

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting session on Monday, May 24, 2021 virtual meeting via Zoom. The Chair called the meeting to order at 1:32 p.m.

Members Present:

Dr. Michael Sabath/Northern Arizona University/Chair
Jerry Cabrera/City of Somerton/Vice Chair
Ralph Velez/City of San Luis /Secretary/Treasurer
Larry Killman/Town of Wellton
Susan Thorpe/Yuma County
Susanna M. Zambrano/Arizona Western College
Brian Golding, Sr./Quechan Tribe
Paul Soto/Cocopah Tribe

Members Absent:

Philip Rodriguez/City of Yuma

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Chona Medel/YCIPTA/Financial Services Operations Manager
Paul D. Ward/YMPO/ Executive Director
Steve Wilks/IBI Group/Associate
Rick Williams/Michael Baker International/Technical Specialist IV
Dave Shafarz/IBI Group/Senior Transportation Planner
Oliver Cromwell/RATP Dev/General Manager

The Pledge of Allegiance was led by Mr. Paul Ward.

CALL TO PUBLIC:

Mr. John Demko stated that he found out last week that there was a new intercity bus service in Yuma called FlixBus; which currently stops at the Love's gas station. Mr. Demko stated that the stop is not near a YCAT bus stop. Mr. Demko inquired if a survey can be conducted regarding servicing this location.

The chairman advised Mr. Demko that no action could be taken during call of the public but staff could be directed to place an item on a future agenda. The Chairman thanked Mr. Demko for his time. No action required; no action taken.

CONSENT CALENDAR:

No. 1: Adopt the March 22, 2021 regular session minutes. Action required.

Motion (Cabrera/Killman): To approve item as presented.

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

DISCUSSION & ACTION ITEMS:

No.1: Discussion and or action regarding the adoption of YCIPTA/YMPO Short Range Transit Plan presented by Steve Wilkes from IBI Group. Action required.

Mr. Wilkes recapped the Short-Range Transit Plan (SRTP) presentation provided to the Board in March. Mr. Wilkes stated that the financial portion was not included in the March presentation but would be presented today.

Mr. Wilkes reviewed the YCIPTA financial plan for fiscal year 2019-2020 to fiscal year 2025-2026.

Ms. Thorpe inquired regarding having a negative balance for the next four years.

Mr. Williams stated that the first two years of the plan included CARES act funding and also includes expenditures for the Hotel Del Sol project. Mr. Williams also stated that there was potential of rollover fund balance from the earlier years.

Ms. Thorpe stated potentially the rollover balance would cover some of the future years but would not cover the plan period.

Mr. Williams further stated that part of the plan assumes the population would increase with the census numbers and would result in more federal funding.

Ms. Thorpe inquired regarding what type of funding YCIPTA would potentially receive.

Mr. Williams potentially would receive operational funding from 5307.

Ms. Thorpe inquired if the population increase would also result in a loss of funding.

Mr. Williams stated not necessarily.

Discussion ensued regarding if the financial plan presented was comprehensive enough and if the Board should approve the plan considering its negative balance.

Mr. Velez inquired why the City of San Luis was not included more in the study.

Mr. Wilkes stated that the study focused on increasing the level of service and didn't specifically include the developments Mr. Velez mentioned. Mr. Wilkes further stated that the San Luis City circular study was reviewed but increased level of service was a better option.

- 67% of the participants wanted to travel outside of San Luis city limits
- Only about 1/3 of participants were interested in traveling within the City.
- More than 25% of participants used taxis and there was a potential rider loss for taxi service
 - It is preferred to find a solution collaborating with taxi services

Mr. Velez stated that the information as to how they came to the conclusion should have been included in the study.

Mr. Shafarz agreed with Mr. Velez and stated that it was not included in part due to professional curtesy to those that created the study.

Mr. Ward stated that the financial plan summary was not very comprehensive and did not clearly show that the balance from fiscal year 2019-2020 and fiscal year 2020-2021 would carry over to the subsequent years. Mr. Ward stated that although there would be a negative per year basis; it would be offset by the positive balance from fiscal year 2019-2020 and fiscal year 2020-2021.

Ms. Thorpe stated that the Financial Plan needed to be changed to show the carry over. Ms. Thorpe further stated that the suggestions from Mr. Velez also needed to be included in the plan.

