

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting session on Monday, August 28, 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
Ian McCaughey/Yuma County/ Secretary/Treasurer
Brian Golding, Sr./Quechan Tribe
Richard Marsh/Town of Wellton
Allen Heck/Cocopah Tribe
Matias Rosales/City of San Luis

Members Absent:

Louie Galaviz/City of Somerton

Others Present:

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

The Pledge of Allegiance was led by Mr. Simonton

CALL TO PUBLIC:

No persons present, No comments made.

CONSENT CALENDAR:

No. 1: Adopt the June 26, 2023, regular session minutes. Action required.

Motion (McCaughey/Matias): To approve as presented.

Voice Vote: Motion Carries, 5-0 with Mr. Galaviz and Ms. Zambrano and Mr. Heck being excused.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding Article IV, Section 4.1 of the YCIPTA 2nd Amended & Restated By-Laws. Action required.

Ms. Kreger presented to the Board the option of filling an empty seat by pointing an additional member to the Board of Directors. She added the entity with the largest population being City of Yuma, would be the first to have the option to appoint an additional member.

Ms. Zambrano joined the meeting via telephone at 1:32pm.

Mr. Simonton questioned what action needs to take place.

Ms. Kreger stated the approval of adding an additional staff member from the City of Yuma.

Mr. McGaughey stated the city had investigated the matter and the appointment would not affect the entity's contribution amount.

Ms. Kreger confirmed.

Mr. Matias criticized it for being appointed to the largest population and not the largest user.

Mr. Simonton stated he was open to discussing the topic. He questioned Mr. Golding if he was part of the board when this was added to the bylaws.

Mr. Golding stated the bylaws were already in place when the Quechan tribe joined. He stated the original seats were only seven (7) and no one was removed to accommodate the tribe joining.

Ms. Kreger stated the original nine (9) members took over Yuma County Intergovernmental Public Transportation Authority (YCIPTA) in June 2012.

Mr. Simonton stated the board is operating well as is. He stated although there is an advantage of having an odd number of members it does not seem important.

Ms. Kreger stated there is no clause stating it was mandatory.

Mr. Golding stated the by-laws were sending mixed messages.

Mr. Matias questioned if the action was taking place to add a seat or replace one.

Mr. Golding stated the original member list did not list the tribes.

Mr. Simonton stated he did not recall the City of Yuma having two (2) seats on the committee at any time.

Mr. McGaughey stated the bylaws count the maximum number of seats to be nine (9). He added his belief is the board started with seven (7) but with an additional vote adding the tribes it was raised to nine (9).

Mr. Golding pointed out there are many inconsistencies in the bylaws. He stated he had no recollection of any member having to leave to accommodate an entity to only fill nine (9) seats. He added this may be the first time this would be implemented due to not having a ninth (9th) director.

Mr. Matias stated he does not mind adding an additional member but hoped the additional member would be determined by the entity with the greater usage and not the population.

Mr. Golding stated if the proposal is approved then the City of Yuma would bring forward a nominee.

Mr. Simonton stated he would bring the discussion up to his committee.

The motion was tabled until the next meeting. No action taken.

No. 2: Discussion and or action to update the principal office location in Article II, Section 2.2 of the YCIPTA 2nd Amended & Restated By-Laws. Action required.

Ms. Kreger stated the YCIPTA address in the by-laws is listed at the County's office. She added it needs to be updated to the actual physical address in case we receive legal forms or are served.

Mr. Simonton agreed.

Mr. Golding requested a formal amendment be created to make the correction. He also suggested Ms. Kreger reach out to Ms. Zambrano for a signed copy of the form to be able to amend it.

Mr. Simonton questioned if a motion was needed.

Ms. Kreger stated no.

Mr. McGaughey stated a motion would be needed to amend.

Mr. Golding explained an amendment form is not presented hence no amendment can be made.

