

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting on Monday, September 28, 2020 virtual meeting via Global GoToMeeting. The Vice Chair, Dr. Sabath called the meeting to order at 1:30 p.m.

Members Present:

Dr. Michael Sabath/Northern Arizona University/Vice Chair
Paul Soto/Cocopah Tribe
Brian Golding, Sr./Quechan Tribe
Philip Rodriguez/City of Yuma
Ralph Velez/City of San Luis
Susan Thorpe/Yuma County
Jerry Cabrera/City of Somerton/Secretary/Treasurer
Larry Killman/Town of Wellton

Members Excused:

Susan M. Zambrano/Arizona Western College/Chairperson

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Chona Medel/YCIPTA/Financial Service Operation Manager
Minda Davy/YCIPTA Legal Counsel
Carol Perez/YCIPTA/Transit Operations Manager
Marty Padilla/YCIPTA/Quality Assurance Officer
Oliver Cromwell/RATP Dev/General Manager

The Pledge of Allegiance was led by Ms. Susan Thorpe

CALL TO PUBLIC:

No comments were made. No action required; no action taken.

CONSENT CALENDAR:

No.1: Adopt the August 24, 2020 regular session minutes.

Motion (Thorpe/Golding): To approve as presented.

Voice Vote: Motion Carries, (8-0) with Ms. Zambrano being excused.

DISCUSSION & ACTION ITEMS:

No. 1: Welcome Jerry Cabrera, City Manager – City of Somerton. No action required.

Dr. Sabath welcomed Mr. Cabrera. No action required; no action taken.

No. 2: Discussion and or action regarding the 2020 Board of Directors term renewal for Jerry Cabrera – City of Somerton. Action required.

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

Motion (Rodriguez/Golding): To approve as presented.

Voice Vote: Motion Carries, (8-0) with Ms. Zambrano being excused.

No. 3: Discussion and or action regarding the YCIPTA Vanpool RFP and Contract Award to Commute. Action required.

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

Mr. Rodriguez inquired if there were any major changes in the agreement.

Ms. Kreger stated that there were only minor changes, removal of some language in document, including:

- Language that YCIPTA could remove Commute employee but since the commute employee is no longer in the YCAT office that was removed
- Wording in regards to record keeping
- Time to report and accident
- Other repetitive language

Dr. Sabath inquired if the vehicles were owned by YCIPTA.

Ms. Kreger stated that Commute provides their own vehicles and maintenance.

Ms. Kreger further stated that YCIPTA provides a subsidy and in return YCIPTA reports the miles to receive Small Transit Intensive Cities (STIC) funding.

Motion (Golding/Killman): To approve as presented.

Voice Vote: Motion Carries, (8-0) with Ms. Zambrano being excused.

No. 4: Discussion and or action regarding CARES Act funding. Possible action required.

Ms. Kreger provided some background information. Some highlights are as follows:

- No Cash Flow
 - Have not received entity dues
 - lost fare revenue
- CARES funding can't be used for match money for the other grants.
- YCIPTA must expend before getting reimbursed
- CARES could cover three years of operating expenses

Ms. Thorpe stated that she had a conversation with Mr. Gilbert Viejas, Chief Financial Officer (CFO), in regards to funds.

Ms. Kreger stated that Arizona Department of Transportation (ADOT) was behind on reimbursements.

Ms. Thorpe inquired if YCIPTA was 2 million in the hole.

Ms. Kreger stated that it was less due to YCIPTA received a deposit.

Ms. Kreger further background information regarding YCIPTA:

- Initially formed it was started with a zero balance.
- Transit funds should have gone to YCIPTA stayed at Yuma Metropolitan Planning Organization.
- YCIPTA does not make a profit makes cash flow an issue.
- YCIPTA has tried finding other money streams such as in memorandums of understanding (MOUs)

Ms. Thorpe stated that this was an important discussion to have and f maybe it should be discussed again in third quarter.

Mr. Rodriguez agreed with Ms. Thorpe and stated that this should be discussed prior to next budget approval.

Mr. Golding asked for clarification as to what exactly need to discuss prior to next budget.

Mr. Rodriguez stated that the cash position, noting Ms. Kreger's comment stating that CARES could cover three years of operating expenses.

Ms. Kreger stated that since YCIPTA has a cash flow problem/no buffer, this could allow us to have a buffer and create stability.

Dr. Sabath inquired regarding delaying the entity dues and if entities should go ahead and pay.

Ms. Kreger stated it would be greatly appreciated.

Dr. Sabath inquired as to how the CARES would be spent.

Ms. Kreger stated that YCIPTA was not ready to make formal request but was working on plan to expend. The plan to expend would be completed by next board meeting.

Ms. Thorpe requested a breakdown per year.

Mr. Rodriguez stated to note in minutes the request for itemized expenses.

Mr. Rodriguez stated it should be same motion as in the October meeting; an itemized budget of CARES act.

Mr. Golding stated that it should be given a different name than "budget" so that it doesn't get confused with annual budget; perhaps "allocation".

Mr. Rodriguez made a motion to Receive an itemized CARES allocation plan for next meeting and monthly follow up in anticipation.

