

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting session on Monday, July 25, 2022 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Vice Chair, Mr. Ralph Velez called the meeting to order at 1:31 P.M.

Members Present:

Ralph Velez/City of San Luis/Vice Chair
Jay Simonton/City of Yuma/Secretary/Treasurer
Brian Golding, Sr./Quechan Tribe
Susanna M. Zambrano/Arizona Western College
Michael Sabath/Northern Arizona University
Eric Holland/Cocopah Tribe
Ian McGaughey/Yuma County

Members Absent:

Carmen Juarez/ City of Somerton/Chair
Richard Marsh/Town of Wellton

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Transit Operations Manager
Lorena Sanchez/YCIPTA/Clerk II
Shane Bollar/RATP DEV/General Manager
Anabel Terran/RATP DEV/Operations Manager
Jennifer Shields/HeinfieldMeech/Audit Partner

The Pledge of Allegiance was led by Dr. Sabath.

CALL TO PUBLIC:

No. 1: Eugene Doten

Mr. Doten stated he obtained more pictures, in regards to the matter brought up in the previous board meeting; people lingering around his property and leaving trash. Mr. Doten recommended people use the stop across the street.

Mr. Doten stated he is developing the property and would like a trash can placed in the area for waiting passengers.

No. 2: Raul Guzman

Mr. Guzman stated his disappointment in the Brown route being discontinued, although he does understand the ridership does not meet the demand needed. He is aware that there are only several passengers that rely solely on this form of transportation. Mr. Guzman stated they will be left in a hardship having to wait several hours in between runs.

Mr. Guzman hopes there can be some modifications or changes made to keep service in that area even if it is in a limited way.

No. 3: Blanca Olea OnCall Passenger

Ms. Olea stated she has to wait an excessive amount of time to be picked up for her return home when

she schedules for an hour pick up. Ms. Olea stated she requests an hour and is left waiting longer.

Mr. Velez notified Ms. Olea that staff would look into her concern and get back to her.

No. 4 Tuifua Yvette Wooden

Ms. Wooden stated her mother is extremely disabled and requires a lift to be transported. Ms. Wooden stated she does not have a vehicle that can accommodate the transportation of her mother. Ms. Wooden stated with the Brown Route being discontinued she will not be able to schedule her mother during the service hours due to the extreme time gap.

CONSENT CALENDAR:

No 1: Adopt the June 27, 2022 regular session minutes. Action required.

Motion (McGaughey/Simonton): To approve as presented.

Voice Vote: Motion Carries, 7-0 with Mr. Marsh and Ms. Juarez being excused.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding the YCIPTA FY2021 Annual Comprehensive Financial Report (ACFR). Jennifer Shields, CPA, CGFM from Heinfeld & Meech will present. Action required.

Ms. Jennifer Shields stated she would be presenting June 30, 2021's audit report. Ms. Shields explained there are three (3) main categories in this report, which are the Financial Report, Management Letter, and Communication to Governance.

Ms. Shields explained the Financial Report which contains a modified opinion which is the best opinion to receive for this type of report. Ms. Shields noted in the footnote of the report the required statements, schedules and disclosures are listed as a requirement to receiving federal dollars. Ms. Shields stated in the Government Standard Report no deficiencies were found.

Ms. Shields explained under the Single Audit performed there are two (2) reports made, one (1) being the Government Audit Standards Report performed where there were no deficiencies found. Ms. Shields stated the second report would be the Compliance Report where one (1) deficiency was found it being a material weakness and an instance of noncompliance. Ms. Shields described Catalog of Federal Domestic Assistance (CFDA) 20.507 and 20.509 as the programs with deficiencies in procurement. Ms. Shields noted the deficiency were due to an expired contract or not going out to bid in accordance to guidelines. Ms. Shields stated that the vendor was cited and management prepared a corrective action plan. Ms. Shields stated prior findings were resolved and timeliness had improved significantly.

Ms. Shields stated that due to Covid filing extensions, allowed by government, YCIPTA filings met previous deadlines. Ms. Shields warned that all extensions have been exhausted and all federal filing deadlines will revert back to March 31st.

Ms. Shields stated the Management Letter has minor corrections needed. Ms. Shields suggested more transparency regarding board meeting minutes, she explained they should be more accessible to the public, and not only found in the previous meeting packet. Ms. Shields stated it should have its own link in the website.

Ms. Shields suggested to work on the grant reimbursements timeliness, due to past months being reported three (3) months late at times.