Ms. Kreger stated she spoke to Ms. Punpayuk regarding this amendment. She was advised that there could be two (2) different ways to amend the bylaws, but one would require language changes. She explained the second would be adopting a third new amended bylaws. Ms. Kreger stated she would speak to Ms. Punpayuk to create the needed form.

The motion was tabled until the next meeting. No action taken.

No. 3: Discussion and or action regarding Resolution 2023-01 authorizing the Transit Director to apply for FTA funding. Action required.

Ms. Kreger presented a resolution to request funds for parking lot improvements in the yard, as well as tablets for board members.

Motion (Golding/McGaughey): To approve Resolution 2023-01 authorizing the Transit Director to apply for FTA funding.

Voice Vote: Motion Carries, 6-0 with Mr. Galaviz and Mr. Heck being excused.

No. 4: Discussion and or action regarding the Financial Auditing Services RFP and authorize the Transit Director to issue a notice to proceed. Action required.

Ms. Kreger stated since the Request for Proposal (RFP) was approved, it was sent out to twelve (12) agencies and only one responded, it being Heinfeld & Meech.

Mr. Simonton asked if the auditors were switched out each year.

Ms. Kreger stated yes, every year one partner conducts the main audit but different auditors review the files.

Mr. Simonton agreed stating there should be different auditors reviewing files to stay compliant.

Ms. Kreger stated once it is formalized the procurement packet will be sent out to the Federal Transit Authority (FTA) in order to clear out any outstanding findings.

Mr. Simonton inquired if any increases were incurred.

Ms. Kreger stated yes, a slight increase.

Mr. Matias asked how much the increase was.

Ms. Kreger stated she did not list the increased amount.

Mr. Matias questioned if the motion was for the action or the amount.

Ms. Kreger stated the motion is to award a notice to proceed and create a contract.

Mr. Matias questioned why the amount was not included.

Ms. Kreger stated the fee schedule was on page 54.

Mr. Simonton noted it showed a slight yearly increase.

Mr. Matias asked where the bids were submitted.

Ms. Kreger stated the bids were sent directly to her. She added few companies had questions regarding the RFP but after the answers were provided there was no response that followed.

Mr. McGaughey questioned why so few.

Ms. Kreger stated many companies were not qualified in the transit industry mostly due to the grants.

Motion (Matias/McGaughey): To approve Financial Auditing Services RFP and authorize the Transit Director to issue a notice to proceed

Voice Vote: Motion Carries, 6-0 with Mr. Galaviz and Mr. Heck being excused.

No. 5: Discussion and or action regarding the letter of support for the City of San Luis to apply for Rural Surface Transportation Grant. No action required.

Mr. Heck joined the meeting at 1:48 p.m.

Ms. Kreger presented as contained in the report.

Mr. McGaughey questioned if the letter required any financial impact.

Ms. Kreger confirmed.

No actions required. No action taken.

No. 6: Discussion and or action regarding status of Cocopah Indian Tribe's FY23/24 MOU. No action required.

Ms. Kreger thanked Mr. Heck for completing and submitting the MOU and advised no route cuts would be necessary.

No actions required. No action taken.

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

Ms. Kreger presented the Cocopah tribe would need to cover the local match amounting of \$3940.74 to cover the cost of the bus stops the have requested.

Mr. Heck stated the request was submitted for approval.

Mr. Simonton asked how many shelters would be left.

Ms. Kreger stated there would be three (3).

Mr. Heck encouraged other entities who would be interested in purchasing shelters as well.

Ms. Kreger stated one shelter is promised to AWC for their San Luis location.

Mr. Heck advised possibly needing an additional two (2) shelters later.

Ms. Kreger informed that there are two (2) benches missing from their current storage location.

Mr. Simonton questioned where the shelters were being stored.

Ms. Kreger stated the previous location was with City of Yuma but all shelters and benches were verified and moved. She added the price was \$800-900 apiece when originally purchased but are now upward to \$3,000 each.

Mr. Heck inquired if the additional two (2) benches are needed and if the price would reflect the current purchase increase or stay at the originally quoted price.

