

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in a Regular Board Meeting session on Monday, April 22, 2024, at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chair, Mr. McGaughey called the meeting to order at 1:32 PM.

Members Present:

Ian McGaughey/ Yuma County/Chair
Matias Rosales/City of San Luis/Vice Chair
Brain Golding, Sr./Quechan Tribe/Secretary/Treasurer
Ross Poppenberger/Arizona Western College
Jay Simonton/City of Yuma
Louie Galaviz/City of Somerton
Gary Magrino/ Cocopah Indian Tribe

Members Absent:

Richard Marsh/ Town of Wellton

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Transit Operations Manager
Marcela Garcia/YCIPTA/Financial Services Manager
David Garcia/Transit Management Assistant
Adriana Ortiz/YCIPTA/Accounting Clerk I
Shane Bollar/RATP DEV/General Manager

The Pledge of Allegiance was led by Mr. Magrino

CALL TO PUBLIC:

There were no public comments made.

CONSENT CALENDAR:

No. 1. Adopt the March 25, 2024, regular session minutes. Action required.

Motion: (Rosales/Simonton): To approve as presented.

Voice Vote: Motion Carries, 7-0 Mr. Marsh was excused.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding the new representative for Cocopah Indian Tribe – Mr. Gary Magrino. No action required.

The Chairman introduced Mr. Gary Magrino, Business Development Manager from the Cocopah Indian Tribe to the Board as the new representative.

No action taken; no action required.

No. 2: Discussion and or action regarding the YCIPTA FY2022-2023 Annual Comprehensive Financial Report (ACFR). Jennifer Sheilds from HeinfeldMeech will be presenting. No action required.

Ms. Jennifer Shields Audit Partner from HienfeldMeech presented to the Board the annual report of the financial statements for YCIPTA (Yuma County Intergovernmental Public Transportation Authority).

Ms. Shields reviewed with the Board the required communications that are to be presented by the auditor and auditee as stated in the packet.

Ms. Shields also stated to the Board that most of it, if not all the procedures, were performed remotely. She expressed to the Board how doing it this way saved time and helped staff upload what was requested as conveniently as possible to the secured portal.

Auditor Report: The auditor reported an unmodified opinion stating one finding, a repeated finding from the prior year. That being that the Authority did not follow its Board adopted Policies and Procedures Manual or federal regulations.

Planned Corrective Action: YCIPTA has released an RPF for Cardlock Fuel Services on March 25, 2024, with an anticipated contract award date of May 27, 2024. Services to begin on July 1, 2024. Two of the YCIPTA staff are in Procurement training, attending the full NTI Procurement Series with one of them being dedicated to procurement. All future procurements will be going through this person to make sure all policies and procedures are followed. For the two purchases that quotes were not obtained, staff will obtain quotes no later than April 30, 2024.

No action taken; no action required.

No. 3: Discussion and or action regarding the term renewal for Mr. Richard Marsh for the Town of Welton. Action required.

Ms. Kreger presented to the Board that Mr. Marsh's term had expired on February 28th, 2024, and recommended Mr. Marsh's term to be continued for an additional 5 years ending on February 29th, 2029.

Mr. Galaviz questioned if there was a discussion previously taken regarding whether Mr. Marsh was open or had someone else to take his place.

Mr. Simonton questioned Ms. Kreger if the town of Welton was notified that his term had expired and that they needed to renew it.

Ms. Kreger stated that it is normally done as a Board action to renew the term and that she has not been in contact to see whether he wants to continue or not.

Discussion ensued about whether he was notified or not that his term was expired by Mr. Galaviz and Mr. Rosales.

Ms. Kreger then stated that she would reach out to the town of Welton.

Motion: (Rosales/Galaviz): to continue the item in the next meeting.

Voice Vote: Motion Carries, 7-0 Mr. Marsh was excused.

No. 4: Discussion and or action regarding the Extension of Contract Term to the Agreement for the Provision of General Public Fixed-Route and Demand Response Services with RATP Dev. This is to extend

the contracted period of services through the end of FY2024/2025. Action required.

Ms. Kreger stated to the Board that we are currently in the extension years and are asking for an addendum to extend the contract period through to the end of Fiscal Year (FY)2024-2024 which ends on June 30, 2025. Ms. Kreger then added that there is a 4% annual increase request totaling \$4,369,340.00.

Mr. Simonton then questioned if the increase included the raises discussed previously.

Ms. Kreger confirmed.

