

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting session on Monday, March 06, 2023 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chair, Mr. Jay Simonton called the meeting to order at 1:30 P.M.

Members Present:

Jay Simonton/City of Yuma /Chair
Susanna M. Zambrano/Arizona Western College /Vice Chair- Via telephone
Eric Holland/Cocopah Tribe/Secretary/Treasurer
Brian Golding, Sr./Quechan Tribe
Ralph Velez/City of San Luis
Louie Galaviz/City of Somerton

Members Absent:

Richard Marsh/Town of Wellton
Ian McGaughey/ Yuma County

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Transit Operations Manager
Chona Medel/YCIPTA/Financial Service Operations Manager
Lorena Sanchez/YCIPTA/Clerk II
Shane Bollar/RATP DEV/General Manager
Anabel Teran/RATP DEV/ Operations Manager

The Pledge of Allegiance was led by Mr. Simonton.

CALL TO PUBLIC:

There were no public comments made. No action required. No action taken.

CONSENT CALENDAR:

No. 1: Adopt the January 23, 2023 regular session minutes. Action required.

Motion (Velez/ Galaviz): To approve as presented.

Voice Vote: Motion Carries, 6-0 with Mr. Marsh and Mr. McGaughey being excused.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding the renewal of Ian McGaughey term for Yuma County on the YCIPTA Board of Directors. Action required.

Motion (Galaviz/ Golding): To approve the renewal of Ian McGaughey's term for Yuma County on the YCIPTA Board of Directors.

Voice Vote: Motion Carries, 6-0 with Mr. Marsh and Mr. McGaughey being excused.

No. 2: Discussion and or action regarding the renewal of Ralph Velez's term for the City of San Luis on the YCIPTA Board of Directors. Action required.

Motion (Galaviz/ Golding): To approve the renewal of Ralph Velez's term for the City of San Luis on the YCIPTA Board of Directors.

Voice Vote: Motion Carries, 6-0 with Mr. Marsh and Mr. McGaughey being excused.

No. 3: Discussion and or action regarding the mid-year YCIPTA FY2022/2023 Budget Revision. Action required.

Ms. Kreger stated the decrease in her report was incorrect, the correct amount is \$2,566,812. She explained the report contained the explanation of the increases and decreases along with the reasoning. Ms. Kreger noted the liability to Yuma County was one of the causes for the larger decrease. She pointed out payments to Arizona State Retirement System (ASRS), and unemployment are an increase.

Mr. Velez questioned how long the employee was with YCIPTA before claiming unemployment.

Ms. Kreger stated Maritza was with YCIPTA for years.

Mr. Golding questioned what the local match contribution was in the original budget along with the difference in the revision.

Ms. Medel stated the original match amount was \$1,345,721 due to the one time contributions.

Mr. Golding questioned if it is now increased.

Ms. Medel stated no it is a decrease.

Ms. Kreger stated it is listed as one line item under local cash match.

Mr. Golding referenced the reported information, stating on page 28 second paragraph the total federal funding is stated as \$2,550,419.

Mr. Medel confirmed the amount was correct, adding the amount is totaled of all match contributions. She explains on page 29 all amounts are listed individually and the amount listed on page 28 represents the amount needed to be reached in order to use local funding.

Mr. Golding stated his question was regarding the effect to local match received from entities. Stating he believed the budget was approved at a certain amount but now with a decrease it should credit the entities. He explained his belief is with funds already collected there would be a surplus it would carry over to credit the entities for the next year.

Ms. Medel explained there can be no surplus due to the need to use in kind. She stated an explanation is in the details.

Mr. Simonton questioned if the budget revision was always done at this time of year.

Ms. Kreger stated yes as it should be.

Mr. Simonton questioned if the increase in hourly wages was due to the next agenda topic.

Ms. Kreger stated yes along with bringing Ms. Medel back to her position. She explained the amount was reduced for a previous employee hired to fill the position but is now back to the original rate Ms. Medel was at which is higher.

Mr. Simonton asked if the rise in contract rate was the renegotiated rate for labor.

Ms. Kreger confirmed.

Mr. Velez pointed out a difference in amounts stated in the report. He stated there is a 30-thousand-dollar difference from the amount on page 28 to the amount on page 32.

Ms. Medel stated the correct amount is on page 32 with a typo on page 28.

Mr. Holland questions how to differentiate the increase amounts from the decrease amounts listed.

Ms. Kreger stated the increases are positive numbers while the decreases are negative numbers shown in parenthesis.

Mr. Holland asked if there is a ledger to explain.

Ms. Kreger stated it is contained in the header at the top of the column.

