

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting session on Monday, January 22, 2024 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chair, Mr. Jay Simonton called the meeting to order at 1:31 P.M

**Members Present:**

Jay Simonton/City of Yuma/Chair  
Susanna M. Zambrano/Arizona Western College/Vice Chair  
Ian McGaughey/ Yuma County/Secretary/Treasurer  
Brain Golding, Sr./Quechan Tribe  
Louie Galaviz/City of Somerton  
Matias Rosales/City of San Luis  
Richard Marsh/ Town of Wellton/ Via mobile phone

**Others Present:**

Shelly Kreger/YCIPTA/Transit Director  
Carol Perez/YCIPTA/Transit Operations Manager  
Dayanna Banuelos/YCIPTA/Clerk I  
Shane Bollar/RATP DEV/General Manager  
Anabelle Teran/RATP DEV/Operations Manager

The Pledge of Allegiance was led by Mr. Simonton.

**CALL TO PUBLIC:**

There were no public comments made.

**CONSENT CALENDAR:**

**No. 1: Adopt the December 18, 2023 regular session minutes. Action required.**

**Motion (Zambrano/Golding):** To approve as presented.

**Voice Vote:** Motion Carries, 6-0 with Mr. Rosales being excused.

**DISCUSSION & ACTION ITEMS:**

**No. 1: Discussion and or action the membership of Arizona Western College and future status of the Silver Route. Action required.**

Mr. Simonton proposed to enter a contract for Arizona Western College (AWC) to pay \$78,000 which is equivalent to 13,000 students going into the next fiscal year. Mr. Simonton stated that it would be a 5-year contract with a mechanism of every couple of years or escalator in case if it were to go up to get additional funding for the Silver Route.

Mr. Golding questioned Mr. Simonton if it would be an inclusion or addition to their annual membership.

Mr. Simonton then responded that the annual fee would be eliminated, and the proposed contract would be similar to the high schools.

Mr. Golding mentioned that the high schools are not members of the Board.

Mr. Simonton then added that AWC would like to remain members of the Board.

Mr. Golding stated that voting members are due-paying members.

Mr. Rosales questioned what the due amount is.

Mr. Simonton stated that it was \$137,000 this year, which was double of what the Silver Route costs.

Mr. Golding stated that the by-laws and Intergovernmental Agreement (IGA) would have to be reviewed and if necessary, amended to reflect if AWC would be a member without having to pay a due like other members or designate a portion of the \$78,000 as their due.

Mr. Ross Poppenberger, AWC/Vice President, stated that those dollars would be the dues. He mentioned that they will raise their transportation fee by \$1 which would be \$6 per student. He mentioned that they are at 13,000 students per semester. He explained how those numbers equal \$78,000. Mr. Poppenberger stated that he would want the agreement to be written down and that it would be a pass-on fee.

Mr. Rosales then added that the collective fee that AWC collects yearly would become the annual membership due. This way it would continue on the same route without having to change by-laws.

Mr. Poppenberger stated that they would want to hold that membership fee for three (3) years and re-look at it every three (3) years and make an assessment in case of the need to increase the fee or not.

Mr. Rosales added that it would be ideal to start the process two and a half years before the 3-year mark to start looking at the fee to allow any adjustment.

Mr. Poppenberger mentioned to the Board that it takes his governing Board's approval to raise any fee.

Mr. Simonton stated that their dues would be AWC's annual contractual arrangement, and it will be adjusted based on the Silver Route cost with anticipation.

Mr. Simonton mentioned a new possible pass, in the future, that AWC students could use ranging from \$30-50 for a semester pass.

**Motion (Rosales/McGaughey):** To amend the membership dues to AWC to match the amount collected for the FY24-25 based on the transportation fee collected with three (3) year evaluation.

**Voice Vote: Motion Carries, 7-0.**

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

Ms. Kreger started by mentioning that at the beginning of each calendar year in January, there is an election of officers. Ms. Kreger mentioned that usually the vice chair takes the chair position, the secretary/treasurer takes the vice chair, and there is an elected secretary/treasurer. Ms. Kreger stated that it was an option but inquired as to how the Board would like to proceed.

Mr. Simonton questioned Mr. Poppenberger, if Ms. Zambrano would stay on the Board.

Mr. Poppenberger stated that he would be taking Ms. Zambrano's place on the Board.

Mr. Simonton then stated that Ms. Zambrano was now supposed to move up to be chair, based on previous historical elections.

Ms. Zambrano then added that since Mr. Poppenberger would be new to the Board, she requested to not have "that flow" this year and allow Mr. Poppenberger to settle into the Board first.

Mr. Simonton agreed with what Ms. Zambrano proposed.

**Motion (Zambrano/Golding):** To elect Ian McGaughey as Chairman.  
**Voice Vote: Motion Carries, 7-0.**

**Motion (Galaviz/McGaughey):** To elect Matias Rosales as Vice Chair.  
**Voice Vote: Motion Carries 7-0.**

**Motion (Simonton/Galaviz):** To elect Brian Golding as Secretary/Treasurer.  
**Voice Vote: Motion Carries, 7-0**

**No. 3: Discussion and or action to adopt Resolution 2024-001, authorizing the Transit Director to file for FTA funding for Fiscal Year 2023-2024. Action required.**

Ms. Kreger presented to the Board that each year the Board adopts a resolution authorizing Ms. Kreger to apply for Federal Transit Administration (FTA) funding.

Ms. Kreger stated that the mentioned resolution is uploaded into the FTA website and mentioned that she will also be applying for a Surface Transportation Program (STP) grant and a resolution for the 5311 funding as well.

