

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Session on Monday, October 22, 2018 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26<sup>th</sup> Street, Yuma, AZ 85364. The Chairman, Susan Thorpe called the meeting to order at 1:34 P.M.

**Members Present:**

Susan Thorpe/Yuma County/Chairman  
Larry Killman/Town of Wellton/Vice Chairman  
Paul Soto/Cocopah Indian Tribe  
Ralph Velez/City of San Luis  
Greg Wilkinson/City of Yuma  
Brian Golding, Sr. /Quechan Indian Tribe  
Michael Sabath/Northern Arizona University  
Ian McGaughey/City of Somerton

**Members Excused:**

Susanna Zambrano/Arizona Western College/Secretary/Treasurer

**Others Present:**

Shelly Kreger/YCIPTA/Transit Director  
Chona Medel/YCIPTA/Financial Services Operations Manager  
Elizabeth Williams/RATP Dev/Operations Manager  
Minda Davy/ Benesch & Davy Law Firm

The Pledge of Allegiance was led by Mr. Ian McGaughey.

**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 July 23, 2018 regular minutes.**

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

**Voice Vote:** Motion Carries, (8-0).

**DISCUSSION & ACTION ITEMS:**

**No 1: Discussion and or action regarding the Exhibit A and B of the YCIPTA/Cocopah MOU for FY 2018-2019. Action Required**

Ms. Kreger stated each year the memorandum of understanding (MOU) between YCIPTA and Cocopah needs to be update with the current annual hourly service charge for the fixed route for FY 2018-2019.

No further board discussion

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

**Voice Vote:** Motion Carries, (8-0)

**No 2: Discussion and or action regarding the Exhibit A of the YCIPTA/Quechan MOU for the FY2018-2019. Action required.**

Ms. Kreger stated each year the MOU regarding YCIPTA and Quechan needed to be updated. This was a corrected version from July 23, 2018 Board meeting.

No further board discussion

**Motion** (Soto/Wilkinson): Approved item presented.  
**Voice Vote:** Motion Carries, (8-0)

**No. 3: Discussion and or action regarding the Updated YCIPTA Financial and Grant Management Policies and Procedures. Action Required.**

Ms. Kreger stated during our Triennial Review in April 2018, YCIPTA received a finding in the area of Financial Management and Capacity, it was determined YCIPTA's financial and Grant Management Policies and Procedures were outdated. Ms. Kreger stated we will be sending the updated and approved Policies and Procedures to FTA.

No further board discussion

**Motion** (Golding/McGaughey): Approved item presented.  
**Voice Vote:** Motion Carries, (8-0).

**No. 4: Discussion and or action regarding National Express Transit closeout negotiations and Notice of Claim.**

**Motion** (Wilkinson/Velez): To recess the regular session meeting at 1:41pm and enter into Executive Session  
**Voice Vote:** Motion Carries, (8-0)

Chairwomen Thorpe adjourned the Executive Session and reconvened Regular Session.

**No. 5: Discussion and/or action regarding National Express Transit closeout negotiations and Notice of Claim.**

Chairwomen Thorpe requested for a motion to directed Counsel to move forward as discussed in Executive Session.

**Motion** (Wilkinson/Sabath): Approved  
**Voice Vote:** Motion Carries, (8-0)

**Progress Reports:**

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

Ms. Williams stated they had a rough start and lost the Maintenance Manager due to poor performance. She stated he was let go September 4, 2018. She expressed they were getting thing done just not as quickly as they would like. Today they hired a new Maintenance Manger from Brownsville Texas with a lot of experience.

RATP Dev is sending in the Director of Maintenance from the West Coast today. He will be working with Ms. Williams for the next two weeks until the new Maintenance Manager starts.

Ms. Williams updated the board on the bus detailing. She stated they are working on getting 3-4 detailed every Sunday.

Ms. Williams indicated that four new operators are being trained. She also informed the board that our special events are starting back up with the Ghost Trolley being on this Thursday.

Ms. Williams stated they are working on equipment and making pulls. They have missed a trip here and there but making the connections. She is hopeful with the new maintenance manager coming in that he can build relationship with vendors in order to get parts and equipment faster.

Ms. Williams also informed the board that one of our drivers were assaulted by one of our passengers. The passenger was arrested. Driver returned to work shortly after the assault and was okay. They went to court regarding the incident. We are looking into suspending the passenger from service due to the history of the passenger.

