

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in a Regular Board Meeting session on Tuesday, May 30, 2023, at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chair, Mr. Jay Simonton called the meeting to order at 1:34 P.M.

Members Present:

Jay Simonton/City of Yuma /Chair
Susanna M. Zambrano/Arizona Western College /Vice Chair
Ian McGaughey/Yuma County/ Secretary/Treasurer
Alan Heck/Cocopah Tribe
Brian Golding, Sr./Quechan Tribe
Ralph Velez/City of San Luis
Richard Marsh/Town of Wellton/ Via Telephone
Louie Galaviz/City of Somerton

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Transit Operations Manager
Chona Medel/YCIPTA/Financial Service Operations Manager
David Garcia/YCIPTA/Transit Management Assistant
Lorena Sanchez/YCIPTA/Clerk II
Shane Bollar/RATP DEV/General Manager

The Pledge of Allegiance was led by Mr. Simonton

CALL TO PUBLIC:

No public present, no comments made.

CONSENT CALENDAR:

No. 1: Adopt the April 24, 2023, regular session minutes. Action required.

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

Voice Vote: Motion Carries, 8-0

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding the replacement of the Director for Cocopah Indian Tribe and election of a new Secretary/Treasurer. Action required.

Ms. Kreger stated an appointment letter from Cocopah Tribe was received today appointing Mr. Alan Heck as representative.

Mr. Simonton asked what position Mr. Heck holds in the Tribe.

Mr. Heck stated he is the Planning Director.

Mr. Golding welcomed Mr. Heck.

Mr. Simonton questioned the process following Mr. Heck's appointment to the Board. He stated the position would just be assumed.

Ms. Kreger clarified yes. She stated she wished to add appointing a new Secretary/Treasurer due to Mr. Heck being unfamiliar with the organization.

Motion (Zambrano/Galaviz): To approve the replacement of the Director for Cocopah Indian Tribe. Voice Vote: Motion Carries, 8-0.

Mr. Simonton opened for nominations of Secretary/Treasurer.

Ms. Zambrano stated it was important to remember the rotation of board positions.

Ms. Kreger confirmed.

Mr. Simonton nominated Mr. McGaughey for Secretary/Treasurer.

Motion (Simonton/Galaviz): To elect Mr. McGaughey as the new Secretary of the Board. Voice Vote: Motion Carries, 8-0

No. 2: Discussion and or action regarding the increase in YCIPTA Member Entity Dues for FY2023-2024. Action required.

Ms. Kreger presented the entity dues increase tabled for this meeting.

Mr. Galaviz inquired about the purpose of the increase to the entities. He questioned what other revenue-producing methods were investigated.

Ms. Kreger stated several areas were investigated. She added a transportation tax would be the main goal in acquiring financial sustainability. Ms. Kreger stated agreements are in the works that would increase in-kind services from entities such as in-service time, right away lease, and advertising space lease. She assured different methods of generating revenue are being investigated.

Mr. Galaviz stated a yearly increase is not ideal.

Ms. Zambrano expressed gratitude for the minimal increases. She added although it is difficult to continuously provide yearly increased support for the service, Arizona Western College (AWC) is different due to the special route provided to assist south county students. She expressed the importance of continuing to support a service that assists many with finding jobs, attending school, and doing necessities. Ms. Zambrano acknowledged the difficulty in providing financial support and hopes financial sustainability is reached.

Mr. Galaviz asked if the buses have advertising on the sides.

Ms. Kreger stated yes. She added new media kits are being developed by the new staff member previously hired. She explained the media kit will contain updated measurements and prices for outside and inside the bus.

Mr. Simonton stated the increase was substantially higher in the previous Financial Committee meeting. He thanked her for reducing the amount. Mr. Simonton stated as long as the increases stay small, he hopes the financial stance improves.

Motion (Golding/Marsh): To approve the increase in YCIPTA Member Entity Dues for FY2023-2024.

Voice Vote: Motion Carries, 7-0 with Ms. Zambrano abstaining.

No. 3: Discussion and or action regarding the FY2023/24 Operating and Capital Budget. Action required.

Ms. Kreger stated this report is the same report presented in the previous meeting, which was also sent in an email from Ms. Medel. She added no questions or concerns were received in response to the emails.

