

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting session on Monday, January 23, 2023 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chair, Mr. Louie Galaviz called the meeting to order at 1:31 P.M.

Members Present:

Louie Galaviz/City of Somerton/Chair
Ralph Velez/City of San Luis/Vice Chair
Jay Simonton/City of Yuma/Secretary/Treasurer
Brian Golding, Sr./Quechan Tribe
Eric Holland/Cocopah Tribe
Ian McGaughey/Yuma County
Susanna M. Zambrano/Arizona Western College

Members Absent:

Richard Marsh/Town of Wellton

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Transit Operations Manager
Chona Medel/YCIPTA/Financial Service Operations Manager
Lorena Sanchez/YCIPTA/Clerk II
Anabel Teran/RATP DEV/ Operations Manager

The Pledge of Allegiance was led by Mr. Galaviz

CALL TO PUBLIC:

No comment

CONSENT CALENDAR:

No. 1: Adopt the November 14, 2022 regular session minutes. Action required.

Motion (McGaughey/Velez): To approve as presented.

Voice Vote: Motion Carries, 7-0, with Mr. Marsh being excused.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding the Election of Chairperson, Vice- Chairperson and Secretary/Treasurer. Action required.

Ms. Kreger stated that according to the bylaws each January a chair, vice chair and secretary and treasurer be elected. Ms. Kreger requested that since the current Vice Chair, Mr. Velez will only continue for a short time this year, that Mr. Simonton be elected as Chairman to provide continuity throughout the year.

Mr. Simonton clarified he is only the Interim City Administrator and has not been made permanent for the City of Yuma and hopes to become permanent by February.

Mr. McGaughey nominated Mr. Simonton for Chairman.

**Motion (McGaughey/Zambrano): Elect Mr. Simonton for Chairman of the Board.
Voice Vote: Motion Carries, 7-0 with Mr. Marsh being excused.**

Ms. Zambrano volunteered for the Vice Chair.

Mr. Galaviz questioned if volunteering for the position was allowed.

Ms. Kreger stated no.

Mr. Simonton nominated Ms. Zambrano for Vice Chair.

**Motion (Simonton/Golding): Elect Ms. Zambrano for Vice Chairman of the Board.
Voice Vote: Motion Carries, 7-0 with Mr. Marsh being excused.**

Mr. Velez nominated Mr. Holland for Secretary.

**Motion (Velez/Golding): Elect Mr. Holland as Secretary of the Board.
Voice Vote: Motion Carries 7-0 with Mr. Marsh being excused.**

No. 2: Discussion and or action regarding the Third Amendment to Grant Pass Through Intergovernmental Agreement between YCIPTA and the City of Yuma for Federal Transit Grant Funding. Action required.

Ms. Kreger presented as contained in member's packets.

Ms. Kerger stated that by approving this third amendment serves two purposes. The first is to extend both grants to September 30, 2024. This extension will allow the City to hopefully fully expend all funds in these two grants by that time. Secondly, this will also close out one of the Triennial Review findings. FTA stated that there needed to be several items incorporated in to this agreement; the City's Unique Entity Identifier (UIE), Federal award dates and agency, and closeout conditions.

**Motion (Golding/McGaughey): To approve the Third Amendment to Grant Pass Through Intergovernmental Agreement between YCIPTA and the City of Yuma for Federal Transit Grant Funding.
Voice Vote: Motion Carries, 7-0 with Mr. Marsh being excused.**

**No. 3: Discussion regarding updates of the Triennial Review Findings closeout status.
No action required.**

Ms. Kreger stated she is working on letters and communications with other departments to discuss important information. She added independent cost analysis will be done on the Gillig, farebox, and land purchases. Once all is discussed and settled results will be sent to the Federal Transit Authority (FTA) and then the findings will be closed out.

Mr. Holland pointed out on page 57-58 it states the discussion item is labeled as number four (4) but is item three (3).

Ms. Kreger agreed.

No action required. No action taken.

No. 4: Discussion and or action regarding YCIPTA Shelter and Bus Stop permit status report. No action required

Ms. Kreger stated that she along with Ms. Perez met with Mr. Joel Olea and Mr. David Wostenberg regarding City of Yuma right of way that could accommodate shelter placements along 4th Ave. YCIPTA now has access to the City's right away maps off of their website and there were discussions of having an overlay on the City's map to include bus stops. Using this map YCIPTA is now able to look into these ourselves as well. Yuma Metropolitan Planning Organization (YMPO) has also reached out to us in regards to the "Carbon Reduction" funding that could be used for shelters and bus pullouts.

