

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting on Tuesday, January 28, 2019 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 1:36 P.M.

**Members Present:**

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

**Members Excused:**

Greg Wilkinson/City of Yuma

**Others Present:**

Shelly Kreger/YCIPTA/Transit Director  
Carol Perez/YCIPTA/Transit Operations Manager  
Elizabeth Williams/RATP Dev/Operations Manager  
Jeff Stewart/RATP Dev/Maintenance Manager

The Pledge of Allegiance was led by Ms. Susanna Zambrano.

**CALL TO PUBLIC:** There were no public comments made but Call to Public was left open by the Chairman.

**CONSENT CALENDAR:**

**No. 1: Adopt the December 17, 2018 regular and executive session minutes.**

**Motion (Golding/Sabath):** Approved item presented.

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

**DISCUSSION & ACTION ITEMS:**

**No. 1: Discussion and or action regarding Election of Chairperson, Vice Chairperson and Secretary/Treasurer for FY2019. Action required.**

Mr. Golding nominated Mr. Killman for Chairman.

**Motion (Golding/Sabath):** Elect Mr. Killman for Chairman of the Board.

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

Ms. Thorpe nominated Ms. Zambrano for Vice Chair.

**Motion (Thorpe/Golding):** Elect Ms. Zambrano for Vice Chairman of the Board.

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

**No. 2: Discussion and or action regarding Director term renewals for Dr. Michael Sabath (NAU) and Larry Killman (Town of Wellton). Action required.**

**Motion (Velez/Thorpe):** Approve term renewals for Dr. Sabath and Mr. Killman to expire February 28, 2024.

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

Mr. Killman presided as Chair for the remainder of the board meeting.

**No. 3: Discussion and or action regarding the proposed Notice of Award for the Automated Fare Collection/APC System. Action required.**

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

Ms. Kreger stated that the staff recommends to approve the proposed Notice of Award for the Automated Fare Collection/APC System to GFI.

Ms. Kreger further stated that the fareboxes can be ready as early as four months from now, however, YCIPTA may delay it to six months from now due to the uncertainty regarding the government shutdown.

Ms. Thorpe inquired as to how long staff anticipated system would last.

Ms. Kreger stated that the system should last 15 years.

Dr. Sabath inquired as to what warranty is provided.

Ms. Kreger stated that the farebox had a two-year warranty and the passenger counter had a one-year warranty.

Mr. Golding inquired as to what type of system is currently in place.

Ms. Kreger stated that the current system is a drop box type system that does not recognize bills or coins, a denominator and donation box.

Ms. Kreger stated that the new system has vault referred to as a pumpkin. The advantage to the pumpkin is that no one touches the money. The new system also has a more accurate passenger counter and can print special passes.

**Motion (Thorpe/Golding):** Approved item presented.

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

**No. 4: Discussion and or action regarding the ongoing Government Shutdown and possible implications to Capital and Operations of YCAT. No action required.**

Ms. Kreger provided an update in regards to the ongoing government shutdown. Currently there will be a 3-week opening of government but could potentially shutdown again. Ms. Kreger stated that staff is working right now to get demands and drawdowns completed as soon as possible.

Ms. Kreger stated that YCIPTA's contingency plan is to run to Saturday schedule service, but include Turquoise route 10 to El Centro, California, which would be about one-third of the service.

Mr. Golding inquired if the contingency plan to reduce service would cause contractual issues.

Ms. Williams stated that there would not be any contractual issues but would have to lay off some drivers temporarily based on seniority.

Ms. Zambrano inquired anything notification had been provided to employees to prepare for possible layoffs.

Ms. Williams stated that she would be going to a meeting with other RATP Dev General managers and there will be discussions as to how to proceed.

**No. 5: Discussion and or action regarding the Transit Directors Annual Review.**

**No. 6: Discussion and or action regarding National Express Transit closeout negotiations, Notice of Claim, and related matters.**

**PROGRESS REPORTS:**

**No. 1: Operations Manager Report – Elizabeth Williams, General Manager – RATP Dev. *No action required.***

Ms. Williams presented the report as contained in the member packet. No action taken.

**No.2: Maintenance Manager Presentation – Jeffrey Stewart – RATP Dev Maintenance Manager. *No action is required.***

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

Mr. Stewart indicated that he has very dedicated staff but they still are in need of training.

Mr. Velez inquired if RATP Dev was having a hard time finding mechanics.

Mr. Stewart stated that he was having a difficult time finding qualified mechanics and is currently searching out of town for possible candidates.

Mr. Stewart stated that Preventative Maintenance Inspections (PMIs) are being performed on time.

Mr. Golding inquired as to the significance of KPI of 80%.

Mr. Stewart stated that a KPI is a Key Performance Indicator and currently 80% of PMIs are being performed on time. Mr. Stewart stated that the goal was for 90 to 95% of all PMIs to be performed on time.

**No. 3: Transit Director Report – Shelly Kreger, YCIPTA Transit Director. *No action is required.***

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

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

Ms. Kreger presented a draft report to the board. Ms. Kreger stated that future reports will be in a similar format. Ms. Kreger stated that this new report will be more complete and will include maintenance component.

Mr. Golding inquired as to why a draft copy was provided.

Ms. Kreger stated that small corrections to the report were still pending.

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

Mrs. Medel presented the report as contained in the member packet.

Mr. Golding inquired as to why YCIPTA had not received November and December billing.

Ms. Kreger stated that YCIPTA has just received November.

Ms. Williams stated that RATP Dev lost the staff member that used to do the Solutions entries for billing. Ms. Williams also stated that she is in the process of cross training staff to ensure this does not occur again.

Upon vote of the Directors, the Chairman recesses the Regular Session and convenes Executive Session.

**Motion (McGaughey /Sabath):** Approved to recess Regular Session and convene Executive Session.

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

**EXECUTIVE SESSION:**

**No. 1: Discussion and or action regarding the Transit Directors Annual Review. This matter is brought in executive session pursuant to A.R.S. § 38- 431.03(A)(1).**

Chairman adjourns Executive Session and reconvenes Regular Session.

**DISCUSSION & ACTION ITEMS:**

**No. 7: Discussion and or action regarding the Transit Directors Annual Review. Action required.**

**Motion (Thorpe /McGaughey):** Adopt MOU, update job description and salary increase.

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

**No. 8: Discussion and or action regarding National Express Transit closeout negotiations, Notice of Claim, and related matters.**

No action required at this time.

**SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:**

- The next Board meeting February 25, 2019
- Subcommittee membership to include Chairperson
- Update by laws
- Public participation plan

**ADJOURNMENT**

There being no further business to come before the Authority, the Chairman adjourned the meeting at 2:54 PM.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY  
Adopted this April 1, 2019, Agenda Item CCI

  
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Carol Perez, Board Secretary