Mr. Simonton thanked Ms. Kreger for sending it out and allowing review time.

Ms. Kreger stated an amended budget will be sent containing the increase of entity dues. She explained entity due increases could not be included until they were approved.

Motion (Velez/Galaviz): To approve the FY2023/24 Operating and Capital Budget.

Voice Vote: Motion Carries, 8-0.

No. 4: Discussion and or action regarding the Member Entity In-Kind agreements for shelter advertising and right-of-way lease space. No action required.

Ms. Kreger advised the agreement contained in member's packets was submitted to the Federal Transit Administration (FTA) for review but no response has been received yet. She added although there has been no response, she wants the process to continue and allow entities to be able to review and submit for legal review. Ms. Kreger stated she hopes to be able to approve by the next board meeting.

Mr. Simonton asked if FTA provided an approximate approval date.

Ms. Kreger stated no.

Mr. Simonton stated FTA approval is needed before a vote can take place.

Ms. Kreger stated she is aware but did not want the process to be on hold until FTA can approve.

Mr. Simonton agreed.

Mr. Golding stated Quechan Tribe will not seek legal review until FTA approves.

Mr. Simonton assumed they would not want to waste time in case it is not approved.

Mr. Golding stated it would be costly.

Mr. Velez inquired if the Cocopah Tribe still has an outstanding balance.

Ms. Medel stated no, all are current.

Mr. Galaviz agreed on waiting for approval before legal review.

Ms. Kreger stated it is provided for their discretion.

Ms. Medel added each entity can review on its own for questions or concerns.

Mr. Simonton questioned if a template from another agency was used.

Ms. Kreger stated legal counsel, Elizabeth Punpayuk, created it.

Ms. Medel stated it was created with the same template used with the City of Yuma.

Mr. Galaviz stated it is a great opportunity to allow entities to advertise but believes the opportunity should be presented to outside sources.

Mr. Simonton stated he enjoyed all the Cocopah advertisements around the city. He inquired if they were paid for.

Ms. Kreger stated nothing has been received from the advertising agency itself yet. She added she will be reaching out to them again.

Ms. Medel stated she left the agency a message today regarding the finalization of the contract. She added it is revenue based.

No actions required. No action taken.

No. 5: Discussion and or action regarding the Member entity in-kind agreements for Directors services. No action required

Ms. Kreger stated per legal counsel, separate agreements would be created and submitted for FTA approval. She explained this agreement contains board member services and hopes since the Board does not contain elected officials it may be approved.

No actions required. No action taken.

No. 6: Discussion and or action regarding the Request for Proposal for Financial Auditing Services #2023-01. Action required.

Ms. Kreger explained since YCIPTA uses more than the \$750,000 threshold, a financial audit must be done.

Mr. Simonton asked if advertising for the audit service was done yet.

Ms. Kreger stated no, approval from board members is needed first.

Mr. Golding questioned if approval for advertising of a Request for Proposal (RFP) was a requirement in our procurement policy.

Ms. Kreger stated yes, only if the quote is under a certain amount, then approval is not needed.

Mr. Simonton agreed with Mr. Golding stating normally it is presented after advertising.

Ms. Kreger stated approval is sought before advertising.

Motion (Velez/Golding): To approve the Request for Proposal for Financial Auditing Services #2023-01.

Voice Vote: Motion Carries, 8-0.

No. 7: Discussion regarding Cocopah Indian Tribe's contribution towards Purple Route. No action required.

Ms. Kreger informed the Board of an informal meeting that took place on April 11th, 2023. In attendance was herself, Ms. Medel, Ms. Perez, Chairwoman, and Cocopah Counsel. She stated operating costs were discussed. She explained the original contribution, established by a predecessor, was set at 42% matching the operating grant amount. She added the route is not sustainable with fuel, staff, and repair costs not being included in the contribution amount. Ms. Kreger stated she presented an additional contribution of \$120,000-150,000 annually aside from the 5% increase. She stated no response has been received yet.

Mr. Simonton questioned if the additional contribution was included in the budget report.

Ms. Kreger stated no, it is pending Cocopah's response.

