

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 26<sup>th</sup> Street, Yuma, AZ 85364. The Chairman called the meeting to order at 1:34 P.M.

**Members present:**

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

**Other Present:**

Shelly Kreger/YCIPTA/Transit Director  
Chona Medel/YCIPTA/Financial Services Operations Manager  
Carol Perez/YCIPTA/ Transit Operations Manager  
Maritza Hernandez/YCIPTA/Office Specialist III  
Jesus Aguilar/National Express/Safety & Training Supervisor

Mr. Paul Soto led the Pledge of Allegiance.

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

**CONSENT CALENDAR:**

**No. 1: Adopt the January 22, 2018 regular minutes.**

**Motion** (Velez /Wilkinson): Approved item as presented.

**Voice Vote:** Motion Carries, (9-0).

**DISCUSSION & ACTION ITEMS:**

**No. 1: Discussion and action to adopt the FY2017 Annual Performance Report.  
Action required.**

Ms. Kreger stated that there was an error on page 19 of the FY 2017 Annual Performance Report. Ms. Kreger provided corrected copies.

**Motion** (Killman/Golding): Approved item as amended.

**Voice Vote:** Motion Carries, (9-0).

**No. 2: Action to adopt Resolution No. 2018-001, authorizing the Transit Director to file for FTA funding for Fiscal Year 2018-2019. Action required.**

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

**Motion** (Soto/Wilkinson): Approved item as presented.

**Voice Vote:** Motion Carries, (9-0)

**No. 3: Discussion regarding the FTA Drug and Alcohol Compliance Audit. No action required.**

Ms. Kreger provided some background information regarding the FTA Drug and Alcohol Compliance Audit. Ms. Kreger stated that the audit was based on National Express employees only since YCIPTA does not have any safety sensitive employees. Ms. Kreger stated that there were some findings and corrective action is to provided to FTA by April 9, 2018.

Ms. Kreger stated that Ms. Perez had been reviewing the Drug and Alcohol files and presented deficiencies to National Express. Mr. Aguilar has received training on policies and procedures for the Drug and Alcohol program.

Mr. Golding inquired if there had been some recent changes to the program.

Ms. Kreger stated that there had been some minor changes but that the deficiencies have been consistent.

No action taken.

**No. 4: Action to authorize member agencies contributions for fiscal year 2018-2019. Action required.**

Ms. Kreger presented the item as contained in the packet. Ms. Kreger stated that the contribution amount was the same as the previous four years.

Ms. Thorpe inquired if YCIPTA had a policy regarding having a fund balance at the treasurer.

Mrs. Medel stated that the reason why the negative fund balance was so high was due to delays in the concurrence letter from Yuma Metropolitan Planning Organization (YMPO). Due to this delay Mrs. Medel was unable to draw down from 5307 funding. Mrs. Medel further stated that currently YCIPTA does not have a policy regarding a high negative fund balance, however, YCIPTA is keeping Gilberto Villegas Jr., Yuma County Chief Financial Officer informed of the situation. Mrs. Medel further stated that Yuma County is charging interest for the funds.

Ms. Thorpe inquired as to what the typical fund balance was.

Mrs. Medel stated that the typical balance was about \$230,000.

Ms. Kreger inquired if the Board would like to work out a policy regarding the fund balance.

Ms. Zambrano stated that if this was not a typical occurrence there was no need for a policy.

Ms. Thorpe stated that the reason for the inquiry was to determine if the balance could offset the member contributions.

Ms. Thorpe stated that she would discuss this further with YCIPTA staff and if needed that it would be brought to the Board in a future meeting.

**Motion (Velez/Tapia):** Approved item as presented.

**Voice Vote:** Motion Carries, (9-0)

Ms. Kreger requested to move the executive session to the end of the meeting and Chairman agreed.

### **PROGRESS REPORTS:**

**No. 1: Operations Manager Report – Boyd Reid, Interim GM – National Express. No action is required.**

Mr. Reid was not present to present his report. No action was 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. No action was taken.

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

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

Mr. Sabath inquired regarding the increase in ridership.

Ms. Kreger stated that during the Arizona Transit Association (AzTA) it was mentioned that ridership is increasing nationwide.

Ms. Perez added that YCIPTA had been marketing more aggressively and upped YCAT's Facebook presence.

Due to some errors in January's ridership report, Mr. Golding requested it be corrected and presented during the next board meeting. No action was taken.

**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. No action was taken.

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

**Motion** (Golding/ Sabath): recesses the Regular Session and convenes Executive Session.

The Chairman recessed the Regular Session and convened Executive session at 1:56 p.m.

**EXECUTIVE SESSION:**

**No. 1: Discussion and/or consideration regarding Transit Directors annual performance review. This matter is brought in executive session pursuant to A.R.S. §§ 38-431.03(A)(1).**

The Chairman adjourned the Executive Session and reconvened Regular session at 2:06 p.m.

**DISCUSSION & ACTION ITEMS Continued:**

**No. 4: Discussion and/or action regarding Transit Directors annual performance review.**

**Motion** (Wilkinson/Sabath): Approved with amendment to the month at 6<sup>th</sup> whereas to be changed to January.

**Voice Vote:** Motion Carries, (9-0)

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

The next Board meeting is scheduled for April 23, 2018.

**ADJOURNMENT**

There being no further business to come before the Authority, the Chairman adjourned the meeting at 2:09 PM

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY  
Adopted this Apr 24 2018, Agenda Item CC1



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Carol Perez, Board Secretary