Mr. Simonton questioned if Ms. Kreger was satisfied with the overall performance of the contractor.

Ms. Kreger stated that she was but also mentioned that there were some issues with not having a maintenance manager.

Mr. Simonton questioned if that has improved with the new maintenance manager.

Ms. Kreger stated that it has and like any other agency there are constant callouts with drivers but it is out of their control as well.

Mr. McGaughey stated that even with his limited experience based on what he has seen in the past the current contractor is superior to the ones in the past.

Ms. Kreger then stated that there are meetings held regularly to discuss any concerns there might be.

Motion: (Poppenberger/Simonton): To approve the extension.

Voice Vote: Motion Carries, 7-0 Mr. Marsh was excused.

No. 5: Discussion and or action regarding the Yellow Route 95 in the City of San Luis. No action required.

Ms. Kreger presented to the Board that during the March 25th Board meeting, Mr. Rosales requested route information on the Yellow 95 in the City of San Luis, and attached is the map showing stops and time points.

Mr. Rosales questioned how long the route had been the same.

Ms. Kreger answered that since 2015.

Discussion ensued by Mr. Rosales on the different ways Route Yellow 95 should be changed in order to get most of the town in San Luis covered and not only the Downtown area.

Ms. Perez then stated that we would want most options considered before implementing anything because once something turns out wrong and is taken away there is more backlash.

Mr. Rosales then stated that it is only a two-block difference and a loop to go back north. He then adds that service is not being taken away from people because even if they wanted to get downtown, they would still end up at that spot.

Ms. Perez says that test runs would have to be run to see how much time would be added, especially during peak hours to ensure it would be able to stay on time. She then adds that when it gets to downtown

(William Brook and B St.) it has a layover that is mainly used for the route to catch up on time.

Ms. Perez adds if the extra mileage were to be added we would have to make sure that there is still enough recovery time built into the schedule to proceed on time.

Mr. Rosales then adds if extra time was added or delayed at the end of the day we need to serve the community.

Mr. Rosales then questioned what the next step was to test run it or what needed to be done.

Ms. Perez answered that we would have to put someone on a vehicle and simulate dropping off and picking up passengers and determine it from that.

Mr. Rosales questioned if they needed to do an action item or what needed to be done to get started.

Ms. Perez added that the simulation had to be done.

Mr. Golding then questioned if that sufficed his request.

Ms. Perez confirmed.

Mr. McGaughey questioned Ms. Perez if there were statistics on each bus stop.

Ms. Perez confirmed and added that just from the top of her head 90% of the people board on William Brook and B St.

Mr. Rosales stated that because they had to.

Ms. Perez responded that it was because most of the ridership was coming from Mexico.

Mr. Galaviz then questioned if there was a standard revision on the Route if it was every 5 years, 10 years, or when.

Ms. Kreger answered that it was every 5 years.

Mr. Galaviz asked if it had been reviewed.

Ms. Perez confirmed.

Discussion ensued by Mr. Rosales on what approach has been taken when reviewing the Route.

Mr. Golding asked if the "Short Range Transit Plan" was not the document that was being discussed about.

Ms. Kreger and Ms. Perez confirmed.

Mr. Golding stated that he brought it up to the Chairman the last time Mr. Rosales brought up the topic of the discussion that it was all available on the website.

Mr. Golding then recommends Mr. Rosales to investigate it as it has a "deep dive" into the service provided

in San Luis.

Discussion ensued by Mr. Golding and Mr. Rosales on the approach brought up to change Route Yellow 95 and going over the documents provided online beforehand and then bringing ideas up for discussion.

No action taken; no action required.

No. 6: Discussion and or action regarding the FY2024 FTA Apportionments. No action required.

Ms. Kreger presented to the Board the FY2024 (Fiscal Year) FTA Apportionments as stated on the Board packet.

Mr. Golding questioned if any suggestion alternatives were coming in the near future on how more match is needed to utilize the extra \$2.9 million.

Ms. Kreger confirmed.

Discussion ensued on how much time was it going to take to research or come up with different alternatives on how to avoid getting the money swiped from ADOT.

Mr. Simonton questioned what would happen with the money if ADOT (Arizona Department of Transportation) took it.

Ms. Kreger responded that it is put into a competitive grant pool.

No action taken; no action required.

No. 7: Discussion and or action regarding YCIPTA Shelter and Bus Advertising Media kit. Placeholder – no update currently. No action required.