Mr. Simonton stated that would contribute more revenue.

Ms. Kreger agreed adding the presentation was included in member's packets.

Mr. Simonton inquired as to the result if the proposed increase is rejected.

Ms. Kreger stated if they choose to keep the current funding levels, they would be charged at the fully allocated operating cost per operating hour but operating hours would be reduced.

Mr. Heck asked who the Cocopah contact person would be concerning this matter.

Ms. Kreger stated it would be Chairwoman, Sherry Cordova.

Ms. Medel added Elizabeth Benitez, Tribal Administrator, has all the information as well.

Mr. Golding questioned where the additional contribution of 125-150 is calculated from. He asked if it is the difference from prior years. Mr. Golding stated the contribution amount should be more with his calculations.

Ms. Kreger explained the contribution is a 42% match, not 100%.

Mr. Velez asked if this increase would be listed as a third entry on the contribution table.

Ms. Kreger stated the table solely represents entity dues.

Ms. Medel stated it is not related to contributions.

Mr. Velez questioned if the amount would be listed on the contribution list.

Ms. Kreger stated no, it would only be listed under tribal contributions.

Ms. Zambrano requested clarification based on her belief that the total contribution amount reflected the Silver Route funding. She questioned if it was based on each entity individually.

Ms. Kreger stated the Cocopah-funded route was set up differently than others, allowing all tribal members to ride fare-free.

Ms. Zambrano stated it is different for each entity.

Ms. Kreger confirmed adding that the towns and cities are the only ones similar.

Mr. Velez inquired if the college was as well.

Ms. Kreger stated the college is student population-based.

No actions required. No action taken.

No. 8: Discussion and or action regarding YCIPTA Shelter and Bus Stop permit status report. No action required

Ms. Kreger advised the City of San Luis would be receiving two (2) shelters to be placed by them within city limits. She added the Cocopah Tribe will also do the installation of one shelter at their expense as well. Ms. Kreger stated work needs to be done with the AWC on the placement of a shelter, where there is not enough right away for the bus. She suggested the fence be moved back a couple of feet for clearance.

Ms. Zambrano asked if the stop could be placed on the opposite side of the road.

Ms. Perez stated that is not favorable due to students needing to cross the street.

Ms. Kreger questioned if a portion of the fence could be removed to place the shelter.

Ms. Zambrano stated she did not believe so due to the expense falling on the college but she would mention it to the AWC board.

Mr. Simonton stated the shelter and placement are available it is just the right of way that is the problem.

Ms. Kreger stated the City of San Luis would provide installation.

Ms. Zambrano inquired how much additional space is needed.

Ms. Kreger stated it would need possibly about three (3) feet.

Ms. Zambrano requested the information be sent to her in an email.

Ms. Kreger stated she believed she already had but will send it again.

Mr. Simonton asked how many shelters would remain after San Luis receives theirs.

Ms. Kreger stated only one (1).

Mr. Simonton asked if more would be purchased.

Ms. Kreger stated there are funds available in an old grant to purchase an additional ten (10) shelters if needed.

Mr. Simonton stated there is a grant for it.

Ms. Kreger stated the only issue would be storage for the shelters.

Mr. Simonton suggested all locations be assigned and ready before shelters are purchased.

Ms. Kreger agreed.

Mr. Heck reviewed his notes taken. He reiterated, there is a shelter ready for placement but needs additional right of way. He added due to lack of storage shelters will be purchased after placement is assigned.

Ms. Kreger confirmed.

No actions required. No action taken.

PROGRESS REPORTS:

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

Mr. Bollar stated the drivers have been instructed and trained in a more aggressive approach to offer safety belts, due to an increase in incidents in other locations. According to him, the bus is equipped with a mandatory four-point contact restraint system for the wheelchair. Previously, passenger belts were optional, but now they are being used before being offered as an option. Mr. Bollar stated an appreciation lunch was done for employees, and board member Ms. Zambrano attended.

Ms. Zambrano requested clarification on if passengers were allowed to reject safety belts and if they did reject them.

Mr. Bollar stated drivers would use the passenger lap belt and then offer a shoulder belt. He added safety belts were always offered and passengers could and would deny them. Mr. Bollar stated now they use a more aggressive approach of using before offering.

