

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Session on Monday, July 23, 2018 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chairman, Susan Thorpe called the meeting to order at 1:32 P.M.

**Members Present:**

Susan Thorpe/Yuma County/Chairman  
Larry Killman/Town of Wellton/Vice Chairman  
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  
Ian McGaughey/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/Management Analyst  
Maritza Hernandez/YCIPTA/Office Specialist III  
Elizabeth Williams/RATP DEV/Operations Manager

The Pledge of Allegiance was led by Mr. Killman.

**Call to Public:** There were no public comments made but Call to Public was left open by the Chairman.

**Consent Calendar:**

**No 1: Adopt the May 21, 2018 regular minutes.**

**Motion** (Golding/McGaughey): Approved item presented.

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

**DISCUSSION & ACTION ITEMS:**

**No 1: Discussion and or action regarding the Fifth Amendment to the Enterprise Vanpool Agreement. Action required.**

Ms. Kreger stated that last year in June the fourth and final amendment was brought to the board for approval and was approved at that time. Ms. Kreger stated that as the new fiscal year approached, she had not heard from Enterprise so she reached out to them and was told that they wanted to continue with the agreement.

Ms. Kreger stated that she wanted to make sure that YCIPTA was not just paying \$126,000 in subsidy and not receiving benefit for it besides the logo placed on the vans.

Ms. Kreger stated that she had a conference call with Enterprise along with Mrs. Medel and was enlightened to find out that YCAT was considered a Small Transit Intensive City (STIC). Where if certain performance measures are met, an additional \$202,000 apportionment funding could be received.

Ms. Kreger stated that she was unaware of the apportionment funding that could be received due to vanpool and by keeping vanpool this year the apportionment funding would be \$404,000.

Ms. Kreger stated that for the next agreement on the upcoming year she wanted to add some performance measures. Ms. Kreger stated that there are up to six different areas for performance measures and if met, that would be an additional \$202,000 each.

**Motion** (Sabath/Killman): Approved item presented.

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

**No 2: Discussion and or action regarding the Eastern Imperial County Transit Services Operations and Implementation Business Plan and Amendment Eight of the Exhibit A of the YCIPTA/Quechan MOU for FY2018/2019. Action required.**

Ms. Kreger stated that each year this is brought up to the board and to the Imperial County Transportation Commission (ICTC) board members as well. Ms. Kreger stated that ICTC board had already approved this business plan and the amendment.

Ms. Kreger provided an update on Route 10 and stated a third day of service was added this time on a Friday instead of a Saturday. Ms. Kreger stated that advertisement has been pushed to make passengers aware of it.

Mr. Sabath inquired on the wording of page 30 - Item 10 of the Eastern Imperial County Transit Services Operations and Implementation Business Plan provided.

Ms. Kreger stated it meant that both YCIPTA and Quechan are agreeing to discontinue Route 3.

Mr. Golding explained that ICTC was providing Route 3 with the Eastern Imperial County Transit Services but with further research and planning done by the Tribe (Quechan), they were able to demonstrate that there was a more protentional demand in ridership.

Mr. Golding stated he would like to leave Item 10 because it proves that the service provided by the county was inadequate to the demand of ridership. Mr. Golding stated that the funding that ICTC was using for the discontinued Route 3 contributed to this Memorandum of Understanding (MOU), the Tribe and then YCIPTA. Mr. Golding stated that the initial value was \$17,000 and now it is at \$138,000 a year which shows that the initial level of service provided by Imperial County was very small compared to now.

Ms. Kreger inquired if there was a possibility to change the wording in the future.

Mr. Sabath stated he had no objection to it and just wanted to know what item 10 meant.

Mr. Golding stated that pages 17 and 18 provides a history of Route 3 and its discontinuance between Holtville and Winterhaven and how that service was replaced by Route 10 and Route 5.

Mr. Golding stated the agenda is noted incorrectly and stated there are two MOUs, the first one being between ICTC, Quechan and YCIPTA, making it a three-party MOU and was the one provided in the packet. The second one is between Quechan and YCIPTA that has an Exhibit A that is amended frequently. Mr. Golding stated it should be Amendment 5

Ms. Thorpe inquired if the motion should be changed.

Mr. Golding stated it should be changed and should be YCIPTA/Quechan/ICTC MOU 3<sup>rd</sup> Extension and Amendment with the rest staying the same.

Ms. Thorpe changed motion as followed: Yuma County Intergovernmental Public Transportation Authority Board of Directors vote to approve the YCIPTA/Quechan/ICTC MOU 3<sup>rd</sup> Extension and Amendment and the Eastern Imperial County Services Operations and Implementation Business Plan.

