedure for deciding how to forecast in-kind local matching funds and to estimate and calculate the cash matching funds (local dues) needed to match the federal funds included in the YMPO UPWP each year. Mr. Ward and Ms. Figueroa will present this item and further details are included in an Information Summary that is attached as Item 8.

9. Executive Director's Report/Summary of Current Events/Board Member Reports & 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 the attached Information Summary.
 - A. Staff Reports.
 - B. TAC Minutes.
 - C. Conference Updates.
 - D. COG/MPO Director's/Planner's Meeting.
 - E. Rural Transportation Advocacy Council activities.
 - F. Projects - Economic Development and Transportation.
 - G. FY 2018-41 YMPO Long-Range Transportation Plan.

10. Possible Future Agenda Items.

The following item will be heard at a future meeting.

- A. New FY 2019-2023 YMPO Transportation Improvement Program (TIP).
- B. Possible exchange of YMPO STBG funds with MAG CMAQ funds.
- C. Regional Transportation Conference - future process.

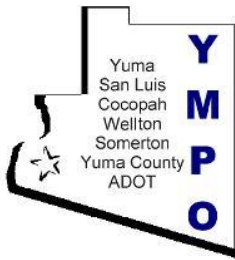
11. Progress Reports.

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

- A. Apr 23 - YMPO Bike Study discussion with CivTech, Paul Ward and De'Laurien McKenzie attended.
- B. Apr 26 - YMPO Audit Committee meeting, Paul Ward and Crystal Figueroa attended.
- C. Apr 26 - YMPO Executive Board, Paul Ward, Crystal Figueroa, De'Laurien McKenzie and Melissa Ramos attended.
- D. Apr 30 - Discussion of future Studies with Stanley Consultants, Paul Ward and De'Laurien McKenzie attended.
- E. May 1 - Two Dust Control Working Groups held by ADEQ, Paul Ward attended.
- F. May 2 - Statewide ITS Architecture Workshop #1, Paul Ward and De'Laurien McKenzie participated by teleconference.
- G. May 7 - FTA 5310 Funds Application Panel Review of Projects, Charles Gutierrez provided input for the YMPO region.
- H. May 10 – YMPO TAC, Paul Ward, De'Laurien McKenzie, Melissa Ramos attended
- I. May 14 – Charles Gutierrez returns back to YMPO from Medical Leave
- J. May 14 – Southwest ADOT Coordination Meeting, Paul Ward and Charles Gutierrez attended
- K. May 14 – Review ADOT Contract, Paul Ward, Charles Gutierrez, Crystal Figueroa participated
- L. May 16 – OSHA Meeting/Training, Robert Aguilar attended
- M. May 16 – City of San Luis POE I & II Meeting, Paul Ward attended
- N. May 16 – City of San Luis Council Meeting, Paul Ward attended
- O. May 17 – Wilson & Co. & Y2K Engineering Briefing, Paul Ward, Charles Gutierrez, De'Laurien McKenzie attended
- P. May 18 – AZ State Transportation Board Meeting, Paul Ward attended
- Q. May 18 – Arizona State Retirement System meeting, Paul Ward attended
- R. May 23 – ADOT Bike/Ped Webinar, De'Laurien participated
- S. May 24 – Michael Baker International Bike/Ped Study discussion, Charles Gutierrez, participated

12. 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 Paul Ward or Charles Gutierrez at 928-783-8911.



**EXECUTIVE BOARD
REGULAR MEETING MINUTES**

Local Governments & Citizens Working Together

**Executive Board
Regular Meeting
Thursday, April 26, 2018
1:32 p.m.**

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

1. Call to Order and the Pledge of Allegiance.
YMPO Chairwoman Cecilia McCollough called the Executive Board (the Board) meeting of the Yuma Metropolitan Planning Organization (YMPO) to order at 1:32 p.m. She called on Cocopah Indian Tribe Vice Chairman, J. Deal Begay, Jr., 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:

Chairwoman	Cecilia McCollough, Mayor, Town of Wellton
Secretary/Treasurer	J. Deal Begay, Jr., Vice-Chairman, Cocopah Indian Tribe
Member	Gary Knight, Deputy Mayor, City of Yuma
Member	Maria Ramos, Vice-Mayor, City of San Luis
Member	Paul Patane, ADOT SW District Engineer
Member	Lynne Pancrazi, Board of Supervisors, Yuma County
Member	Martin Porchas, Board of Supervisors, Yuma County
Member	Karen Watts, Councilmember, City of Yuma

YMPO Executive Board Members Absent:

Vice Chair	Jose Yopez, Mayor, City of Somerton
Member	Jacob Miller, Councilmember, City of Yuma

As members from six, of the seven, constituent member agencies were present, the quorum requirement was met.

YMPO Staff Present:

Executive Director	Paul Ward
Accountant II	Crystal Figueroa
Assistant Planner	Melissa Ramos
Associate Planner	DeLaurien McKenzie

Additional Attendees:

Gene Dalbey	YRBC
Blake Herzog	Yuma Sun

Declaration of Votes.

