

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting session on Monday, April 24, 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
Eric Holland/Cocopah Tribe/Secretary/Treasurer
Brian Golding, Sr./Quechan Tribe
Ralph Velez/City of San Luis
Richard Marsh/Town of Wellton/Via Telephone
Louie Galaviz/City of Somerton
Ian McGaughey/ Yuma County

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Transit Operations Manager
Chona Medel/YCIPTA/Financial Services Operations Manager
David Garcia/YCIPTA/Transit Management Assistant
Lorena Sanchez/YCIPTA/Clerk II
Shane Bollar/RATP DEV/General Manager
Anabel Teran/RATP DEV/ Operations Manager
Jennifer Sheilds/Benesch, Shadle & White, PLC/ Audit Partner

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 March 6, 2023 regular session minutes. Action required.

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

Voice Vote: Motion Carries, 8-0.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion notifying all members of discussions held on March 27, 2023 as an act of transparency, notes taken during this discussion are attached to the staff report for this item. No Action required.

Ms. Kreger stated she spoke to Christy Isbell in regards to the meeting and notes taken on March 27th. She explained Ms. Isbell was concerned some open meeting laws were violated so the

local ombudsman was contacted. Ms. Kreger stated the ombudsman explained no laws were violated due to having an agenda and meeting was held in open session.

No actions required. No action taken.

No. 2: Discussion and or action regarding the YCIPTA Annual Comprehensive Financial Report (ACFR) for Fiscal Year Ending June 30, 2022 presented by Jennifer Shields from Heinfeld Meech. Action required.

Ms. Shields presented her report adding the praise of this audit report being the first in the last four (4) years to be on time with a date of March 28th and a due date of March 31st. She reported an unmodified opinion was given on the financial statements which is the best audit opinion receivable. Ms. Shields stated there were no disagreement in communications with management, nor difficulties in performing the audit. She added no adjustments were needed and all requested material was provided.

Ms. Shields stated in the single audit there was one (1) finding in regards to procurements. She added due to fiscal year 2021's audit being done later in the year around the time of June 2022 the window to implement an action plan is very small so the corrective action plan shows only partially complete in following audits. She stated due to the time lapse the finding should show resolved by fiscal year 2023.

Ms. Shields stated the entity is still not considered low risk auditee. She explained to qualify as a low-risk auditee in the single audit division you must have no material weaknesses or significant findings, as well as having audits done on time for two (2) years. She added not being low risk does not change any chances of funding.

Mr. McGaughey inquired as to any assessment available to measure the long-term viability of this organization.

Ms. Shields advised an assessment of that kind could not be found in any financial statement audit, and would need to be done under a separate type of engagement that would provide a prospective opinion. She added that engagement could be done under Government Auditing Standards.

Mr. Velez asked why a single audit is required.

Ms. Shields explained a single audit is required when a nonfederal agency spends more than \$750,000 of federal money.

Mr. Golding questioned the finding of 2022 in the report read as if compliance could not be shown due to not completing a procurement under the new policy.

Ms. Shields stated yes. She explained that in a perfect scenario, bids would be received in the first quarter of the prior fiscal year to be ready for the upcoming year. She added, however with this agency, contracts are done periodically throughout the year. The situation specifically in the finding was a written quote that was not received to renew the procurement process.

Ms. Kreger stated the procurement was for fuel.

Ms. Shields stated that was correct along with another she could not recall.

Ms. Medel stated it was a small purchase for signage.

Mr. Golding questioned if the finding was possible to occur again next year if the procurement process is not complied with.

Ms. Shields stated yes. She added the process would need to be followed as well as considering all state rules and regulations to keep compliant. She stated there are many aspects looked at under procurement audits. Ms. Shields explained at times even if the procurement process is followed there are many factors that may result in findings such as insufficient documentation, or late awards.

Mr. Holland thanked Ms. Kreger and Ms. Medel for allowing him to do a financial review for his new position as Secretary Treasurer. He stated YCIPTA's productivity, strength, and collaboration with outer offices to process monies and documentation is remarkable.

Mr. Velez questioned which procurement code is followed.

Ms. Kreger stated there is a procurement policy.

Mr. Velez asked if the policy was YCIPTA's or The City of Yuma's.

Ms. Kreger stated it is ours and a new policy approved by the Federal Transit Authority (FTA) was just adopted as well.

