



Yuma County Intergovernmental Public Transportation Authority

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NOTICE AND AGENDA OF THE REGULAR MEETING THE BOARD OF DIRECTORS OF THE YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors of the Yuma County Intergovernmental Public Transportation Authority ("YCIPTA") and to the general public that the Board of Directors will hold a meeting on:

MONDAY, July 24, 2017 – 1:30 PM

YCIPTA office, 2715 E. 14th St. Yuma, AZ 85365

VIA CONFERENCE CALL

1(312)757-3121

ACCESS CODE 174-327-189

One or more members of the Board will participate by telephonic or video communications

Unless otherwise noted, meetings held at the above location are open to the public.

The Board of Directors may vote to go into executive session during the noticed meeting concerning any of the agenda items mentioned below. If authorized by the requisite vote of the Directors, the executive session will be held immediately after the vote and will not be open to the public. The executive session, if held, will be at the same meeting location set forth above. The discussion may relate to confidential matters permitted pursuant to A.R.S. §§ 38-431.03(A)(1)-(7). The Chairman or other presiding officer shall instruct the persons present at the executive session regarding the confidentiality requirements of the Open Meeting Laws.

Pursuant to the Americans with Disabilities Act, reasonable accommodation requests may be made by contacting the Transit Director at 928-539-7076, ext 101 (TTY/TDD - Arizona Relay Service 711). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Bill Lee, Chairman - City of Somerton, Susan Thorpe, Vice Chairman – Yuma County, Larry Killman – Sec/Treasurer – Town of Wellton, Greg Wilkinson – City of Yuma, Brian Golding, Sr.-Quechan Tribe, Dr. Michael Sabath - Northern Arizona University, Dr. Daniel Corr - Arizona Western College, Ralph Velez - City of San Luis, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

CALL TO PUBLIC: The public is invited to speak on any item or any area of concern that is within the jurisdiction of the YCIPTA Board of Directors. The Board is prohibited by the Arizona Open Meeting Law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

CONSENT CALENDAR: The following items listed under the Consent Calendar will be considered as a group and acted upon by one motion with no separate discussion, unless a board member so requests. In that event, the item will be removed for separate discussion and action.

1. Adopt the June 26, 2017 regular and executive minutes. Pg. 3

DISCUSSION & ACTION ITEMS:

1. Discussion and or action regarding the extension of the YCIPTA Quechan MOU Exhibit A and the EICTS Operation Business Plan through June 30, 2018. Action required. Pg. 8
2. Discussion and or action regarding the YCIPTA Title VI Implementation Plan. Action required. Pg. 29

PROGRESS REPORTS:

1. Operations Manager Report – George Rodriguez, National Express Operations Manager. *No action is required. NOT AVAILABLE*
2. Transit Director Report – Shelly Kreger, YCIPTA Transit Director. *No action is required. Pg.59*
3. Transit Ridership – Carol Perez, Management Analyst/Mobility Manager *No action is required. Pg.60*
4. Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. *No action is required. Pg. 62*

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

The next Board meeting is scheduled for Monday, August 28, 2017.

ADJOURNMENT

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Bill Lee, Chairman - City of Somerton, Susan Thorpe, Vice Chairman – Yuma County, Larry Killman –
Sec/Treasurer – Town of Wellton, Greg Wilkinson – City of Yuma, Brian Golding, Sr.-Quechan Tribe,
Dr. Michael Sabath - Northern Arizona University, Dr. Daniel Corr - Arizona Western College,
Ralph Velez - City of San Luis, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Session on Monday, June 26 at the Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ, 85364. The Chairman called the meeting to order at 1:33 p.m.

Members present:

Bill Lee/City of Somerton/Chairman
Susan Thorpe/Yuma County/Vice Chair
Brian Golding, Sr /Quechan Indian Tribe
Michael Sabath/Northern Arizona University
Paul Soto/Cocopah Indian Tribe
Ralph Velez/City of San Luis
Greg Wilkinson/City of Yuma

Members Excused:

Daniel Corr/Arizona Western College
Larry Killman/Town of Wellton/Secretary/Treasurer

Other Present:

Shelly Kreger/YCIPTA/Transit Director
Chona Medel/YCIPTA/Financial Services Operations Manager
Carol Perez/ YCIPTA/ Management Analyst
Daisy Ruiz/YCIPTA/Office Specialist I

The Pledge of Allegiance was led by Mr. Paul Soto.

Call to Public: There were no public comments made but call to the public was left open by the Chairman.

Consent Calendar:

No 1: Adopt the May 22, 2017 regular minutes.

Motion (Sabath/Golding): Approved item presented.

Voice Vote: Motion Carries, (6-0) with Dr. Corr, Mr. Velez and Mr. Killman excused.

DISCUSSION & ACTION ITEMS:

No 1: Discussion and or action regarding the extension of the Enterprise Van Pool Agreement through June 30, 2018. Action required.

Ms. Kreger stated that vRide has merged with Enterprise.

Ms. Kreger also stated that this has been an ongoing contract but this will be the last extension and the staff would be going out to bid next fiscal year.

Motion (Thorpe/Wilkinson): Approved item as presented.

Voice Vote: Motion carries, (6-0) with Dr. Corr, Mr. Velez and Mr. Killman excused

No. 2: Discussion and or action regarding exercising five of the remaining eight option to purchase 40ft. Gillig transit buses off the Akron, Ohio procurement contract. Action required.

Ms. Kreger stated that she was authorized to purchase up to five vehicles. She also stated that two have already been purchased.

Ms. Kreger stated she would like to purchase two additional buses; we have ten options available with the procurement contract. Funding for the buses, with approval, will be from the 5307 competitive funding through the Arizona Department of Transportation (ADOT), with the remainder provided from our regular 5307 Urbanized Area Funding.

Ms. Kreger stated the ADOT 5307 grant is approximately \$1.2 million, but in order to receive the funding, \$162,000 will be cash matched.

Ms. Thorpe inquired about what options are available if we do not receive the ADOT funding.

Ms. Kreger stated that if we do not receive the funding we will not be purchasing the other two vehicles.

Mr. Sabath inquired about the in-kind contributions that we have available.

Ms. Kreger stated that the in-kind contributions are from the following Greyhound with \$160,000, and the savings from Ecolane \$194,000 and Zonar \$100,000 as they are provided by their sister company, National Express.

Mr. Lee inquired about how many miles the Gillig does in a year.

Ms. Kreger stated that the average miles the Gillig has in a year are over 80,000.

Mr. Lee inquired the difference in price of the Arboc and the Gillig.

Ms. Kreger stated that the Arboc is \$75,000 less than the Gillig.

Ms. Thorpe inquired about the life cycle of the Arboc and the Gillig.

Ms. Kreger stated that the Arboc is not as heavy duty and has a shorter life cycle than the Gillig.

Mr. Golding inquired about our intention to purchase two busses now and three at a later time.

Ms. Kreger stated that the funding will go into effect at the same time we will know in October.

Ms. Kreger stated we will be receiving our Arboc bus within the next month. The five additional buses will be purchased within the next sixteen to eighteen months.

Motion (Wilkinson/Sabath): Approved item as presented.

Voice Vote: Motion carries, (6-0) with Dr. Corr, Mr. Velez and Mr. Killman excused

No. 3: Discussion and or action to purchase two replacement paratransit vehicles, one replacement service truck and two utility trucks from the AZOT state contract. Action required.

Ms. Kreger stated that she will use the Surface Transportation Program funds for this purchase.

Ms. Kreger is requesting the replacement of the service truck and the utility truck, as well as requesting, upon approval, to purchase a new utility truck.

Mr. Lee inquired into what will happen to the used vehicles.

Ms. Kreger stated that the used vehicles will be auctioned off or donated to the Yarnell Firefighter to provide transportation to the memorial site or to The Crossroads Mission.

Motion (Golding/Thorpe): Approved item as presented.

Voice Vote: Motion carries, (6-0) with Dr. Corr Mr. Velez and Mr. Killman excused

DISCUSSION & ACTION REGARDING EXECUTIVE SESSION:

Action to authorize an Executive Session of the Board of Directors pursuant to Arizona Revised Statute §38-431.03(A)(7).

The Chairman adjourns Regular Session and convenes Executive Session 1:55 p.m.

Motion (Golding/Thorpe): Approved to end Regular Session and convenes Executive Session.

Voice Vote: Motion carries, (6-0) with Dr. Corr Mr. Velez and Mr. Killman excused

Executive Session:

1. Discussion or consultations with YCIPTA representatives to consider negotiations for the possible acquisition of real estate property for use as a future transit facility for YCIPTA. This matter is brought in Executive Session pursuant to A.R.S. 38-431.03(A)(7).

The Chairman adjourns Executive Session and reconvenes Regular session at 2:08 p.m.

Motion (Golding/Thorpe): Approved to end Executive Session and reconvene with Regular Session.

Voice Vote: Motion carries, (7-0) with Dr. Corr and Mr. Killman excused

Discussion & Action Items:

No. 4: Discussion or consultations with Yuma County Intergovernmental Public transportation Authority (YCIPTA) representatives to consider negotiations for the possible acquisition of real property for use as a future transit facility for YCIPTA.

Mr. Velez arrived at 1:47 p.m.

Motion (Golding/Thorpe): Approved item as presented.

Voice Vote: Motion carries, (7-0) with Dr. Corr and Mr. Killman excused

No. 5: Discussion and or action regarding the 1st Amendment to the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) FY2018/2019 Capitol and Operating Budget. Action required.

Ms. Kreger stated that this Budget Amendment encompasses everything that was approved today into one Budget Amendment.

Ms. Kreger stated that it will include the vehicles and property purchase.

Motion (Wilkinson/Golding): Approved item as presented.

Voice Vote: Motion carries, (7-0) with Dr. Corr and Mr. Killman excused.

No. 6: Discussion and or Action regarding the Amended Transit Transportation Improvement Program (TIP) for FY2018. Action required.

Ms. Kreger stated that this also includes the property purchase and the vehicles purchase to make sure it is in our Transportation Improvement Program (TIP) before it can be added in our Statewide Transportation Improvement Program (STIP).

Motion (Wilkinson/Thorpe): Approved item as presented.

Voice Vote: Motion carries, (7-0) with Dr. Corr and Mr. Killman excused.

Progress Reports:

No. 1: Operations Manager Report – George Rodriguez, National Express Operations Manager. No action is required.

Ms. Kreger presented report, Mr. Rodriguez was unavailable. No action required. No action taken.

No. 2: Transit Director Report – Shelly Kreger, YCIPTA Transit Director. No action required.

Ms. Kreger presented item as contained in the member packet. No action required. No action taken.

No.3: Transit Ridership & Customer Comment Report – Carol Perez, YCIPTA Management Analyst/Mobility Manager. No action required.

Ms. Perez presented item stating that total passenger count for May 2017 is 35,970 which compared to May 2016's total passenger count, which totaled 37,347, had a difference being an increase of 3,623 passengers, with Yellow Route being our main contender. No action required. No action taken.

No. 4: Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. No action is required.

Mrs. Medel presented item as contained in the member packet. No action required. No action taken.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

The next Board meeting is scheduled for Monday July 24, 2017.

ADJOURNMENT

There being no further business to come before the Authority, the Chairman adjourned the meeting at 1:55 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this _____, 2017, Agenda Item _____

Daisy Ruiz, Board Secretary



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076
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September 22, 2016

Discussion and Action Item 1

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding the YCIPTA/Quechan MOU
Exhibit A Amendment Seven and the Eastern Imperial County
Services Operations and Implementation Business Plan

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approve the YCIPTA/Quechan MOU Exhibit A Amendment Seven and the Eastern Imperial County Services Operations and Implementation Business Plan.

Background and Summary: Each year the YCIPTA/Quechan MOU Exhibit A is amended to reflect the new contribution amounts based on the revised cost per revenue hour and the amount contributed by Imperial County Transportation Commission TDA funds.

Recommended Motion: That the Yuma County Intergovernmental Public Transportation Authority Board of Directors vote to approve the YCIPTA/Quechan MOU Exhibit A Amendment Seven and the Eastern Imperial County Services Operations and Implementation Business Plan

Fiscal Impact: None

Legal Counsel Review: None.

Attachments: YCIPTA/Quechan MOU Exhibit A Amendment Seven and the Eastern Imperial County Services Operations and Implementation Business Plan

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Ralph Velez - City of San Luis, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

For information on this staff report, please contact Shelly Kreger, Transit Director via email at skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for Submission



Shelly Kreger
Transit Director

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
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Shelly Kreger, Transit Director

EXHIBIT A
AMENDMENT SEVEN FOR THE FORMULA FOR YCIPTA CONTRIBUTION

YCIPTA shall provide the following routes to QUECHAN for 07/01/2017 to 06/30/2018:

Route	Type of Service	Operating Days	Service Hours	Destinations
Blue Route 5 – Quechan Shuttle	Rural Fixed Route	Monday-Saturday	Approximately 7:15 am to 7:10 pm, every 60 minutes, Monday through Friday and from 9:15 am to 4:10 pm, every 60 minutes on Saturday. Weekdays Approx: 9.20 per day Saturday Approx: 5 per day	Fort Yuma Indian Reservation and Paradise Casino to Quechan Casino Resort, Winterhaven and Algodones/Andrade Border Crossing, and Downtown Yuma Transit Center.
Turquoise Route 10 – Interstate 8/El Centro/Yuma	Urban Fixed Route	Monday and Wednesday	Approximately 9:15 am to 11:30 am/2:00 pm to 5:30 pm on Monday and Wednesday. Monday/Wednesday Approx: 6.40 per day	Yuma Palms Regional Center to downtown El Centro and Paradise Casino, Winterhaven, Quechan Casino Resort, and Imperial Valley Mall on request.