Deputy Mayor Knight submitted to Mr. 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 public members addressed the Board.

4. Consent Agenda

A. Approval of March 29, 2018, Board Meeting Minutes.

B. YMPO Income and Expenditure Report for March 2018.

MOTION: Supervisor Pancrazi moved to approve the consent agenda, as presented. Vice Mayor Maria Ramos seconded, and the consent agenda was unanimously approved.

5. FY 2017 YMPO Audit

YMPO Accountant and Executive Assistant, Crystal Figueroa, introduced the audit of YMPO's accounts for the fiscal year ended June 30, 2017. She mentioned the review of accounts was done by Lumbard and Associates and audited by Walker and Armstrong. The auditors prepared and submitted a formal letter to staff and gave a more detailed presentation of the audit to members of the Audit Committee earlier that day. Ms. Figueroa introduced Walker and Armstrong representative, Randy Ottaway.

Mr. Ottaway gave a brief presentation on the summary of audit results. He reported a "clean" unmodified opinion on the Financial Statements, meaning no changes were made by the firm. He called out a decrease in expenses due to personnel changes, specifically the vacant positions of the Executive Director and YMPO Accountant, for part of the year. Mr. Ottaway mentioned no findings were issued on the internal control report in accordance with Government Auditing Standards and the report was in compliance for Major Programs required by the Uniform Guidance for the federal funding.

He reported on two comments which pertained to a delay in employee pay rate implementation, corrected by management, and bank reconciliations not prepared or reviewed in a timely matter. He further explained such issues arose from having essential personnel vacancies and being able to adapt and bring things back up to speed. In summary, no findings were reported and the Audit Committee commented that it was a very good audit. On seeing no further questions or comments, the Chairwoman called for a motion to approve the FY 2017 YMPO Audit.

MOTION: Supervisor Pancrazi moved to approve the FY 2017 YMPO Audit, as presented. Deputy Mayor Knight seconded, and the motion was unanimously approved.

6. Presentation on Transportation Projects in the ADOT Southwest District

Paul Patane, ADOT Southwest District Engineer delivered his annual presentation on ADOT projects happening around the county. This item was on the agenda for information and discussion only, with no action anticipated.

7. FY 2018-19 YMPO Unified Planning Work Program (UPWP) & Annual Budget
Mr. Ward presented on the FY 2018-19 UPWP. No changes were reported since it was last presented to the Board on March 29, 2018. He reported a suggestion to possibly change one of the studies to develop early pre-scoping for State Route 95 if the Board decides to make it a priority and implement the change in Amendment #1. Mr. Ward mentioned the new proposed studies for FY 2018-19 are included and the carry-forward balances from this fiscal year to the next weren't fully confirmed. He finalized his presentation by stating this item was on the agenda for information, discussion and possible action to approve the FY 2018-19 YMPO UPWP & Annual Budget.

MOTION: Supervisor Pancrazi moved to approve the FY 2018-19 YMPO UPWP & Annual Budget, as presented. Vice-Mayor Ramos seconded, and the motion was unanimously approved.

8. FY 2018-2041 YMPO Regional Transportation Plan (RTP) Amendment #1
Mr. Ward informed the Board about the Regional Transportation Plan Amendment #1. He mentioned that the Avenue E Extension project had been omitted from the original RTP, in error. The Amendment put it back into the RTP and that a necessary Air Conformity Analysis had been carried out. Mr. Ward mentioned that the Technical Advisory Committee recommended approval of the RTP Amendment to allow the project to move forward. He emphasized the importance of including the roadway in the RTP as Yuma County wishes to receive an environmental clearance based on the recently completed Design Concept Report. This would allow them to start negotiating for Rights of Way

MOTION: ADOT Southwest District Engineer Paul Patane moved to approve FY 2018-2041 Amendment #1 to the RTP and the Air Quality Conformity Analysis. Deputy-Mayor Knight seconded, and the motion was unanimously approved.

9. Possible Change to the Schedule YMPO Executive Board October Meeting
Mr. Ward reported on a possible change to the Executive Board meeting due to a conflict with the Annual Rural Transportation Summit (RTS) in October. Mr. Ward suggested that an option was to defer the October Board meeting one week, to November 1, 2018.

MOTION: Deputy Mayor Knight moved to defer the October 25, 2018, Board meeting to November 1, 2018, remaining at the City of Yuma, Room 190. Vice Mayor Ramos seconded, and the motion was unanimously approved.

10. Status Update on the "In-Kind" Process and Confirmation of FY 2018 YMPO Member Agency Cash Dues.

Mr. Ward presented an update on the "In-Kind" process and informed the board that YMPO does not yet have a detailed procedure/policy in place for calculating each year how much in-kind match is provided and how much cash match is required from member agencies. He reported that he and Crystal Figueroa were scheduled to meet with the City of Yuma Finance Director Pat Wicks to discuss the value of in-kind services currently provided by the City of Yuma to YMPO, later in the day.