Ms. Medel stated in regards to Mr. Goldings question of repeated findings coming up, the same finding may come up this year due to the fiscal year ending in June. She stated she has reached out to other agencies to find Request for Proposals (RFP) for fueling. She added it is difficult for us due to not being a County or City entity and not having the same policy backing along with only being able to go out and procure. She added the process is the same with our Information Technology (IT) Services and other services. Ms. Medel clarified it is mainly a timing issue and will most likely encounter the same finding in the coming audit.

Ms. Kreger stated FTA also has time limits on procurements as well.

Ms. Shields clarified from the audit perspective the procurement policy is compared to the federal government requirements. She stated having a collaboration and guidance from FTA on the procurement policy helps assure the requirements are included in the policy assuring compliance.

Mr. Simonton stated he was happy to see reports are back on time.

Motion (Velez/Golding): To approve the YCIPTA Annual Comprehensive Financial Report (ACFR) for Fiscal Year Ending June 30, 2022.

Voice Vote: Motion Carries, 8-0.

No. 3: Public hearing and action regarding YCIPTA Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE) Program FY23-25 Disadvantaged Business Enterprise Goal Proposal. Action required.

Ms. Kreger stated only one public hearing is required but a second is given out of courtesy and in support of public outreach. She added the goal increase is brought in attempts to clear out a past audit finding and avoid future ones.

Mr. Simonton requested an explanation of the purpose of the program.

Ms. Kreger explained that since Federal funds is used a certain amount of that must go to DBE participants. She stated that includes any contractors from bus washers to cleaning personal. She explained all the DBE eligible companies are compiled along with additional ones, gathered from the website AZ UTRACS, willing to do work in Yuma County. She added once the list of DBE companies is compiled, she then checks the Bureau of Labor Statistics for the total of companies that do those specific jobs. She stated once the totals are counted, she divides the total number of companies in Arizona by the number of DBE companies, concluding in the percentage goal.

Mr. Simonton questioned what would happen if the goal was not met.

Ms. Kreger stated there are no repercussions, it is only a suggested goal.

Mr. Golding stated which we have been meeting.

Ms. Kreger agreed.

Mr. Simonton implied it should not be difficult with us being in the area we are in.

Ms. Kreger stated it is surprising how little there is in our area.

Ms. Medel explained it requires a registration in the system and many small businesses rather not complete the process to be certified.

Ms. Zambrano questioned who assigned the goal number.

Ms. Medel stated it is a calculation.

Ms. Zambrano asked who determines the calculation.

Ms. Kreger stated she gathers the data and completes the calculation.

Ms. Medel explained the data and calculations are submitted to the FTA for review. If any questions or concerns arise, they contact Ms. Kreger.

Mr. Holland asked if the FTA has a set standard for the percentage amount.

Ms. Kreger stated she has not been aware of one in any of her reading material.

Mr. Golding stated it is only aspirational.

Ms. Kreger agreed.

Mr. Golding commented on the percentage believing it was pitifully low.

Ms. Kreger stated many companies do not want to complete the registration process which takes place in Phoenix.

Ms. Medel stated there are classes to be taken as well.

Mr. Golding stated in his experience working with small businesses he has suggested too many to complete these processes but has disappointedly seen none do so.

Motion (Golding/Holland): To approve the YCIPTA Federal Transit Administration DBE Program FY23-25 Disadvantaged Business Enterprise Goal Proposal.

Voice Vote: Motion Carries, 8-0.

No. 4: Discussion and or action regarding the increase in YCIPTA Member Entity Dues for FY2023-2024 and Adoption of the DRAFT FY2023/24 Capital and Operating Budget. Action required.

Ms. Kreger praised Ms. Medel on the good job she did to compose the financial reports. She continued by explaining the report as contained in member's packet.

Mr. Velez questioned the status on the Greyhound in-kind.

Ms. Medel explained the Greyhound in-kind is complete. She added the Arizona Department of Transportation (ADOT) handles that source and is already beginning to process next fiscal years which for ADOT begins in October.

Mr. Golding stated in the narrative of the "about" section does not mention the departure of Northern Arizona University.

Mr. Simonton thanked Ms. Kreger for being able to reduce the entity dues increase amount.

Mr. McGaughey agreed expressing the same gratitude. He added he is concerned for the long-term viability of the organization.

Mr. Golding agreed with Mr. McGaughey regarding the long-term viability.

Ms. Kreger stated she spoke to Lynne Pancrazi regarding a transportation tax. She stated she told Ms. Pancrazi a tenth of a percentage is insufficient. She added Ms. Pancrazi will discuss with her fellow board members.

Mr. Simonton asked if we are eligible for a transit tax.

Ms. Kreger clarified it is a transportation tax that is given to all cities with transit being eligible for a portion of it.