Ms. Shields concluded with the Communications Report which had no disagreements in practices, no adjustments needed, and no difficulties performing audits.

Mr. McGaughey requested clarification as to which minutes they wanted posted separately.

Ms. Shields explained on the YCAT website prior to 2020 there was a separate column linking the approved minutes separately. Ms. Shields stated this would make it easier to find the minutes if approved in a later meeting.

Ms. Kreger stated the minutes were being posted monthly and they were being sent to the wrong link resulting in the minutes not being available. Ms. Kreger stated the problem has been identified and can be fixed.

Motion (Golding/Sabath) To approve YCIPTA FY2021 Annual Comprehensive Financial Report (ACFR).

Voice Vote: Motion carries, 7-0 with Mr. Marsh and Ms. Juarez being excused

No. 2: Discussion and or action regarding replacement of the City of Somerton representative of the YCIPTA Board of Directors. No action required.

Mr. Velez stated Ms. Carmen Juarez was not present.

Ms. Kreger stated Ms. Juarez is the Interim City Manager at the moment and is not sure if she will become permanent but Ms. Juarez was expected to be in attendance.

Mr. Velez stated we will expect her at the next meeting.

Mr. McGaughey stated Mr. Jerry Cabrera is still City Manager until August 4th, so it's possible Ms. Juarez will not take over this week. Mr. McGaughey stated from past experience Ms. Juarez is fantastic to work with.

No action taken; No action required.

No. 3: Discussion and or action regarding the NAU Withdrawal Resolution requesting resignation from the YCIPTA. Action required.

Dr. Sabath stated Northern Arizona University (NAU) has submitted a request to depart from the YCIPTA Board and hopes to get approval from lawyers. Dr. Sabath informed that although he wasn't sure if all monies had been paid, he does know they have been approved.

Dr. Sabath praised the YCAT for the excellent service provided even through all of its limitation. Dr. Sabath stated that although NAU is not dependent on YCAT transportation, he acknowledges the contribution to the community.

Motion (McGaughey/Golding): To approve NAU's Withdrawal Resolution requesting resignation from the YCIPTA.

Voice Vote: Motion Carries, 7-0 with Mr. Marsh and Ms. Juarez being excused.

Dr. Sabath declared he would be leaving and as he would abstain from all other votes going forward.

Dr. Sabath left meeting at 1:54pm.

No. 4: Discussion and or action regarding the Updated Cocopah MOU Exhibit A for FY2022-2023. Action required.

Ms. Kreger explained every year the memorandum of understanding (MOU) for Cocopah Indian Tribe is revised and modified as well as with Quechan Indian Tribe. The new amount due for the Cocopah Tribe would come to \$40.58 per revenue hour for route Purple 6A coming to \$239,219.10 annually.

Mr. Holland stated he had just joined the Cocopah Tribe back in February. Mr. Holland stated Cocopah Tribe had not received any Federal Transit Administration (FTA) funds or filed to receive funding. Mr. Holland reassured that he is working hard to complete the task to receive funding.

Motion (Simonton/Zambrano): To approve Cocopah MOU Exhibit A for FY2022-2023.

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

No. 5: Discussion and or action regarding the Second Amendment to the Memorandum of Understanding between YCIPTA and AWC. Action required.

Ms. Kreger stated the MOU with Arizona Western College (AWC) was updated with regards to language in the contract for the Silver Route and the removal of NightCat. Ms. Kreger stated the amount was adjusted to \$127,505.00.

Mr. Velez stated that he was not present from the previous board meeting and inquired if there had been an increase in dues for AWC.

Ms. Kreger confirmed.

Motion (McGaughey/Holland): To approve the Second Amendment to the Memorandum of Understanding between YCIPTA and AWC.

Voice Vote: Motion carries, 6-0 with Mr. Marsh and Ms. Juarez being excused

No. 6: Discussion and or action regarding the FY2023 Capital and Operating Budget Amendment. Action required.

Ms. Kreger stated she requested a report from Solutions to investigate the ridership for Yellow Route 95-5 and 95-6 to determine if cuts could be made. Ms. Kreger informed no cuts had been decided as of yet.

Ms. Kreger stated Greyhound has contributed \$184,816.00 of in-kind services.

Mr. McGaughey inquired as to the previous Greyhound match amount.

Ms. Kreger stated it was almost \$400,000.00.

Ms. Kreger explained with this additional match and shaving expenses (from reduced fuel and advertising), we were able to lower the deficit in cash match to \$34,000.00. Ms. Kreger reassured she will continue to look for more ways to cut expenses.

