

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Session on Monday, January 22, 2018 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chairman Susan Thorpe called the meeting to order at 1:31 P.M.

Members present:

Susan Thorpe/Yuma County/Chairman
Susanna Zambrano/Arizona Western College/Secretary/Treasurer
Paul Soto/Cocopah Indian Tribe
Ralph Velez/City of San Luis
Greg Wilkinson/City of Yuma
Larry Killman/Town of Wellton
Brian Golding, Sr. /Quechan Indian Tribe
Hector Tapia/City of Somerton

Members Excused:

Michael Sabath/Northern Arizona University

Other Present:

Shelly Kreger/YCIPTA/Transit Director
Chona Medel/YCIPTA/Financial Services Operations Manager
Carol Perez/YCIPTA/ Management Analyst
Daisy Ruiz/YCIPTA/Office Specialist I
Peter Greenberg/National Express/Operations Manager
Jesus Aguilar/National Express/Safety & Training Supervisor

Mr. Ralph Velez led the Pledge of Allegiance.

Call to Public: There were no public comments made but the Chairman left Call to the public open.

Consent Calendar:

No 1: Adopt the December 11, 2017 regular minutes.

Motion (Wilkinson/Velez): Approved item presented.

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

DISCUSSION & ACTION ITEMS:

No 1: Discussion and or action Election of Secretary/Treasurer for FY 2018. Action required.

Ms. Kreger stated that the bylaws states we need to nominate and elect a Secretary/ Treasurer

Mr. Velez nominated Susanna Zambrano as Secretary/Treasurer.

Motion (Velez/Wilkinson)

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

No.2: Discussion and or action regarding Term Appointments for Susan Thorpe and Ralph Velez. Action required.

Ms. Kreger stated that in the material there is a list of each board members terms. Both Susan Thorpe and Ralph Velez terms expire next month.

Mr. Golding inquired that it was staggered and after that, it would be for every five years.

Ms. Thorpe stated that it would be for five-year renewal.

Motion (Wilkinson/Tapia): Approved item presented.

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

No. 3: Discussion and action to adopt the Comprehensive Annual Financial Report and Single Audit for Fiscal year 2016-2017. Action required.

Ms. Kreger presented Casey Good, Cynthia Rojo and Jennifer Shields from Heinfield & Meech. They are here to present the audit for fiscal year 2016-2017.

Mr. Good stated that no mistakes and no disagreements made in the Comprehensive Annual Financial Report (CAFR).

Mr. Good stated that the highlights within the CAFR are on page 3.

Mr. Good stated that Yuma County Intergovernmental Public Transportation Authority (YCIPTA) finances have decreased due to late Federal Transportation Authority (FTA) reimbursements.

Mr. Good stated that there is also a decrease of \$300,000 in liability due to the purchases of the new buses did not take place.

Mr. Good stated that on page 18 you could see a breakdown on the accounts receivable is all in the timing of the grants.

Mr. Good stated that not much has changed within the liability and pension program.

Mr. Good stated that on page 32 you could find the statistical section.

Ms. Zambrano arrived.

Mr. Good stated that on page 48 you could find the breakdowns for all the grants awarded.

Ms. Rojo stated that they prepare at least two months in advance. They look into cash advancements in October.

Ms. Rojo stated that they look into payroll and test payroll transaction.

Ms. Rojo thanked YCIPTA staff for their help and cooperation.

Mr. Velez inquired on page 18 what agency is funding that amount.

Mrs. Medel stated mostly was from Quechan Indian Tribe.

Motion (Velez/Golding): Approved item presented.

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

No.4: Discussion and action to adopt FY2017 Annual Performance Report. Action required.
(Provided at meeting)

Ms. Kreger stated she had made a mistake and thought we would be able to bring them up on the computers since they are on the website but we were unable to do so.

Ms. Kreger is requesting to hold until next meeting.

Motion No action required will hold until next meeting.

No.5: Public hearing on the submission of the FTA Sections 5310 and 5311 applications to the Arizona Department of Transportation and authorize the Transit director to submit application.

Ms. Kreger stated that applying for grant 5310 is annually and for 5311 grant is every two years.