Mr. Simonton inquired if approval was being sought for the rate increase and the budget.

Ms. Kreger stated yes.

Mr. Simonton asked if there was time to review the budget report. He questioned if the budget was review by all members and ready to approve. Mr. Simonton asked if there was an urgency to approve the budget.

Ms. Kreger stated she had hopes to pass the budget but entity dues could be reviewed further.

Mr. Simonton stated the questions were asked in case other members had not proposed their draft budgets to their elective bodies with the increase included. He stated he did not want to commit other members to approve an amount not presented or approved by their elective bodies yet.

Mr. Galaviz stated he has not yet discussed the increase with his elective body but will begin discussions soon.

Mr. Simonton stated for transparency reasons the change should be discussed with all member's elective bodies before any changes are done in case the elective bodies do not approve and there is no way to revert.

Mr. McGaughey stated he is scheduled to meet with his board in coming days, and suggests to hold off the approval until the next meeting.

Mr. Simonton stated all members should be ready to discuss the increase and present proposals as needed to be ready to approve for next meeting.

Mr. Holland stated he understands the importance of transparency in presenting increases to all entities, he requested Ms. Medel explain the importance of a time frame and how it affects financial goals and payment schedules.

Ms. Medel stated when entity dues are approved timely it helps make the process run faster. She explained funding gets very low toward the end of the year, with all funds being reimbursable, bills must get paid before it is reimbursed. She added it is a strain on employees trying to prioritize bill payments to continue providing service.

Mr. Simonton stated the budget proposal is for fiscal year 24 beginning July. He added entity dues were requested as early as possible last year to assist with cash flow and payment for this coming fiscal year would not be payable until July.

Ms. Medel stated yes that is understood.

Mr. Simonton stated a rushed approval is not possible.

Ms. Zambrano stated she has discussed the increase with her organization and seen no opposition.

Mr. Simonton stated a 5% increase is manageable but out of courtesy to neighboring cities the approval will be postponed.

Mr. Marsh thanked Mr. Simonton for the courtesy and hopes to have discussed the matter in the coming weeks.

Mr. Golding stated he understood entity dues could not stay consistent and increases would be inevitable. He explained the efforts to interpret the increases needed for the following year is found by calculating how much is collected in the prior year, how much is received and spent. He stated presentational workshops would be helpful in explaining to Board Members the details as opposed to only stating the increase amount.

Mr. Simonton agreed suggesting explanation as to where the money has gone, what was it used for and other details.

Mr. Golding stated he questioned the Hotel Del Sol project last year. He stated he asked if the expenditure and match was included in the entity dues and received a yes. He inquired if the total amount was received from the contributions but was not fully used would there be a carry over. Mr. Golding stated that is where the workshop would be able to explain the details in question.

Ms. Medel explained money was returned to ADOT due to insufficient local match. She stated the matter of having the money is not the struggle it is the difficulty of finding the local match. She explained at times in-kind are not always approved by the FTA. Ms. Medel added the validation process to approve in-kind is becoming harder and harder with having to prove time, right away lease, and advertising. She added there are many ideas and projects available but the funding is not there unfortunately.

Mr. Golding stated Mr. McGaughey may be right about the viability. He suggested if funding is not found, services may need to be adjusted or changed. He continued suggesting service may need to be reduced to a more demand orientated service.

Discussion item tabled until next meeting.

Motion (Velez/Galaviz): To table the vote to increase YCIPTA Member Entity Dues for FY2023-2024 and review of the DRAFT FY2023/24 Operating Budget.

Voice Vote: Motion Carries, 8-0.

No. 5: Discussion and or action regarding the Imperial County Transportation Commission (ICTC) Transportation Development Act (TDA) Triennial Performance Audit for FY2019/20 – FY2021/22 of Fort Yuma Quechan Indian Tribe and YCIPTA. No action required.

Ms. Kreger explained the audit was conducted with the YCIPTA team along with Mr. Goldings team, and the Yuma County Transportation Commission. She added Mr. Golding may have additional information if needed.

Mr. Golding stated the report contained good news and hopes the contribution from Imperial County Transportation Commission (ICTC) will increase in the coming years.

Mr. Simonton questioned if the ridership levels justified an increase.

Mr. Golding stated the levels were just below pre-pandemic numbers.

Ms. Kreger stated there is an attempt to shift the responsibility to ICTC rather than all on YCIPTA.

Mr. Golding stated 10-12 years ago when the service started ICTC was covering most of the costs, but as things progressed the cost responsibility changed. He stated ICTC covers about 40% of the costs.

