The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in a Regular Board Meeting session on Monday, August 25, 2025, at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chair, Brian Golding Sr., called the meeting to order at 1:30 pm.

Members Present:
Brian Golding, Sr./Quechan Indian Tribe/Chair
Louie Galaviz/City of Somerton/Vice Chair
Arturo Durazo/Cocopah Indian Tribe/Secretary/Treasurer
Ian McGaughey/Yuma County
Richard Marsh/Town of Welton – via telephone
Czarina Gallegos/Arizona Western College

Members Absent:
Jay Simonton /City of Yuma
Lizeth Servin/City of San Luis

Others Present:
Shelly Kreger/YCIPTA/Transit Director
David Garcia/YCIPTA/Transit Operations Manager
Denis Aceves/YCIPTA/Clerk I
Anabel Teran/RATP/General Manager
Max Isbell/ RATP/Maintenance Manager

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mr. Durazo.

CALL TO THE PUBLIC

No public present, no comments made.

No.1: Adopt the June 23, 2025, regular session minutes. Action required.

Motion (McGaughey/Galaviz): To approve the item as presented.
Voice Vote: Motion carries, 5-0.

DISCUSSION & ACTION ITEMS:

No.1: Discussion and or action regarding the Updated YCIPTA Procurement Policy. Action required.

Ms. Kreger presented the item as contained in the Member's packet.

Ms. Kreger noted that a redline version was added, and the original document was provided for reference. Ms. Kreger reported that purchase thresholds for competitive bids were updated from $100,000 to $250,000, noting the update was not yet complete throughout the document. Ms. Kreger requested approval of the procurement policy document.

Ms. Gallegos arrived at 1:35 pm.

Mr. Galaviz inquired for clarification on Section 2.19 Authority of Contract, asking if the threshold increased from $100,000 to $250,000.

Ms. Kreger clarified that the update pertains to procurement thresholds and that it does not represent an authority for the Transit Director.

Motion (Galaviz/Durazo): To approve the item as presented.
Voice Vote: Motion carries,6-0.

No. 2: Discussion and or action regarding contract with Samsara/Swiftly to provide real-time information. No action required.

Mr. Garcia presented the item as contained in the Member's packet.

Mr. Garcia stated that the procurement of the real-time tracking platform has been completed.

Mr. Garcia noted there are two (2) different contracts, including one (1) with Samsara, which provides equipment for Global Positioning System (GPS) data and fleet vehicles.

Mr. Garcia stated that the second company under contract is Swiftly, a transit data platform provider that uses GPS data to create dashboards for tracking vehicle movement, on-time performance, and related metrics.

Mr. Garcia stated that they had a sixty (60)-day trial period with Samsara, which went very well.

Mr. Garcia noted that the GPS works with two Subscriber Identity Module (SIM) cards and will provide riders with real-time information on buses.

Mr. Garcia stated that there is a dedicated person who provides one-on-one support until the system is fully operational.

Mr. Garcia mentioned that the system could be operational by November or sooner, and that Mr. Garcia provided screenshots of the data received from the sixty (60) day free trial.

Mr. Garcia stated that the first-year implementation cost is approximately $65,000, with ongoing costs of about $45,000 for subsequent years. Mr. Garcia noted that the first year includes a one (1)-time implementation fee of approximately $9,000 to $10,000. The contract is for three (3) years, with a slight increase of 3 to 4% in the third year.

Mr. Galaviz asked for clarification regarding the implementation costs, specifically whether they were $65,000 or $45,000.

Ms. Kreger stated that since they have not yet received an invoice, the amounts provided are estimates.

Mr. Golding Sr. inquired whether real-time information would be available on Google Maps or posted on the website.

Mr. Garcia stated that while most people may be more comfortable using Google Maps, they are prepared with Application Programming Interfaces (APIs), plug-ins, or links, and plan to have the information available on the website as well.

Mr. Golding Sr. then asked if the application would provide notifications as to when the next bus is arriving.

Mr. Garcia confirmed that the application will include this feature.

No action required, no action taken.

No. 3: Discussion and or action regarding the new YCIPTA website. No action required.

