

The Yuma County Intergovernmental Transportation Authority (YCIPTA) met in Regular Session on Monday, March 27, 2017 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 1:32 p.m.

**Members present:**

Bill Lee/City of Somerton/Chairman  
Susan Thorpe/Yuma County/Vice Chair  
Larry Killman/Town of Wellton/Secretary & Treasurer  
Greg Wilkinson/City of Yuma  
Brian Golding, Sr./Quechan Indian Tribe  
Ralph Velez/San Luis  
Michael Sabath/Northern Arizona University

**Members Excused:**

Paul Soto/Cocopah Indian Tribe  
Daniel Corr/ Arizona Western College

**Other Present:**

Shelly Kreger/YCIPTA/Transit Director  
Carol Perez/YCIPTA/Management Analyst  
Chona Medel/YCIPTA/Financial Services Operations Manager  
Daisy Ruiz/YCIPTA/Office Specialist I  
Jesus Aguilar/National Express/Safety and Training Manager  
Daniel Schueller/National Express/Safety and Training Manager

The Pledge of Allegiance was led by Mr. Killman.

**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 February 27, 2017 regular minutes.

**MOTION** (Killman/Velez): Approve item as presented.

**VOICE VOTE:** Motion Carries, 6-0 with Ms. Thorpe, Mr. Soto and Dr. Corr being excused.

Ms. Thorpe arrived.

**DISCUSSION & ACTION ITEMS:**

**No. 1: Discussion and Action to Adopt the Comprehensive Annual Financial Report and Single Audit for Fiscal Year 2015-2016. Action required.**

Mr. Casey Good and Cynthia Rojo from Heinfeld, Meech & Co., P.C., presented their report.

Mr. Good stated that Heinfeld, Meech & Co., P.C., have issued an unmodified ("clean") opinion of Yuma County Intergovernmental Public Transportation Authority's (YCIPTA) financial statements for the year ended June 30, 2016.

Mr. Good also stated that they noted an increase in revenue and change in the capital assets. Mr. Good further stated that YCIPTA's expenses had stayed very consistent and only varied by \$40 from previous year.

Ms. Rojo stated that there were some issues in regards to:

- entry in receivables that was not accurate (previous fiscal year), corrected
- paid time off (PTO) cashed out that was not in the policy, policy was amended to include cashing out of PTO
- Timesheets were not as detailed as required by the Federal Transit Administration (FTA) and there was also an error in the spreadsheet, timesheets updated

Mr. Good stated that long term disability will be added the Arizona State Retirement System (ASRS) in FY 2017. This change will affect all government agencies but would not be significant to YCIPTA.

**MOTION** (Sabath/Thorpe): Approve item as presented.

**VOICE VOTE:** Motion Carries, 7-0 with Mr. Soto and Dr. Corr being excused.

**No. 2: Public hearing on the submission of the FTA Sections 5310 and 5311 application to the Arizona Department of Transportation and authorize the Transit Director to submit the applications. Action required**

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

Ms. Kreger stated that staff will be preparing for the application over the next few weeks. The 5310 funding partially funds the travel training that Ms. Perez does as well as administrative expenses. Ms. Kreger further stated that staff has already applied for 5311 which is now on a two-year cycle.

There were no public comments made but call to the public was left open by the Chairman.

**MOTION** (Thorpe Sabath): Approve item as presented.

**VOICE VOTE:** Motion Carries, 7-0 with Mr. Soto and Dr. Corr being excused.

**No. 3: Action to adopt Resolution No. 2017-001, authorizing the Transit Director to file for FTA funding for Fiscal Year 2017-2018. Action required.**

Ms. Kreger stated that adopting a resolution by the board stating YCIPTA's intention in filing for 2017 funding is annual requirement for FTA.

**MOTION** (Golding/Killman): Approve item as presented.

**VOICE VOTE:** Motion Carries, 7-0 with Mr. Soto and Dr. Corr being excused.

**No. 4: Action to authorize member agencies contributions for fiscal year 2017-2018. Action required.**

Ms. Kreger stated that the contributions requested for each of the member agencies has not increased. Ms. Kreger further stated that the consideration of an increase future contributions might be placed on a future agenda.

**MOTION** (Velez/Thorpe): Approve item as presented.

**VOICE VOTE:** Motion Carries, 7-0 with Mr. Soto and Dr. Corr being excused.

**PROGRESS REPORTS:**

**No. 1: Operations Manager Report – George Rodriguez, National Express Operations Manager. *No action is required.***

Mr. Rodriguez was unavailable and Ms. Kreger presented the report as contained in the member packet.

Mr. Sabath inquired as to what does the Zonar is used for.

Ms. Kreger stated that used to track maintenance, Zonar tracks, mileage, speed and Global Positioning System (GPS) location among other things. No action taken.

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

Ms. Kreger presented Ms. Ruiz and stated that she would be assisting in taking board minutes.

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

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

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

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

The next Board meeting is scheduled for Monday, April 24, 2017.

**ADJOURNMENT**

There being no further business to come before the Authority, the Chairman adjourned the meeting at 2:10 p.m.

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YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY  
Adopted this 05-22-17, 2017, Agenda Item \_\_\_\_\_

  
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CAROL PEREZ, Board Secretary