Mr. Velez asked if we could look into helping the Fortuna Foothills area residents with transportation; whether it being us or a different organization.

Ms. Kreger agreed.

Ms. Zambrano asked if Greyhound would continue to help with future match.

Ms. Kreger stated Greyhound does not commit but expect to. Ms. Kreger added if Greyhound can boost their trips, it would be a bigger match.

Mr. Velez asked what would determine the rise in Greyhound trips.

Ms. Kreger stated demand would be a factor.

Mr. Golding inquired as to what the 5307 funding (\$582,110.00 on page 141) would be used for. Mr. Golding stated that it stated facility and inquired if it was in reference to the new building.

Ms. Kreger clarified it is used as the funding for the Hotel Del Sol project with City of Yuma.

Mr. Golding asked if the plan is to budget for next year's full expenditure.

Mr. Simonton confirmed.

Ms. Zambrano inquired if it was possible to shave more from the budget.

Ms. Kreger stated there are old grants that can be closed out by using the funding. Ms. Kreger further stated that more money coming in would be of greater assistance.

Ms. Kreger stated advertising posts are being offered through our bus stop locations and the process would be taken over completely by YCIPTA, not a third-party agency like before. Ms. Kreger explained all advertising material and design would be provided by the customer and the amount paid for the advertising will be collected in total by YCIPTA, ranging from \$300-\$400 per month.

Motion (Zambrano/McGaughey): To approve the FY2023 Capital and Operating Budget Amendment

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

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

Ms. Kreger advised that Mr. Doug Nicholls is in talks with the Yuma County Food Bank in regards to placement of the new bus stop and should be approved soon. Ms. Kreger stated she has met with Mr. Mike Fisher and Mr. Joel Olea from City of Yuma, in regards to working together and providing contractors for placing new bus shelters on 24th Street and 8th Avenue as well as other locations.

Ms. Kreger stated we will have a remainder of eight (8) bus shelters stored in the City yard that will need to be moved by the end of October. Ms. Kreger informed that ten (10) shelter locations will be provided to the City by the end of the week for placement.

Mr. Golding asked if the stop on 1st Street and Gila Street had been discontinued.

Ms. Kreger stated it is temporarily discontinued.

Mr. Golding questioned what is a discontinued stop.

Ms. Perez explained a temporarily discontinued sign is posted to give notice to the community and give them time to adjust.

Mr. Golding acknowledged the notice is temporary but the stop is permanently removed.

Mr. Kreger stated the stop is being monitored, due to the complaint, by a road supervisor and there hasn't been much activity or litter in the area but a trash can may be beneficial.

Mr. Golding inquired as to how the City of Yuma will comply with the bidding process for contractual work.

Ms. Kreger stated they would follow YCIPTA's bidding procedures.

Mr. Simonton stated the three procured companies will all go out and bid for each job site. Mr. McGaughey added all companies aligned with City of Yuma have concrete and construction experience and can meet the standards needed.

Mr. Golding inquired if said contractors are a Disadvantage Business Enterprise (DBE).

Mr. Simonton stated he is unsure and will check with the companies.

Mr. Golding stated he would like to comply with the DBE plan set in place but give all qualified contractors a chance to bid.

No action taken; No action required.

No. 8: Discussion and or Action regarding the timeline for new Operations and Maintenance Facility. No action required. NO UPDATES

No action taken; No action required.

PROGRESS REPORTS:

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

Ms. Kreger introduced Mr. Shane Bollar as the new RATP DEV General Manager

Mr. Bollar stated he was happy to fill the position and had six (6) years transit experience and twenty years management experience. Mr. Bollar added he is still in the evaluation and learning stage, his first action was promoting a driver to a road supervisor to assist with customer service in the field.

Ms. Kreger presented Ms. Anabel Teran to discuss issues and comments brought up in the previous meeting.

Ms. Teran stated that the policy of passengers only being allowed five (5) bags on the bus is due to safety protocols and a Rider Alert will be posted on the buses to remind passengers of the safety rules.

Ms. Teran followed up about the complaint made in regards to the driver breaking passengers' groceries and explains she spoke to the driver and he was unaware of any such instance. The driver recalled assisting the passenger to her door, which is all that is allowed.

Ms. Teran explained the service is only intended to transport the customer to and from the entrance of their destinations due to guidelines and safety regulations. Ms. Teran informed a meeting was arranged with OnCall drivers to set boundaries and comply with safety regulations, to provide consistent services to passengers.