No actions required. No action taken.

No. 6: Discussion and or action regarding Bus Shelter Advertising agreements with YCIPTA Member Entities. Action required.

Mr. Simonton stated the discussion will be moved to the next meeting.

Ms. Kreger agreed stating the agreements were not received timely and contained many errors needing adjustments.

Discussion moved to next meeting.

No. 7: Discussion and or action regarding YCIPTA Shelter, Bus Stop permit status and advertising report. No action required.

Ms. Kreger stated an agreement has been done with City of San Luis, agreeing if they install bus shelters themselves the shelters will be provided.

No actions required. No action taken.

PROGRESS REPORTS:

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

Mr. Bollar presented report as contained in member's packets. He stated a new computer system was installed to monitor drivers on the road. He stated there were a few in-yard accidents that prompted bigger parking spaces for buses in hopes to prevent more.

Mr. Simonton questioned if staff was full.

Mr. Bollar stated yes, all positions are filled with the exclusion of a parts position that recently left.

Mr. Golding stated he was happy with all the safety precautions implemented. He added with promoting sustainability passengers need to be considered. He stated on numerous occasions he has witnessed buses drive by waiting passengers and not arriving on time or at all. Mr. Golding believes situation like those discourage ridership.

Mr. Holland advised the Department of Defense has extensive ground and motor vehicle safety trainings that they could provide insight and trainings in those fields. He added providing those services would qualify as community services to those service members. Mr. Holland stated a motor vehicle safety specialist would possibly be willing to complete a survey of the operations free of charge.

Mr. Bollar commended the advice. He added safety meeting can become stagnant only hearing the same person every meeting.

Mr. Holland confirmed stating it would be a fresh set of eyes.

No actions required. No action taken.

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

Ms. Kreger introduced David Garcia as the new Transit Management Assistant. She stated it being his fourth week and doing very well getting to know the position.

Mr. Garcia introduced himself stating he is a family man with three (3) kids and hopes to contribute as much as he can. He added he has a great interest in improving the county.

Ms. Kreger stated the situation with Vista High School has continued. She advised a meeting with Vista High School Principal did occur regarding the consequences that were appointed to students. She stated the situation has reduced with only one recent situation of bullying, which neither Vista nor YCAT will stand for that so a 60-day suspension was given. Ms. Kreger continued with the remainder of the report as contained in member's packet. She announced a partnership, with the Yuma Regional Bicycle Coalition, that will allow passengers riding bikes to board for free during the week of May 15th - 20th.

No Action Taken. No Action Required.

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

Ms. Perez presented ridership levels stating we are just below pre-pandemic levels.

Mr. Simonton stated we are almost there.

Ms. Perez confirmed, then proceeded to present a newsletter she created for the internal staff to ensure all are updated and aware of what is going on.

No Action Taken. No Action Required.

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

Ms. Medel explained the Greyhound commissions are low due to the Flix merger Greyhound is conducting. She added all contracts are signed but credentials are pending. Ms. Medel expressed to the board her struggle of submitting the financial reports by the requested due date. She stated the Financial Sustainability Committee requested all agenda items due seven (7) days prior to scheduled meetings but, she explained, the close of the month is the 15th and by the time all entries are entered it can be anywhere from the 15th to the 20th. She added additional days are needed to check, approve, and reconcile and entries. She requested the financial reports be accepted later than other material as she has done recently.

Mr. Simonton agreed stating it should be fine.

Ms. Medel stated she has sent emails regarding the in-kind to all entities through Adobe sign. She expresses the importance of receiving all back up material for FTA along with a prompt response to complete the process.

Mr. Golding inquired as to the over payment from the Quechan Tribe, stated in the aging summary.

Ms. Medel stated yes, it is correct.

Mr. Golding stated it will be discussed again later.

No Action Taken. No Action Required.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

Ms. Kreger stated herself and Ms. Perez will be out of town on training May 22nd and the following Monday, May 29th will be a holiday. She requested the following meeting take place Tuesday May 30th.

Ms. Zambrano stated she will not be available that day.

Mr. Simonton stated it could work for him.

Mr. Holland stated yes.

Mr. Velez agreed.

Mr. Marsh stated he would be flying back from Louisiana but could phone in that meeting.

Mr. Golding stated he would be available.

May 30, 2023

ADJOURNMENT

There being no further business to come before the Authority in regular session, the meeting was adjourned at 2:37 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this 30th of May, 2023, Agenda Item CC1.



Lorena Sanchez, Board Secretary