Mr. Ward also mentioned that he and Ms. Figueroa had met with Yuma County Finance Director Gill Villegas to discuss the value of in-kind services provided by the County to YMPO. In addition, he mentioned that official invoices for the current fiscal year would be

sent out during the next few weeks. He anticipated invoices being a bit higher than the amounts provided in October but lower than the original estimates sent ten months ago. He mentioned a formal "In-Kind" procedure would be provided during the May Board meeting for review and possible action.

Vice-Mayor Ramos asked Mr. Ward if he knew what the percentage increase would be. Mr. Ward anticipated no more than a five percent increase. This item was on the agenda for information and comment only but would most likely be brought back to the Board the following month for action.

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

- A. Staff Reports.
- B. TAC Minutes.
- C. Conference Updates.
 - i. ACEC Roads and Streets Conference, Tucson; DeLaurien McKenzie reported on his attendance at the conference.
 - ii. Arizona Transportation Association Conference, Tucson; Melissa Ramos reported on her attendance.
 - iii. Yuma Regional Transportation Conference. Mr. Ward reported receiving feedback from agency needs and wants. He will consolidate all of the reported needs at a later board meeting.
- D. MPO/COG Director/Planner Meeting.
- E. Rural Transportation Advocacy Council activities. Four members attended
- F. Projects - Economic Development and Transportation.
- G. FY 2018-41 YMPO Long-Range Transportation Plan.

12. Possible Future Agenda Items

- A. YMPO In-Kind Matching and Annual Dues Policy.
- B. Annual Transportation Improvement Program.

11. Progress Reports

- A. March 23 - Public Meeting on Water Conservation, Paul Ward attended.
- B. March 27 - YMPO Bike Plan discussion with Kimley-Horn, Paul Ward and Charles Gutierrez participated.
- C. Mar 28-30 - Roads & Streets (Tucson, incl. travel). Charles Gutierrez and De'Laurien McKenzie attended.
- D. Mar 29 - EB meeting (Yuma County - Aldrich). Paul Ward and Crystal Figueroa attended.
- E. Mar 30 - A Submitted audit to clearinghouse.
- F. Apr 2 - YMPO staff meeting, All YMPO Office staff participated.
- G. Apr 2 - Lunch meeting with Greenlight TE, Paul Ward and Charles Gutierrez participated.
- H. Apr 4 - Breakfast meeting with Councilmember Watts, Paul Ward attended.
- I. Apr 4-24 - Charles' Surgery.
- J. Apr 8-10 - AzTA Transit Conference (Tucson), Melissa Ramos attended.
- K. Apr 9 - ADOT/YMPO Coordination meeting, Deputy Mayor Knight and Paul Ward attended.

- L. Apr 9-11 - ESRI training course, De'Laurien McKenzie attended
- M. Apr 10 - COG/MPO Planner's meeting, Paul Ward attended by telecon.
- N. Apr 12 - TAC meeting, Paul Ward and Melissa Ramos attended.
- O. Apr 16 - OSHA Training (Fred Pryor), Paul Ward and Crystal Figueroa attended.
- P. Apr 19 - In-Kind Matching Funds review and discussion with Yuma County Finance Director, Gilberto Villegas, Paul Ward and Crystal Figueroa attended.
- Q. Apr 20 - STB meeting (Flagstaff), Deputy Mayor Knight and Paul Ward attended.
- R. Apr 23 - RTAC Board meeting, Vice-Mayor Ramos attended and Paul Ward participated by teleconference.
- S. Apr 23 - YMPO Bike Study discussion with CivTech, Paul Ward and De'Laurien McKenzie participated.
- T. Apr 25 - Administrative Professionals Day, all YMPO staff participated.
- U. Apr 26 - YMPO Audit Committee meeting, Paul Ward and Crystal Figueroa attended.

20. Adjournment.

There being no further business to discuss, the meeting was adjourned at 2:51 p.m.

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Minutes prepared by:

Crystal Figueroa, Accountant II/
Executive Assistant, YMPO

Minutes approved in regular session on
May 31, 2018

Minutes reviewed to form by:

