

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in a Regular Board Meeting session on Monday, September 23, 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
Brian Golding, Sr./Quechan Tribe/Secretary/Treasurer
Ross Poppenberger/Arizona Western College
Richard Marsh/Town of Wellton
Arturo Durazo/Cocopah Indian Tribe

Members Absent:

Louie Galaviz/City of Somerton
Jay Simonton/City of Yuma

Others Present:

Shelly Kreger/YCIPTA/Transit Director
David Garcia/YCIPTA/Transit Operations Manager
Marcela Garcia/YCIPTA/Financial Services Manager
Dayanna Banuelos/YCIPTA/Clerk II
Denis Aceves/YCIPTA/Clerk I
Shane Bollar/RATP/General Manager
Anabelle Teran/RATP/Operations Manager
Max Isbell/RATP/Maintenance Manager

The Pledge of Allegiance was led by Mr. Rosales.

CALL TO PUBLIC:

No Public.

CONSENT CALENDAR:

No. 1 Adopt the August 26, 2024 regular session minutes. Action required

Motion (Durazo/Golding) To approve as presented.

Voice Vote Motion Carries, 5-0 Mr. Poppenberger, Mr. Galaviz, and Mr. Simonton were excused.

DISCUSSION & ACTION ITEMS:

No. 1 Discussion and or action regarding possible partnership with Kim Joyce and Associates, LLC for grant consulting. Action may be required.

Ms. Kristen Krey from Kim Joyce and Associates presented to the Board the presentation previously stated in the last Board meeting.

Mr. Poppenberger walked in at 1:36 PM.

Ms. Krey added that grant writing was unnecessary since Ms. Kreger is an expert and has been writing grants before. Ms. Krey explained that Ms. Kreger does not have time to go over the extensive pages of DOT (Department of Transportation).

Ms. Krey stated to the Board that the research fee would be pulled back since she was knowledgeable of what needed to be done.

Ms. Krey explained that we would be able to work with the cooperative contract that was offered by the state by the City of Scottsdale.

Ms. Krey stated that the services offered would be \$175.00 per hour and there would be no retainer fee and no research fee. She added that she would work closely with Ms. Kreger to make sure not to exceed the threshold. Her recommendation as well as with other clients is \$25,000.

Mr. Marsh questioned why baby steps were been taken instead of taking advantage of the consultant and allowing her to do the grant writing as well.

Ms. Krey addressed his question by stating that the contract is open to include everything and if in the future grant writing would be requested, they would write the grant.

Mr. Rosales questioned who would be doing the research and seeing which grants we would be eligible for.

Ms. Krey stated that research is included in the contract.

Mr. Rosales questioned how the breakdown came upon to know how much time was spent on each category.

Ms. Krey answered that every hour served is tracked with notations and billed monthly with backup notes so that Ms. Kreger can see what time was spent on.

Mr. Golding stated that the Hotel Del Sol and the new maintenance facility projects should be priorities for Ms. Krey to focus upon because the completion of construction promises freeing \$4,400 that is currently paid monthly to the landlord and focusing on the project and getting into the new space is a step in the right direction. He added that the money that is going out could be used to better the service.

Mr. Marsh questioned if it was up to \$25,000 if it could be less.

Ms. Kreger confirmed.

Mr. Rosales questioned if the contract would be pending legal review.

Ms. Kreger stated that it would be going off a cooperative contract with the City of Scottsdale.

Mr. McGaughey questioned if the contract had already been reviewed.

Ms. Kreger stated that she could send it to Ms. Elizabeth Norton for further review.

Ms. Kreger added that it is cheaper for other agencies including ourselves that are allowed to go based on cooperative contracts.

Discussion ensued between Mr. Golding and Mr. Marsh regarding whether Federal Transit Administration (FTA) grant funding would be used to pay contract costs, and the need for legal review to ensure that the cooperative contract meets FTA procurement requirements, as these were likely not foreseen when the cooperative contract was negotiated.

Action (Marsh/Poppenberger) To approve the grant consulting services by Kim Joyce and Associates with a not to exceed limit of \$25,000.00 and authorize the Transit Director to execute the contract, subject to pending legal review.

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

No. 2 Discussion and or action regarding a Letter of Support for CalVans to continue to support California and Arizona based employers in Yuma County. Action required.

Ms. Kreger stated that a draft letter was requested at the previous Board meeting and is attached to the Member's packet.

Action (Golding/Marsh) To approve the letter of support for CalVans.

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

No. 3 Discussion and or action regarding YCIPTA staffing update and new job description – Brand Ambassador. Action required.

Ms. Kreger stated that Mr. Garcia was promoted to Ms. Perez's position and received training before she left.

Ms. Kreger stated that the person hired for the position would be the face of YCAT starting from customer service to the marketing side of it as well.

Ms. Kreger added that this person would be riding the bus doing route monitoring and talking to the customers. She added that the hired person would be making sure that shelters are clean and reviewing everything that the community will see.

Ms. Kreger stated that this person would also be doing community events and managing social media.

Ms. Kreger specified that it would not be an additional position it would be just filling the vacant position and doing some restructuring to it.

Action (Marsh/Golding) To approve the new job description.

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

No. 4 Discussion regarding the transition of the RATP Dev General Manager for Yuma. No action required.

Ms. Kreger stated that the current general manager Mr. Bollar had accepted a position at Zion National Park and Ms. Teran would be taking over his position as of November 1st, 2024.

Ms. Kreger stated that Mr. Bollar's last day at the office will be October 24th and would be providing support to the team throughout November.

Mr. Bollar added that Ms. Teran has been training and is ready to take over this position and is great

timing.

No. 5 Discussion and or action regarding YCIPTA Shelter and Bus Advertising Media kit. Placeholder. No action required.

Ms. Kreger stated that another agency wanted to advertise but it was a "Go Vote" campaign as well.

Mr. Rosales questioned why elections could not be advertised.

Ms. Kreger stated that it was because it is considered noncommercial advertising and can potentially jeopardize FTA funding.

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 stated in the Member's packet.

Mr. Isbell stated that bus 250 was getting its last pieces installed and should be out for service the next day.

Mr. Isbell added that next year they would prepare for the heat and service the A/C condensers often to avoid mechanical issues with the A/C.

Ms. Teran stated that they had to cancel the same route twice that was canceled last Board meeting which was the morning one from San Luis into Yuma. She added that the same procedures were done of posting it on Facebook to notify passengers.

Ms. Rosales questioned what was the time of the route that was canceled.

Ms. Teran answered that it was 6:39 AM and started in San Luis.

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

Ms. Kreger stated that she included the monthly report from Solutions from August in the Member's packet and did not include a written report because she was recovering from surgery.

No. 3 Transit Operations Manager Report - David Garcia, Transit Operations Manager. No action required.

Mr. Garcia presented the Transit Operations Manager Report as stated in the Member's packet.

No. 4 Financial Report - Marcela Garcia, Finance Manager. No action is required.

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

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

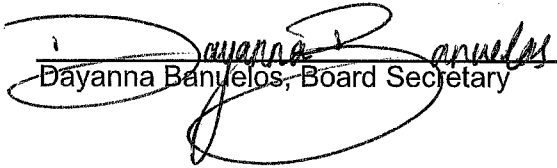
October 28, 2024

Mr. Rosales requested to bring back the route information on the Yellow 95 Route.

There being no further business to come before the Authority in regular session, the meeting was adjourned at 2:35 PM.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this December 9th, 2024, 2024, Agenda Item CC1.


Dayanna Banuelos, Board Secretary