

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting session on Monday, February 28, 2022 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chair, Mr. Jerry Cabrera called the meeting to order at 1:32 P.M.

Members Present:

Jerry Cabrera/City of Somerton/Chair
Jay Simonton/City of Yuma/Secretary/Treasurer
Richard Marsh/Town of Wellton
Eric Holland/Cocopah Tribe
Susanna M. Zambrano/Arizona Western College
Brian Golding, Sr./Quechan Tribe
Susan Thorpe/Yuma County

Members Absent:

Ralph Velez/City of San Luis/Vice Chair
Dr. Michael Sabath/Northern Arizona University

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Transit Operations Manager
Chona Medel/YCIPTA/Financial Services Operations Manager
Oliver Cromwell/RATP Dev/General Manager
Jennifer Shields/HenfeldMeech/Audit Partner
Elizabeth Norton/Benesch, Shadle & White, PLC /Legal Counsel

The Pledge of Allegiance was led by Mr. Holland.

DISCUSSION & ACTION ITEMS:

No. 1: Welcome new YCIPTA Board Member Eric Holland, Planning Director, Cocopah Indian Tribe. No action required.

Mr. Eric Holland introduced himself to the Board and the Board welcomed Mr. Holland.

Mr. Holland gave a brief personal and professional history to the Board.

Ms. Thorpe joined at 1:35 pm.

No. 2: Discussion and or action regarding term renewal for Brian Golding, Sr. Action required.

Ms. Kreger provided background information for this item as contained in the member packet.
Ms. Kreger requested approval for renewal of Mr. Golding's five (5) year term.

Motion (Golding/Zambrano): To approve item as presented.

Voice Vote: Motion Carries, (7-0) with Mr. Velez and Dr. Sabath being excused.

No. 3: Discussion and or action regarding the appointment of members to the By- Laws Subcommittee. Action required.

Ms. Kreger provided background information for this item as contained in the member packet.

Mr. Simonton, Mr. Holland and Ms. Thorpe offered to join the By-Law Subcommittee.

Motion (Golding/Zambrano): To approve item as presented.

Voice Vote: Motion Carries, (7-0) with Mr. Velez and Dr. Sabath being excused.

No. 4: Discussion and or action regarding the FY2020 Single Audit and Annual Comprehensive Financial Report (ACFR). Henfeld & Meech will be presenting. Action required.

Ms. Kreger presented Ms. Jennifer Shields, HenfeldMeech, Audit Partner.

Ms. Shields reported the following:

- There was no difficulty or disagreements with YCIPTA management
- No audit judgments that needed to be reported
- Ethical standard was met
- Audit resulted in a clean opinion/unmodified statement
- One finding related to timeliness
- No findings with internal controls

Mr. Golding inquired in regards to page 125 of the packet under recommendation: *"The Authority should invest the necessary resources in the development of procedures to ensure the timely issuance of the Authority's financial statements"*.

Mr. Golding also referenced page 127 of the packet and stated that it did not address whether there is a policy that is sufficient to address the recommendation.

Ms. Shields stated that it was a generic statement in nature. Ms. Shields clarified stating that it was more of time, effort, and energy and less so regarding the actual procedures.

Ms. Shields suggested some type of 'desk procedures' with deadlines to complete each task.

Ms. Kreger stated that there already has been changes desk procedures and staff has been trained to assist with audit.

Mr. Simonton inquired if staff was working on audit for 2021 now.

Mrs. Medel confirmed.

Ms. Shields stated that there was an extension for the audit, making it due on September 30, 2022 and it should be on time. Ms. Shields expressed that she would like it sooner than that.

Ms. Shields further stated that the next audit was scheduled to come on site three (3) weeks of the meeting.

Ms. Thorpe inquired regarding page 125 of the packet, under cause it stated "the cause is unknown".

Ms. Shields stated there were a series of reasons such as legal issues in 2019, covid pandemic occurring during the audit process for Fiscal Year (FY) 2019. Fiscal Year 2020 possibly being late due to 2019 being late, which is not likely enough value to assess reason for the deficiency.

Mr. Marsh inquired if the auditors have interviews with the YCIPTA staff to answer some of these questions.