Paul D. Ward, Executive Director
Yuma Metropolitan Planning Organization

Mayor Cecilia McCollough, Chairwoman
YMPO Executive Board

**Yuma Metropolitan Planning Organization
Income Expenditure (Budget Performance) Report
April 2018**

	Apr 18	Jul '17 - Apr 18	Budget	% of Budget
Income				
4000 · ADOT Grant				
4001 · PL	0.00	168,435.99	443,614.00	37.97%
4002 · SPR	0.00	87,382.18	252,569.00	34.6%
4003 · HSIP	0.00	0.00	87,000.00	0.0%
Total 4000 · ADOT Grant	0.00	255,818.17	783,183.00	32.66%
4010 · FTA Grant				
4020 · 5303/5305	0.00	32,886.33	184,520.00	17.82%
4021 · 5304	0.00	0.00	0.00	0.0%
Total 4010 · FTA Grant	0.00	32,886.33	184,520.00	17.82%
4050 · ADEQ Grant	0.00	0.00	10,000.00	0.0%
4055 · 5310 Funds	0.00	42,539.51	90,000.00	47.27%
4200 · YMPO UPWP Dues	0.00	468.72		
4400 · Interest Income	941.40	12,452.07	14,378.00	86.61%
Total Income	941.40	344,935.41	1,082,081.00	31.88%
Expenditures				
5110 · Payroll Expenses				
5111 · Fringe Benefits	1,657.33	17,362.31	24,645.78	70.45%
5112 · Part Time Staff-Salaries	5,867.34	37,443.56	86,331.00	43.37%
5113 · Full Time Staff-Salaries	15,901.68	193,575.84	235,835.00	82.08%
5115 · Health Insurance-ER Portion	3,850.00	32,340.00	37,116.00	87.13%
5116 · ASRS	2,084.80	22,971.90	29,400.87	78.13%
5117 · Workman's Comp Insurance	0.00	1,205.00	1,385.31	86.98%
5118 · FUTA Payroll Expense	35.00	361.61	1,933.00	18.71%
5119 · AZ SUI Expense	0.00	778.60	0.00	100.0%
5120 · Life Insurance	104.00	1,040.00	1,248.00	83.33%
Total 5110 · Payroll Expenses	29,500.15	307,078.82	417,894.96	73.48%
5123 · Consulting Services	0.00	46,600.13	410,216.55	11.36%
5124 · Staff Training/Education	0.00	5,033.80	16,500.00	30.51%
5125 · Audit and Accounting	10,000.00	46,733.00	41,700.00	112.07%
5126 · Payroll Processing Fees	336.10	3,730.06	4,114.00	90.67%
5131 · Data Process, Software, Hardware	0.00	9,926.81	15,000.00	66.18%
5132 · Furniture and Equipment	0.00	3,451.37	4,000.00	86.28%
5140 · Legal	0.00	468.75	6,776.00	6.92%
5150 · IT Support	0.00	182.70	900.00	20.3%
5151 · Building, Contents Insurance	0.00	3,990.74	4,550.00	87.71%
5152 · Equipment Maintenance	0.00	459.87	650.00	70.75%
5153 · Office Supplies	94.60	1,740.35	5,000.00	34.81%
5154 · Postage	0.00	106.39	800.00	13.3%
5155 · Printing	0.00	926.36	1,000.00	92.64%
5157 · Publications, Subscriptions	0.00	205.67	1,500.00	13.71%
5158 · Registration Fees	0.00	3,020.00	5,000.00	60.4%
5159 · Special Meetings	0.00	15.00	4,000.00	0.38%

**Yuma Metropolitan Planning Organization
 Income Expenditure (Budget Performance) Report
 April 2018**

	Apr 18	Jul '17 - Apr 18	Budget	% of Budget
5160 · Telecommunications	606.63	6,810.41	11,000.00	61.91%
5162 · Vehicle Insurance	0.00	4,324.74	6,000.00	72.08%
5163 · Vehicle Maint., Repairs, Parts	36.00	2,644.87	3,000.00	88.16%
5164 · YMPO Memberships & Dues	0.00	2,021.71	3,500.00	57.76%
5165 · Finance Charges and Interest	3.50	196.01	500.00	39.2%
5166 · Website Maintenance	68.00	341.99	2,000.00	17.1%
5167 · Miscellenous Consumables	0.00	666.71	0.00	100.0%
5169 · Miscellaneous-Expense	18.05	451.11	0.00	100.0%
5171 · Alarm System	93.00	466.93	497.00	93.95%
5172 · Lease	0.00	18,306.00	33,000.00	55.47%
5173 · Electric Bill	715.00	5,542.00	9,000.00	61.58%
5174 · Grounds Maintence	160.00	1,985.42	2,700.00	73.53%
5175 · Janitorial	300.00	3,150.00	4,500.00	70.0%
5179 · Office Building Repairs				
5181 · Pest Control	96.00	379.00	500.00	75.8%
5179 · Office Building Repairs - Other	0.00	95.49	1,000.00	9.55%
Total 5179 · Office Building Repairs	96.00	474.49	1,500.00	31.63%
5180 · Office Water	0.00	637.89	0.00	100.0%
5182 · Sewer & Water	66.06	880.25	900.00	97.81%
5190 · Travel - Local & Outside County	919.76	7,633.96	10,000.00	76.34%
5191 · Travel- Local Fuel Charges	552.07	2,314.32	4,000.00	57.86%
5630 · T530 Traffic Count Equipment	0.00	3,067.61	3,575.00	85.81%
Total Expense	43,564.92	495,569.24	1,035,273.51	47.87%
Net Ordinary Income	-42,623.52	-150,633.83	46,807.49	-321.82%
Other Income				
9200 · In-Kind Match Expenses	0.00	0.00	158,845.00	0.0%
Net Other Income	0.00	0.00	-6,053.00	0.0%
Net Income	-42,623.52	-150,633.83	40,754.49	-369.61%

- The amount for YMPO dues is pending further action
- Unexpected unemployment, will budget for in the future.
- These expenses covered by Local funds, which are not programed in the budget

10000 - Wells Fargo - YMPO General Account	\$25,782.36
10009 - Wells Fargo - YMPO Payroll Account	\$35,830.74
10100 - Yuma County Treasurer - YMPO Account	\$1,471,628.95
	<hr/> \$1,599,816.03

YMPO INFORMATION SUMMARY for Agenda Item #5 **Resolution For a BUILD Grant Application for City of Yuma/YCIPTA.**

DATE: May 21, 2018.