Ms. Kreger stated that the current Yuma County Intergovernmental Public Transportation Authority website, created in 2012, is very difficult to navigate. Ms. Kreger noted that the National Rural Transit Assistance Program (NRTAP) provides a web builder tool, which Mr. Kirt Manuel is using to create a new website.

Ms. Kreger stated that using the NRTAP web builder tool would not incur any cost, noting that it saves the expense of hiring a company like MGM Design, which had quoted approximately $10,000.

Mr. Garcia stated that the new website will have a clean and simple design, focusing on essential information such as bus locations and route schedules.

Mr. Galaviz asked who currently manages the website hosting.

Mr. Garcia stated that MGM Design currently manages the website hosting.

Mr. Golding Sr. inquired whether the same results would be available on both mobile and desktop devices.

Mr. Garcia explained that the new website is designed to be easily managed by almost anyone.

Mr. Garcia noted that the new website will be optimized for both desktop and smartphone displays.

Mr. Golding Sr. inquired about the progress on the tap and pay system.

Ms. Kreger stated that most riders currently carry cash and noted that surveys would need to be conducted to gather their feedback on the tap and pay system.

No action required, no action taken.

No. 4: Discussion and or action regarding IT infrastructure. No action required.

Ms. Gallegos inquired how transitioning from a ".gov" to a ".org" domain might affect audits and internal controls, noting that .gov domains often have additional financial and auditing provisions.

Ms. Gallegos inquired if Ms. Kreger was aware of the risk factors associated with transitioning from a ".gov" to a ".org" domain.

Ms. Kreger stated not aware of the risk factors and noted that the audit team had not raised many questions regarding information technology (IT) services.

Mr. Galaviz commended Ms. Kreger for her efforts to explore IT upgrades, emphasizing their importance given the growing risks of hacking and cyber threats, and noted that no organization, regardless of its size, is too small to be targeted.

Mr. Garcia mentioned that Fruth Group manages its own hosting and had attempted to work around the ".gov" issue at the state level.

Mr. Garcia explained that they were told they could either "lease" or be granted permission to use a ".gov" domain.

Mr. Garcia also noted that Fruth Group provides quarterly cybersecurity training, including education, testing, and simulated phishing emails.

Mr. Galaviz inquired about how the system would operate with one (1) server instead of three (3), asking if the Fruth Group maintained a backup system, noting that most companies typically have two (2).

Mr. Garcia stated that the system is combined into one (1) server but partitioned into three (3) separate servers to address different needs, including the farebox, passenger counters, and Solutions reporting software.

Mr. Golding Sr. inquired about the status of the individual workstations and operating software, asking if they were relatively up to date.

Ms. Kreger stated that the computers are relatively up to date, with none older than four (4) years, and noted that there is a plan to replace them through the Surface Transportation Program (STP) grant.

No action required, no action taken.

No. 5: Discussion and or action regarding the FY2025 Triennial Review Findings Update. No action required.

Ms. Kreger reported that during the April meeting, the Triennial Review findings were presented, along with an update on the progress of closing out deficiencies.

Ms. Kreger noted that a list of satisfied and closed items was attached.

Ms. Kreger noted that a two (2) week extension was requested for three (3) items originally due on August 22nd, while the remaining items are due in September.

Ms. Kreger stated that there are currently five (5) open items.

Mr. Galaviz asked if the five (5) open items would be closed in September.

Ms. Kreger stated that it was correct, clarifying that after requesting a two (2)-week extension, three (3) items were due on August 22nd and the remaining items are due on September 22nd.

Mr. Galaviz inquired whether there were any outstanding items that Ms. Kreger might not be able to complete by the deadline.

Ms. Kreger stated that to close the three (3) outstanding items, Ms. Kreger needs to complete the corrective action plan, which is incorporated into the Disadvantaged Business Enterprise (DBE) Program Plan and also includes the Limited English Proficiency Title VI requirements.

Ms. Kreger explained that this is a single document encompassing all components, which Ms. Kreger is currently updating. Once completed, the document will be brought to the Board for approval.