Mr. Wilkinson asked if there were cameras on the buses and Ms. Williams indicated there were cameras on the bus. She as informed the board some of the incident was on camera but some of it was off the bus. The video indicated the passenger was getting confrontational. Ms. Williams stated this type of incident does not happen often.

Ms. Williams informed the Board, Carol Perez, Operations Manager for YCIPTA will be setting up a training session with her sister whom works for the Border Patrol to come and teach driver self-defense and how to deescalate confrontational situations, which this type of training has not been made available to the drivers in the past. This is to help the driver learn how to deal with these types of situations.

Ms. Williams stated to the board they are determined to make YCAT a better place.

No action required. No action taken.

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

Ms. Kreger stated we reviewed the audit proposals for the annual single audit for YCIPTA. Heinfeld and Meech, PLLC was selected as the winning bidder. They will continue doing our audits, they were best priced and had the best response on their proposal.

Ms. Kreger stated that Mrs. Medel the attended Government Finance Officers Association (GFOA) Budget Academy in Chicago, Illinois. Mrs. Medel explained to the Board about the standard of excellence award that is given by GFOA for the budget similar to the CAFR Award.

Ms. Kreger stated that part of the Hotel Del Sol Funding was going to laps this year. Ms. Kreger stated she was able to get an extension on the grants. One grant she received a two-year extension and will not laps until September 30, 2020 and the other grant will be lapsing on September 30, 2019. Ms. Kreger recommended some type of work to the Hotel Del Sol such as painting and other items that needed to be discussed by the Board.

Ms. Kreger stated the Stuff the Bus Campaign will be starting first week of November.

Ms. Kreger notified the Board that our 5311 Compliance Review is going to be on November 2, 2018. This review is the States Triennial Review. Normally the ADOT excepts FTA Triennial Review but due to the fact that FTA did not review any maintenance records because all vehicles with useful life were purchased by 5311 funding therefore our vehicles did not get reviewed. This is why the State is setting up a review.

Ms. Kreger stated our Annual Single Audit was supposed to take place last week but did not happen do to the on-going legal situation with National Express and they would like to postpone pending on YCIPTA's Board decision on how to proceed.

No action required. No action taken.

**No. 3: Transit Ridership & Customer Comment Report – Shelly Kreger, YCIPTA Transit Director. No action required.**

Ms. Kreger stated Ms. Perez was out and she would be presenting. She presented item as contained on the member packet, July, August and September ridership.

Ms. Kreger stated we would review the month of July 2018 again due to a significant difference in ridership.

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, July, August, and September.

Mrs. Medel indicated there was a typo on the month stated on the accounts payable and accounts receivable amounts are as of September 2018.

Mrs. Medel stated that our accounts payable balance is due to National Express billing that needed to be recorded and pending legal contractual disputes we do not know how the payment will apply. She stated this is one of the reasons why the Auditors had held off on the audit due to the Balance Sheets being so one sided. Ms. Kreger confirmed the payable amount is half of our balance sheet.

Mrs. Medel explained as an Intergovernmental Public Transportation Authority (IPTA) where are required to have our Comprehensive Annual Financial Report (CAFR) into the State by December the 1<sup>st</sup> but due to the situation at hand and email was sent to the State notifying them of legal situations. The Single Audit is not due until March 31, 2019

Mr. Sabath asked on the confirmation on the National Express payable amount. Mrs. Medel confirmed the amount was \$1.8 million. Ms. Medel explained that the three invoice April, May and June were bills posted by not submitted by National Express. The amounts YCIPTA posted were based off of revenue hours and the contract billing amount.

No action required. No action taken.

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

The next Board meeting is scheduled for November 26, 2018.

Chairwomen Thorpe stated that we will have an executive session added to the next meeting's agenda.

Mr. McGaughey commented that he and Ms. Zambrano rode the green route a couple of weeks ago it was a good experience. Managed to get on the wrong bus and ended up at AWC but they had the scenic route.

**ADJOURNMENT**

There being no further business to come before the Authority, the Chairman adjourned the meeting at 2:50 PM.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this 10/22/18 2018, Agenda Item \_\_\_\_\_



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Carol Perez, Board Secretary