QUECHAN shall pay YCIPTA an amount not to exceed **\$214,658.54** for the period of July 1, 2017, to June 30, 2018, as a local contribution towards the operation of the Yuma County Area Transit (YCAT) system and the operational costs of the Blue Route 5 – Quechan Shuttle and Turquoise Route 10 – Interstate 8/El Centro/Yuma as defined in this Exhibit.

QUECHAN shall contribute to the marginal operating costs of Blue Route 5 and Turquoise Route 10 as defined below for the period of July 1, 2017, to June 30, 2018:

- **Blue Route 5 - From July 1, 2017 to June 30, 2018:** the marginal operating costs of Blue Route 5 are estimated to be \$182,390.29 (2,589.30 annual revenue vehicle hours times \$70.44 per revenue vehicle hour). QUECHAN shall contribute an amount that shall not exceed \$58,103.81, the amount related to services to be provided under that portion of the Federal Fiscal Years 2014/2015/2016 Federal Transit Administration (FTA) Section 5311 (c) grant funding received by QUECHAN.
- **Turquoise Route 10 - From July 1, 2016 to June 30, 2017:** the marginal operating costs of Turquoise Route 10 are estimated to be \$38,812.44 (551 annual revenue vehicle hours times \$70.44 per revenue vehicle hour). QUECHAN shall contribute an amount that shall not exceed \$12,089.66, the amount related to services to be provided under that portion of the Federal Fiscal Years 2014/2015/2016 Federal Transit Administration (FTA) Section 5311 (c) grant funding received by QUECHAN.
- ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of One Hundred Thirty-Eight Thousand, Seven Hundred Eight Dollars and Seven Cents (\$138,708.07) to fund Eastern Imperial County Transit Services, as provided for in Section II.B.6 and reflected in Exhibit B of the YCIPTA/ICTC/QUECHAN MOU, as extended from time to time.

QUECHAN shall contribute \$5,757.00 as a membership contribution which is based on tribal population as established by the 2010 census divided against the Yuma County population.

For the purposes of this Exhibit and MOU, a revenue vehicle hour is defined as the times during which the vehicle is available to carry passengers, and which includes only those times between the time or scheduled time of the first passenger pick-up and the time or scheduled time of the last passenger drop-off during a period of the vehicle's continuous availability.

This exhibit may be amended each fiscal year as agreed upon by QUECHAN and YCIPTA to reflect the new operational costs for the operation of transit services to QUECHAN or the additional/removal of a fare subsidy for tribal members.

APPROVALS

QUECHAN INDIAN TRIBE

Keeny Escalanti, Sr.
President

YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Shelly Kreger
Transit Director



Eastern Imperial County Transit Services Operations and Implementation Business Plan



Presented by:
Yuma County Intergovernmental Public Transportation Authority
October 2012

Amended October 2013
Amended September 2014
Amended July 2015
Amended April 2016
Amended April 2017

**Eastern Imperial County
Transit Operations and Implementation Business Plan**

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Section 1

Overview of Routes

The Yuma County Intergovernmental Public Transportation Authority (“YCIPTA”), on behalf of the Quechan Indian Tribe (“QUECHAN”), is proposing to operate the following transit services in eastern Imperial County effective July 1, 2017 :



Yuma County Area Transit Service Summary – Effective July 1, 2017

Route Number/Name	Type of Route	Number of Stops	Frequency Of Route	Peak Bus Requirement	Service Hours	Where Does Route Go?
Blue Route 5 Quechan Shuttle	Rural Flex Route	43 Stops	60 minutes	1	7:15 am to 7:10 pm – Monday-Friday 9:15 am to 4:10 pm – Saturday	Flex route service in a counter clockwise direction within the Fort Yuma Indian Reservation and Winterhaven from Paradise Casino via Picacho Road and Interstate 8 to Andrade Port of Entry, Downtown Yuma Transit Center and Quechan Casino Resort.
Turquoise Route 10 Interstate 8/El Centro	Special Service	29 Stops	2 round trips	1	9:15 am to 11:30 am/2:00 pm to 5:30 pm Monday & Wednesday	Fixed route service from Yuma Palms Regional Center to downtown El Centro via Paradise Casino, Winterhaven, Quechan Casino Resort and Interstate 8 with service to Imperial Valley Mall on request.

These routes do not operate on Sundays and major holidays observed by YCIPTA. YCIPTA-observed holidays are: New Year’s Day, Dr. Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day. Saturday service operates on the day after Thanksgiving, Christmas Eve and New Year’s Eve. One (1) bus will operate on each route for a maximum peak vehicle demand of two (2) in eastern Imperial County.

YCIPTA shall oversee and operate these routes in conjunction with the QUECHAN and Imperial County Transportation Commission (“ICTC”).

Under the California Transportation Development Act (“TDA”), new routes that are implemented could be exempt from the farebox recovery ratio requirements or other performance measures for the rest of the year in the year that service was modified plus two full fiscal years. Blue Route 5 was treated as a new route for the purposes of the use of TDA funding effective July 1, 2014, which takes its exemption period through June 30, 2016. Blue Route 5 will begin its fourth year of operations and will be partially funded with TDA funding provided by ICTC beginning July 1, 2017. Turquoise Route 10

was treated as a new route for purposes of the TDA exemption effective January 7, 2013, which takes its exemption period through June 30, 2015. Turquoise Route 10 will start its fifth year using TDA funding provided by ICTC beginning July 1, 2017.

YCIPTA, QUECHAN, and ICTC initially developed this business plan in October 2012 as the Regional Connector Operations and Implementation Business Plan to coincide with the launch of the Turquoise Route 10 on January 7, 2013. On an annual basis, YCIPTA, QUECHAN, and ICTC review the Business Plan, with the following key amendments:

- October 2013 – reduced to 12% the initial goal of an 18% farebox recovery ratio for the Turquoise Route 10.
- September 2014 – included the Blue Route 5's operations, funding, and performance standards.
- July 2015 – redesignated the Business Plan to address Eastern Imperial County Transit Services
- July 2016 – eliminated Saturday service on the Turquoise Route 10 to improve its prospect of meeting the 12% farebox recovery ratio, since the Route's exemption period ended June 30, 2015.

The routes identified in the plan will continue to act as an extension of the Imperial Valley Transit (IVT) system and continue to replace the former IVT Route 3 between Holtville and Winterhaven, California on Wednesdays. IVT Route 3 continues to operate west of Holtville to El Centro, Monday through Saturday.

Statement of Purpose and Need

The purpose of operating transit services in eastern Imperial County is to provide mobility for Winterhaven and Fort Yuma Indian Reservation residents and visitors within eastern Imperial County and to Yuma, Arizona. Six (6) days a week the Blue Route 5 services extend to Andrade Port of Entry as well as providing access to services to Yuma. Two (2) days a week the Turquoise Route 10 services would be extended to El Centro to access services at the County Seat, as well as other quality of life opportunities that are not available in Winterhaven.

Regional and local travel needs were identified below:

- Access to California State and Imperial County agencies and services in El Centro (DMV, courts, Imperial County Public Health Department, Imperial County Department of Social Services).
- Access to medical care in El Centro (health specialists, El Centro Regional Medical Center, Pioneer Memorial Hospital).
- Access to medical care in San Diego, Phoenix (Phoenix Indian Medical Center), and Tucson.
- Access to destinations within Winterhaven and the Fort Yuma Indian Reservation.
- Access to medical care, social services and other destinations in Yuma.

Two (2) studies were completed to assess the potential demand for improved service; Winterhaven Quechan Reservation Rural Connector Report (July, 2008) and the Quechan – Tribal Transit Planning, Service Strategies Report (July, 2011), and a recommendation was derived from these studies to provide a local shuttle connecting the Fort Yuma Indian Reservation with Winterhaven and Yuma as well as a lifeline service connecting the Fort Yuma Indian Reservation with El Centro to provide additional access for the eastern portion of Imperial County with the County Seat.

Section 2

Roles and Responsibilities

YCIPTA - Operating and Contract Authority and Oversight: YCIPTA will use its present transit operations contractor (National Express Transit Services Corporation) to operate both Blue Route 5 - Quechan Shuttle and Turquoise Route 10 – Interstate 8/El Centro/Yuma. However, YCIPTA, in its sole discretion, reserves the right to replace the transit operations contractor with another company or entity as it deems appropriate.

YCIPTA will administer the operating contract; provide the legal operating authority for this transit service as well as umbrella operating insurance through its operations contractor. YCIPTA will receive monthly reports on project operations and program results, as prepared by the operations contractor. YCIPTA's Project Liaison shall be the primary contact between the operations contractor, QUECHAN and ICTC.

YCIPTA Project Liaison - Planning, Contract Management and Marketing: YCIPTA shall designate its Transit Director, or designee, as the Project Liaison. The Project Liaison shall conduct daily interactions with the operations contractor, ensuring compliance with all contract terms and conditions, receipt and review of all reports required by the operations contractor, and the coordination of all marketing and promotional programs designed and implemented to support the routes. The Project Liaison will ensure the development and implementation of all programs so that employers, YCIPTA, the contractor, and other partners work together to maximize ridership and the overall effectiveness of the routes.

The Project Liaison shall be responsible for the review and payment of monthly subsidy statements provided by the transit operations and maintenance contractor.

ICTC – Supporting Role:

ICTC will provide a supporting role related to these routes, including providing recommendations to YCIPTA through technical and policy levels, marketing the service in Imperial County and contributing up to One Hundred Thirty-Eight Thousand, Seven Hundred Eight Dollars and Seven Cents (\$138,708.07) of Transportation Development Act ("TDA") Local Transportation Fund ("LTF") Article 8(c) funds for a continuation of these routes.

QUECHAN – Supporting Role:

QUECHAN will provide a supporting role related to these funds, including providing recommendations to YCIPTA through technical and policy levels, marketing the route on the Fort Yuma Indian Reservation and contributing Seventy Thousand, One Hundred Ninety-Three Dollars and Forty-Seven Cents (\$70,193.47) of Federal Transit Administration (“FTA”) Section 5311(c) monies to operate these routes.

YCIPTA would continue to use FTA Section 5307 funds allocated to the Winterhaven area, FTA Section 5311 funds allocated by ADOT to the small portion of the Fort Yuma Indian Reservation that is in Arizona, plus YCIPTA-generated match, fare revenue collected from the routes, and a portion of the Quechan Business Enterprise parking lot in-kind revenue to cover the remaining costs required to operate these routes.

Section 3 Overview of Operating Plan

Route Plans

The transit service will cover two (2) routes, Blue Route 5, Quechan Shuttle operating between Yuma, Winterhaven and Fort Yuma Indian Reservation, and Turquoise Route 10 between Yuma, Arizona, Winterhaven, California and El Centro via Interstate 8. The routes would be branded under the name Yuma County Area Transit (“YCAT”).

The routes and bus stop placement are subject to concurrence by QUECHAN, City of El Centro, Imperial County and ICTC. YCIPTA staff shall work with the staff from these agencies regarding route changes/development and to obtain approval to place a YCAT bus stop sign in their area of jurisdiction.

Bus stops in the City of Yuma and Fort Yuma Indian Reservation would be coordinated through YCIPTA’s existing encroachment permits for bus stops that are already in place in those jurisdictions.

Imperial Valley Transit (IVT) shall have priority use of its bus stops within the El Centro-Calexico Urbanized Area (“UZA”) as well as other areas of Imperial County served by IVT buses that YCAT would also serve and if a conflict arises where two (2) buses arrive at the bus stop at the same time, IVT’s use of the bus stop shall take priority. IVT’s use of the bus stops shall not, however, unreasonably interfere with YCIPTA’s obligations under this Business Plan and other agreements between YCIPTA, City of El Centro, Imperial County, ICTC and/or QUECHAN.

Exhibit 1 includes the route map, bus stop list and schedules effective July 1, 2017.

The Blue Route 5 will travel 23.9 miles one way, in a clockwise loop from Downtown Yuma Transit Center, through Fort Yuma Indian Reservation and Winterhaven, California serving 41 bus stops. The Turquoise Route 10 will travel 69.4 miles one way, between Yuma, Arizona, and El Centro, California, serving 27 bus stops.

Service Hours

The service hours, days and routes are outlined in Section One – Overview of Proposed Routes above.

Fares – Effective January 9, 2012¹

The following fares apply to all routes in YCIPTA's transit system, including Blue Route 5 and Turquoise Route 10. However, effective July 1, 2016, a “cash only-no passes” fare policy will apply to Turquoise Route 10.

