

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in a Regular Board Meeting session on Monday, May 20, 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 1:30 PM

Members Present:

Ian McGaughey/ Yuma County/Chair
Matias Rosales/City of San Luis/Vice Chair
Brian Golding, Sr./Quechan Tribe/Secretary/Treasurer
Ross Poppenberger/Arizona Western College
Louie Galaviz/City of Somerton
Richard Marsh/ Town of Wellton

Members Absent:

Jay Simonton/City of Yuma
Gary Magrino/ Cocopah Indian Tribe

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Transit Operations Manager
Marcela Garcia/YCIPTA/Financial Services Manager
David Garcia/Transit Management Assistant
Dayanna Banuelos/YCIPTA/Clerk II
Shane Bollar/RATP DEV/General Manager
Anabelle Teran/RATP DEV/Operations Manager
Max Isbell/RATP DEV/Maintenance Manager

The Pledge of Allegiance was led by Mr. Golding.

CALL TO PUBLIC:

There were no public comments made.

CONSENT CALENDAR:

No. 1: Adopt the April 22, 2024, regular session minutes. Action required.

This motion was tabled onto the next meeting by the Chairman.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding the term renewal for Mr. Richard Marsh for the Town of Welton. Action required.

Ms. Kreger mentioned to the Board that in the previous meeting, the Board requested her to

contact Mr. Marsh to see if he was still interested in staying on the Board. She stated that she did and Mr. Marsh informed her that he did want to continue to serve on the Board.

Motion: (Golding/Galaviz): To approve renewal for Mr. Marsh.

Voice Vote: Motion Carries, 6-0 Mr. Simonton and Mr. Magrino were excused.

No. 2: Discussion and or action regarding the Draft FY24-25 Exhibit A Eastern Imperial County Transit Services (EICTA) Business Plan and the Draft EICTS MOU 9th Extension and Amendment. Action required.

Ms. Kreger presented to the Board that each year YCIPTA, Quechan Indian Tribe, and Imperial County Transportation Commission come together and redo a budget and revision to be included in the business plan.

Ms. Kreger mentioned that the percentages were kept the same, but there was an increase due to the contractor's increased costs. She states that the total contribution from both entities is a total of \$214,798.63.

Ms. Kreger informed the Board that this extension was for the Blue Route 5 and Turquoise Route 10.

Motion: (Marsh/Galaviz): To approve as presented.

Voice Vote: Motion Carries, 6-0 Mr. Simonton and Mr. Magrino were excused.

No. 3: Discussion and or action regarding the YCIPTA FY 24-25 Operations and Capital Budget. Action required.

Ms. Kreger mentioned that she sent out a draft operating and capital budget to the Board a few weeks ago for review and stated that she received several questions from Mr. Simonton regarding funding.

Ms. Kreger mentioned that Mr. Simonton wanted to know if the 4% contract increase was included in the budget.

Ms. Kreger confirmed that it was part of the budget.

Ms. Kreger presented the agenda item as stated in the Member's packet.

Mr. Rosales questioned if there was already an estimate for the parking lot Ms. Kreger mentioned in the expenses section contained in the Members Packet.

Ms. Kreger stated there is no official price yet because estimates are still coming in but could range from \$40,000 to \$200,000 depending on the parking lot design.

Mr. McGaughey questioned Ms. Kreger about the increase in revenue on advertising sales

compared to last year's.

Ms. Kreger stated that it was just an estimate of what would be attained and hoped to obtain more. She added that several companies had reached out after the media kit was submitted to them and felt that the number could be achieved.

Ms. Kreger then added that Mr. Simonton had also mentioned that if later on in the year if it became too much for one person then it would be looked into to hire a full-time advertising person.

Ms. Galaviz questioned what would happen if the money did not come in as expected. He asked if certain things would be cut or what would be the backup plan.

Ms. Kreger stated that there was an extra \$194,000 of match and if the \$200,000 was not reached then there wouldn't be that extra carry-over.