**Motion** (Killman/Soto): Approved item presented.

**Voice Vote:** Motion Carries, (8-1) with Mr. Velez opposed.

Mr. Velez stated that what was noted on the agenda did not reflect the motion that was taken.

Ms. Thorpe stated that the document was correct but the motion and subject title was incorrect.

Mr. Velez stated that what was noted reflects the motion.

Mr. Thorpe stated that she understands that Mr. Velez feels that the public was not given proper notice because of how the agenda item was noted.

Mr. Golding stated he agreed with Mr. Velez because the agenda did not include words or phrases as stated in the packet. Mr. Golding stated he is behind the idea of the agenda giving the public notice of what will be presented.

**No. 3: Discussion and or action regarding the FY2018-2019 Transit portion of the FY2018-2022 Transportation Improvement Plan (TIP). Action required**

Ms. Kreger provided the Board of Directors with the proposed Amended Transit Transportation Improvement Program (TIP) for fiscal year 2018 – 2019.

Ms. Kreger stated that it would be submitted to Yuma Metropolitan Planning Organization (YMPO) Board of Directors for them to include in their TIP and then be included in the Arizona State Transportation.

Ms. Kreger stated that it is required by the Federal Transit Administration (FTA) that any transit projects be included in the State Transportation Improvement Program (STIP) in order to apply for funding for those projects.

Ms. Kreger stated that this was the updated TIP since budgeting was recently made in May and includes all of the federal funds that is anticipated to be used this fiscal year.

**Motion** (Soto/Velez): Approved item presented.

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

**No. 4: Discussion and or action regarding the Federal Transit Administration Program of Projects (POP) for FY2019. Action required.**

Ms. Kreger stated that there was a Triennial Review finding, it was determined that the public participation process for the annual Program of Projects (POP) was not done correctly. Ms. Kreger stated that going forward YCIPTA will be doing its own POP.

Ms. Thorpe inquired on how this relates to a public participation process.

Ms. Kreger stated that it is brought before the board in a public form instead of Yuma Metropolitan Planning Organization (YMPO). Ms. Kreger stated that under YMPO's participation plans it does not state or have the words "Transit" or "FTA" in it and if it would have included them then it would have been alright in the Triennial Review.

Ms. Thorpe stated that it consisted of having a public meeting and publishing it, and no outreach was required.

Mr. Golding inquired if Ms. Kreger as Transit Director recently approved a Public Participation Planning document.

Ms. Kreger stated that it was a combined document that was brought to the board about 6 months ago.

Mr. Golding inquired if this related to the amended TIP that was approved. Mr. Golding also inquired if in the future the POP would be put on the agenda for hearing before the public and action would be taken after.

Ms. Kreger stated that was correct.

Mr. Sabath stated he had a comment in regards to the organization of documents. Mr. Sabath stated he would like better organization on paperwork because it would help him keep on track.

Ms. Kreger apologized and stated she will have better organization on documents.

**Motion** (Golding/Sabath): Approved item presented.

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

#### **Progress Reports:**

**No. 1: Operations Manager Report – Elizabeth Williams, General Manager – RATP Dev.  
No action required.**

Ms. Kreger introduced Ms. Williams as the new General Manager from RATP Dev.

Ms. Williams stated she had been in town for a little over a month and already hired 3 Mechanics with a 4<sup>th</sup> one starting soon as well. Ms. Williams stated that 2 more Mechanics were contracted through Complete Coach Works (CCW) to help with the deficiencies left by National Express. Ms. Williams stated that before initiating she was already receiving notifications from Solutions in regards to passengers waiting on busses and no busses being available. Ms. Williams stated that so far, they have been able to make pull every day, sometimes it has not been the exact bus based on the route. Ms. Williams stated that various improvements have been made. Ms. Williams stated that herself the Safety Manager, Maintenance Manager and two Operators selected by the Union have established a Safety Management System (SMS) and also Drive to zero that is the new camera system that will be installed in all busses.

Ms. Thorpe inquired on what SMS and Drive to zero meant.

Ms. Williams explained that SMS is a Safety Management System, a process used in accidents usually set in transit system. Drive to zero is setting the goal to zero accidents and incidents and based on the drivers driving performance the camera is set off and records. Ms. Williams stated this will help to better train drivers.

Mr. Sabath inquired what making pull meant.

Ms. Williams stated that making pull consisted of having enough buses available to initiate routes.

Mr. Golding stated that there was a time where not all buses were available and inquired on the buses that were side-lined and what is the update on them.

Ms. Kreger stated that there were 17 buses down and now there are 13 buses down. Ms. Kreger stated that there will be a total of 7 Mechanics working on improving the bus down list.

