

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting on Monday, January 27, 2020 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chair, Mr. Larry Killman called the meeting to order at 1:33 p.m.

Members Present:

Larry Killman/Town of Wellton/Chairman
Susanna Zambrano/Arizona Western College/ Vice Chair
Michael Sabath/Northern Arizona University/Secretary/Treasurer
Ralph Velez/City of San Luis
Susan Thorpe/Yuma County
Ian McGaughey/City of Somerton
Brian Golding, Sr./Quechan Indian Tribe
Philip Rodriguez/City of Yuma

Members Excused:

Paul Soto/Cocopah Indian Tribe

Others Present:

Chona Medel/YCIPTA/Financial Services Operations Manager
Maritza Hernandez/YCIPTA/Office Specialist III
Oliver Cromwell/RATP Dev /General Manager
Melissa Ramos/YMPO/Administrative Assistant

The Pledge of Allegiance was led by Mr. Velez

CALL TO PUBLIC:

Mr. Gary Black, Deputy Director, Comite de Bien Estar, Inc. stated that he was part of a forum with Ms. Amanda Aguirre and Ms. Elizabeth Carpenter regarding the area development in San Luis, Arizona. Mr. Gary Black is requesting bus service in the area of County F and 24th St in San Luis, Arizona. Mr. Black stated that there was plans for:

- Over 1,500 new homes
- New medical facility
- 14,000 square foot commercial center

Mr. Black mentioned that they would be applying for a grant and would like to discuss service in San Luis prior to submitting.

Ms. Buna George, Executive Director, Greater Yuma Port Authority was also requesting more bus service in the East and South County for an industrial park.

CONSENT CALENDAR:

No.1: Adopt the December 9, 2019 regular session minutes.

Motion (Thorpe/Velez): Approved item presented.

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

DISCUSSION & ACTION ITEMS:

No. 1: Welcome Philip Rodriguez – City Administrator, City of Yuma. No Action required.

Chairman Larry Killman introduced Mr. Philip Rodriguez to the Board and Board welcomed him.

No. 2: Discussion and or action regarding the Election of Chairperson, Vice-Chairperson and Secretary/Treasurer. Action required.

Chairman Killman requested for motion for the election of a new Chairperson for 2020.

Motion (Golding/Velez): Elect Ms. Susan Zambrano for Chairperson.

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

Chairman Killman requested for motion for the election of a new Vice Chairperson for 2020.

Motion (Zambrano/Velez): Elect Mr. Sabath for Vice Chairperson.

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

Chairman Killman requested for motion for the election of a new Secretary/Treasurer Chairperson for 2020.

Motion (Velez/Golding): Elect Mr. McGaughey for Secretary/Treasurer.

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

Meeting was handed over to the new Chair, Ms. Susan Zambrano.

No. 3: Discussion and or action regarding the RATP Dev Action Plan to the Maintenance Audit. No action required.

Ms. Medel provided the background and summary as contained in the member packet.

Mr. Cromwell reviewed the maintenance audit action plan and measurables.

Mr. Cromwell recapped what was delivered and asked if the board can take some time to review and he would answer any questions the Board may have. Mr. Cromwell stated that he meets weekly with the Transit Director to review progress. Mr. Cromwell stated that he feels

a lot of progress has been made.

Ms. Thorpe inquired regarding the Preventative Maintenance Inspection (PMI) training starting on January 27th. She also inquired regarding the "Go, No Go" items and the possible comprehension issues.

Mr. Cromwell stated that the technicians needed more intensive training.

Mr. Golding followed up and stated that the item sounded like it was still outstanding and inquired what measures are going to take place for January and February.

Mr. Cromwell explained how the percentages for the PMIs are derived and further stated that initially the technicians were not following correct policies and procedures. Mr. Cromwell stated that there was no oversight.

Mr. Golding stated that the deficiencies in the maintenance audit report were a direct result of the technicians not following the policies and procedures. Mr. Golding inquired as to what other issues were arising.

Mr. Cromwell stated PMIs have a new process; the vehicle does not leave until all defects are completed.

Ms. Thorpe requested that this item be added to the agenda monthly.