Ms. Kreger stated that it is a requirement to have a public hearing in order to apply for the grants.

The Chairman Susan Thorpe addressed the public if they had any comments.

The public made no comments.

The Chairman Susan Thorpe closed the comments to the public.

Motion No action required no action taken.

No.6: Discussion regarding the performance of National Express Transit and YCIPTA action plan. No action required.

Ms. Kreger presented Peter Greenberg stating that he is a temporary replacement since General Manger George Rodriguez is no longer the general manager at our location.

Ms. Kreger stated that continue to close monitor National Express maintenance and operations department.

Ms. Kreger stated that they have implied deadlines and liquidated damages to the vehicles that are out of service for more than 30 days.

Ms. Kreger stated that as of the January 19 we have 11 vehicles down which makes up 40% of our fleet. That is leaving 18 vehicles for our routes and one as spare.

Ms. Kreger stated that we have six vehicles that are considered long term. Among them are three passports and three trollies.

Ms. Kreger stated that YCIPTA is responsible for the purchase of big items such as engines. National had purchased an engine for one of our trollies since they did not follow the process as stated in the contract.

Ms. Kreger stated that we have one trolley that has been out of service since June 2016. It has over \$60,000 in liquidated damages. We had the trolley sent out to Complete Coach Works to have it completely restored since the doors were been left opened. In result of that the wood had been damaged, there was also electrical damages.

Ms. Kreger stated we have made a deadline of February 16 to have this vehicle repaired or our next option is to send it to a company in Florida that specializes in these types of repairs and will bill to National Express.

Ms. Kreger stated that the trolleys we had received them from Arizona Department of Transportation (ADOT) we need to have them in good condition to be able to give them back.

Ms. Kreger stated that it is normal to have three to five vehicles down a day compared to the past several months, which have been eleven to fourteen vehicles down.

Ms. Kreger stated that we are withholding funds of approximately \$1 million until all the repairs are completed and they are in complete compliance of contract. In the case the repairs have not been made these funds will be used to repair the vehicles.

Ms. Kreger stated that she has put a request for proposal (RFP) in January 8, 2018 that way we have someone in place as of July 1, 2018 if National Express has not reached complete compliance.

Ms. Kreger stated that the proposals are due March 16 and we have an interview process with the review committee in March 19.

Ms. Kreger inquired if any of the board members would like to attend the meeting to inform her.

Mr. Wilkinson inquired into what skill set she is looking to be able to sit in the committee.

Ms. Kreger stated that in the previous year they had a variety of engineer level members. She suggested someone in the county within the financial department or maintenance department.

Mr. Wilkinson inquired if a fleet service manager would be a good fit.

Ms. Kreger agreed.

Mr. Golding inquired if it was a mistake that vehicle 126 would be back in service on 11/26/2018.

Ms. Kreger stated that it was a mistake and the correct date 1/26/2018 that it would be back in service.

Ms. Kreger stated that she would be providing a monthly report for the board.

Motion No action required. No action taken.

Progress Reports:

No. 1: Operations Manager Report – Peter Greenberg, Director of Business Development – National Express. No action required.

Mr. Greenberg stated that he has been on site for five days and appreciated everyone's patience.

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

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

Ms. Kreger stated that the Federal Transit Association (FTA) would be coming and going thru all of our reports, which takes place every three years.

No.3: Transit Ridership & Customer Comment Report – Carol Perez, YCIPTA Management Analyst/Mobility Manager. No action required.

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

Mr. Golding inquired if the lower gas prices had any effect on the lower ridership.

Ms. Kreger stated that the difference is only 7,000, which is not that much of a difference from previous years.

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

Mrs. Medel presented item as contained in the member packet. No action taken.

Mrs. Medel stated that it had to do with ADOT and the FTA going thru grant approvals.

Mrs. Medel stated that there was also a glitch in Information Technology (IT) with the e-grants. We have received the approval we are just waiting for our reimbursement.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

The next Board meeting scheduled for Monday, February 26, 2018.

ADJOURNMENT

There being no further business to come before the Authority, the Chairman adjourned the meeting at 2:13 PM

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY
Adopted this March 26 2018, Agenda Item CC1



Daisy Ruiz, Board Secretary