Mr. Simonton asked if this was a six (6) month update.

Ms. Kreger confirmed.

**Motion (Golding/ Velez): To approve the mid-year YCIPTA FY2022/2023 Budget Revision.
Voice Vote: Motion Carries, 6-0 with Mr. Marsh and Mr. McGaughey being excused.**

**No. 4: Discussion and or action regarding the addition of a seventh employee for YCIPTA.
Action required.**

Ms. Kreger explained the need of a new employee as contained in the report.

Mr. Simonton explained his dislike of adding new employee positions mid-year. He stated the budget is sought out for this year but questioned what the budget would be for the coming year.

Mr. Golding expressed his understanding of Mr. Simonton's view but acknowledged the requests from YCIPTA for extra assistance over the years.

Mr. Simonton implied the recruitment process may take time.

Mr. Velez questioned if the insurance program was different for YCIPTA compared to other companies.

Mr. Kreger stated no the applicant need only be coverable by insurance.

Ms. Medel stated there have been applicants that do not qualify to be covered by insurance.

Motion (Velez/ Golding): To approve the addition of a seventh employee for YCIPTA. Action required.

Voice Vote: Motion Carries, 6-0 with Mr. Marsh and Mr. McGaughey being excused.

No. 5: Discussion regarding upgrade options for fare collections. No action required.

Ms. Kreger stated there are other methods being researched as well as the information contained in member's packets. She stated an attachment will be needed to upgrade the current machines to be able to process other forms of payment. Ms. Kreger informed the pricing may differ due to the information being outdated. She estimates it would be about \$17,000 to upgrade all machines. She advised a percentage would go back to Genfare.

Mr. Simonton questioned if the percentage would be for processing.

Ms. Kreger stated yes. She explained more options were being researched including Token Transit, which would allow for mobile passes.

Mr. Simonton inquired as to the other options stated on the report.

Ms. Kreger stated one option should have been removed due to already having the Printing Encoding Machine (PEM). She stated another option was a kiosk but did not seem like an interesting option at the time.

Mr. Holland questioned if the information was for research or purchase.

Ms. Kreger stated the information was solely informative.

Mr. Golding questioned if there would be further research into other systems.

Ms. Kreger stated yes.

Ms. Perez informed she had attended a South West Transit Association (SWTA) conference where she collected information from many vendors. She stated additional steps and research are still needed to determine the best option.

Mr. Simonton questioned if a presentation was to come.

Ms. Kreger confirmed.

No actions required. No action taken.

No. 6: Discussion and or action regarding YCIPTA Shelter and Bus Stop permit status report. No action required.

Ms. Kreger presented report as contained in report adding the current report would be continuously updated including shelter locations.

Ms. Kreger provided shelter advertising sizes to all board members. She stated the larger sized windows will run about \$300-\$400 also depending on locations. She added the smaller sized windows would run about \$150-\$200 depending on location. Ms. Kreger stated a list was emailed containing links to shelter pictures along with descriptions and city locations. She added if entities are interested in advertising an agreement would be made between and the service would be eligible for in-kind payments.

Ms. Zambrano stated last year a bus hit a structure at the Arizona Western College (AWC) causing a decision to be made where the buses would pick up students outside of the campus location. She requested that location be considered for a shelter.

Mr. Simonton asked which stop it is on the list.

Ms. Perez stated she does not know which listing it is but knows which stop it is.

Ms. Kreger stated once she returned to the office, she could find the information.

Mr. Velez stated there is also a bench outside the Cocopah Hotel with no coverage. He asked if coverage was a possibility.

Ms. Kreger stated it is possible, and would investigate along with the current constructions.

Mr. Simonton questioned if the entities would only need to provide the posters for advertising.

Ms. Kreger stated yes.

Mr. Simonton stated the poster could be changed out frequently and work to promote communities and local events. He stated it could be a way to raise more in-kind match.

Mr. Galaviz stated there were stops located on Main Street and the Community Center in Somerton.

Mr. Simonton asked if they were available.

Ms. Perez confirmed also stating there are also panels inside the busses available as well.

Mr. Simonton questioned if there has been any interest on the panels.

Ms. Kreger stated solely the Cocopah. She stated she would have legal create a memorandum of understanding (MOU) for advertising purposes which will be provided to each entity at the following board meeting.

Mr. Golding stated there are two (2) new shelters not included on the list.

Ms. Perez stated the stops were not included due to being unclear on the ownership and availability of advertising on those stops.