Dr. Sabath inquired if the cost of the proposed changes incorporated in the financial plan.

Mr. Williams stated that they were included but could be separated out to make it clearer.

Dr. Sabath also inquired if there was a priority list for the recommendations.

Mr. Wilkes stated that the short-term goals were recommendations that would have the least fiscal and resource impacts. Mr. Wilkes further stated that the long-term recommendations including restructuring of routes have more of a fiscal and resource impact. Mr. Wilkes recommended starting with the short-term goals first.

Ms. Thorpe recommended tabling the item until amendments were made and to give the Board more time to review the Plan.

Motion (Thorpe/Velez): To table the item and to be brought back for the next board meeting with changes identified.

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

No. 2: Discussion and or action regarding award of legal contract to the firm of Benesch, Shadle & White, PLC. Action required.

Ms. Kreger provided the background information as contained in the packet. Only two proposals for legal services were received; one from Benesch, Shadle & White, PLC and Hengl & Cowan, PLC. Ms. Kreger stated that the committee consisted of Dr. Sabath, Ms. Zambrano, Ms. Kreger and Mr. Velez. Mr. Velez inadvertently was left out of the review process, Ms. Kreger apologized for the oversight. Ms. Kreger also stated that the submission from Hengl & Cowan, PLC was incomplete as it was missing several elements required by the RFP.

Dr. Sabath stated that Benesch, Shadle & White, PLC had much more experience than Hengl & Cowan, PLC.

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

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

No. 3: Discussion and or action regarding Eastern Imperial County Transit Services (EICTS) Operation and Implementation Business Plan, EICTS 6th MOU Extension and the Quechan 11th Amendment to Exhibit A for FY21-22. Action required.

Ms. Kreger provided background information of this item as included in the member packet. Ms. Kreger stated that each year the YCIPTA/Quechan MOU (memorandum of understanding) Exhibit A, EICTS MOU and the Eastern Imperial County Services Operations and Implementation Business Plan is amended to reflect the new contribution amounts. Ms. Kreger stated there were some minor changes which were highlighted in the member packet. Ms. Kreger also stated that the MOU will be brought to the Quechan Tribal Council and the ICTC Board for approval as well.

Ms. Kreger stated there would be no increase in service but the revenue cost for the contract services is increasing for the next budget year.

Motion (Killman/Cabrera): To approve item as presented.

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

No. 4: Discussion and or action regarding Financial Sustainability. Possible action required.

Ms. Kreger stated that this item will be a discussion and presentation of the funding sources YCIPTA receives and the cash flow procedures YCIPTA has to follow according to Federal Transit Administration (FTA) guidelines. This presentation will also show how our cash flow procedures effect our Yuma County Treasury Account.

Ms. Kreger also stated that it was requested to provide the percentage each entity actually contributes to the operating and capital budget as cash match. Included in this presentation is the breakdown and explanation of the chain of events that have contributed to the high balance of registered warrants with the Yuma County Treasury and how YCIPTA plans to get the balance down.

Ms. Medel provided the power point presentation regarding YCIPTA cash flow. Ms. Medel provided some history as to how YCIPTA account became got into deficit.

Some of the highlights from the presentation:

- From the legal settlement with National Express of \$975,000.00 only half was reimbursed back to YCIPTA.
- ADOT did not reimburse YCIPTA for \$213,640.95 worth of National Express invoices
- Interest paid to Yuma County \$185,276.89 from September 2019 to April 2021

These totaled to \$886,417.84 in deficit.

- In-Kind from Greyhound that was not able to be used as match funding in FY 20
- Additional expense not in the budget
- FTA turn around for reimbursement is about 48 hours
- ADOT turn around for reimbursement is about 3-4 weeks
 - Had been taking longer due to Covid and personnel issues at ADOT
- Member contributions make up 48.1% of cash match (based off of FY 19-20)
 - Contributions have not changed since 2012
 - The remaining percentage is received via MOUs with public entities

- COVID hit during the time of trying to reduce the deficit. Preventing YCIPTA Public Contributions for match funding
- Fare Revenue was reduced to zero, making maintaining cash flow in YCIPTA account difficult to cover until reimbursements were processed difficult and we had to use Yuma County Treasurer Services
- Current deficit \$1,367,327.23
- CARES Funding is helping to free up match funding to be able to bring down the deficit
- YCIPTA anticipates to have deficit completely paid by December 2021.