Ms. Kreger stated the new benches would be purchased with a grant but would require a slight increase due to match qualifications.

Mr. Heck stated that was understandable due to the quality of the benches, along with the current affordability.

Ms. Kreger stated Quail Construction provides an excellent job and price for bench installation.

Mr. Golding informed Mr. Heck about possible funding for discretionary funding from FTA for tribes with a zero percent match.

No actions required. No action taken.

No. 8: Discussion and or action regarding Exhibit A Amendment 13 to the YCIPTA/Quechan MOU for FY2023/2024. Action required.

Ms. Kreger stated the Blue and Turquoise route would be increased per revenue hour to \$157.47. This will increase entity contribution as well.

Motion (Matias/McCaughey): To approve Exhibit A Amendment 13 to the YCIPTA/Quechan MOU for FY2023/2024.

Voice Vote: Motion Carries, 7-0 with Mr. Galaviz being excused.

PROGRESS REPORTS:

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

Mr. Bollar informed the Board that Maintenance Manager Rick Lapa will be retiring in October or September after two (2) years of service.

Mr. Simonton stated he spoke with Ms. Kreger regarding concerns due to the lack of maintenance while Mr. Lapa was on an extended leave. He added there were certain items were not addressed and liquidated damages. Mr. Simonton inquired if that would continue with the new maintenance manager as well.

Mr. Bollar stated the liquidated damages were at the fault of the Genfare equipment and the supplier not due to maintenance.

Ms. Kreger clarified the liquidated damages were due to the Maintenance Manager being gone and no one knowing what to do for so long delaying repairs.

Mr. Simonton questioned if Mr. Bollar had a plan to prevent these instances.

Mr. Bollar stated yes, finding someone who is experienced and knowledgeable in running a successful shop is the plan.

Mr. Golding asked what plan B is if Mr. Lapa decides to leave before anticipated. He questioned who would be in charge and reassure that all things will get done on time.

Mr. Bollar stated there is a maintenance supervisor who will be trained by Mr. Lapa. He will be trained in ordering parts and doing paperwork. He added he himself would take a more active role in the maintenance department although that is not his specialty, until a new hire is found.

Mr. Simonton questioned if the position was advertised.

Mr. Bollar stated yes, it is posted on Linked In, and they are also offering a relocation package as an incentive.

Mr. Simonton asked if there was an opportunity to bring someone from a different branch.

Mr. Bollar explained most people with the required experience and qualifications are usually already in a favorable position and not likely to leave it. He added it would be more of an entry-level position but the contract language does not call for that qualification.

Mr. McGaughey inquired if significant events would normally be included in the monthly reports such as accidents and breakdowns.

Mr. Bollar stated normally no. He added there have been several accidents with signs and fixed objects. He stated there are many minor incidents that the drivers continue to train on but the most significant event is Mr. Lapa injuring his wrist.

Mr. Simonton stated possibly adding incident reports to the monthly review so comparisons can be made on any progress reported.

Mr. Bollar agreed stating he was going to include a report of going on 62 days without an incident but was notified that a sign was hit so he removed the report.

Mr. Simonton stated those are comments that would be of interest to the Board.

No actions required. No action taken.

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

Ms. Kreger presented Chona Medel has left YCIPTA and the front staff has taken over several duties. She added the financial position has been posted with a modified posting compared to

the previous one. Ms. Kreger stated there was only one finding to take care of from the audit report.

Mr. Simonton questioned when the lot was purchased.

Ms. Kreger stated it was in 2020.

Mr. Matias inquired about the purpose of the purchase.

Ms. Kreger stated it was for a future maintenance and operations facility. She added it is 18 acres which would include a maintenance shop, dispatch training area, bus fueling, and washing area. She explained the local match is pending to complete the project.

Mr. Matias asked what the purpose and cost of the appraisal.

Ms. Kreger stated it was conducted as per FTA requirements and cost for the appraisal was \$2,500 and the appraisal review was another \$2,300.