Description	Basic <ul style="list-style-type: none"> • Ages 19-64 years old • Youth ages 5-18 years old without school ID 	Discount <ul style="list-style-type: none"> • Seniors age 65 & older • Persons with Disabilities • Medicare Card Holders • ADA Certified • Student ages 5-18 years old with school ID 	Express Commuter routes for all fare categories
One Way	\$2.00	\$1.00	\$5.00
One Way (Using Smart Card)	\$1.75	\$0.75	\$4.00
Day YCAT Pass	\$5.00 (valued at 2.5 trips)	\$2.50 (valued at 2.5 trips)	\$12.50 (valued at 2.5 trips)
Day YCAT Pass (Using Smart Card)	\$3.50 (valued at 1.75 trips)	\$1.75 (valued at 1.75 trips)	\$10.00 (valued at 2.5 trips)
10-Ride YCAT Pass (Use Smart Card)	\$17.50 (\$1.75 per ride)	\$7.50 (\$0.75 per ride)	\$45.00 (valued at \$4.50 per ride)
31-Day YCAT Pass (Use Smart Card)	\$60.00 (\$1.50 per ride/20 days/2 trips each)	\$30.00 (\$0.75 per ride/20 days/2 trips each)	\$150.00 (valued at \$3.75 per ride/20 days/2 trips each)

- No transfers – use Day YCAT Pass or pay one-way fares.
- Cocopah Tribe members can ride free by showing their tribal ID card.
- AWC, UA and NAU students and employees can ride free by showing their student ID card with the current semester sticker.
- YPIC Charter High School and Aztec High School students and employees can ride free by showing their student or employee ID card with current semester sticker.
- YRMC and ACCT employees can ride free by showing their employee ID card.

¹ Fares are subject to change based upon the costs associated with YCIPTA's operation of the route.

- Children under 5 years old ride free – up to four (4) children; five (5) or more children pay discount fare.
- Smart Card Initial Fee - \$2.00.
- Lost Smart Card Replacement Fee - \$5.00.
- Yuma Sun newspaper on buses – \$0.75 .
- Class Pass - \$45.00 (Up to 5 adults and 40 students @ \$1.00 per ride).
- This fare structure would be applicable on the evening NightCAT service from AWC/NAU/UA.

Ridership Forecasts

While the two studies identified in Section One did not provide any ridership forecasts, based on historical data in regard to Blue Route 5 and Turquoise Route 10, YCIPTA staff initially projected that approximately fifty (50) passengers may ride Blue Route 5 each operating day and that approximately fifteen (15) passengers may ride Turquoise Route 10 each operating day, or 5.87 and 3.00 passengers per hour, respectively.

Based on data from YCIPTA in regard to Fiscal Year (FY) 2013-2014, Blue Route 5 carried approximately 4.82 passengers per hour which is an increase from 3.41 from FY 2012-2013, as this was the second fiscal year of the route's operation. (Blue Route 5 started on June 1, 2012). In FY 2014-2015, the increase in ridership continued, as Blue Route 5 carried approximately 5.41 passengers per hour. The data for FY 2015-2016 shows continuing improvement, as Blue Route 5 carried approximately 5.62 passengers per hour. So far in FY 2016-2017 through February 2017, Blue Route 5 carried 5.45 passengers per hour.

In determining a forecast ridership number for Turquoise Route 10, several factors were considered. This included reconciliation of passengers boarding from Winterhaven on IVT Route 3/300/350, the use of the demographic information in the Winterhaven /Quechan Reservation Rural Connector Report and Quechan Service Strategies Report and data from public workshops held by QUECHAN.

Based on data from ICTC in regard to FY 2011-2012, IVT Routes 3/300/350 carried approximately 3.75 passenger trips in the morning and 3.50 passenger trips in the afternoon/evening on Wednesdays. With the transition to Turquoise Route 10, the route performance was 3.41 passengers per hour which is an increase from 2.99 from FY 2012-2013. According to YCIPTA's data for FY 2014-2015, Turquoise Route 10 carried approximately 6.17 passengers per hour, an increase for the second consecutive year since the route's start on January 7, 2013. Data for FY 2015-2016 shows that Turquoise Route 10 carried 3.69 passengers per hour. Data for FY 2016-2017 has been reported through February 2017, and so far Turquoise Route 10 is carrying 3.34 passengers per hour.

In light of the initial forecasts and actual data described above, the projected ridership for FY 2017-2018 on Blue Route 5 is 6.49 passengers per hour/55.26 per day, while on Turquoise Route 10 it is 4.03 passengers per hour/23.13 per day.

Fare Revenue Forecasts

Based on the projected ridership and historical data for each of the two routes and to take a conservative approach, the fare revenue forecast of Thirty Thousand, Seven hundred Forty-Two Dollars and Seventy-Six Cents (\$30,742.76) for Blue Route 5 and Seven Thousand, Eight Hundred Fifty Dollars and Forty-Three Cents (\$7,850.43) for Turquoise Route 10 is projected for FY 2017-2018. It is imperative that a fare structure is established to ensure the maximum farebox recovery in compliance with the TDA. As part of the performance measures, YCIPTA, QUECHAN, and ICTC review the farebox recovery ratio to ensure compliance with TDA requirements. The farebox ratio and route classification requirements are established below:

Route	Proposed Classification	Route	Farebox Recovery Ratio
Blue Route 5	Rural Flex Route		10%
Turquoise Route 10	Special Service		12% (blended rural/urban)

Cost and Subsidy Projections

ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of One Hundred Thirty-Eight Thousand, Seven Hundred Eight Dollars and Seven Cents (\$138,708.07) to fund Eastern Imperial County Transit Services after QUECHAN files a TDA Article 8c claim and supporting documentation with ICTC and QUECHAN will pay YCIPTA the monthly costs based on revenue service hours with these ICTC funds along with QUECHAN funds of an amount not to exceed the annual subsidy of Seventy Thousand, One Hundred Ninety-Three Dollars and Forty-Seven Cents (\$70,193.47) to operate Eastern Imperial County Transit Services, to be paid based on revenue vehicle service hours as established through a separate Memorandum of Understanding between YCIPTA and QUECHAN.

For cost and subsidy projections, see the chart below.

	1	2	3
	Routes	Blue Route 5	Turquoise Route 10
	Days Operating	Monday-Saturday	Mon, Wed
	Fiscal Year 2017 -2018	Budget	Budget
a	Fully Allocated Operating Cost (<i>minus ADA paratransit, other YCAT hours, YMPO Audit, Vanpool and Greyhound</i>)	\$307,427.59	\$65,420.23
b	Fare Revenue Collected	\$30,742.76	\$7,850.43
c	Subsidy Required	\$276,684.83	\$57,569.80
d	Quechan Subsidy	\$58,103.81	\$12,089.66
e	ICTC Subsidy	\$114,817.91	\$23,890.16
f	YCIPTA Subsidy	\$103,763.11	\$21,589.99

g	TOTAL SUBSIDY (Over)/Under	\$276,684.83	\$57,569.80
h	Total Miles	89,132.80	27,648.00
i	Total Revenue Miles	87,187.20	26,649.60
j	Total Deadhead Miles	1,945.60	998.40
k	service days	304	96
l	Total Hours	2,692.66	621.72
m	Total Revenue Hours	2,589.30	551.00
n	Total Deadhead Hours	103.36	70.72
o	employees	1.50	1.50
p	Passenger Trips	16,800	2,220
q	pass/hour	6.49	4.03
r	pass/day	55.26	23.13
s	pass/mile	0.19	0.08
t	cost/pass	\$18.30	\$29.47
u	sub/pass	\$16.47	\$25.93
v	cost/mile	\$3.53	\$2.45
w	cost/hour	\$118.73	\$118.73
x	farebox ratio	10.0%	12.0%
y	FTE (based on 2000 hrs)	0.000750	0.000750
z	Depreciation Adjustments based on Service Miles*	\$34,406	\$34,406
aa	Operating Cost minus Depreciation	\$273,022.00	\$31,014.00
ab	farebox ratio + Adjustments	11.3%	25.3 %

Performance Standards

Since ICTC would contribute TDA-LTF Article 8(c) funds in support of these routes, the following performance standards apply towards these routes, and YCIPTA will report these figures to ICTC and QUECHAN quarterly. These reports may be reviewed by ICTC's Social Services Transportation Advisory Council.

According to the TDA requirements, new routes that are implemented could be exempt from the farebox recovery ratio requirements or other performance measures for the

rest of the year in the year that service was modified plus two full fiscal years, and if the farebox recovery ratio remains below the established standard, efforts must be made to modify the route(s) to improve performance within the (3) three year time frame. If a claimant fails to meet a required ratio for a fiscal year, its TDA funding level will be reduced by the amount of required revenues that was not maintained.

Turquoise Route 10 was treated as a new route for purposes of the TDA exemption effective January 7, 2013, which takes its exemption period through June 30, 2015. At the end of that exemption period, Turquoise Route 10 achieved a 6.36% farebox recovery ratio, falling short of the 12% standard. Under the TDA regulations, if the required farebox recovery ratio is not met for FY 2015-2016, then that year would be deemed a “non-compliant year”, resulting in a TDA funding reduction by the difference between the required farebox revenues and the actual revenues based on FY 2016-2017 amounts. To increase the chances of Turquoise Route 10 meeting its 12% farebox ratio performance standard, it was agreed to eliminate Saturday service and to establish a “cash only-no passes” fare policy for Turquoise Route 10, effective July 1, 2016. As of April 2017, Turquoise Route 10 is achieving a 6.4% farebox recovery ratio, and appears to be off track toward meeting the standard.

Blue Route 5 was treated as a new route for the purposes of the use of TDA funding effective July 1, 2014, which takes its exemption period through June 30, 2016. If the required farebox recovery ratio is not met for FY 2016-2017, then that year would be deemed a “non-compliant year”, resulting in a TDA funding reduction by the difference between the required farebox revenues and the actual revenues based on FY 2017-2018 amounts. As of April 2017, Blue Route 5 is achieving a 5.6% farebox recovery ratio, and appears to be off track toward meeting the standard.

Effective January 1, 2016, California Senate Bill 508 (SB 508) clarified the types of revenues that transit operators may consider in the farebox recovery calculation. If fare revenues are insufficient to meet the applicable ratio of fare revenues to operating costs, an operator may satisfy that requirement by supplementing its fare revenues with “local funds”, which the TDA as amended by SB 508, defines as any nonfederal or nonstate grant funds or other revenues generated by, earned by, or distributed to an operator. Examples of local funds that may be available to operators include bus advertising (shelters and buses) local county transportation sales taxes, general fund contributions from a local jurisdiction, sales from alternative fuels sold on the transit property, and contract revenues from institutions such as local college fare subsidy programs. The Tribe will include in its Business Plan the use of SB508 to add local funds to meet the fare box ratio. In light of SB 508, YCIPTA and QUECHAN intend to document their use of local funds to cover any shortfall in fare revenue for FY 2017-2018 and beyond in order to ensure attainment of the required farebox recovery ratio. YCIPTA and QUECHAN assure that such local funds will not include State or Federal funding sources, unless inclusion thereof is authorized by such sources.

As necessary and required by the FTA, financial and non-financial data shall be collected and reported to the National Transit Database (NTD). YCIPTA would report miles both in the Yuma UZA and El Centro-Calexico UZA.

Fiscal Audits and Triennial Performance Audits

Though ICTC will make payment of TDA funds to QUECHAN to fund a portion of these routes, QUECHAN will track its expenses associated with the use of these funds, TDA funds will be listed as a separate line item of funds in the Basic Financial Statements each year and submit a copy of the report to ICTC before December 31 of the given funded year. ICTC will send a triennial performance auditor to audit this service and its performance measures.

Section 4

Marketing and Community Outreach Plan

Branding, Marketing and Community Outreach

Marketing to support these routes will be essential to its success. Consistent, coordinated marketing collateral and programs will be developed by YCIPTA, with input and assistance from ICTC and QUECHAN. The Marketing Plan will include printed ads, flyers, rack cards, media, coordination with employers and other advertising materials. The buses will be marketed and branded as YCAT routes.

The marketing program outlined above will be targeted in Yuma and Imperial Counties. YCIPTA, QUECHAN and ICTC will work to engage the support of residents in the Yuma, Fort Yuma and Winterhaven areas to help ensure project success and sustainability. The marketing program is funded by YCIPTA administrative budget and these costs are not reflected in the business plan.

- YCIPTA will focus the routes' marketing efforts in Yuma County.
- ICTC will focus the routes' marketing efforts in Imperial County.
- QUECHAN will focus the routes' marketing efforts on the Fort Yuma Indian Reservation.

YCIPTA will have the YCAT Rider's Guide distributed through its networks in Yuma County, including on YCAT buses. The routes will be included in YCAT Rider's Guide, online at www.ycat.az.gov and on all YCAT marketing pieces. YCIPTA will seek vendors in El Centro to sell bus passes on behalf of YCIPTA. This includes El Centro City Hall and Circle K.

ICTC will have the Imperial Valley Transit Rider's Guide distributed throughout Imperial County, on IVT buses and have information related to Blue Route 5 and Turquoise Route 10 operated by YCIPTA inside its Rider's Guide, online at www.ivtransit.com and www.imperialctc.org and on appropriate IVT marketing pieces. In addition, signs will be placed on the IVT buses to promote the routes at ICTC discretion.

QUECHAN will have IVT and YCAT Rider's Guides available for distribution throughout the Reservation, promote the routes through door-to-door distribution of information,

placement of route information online, on social media, on Casino bulletin boards and may offer IVT and YCAT bus passes for sale at its retail enterprises and casinos on the Reservation.

Section 5

Additional Details of the Operating Plan

Daily operations of the routes are the responsibility of the contractor, as described in Section 2 Roles and Responsibilities, and managed through YCIPTA, consistent with the terms of the Operating Contract. The Project Liaison, as designated by YCIPTA, has the responsibility to ensure that the contractor complies with all terms of the Operating Contract. The Project Liaison also has the lead responsibility for development and implementation of the Marketing and Outreach Plan, to be accomplished with support from YCIPTA, QUECHAN and ICTC.