Ms. Shields confirmed that the auditors send requests for information, there are large volumes that has to be provided by staff. Ms. Shields mentioned an example of the process and how delays can occur.

Mr. Marsh inquired if there was an activity schedule was provided to staff.

Ms. Shields confirmed that it was provided, the schedule is an electronic format.

Mr. Holland inquired if the auditors provide staff with best practices.

Ms. Shields confirmed and further stated that it was on a transactional basis, flow of information, and areas that can be streamlined. At that point best practices might not work but they are offered best practices. Ms. Shields also stated that if they would have found something it would be offered in a management letter.

Ms. Thorpe inquired regarding page 127 of that packet, in which the response from YCIPTA states FY2020-2021 would be submitted by March 2022.

Ms. Kreger stated that it was anticipated to be submitted by June 30th to the Board but no later than September 2022.

Motion (Marsh/Simonton): To approve item as presented.

Voice Vote: Motion Carries, (7-0) with Mr. Velez and Dr. Sabath being excused.

No. 5: Discussion and or action regarding YCIPTA Shelter and Bus Stop permit status report. No action required.

Ms. Kreger stated that the data provided by Urban Transportation Associates (UTA) wasn't downloading into the reporting program Solutions. This data was necessary to determine ridership by stops to place the shelters. Ms. Kreger stated that the data was not downloading since October 2021.

The Board expressed concerns over this issue not being reported to the Board.

Ms. Thorpe requested more communication to the Board regarding these types of issues and also requested follow up email for this issue.

No action is required. No action taken.

No. 6: Discussion and or Action regarding the timeline for new Operations and Maintenance Facility. No action required. NO UPDATES

PROGRESS REPORTS:

No. 1: Operations Manager Report/Maintenance Update – Oliver Cromwell, General Manager – RATP Dev. *No action required.*

Mr. Cromwell provided information for this item as contained in the member packet.

Mr. Cromwell stated that he was unable to find "Late to First Stop" statistics within RATP Dev, suggested Ms. Kreger could reach out but he could not due to other contractors are competitors.

Mr. Cromwell stated that dispatchers were classifying delays incorrectly. With the correction of entries by dispatch and the delays classified as "Other" should drop considerably.

Ms. Zambrano requested Ms. Kreger to reach out to other agencies regarding late to first stop.

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

Ms. Kreger provided information for this item as contained in the member packet.

Ms. Kreger mentioned the auctioning off of decommissioned and Mr. Simonton inquired if the revenue from those sales goes back into operations.

Ms. Kreger stated that any amount over \$4999.99 goes back to the Federal Transit Administration (FTA).

Mr. Holland inquired if there is a program that exists to track Driver Vehicle Inspection Report (DVIR) defects.

Mr. Cromwell stated that the DVIRs are reviews by maintenance.

Mr. Cromwell stated that safety issues are handled immediately, vehicle replaced or maintenance will review on the spot.

No action is required. No action taken.

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

Ms. Perez provided information for this item as contained in the member packet. No action is required. No action taken.

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

Mrs. Medel provided information for this item as contained in the member packet. No action is required. No action taken.

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

Motion (Zambrano/Marsh): To recess the Regular Session and convene Executive Session

Voice Vote: Motion Carries, (8-0) with Mr. Mezquita being excused.

The Regular Session recessed at 2:24 pm.

EXECUTIVE SESSION:

No. 1: Discussion regarding Financial Sustainability.

This matter is brought in executive session pursuant to A.R.S. § 38-431.03(A)(3) & (4).

No. 2: Discussion regarding Transit Directors Annual Performance Review and related matters pursuant to A.R.S. § 38-431.03(A)(1)

At 3:01 pm Chairman adjourns Executive Session and reconvenes Regular Session.

No. 7: Discussion and or action regarding Financial Sustainability. Action may be required.

No action is required. No action taken.

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

No action is required. No action taken.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

March 28th, 2022

ADJOURNMENT

There being no further business to come before the Authority in regular session, the meeting was adjourned at 3:02 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this April 4, 2022, Agenda Item CC1.



Carol Perez, Board Secretary