Mr. Simonton inquired if the south county shelters were still being pursued.

Ms. Kreger answered not at the moment.

Mr. Galaviz stated there has been discussion with YMPO about possible bus shelter grant funding.

Mr. McGaughey thanked Ms. Kreger for taking time to meet with city representatives to plan placement. He also asked how many bus shelters were left to be placed.

Ms. Kreger stated three (3) have been placed and seven (7) remain.

Mr. Galaviz inquired as to where the bus shelters can be placed.

Ms. Kreger stated they can be placed anywhere.

Ms. Zambrano questions if the shelter could be placed by end of year.

Ms. Kreger stated she hopes so. She explained they are using Quail Construction now, so it is coming at half previous the cost.

Mr. Velez asked if the plan was based on a fiscal or calendar year.

Ms. Kreger stated it is a calendar year.

Mr. Holland asked what the price for shelter placement was.

Ms. Kreger stated it is 15,000 dollars which includes shelter, garbage can, and bench placement.

Mr. Holland requested the information be provided to all members of the board incase anyone has extra funding that could be provided to assist in placement of the bus shelters.

Ms. Kreger said okay.

Mr. Golding asked if there is a priority list for shelter placement locations.

Ms. Kreger explained shelters are placed at busy location that provide high ridership. She added a list will be compiled and presented to the board possibly next meeting.

Mr. Golding inquired if YMPO reached out to assist if needed and would write a grant or if they reached out for assistance in writing the grant proposal.

Ms. Kreger stated she had a short conversation with YMPO informing her about the available funding.

Mr. Golding stated if the grant writing will be done by YMPO then it should be used once made available.

No actions required. No action taken.

No. 5: Discussion and or Action regarding the timeline for new Operations and Maintenance Facility. No action required. *NO UPDATES*

Ms. Kreger stated that due to a City ordinance against squatting the home located on the property had to be clear boarded. Ms. Kreger stated that the clear boarding would be occurring next week.

Mr. Simonton asked if demolition of the existing building has been considered.

Ms. Kreger explained it is not a simple task due to FTA requirements.

Mr. Velez interjected stating it is due to federal funding.

Mr. Simonton stated removing the building would help prevent further problems of squatting and littering. He asked if there were ever plans of keeping the building for a specific purpose.

Ms. Kreger explained the house could possible be used as a break room or a training room but no plans have been made thus far.

No actions required. No action taken.

PROGRESS REPORTS:

NO. 1: Operations Manager Report/Maintenance Update-- Shane Bollar, General Manager – RATP Dev. *No action required.*

Ms. Anabel Teran presented the report as contained in member's packet on behalf of Mr. Shane Bollar.

Ms. Zambrano inquired if Board Members would be invited to upcoming safety banquets.

Ms. Teran stated it would be a good idea.

Mr. Simonton requested save the dates be sent out to Board Members.

No actions required. No action taken.

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

Ms. Zambrano questioned the reporting period and inquired if there was an increase or decrease.

Ms. Kreger stated the report is for the months of November and December. Ms. Kreger stated she had not investigated the differences yet.

Ms. Zambrano requested a comparison report be provided.

Mr. Golding questioned what the new plan for the Hotel Del Sol renovation project is.

Ms. Kreger stated the plan is to keep the facades.

Mr. Simonton explained the north and east facades would be kept to keep the architectural character, and the rest would be demolished and rebuilt within the facades.

Ms. Kreger added they are working with the State Historic Preservation Office (SHPO) and the FTA, waiting on the SHPO's concurrence on the design.

Mr. Simonton explained the original plans were to keep the original building but unfortunately the structural rehabilitation was too extensive and expensive, not much of the original building would be left anyways. He added the current plan is the best approach they have agreed upon.

Mr. Velez asked if the FTA has a centralized buying agency or co-op similar to the state.

Ms. Kreger stated no.

Mr. Golding inquired if the training Ms. Kreger attended provided anything to assist with repairing the findings.

Ms. Kreger stated yes, the manual itself contains many useful topics regarding the most common mistakes found.

No Action Taken. No Action Required.

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

Ms. Perez presented report as contained in member's packet.

Mr. Galaviz questioned the service area of the route with the highest ridership.

Ms. Perez stated the area covers from Downtown Yuma to San Luis.

Mr. McGaughey gave praise for the rise in ridership totaled an 11 percent increase.

Ms. Perez stated the NextBus tracking system is no longer useful due to inaccuracy and has advised the vendor of possibly cutting the service to which the vendor then offered to turn the system around and offered to better their service.