SUBJECT: Resolution in Support of a BUILD Grant Application for the City of Yuma and YCIPTA.

SUMMARY:

During the September 2017, Executive Board meeting, the Board adopted a Resolution in support of a Transportation Investment Generating Economic Recovery (TIGER) Grant for the development of the YMPO region's first Multi-Modal Transportation Center, located at the Hotel Del Sol in downtown Yuma. Unfortunately, the application was not successful. The TIGER Grant funding category has now been replaced by the Better Utilizing Investments to Leverage Development (BUILD) Grant and the City of Yuma and the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) have requested additional support for a similar application for a BUILD Grant for the same project.

The Center is part of an ambitious economic revitalization plan for the region, where the unemployment rate is extremely high. The new Center will strengthen the mobility and safety of citizens, consolidate several modes of transportation at one location, transform the heart of the City, and most of all, support the movement of citizens to and from school and work as they pursue opportunities to improve their quality of life. Businesses located in downtown Yuma will directly benefit as citizens and tourists are provided with more robust transportation alternatives.

The Center will include, at a minimum, bus bays for Greyhound and Yuma County Area Transit vehicles, a renovated pedestrian pathway to the Amtrak platform, an indoor passenger waiting area with ticketing kiosks, waiting areas for bus, rail and taxi/shuttle providers, and office space for Yuma County Intergovernmental Public Transportation Authority. The location of the project will also provide efficient access to jobs and services by enhancing transit access to the historic downtown, one of the community's largest job centers with thousands of City, County, and Federal employees working in the area. Other benefits of the project include an expected reduction of congestion and environmental impacts from single vehicle traffic while providing residents with alternative methods of transportation to augment the automobile.

The total project cost of the Center is estimated to be \$18.51 million. Of this total, the City is prepared to contribute an estimated \$3.88 million; providing a non-federal match of 20 percent of the total project cost. The investment will promote transportation change, help create opportunities for citizens to advance their lives educationally, professionally, and economically, support job creation, enhance job transportation opportunities for low-income citizens, and stimulate the economic development of one of the nation's most economically distressed areas.

A Letter of Support and a Draft Resolution are attached for review, comment and possible action as outlined below.

PUBLIC INPUT:

There have been no public comments on this process, to date.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: A letter of support is usually viewed as a statement from the technical planners within a Metropolitan Planning Organization (MPO) that the project meets the criteria set for it in the Federal Notification of Funding Opportunity. A Resolution is an acknowledgement that the project receives wide political support for the project from the municipal agencies that form the MPO.

POLICY: Adopting a resolution similar to the attached document is the highest possible supporting mechanism that YMPO can provide as an agency.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to either approve the sending of a letter of support and/or to adopt a Resolution supporting the request.

PRIOR BOARD/COMMITTEE ACTIONS:

At their meeting at the City of Somerton, New City Hall, on September 28, 2017, the Board adopted a Resolution supporting a TIGER Grant for the same project.

MEMBERS ATTENDING:

Gary Knight, Yuma, Chairman	^ William "Bill" Craft, Yuma, Member
Cecilia McCollough, Wellton, Vice Chair	J. Deal Begay, Jr., Cocopah Tribe, Member
Jose Yepez, Somerton, Treasurer	^ Jacob Miller, Yuma, Member
Maria Ramos, San Luis, Member	^ Martin Porchas, Yuma Co., Member
Paul Patane, ADOT, Member	
Lynne Pancrazi, Yuma Co., Member	

^ Those members not present but represented by proxy.

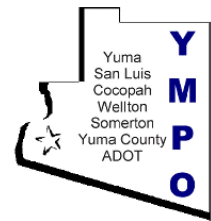
CONTACT PERSON:

Paul Ward, Executive Director, 928-783-8911

Yuma Metropolitan Planning Organization

502 S. Orange Ave.
Yuma, Arizona 85364
www.ympo.org

Phone: (928) 783-8911
Fax: (928) 329-1674



*Local Governments and
Citizens Working Together*

YUMA METROPOLITAN PLANNING ORGANIZATION RESOLUTION NO. 143

A RESOLUTION OF THE YMPO EXECUTIVE BOARD SUPPORTING THE BETTER UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT (BUILD) APPLICATION BEING SUBMITTED BY THE CITY OF YUMA