Ms. Kreger stated there is not much of an update but the Media Kit is finalized and will be sent to the Board Members. She stated that Ms. Banuelos had been emailing potential advertising opportunities.

Ms. Kreger added that the Yuma Community Food Bank brought a question and different questions are arising as we are contacting people that will help for the future. She stated that the Food Bank asked if there was a discount for Non-Profit organizations.

Ms. Kreger then stated that generally a 20% is offered so she went ahead and offered that discount for Non-Profits as well.

Mr. Galaviz questioned the update on the City of Somerton's advertising

Ms. Kreger stated that she has not heard anything back yet.

Ms. Kreger mentioned to the Board the new Advertising display at Big O Tires for \$299 a year and instead of a 15-second slot a 30-second slot was given for the same price.

No action taken; no action required.

PROGRESS REPORTS:

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

Mr. Bollar presented the Operations Manager Report as listed on the Member's packet.

Mr. Magrino questioned what the procedure was to notify passengers that the route would not be serviced.

Mr. Bollar answered that updates or notifications are posted on Facebook but the right route would be chosen to not be serviced.

Mr. Magrino stated that he was from Cocopah and questioned which stop sign was the one that was hit recently.

Mr. Bollar says that he doesn't have the exact details but they were contacted and they sent a road supervisor as well.

Discussion ensued by Mr. Golding questioning the 21,000 miles within road calls if the industry standards are 6,000 and in previous reports it was closer to the industry standards.

Mr. Golding questioned if there was an example that Mr. Bollar could share with the Board that could explain the numbers.

Mr. Bollar responds that he does not.

Mr. Golding then requested Mr. Bollar to follow up with the Board to give them a sense on the subject.

Mr. McGaughey questioned if he wanted that as an item on the agenda or part of the Operations Manager Update.

Mr. Golding said that it could be a written paragraph with a couple of examples but asked if any of the other Members wanted Mr. Bollar to present that in person.

Mr. McGaughey said he would like the Maintenance Manager to present in person.

No action taken; no action required.

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

Ms. Kreger presented the Transit Directors Report as contained in the Member's packet.

Discussion ensued by Mr. Golding and Ms. Perez on examples of what type of tasks the Mobility Management Grant funded.

Mr. Golding questioned when was the last time the fund was received.

Ms. Kreger states that at least two years ago.

Mr. Golding questioned if there had been any concerns from the community or organizations about the lack of services.

Ms. Perez states that she received a request for it about 3-weeks ago.

Mr. Golding questioned if, in the meeting with YMPO (Yuma Metropolitan Planning Organization), they informed that the funding was not going to be applied for.

Ms. Kreger confirmed and stated that it was their initiative and was something they wanted to do.

No action taken; no action required.

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

Ms. Perez stated that ridership for March 2023 was 42,480 and ridership for March 2024 was 42,795 which is an increase of 6.5%.

Mr. Magrino questioned the reasoning as to why the number went up.

Mr. Golding responded that it was because of gas prices.

Ms. Perez stated that it has been the trend nationally for ridership.

Mr. Rosales added that more companies are removing the hybrid and need to get back to work.

Mr. Golding mentioned that some of the other factors are that there are more shelters available and gas prices are fluctuating.

No action taken; no action required.

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

Ms. Garcia presented the Financial Report as contained in the Member's packet.

No action taken; no action required.

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

The Chairman recessed the regular session at 3:02 PM.

EXECUTIVE SESSION:

No. 2: Discussion 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.

The Chairman adjourned the executive session at 3:31 PM.

No. 8: Discussion and or action regarding the Transit Directors Annual Review. Action may be

required.

Motion: (Simonton/Galaviz): To approve the report as recommended.

Voice Vote: Motion Carries, 7-0 Mr. Marsh was excused.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

May 27, 2024, Memorial Day.

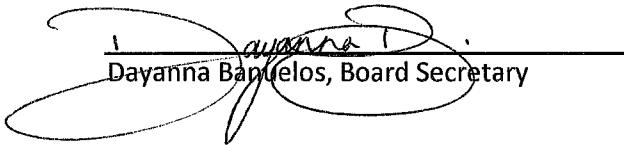
May 20, 2024, next meeting scheduled at 1:30 PM.

Annual System Performance Report
FY 2024-2025 Operating and Capital Budget

There being no further business to come before the Authority in regular session, the meeting was adjourned at 3:33 PM.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this 06/24/24, 2024, Agenda Item _____.



Dayanna Banuelos, Board Secretary