Mr. Galaviz questioned the staff salary increase of 5% stated on the Members packet and how it was broken up between cost-of-living and merit.

Ms. Kreger stated that she has given a 3% cost of living and a 2% merit raise in the past.

Mr. Galaviz questioned if the merit was based on their evaluation.

Ms. Kreger confirmed and stated she did evaluations every January for all staff.

Mr. McGaughey questioned what the impact was on that 5% in terms of dollars.

Ms. Kreger said that it would be \$21,000 for the year.

Mr. Galaviz asked if that would be for the 5%.

Ms. Kreger then stated that it would only be for half a year, for the last half.

Ms. Galaviz questioned if it was looked at any potential revenue opportunities regarding the 18 acres of land currently owned.

Ms. Kreger states that there are limited opportunities that could be done until the process is started with Federal Transit Administration (FTA) and mentions that hopefully the process will get started this year.

Ms. Kreger stated that she had a conversation with Mr. Olea about working together on a possible fueling station on the property and the city could provide the match for the federal funds and Yuma County Intergovernmental Public Transportation Authority (YCIPTA) could provide the land.

Discussion ensued by Mr. Rosales on whether buying the Board Members iPads for the Board

meetings was necessary.

Mr. McGaughey stated that some Members might still need an electronic device or have the Member's packet printed out.

Mr. Golding asked Ms. Kreger if the Capital Budget included anything for improving "the next bus" or helping riders know if the buses were on time or the arrival time.

Ms. Kreger stated that there is extra money and what she has listed as expenses is not going to take the whole amount available.

Mr. Rosales stated that the parking lot expense might not be on the right category expense.

Ms. Kreger said she would review it.

Discussion ensued by Mr. Rosales on how the vehicles purchased by YCIPTA were managed and who insured them.

Ms. Kreger clarified the topic for Mr. Rosales.

Motion: (Golding/Poppenberger): to approve as presented.

Voice Vote: Motion Carries, 6-0 Mr. Simonton and Mr. Magrino were excused.

No. 4: Discussion and or action regarding new appointments to the YCIPTA Transit Operations and Planning Subcommittee. Action required.

Ms. Kreger stated that it has been a while since anyone has been appointed to any subcommittee that most of the current ones no longer exist on the Board.

Transit Operations and Planning Subcommittee:

Mr. McGaughey

Mr. Galaviz

Mr. Golding

Motion: (Rosales/Poppenberger): To appoint Mr. McGaughey, Mr. Galaviz, and Mr. Golding to the YCIPTA Transit Operations and Planning Subcommittee.

Voice Vote: Motion Carries: 6-0 Mr. Simonton and Mr. Magrino were excused.

No. 5: Discussion and or action regarding new appointments to the YCIPTA By-Laws Subcommittee. Action required.

By-Laws Subcommittee:

Mr. Poppenberger

Mr. Simonton

Mr. Rosales

Motion: (Galaviz/Golding): To appoint Mr. Poppenberger, Mr. Simonton, and Mr. Rosales to the By-Laws Subcommittee.

Voice Vote: Motion Carries: 6-0 Mr. Simonton and Mr. Magrino were excused.

No. 6: Discussion and or action regarding new appointments to the YCIPTA Financial Sustainability Subcommittee. Action required.

Financial Sustainability Subcommittee:

Mr. Marsh

Mr. McGaughey

Mr. Poppenberger

Mr. Marsh questioned if the meetings could be done by Zoom if needed.

Ms. Kreger confirmed.

Mr. Rosales commented that he is glad this is being done now that the Board is fully staffed and would like to stay on top of it.

Mr. Galaviz also added that he would like an orientation to get the basics out of the way and see if meetings would be quarterly, semi-annually, or as needed.

Motion: (Poppenberger/Galaviz): To appoint Mr. Marsh, Mr. McGaughey, and Mr. Poppenberger to the Financial Sustainability Subcommittee.