1. Transit Service Information

The schedules and route information will be maintained on the www.ycat.az.gov and www.ivtransit.com websites and available via the YCAT telephone information system at 928.783.2235 and the IVT telephone information system at 760.482.2900. Service will be noted as a YCAT service.

2. Dispatch

A dispatcher will be on duty to support all service hours of the program to ensure excellent customer service. Contingency plans must be made to reasonably accommodate for service delays due to weather, traffic and vehicle failure by the transit operations contractor.

Dispatchers must have a communications system in place with their drivers via two-way radio or cell phone (depending on distance). Under no circumstances should the bus operators use the communications system in such a manner as to endanger the lives of the passengers or in violation of any laws. YCIPTA intends to use radios from the Yuma Regional Communication System on Blue Route 5 and the San Diego-Imperial County Regional Communication System on Turquoise Route 10.

3. Spare Ratio

YCIPTA would be responsible for providing road support to the YCIPTA vehicle should the vehicle experience any maintenance difficulties. YCIPTA shall be responsible to ensure that a replacement vehicle is provided within sixty (60) minutes of a determination that a YCAT bus is inoperable, and that ample comfort, such as water, is provided on the vehicle on days with extreme temperature (115 degrees or higher) and when extended breakdowns occur.

4. Bus Operators

Bus Operators are expected to be courteous, friendly and professional at all times.

Bus Operators shall be bilingual in English and Spanish to ensure that the distribution of information is available to both languages.

Bus Operator uniforms will be required to be consistent with the branding/marketing of YCIPTA transit services. Uniforms must be kept clean and ironed for a professional appearance at all times.

Bus Operator are prohibited from smoking in the vehicles. Smoking outside of the vehicles is also prohibited near the door of the vehicle or in the presence of customers. Eating is prohibited in front of customers or while driving.

Bus Operator breaks shall be established with dispatch according to transit operations contractor policy. Bus Operator breaks should never be allowed to disrupt customer service or routing.

Training shall be given to all Bus Operators so that clear expectations are in place to ensure excellent customer service. Bus Operators will keep the inside of the vehicles neat and tidy, i.e. picking up trash and newspapers left behind.

5. Vehicles

YCIPTA will provide two (2) vehicle types to operate the routes as outlined in this Business Plan. The vehicles used on these routes can carry up to 32 seated passengers, is 34 feet in length and have up to two (2) wheelchair tie down spaces. To comply with the California Air Resources Board ("CARB") requirements, YCIPTA will only operate vehicles in California with a level 3 diesel particulate trap. YCIPTA currently has nine (9) of these buses called the El Dorado National Passport, a low floor cutaway vehicle on a medium duty chassis. Furthermore, the bus is durable for highway travel. In addition, YCIPTA has six (6) 21-foot El Dorado National Aerolite buses which may also be used on these routes as these buses seat six (6) to eight (8) passengers and has up to two (2) wheelchair tie down spaces, which uses gasoline fuel and are exempt from the CARB Transit Fleet Rule.

Vehicles must be kept clean. Mechanical and cosmetic repairs must be prompt. There should be a spare vehicle that would easily fit into the program when one of the main vehicles is out for maintenance. All YCIPTA vehicles are ADA compliant and use a low floor ramp for the loading/unloading of mobility devices.

These types of vehicles will provide the most passenger comfort and meet passenger demand. Their size and relative maneuverability will be better suited for the identified routes than larger vehicles, such as transit buses. They will also be more cost effective to operate than larger transit buses.

The Passport buses features two (2) bicycle spaces, electronic destination signs, farebox, smart card system and security cameras. The Aerolite buses features manual destination signs, farebox and smart card system (only on two of these buses).

Pictures of the buses used on these routes are provided below:



Maintenance of the buses will take place at the YCAT bus facility located at 2715 East 14th Street, Yuma, Arizona.

6. Customer Service

Customer service, marketing and safety are paramount to the success of this program. Service and mechanical failures will be logged and used as a tool by the contractor to ensure quality control and maintenance standards. On board customer surveys will be used to help guide route improvements and to adjust marketing plans, as appropriate.

7. Schedules

Schedules are defined in Exhibit A and are subject to change. Schedules have been developed to ensure that there are no conflicts between YCAT and IVT buses at all shared bus stops in El Centro.

8. Newspapers

Yuma Sun newspapers on Blue Route 5 and Turquoise Route 10 would be placed, Monday through Saturday, under an existing arrangement.

9. Transfer Agreements

At the present time, passengers transferring to IVT would be required to pay a full fare as if they transferred back to YCAT.

10. Complementary ADA Paratransit Program

Blue Route 5 is treated as a flex route and is exempt from the ADA paratransit requirement since flex routes are treated as "general public demand response services" under the 49 C.F.R. Part 37 of Federal Regulations. The route deviation component is available to all passengers for an additional \$2.00 fare unless passengers board at specific bus stop locations defined by YCIPTA. Turquoise Route 10 has been designated as a commuter route under 49 C.F.R. Part 37 of Federal Regulations, therefore ADA complementary paratransit requirements do not apply. Passengers requesting ADA paratransit service would either ride YCAT OnCall in Yuma County or IVT Access in Imperial County, both within a $\frac{3}{4}$ mile radius of a non-commuter or flex bus route. Timed connections between the paratransit services and these routes would be established. YCIPTA allows for free transfers between YCAT OnCall and YCAT fixed route buses for these patrons.

11. Former Route 3 to Winterhaven

It is YCIPTA's and QUECHAN's desire that ICTC continue the discontinuance of Route 3 east of Holtville.

12. The Future

With the provision of ICTC funding in FY 2015-2016 to cover a greater share of the costs for all eastern Imperial County transit services, ICTC took a more active role in the planning and operation of transit services in eastern Imperial County. Under Moving Ahead with Progress for the 21st Century (MAP-21), and continuing under the Fixing America's Surface Transportation Act (FAST Act), Tribal Transit funding was reduced to the extent that Quechan Indian Tribe will only be eligible for formula funding unless the Quechan Indian Tribe applies for capital expenses (excluding preventative maintenance). In FY 2016, the Quechan Indian Tribe received Forty-Five Thousand, One Hundred Sixty-Six Dollars and No Cents (\$45,166.00) and anticipates receiving only slight annual increases for the foreseeable future.

In FY 2017-2018, the Quechan Indian Tribe would need to request a minimum of One Hundred Thirty-Eight, Seven Hundred Ten Dollars and Thirty-Two Cents (\$138,708.07) from ICTC to continue transit services at the present levels. This is due to not being able to use discretionary Tribal Transit funds for operations. YCIPTA would continue to use FTA Section 5307 funds allocated to the Winterhaven area, FTA Section 5311 funds allocated by ADOT to the small portion of the reservation that is in Arizona, plus YCIPTA generated match, fare revenue collected from the routes and Quechan Business Enterprises parking lot in-kind revenue to cover the remaining costs required to operate these routes.

A comprehensive review of these routes occurred in Spring 2016, prior to the YCIPTA, QUECHAN and ICTC budget planning to determine the appropriate level of transit

service and population in eastern Imperial County as compared to central and northern Imperial County. This review will also take into consideration need in eastern Imperial County and the routes' ability to meet TDA and MOU specific performance measures.

Any continuation of transit services beyond June 30, 2018 at the present levels will require additional contributions by ICTC. If service reductions are to occur based on available funding by QUECHAN, YCIPTA and ICTC that are known today, public hearings for route changes would take place in May 2017 as part of the adoption of the YCIPTA FY 2017-2018 operating and capital budget with the route changes taking effect on July 1, 2017. To assist in the determination of future service levels and contribution shares by all parties for FY 2018-2019 ICTC will minimally need from YCIPTA a sample of daily ridership data (boardings and alightings) by route direction and bus stop locations during the months of January through March 2018. The sample of data was agreed to by all parties prior to December 15, 2015. The actual daily ridership data should be provided to all parties by April 17, 2018. This would allow a comprehensive analysis of recommended service levels, contribution shares, and funds available for FY 2018-2019.



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076
Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.yciptaz.gov

July 24, 2017

Discussion and Action Item 2

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding the YCIPTA Title VI
Implementation Plan

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approve the YCIPTA YCIPTA Title VI Implementation Plan

Background and Summary: Title VI prohibits discrimination on the basis of race, color, sex or national origin in programs or activities receiving federal financial assistance. Once an agency accepts federal funds, all of its programs and activities are covered, regardless of their funding source. Related statutes and presidential executive orders under the umbrella of Title VI address environmental justice (EJ) in minority and low-income populations and services to those individuals with limited English proficiency (LEP), women and the disabled.

Recommended Motion: That the Yuma County Intergovernmental Public Transportation Authority Board of Directors vote to approve the YCIPTA Title VI Implementation Plan

Fiscal Impact: None

Legal Counsel Review: None.

Attachments: YCIPTA Title VI Implementation Plan

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Bill Lee, Chairman - City of Somerton, Susan Thorpe, Vice Chairman – Yuma County, Larry Killman –
Sec/Treasurer – Town of Wellton, Greg Wilkinson – City of Yuma, Brian Golding, Sr.-Quechan Tribe,
Dr. Michael Sabath - Northern Arizona University, Dr. Daniel Corr - Arizona Western College,
Ralph Velez - City of San Luis, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

For information on this staff report, please contact Shelly Kreger, Transit Director via email at skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for Submission



Shelly Kreger
Transit Director

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Bill Lee, Chairman - City of Somerton, Susan Thorpe, Vice Chairman – Yuma County, Larry Killman –
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Ralph Velez - City of San Luis, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

***Yuma County Intergovernmental
Public Transportation Authority***

***Title VI Implementation
Plan***



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Executive Summary

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) formed on December 13, 2010 by the Yuma County Board of Supervisors to administer, plan, operate and maintain public transit services throughout Yuma County, including within the political jurisdictional boundaries of the Cities of Yuma, San Luis, Somerton, Town of Wellton and the unincorporated Yuma County areas.

Yuma County Area Transit (YCAT) is the marketing name for the YCIPTA and the fixed route transit system. YCAT OnCall, formerly known as Greater Yuma Area Dial-A-Ride is the marketing name for the demand responsive transit system. YCAT began in 2002 as a rebranded effort from what was previously known as Valley Transit. Greater Yuma Area Dial-A-Ride began in 1998 and was the county’s first public transportation service.

The Yuma Metropolitan Planning Organization (YMPO) had been the administrator of public transit service in Yuma County since 1999 utilizing Federal Transit Administration (FTA) funding that has been available to the Yuma Urbanized Area since 1980 when the urbanized area exceeded 50,000 in population. As of July 2012, YCIPTA is now the administrator of YCAT.

YCAT operates eleven fixed routes, a vanpool program and a demand response service throughout the southwestern quadrant of Yuma County and portions of eastern Imperial County with limited service to El Centro. YCAT generally operates Monday-Friday from 5:50 am to approximately 7:30 pm with headways every 45 to 60 minutes and on Saturday from 9:15 am to 6:30 pm with headways every 60 to 120 minutes. There is no service on Sundays or major holidays at this time. These services are provided under an contractual arrangement with National Express Transit Services Corporation.

National Express is also the contractor for YCAT OnCall beginning July 1, 2017 and Enterprise operating YCAT Vanpool. A total of 38,208 revenue vehicle service hours are operated, this consists of an allocation of 36,000 hours to YCAT and 2,208 hours to YCAT OnCall. YCIPTA is projecting 35 vanpools will operate in FY 2017-2018.

YCAT operates 27 buses. 18 buses are powered by diesel and used on YCAT fixed routes. Six small buses and three vans are powered by gasoline and used on YCAT OnCall and neighborhood YCAT routes. All buses and vans are owned by YCIPTA and were purchased with FTA funding.

What type of program fund(s) did you apply for?

- 5310
- 5311
- Other (please explain)_____

Type of Funding Requests? (Select all that apply)

- Vehicle Funds
- Operating Funds
- Other (please explain)_____

Non Discrimination Policy Statement

The Yuma County Intergovernmental Public Transportation Authority policy assures full compliance with Title VI of the Civil Rights act of 1964, the Restoration Act of 1987, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any Yuma County Intergovernmental Public Transportation Authority sponsored program or activity. There is no distinction between the sources of funding.

Yuma County Intergovernmental Public Transportation Authority also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, Yuma County Intergovernmental Public Transportation Authority will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When Yuma County Intergovernmental Public Transportation Authority distributes Federal-aid funds to another entity/person, Yuma County Intergovernmental Public Transportation Authority will ensure all subrecipients fully comply Yuma County Intergovernmental Public Transportation Authority Title VI Nondiscrimination Program requirements. The YCIPTA Transit Director, Title VI Program Coordinator, will oversee and implement FTA Title VI requirements.



Shelly Kreger, Transit Director

Non Discrimination Notice to the Public

Notifying the Public of Rights Under Title VI and ADA Yuma County Intergovernmental Public Transportation Authority

The Yuma County Intergovernmental Public Transportation Authority operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Yuma County Intergovernmental Public Transportation Authority.

For more information on the Yuma County Intergovernmental Public Transportation Authority's civil rights program, and the procedures to file a complaint, contact Shelly Kreger, Transit Director at (928)539-7076 ext 101, email: or visit our administrative office at 2715 E. 14th St, Yuma, AZ 85365. For more information, visit www.yciptat.org.