Ms. Kreger stated that there is a total of 31 vehicles and there should only be 28 but because of the situation of not having buses available previously, the remaining buses were kept. Ms. Kreger stated that the trolleys had been on a hard down for some time and 2 of them were going to be retired and the other 2 will be kept. Ms. Kreger stated that 5 new Gilligs will arrive in January and believes that between the maintenance techs available and incoming bus parts, improvements should begin to show in the next few months.

No action required. No action taken.

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

Ms. Kreger stated that the transition process had been completed and RATP Dev took over contract on June 18<sup>th</sup>.

Ms. Kreger stated that staff attended a pre-build meeting on July 5<sup>th</sup> and 6<sup>th</sup> at the new Gilig factory to finalized what the 5 Gilig buses will include. Ms. Kreger stated that staff issued an Audit Request for Proposal (RFP) and is due on August 1<sup>st</sup>, also Advertising and Farebox RFP will be issued and are due on the end of the month. Ms. Kreger congratulated Mrs. Medel on the Government Finance Officers Association (GFOA) award that has been received 4 years in a row.

Ms. Kreger stated that staff will be issuing an RFP for Short Range Transit Plan (SRTP) also stated that staff has been working with YMPO on the SRTP and YMPO will be providing YCIPTA \$95,000. Ms. Kreger stated that she will be the Programs Manager and believes it is a good partnership.

Ms. Kreger stated that closeout with National Express was still in progress and what is in motion now is the Transit Asset Management Plan due in October amongst many other plans.

No action required. No action taken.

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

Ms. Perez presented item as contained on the member packet.

Ms. Perez stated that to help increase ridership the marketing, budget will be changed instead of directing the funds provided to print it will be put towards T.V. and online advertisement.

Ms. Perez stated that the commercial has been completed and would be emailed to the board. Ms. Perez stated that it has not been approved quite yet but feels it is a very upbeat and positive commercial.

Ms. Zambrano stated she had seen an elderly couple crossing a busy intersection and that once crossed, the stop they approached did not have shading or benches and inquired as to what could be done.

Ms. Kreger stated that grant approval of approximate \$200,000 had been received for shelters. Ms. Kreger stated that staff is currently working with City of Yuma on permit approvals for some of the bus stops and usually the permit, pad layout and the placement of the shelter usually run at \$18,000 apiece.

Ms. Perez stated that an option that will help passengers and also in getting the word out is for them to use the app available such as NexBus, where they can be alerted to when the next bus will be passing by.

Mr. McGaughey inquired if private agencies or businesses could collaborate to help invest in installing shelters.

Ms. Kreger stated that there was that opportunity as well and has reached out to different organizations. Ms. Kreger stated that Realtors Association has donated previously and Caballeros de Yuma is wanting to partnership as well. Ms. Kreger stated that ridership is important on determining where a bus shelter will be installed.

Ms. Thorpe inquired if there was a timeline for the shelter installation.

Ms. Kreger stated that the ordering of the bus shelters would be within six months and could take them about four months to build and deliver. Ms. Kreger stated that it also depended on permitting and people not wanting a bus shelter in front of their home or business due to some riders not respecting the property. Ms. Kreger stated that Ms. Perez had been reaching out to the locals and reminding riders at the stops to be respectful of the area.

Ms. Thorpe inquired on the Ridership and Fares report format.

Ms. Perez stated that Solutions Program was not available last year and is why the format is different.

No action required. No action taken.

**No. 4: Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. No action required.**

Mrs. Medel presented item as contained on the member packet.

Mrs. Medel stated that a lot of the accounts payable balance includes National Express due to pending legal contractual disputes and needs to be registered unless stated otherwise.

Mr. Sabath commented that it was a lot of money on dispute.

Ms. Kreger stated that it was an approximate 1.7 Million Dollars from fixed routes that is owed to YCIPTA. Ms. Kreger stated that documentation on liquidated damages has been submitted and is prepared with documentation to support what is owed.

Ms. Zambrano inquired on a timeline for a reply.

Ms. Kreger stated that it could be within the next month and that they have had the documentation for a month already. Ms. Kreger stated that there was a slight communication due to a couple of busses that they need to remove from the yard. Ms. Kreger stated that they should have already taken those buses from the yard and if not, then storage charges will be applied but is hoping closing is over within the month to avoid incurring any more legal cost.

No action required. No action taken.

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

The next Board meeting is scheduled for August 27, 2018.

Ms. Thorpe stated that the corrected MOU from Item 2 would be added to the next meeting's agenda.

**ADJOURNMENT**

There being no further business to come before the Authority, the Chairman adjourned the meeting at 2:15 PM.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY  
Adopted this 10/22/18 2018, Agenda Item \_\_\_\_\_

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Maritza Hernandez, Board Secretary