Mr. Golding Sr. thanked Ms. Kreger for providing the updates.

No action required, no action taken.

No. 6: Discussion and or action regarding the contract with Kim Joyce & Associates (KJA). No action required.

Mr. McGaughey asked whether this was an annual commitment or a one-time trial for the year, noting that the year was nearly complete.

Ms. Kreger stated a one (1) year contract was signed between YCIPTA and Kim Joyce & Associates.

Mr. Golding Sr. asked if there had been any progress or direction with Kim Joyce & Associates.

Ms. Kreger stated that the discussions were moving in a positive direction. Ms. Kreger noted that Ms. Mandy Rossi, Junior Grant Specialist, Kim Joyce & Associates, and Ms. Kreger had several conversations about grant opportunities, but some were not directly applicable to YCIPTA, meaning YCIPTA could not utilize those particular grants.

Ms. Kreger mentioned that there had been a long period without communication. When contact was finally made with Ms. Kim Joyce, Founder & Chief Executive Officer (CEO), Kim Joyce & Associates, it was reported that the previous employees were no longer with the organization and that Ms. Joyce would handle all matters going forward.

Mr. McGaughey thanked Ms. Kreger for the update and expressed disappointment that the outcome was not as hoped.

No action required, no action taken.

PROGRESS REPORTS:

No.1: Operations Report – Anabel Teran, General Manager, RATP Dev. *No action is required.*

Ms. Teran stated that, since there was no Board meeting last month, Ms. Teran included the July incidents in the report. Ms. Teran noted that there were two (2) at-fault accidents, with the most recent occurring on August 13th. In that incident, the driver made a slightly wide turn and made contact with the vehicle on the left.

Ms. Teran stated that it was the driver's second day driving alone, and that the driver resigned the following morning.

Ms. Teran stated that no routes have been canceled and that they are fully staffed. Ms. Teran noted that they will only need two (2) part-time drivers, as one (1) recently resigned.

Mr. Galaviz inquired about the requirements to work as a driver.

Ms. Teran stated that as long as applicants have a Commercial Driver's License (CDL), they are eligible, as drivers receive training once hired.

Ms. Teran stated that on August 8th, 2025, the Operations Manager resigned and that interviews are currently being scheduled.

No action required, no action taken.

No. 2: Maintenance Report – Max Isbell, Maintenance Manager, RATP Dev. *No action is required.*

Mr. Isbell reported that on-time performance is currently at 95%, with a goal of reaching 100%.

Mr. Isbell stated that two (2) long-term vehicles remain out of service: bus 205 and bus 150.

Mr. Isbell stated that bus 205 requires a Heating, Ventilation, and Air Conditioning (HVAC) controller. Mr. Isbell noted that Thermo King visited and provided training to the technicians on how to use the software.

Mr. Isbell noted that bus 205 should be running in the next week or two (2).

Mr. Isbell stated that Bus 150 is an ARBOC vehicle requiring an Original Equipment Manufacturer (OEM) windshield gasket, noting that they are having difficulty locating the part.

Mr. Isbell stated that they have been reviewing the Exhaust Gas Recirculation (EGR) campaign. A company called Truck Work provided service by pumping a cleaning agent into the engine, which removed the soot buildup and reduced it to a usable level.

Mr. Isbell stated that they plan to run the buses for about six (6) months to a year to evaluate the results. Depending on the outcome, they may consider purchasing the machine, which could then be used as part of normal preventive maintenance for the emissions system.

Mr. Golding Sr. inquired whether the purchase of the cleaning equipment would only be necessary

No action required, no action taken.

No. 3: Transit Directors Report – Shelly Kreger, Transit Director. No action required.

Ms. Kreger presented the item as contained in the Member's packet.

Ms. Gallegos inquired about how the routes are reviewed and evaluated, as well as how often this process occurs.

Ms. Kreger stated that a committee of three (3) people is responsible for reviewing the routes. Ms. Kreger explained that this review typically occurs annually; however, it has not been conducted recently since no major changes have been made.

Ms. Kreger stated that they could reconvene the committee to review the routes and noted that Ms. Kreger could schedule a meeting if desired.