Ms. Teran stated she only recalls one complaint from Ms. Olea and if there were more, they did not reach her.

Ms. Teran addressed the complaint about waiting an extended amount of time for OnCall pick-ups and explains the window time arrangement to accommodate the number of passengers. Ms. Teran noted the ability passengers have to call and advise when they are ready giving the chance to make earlier arrangements when possible. Ms. Teran acknowledged the difference in wait times from now and during earlier Covid times; routes were reduced and driver availability.

Ms. Teran stated she spoke to driver, Mr. Juan Saenz, in regards to why an OnCall passenger would feel intimidated by him. Mr. Saenz recalled the passenger would refer to him as "mijo", which is a term of endearment, and does not understand why the passenger would feel intimidated.

Ms. Blanca Olea stated the driver is trying to protect himself and his statements are false, she exclaimed she never referred to him as "mijo". Ms. Olea confronted the driver regarding him breaking and tossing her groceries and he denied it and left.

Ms. Zambrano stated she understands managing several departments and the questionability of certain situation may arise but hopes as an organization serving the public should drive to go above and beyond should be the overall goal. Ms. Zambrano questioned what are the circumstances that determine whether the driver feels the drive to exceed expectations or to limit themselves.

Ms. Zambrano requested the record of complaints towards driver mentioned in previous meeting be presented to the Board.

Ms. Zambrano recommended looking into finding better ways to reduce wait times for passengers, and better estimated time of arrival (ETA) communication from drivers.

Mr. Bollar stated the service is to assist passengers to a limit and worries exceeding those limitations will result in the passengers expecting more which poses a problem when drivers refuse.

Mr. Bollar responded to Ms. Olea, stating it was Ms. Ofelia's comment not hers.

Ms. Teran stated the one (1) hour wait time is derived from the fixed routes.

Ms. Perez agreed the hour window is in compliance to the ADA guidelines on reflecting the fixed route and matching the wait time on the OnCall. Ms. Perez explained with majority of the fixed routes run on an hour loop it creates an hour wait time. Ms. Perez stated with the hour window it allows the service to accommodate all passengers and cannot guarantee an exact pick-up time.

Mr. Golding stated that was the purpose of the NextBus on the fixed route.

Ms. Perez agreed but justifies it would not work for the OnCall.

Mr. Golding stated the purpose was to be able to locate all vehicles. Mr. Golding added the goal was to have the resources to be efficient in tracking the bus and being able to obtain the information effortlessly.

Mr. Golding stated unfortunately we do not have those resources.

Mr. Golding inquired as to the complaint filing process.

Ms. Kreger explained all complaints are logged, and submitted by front office staff. She continued to state dispatch is not authorized to take or log those calls during regular business hours instead they can only redirect the calls to the front office.

Mr. Golding questioned what the follow up process is.

Ms. Kreger stated Ms. Teran is notified of a complaint and has three days to follow up and resolve the issue.

Mr. Golding asked Ms. Teran if several months of complaints were reviewed.

Ms. Teran confirmed.

No action taken; No action required.

No. 2 Transit Director Report/Financial Report – Shelly Kreger, YCIPTA Transit Director. No action is required.

Ms. Kreger presented the Operations Report as contained in the member packet.

Mr. Golding inquired if having 1,500 open work orders was normal.

Ms. Kreger explained the work orders are closed out by YCIPTA staff and does need to be purged. Ms. Kreger stated further information in regards to this will be stated in the report.

Mr. Velez inquired as to what the finding in the audit report of \$250,000.00 was intended for.

Ms. Kreger informed she does not recall and will further investigate.

Mr. Golding inquired which contract was expired and cited in the audit report.

Ms. Kreger stated Big Cat Advertising's contract had expired and an extension was not given nor a new bid was made.

Ms. Kreger presented the Transit Director Report as contained in the member packet.

No Action taken; No action required

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

Ms. Perez presented the report as contained in member packet.

No action taken; No action required.

No. 2 Transit Director Report/Financial Report – Shelly Kreger, YCIPTA Transit Director. No action is required.

Ms. Kreger presented the Financial Report as contained in member packet.

No action taken; no action required.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:


September 26, 2022

ADJOURNMENT

There being no further business to come before the Authority in regular session, the meeting was adjourned at 2:44 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this 26th of Sept., 2022, Agenda Item Ce1.



Lorena Sanchez, Board Secretary