Ms. Thorpe inquired how CARES funding can be applied to the deficit.

Mrs. Medel stated that CARES funding would be used to pay for expenses that usually have a 50% match.

Ms. Thorpe stated that even with doing this that there would still be a deficit of \$1.2 million.

Ms. Medel stated that Greyhound commissions, MOUs, and fare revenue would also go into paying for the deficit.

Ms. Thorpe stated that YCIPTA needs a fund balance to prevent a future deficit since the organization runs on a reimbursement basis. Ms. Thorpe further suggested to increase member entity dues to assist with creating the positive fund balance.

Ms. Kreger stated that when YCIPTA was created the agency started with a fund balance of \$60,000.

Ms. Medel stated that some of the MOUs need to be amended to include interest for late payments as well as the MOU with the County to include clarification of interest rates charged.

Dr. Sabath agreed with Ms. Thorpe and further stated that looking at the interest paid by the agency that proceeding this way was not sustainable. Dr. Sabath also stated that this warranted future discussion due to the fact that solely increasing the member dues would not resolve the issue.

Ms. Thorpe stated that this item should be brought back for the next meeting to discuss and include Mr. Rodriguez as well.

Dr. Sabath agreed with Ms. Thorpe and inquired what the biggest contributor to the deficit was.

Ms. Medel stated that the biggest contributor to the deficit was the legal settlement with National Express.

Dr. Sabath asked for volunteers to form a finance subcommittee.

Ms. Thorpe, Mr. Cabrera, Dr. Sabath and Mr. Ward volunteered to participate.

Mr. Ward also offered to loan YCIPTA money to assist with the current deficit. Mr. Ward further stated that he would be willing to do some forensic accounting to determine if YCIPTA was owed any funds when it separated from Yuma Metropolitan Planning Organization (YMPO).

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

Ms. Kreger stated that no update was available, local contractors are still tied up and unable to install shelters. Ms. Kreger inquired if the City of Yuma would be able to install some shelters and Mr. Rodriguez stated they were not available.

PROGRESS REPORTS:

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

Mr. Cromwell provided the report as contained in the member packet.

Mr. Cromwell also provided an update in regards to a report of “late to the first stop”. Mr. Cromwell indicated that for the previous report; two months were inadvertently added together to create an inflated number of 189. Mr. Cromwell further stated that the average now is about 45 a month.

Ms. Thorpe inquired as to what is the standard or acceptable times to be late to the first stop.

Mr. Cromwell stated that he was unsure what the industry standard would be but would provide the information at the next meeting.

Ms. Zambrano stated that being late to the first stop is one of the main complaints from Arizona Western College (AWC) students. Ms. Zambrano stated that this issue discourages students from utilizing the service. No action taken; no action required.

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

Ms. Kreger provided the report as contained in the member packet.

Ms. Thorpe inquired if YCIPTA would be receiving any additional funds from the American Rescue Plan (ARP).

Ms. Kreger stated that she was not aware of any additional funds at this time. No action taken; no action required.

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

Ms. Kreger provided the report on behalf of Ms. Perez as contained in the member packet.

Ms. Zambrano stated that she would like to see more information regarding the website. Ms. Zambrano acknowledged the issues with Covid but would like to see more participation of future surveys.

Ms. Kreger stated that Covid was a big issue with the SRTP and outreach did not obtain as many participants as she would have liked. Ms. Kreger further stated that staff plans to release a request for

proposals (RFP) for the website within the next few months. No action taken; no action required.

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

Mrs. Medel provided the report as contained in the member packet. Mrs. Medel inquired if the Board would like to see the deficit on future Board reports.

Dr. Sabath agreed and stated that the current report did not make the deficit clear. No action taken; no action required.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

June 28, 2021 – In person?
FY2019-2020 Performance Report
FY2021-2022 Operating and Capital Budget
FY2019 & FY2020 Audit

Dr. Sabath inquired if any Board member was opposed to resuming in-person meetings, no one opposed.

Discussion ensued in regards to the next board meeting date; it was determined that the meeting would occur on June 21, 2021.

ADJOURNMENT

There being no further business to come before the Authority, the meeting was adjourned at 4:02 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this June 21, 2021, Agenda Item CC1.



Carol Perez, Board Secretary