Ms. Gallegos inquired how feedback is collected from riders regarding additional or alternative routes, and asked whether riders are contacted directly or submit feedback through a survey.

Ms. Kreger stated that surveys are available on the website for riders to complete. Ms. Kreger also noted that comment cards are available on the buses, which drivers collect and return for review.

Ms. Gallegos inquired how often the completed surveys are reviewed and whether Ms. Kreger reports the results back to the Board members.

Ms. Kreger stated that once the surveys are submitted or returned to the office, Ms. Carol Perez logs the responses into the data system.

Ms. Kreger stated that if Board Members wish, Ms. Kreger can include the survey results in the packet.

No action required, no action taken.

No. 4: Transit Operations Report – David Garcia, YCIPTA Transit Operations Manager. *No action is required.*

Mr. Garcia presented the item as contained in the Member's packet.

Mr. Garcia stated that Mr. Garcia and Ms. Perez attended the Southwest Transit Association (SWTA) training. Mr. Garcia noted that the training offered a variety of classes and sessions, as well as networking opportunities.

Mr. Galaviz noted that ridership is increasing, which is positive. Mr. Galaviz inquired about the strategies being used to market to new residents in Yuma and Somerton County, given the growth in those areas.

Mr. Garcia stated that with the new Swiftly program in place, they plan to use Facebook more as an advertising platform rather than solely to update residents about delayed routes.

Mr. Golding Sr. suggested potential recruiting resources, such as collaborating with housing authorities or property managers.

Mr. Golding Sr. suggested distributing flyers in these locations to inform people about new technology and services.

Mr. Garcia stated that this is something to look into further.

No action required, no action taken.

No.5: Brand Ambassador Report – Kirt Manuel, YCIPTA Brand Ambassador. *No action required.*

Mr. Garcia presented the item on Mr. Manuel's behalf.

Mr. Garcia mentioned that after the report was made, Mr. Manuel had sold some spots to Chapman Automotive Group Yuma and Arizona@Work. He stated that, as of now, inventory is at 91% occupancy, noting that performance is better than ever.

Mr. Galaviz inquired whether investing in the bus shelters would be possible using advertising revenue or if it is strictly up to the municipalities to install and maintain those shelters.

Ms. Kreger stated that in the past, they would meet with the municipality or the requesting party regarding bus shelters. She noted that a few shelters were funded through grants and mentioned that, in the future, they hope to coordinate with municipalities to share the cost, as the price of shelters has increased from $16,000 to $28,000.

Mr. Galaviz inquired whether this topic had been discussed with Kim Joyce & Associates regarding potential funding opportunities.

Ms. Kreger stated that funding is available for the shelters, but they currently lack the required matching funds. Ms. Kreger explained that a large capital grant could be used to purchase the shelters, but YCIPTA would need assistance to provide the 20% match.

Ms. Kreger stated that if the match is provided, they would coordinate with the Cities' Public Works Department to assist with installation, which would reduce costs for both YCIPTA and the City to approximately $8,000 per shelter.

Mr. Galaviz suggested that Ms. Kreger bring this topic up at the next meeting with the City so that the council and the Mayor can be made aware.

No action required, no action taken.

No.6: Financial Report – Shelly Kreger, YCIPTA Transit Director. *No action is required.*

Ms. Kreger presented the item as contained in the Member's packet.

Mr. Galaviz inquired why Ms. Kreger thought that the Greyhound commission was running lower than usual.

Ms. Kreger stated that the Greyhound commission was lower than usual because passengers are purchasing their tickets online.

Mr. McGaughey inquired about the progress and status, reimbursement, and payment with the Arizona Department of Transportation (ADOT).

Ms. Kreger stated that, although reports have been submitted on time, ADOT has still been slow to respond. Overall, however, Ms. Kreger noted that there has been improvement.

No action required, no action needed.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

September 22 2025

There being no further business to come before the Authority in regular session, the meeting was adjourned at 2:47 pm.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this Oct 27th 2025, 2025, Agenda Item CC1.

Denis Aceves, Board Secretary