Whereas: The Yuma Metropolitan Planning Organization (YMPO) has the responsibility for conducting the area-wide continuing, comprehensive, and cooperative transportation system planning program and must maintain the regional transportation system plan and short-range transportation improvement program on a current basis pursuant to Section 134 of Title 23, and the *Urban Mass Transportation Act of 1964*, as amended (most recently) by the *Fixing America's Surface Transportation (FAST) Act of 2015*; and

Whereas: On May 26, 1994 the YMPO adopted a system of Regionally Significant Routes to assist in the definition of Regionally Significant Projects; and

Whereas: The joint Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Metropolitan Transportation Planning regulations, call for production of a Transportation Improvement Program (TIP), including an Annual (or Biennial) Element; and

Whereas: The YMPO's TIP is a central program management tool for structuring metropolitan transportation programs and reflects the integrated nature of the regional transportation system; and

Whereas: The YMPO reviews the roadway, transit, and bicycle/pedestrian improvement programs prepared by the member agencies for correlation, and advises the member jurisdictions concerned of any conflicts, and prepares, as a coordinated composite of local programs, a TIP for the Yuma region; and

Whereas: The YMPO's Technical Advisory Committee and Executive Board, consisting of local and state officials, are involved in a process to annually coordinate the preparation of the regional TIP; and

Whereas: The YMPO, the State's Governor's designee, FHWA and FTA, in cooperation with the Environmental Protection Agency (EPA), have approved the 2018 Air Quality Conformity Analysis, the FY 2018-2041 YMPO Regional Transportation Plan, the FY 2018-2022 YMPO TIP, and the 2010 PM-10 Nonattainment Area State Implementation Plan (SIP); and

Whereas: The project supported in this BUILD Application, is consistent with the TIP, approved June 29, 2017 and the Transportation Policy Framework of goals, objectives, and policies, also approved on June 29, 2017; and

Whereas: The YMPO HEREBY CERTIFIES that the metropolitan transportation planning process is being carried on in conformance with all applicable requirements of 23 U.S.C. 134, and as amended by the FAST Act of 2015; and the 1990 Clean Air Act Amendments; and

Whereas: The YMPO FURTHER CERTIFIES that the Metropolitan Transportation Planning Program is being performed to satisfy the following federal regulations:

1. Statewide/Metropolitan Planning (Final Rule); and
2. Air Quality Conformity (Final Rule); and
3. Management, and Monitoring System (Final Rule).

NOW, THEREFORE, BE IT RESOLVED that the Yuma Metropolitan Planning Organization does HEREBY SUPPORT the City of Yuma BUILD Grant Application for the Regional Multimodal Transportation Center in downtown Yuma, Arizona.

ADOPTED AND SIGNED this 31st day of May, 2018.

Cecilia McCollough, Chairwoman
Yuma Metropolitan Planning Organization
Mayor, Town of Wellton

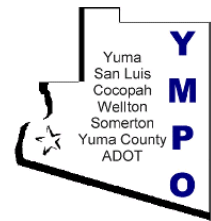
Attest:

Paul D. Ward, P.E., Executive Director
Yuma Metropolitan Planning Organization

Yuma Metropolitan Planning Organization

502 S. Orange Ave.
Yuma, Arizona 85364
www.ympo.org

Phone: (928) 783-8911
Fax: (928) 329-1674



*Local Governments and
Citizens Working Together*

May 8, 2018

The Honorable Elaine L. Chao, Secretary
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, D.C. 20590

Dear Secretary Chao:

I am the Executive Director of the Yuma Metropolitan Planning Organization (YMPO) and, therefore, a leading regional partner in transportation planning for the Yuma Urbanized area and the Yuma County planning area. As such, I am writing in support of an application by the City of Yuma, Arizona (the City) for an estimated \$11,975,691 Better Utilizing Investments to Leverage Development (BUILD) Transportation Grant to help support the development of a Multi-Modal Transportation Center (Center) in downtown Yuma.

The Center is part of an ambitious economic revitalization plan for the region, where the unemployment rate is extremely high. The new Center will strengthen the mobility and safety of citizens, consolidate several modes of transportation at one location, transform the heart of the City, and most of all, support the movement of citizens to and from school and work as they pursue opportunities to improve their quality of life. Businesses located in downtown Yuma will directly benefit as citizens and tourists are provided with more robust transportation alternatives.

The Center will include, at a minimum, bus bays for Greyhound and Yuma County Area Transit vehicles, a renovated pedestrian pathway to the Amtrak platform, an indoor passenger waiting area with ticketing kiosks, waiting areas for bus, rail and taxi/shuttle providers, and office space for Yuma County Intergovernmental Public Transportation Authority. The location of the project will also provide efficient access to jobs and services by enhancing transit access to the historic downtown, one of the community's largest job centers with thousands of City, County, and Federal employees working in the area. Other benefits of the project include an expected reduction in congestion and of environmental impacts from single occupancy vehicle traffic, while providing residents with alternative methods of transportation to augment the automobile.