Mr. Galaviz asked if there were other companies that provided similar products and services.

Ms. Perez advised that all the equipment is already purchased and installed so finding a new provider was not ideal but looking into it could be a possibility.

Ms. Zambrano recommended looking into other companies to bring some competitive motivation in.

Mr. Galaviz agreed with Ms. Zambrano with stating it is a good idea to see what other companies could offer.

Mr. Golding questioned how did the inaccuracy of the service go unnoticed. He explained how important the service can be in proving customer service and accurate information to passengers enticing them to use the service more. Mr. Golding stated he used the tracking system very often and at times demonstrated to riders how to use it, until it was no longer accurate.

Ms. Kreger stated Ms. Perez has been in constant contact for months with the vendor.

Mr. Simonton asked if the issues were with software or equipment.

Ms. Perez stated there were several issues. She explained at one time the service needed to be upgraded due to a cancellation in 3G service. Once the upgrade was completed it did not provide strong reception in rural areas. She continued another issue was during installation, when she was advised several devices did not need to be updated, but were told later that the devices did in fact need to be updating.

Mr. Galaviz thanked Ms. Perez and requested regular updates on the status.

Mr. McGaughey asked if there was a possibility of no cash payments for riders.

Ms. Perez answered the current forms of payment are cash and physical pass.

Mr. McGaughey asked if those options were being explored.

Ms. Kreger explained she does believe Genfare may have the option to upgrade the system to receive different fare media but has not investigated the matter.

Ms. Zambrano requested the service be investigated further.

Mr. Galaviz agreed adding people do not carry cash like before and technology aids in this matter.

Mr. Golding shared a situation he experienced in Los Angeles when he attended a conference. He stated he purposefully stayed at a distant location so he could use the public transportation solely for the experience and comparison. Mr. Golding stated in larger areas they do offer the option to pay with your phone, although the function did not work for him it was good to have the option.

Mr. Galaviz asked if other payment options have been considered or investigated.

Ms. Kreger stated in the past there was a smart card option but it was very antiquated.

Mr. Galaviz stated everyone uses apps.

Mr. Golding questioned if passes were available for purchase on our website.

Ms. Perez stated yes.

Mr. Golding asked if an account was needed.

Ms. Perez stated no

Ms. Medel added the passes purchased were not instant passes they are mailed out.

Ms. Zambrano asked what was needed to make the passes instant.

Mr. Galaviz stated it could be like concert tickets on your phone if passes could be the same.

Ms. Kreger stated there is no way to scan them.

Ms. Medel stated the fare box does not allow that function.

Mr. Golding implied only with an update.

Mr. Galaviz stated those could be things to research and consider as different options.

No Action Taken. No Action Required.

**No. 4: Financial Report – Chona Medel, Financial Services Operations Manager.
*Will be provided at the meeting. No action is required***

Ms. Medel presented report as contained in member's packet.

Ms. Medel stated she hopes to move to actual financial statements including cash flow, and balance sheet statements to provide more transparency.

Mr. Velez questions if the number of OnCall ridership effects the OnCall revenue.

Ms. Medel explained OnCall passes are sometimes purchased by agencies so those amounts are added in the financials but not in ridership reports.

Ms. Kreger clarified the OnCall ridership number contained in the report is not actually OnCall ridership.

Ms. Perez explained the OnCall ridership in the report represents people that qualify for the disabled service but use the fixed routes.

Mr. Holland inquired if the Yuma Air Show has been contacted to offer services.

Ms. Kreger stated eight (8) busses are provided every year in exchange for in-kind contributions.

Mr. Holland expressed gratitude. He proceeded to inquire if an additional bus was needed to cover the area from Yuma Palms mall to the air base. He stated a transit plan could be developed to allow for people to park in the mall area and be taken to the marine base.

Ms. Kreger stated the marine base has adequate parking space but she could mention the idea when time comes. She added that regular service still had to continue Saturday and buses are limited.

No Action Taken. No Action Required.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

Mr. Golding requested an annual review for the transit director be added to the agenda.


Ms. Zambrano stated herself and Mr. McGaughey rode a bus and observed the areas and bus stops noting some areas had been cleaned and improved. She stated they did get confused with the route but overall, the trip was fun.

February 27, 2023
ADJOURNMENT

There being no further business to come before the Authority in regular session, the meeting was adjourned at 2:15 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this 6th of March, 2022, Agenda Item CC1.



Lorena Sanchez, Board Secretary