

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting on Monday, November 2, 2020 virtual meeting via Global GoToMeeting. The Chair, Ms. Zambrano called the meeting to order at 1:33 p.m.

Members Present:

Susan M. Zambrano/Arizona Western College/Chairperson
Michael Sabath/Northern Arizona University/Vice Chair
Jerry Cabrera/City of Somerton/Secretary/Treasurer
Susan Thorpe/Yuma County
Brian Golding, Sr./Quechan Tribe
Larry Killman/Town of Wellton
Philip Rodriguez/City of Yuma
Paul Soto/Cocopah Tribe

Members Excused:

Ralph Velez/City of San Luis

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Chona Medel/YCIPTA/Financial Service Operation Manager
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. Zambrano.

CALL TO PUBLIC:

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

CONSENT CALENDAR:

No. 1: Adopt the September 28, 2020 regular session minutes.

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

Voice Vote: Motion Carries, (7-0) with Mr. Velez and Mr. Soto being excused.

DISCUSSION & ACTION ITEMS:

No.1: Discussion and or action regarding the YCIPTA Strategic Planning Services RFP and Contract Award. Action required.

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

Ms. Kreger stated that nine proposals were received, all were considered responsible responses. There were four reviewers to score the requests for proposals (RFP). Ms. Kreger proposed to accept TransPro's proposal.

Dr. Sabath noted that there was little difference in the scoring between the top three proposals. Dr. Sabath stated that he would hope that there would be a more substantial difference in the scores. Dr. Sabath further stated that perhaps there was something wrong with the criteria.

Ms. Kreger stated that TransPro was in the top three across all four scores for the reviewers. Ms. Kreger further stated that TransPro was not a "one-man band" type service and had more transit experience. Ms. Kreger stated that she would attempt to negotiate a lower cost.

Ms. Zambrano was concerned about the cost and inquired how much lower Ms. Kreger could negotiate the cost to.

Ms. Kreger stated that she was unsure at the moment.

Mr. Cabrera inquired if the RFP was reviewed by YCIPTA's legal counsel.

MS. Kreger stated that the RFP was reviewed and approved by our legal counsel.

Mr. Soto joined the meeting at 1:43 PM

Mr. Rodriguez stated he did not understand why the scoring between the RFPs were so close.

Discussion ensued regarding it whether it should have been done as an RFP or RFQ

Mr. Golding stated that the issue with the scoring could be due to the fact that there was no meeting before hand to determine what constituted a perfect score.

Mr. Golding noted that the respondents fell into one of two categories; *strategic planning firms that had little to no inhouse transit planning so they needed a consultant and therefore the price grew or Transit firms extensive experience but not specific in strategic planning.*

Mr. Golding stated that from his point of view S Brand was highly experienced in strategic planning and group facilitation but no super experienced in transit and was single person team. Mr. Golding further stated that he felt like this project needed a team of 2-3 people to accomplish. Mr. Golding stated that TransPro had both strategic experience and transit experience.

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

Voice Vote: Motion Carries, (8-0) with Mr. Velez being excused.

Dr. Sabath stated that perhaps it would be good to discuss whether to issue an RFP or RFQ for the next project.

Ms. Zambrano agreed and stated that perhaps an adjustment in the process would be needed next time.

Ms. Kreger stated that it would be a great idea discuss prior to issuing an RFP or RFQ.

**No.2: Discussion and or action regarding the Community Transportation Committee.
No action required.**

Ms. Kreger asked each entity to assist in identifying people to create the Community Transportation Committee (CTC). Ms. Kreger further stated that it was important to get committee up and going.

Ms. Thorpe inquired if creating a CTC was a legal requirement.

Ms. Kreger stated that it was not required by law but most agencies have a CTC and it would be helpful to have a sounding board.

Dr. Sabath stated that he spoke to Mr. Gene Dalby and that he was provided the application. Dr. Sabath further stated that Mr. Dalby was having issues completing the application and may have to mail it in.

Ms. Zambrano stated that she has one more person in mind that has provided feedback previously.

No action required. No action taken.

No. 3: Discussion and or action regarding CARES Act funding. Possible action required.

Ms. Kreger provided the background information for this item as contained in the member packet.

Ms. Kreger stated that staff proposes to purchase four (4) Gillig buses with the CARES Act funding. Ms. Kreger further stated that this would be a great time to purchase the buses; if they receive the purchase order this month, the turnaround would be 10 months instead of 18 months. Ms. Kreger also stated that planned on purchasing three (3) cutaways using Surface Transportation Program (STP) funding.

Mr. Rodriguez inquired regarding what was included in the 3.8 million.

Ms. Kreger stated it was mostly comprised of contractor costs, maintenance, operations, and drivers.

Ms. Thorpe inquired if Federal Transit Agency (FTA) grants were available.

Ms. Kreger stated that FTA has strongly advised all agencies to spend CARES Act funding first.

Discussion ensued regarding the availability of FTA funding.

Ms. Medel stated that 5307 FTA grant funding is reimbursable 80/20 percent but some of our other grants are 50/50. Ms. Medel further stated that the CARES Act is 100 percent reimbursable; it is a better benefit to the agency to use the CARES Act funding in lieu of a grant that requires 50/50 match.

Ms. Thorpe stated that it seemed like more buses could be purchased than the ones requested. Ms. Thorpe further stated that YCIPTA would be better off purchasing buses than spending on operations.

Mr. Rodriguez inquired if there was a fleet replacement plan or are buses typically purchased when funding is available.

Ms. Kreger stated that YCIPTA did have a fleet plan but it also depends on grants that are available and on how much cash match we have; a mix of life of the vehicle and funding.

Mr. Rodriguez inquired if we were behind on the fleet replacement plan.

Ms. Kreger stated that we were behind; many vehicles beyond the 500,000 miles.

Motion (Thorpe/Rodriguez): To approve pending amendment to total four million for bus replament.

Voice Vote: Motion Carries, (8-0) with Mr. Velez being excused.

No. 4: Discussion and or action regarding the YCAT Maintenance Updates. No action required. Placeholder on agenda – No Updates at this time

No.5: Discussion and or action regarding the YCIPTA Shelter and Bus Stop Permit status report. No action required. Placeholder on agenda – No Updates at this time.

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. Zambrano inquired if there were any updates for the "third wave of COVID-19.

Ms. Kreger stated that there was a recent increase in service but would decrease service if need be. Ms. Kreger stated that YCIPTA was looking into installing driver shields.

No action required; no action taken.

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

Ms. Kreger presented the report 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.

Do not include September billing for contractor, just received bill late October.

Ms. Medel presented the report as contained in the member packet.
No action required; no action taken.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

November 23, 2020 - Thanksgiving week, suggest either change the meeting to November 30th or combine November and December's meeting into one. December 7th or 14th.


Motion (Golding/Killman): To schedule the next board meeting on December 14th.
Voice Vote: Motion Carries, (8-0) with Mr. Velez being excused.

ADJOURNMENT

There being no further business to come before the Authority, the meeting was adjourned at 2:22 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this 14th of Dec, 2020, Agenda Item CC1.



Carol Perez, Board Secretary