The total project cost of the Center is estimated to be \$18.51 million. Of this total, the City is prepared to contribute an estimated \$3.88 million; providing a non-federal match of 20 percent of the total project cost. The investment will promote transportation change, help create opportunities for citizens to advance their lives educationally, professionally, and economically, support job creation, enhance job transportation opportunities for low-income citizens, and stimulate the economic development of one of the nation's most economically distressed areas.

I express my strong support for the Center project as we work to advance and improve the quality of life within the Yuma region. These efforts would not be made possible without the partnerships forged within the City and County of Yuma. These agencies support and share our vision of being a more livable and sustainable community, providing insight and expertise to augment the resources and enthusiasm of our citizens. I would greatly appreciate your careful consideration of this grant application by the City of Yuma.

Yours Sincerely,

Paul D. Ward, P.E., Executive Director
Yuma Metropolitan Planning Organization

YMPO INFORMATION SUMMARY for Agenda Item #6

TIP Federal Funding Reimbursement

DATE: May 21, 2018.

SUBJECT: Loaning a TIP Federal Funding Reimbursement to ADOT.

SUMMARY:

YMPO receives \$1,080,229 in STBG (Formerly STP) Apportionments discretionary funds each year for programming on TIP projects. Projects may use these federal funds for ALL phases in the project cycle, pre-design (scoping), design, acquiring rights of-way, utilities and construction. They tend to be mainly used for the design and construction phases of projects. However, once a project has been constructed, it sometimes takes several years for the project to finalize. This is primarily due to a close out documentary process, warranty periods on some items, and lawsuits on others.

Nevertheless, when projects close out, they often release federal funds back to the region that initiated the project. Depending on when these funds are released, this can cause problems with utilizing these released funds. Generally, if they are released early in the fiscal annual cycle, they can be allocated to advance future year projects, or can be used to allocate new funds for projects which have run over budget.

When they are released later in the fiscal year, ADOT usually offers to “borrow” the funds and uses them on ADOT projects in the current fiscal year. However, ADOT then “carries forward” the funds into the next fiscal year and returns them back to the MPO at the beginning of the fiscal year.

PUBLIC INPUT:

No public comments were made for this process

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: If more time is available, member agencies have more options for using the funds available. However, due to the short time-frame involved, “loaning” these recently released funds to ADOT is the only realistic option. The YMPO TAC normally decides if the funds can be used on a project that is in need of extra funds, but in this case it is too late in the Fiscal Year to Program these funds.

POLICY: There are no policy implications in this request.

ACTION NEEDED:

This item is on the agenda for information, discussion, and action to approve the Loan of YMPO Obligation Authority and Funds to ADOT for return in FY 2019.

PRIOR BOARD/COMMITTEE ACTIONS:

Last time we "loaned" federal funds to ADOT was:

MEMBERS ATTENDING:

Gary Knight, Yuma, Chairman	William "Bill" Craft, Yuma, Member
Cecilia McCollough, Wellton, Vice Chair	J. Deal Begay, Jr., Cocopah Tribe, Member
* Jose Yepez, Somerton, Treasurer	^ Jacob Miller, Yuma, Member
Maria Ramos, San Luis, Member	Martin Porchas, Yuma Co., Member
Paul Patane, ADOT, Member	
Lynne Pancrazi, Yuma Co., Member	

* Those members neither present nor represented by proxy.

^ Those members not present but represented by proxy.

CONTACT PERSON:

Paul Ward, Executive Director, 928-783-8911

YMPO INFORMATION SUMMARY for Agenda Item #7

FY 2018-2022 YMPO TIP Amendment #4

DATE: May 21, 2018.

SUBJECT: FY 2018-2022 YMPO Transportation Improvement Program (TIP) Amendment #4.

SUMMARY:

The City of San Luis has a Highway Safety Improvement Program (HSIP) federally funded project programmed in the current year of the TIP and the original intent is to complete the project as a “design build” type of project. ADOT has requested the City to split the project into two phases, for design and construction, and that both of these phases should be listed as separate projects in the current TIP. The project changes being proposed are shown in the attached Table One. The amount needed is slightly reduced, but ADOT has through the loan process as mentioned in an earlier agenda item to return the difference in the funds to the YMPO account following the adjustment. There is no effect on the air quality conformity analysis and no change in fiscal years. A TIP Amendment/Administrative Adjustment is needed to accomplish this splitting of the original project.

PUBLIC INPUT:

No public comments were made for this process.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: The request is, officially, an Administrative Adjustment, but we follow almost all of the steps needed for a TIP Amendment. This normally would go in front of the YMPO TAC, but there needed to be an amendment to correctly process this project for construction.

POLICY: There are no policy implications regarding this particular request.

ACTION NEEDED:

This item is on the agenda for information, discussion and possible approval of the FY 2018-2022 YMPO TIP Amendment #4 for submittal to ADOT for approval by the Governor’s designee and an eventual amendment to/adjustment of the ADOT STIP.