A complainant may file a complaint directly with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **ADOT**: ATTN: Title VI Program Manager 206 S. 17th Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: ATTN: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact YCAT (928)539-7076. Para información en Español llame: YCAT (928)539-7076

Non Discrimination Notice to the Public - Spanish

Aviso Público Sobre los Derechos Bajo el Título VI Y ADA Yuma County Intergovernmental Public Transportation Authority

Yuma County Intergovernmental Public Transportation Authority (y sus subcontratistas, si cualquiera) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973 y La Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA). El nivel y la calidad de servicios de transporte serán provehidos sin consideración a su raza, color, o país de origen.

Para obtener más información sobre la Yuma County Intergovernmental Public Transportation Authority programa de derechos civiles, y los procedimientos para presentar una queja, contacte **Shelly Kreger, Transit Director at (928)539-7076 ext 101, (TTY 771)**; o visite nuestra oficina administrativa en 2715 E. 14th St, Yuma, AZ 85365. Para obtener más información, visite www.yciptatransit.org.

El puede presentar una queja directamente con Arizona Department of Transportation (ADOT) o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights: ADOT: ATTN Title VI Program Manager 206 S. 17th Ave MD 155A Phoenix AZ, 85007 FTA: ATTN Title VI Program Coordinator, East Building, 5th Floor –TCR 1200 New Jersey Ave., SE Washington DC 20590

The above notice is posted in the following locations:

YCAT Office, 2715 E. 14th St., Yuma, AZ, 85365

All vehicles in fleet

YCAT/YCIPTA website www.yciptatransit.org or www.ycat.org.

At a minimum it must be posted online and in the public areas of the agency's/transit provider's office(s). This notice should also be posted at stations, stops, and on transit vehicles

This notice is posted online at www.yciptatransit.org or www.ycat.org.

Non Discrimination Complaint Procedures

These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by Yuma County Intergovernmental Public Transportation Authority, including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Discrimination complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The ADA/Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted Yuma County Intergovernmental Public Transportation Authority will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the Yuma County Intergovernmental Public Transportation Authority or submitted to the State or Federal authority for guidance.

- (7) Yuma County Intergovernmental Public Transportation Authority will notify the ADOT Civil Rights Office of ALL Discrimination complaints within 72 hours via telephone at 602-712-8946; or email at civilrightsoffice@azdot.gov.
- (8) Yuma County Intergovernmental Public Transportation Authority has 10 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Discrimination violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.
- (10) A copy of either the closure letter or LOF must be also be submitted to ADOT within 72 hours of that decision. Letters may be submitted by hardcopy or email.
- (11) A complainant dissatisfied with Yuma County Intergovernmental Public Transportation Authority decision may file a complaint with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) offices of Civil Rights: **ADOT:** ATTN ADA/Title VI Program Coordinator 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA:** Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (12) A copy of these procedures can be found online at: www.ycipta.org or www.ycat.org.

If information is needed in another language, contact YCAT office at (928)539-7076. Para información en Español llame: YCAT office at (928)539-7076

Discrimination Complaint Form

Section I:		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section III.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section III:		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
<input type="checkbox"/> Disability		
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Section VI:		
Have you previously filed a Discrimination complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

Section V:

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____
 Federal Court: _____ State Agency: _____
 State Court : _____ Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI:

Name of agency complaint is against:

Name of person complaint is against:

Title:

Location:

Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Shelly Kreger, Transit Director (Title VI Coordinator)
Yuma County Intergovernmental Public Transportation Authority
2715 E. 14th St.
Yuma, AZ 85365
(928)539-7076 Ext. 101
skreger@ycipta.az.gov

A copy of this form can be found online at www.ycipta.org or www.ycat.org.

Discrimination Investigations, Complaints, and Lawsuits

This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin or disability)	Status	Action(s) Taken (Final findings?)
Investigations				
1)				
2)				
Lawsuits				
1)				
2)				
Complaints				
1)				
2)				

Yuma County Intergovernmental Public Transportation Authority has not had any ADA nor Title VI Discrimination complaints, investigations, or lawsuits in 2016.

*Yuma County
Intergovernmental
Public Transportation
Authority
Public Participation
Plan*



INTRODUCTION

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) formed on December 13, 2010 by the Yuma County Board of Supervisors to administer, plan, operate and maintain public transit services throughout Yuma County, including within the political jurisdictional boundaries of the Cities of Yuma, San Luis, Somerton, Town on Wellton and the unincorporated Yuma County areas. Service is also provided on the Cocopah and Fort Yuma Indian Reservations as well as eastern Imperial County, including the unincorporated community of Winterhaven and El Centro, California. As part of this transportation planning process, YCIPTA desires and requests citizen input on the work, projects, and products proposed and created by YCIPTA.

YCIPTA recognizes the importance and necessity of the public participation process.

The following groups govern the activities of YCIPTA:

Within the YCIPTA Board of Directors, there are nine Board Members that consist of City, County, Town, Indian Tribe and educational institutional administrators from the member entities that set the overall policy for the transit system. Each member entity receives one vote on the Board of Directors. When financial contributions are discussed, the Board of Directors has opted towards a weighted voting structure to ensure that members that pay more into the system have fair representation. The Board of Directors meets on the 4th Monday of each month at 1:30 pm at Yuma County Development Services Building inside Aldrich Hall.

All meetings of YCIPTA Board of Directors are open to the public. Members of the public may request time on the agenda of the YCIPTA Board of Directors to comment on specific subjects of interest to the Board Members. A minimum of two weeks advance notice should be given for requested agenda time. Additional subcommittees and working groups may be appointed at any time by YCIPTA Chair to address specific transportation- related topics or areas of interest to YCIPTA.

GOALS AND OBJECTIVES

The public participation process required by 23 CFR 450 should "... provide complete information, timely public notice, full public access to key decisions, and support early and continuing participation of the public in developing plans and Transportation Improvement Programs..."

YCIPTA is committed to the availability of timely, complete information; to the notification of and public access to the decision-making process; and to ongoing public participation throughout the transportation planning process including, but not limited to, the development of the Program of Projects, the Five Year Short Range Transit Plan, the Transportation Improvement Program, review of transit services, fares and operating perimeters and Federal Transit Administration (FTA) civil rights issues such as Title VI, Disadvantage Business Enterprise (DBE), Equal

Opportunity Program (EEO) and Americans With Disabilities Act (ADA) and the Public Participation Process. Through this Public Participation Process, YCIPTA aims to identify methods for obtaining public input and encouraging public participation in the transportation planning process.

STAKEHOLDERS AND PUBLIC GROUPS

YCIPTA has identified the following groups and individuals as those having potential interest in public input and participation opportunities:

- Neighborhood organizations;
- Homeowner associations;
- Chamber of Commerce and other business groups;
- Groups representing travel modes - transit, bicycle, pedestrian, freight;
- Advocacy groups for the disadvantaged and/or minority groups;
- Media – newspapers, television, radio;
- Governmental agencies;
- Educational Institutions (school districts, community colleges, private schools, State universities);
- Organizations or individuals who have been notified of public hearings for major projects, or organizations and individuals who have submitted written comments relating to public hearings for major projects, service changes and plans. These individuals and organizations would remain on the mailing list as long as the major project is under development.

INFORMATION ACCESS

All planning and programming information of YCIPTA is available for public review. The information can be viewed at the YCIPTA Bus Facility, 2715 East 14th Street, Yuma, AZ 85365. Additional information will also be posted online at www.yciptaz.gov.

OUTREACH TECHNIQUES

Information about all YCIPTA meetings will be added to the existing Public Meeting Calendar that is produced weekly and that is distributed to local newspapers (Yuma Sun, San Luis News, El Noticia and Imperial Valley Press, as well as local radio stations in Yuma and El Centro, and is placed on YCIPTA's website. In addition, the agenda for the meetings will be posted in YCIPTA Bus Facility, each member agency posting boards and on the website, www.yciptaz.gov, a minimum of twenty-four hours prior to the meetings.

Meeting information will also be included in the YCIPTA's newsletter, Cat Tales, as appropriate. This newsletter is published quarterly and distributed to transit passengers. Regular meetings, as well as special activities related to transit planning, Title VI and project development would be included.

Press releases to area newspapers, television stations, and radio stations will also be used to notify citizens of upcoming activities of YCIPTA.

YCIPTA maintains an active participation in the local government access cable channel. Programs describing the activities of YCIPTA will be included in the programming.

YCIPTA's website, www.ycipta.az.gov, will be used to provide information about YCIPTA activities including information about the development of the Program of Projects, the Five Year Short Range Transit Plan, the Transportation Improvement Program and Federal Transit Administration (FTA) civil rights documents such as Title VI and others. YCIPTA representatives will be listed along with contact information.

Formal notices for public input meetings are published in the Yuma Sun.

INPUT MECHANISMS

YCIPTA accepts input and comments from the public through a variety of means:

- a) YCIPTA's website at www.ycat.az.gov or www.ycipta.az.gov.
- b) By mail to 2715 East 14th Street, Yuma, AZ 85365.
- c) By emailing to skreger@ycipta.az.gov.
- d) By faxing a request or letter to 928.783.0309.

Comment forms can also be obtained at www.ycat.az.gov or www.ycipta.az.gov, by calling 928.539.7076, ext 101 to have one mailed, by emailing a request to skreger@ycipta.az.gov or by faxing to 928.783.0309.

The public may submit comments to their respective YCIPTA Board of Directors members or direct to the Board itself. Comments on YCIPTA services, plans, reports, and programs may be made at public input meetings. YCIPTA ensures that all public input meeting locations are accessible in accordance with the Americans with Disabilities Act (ADA).

Members of the public, or a representative of a group, with expressed comments on a particular topic may request of YCIPTA Chairman an appointment to serve as a citizen representative on an appropriate subcommittee if one is activated.

Interested members of the public will be able to offer input to the committees at a public forum element of each agenda.

YCIPTA will consider and respond to all public input received during the planning and program development processes. If significant written or oral comments are received on transit services, FTA civil rights or plans, a summary, analysis, and report on the disposition of the comments will be made a part of the conclusion of the public participation process.

SCHEDULE

Notification and announcement of all upcoming public input meetings are made approximately 30 days in advance of the scheduled meeting through the methods described in the Outreach Techniques section of this plan. Legal notice of a scheduled public input meeting is published in the Yuma Sun approximately 30 days prior to the meeting.

Regularly scheduled public input meetings occur on an as needed basis based on specific subject matter such as the development of the Program of Projects, the Five Year Short Range Transit Plan, the Transportation Improvement Program, review of transit services, fares and operating perimeters and Federal Transit Administration (FTA) civil rights issues such as Title VI, Disadvantage Business Enterprise (DBE), Equal Opportunity Program (EEO) and Americans With Disabilities Act (ADA). Other public input meetings are held throughout the year, as necessary.

Updates and revisions to YCIPTA's Public Participation Plan require a 45-day comment period. YCIPTA Board of Directors will approve this document following the completion of the public comment period.

EVALUATION

YCIPTA will review this Public Participation Plan periodically in order to monitor the effectiveness of the procedures outlined in this document. Following evaluation of the outputs and outcomes of the Public Participation Plan, YCIPTA may revise these methods to incorporate new and innovative ways to involve the public in the transportation decision-making process.

CONTACT INFORMATION

YCIPTA believes firmly in the essential role of the public in the transportation planning process, welcoming any and all comments from citizens or groups concerning transportation issues.