Mr. Matias stated the property looks bare.

Ms. Kreger stated the property does have a house on it, which is in good shape aside from signs of trespassing. She added that \$125,000 is being included in a grant request to purchase fencing for the property.

Mr. Matias implied tearing it down would be better.

Ms. Kreger stated nothing could be removed or destroyed on the property without completing the National Environmental Policy Act (NEPA) process.

Mr. Golding inquired what the cost difference would be between completing the NEPA process compared to the demolition amount.

Ms. Kreger stated it would take months and months to complete the NEPA process requiring a scope and plan, which she does not have at the time.

Mr. Golding stated an environmental assessment is not needed for the facility yet due to not having a plan for it. He added an environmental assessment would be done solely for the demolition of the unit.

Mr. Matias implied permission for demolition is usually needed from the city.

Ms. Kreger stated it is owned by FTA hence the need to complete the process. Ms. Kreger explained a new concept design also included in the report, for the area of 4th Ave & 19th St.

No Action Taken. No Action Required.

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

Ms. Perez presented her report as contained in member's packet.

Mr. Golding implied ridership numbers are almost to pre-pandemic levels.

Ms. Perez stated it is very close.

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***

Ms. Kreger presented the financial report as contained in member's packet due to Ms. Medel no longer being with YCIPTA.

Mr. Simonton questioned who was on the Financial Sustainability Committee.

Ms. Kreger named; Mr. McGaughey, Mr. Simonton, and Mr. Velez.

Mr. Simonton requested to reconvince and meet to discuss some concerns. He stated Ross Poppenberger from AWC mentioned AWC no longer being part of the YCIPTA Board of Directors, he hopes to discuss this and prevent losing another entity. Mr. Simonton inquired if Mr. Matias would assume the vacant spot Mr. Velez left open on the Sustainability Committee.

Ms. Kreger stated that would be a decision the board would need to take.

Mr. Golding stated that seat is appointed depending on the person, not the entity.

Mr. Simonton stated he believed another member should be added.

Mr. Golding inquired if that would be added to the next meeting.

Mr. Simonton agreed adding it is not on the agenda. He continued discussion on next budget amount should be started as well.

Mr. Matias inquired about how routes are determined or configured.

Ms. Kreger stated that preceded her.

Mr. Matias questioned what procedure is taken when changes are needed.

Mr. Golding explained there is an operations committee.

Ms. Kreger stated other agencies conduct studies with software that conducts reports of changes needed.

Mr. Simonton asked for clarification on what agencies.

Ms. Kreger clarified transit agencies.

Mr. Simonton questioned when the last time those analyses were done.

Ms. Kreger stated it was gone on the short-range transit plan.

Mr. Golding stated around two (2) years ago. He added if there are concerns on the current route plans, they should be brought to the entity for discussion. He continued explaining any changes or additional services that would be needed to conduct any planning or changes, funding should be sought out by those inquiring.

Mr. Matias explained possible route changes would be of interest to the City of San Luis due to all its recent changes. He stated it would be a low-cost high-impact change.

Mr. Golding added those changes even if minor could dramatically change the route timing and would need to be investigated while conducting the short-range transit plan.

Mr. Matias questioned who those suggestions be brought in front of.

Ms. Kreger stated it could be a committee as well as an agenda item to discuss as with the previous changes to the Brown Route and NightCat.

Mr. Matias stated he would investigate possible changes, discuss with his committee, and then bring forward his findings.

Mr. Golding suggested studying the short-range transit plan currently set in place.

Ms. Kreger stated she would email the plan to Mr. Matias.

Mr. Golding added it is also located on the website.

No Action Taken. No Action Required.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:


September 25, 2023

ADJOURNMENT

There being no further business to come before the Authority in regular session, the meeting was adjourned at 2:24 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this 23rd of October, 2023. Agenda Item CC1.



Lorena Sanchez, Board Secretary