PRIOR BOARD/COMMITTEE ACTIONS:

The TIP was originally approved during the June 29, 2017, Executive Board meeting and was amended in September and December 2017, and most recently in February 2018. The Technical Advisory Committee were consulted prior to each action by the Board and matching recommendations for approval were made by them during the same months. All TAC recommendations and Board approvals were unanimous. Details of attendance and voting during those meetings can be provided, upon request.

CONTACT PERSON:

Charles Gutierrez, Senior Planning/Mobility Manager, 928-783-8911

Table One - Proposed Amendment #4 to the FY 2018-2022 YMPO TIP

The following project in the FY 2018-2022 YMPO TIP will be deleted:

Agency: City of San Luis

TIP #	Project	Description	Fund Type	Local \$	Federal \$	Total \$
SL-18-01C	Juan Sanchez Blvd: 10th Ave to SR 195 (Ave E)	Design and Construct Safety Improvements	HSIP	\$0	\$320,910	\$320,910

And will be replaced by the following two projects:

Agency: City of San Luis

TIP #	Project	Description	Fund Type	Local \$	Federal \$	Total \$
SL-18-01D	Juan Sanchez Blvd: 10th Ave to SR 195 (Ave E)	Design Safety Improvements	HSIP	\$0	\$95,000	\$95,000
SL-18-01CR	Juan Sanchez Blvd: 10th Ave to SR 195 (Ave E)	Construct Safety Improvements	HSIP	\$0	\$223,374	\$223,374

YMPO INFORMATION SUMMARY for Agenda Item #8

UPWP Matching Funds Policy and Procedure

DATE: May 21, 2018.

SUBJECT: Matching Funds in the Unified Planning Work Program.

SUMMARY: YMPO develops a Unified Planning Work Program and Annual Budget (UPWP/B) each year. The UPWP/B is largely federally funded, the federal funds often have different match rates and member agencies are responsible for providing the appropriate local funds to match the federal funds. These local matching funds can be in the form of In-Kind Services or Cash.

YMPO member agencies have reviewed and discussed this item twice in the previous year and YMPO has recently sent out revised requests for payment of the member agency dues for the current fiscal year. The most recent requests are primarily based on procedures used in prior years and the new procedure will guide the funds needed for next fiscal year and onwards.

“In-Kind” contributions come from member agency staff, materials, and services. They must be tracked and quantified by work element and by task. The UPWP must identify the anticipated in-kind contributions, including narrative descriptions of the services provided and the organizations that provide the in-kind services. To date, the tracking of in-kind contributions has not been as detailed as it could be (or should be) and has not been taken to the extent that it should be. The new procedure offers further suggestions as to how the region can increase the amount of in-kind contributions and how they should be tracked.

As it is impossible to predict how many member agency staff members will attend meetings, the precise amount of in-kind contributions are always used in arrears. So, for the FY 2019 UPWP, we use what the in-kind contribution records have been for FY 2018.

The process is summarized as follows:

- (1) Compare the current UPWP to the future program;
- (2) Estimate the brought forward amounts from the previous year;
- (3) Estimate the “new” funds that are expected to be made available;
- (4) Distinguish between the “old” and “new” funds;
- (5) Estimate the cash matching funds charged to members, for the OLD funds;
- (6) Add both old funds and new funds are added together;
- (7) Calculate the total matching funds on the combined Old and New funds;
- (8) Deduct the total amount of In-kind funds from last year;
- (9) Deduct the total amount of Cash from the deferred funds as in step (5);
- (10) This results in the Cash matching funds for the new year.
- (11) The Cash total is split between member agencies based on the most recent population estimates available from the State Office of Economic Opportunity;
- (12) Estimates are sent to member agencies for budget preparation.

Steps (1) through (11) usually occur during the January through March. costs. By October of each year, the UPWP fiscal year has closed out, all the requests for reimbursement have been submitted; the precise amounts of new federal funds allocations are known, and the latest State population estimates are available. At this point a UPWP Amendment often occurs, to reflect the new funds and the status of carry forward funds. Final revisions are made, and new invoices are sent to member agencies.

PUBLIC INPUT:

No public comments were made for this process.

TECHNICAL & POLICY IMPLICATIONS:

TECHNICAL: There is no direct procedure available in YMPO Guidelines, Policies and/or Procedures. Ippon approval, this will be included in the YMPO P&P.

POLICY: There are no policy implications regarding this particular request.

ACTION NEEDED:

This item is on the agenda for information, discussion, and possible action to approve a procedure for deciding how to forecast in-kind local matching funds and to estimate and calculate the cash matching funds (local dues) needed to match the federal funds included in the YMPO UPWP each year.

PRIOR BOARD/COMMITTEE ACTIONS:

The TIP was originally approved during the June 29, 2017, Executive Board meeting and was amended in September and December, 2017, and most recently in February, 2018. The Technical Advisory Committee were consulted prior to each action by the Board and matching recommendations for approval were made by them during the same months. All TAC recommendations and Board approvals were unanimous. Details of attendance and voting during those meetings can be provided, upon request.

CONTACT PERSON:

Paul Ward, Executive Director, 928-783-8911