YCIPTA may be contacted at the following:

Yuma County Intergovernmental Public Transportation Authority
2715 East 14th Street

Yuma, AZ 85365

Phone: (928) 539-7076

Fax: (928) 783-0309

Website: <http://www.ycipta.az.gov>

Yuma County Intergovernmental Public Transportation Authority is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, Yuma County Intergovernmental Public Transportation Authority made the following community outreach efforts:

- YCIPTA Executive Board Meeting – 4th Thursday of each month.
- Public Hearings held during board meeting regarding annual budget – yearly
- Public Hearings held during board meetings regarding grant applications – yearly
- Public Hearing notices in the Yuma Sun as needed as well as community outreach through interviews and PSA. – as needed.
- Chamber of Commerce transportation committee meeting on a monthly basis
- Public Hearings regarding Fare or Route changes as needed.
- Work with Chambers of Commerce, Catholic Charities, Goodwill, DES and others to provide transit passes for special events such as Job Fairs, employment events, job interviews, job training, and educational events.
- Attendance at quarterly Mobility management meetings
- City council meeting when transit issues are being discussed as part of the agenda.
- Attend Yuma Metropolitan Planning Organization meetings

In the upcoming year Yuma County Intergovernmental Public Transportation Authority will make the following community outreach efforts:

- YCIPTA Executive Board Meeting – 4th Thursday of each month.
- Public Hearings held during board meeting regarding annual budget – yearly
- Public Hearings held during board meetings regarding grant applications – yearly
- Public Hearing notices in the Yuma Sun as needed as well as community outreach through interviews and PSA – as needed
- Chamber of Commerce transportation committee meeting on a monthly basis
- Public Hearings regarding Fare or Route changes as needed.
- Work with Chambers of Commerce, Catholic Charities, Goodwill, DES and others to provide transit passes for special events such as Job Fairs, employment events, job interviews, job training, and educational events.
- Attendance at quarterly Mobility management meetings
- City council meeting when transit issues are being discussed as part of the agenda.
- Attend Yuma Metropolitan Planning Organization meetings

Yuma County Intergovernmental Public Transportation Authority

Limited English Proficiency Plan

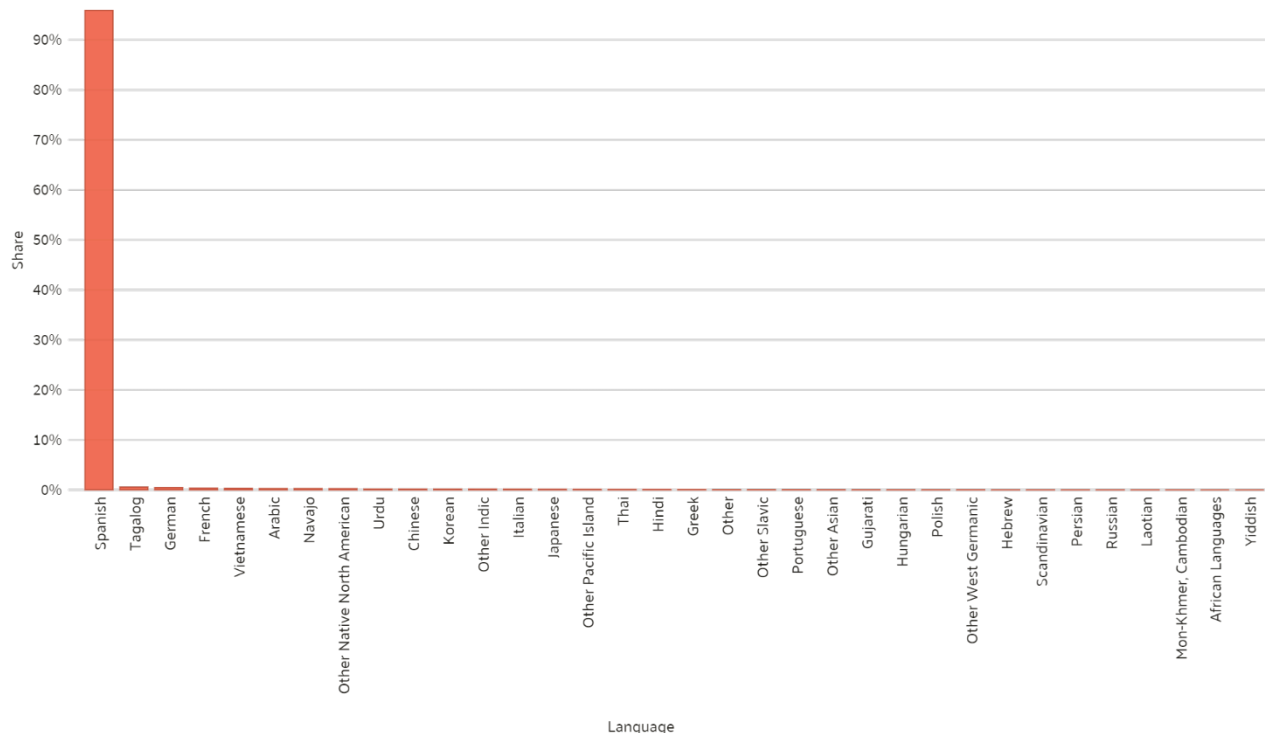


Yuma County Intergovernmental Public Transportation Authority has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to Yuma County Intergovernmental Public Transportation Authority services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the Yuma County Intergovernmental Public Transportation Authority’s extent of obligation to provide LEP services, the Yuma County Intergovernmental Public Transportation Authority undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the Yuma County Intergovernmental Public Transportation Authority service area who may be served or likely to encounter by Yuma County Intergovernmental Public Transportation Authority program, activities, or services;

Non-English Speakers in Yuma County, Az



Dataset: ACS 5-year Estimate
Source: Census Bureau

DATAUSA:

- 2) The frequency with which LEP individuals come in contact with an Yuma County Intergovernmental Public Transportation Authority services;

Ridership statistics across all Yuma County Area Transit services from July 1, 2016 – June 30, 2017 indicated a monthly average ridership of 35,243, Saturday average of 2,962.

- 3) The nature and importance of the program, activities or services provided by the Yuma County Intergovernmental Public Transportation Authority to the LEP population; and

As an agency providing public transportation for the City of Yuma, Somerton, San Luis, Ton of Wellton, Cocopah Indian Tribe, Quechan Indian Tribe, Yuma County, and El Centro, CA , Yuma County Intergovernmental Public Transportation Authority participates heavily in public community outreach and strives to meet the needs of its client base to make sure that all segments of the population, including LEP persons, have the opportunity to be provided public transit.

Transit-related information is available in Spanish and posted on all buses. This information includes fares and policies and where to obtain YCAT passes, Smartcards, and YCAT schedules if drivers do not have any, and courtesy rules for riding the bus.

Denial or delay of access to services or information provided by YCAT would not have life-threatening implications for a LEP individual. It is also believed that denial or delay of access to services or information provided by YCAT would not have serious implications on an LEP individual, in comparison to services such as health, emergency transportation, water, sewer, fire protection, police protection and other emergency services provided by other local governments or organizations.

- 4) The resources available to Yuma County Intergovernmental Public Transportation Authority and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

U.S. Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states
Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources may choose not to develop a written LEP plan.

A statement in Spanish will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

Safe Harbor Provision

Yuma County Intergovernmental Public Transportation Authority complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Title VI Notice
- (2) Complaint Procedures
- (3) Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital Documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Bus Schedules
- (5) Route Changes
- (6) Public Hearings**

Non-elected Committees Membership Table

A subrecipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American
Population	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%

- X Yuma County Intergovernmental Public Transportation Authority does NOT select the membership of any transit-related committees, planning boards, or advisory councils.

Monitoring for Subrecipient Title VI Compliance

X Yuma County Intergovernmental Public Transportation Authority does NOT monitor subrecipients for Title VI compliance.

Title VI Training

LEP Training and Implementation by YCIPTA Staff

When a new hire starts employment with YCIPTA or its contractor, the LEP policy adopted by the YCIPTA Board of Directors will be provided to the new employee to help understand of the importance to outreach to and communication with limited-English speaking persons.

As new policies/procedures are developed, or existing policies/procedures are amended, these new documents are distributed to affected employees through various methods, including but not limited to paper distribution, electronic documents, postings in employee break rooms, and scheduled group or individual training sessions.

Vehicle operators, who are the most direct point of contact for LEP persons, have several methods to respond to an LEP individual. In many instances, LEP individuals are accompanied by a companion who speaks English and can translate for the customer. In addition, some vehicle operators are bilingual. If vehicle operators are not bilingual, they are instructed to ask for assistance from a bilingual passenger. In the few cases where there is no one on the bus who can offer language assistance, the vehicle operator contacts a dispatcher. Most of YCIPTA dispatchers speak Spanish, and they are available to assist vehicle operators in translating for their customers

Title VI training has been done in several ways. The most common way is through ADOT sponsored training sessions that are given in conjunction with state conferences, such as AzTA Annual conference, or scheduled training that takes place in the various regions that have transit operations as subrecipients to FTA funds through ADOT. Additionally, the various COGs or MPO's will provide training, with ADOT, in their regions that complements the training provided by ADOT.

The most recent training was in February, 2017, in Phoenix, Arizona. Attending were the assistant to the Title VI coordinator and the Title VI coordinator. As a subrecipient of FTA 5311, this session was required for us to continue to receive those funds. During the session, the new template was introduced and new staff at the Civil Rights office for ADOT were also introduced.

All required training for Title VI and 5311 Grants will be attended by the following:

- 1) Title VI Coordinator or the Assistant to the Title VI Coordinator
- 2) Operations Manager
- 3) Additional staff as required.

Currently, we are not aware of any additional training that is upcoming. We will attend any training that is scheduled by ADOT or YMPO (Our regional planning organization) in regard to Title VI or 5311 Grant processes and procedures.

Title VI Equity Analysis

A subrecipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. “Facilities” in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

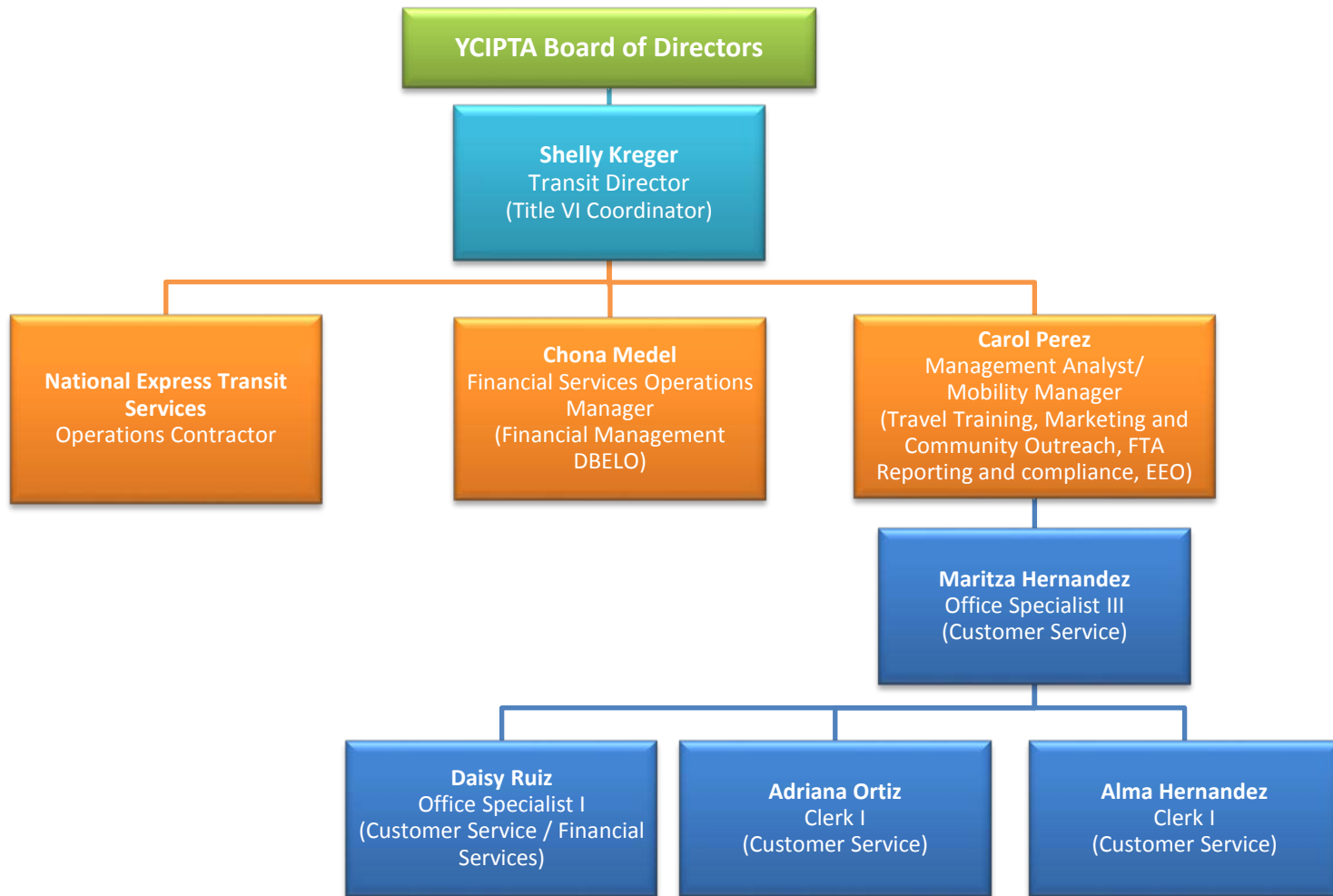
Note: Even if facility construction is financed with non-FTA funds, if the subrecipient organization receives any FTA dollars, it must comply with this requirement.

Yuma County Intergovernmental Public Transportation Authority is anticipating plans to develop new transit facility covered by these requirements.

Board Approval for the Title VI Program

ATTACH A COPY OF THE BOARD MEETING MINUTES HERE

Organizational Chart





Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.yciptaz.gov

Transit Director Report – July 2017

- **Ecolane:** Ecolane went live July 1, it did not work as was demoed to us. We have removed all tablets and are in the process of sending all equipment back to Ecolane and cancel the contract. We will be reviewing other companies and request more demos.
- **Arbocs:** The three Arbocs are in the process of getting the extra equipment and wraps installed and hopefully should be ready for delivery in about 1 week.
- **YCAT OnCall:** Transition was mostly smooth, a few hiccups, more driver and dispatch training will take place this week
- **Fleet inspections:** Fleet inspections continue, will present update to the board at next months meeting.
- **Maintenance Software:** We have received estimates for maintenance tracking software. It had been tracked under Solutions for Transit and most currently under EAM which is what National Express was using. This software has proven to be not user friendly or available for YCIPTA staff to use. We are reviewing Dossier on Demand, RTA and Cetaris.
- **Replacement New Flyer:** National Express has found a replacement bus for the New Flyer that was involved in the accident and the insurance totaled. The replacement is also a 1997 New Flyer that should be arriving within the next couple of weeks. Bus is being wrapped this week.
- **Trolley:** We are in the process of trying to arrange one of our trolleys to be used and/or transferred to Yarnell for use to transport visitors to the Granite Mt. Hotshot memorial. We have donations from local companies to have the trolley painted. I will update the board when we have more information.