Voice Vote: Motion Carries: 6-0 Mr. Simonton and Mr. Magrino were excused.

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

Ms. Kreger stated that there is no current update.

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 progress report as stated in the Member's packet.

Mr. Rosales questioned Mr. Bollar on what made an accident preventable.

Mr. Bollar stated that an investigation is conducted and that every time a car is parked to the side, the accident is preventable.

Mr. Bollar informed the Board that drivers are constantly being coached or refreshing their

knowledge with a safety course. He added that there is also regular coaching to drivers that are done with Video Telematics and Fleet Management Solutions (Lytx) and provides alerts for bad driving behaviors.

Mr. Marsh questioned how many accidents were there in the last fiscal year.

Mr. Bollar stated that there were thirteen (13) accidents from January to December.

Mr. Marsh questioned what the prior year from the thirteen (13) accidents were.

Mr. Bollar stated there were four (4) accidents.

Mr. Bollar added that there was only one bad accident where a driver rear-ended a vehicle and the driver had to be terminated in September.

Mr. Marsh questioned if any of the drivers had improper behavior that caused some of the accidents.

Mr. Bollar stated that when he has had to test drivers for drug tests, they have all passed, and has not had to let anyone go because of that.

Mr. Bollar stated that there must be a certain level of damage to trigger the drug test.

Mr. Bollar mentioned that after this training most operator positions will be filled except for one part-time position.

Mr. Isbell presented to the Board the Road call breakdown for February, March, and April that was requested in the last meeting.

Mr. Isbell states that in February there were nineteen (19) transmission failures and thirteen (13) different failures under the category "other" that could range from a farebox not counting money properly, to a wheelchair ramp, to an HVAC system not working properly.

Mr. Isbell also mentioned that when the bus must come back to the yard or when it does not make it back on its own power those fall under the category of road calls. He explained that was the reason for such a high number and stated that he was a new employee and did not know.

Mr. Isbell expressed that he has improved the numbers and dropped the engine/transmission failure to seven (7) and eight (8) in the "other" category.

Mr. Isbell stated this month there were only four (4) major failures for the month.

Mr. Golding questioned about the forty-nine (49) work orders and wondered why the number was higher than the previous month.

Mr. Bollar stated that waiting for parts would be one of the reasons why.

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

Ms. Kreger presented Transit Director report as stated in the Member's packet.

Mr. McGaughey added that he would try and reach out to Ms. Joyce to see if she could join the next meeting.

Mr. Poppenberger questioned if there would be a cost for the assistance.

Ms. Kreger stated that she believed it ran about \$5,000 for initial research.

Mr. Galaviz and Mr. Poppenberger thanked the staff for the tour and the information provided on the day of the meeting.

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

Ms. Perez presented the Transit Ridership Report as contained in the Member's packet.

Mr. McGaughey commented on whether if last year's report included the routes that were cut.

Mr. McGaughey questioned what routes were cut.

Ms. Perez stated that it was the Nigh Cat and the Brown route.

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.

Mr. Galaviz questioned if the Greyhound commissions were lower or higher compared to last year.

Ms. Kreger answered that she would have to research it.

Mr. Marsh questioned on how the high number was accomplished on the advertising revenue.

Ms. Kreger mentioned that two contracts were made one with Cocopah Casino and the other with the Arizona Dept. of Economic Security.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

Next meeting Monday, June 24th.

Mr. Golding proposed to add to the agenda an item to formally accept the audit report.

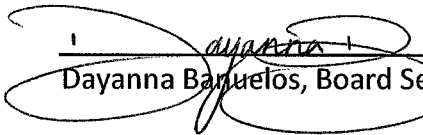
Mr. Golding proposed to add the YCIPTA and Quechan MOU.

Mr. Galaviz recommended working on dates to get the subcommittees started.

There being no further business to come before the Authority in regular session, the meeting was adjourned at 2:25 PM

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

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



Dayanna Baruelos, Board Secretary