Mr. Golding informed the stops were owned by Quechan but maintained by YCIPTA and they should be listed for advertising as well. He continued by questioning if the value of cash was higher than that of in-kind for advertising. He questioned the difference between \$300 cash comparable to \$400 in-kind.

Ms. Kreger stated the \$400 in-kind would still hold more value.

No actions required. No action taken.

**No. 7: Discussion and or action regarding the Transit Directors Annual Review.
Action required. Information will be provided at the meeting.**

Mr. Simonton stated several meetings have taken place over several weeks with Ms. Kreger to develop goals and timelines to ensure all goals are met. He stated the Board is recommending a four 4% cost-of-living increase as well as a two 2% merit increase due to the great work.

Ms. Zambrano added the process was taken very seriously and many discussions were made regarding measurable goals and is proud of all the work that has been done over the year.

Mr. Golding stated the updated performance standards includes additional measurable standards. He gave thanks to the subcommittee and Ms. Kreger.

Ms. Kreger thanked the Board and stated it has been helpful to discuss due dates and goals to better assist her with a timeline.

**Motion (Velez/ Holland): To approve the Transit Directors Annual Review.
Voice Vote: Motion Carries, 6-0 with Mr. Marsh and Mr. McGaughey being excused.**

PROGRESS REPORTS:

**NO. 1: Operations Manager Report/Maintenance Update– Shane Bollar, General Manager
– RATP Dev. *No action required.***

Mr. Bollar spoke about a presentation done for a local day care facility showing children busses and safety procedures.

Ms. Kreger stated it is an annual event.

Mr. Bollar continued with his findings contained in the report.

Mr. Velez requested an example of a shift change tardy.

Mr. Bollar explained it occurs when the first driver is running behind on his route and arrives to complete a driver exchange it can cause the second driver to begin his route late.

Ms. Teran added when a driver change is initiated the driver must take time to make adjustments to the seat and mirrors also causing delays.

Mr. Bollar stated YCIPTA will be assisting with transport for the air show.

Mr. Simonton inquired as to how many busses were used for the event.

Ms. Kreger stated eight (8).

Mr. Simonton questioned if this was the main form of transportation for the event.

Ms. Kreger stated yes, smaller electric vehicles and vans were used for transportation within the event but all main transportation from parking is done by YCAT, school buses and military buses.

Mr. Bollar stated an update on the result of the service will be provided next meeting. He continued explaining there were a few projects in the works for employee morale including a weight loss challenge where most participants did loss wight and won prizes. Mr. Bollar explained a breakfast was done by Ms. Teran for the drivers as well.

Mr. Simonton inquired about vacancies.

Mr. Bollar stated there were few vacancies but there were two (2) currently. He added it has been four (4) months since there was a need to hire.

Ms. Zambrano questioned if RATP DEV has a wellness plan that prompted the weight loss challenge.

Mr. Bollar stated there is a wellness program and can provide details later but the weight loss goal was implemented separately.

No actions required. No action taken.

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

Ms. Kreger presented report as contained in member packet.

No Action Taken. No Action Required.

Mr. Holland excused himself and left the remainder of the meeting at 2:17pm.

No. 3: Transit Ridership Report – Carol Perez, Transit Operations Manager. *No action required.*

Ms. Perez presented report as contained in member packet.

Ms. Perez explained new research showed we as a community are now a 65.5 percent Hispanic/Latino area and one step to include all communities would be updating our existing slogan to "See where it takes you, Vamos!" She added with this new slogan we would be recognizing and making all communities feel heard.

Mr. Simonton questioned if the ridership levels were back to pre-pandemic levels.

Ms. Perez recalled learning from the conference she attended that those levels are unlikely. She stated we are not there yet but getting closer.

Ms. Kreger stated the service should not be based to the quantity of ridership but more on the quality of service provided.

No Action Taken. No Action Required.

**No. 4: Financial Report – Chona Medel, Financial Services Operations Manager.
*Will be provided at the meeting. No action is required***

Mr. Velez asked if the payroll amount was totaled for the whole year.

Ms. Medel stated it is totaled until January counting seven (7) months.

No Action Taken. No Action Required.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

March 27, 2023

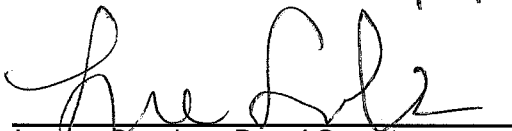
- Fiscal Year 2022 audit report.
- Public hearing for DBE budget.

ADJOURNMENT

There being no further business to come before the Authority in regular session, the meeting was adjourned at 2:25 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this 24th of April, 2022, Agenda Item CC1.



Lorena Sanchez, Board Secretary