Yuma County Intergovernmental Public Transportation Authority Board Of Directors

Bill Lee, Chairman - City of Somerton, Susan Thorpe, Vice Chairman – Yuma County, Larry Killman – Sec/Treasurer – Town of Wellton, Greg Wilkinson – City of Yuma, Brian Golding, Sr.-Quechan Tribe, Dr. Michael Sabath - Northern Arizona University, Dr. Daniel Corr - Arizona Western College, Ralph Velez - City of San Luis, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director

June 2017 - Ridership and Fares

Monthly Total	CASH FARES			PASS MEDIA			MISC REV		SPECIALTY REVENUE					STATISTICS		RIDER'S GUIDE	NEWS PAPER	Total
	BASIC \$2	DEVIATION \$2	DISCOUNT \$1	DAY PASS \$5	PASS ACCEPTED	DISCOUNT PASS \$2.50	TRFER	FREE RIDER	AZTEC	YPIC	AWC	COCOPAH	Vista	W/C	BIKE			
Orange 2	281		134	46	467	18		55	6	4	563	20	2	3	49	8		1,596
Brown 3	63	33	37	30	197	24		23	4		80	7	7	9	6	12	2	505
Green 4	265		215	93	816	82		65	46	3	184	124	2	17	89	8		1,895
Blue 5	319		222	92	547	65		97		2	46	109		19	46	5		1,499
Purple 6	390		295	91	284	52		130	39		71	1,870	1	26	90	4		3,223
Green 4A	219		180	67	580	95		67	18	2	131	68	4	29	80	4		1,431
Gold 8	16	3	10	8	33	15		5			24	3	1			1		118
Silver 9	5		9	9	6				1		110							140
Turquoise 10	127														2	1		127
Yellow 95	5,793		3,616	1,195	3,156	318		671	131	9	914	469	23	47	480	92		16,295
NightCAT	77		8	12	38	3		9			37	37			10			221
Total	7,555	36	4,726	1,643	6,124	672		1,122	245	20	2,160	2,707	40	150	852	135	2	27,050

Cash Fares Collected - All	
Basic \$2	\$15,110.00
Deviation \$2	\$72.00
Day Pass \$5	\$8,215.00
Discount Pass \$2.50	\$1,680.00
Ride Guides \$0.50	\$67.50
Newspapers \$0.50	\$1.00
Grand Total	\$25,145.50



RIDERSHIP AND FARES

Period: 6/1/2016 to 6/30/2016

Route	Cash Fares			Pass Media			Miscellaneous		Special Revenues					Statistics		Other Items	Total Pax
	Basic Cash	Deviations	Disc Cash	Day Pass	Disc Day	Passes Accepted	Xfers	Free	Aztec	YPIC	Colleges	Cocopah	Vista	WC	Bikes		
Orange 2	256	0	114	34	21	414	0	141	10	0	584	20	3	12	64	10	1,597
Brown 3	41	21	31	29	27	184	0	19	0	0	108	2	3	4	45	10	444
Green 4	450	0	385	123	156	1,261	0	176	128	14	418	103	23	35	112	21	3,237
Blue 5	312	0	167	87	40	349	0	60	0	4	40	86	0	26	72	11	1,145
Purple 6	302	0	292	79	63	361	0	91	41	3	45	2,212	24	22	136	15	3,513
Gold 8	20	9	7	17	26	42	0	7	0	0	20	0	0	5	9	8	139
Silver 9	41	0	10	11	0	11	0	16	0	0	215	1	0	0	5	0	305
Turquoise 10	145	0	95	3	2	18	0	0	1	0	8	6	0	6	4	2	278
Night Cat 11	51	0	7	0	0	20	0	2	0	0	93	12	4	0	0	0	189
Yellow 95	5,576	0	3,702	517	337	2,436	0	588	199	10	776	336	55	74	524	97	14,532
Special 96	3	0	4	0	0	4	0	0	0	0	0	0	0	0	0	0	11
Totals	7,197	30	4,814	900	672	5,100	0	1,100	379	31	2,307	2,778	112	184	971	174	25,390

Estimated Revenue Collected

Revenue Type: Each	Total
Basic Cash Fare: \$2.00	\$14,394.00
Deviations: \$2.00	\$60.00
Discount Cash Fare: \$1.00	\$4,814.00
Day Pass: \$5.00	\$4,500.00
Discount Day Pass: \$2.50	\$1,680.00
Newspapers/Guide: \$0.50-\$1.50	\$87.00
	\$25,535.00



Yuma County Intergovernmental Public Transportation Authority

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Summary Financial Report for June 2017

This report is a summary for the period June 2017. The attached monthly profit and loss statements are unaudited figures.

Reconciled account balances for YCIPTA checking accounts held at 1st Bank Yuma for the following months are as follows:

June 30, 2017

Greyhound	\$15,098.58
General	\$537,369.53
Payroll	\$46,136.55
Fare Revenue	\$15,151.49

June 30, 2017

YC Treasurer	\$283,765.57
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Greyhound sales by Month

June	\$14,688.10
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Fare Revenue by Month

June 2017

YCAT	\$35,693.89
On Call	\$649.00

Accounts payable as of June 30, 2017, was \$282,637.97

Accounts receivable as of June 30, 2017, was \$14,407.76

May and June receivable for 5307 and 5311 are pending processing.

**Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L
June 2017**

	FY 2017						FY 2016				
	Jun 17	Jul '16 - Jun 17	YTD Budget	\$ Over Budget	% of Budget		Jun 16	Jul '15 - Jun 16	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						Ordinary Income/Expense					
Income						Income					
40000 · Intergovernmental						40000 · Intergovernmental					
40700 · Miscellaneous Revenues						40700 · Miscellaneous Revenues					
40799-3 · Advertising Sales	652.50	20,598.00	16,000.00	4,598.00	128.74%	0.00	16,579.78	16,000.00	579.78	103.62%	
40799-4 · Greyhound Commissions - YCIPTA	5,669.63	31,562.87	30,000.00	1,562.87	105.21%	8,939.05	24,104.91	36,000.00	-11,895.09	66.96%	
40799-5 · Interest	22.65	1,277.04	0.00	1,277.04	100.0%	37.33	576.20	1,500.00	-923.80	38.41%	
40799-6 · Miscellaneous Revenues	245.98	11,916.60				-28.50	591.08				
Total 40700 · Miscellaneous Revenues	6,590.76	65,354.51	46,000.00	19,354.51	142.08%	8,947.88	41,851.97	53,500.00	-11,648.03	78.23%	
40900 · Local Funding						40900 · Local Funding					
40900-2 · Local Transit Dues	0.00	516,739.00	516,739.00	0.00	100.0%	0.00	516,739.00	516,739.00	0.00	100.0%	
40900-4 · Contributions Public Entities	25.00	476,084.42	367,686.00	108,398.42	129.48%	43,859.29	471,669.41	681,245.00	-209,575.59	69.24%	
Total 40900 · Local Funding	25.00	992,823.42	884,425.00	108,398.42	112.26%	43,859.29	988,408.41	1,197,984.00	-209,575.59	82.51%	
41101 · State Grants						41101 · State Grants					
41101-1 · ADOT 5311	0.00	749,858.29	1,099,107.00	-349,248.71	68.22%	141,251.92	1,731,601.83	1,799,267.00	-67,665.17	96.24%	
41101-2 · ADOT 5310	0.00	17,859.34	25,000.00	-7,140.66	71.44%	32,872.17	53,967.63	40,000.00	13,967.63	134.92%	
41101-4 · Other State Grants						0.00	0.00	1,086.00	-1,086.00	0.0%	
41101-5 · RTAP Reimbursement	0.00	2,144.89				0.00	1,163.11				
Total 41101 · State Grants	0.00	769,862.52	1,124,107.00	-354,244.48	68.49%	174,124.09	1,786,732.57	1,840,353.00	-53,620.43	97.09%	
41300 · Federal Grant Revenue						41300 · Federal Grant Revenue					
41399-1 · FTA 5307	0.00	1,023,438.00	5,173,174.00	-4,149,736.00	19.78%	218,345.00	1,511,877.00	3,734,729.00	-2,222,852.00	40.48%	
41399-4 · STP Capital Grant	0.00	0.00	145,792.00	-145,792.00	0.0%	1,020.00	62,450.00	238,602.00	-176,152.00	26.17%	
Total 41300 · Federal Grant Revenue	0.00	1,023,438.00	5,318,966.00	-4,295,528.00	19.24%	219,365.00	1,574,327.00	3,973,331.00	-2,399,004.00	39.62%	
Total 40000 · Intergovernmental	6,615.76	2,851,478.45	7,373,498.00	-4,522,019.55	38.67%	446,296.26	4,391,319.95	7,065,168.00	-2,673,848.05	62.16%	
41000 · Charges for Service						41000 · Charges for Service					
40100 · Fare Revenue						40100 · Fare Revenue					
40101 · YCAT Fares	35,693.89	418,123.69	360,001.00	58,122.69	116.15%	34,761.68	398,478.37	396,000.00	2,478.37	100.63%	
40190 · On Call Fares	649.00	9,637.73	8,400.00	1,237.73	114.74%	535.00	7,949.00	8,400.00	-451.00	94.63%	

**Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L
June 2017**

	FY 2017						FY 2016				
	Jun 17	Jul '16 - Jun 17	YTD Budget	\$ Over Budget	% of Budget		Jun 16	Jul '15 - Jun 16	YTD Budget	\$ Over Budget	% of Budget
Total 40100 - Fare Revenue	36,342.89	427,761.42	368,401.00	59,360.42	116.11%	Total 40100 - Fare Revenue	35,296.68	406,427.37	419,200.00	-12,772.63	96.95%
Total 41000 - Charges for Service	36,342.89	427,761.42	368,401.00	59,360.42	116.11%	Total 41000 - Charges for Service	35,296.68	406,427.37	419,200.00	-12,772.63	96.95%
Total Income	42,958.65	3,279,239.87	7,741,899.00	-4,462,659.13	42.36%	Total Income	481,592.94	4,797,747.32	7,484,368.00	-2,686,620.68	64.1%
Gross Profit	42,958.65	3,279,239.87	7,741,899.00	-4,462,659.13	42.36%	Gross Profit	481,592.94	4,797,747.32	7,484,368.00	-2,686,620.68	64.1%
Expense						Expense					
50100 - Salaries and Wages						50100 - Salaries and Wages					
50102 - Regular Salaries and Wage	24,935.47	252,302.47	260,190.00	-7,887.53	96.97%	50102 - Regular Salaries and Wage	25,499.35	248,669.27	241,971.00	6,698.27	102.77%
50103 - Temporary Employee Salaries	3,187.67	11,018.33	8,000.00	3,018.33	137.73%	50103 - Temporary Employee Salaries	0.00	0.00	0.00	0.00	0.0%
Total 50100 - Salaries and Wages	28,123.14	263,320.80	268,190.00	-4,869.20	98.18%	Total 50100 - Salaries and Wages	25,499.35	248,669.27	241,971.00	6,698.27	102.77%
50200 - Fringe Benefits						50200 - Fringe Benefits					
50201 - FICA- SS & Medicare	2,151.41	20,756.09	21,882.00	-1,125.91	94.86%	50201 - FICA- SS & Medicare	1,338.62	18,856.89	20,640.00	-1,783.11	91.36%
50202 - ASRS	4,570.09	28,192.06	29,870.00	-1,677.94	94.38%	50202 - ASRS	3,010.56	26,735.21	27,755.00	-1,019.79	96.33%
50203 - Health Insurance	2,914.00	34,968.00	43,488.00	-8,520.00	80.41%	50203 - Health Insurance	2,675.00	28,385.00	36,720.00	-8,335.00	77.3%
50204 - FUTA	18.58	287.24	300.00	-12.76	95.75%	50204 - FUTA	7.96	384.58	600.00	-215.42	64.1%
50205 - Life Insurance	51.70	627.00	1,500.00	-873.00	41.8%	50205 - Life Insurance	45.10	511.75	1,500.00	-988.25	34.12%
50207 - State Unemployment	0.00	1,678.41	9,100.00	-7,421.59	18.44%	50207 - State Unemployment	0.00	7,983.58	9,100.00	-1,116.42	87.73%
50208 - Workers Compensation Ins	0.00	1,305.51	2,300.00	-994.49	56.76%	50208 - Workers Compensation Ins	0.00	1,239.00	2,300.00	-1,061.00	53.87%
Total 50200 - Fringe Benefits	9,705.78	87,814.31	108,440.00	-20,625.69	80.98%	Total 50200 - Fringe Benefits	7,077.24	84,096.01	98,615.00	-14,518.99	85.28%
50300 - Services						50300 - Services					
50301-1 - ADA Paratransit	0.00	109,435.57	112,000.00	-2,564.43	97.71%	50301-1 - ADA Paratransit	8,634.39	111,572.27	70,000.00	41,572.27	159.39%
50301-2 - Accounting & Audit	0.00	21,754.00	24,070.00	-2,316.00	90.38%	50301-2 - Accounting & Audit	0.00	21,070.00	24,070.00	-3,000.00	87.54%
50301-3 - Vanpool Subsidy	10,500.00	126,000.00	126,000.00	0.00	100.0%	50301-3 - Vanpool Subsidy	10,800.00	111,600.00	126,000.00	-14,400.00	88.57%
50302 - Advertising	9,521.02	55,101.66	55,000.00	101.66	100.19%	50302 - Advertising	3,747.96	44,928.23	50,000.00	-5,071.77	89.86%
50303-1 - Legal Services	926.25	13,817.50	15,000.00	-1,182.50	92.12%	50303-1 - Legal Services	0.00	13,546.45	16,000.00	-2,453.55	84.67%
50303-2 - Cash Handel/Payroll Process	553.31	6,214.59	6,000.00	214.59	103.58%	50303-2 - Cash Handel/Payroll Process	406.34	5,940.42	5,700.00	240.42	104.22%
50303-3 - IT Support/Web Development	845.00	12,296.32	19,000.00	-6,703.68	64.72%	50303-3 - IT Support/Web Development	1,230.00	12,124.30	19,000.00	-6,875.70	63.81%
50304 - Temporary Help	0.00	18,397.71	18,400.00	-2.29	99.99%	50304 - Temporary Help	1,998.80	12,248.40	7,000.00	5,248.40	174.98%
50305-0 - Bus Contractor	-10.00	2,393,009.18	2,646,355.00	-253,345.82	90.43%	50305-0 - Bus Contractor	193,194.28	2,628,597.15	2,412,278.00	216,319.15	108.97%
50305-1 - Contract Costs	650.47	38,607.67	52,833.00	-14,225.33	73.08%	50305-1 - Contract Costs	2,470.50	51,501.46	52,833.00	-1,331.54	97.48%
50305-2 - Equipment Maintenance	13.99	22,608.19	127,195.00	-104,586.81	17.77%	50305-2 - Equipment Maintenance	800.97	3,736.37	127,195.00	-123,458.63	2.94%
50305-3 - Office Equip Repair	0.00	930.00	3,000.00	-2,070.00	31.0%	50305-3 - Office Equip Repair	0.00	770.00	3,000.00	-2,230.00	25.67%

**Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L
June 2017**

	FY 2017					FY 2016					
	Jun 17	Jul '16 - Jun 17	YTD Budget	\$ Over Budget	% of Budget	Jun 16	Jul '15 - Jun 16	YTD Budget	\$ Over Budget	% of Budget	
50305-4 · Vehicle Repair & Maintance	0.00	26,820.16	528,666.00	-501,845.84	5.07%	0.00	1,278.98	203,500.00	-202,221.02	0.63%	
50305-5 · Building Repairs & Maintanc	2,316.81	17,070.74	12,000.00	5,070.74	142.26%	994.62	11,168.03	12,000.00	-831.97	93.07%	
50305-6 · Communications/Radio Serv	0.00	357.53	15,000.00	-14,642.47	2.38%	125.32	14,511.20	14,550.00	-38.80	99.73%	
50305-7 · Grounds Keeping/Pest Contr	0.00	1,899.00	2,500.00	-601.00	75.96%	0.00	399.00	2,000.00	-1,601.00	19.95%	
50305-8 · Software Updates/Maintenan	434.74	42,405.86	33,000.00	9,405.86	128.5%	0.00	30,324.52	18,400.00	11,924.52	164.81%	
50306-1 · Bus Cleaning Services	0.00	0.00	0.00	0.00	0.0%	0.00	5,207.50	28,240.00	-23,032.50	18.44%	
50306 · Janitorial Service	0.00	0.00	0.00	0.00	0.0%	0.00	2,325.24	20,000.00	-17,674.76	11.63%	
50307 · Security Services	0.00	445.00	1,500.00	-1,055.00	29.67%	0.00	275.00	0.00	275.00	100.0%	
						50399 · Other MOU Passthrough Expen	0.00	10,166.83	10,167.00	-0.17	100.0%
Total 50300 · Services	25,751.59	2,907,170.68	3,797,519.00	-890,348.32	76.55%	Total 50300 · Services	224,403.18	3,093,291.35	3,221,933.00	-128,641.65	96.01%
50400 · Materials and Supplies						50400 · Materials and Supplies					
50401 · Fuel, Oil, Lubricants	27,611.94	335,283.44	470,000.00	-134,716.56	71.34%	50401 · Fuel, Oil, Lubricants	29,710.80	309,172.70	470,000.00	-160,827.30	65.78%
50499-1 · Office Supplies	0.00	5,380.41	7,000.00	-1,619.59	76.86%	50499-1 · Office Supplies	919.51	6,218.26	5,000.00	1,218.26	124.37%
50499-2 · Postage	112.11	1,076.37	1,700.00	-623.63	63.32%	50499-2 · Postage	71.15	1,861.33	1,700.00	161.33	109.49%
50499-3 · Printing	706.62	20,698.97	25,000.00	-4,301.03	82.8%	50499-3 · Printing	725.04	15,808.12	21,000.00	-5,191.88	75.28%
50499-4 · Misc Materials & Supplies	1,158.40	7,048.97	25,000.00	-17,951.03	28.2%	50499-4 · Misc Materials & Supplies	233.70	2,999.02	22,500.00	-19,500.98	13.33%
Total 50400 · Materials and Supplies	29,589.07	369,488.16	528,700.00	-159,211.84	69.89%	Total 50400 · Materials and Supplies	31,660.20	336,059.43	520,200.00	-184,140.57	64.6%
50500 · Utilities						50500 · Utilities					
50501 · Electricy	0.00	15,197.34	18,000.00	-2,802.66	84.43%	50501 · Electricy	1,583.65	16,981.35	18,000.00	-1,018.65	94.34%
50502-1 · Refuse Disposal	123.20	1,255.39	1,200.00	55.39	104.62%	50502-1 · Refuse Disposal	96.63	930.50	600.00	330.50	155.08%
50502-2 · Water - Offices	89.26	934.29	1,600.00	-665.71	58.39%	50502-2 · Water - Offices	74.56	1,367.89	1,600.00	-232.11	85.49%
Total 50500 · Utilities	212.46	17,387.02	20,800.00	-3,412.98	83.59%	Total 50500 · Utilities	1,754.84	19,279.74	20,200.00	-920.26	95.44%
50600 · Casualty and Liability Insuranc						50600 · Casualty and Liability Insuranc					
50608-1 · Gen Liab Insurance	0.00	2,022.21	3,000.00	-977.79	67.41%	50608-1 · Gen Liab Insurance	119.66	1,582.30	2,400.00	-817.70	65.93%
50608-2 · Prof. Liability Insurance	0.00	4,479.35	4,200.00	279.35	106.65%	50608-2 · Prof. Liability Insurance	257.71	3,260.84	3,500.00	-239.16	93.17%
50608-3 · Automobile Insurance	0.00	6,298.77	9,000.00	-2,701.23	69.99%	50608-3 · Automobile Insurance	386.75	5,863.38	6,500.00	-636.62	90.21%
Total 50600 · Casualty and Liability Insur	0.00	12,800.33	16,200.00	-3,399.67	79.01%	Total 50600 · Casualty and Liability Insura	764.12	10,706.52	12,400.00	-1,693.48	86.34%
50900 · Miscellaneous Expenses						50900 · Miscellaneous Expenses					
50901 · Memberships/Dues/Subscriptio	1,095.00	18,755.63	18,000.00	755.63	104.2%	50901 · Memberships/Dues/Subscription	80.00	16,870.61	18,000.00	-1,129.39	93.73%
50902 · Travel Expenses	186.01	19,857.48	25,000.00	-5,142.52	79.43%	50902 · Travel Expenses	1,866.84	18,781.22	20,000.00	-1,218.78	93.91%
50906 · Finance Charges/Penalties	2,456.40	10,347.81	15,100.00	-4,752.19	68.53%	50906 · Finance Charges/Penalties	5,742.96	23,384.25	19,100.00	4,284.25	122.43%
50999-1 · License and Permits	148.00	240.00	300.00	-60.00	80.0%	50999-1 · License and Permits	0.00	98.00	2,000.00	-1,902.00	4.9%
50999-2 · Training/Education	0.00	3,601.00	10,000.00	-6,399.00	36.01%	50999-2 · Training/Education	1,562.70	8,495.16	1,000.00	7,495.16	849.52%

**Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L
June 2017**

	FY 2017					FY 2016				
	Jun 17	Jul '16 - Jun 17	YTD Budget	\$ Over Budget	% of Budget	Jun 16	Jul '15 - Jun 16	YTD Budget	\$ Over Budget	% of Budget
50999-3 · Other Misc Expense	50.00	3,529.28	6,800.00	-3,270.72	51.9%	0.00	4,822.59	3,500.00	1,322.59	137.79%
50999-4 · Miscellaneous Consumables	0.00	0.00	0.00	0.00	0.0%	0.00	253.80	1,800.00	-1,546.20	14.1%
50999-5 · Telephone/Internet	488.76	7,703.02	8,000.00	-296.98	96.29%	547.85	7,201.19	8,000.00	-798.81	90.02%
Total 50900 · Miscellaneous Expenses	4,424.17	64,034.22	83,200.00	-19,165.78	76.96%	9,800.35	79,906.82	73,400.00	6,506.82	108.87%
51200 · Leases and Rentals										
51212-1 · Building Lease	4,200.00	50,400.00	50,400.00	0.00	100.0%	4,200.00	50,849.03	50,400.00	449.03	100.89%
51212-2 · Leases Rental Equipment	0.00	156.53	1,000.00	-843.47	15.65%	0.00	303.93	1,000.00	-696.07	30.39%
Total 51200 · Leases and Rentals	4,200.00	50,556.53	51,400.00	-843.47	98.36%	4,200.00	51,152.96	51,400.00	-247.04	99.52%
51300 · Depreciation Expense						143,907.00	143,907.00			
51600 · Capital Outlay										
51600-1 · Capital Outlay - less than \$5k	0.00	6,978.22	20,000.00	-13,021.78	34.89%	268.14	8,986.29	11,000.00	-2,013.71	81.69%
51600-3 · Buildings/Mutli Modal Center	0.00	0.00	2,687,450.00	-2,687,450.00	0.0%	0.00	0.00	1,900,000.00	-1,900,000.00	0.0%
51600-5 · Automobiles	59,500.00	59,500.00	0.00	59,500.00	100.0%	-903,772.00	-90,522.00	963,000.00	-1,053,522.00	-9.4%
51600-6 · Furniture and Equipment	678.62	64,244.98	160,000.00	-95,755.02	40.15%	4,636.04	65,288.93	370,249.00	-304,960.07	17.63%
51600-7 · Capital Asset Disposal						47,850.00	37,852.00			
Total 51600 · Capital Outlay	60,178.62	130,723.20	2,867,450.00	-2,736,726.80	4.56%	-851,017.82	21,605.22	3,244,249.00	-3,222,643.78	0.67%
52000 · Pension Expense						310.00	310.00			
Total Expense	162,184.83	3,903,295.25	7,741,899.00	-3,838,603.75	50.42%	-401,641.54	4,088,984.32	7,484,368.00	-3,395,383.68	54.63%
Net Ordinary Income	-119,226.18	-624,055.38	0.00	-624,055.38	100.0%	883,234.48	708,763.00	0.00	708,763.00	100.0%
Other Income/Expense										
Other Income										
70000 · In Kind Contributions	0.00	0.00	527,517.00	-527,517.00	0.0%	562,271.82	562,271.82	0.00	562,271.82	100.0%
Total Other Income	0.00	0.00	527,517.00	-527,517.00	0.0%	562,271.82	562,271.82	0.00	562,271.82	100.0%
Other Expense										
70001 · In Kind Expenses	0.00	0.00	527,517.00	-527,517.00	0.0%	562,271.82	562,271.82	0.00	562,271.82	100.0%
71000 · Compensated Absences Expense						-9,338.00	-9,338.00			
Total Other Expense	0.00	0.00	527,517.00	-527,517.00	0.0%	552,933.82	552,933.82	0.00	552,933.82	100.0%
Net Other Income	0.00	0.00	0.00	0.00	0.0%	9,338.00	9,338.00	0.00	9,338.00	100.0%
Net Income	-119,226.18	-624,055.38	0.00	-624,055.38	100.0%	892,572.48	718,101.00	0.00	718,101.00	100.0%

Yuma County Intergovernmental Public Transportation Authority
In-Kind Sheet

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) is largely funded by grants from the federal government. For many of these grants, we are required to provide *non-federal matches* (state, local and industry in-kind matches). This means that the value of your time and any expenses you may incur while attending a meeting or working on any items pertaining to YCIPTA can be used to match our grants. This is only the value of your time, no actual cash is required. Your match is important to YCIPTA and in-kind matches from the industry and other participants help demonstrate the type of voluntary activity that has value to business and other constituencies in and outside of Yuma County.

PLEASE FILL OUT THIS FORM AND SUBMIT TO YCIPTA. PLEASE TAKE ADDITIONAL COPIES TO RECORD THE TIME YOU MAY SPEND OUTSIDE THE MEETINGS TO WORK ON YCIPTA ACTIVITIES.

DATE	HOURS	MILEAGE	OTHER TRAVEL	LODGING	OTHER	PURPOSE/ ACTIVITY
TOTALS						YCIPTA Office Use: Total Wage: Total Mileage: Total Fee:

Mileage is based on .445/mile

YCIPTA OFFICE USE - OES RATE:

YCIPTA OFFICE USE:
TOTAL IN-KIND CONTRIBUTION:

PRINT NAME

TITLE

SIGNATURE

ORGANIZATION

TELEPHONE NUMBER

DATE SIGNED