No. 4: Discussion and or action to adopt Resolution 2020-001, authorizing the Transit Director to file for FTA funding for Fiscal Year 2020-2021. Action required.

Ms. Medel provided the background and summary as contained in the member packet. Ms. Medel stated that the resolution was part of an annual requirement to apply for the grant funding.

Motion (Velez/ Killman): Approve item as presented.

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

Mr. Sabath joined at 1:55 p.m.

No. 5: Public Hearing on the submission of the FTA Section 5310 and 5311 applications to the Arizona Department of Transportation and authorize the Transit Director to submit the applications. Action Required.

Ms. Medel provided the background and summary as contained in the member packet. Ms. Medel stated that the public hearing was also part of an annual requirement to apply for the grant funding.

Chairwomen Zambrano opened the floor for a public hearing at 1:58 p.m. None of the members of the public had comment. Chairwomen Zambrano closed the public hearing at 1:59 p.m.

Motion (Killman/Zambrano): Approve item as presented.

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

No. 6: Discussion and or action regarding the FTA Public Transportation Agency Safety Plan Final Rule. No action required.

Ms. Medel provided the background and summary as contained in the member packet. Ms. Medel stated that the plan had a deadline of July 20, 2020.

Mr. Golding inquired who would be completing the plan.

Ms. Medel stated that the plan was being completed by Ms. Kreger with assistance of Arizona Department of Transportation (ADOT) and the plan was similar to the transit asset management (TAM) plan. Ralph Velez inquired if YCIPTA already had a safety plan, Ms. Medel confirmed that YCIPTA did but that this new plan was a requirement by Federal Transit Administration (FTA).

No. 7: Discussion and or action regarding the Transit Directors use of one of the YCIPTA support vehicles. Action required.

Ms. Medel provided the background and summary as contained in the member packet.

Ms. Zambrano inquired regarding feedback from other agencies regarding their use of an administrative vehicle.

Mr. Rodriguez inquired as to the financial impact of the mileage reimbursement for the usage of Ms. Kreger's personal vehicle.

Ms. Medel stated that she could provide the annual reimbursement total at a future meeting.

Mr. Rodriguez inquired if there were any policies written in the personnel policies regarding the use of the administrative vehicle.

Ms. Medel stated that the usage of company vehicles was in the personnel policies but the usage requested is to use to and from work and are not specific for the Transit Director.

Mr. Velez stated this needed to be added to the Transit Director's contract whatever is finally decided.

Ms. Medel stated this type of use is currently approved at Yuma Metropolitan Planning Organization (YMPO); this was acceptable and added to the Director's contract. Ms. Medel also stated this was cleared by the insurance for this type of usage.

Mr. McGaughey suggested that this item be tabled as more information was needed.

No action taken.

PROGRESS REPORTS:

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

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

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

Ms. Medel provided the report as contained in the member packet, on Ms. Kreger's behalf.

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

Ms. Medel provided the report as contained in the member packet, on Ms. Perez's behalf.

No. 4: Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. *No action is required.*

Ms. Medel provided the background and summary as contained in the member packet.

Mr. Velez inquired regarding what was pending in the accounts receivables.

Ms. Medel stated that the grants are reimbursable therefore they are ADOT and FTA. Ms. Medel also recapped about the new process for money counting.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

Next meeting date is scheduled for February 24, 2020.

- Audit
- Budget Amendment
- Vanpool RFP
- Strategic planning – Ms. Thorpe suggested a committee. Committee to present to the Board once finalized.
- Shelter Plan
- Amendment to the Bylaws

Mr. Velez requested YCIPTA staff reach out to GYPA and San Luis regarding bus service.

Mr. Rodriguez would like to meet with Ms. Kreger regarding the permitting of the bus stops.

Mr. Rodriguez would like to go over the agency process and would like to invite Ms. Kreger to a council meeting to provide a transit update.

Mr. Golding suggested that Mr. Rodriguez receive the same orientation that Mr. McGaughey and Ms. Zambrano received.

Motion (Golding/Sabath): Adjourn the meeting.

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

ADJOURNMENT

There being no further business to come before the Authority, the meeting was adjourned at 2:31 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this April 27, 2020, Agenda Item CC1.

Carol Perez, Board Secretary