Ms. Zambrano inquired if the agency was at fault for incidents involving safety belt usage.

Mr. Bollar stated the company was at fault not the agency. He added the incidents were due to operator error for not establishing all four (4) points of contact and not using lap belts.

Ms. Zambrano thanked Mr. Bollar for the explanation as well as the invitation to the employee lunch.

Mr. Golding also thanked Mr. Bollar for the invitation as well.

No actions required. No action taken.

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

Ms. Kreger notified the board her packet was not complete due to traveling. She stated a couple of reports were not included but would be emailed out later in the week. Mr. Kreger stated she has requested Solutions to adjust their reporting categories, she explained some delay categories should not be categorized as delays.

Mr. Velez inquired about the blue labels.

Ms. Kreger stated those are 10-50W standing for wheelchair passengers. She stated Mr. Garcia is doing well reviewing work orders and repairs, reporting incomplete work when needed, along with shelter inspections.

Ms. Zambrano inquired about the reason behind the twelve complaints.

Ms. Kreger stated the majority are driver attitude, drivers not stopping, and fare box disputes.

Ms. Zambrano asked if twelve is a low amount.

Ms. Kreger stated it is a normal amount.

Mr. Velez asked why the late driver exchange is counted at 7%.

Ms. Kreger stated that occurs when the first shift driver is late, then the second driver begins late.

Mr. Velez questioned why that counted against the driver and not the route.

Ms. Kreger stated if the relief driver receives the bus late and completes his walk around late that will cause a late start.

Mr. Velez asked why the bus exchange occurred late.

Ms. Kreger stated there are several reasons the bus can be late.

Ms. Zambrano stated the category should only be counted against the driver if the reason is the fault of the driver and not traffic conditions.

Ms. Perez clarified latencies are categorized differently and driver delay is counted if the driver's walk around delays the trip and not traffic conditions. She stated if the relief driver receives the bus with something wrong and needs to report it or gets to the location late then that would attribute to driver delay.

No Action Taken. No Action Required.

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

Ms. Perez stated the ridership is down 26.9%, with one reason being due to a special ran in 2019, which resulted in increased ridership for the duration of the special.

Mr. Simonton stated numbers are still improving since last year.

Ms. Perez agreed.

Ms. Zambrano asked if the transit industry is improving as well.

Ms. Kreger stated some agencies are struggling as well as some are rising. She added some agencies have decided to go fare-free to increase ridership and reduce fare box repairs.

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 started by stating the report has a typo stating it is a March 2023 report but is April 2023 report. She stated she will fix it.

Ms. Medel stated she has spoken to Ms. Zambrano regarding information technology (IT) services. She added she would be sending an email requesting any IT service recommendations or assistance. Ms. Medel stated in prior years the County and City provided IT services but we have recently switched to a private company that is not providing services as needed. Ms. Medel stated any information or suggestions would be helpful.

Mr. Golding asked if an RFP would be advertised for the service.

Ms. Medel stated yes, but due to our budget, we ask our entities first.

Ms. Kreger stated asking entities first was encouraged by the Board.

Ms. Zambrano questioned if this board encouraged it.

Ms. Kreger stated yes.

Mr. Velez stated he did not remember encouraging it.

Ms. Medel stated it was possibly the Financial Sustainability Board that recommended it.

Ms. Kreger agreed.

No Action Taken. No Action Required.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

June 26, 2023

Ms. Kreger stated updated MOUs and agreements would be provided next meeting. She added a binder would be provided for Mr. Heck.

Mr. Golding stated it may not be needed if Mr. Holland left his.

Ms. Medel stated if FTA reaches approval on the in-kind agreements, she will notify members via email.

Mr. Velez questioned if all entities have responded to Ms. Medel's emails.

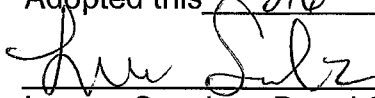
Ms. Medel stated yes, but approval is needed before she can proceed.

ADJOURNMENT

There being no further business to come before the Authority in regular session, the meeting was adjourned at 2:19 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this 26th of June, 2023, Agenda Item CC1.



Lorena Sanchez, Board Secretary