Mr. Rodriguez stated that also discussion after conclusion would be needed.

Mr. Velez inquired regarding the deadline for accepting the CARES funding.

Ms. Kreger stated that YCIPTA has applied for and been awarded.

Discussion ensued in regards to the motion.

Mr. Velez made a motion to accept the funding.

Ms. Kreger stated that it was already approved with the last budget amendment.

Dr. Sabath inquired if Mr. Velez would like to rescind motion, Mr. Velez confirmed.

Dr. Sabath inquired if the previous motion still stands; Ms. Kreger confirmed.

Motion (Rodriguez/Godling): to receive an itemized CARES allocation plan for next meeting and monthly follow up in anticipation

Voice Vote: Motion Carries, (8-0) with Ms. Zambrano being excused.

Mr. Golding made a motion to "disapprove the use of CARES act funding for reimbursement on entity dues for 2020-2021".

Ms. Thorpe stated that the motion was premature and would like to leave the option open.

Being no second, Dr. Sabath noted the motion could not be considered.

No. 5: Discussion and or action regarding the YCAT Maintenance Updates. Oliver Cromwell, GM RATP Dev presenting. No action required.

Mr. Cromwell presented the report as contained in the member packet.

Mr. Cromwell noted that the miles between road calls was increasing and stated it was due to the age of fleet.

Ms. Thorpe inquired as to the reasons inspections had failed.

Ms. Kreger stated that it was usually a quality assurance (QA) item failure not a complete failure and most were minor items.

Mr. Golding noted that for July and August delays most were listed as "other" as the reason. Mr. Golding asked for examples of what falls under "other".

Mr. Cromwell stated that he was not sure but will provide that information to the Board at next meeting.

No action required; no action taken.

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

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

Ms. Kreger stated that JWL Construction was overbooked and would possibly start installations in December.

Ms. Kreger thanked City of Yuma for quick turnaround on the permitting.

No action required; no action taken.

No. 7: Discussion and or action regarding YCIPTA Fleet status report. No action required.

Ms. Kreger presented the report as contained in the member packet. Ms. Kreger provided some highlights as follows:

- Current fleet list mileage was as of August 31, 2020
- Replacement of three (3) cutaways for our ADA service was needed
- Replacement of four (4) passports were also needed

Ms. Kreger noted that usually it takes about 14 months to receive a Gillig but if we have purchase order (PO) by November we can receive it by August 2021. That purchase is to be determined by the conversation about the budget for the third quarter.

Mr. Golding inquired if the idea was to procure seven (7) buses to replace 3 New Flyers and 4 Arbocs.

Ms. Kreger stated that it was 3 new flyers and 4 Passports, but confirmed that it was correct.

No. 8: Discussion and or action regarding the Second Amendment to Grant Pass Through Intergovernmental Agreement between YCIPTA and the City of Yuma For Federal Transit Funding. Action required.

Ms. Kreger stated that the City of Yuma pass through grant for Hotel Del Sol was to expire on September 2020 but received an extension to September 2021.

Ms. Kreger stated that the funds can still be used for pre-construction costs and predesign.

Mr. Rodriguez stated that the City of Yuma would like to proceed with possibly private or public interests.

Mr. Rodriguez stated that the intention is for the first floor be used for the YCAT Transit Center and another floor would be for "other". Mr. Rodriguez stated he appreciated the partnership with YCIPTA.

Mr. Golding inquired if the design would expend all of the grant funding.

Mr. Rodriguez stated that there would be funds left over.

Motion (Golding/Thorpe): To approve as presented.

Voice Vote: Motion Carries, (8-0) with Ms. Zambrano being excused.

PROGRESS REPORTS:

No. 1: Operations Manager Report – Oliver Cromwell, General Manager – RATP Dev. No action required.

Mr. Cromwell presented the report as contained in the member packet. No action required; no action taken.

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

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

Ms. Kreger stated that the system is running 70% of service however, the ridership was still down about 64%.

Ms. Kreger also mentioned that YCAT would remain fare-free until partitions are installed.

Ms. Kreger stated that new radios were installed on the entire fleet, and upgraded NextBus system to be installed this week.

Mr. Golding stated that he was glad to hear that NextBus was getting updated.

No action required; no action taken.

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

Ms. Perez presented the reports as contained in the member packet. No action required; no action taken.

No. 4: Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. No action is required. Will be provided by meeting time

Ms. Medel presented the financials for August 2020 as follows:

Greyhound	\$3,371.02
General	\$78,922.15
Payroll	\$2,063.43
Fare Revenue	\$301.93
YC Treasurer	\$99,869.06
Greyhound sales	\$ 2,013.00
Fare Revenue	\$0.00 (YCAT/On Call)
Accounts payable	\$1,108, 247.75 (as of August 31, 2020)
Accounts receivable	\$2,062,283.13 (as of August 31, 2020)

No action required; no action taken.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

October 26, 2020

Motion (Golding/Velez): To adjourn.

Voice Vote: Motion Carries, (8-0) with Ms. Zambrano being excused.

ADJOURNMENT

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

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this Nov. 2nd, 2020, Agenda Item CC1.



Carol Perez, Board Secretary