**Motion (McGaughey/Galaviz):** To approve as presented.  
**Voice Vote: Motion Carries, 7-0**

**No. 4: Discussion and or action regarding the Public hearing on the submission of the FTA Sections 5311 application to the Arizona Department of Transportation and authorize the Transit Director to submit the application. Action required.**

Ms. Kreger presented to the Board that the Arizona Department of Transportation (ADOT) application is a two (2) year application process that is currently open and will close on February 21<sup>st</sup> that will fund from October 1<sup>st</sup> of the current year for two (2) years.

Ms. Kreger mentioned that there is still enough funding in the current 5311 grant that will fund until September.

Mr. Simonton questioned if this was reauthorization for a grant that had been previously received in the past.

Ms. Kreger confirmed.

Ms. Kreger stated that it requires holding a public hearing regarding the submission of the FTA 5311 application to ADOT and that this would be considered the first one and the second one would be with the actual application.

Mr. Simonton questioned if this would be considered the first public hearing.

Ms. Kreger confirmed.

Mr. Simonton then stated that there was no one from the public to speak regarding the matter.

Ms. Kreger then mentioned that it was advertised in the newspaper.

Discussion ensued regarding whether a motion was needed for this agenda number or if opening a public hearing was needed only.

Mr. Galaviz called a motion to approve the Transit Director to submit the application.

Mr. Galaviz struck the motion.

Mr. Rosales questioned if the agenda was posted in the newspaper or an actual announcement notifying people of the meeting.

Ms. Kreger confirmed there was an actual announcement in the newspaper.

**Motion (Galaviz/Rosales):** to open a public hearing.

**Voice Vote: Motion carries, 7-0.**

Mr. Simonton opened the public hearing at 1:47 PM.

No one from the public was present.

Mr. Simonton motioned to close the public hearing at 1:47 PM.

**Motion (Rosales/McGaughey):** to close the public hearing.

**Voice Vote: Motion carries, 7-0.**

**No. 5: Discussion and or action regarding YCIPTA Shelter and Bus Stop permit status report. No action required.**

Ms. Kreger updated the Board with the bus shelters and bus stop permits. Also, the advertising status report. She mentioned that an advertising agreement was signed with the Cocopah Indian Tribe and Yuma Investment Group that will begin in February and end in October.

Ms. Kreger mentioned that she had already promised these agencies the shelters but there would be a rise in advertising prices.

Ms. Kreger stated that an analysis was made in comparison with other agencies and the current charge per shelter for advertising is \$300 and other agencies are charging \$600 per shelter.

Ms. Kreger mentioned that she informed Cocopah and Yuma Investment Group that if there are any future agreements, they would be charged the \$600 per shelter.

Mr. Simonton questioned Ms. Kreger per the previous discussion that if all of the advertising places were used it could generate up to one (1) million dollars a year.

Ms. Kreger confirmed.

Mr. Simonton stated that it should be a priority to try to sell more of those advertising spaces and that would solve a lot of the financial problems.

Ms. Kreger stated that there is a new Excel format that has links that can take you directly to the picture that include measurements that can be shared with future advertising people and will help sell more of the advertising spaces.

Mr. Rosales questioned Ms. Kreger about how the outreach is done to sell those advertising spaces.

Ms. Kreger stated that the marketing plan is still in process. She added that it would be uploaded to the website or even have ads "of our own" in the shelter.

Ms. Zambrano questioned Ms. Kreger if when she mentioned the price increase to the agencies that currently have a contract if it looked like they were going to continue.

Ms. Kreger stated that they did not seem to be shocked.

**No actions required. No action taken.**

**PROGRESS REPORTS:**

**No. 1: Operations Manager Report/Maintenance Update– Shane Bollar, General Manager – RATP Dev. *No action required.***

Mr. Bollar presented to the Board that there was one (1) preventable accident that took place on Atlantic where the bus hit a stop sign and caused minor damage to the sign and the bus.

Mr. Bollar stated that luckily it was not something big but continuously having the same issues is troubling.

Mr. Bollar updated the Board on the Maintenance Manager position by stating that there is a good candidate that should be starting on February 5<sup>th</sup>. He also mentioned that he is coming from Florida from Sun Trans.

**No actions required. No action taken.**

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

Ms. Kreger gave the Board a staffing update by stating that the Finance Manager position has been filled by Marcela Garcia. She mentioned that Ms. Garcia is coming from Western Arizona Council of Governments (WACOG) and is familiar with the financial processes.

Ms. Kreger stated that she has not received any response from ADOT regarding the Greyhound in kind and that she has reached out multiple times and has not heard back.

**No actions required. No action taken.**

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

Ms. Perez presented the ridership report as contained in the member packet.

Mr. Simonton questioned if the ridership numbers were turning into positive numbers and almost back to pre-covid numbers.

Ms. Perez confirmed.

**No actions required. No action taken.**

**No. 4: Financial Report – Marcela Garcia, Finance Manager. *No action is required.***

Ms. Kreger presented the financial report on behalf of Ms. Garcia as contained in the member packet.

Mr. Rosales questioned if the Greyhound balance was a collection of the total commissions.

Ms. Kreger stated that it was the commissions and Greyhound sales for the month. She mentioned that at the end of the month, a portion is transferred and the commissions stay in that account.


**No actions required. No action taken.**

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

There being no further business to come before the Authority in regular session, the meeting was adjourned at 2:00 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this 03/25/24, 2024, Agenda Item \_\_\_\_\_.

  
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Carol Perez, Board Secretary