

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting on Monday, June 22, 2020 virtual meeting via Global GoToMeeting. The Chair, Ms. Zambrano called the meeting to order at 1:33 p.m.

Members Present:

Susanna Zambrano/Arizona Western College/Chair
Michael Sabath/Northern Arizona University/Vice Chair
Susan Thorpe/Yuma County
Philip Rodriguez/City of Yuma
Jorge Lozano/City of Somerton/Secretary/Treasurer
Brian Golding, Sr./Quechan Indian Tribe
Larry Killman/Town of Wellton
Paul Soto/Cocopah Indian Tribe

Members Excused:

Ralph Velez/City of San Luis

Others Present:

Shelly Kreger/YCIPTA/Transit Director

The Pledge of Allegiance was led by Ms. Susanna Zambrano.

CALL TO PUBLIC:

No comments were made.

CONSENT CALENDAR:

No. 1: Adopt the April 27, 2020 regular session minutes.

Minutes were not available for the meeting; item was tabled for a future meeting.

No action taken.

DISCUSSION & ACTION ITEMS:

No. 1: Welcome Jorge Lozano, Interim City Manager of the City of Somerton. No action required.

Ms. Zambrano introduced Mr. Lozano and welcomed him to the Board.

Mr. Lozano thanked the Board and stated the he is excited to have joined the Board.

No action required; no action taken.

No. 2: Discussion and or action regarding the YCIPTA FY20-21 Capital and Operating Budget. Action required.

Ms. Kreger draft fiscal year 2020 -2020 capital and operating budget

Key highlights:

- Increase in the fully allocated rate is now \$137.36, increase of \$19.24 from last year.
 - Due to increase contractor cost and COVID-19 related expenses, which include daily sanitation and protective equipment.
- Fares are projected to be \$341,811 system wide but could change due to COVID-19.
- Staff is projecting revenues/expenses of \$9,412,176 that would be required to operate the transit system, purchase capital items and the Hotel Del Sol project pass-through with the City of Yuma.
- FTA Section 5311 funds for both capital and operating are projected to be \$3,299,242.
 - The large increase in this year's 5311 funding is attributed to the CARES Act funding allowing for 100% federal share.
- FTA Section 5307 will continue to fund transit services that are wholly within the Yuma Urbanized Area. The large increase in these funds from prior year is also attributed to the CARES Act funding at 100% federal share.
- The budget does assume \$25,000 in FTA Section 5310 funding for the travel training program, which is the program that Ms. Carol Perez does.
- \$26,400 of Greyhound revenues generated as commission to the Transportation Authority from ticket sales.
- Full staffing of seven full time employees with employee benefits is anticipated.
- Pay increases are budgeted this fiscal year for a 1 step increase.
- The budget assumes a continued operation of NextBus service on all buses.
 - NextBus is our bus tracking system, recent upgrade
- Transit services operations contract increases from \$85.69 per hour to \$88.26 for YCAT transit services and \$32.19 to \$33.16 for YCAT OnCall.
- The marketing budget has increased from \$25,000 to \$30,000 for printing and \$80,000 for advertising remains the same.
- Purchase of bus shelters for approximately \$243,471.
- Purchase of upgrade of radios for entire fleet, forklift and miscellaneous equipment.
 - Old radios are obsolete
- Increased costs related to COVID-19 to include driver protection barriers, PPE's and sanitization
- YCIPTA received a little over \$10 million dollars from CARES act.

Ms. Thorpe inquired as to what percent the 1 step increase for employee salary.

Ms. Kreger stated that she believed it was 3%.

Ms. Thorpe inquired regarding what the increase in Transit Services Operation Contract was based on.

Ms. Kreger stated that the annual increase was determined by the CPI (consumer price index).

Mr. Rodriguez inquired regarding the 1 step increase, if that was straight across the board, not taking into account tenure or position.

Ms. Kreger stated, that it was correct due to YCIPTA going off of the Yuma County pay scales.

Ms. Thorpe stated that the County did not do 3% salary increases.

Ms. Kreger stated that YCIPTA budgeted for about 3% but that the increase was performance based and not guaranteed.

Mr. Sabath inquired what the Transit Services Operation Contract was.

Ms. Kreger stated that it was the contractor (RATP Dev) is what is used to run the transit system.

Ms. Thorpe stated that she calculated the fixed route and OnCall increase and that both increased by 3%.

Discussion ensued in regards to CARES act funding amount.

Mr. Sabath inquired as to what was the plan for the extra funding.

Ms. Kreger stated that a portion would be going towards operating costs and rolling into a future year.

Ms. Thorpe inquired as to what was the purpose of the funding, could it be used for capital expenses.

Ms. Kreger stated that it would be ideal to use it for operating expenses since it is normally a 50/50 match ratio. Ms. Kreger stated that it would be more beneficial for YCIPTA since capital expenses are an 80/20 match ratio.

Ms. Kreger further stated that in the grant application procurement of buses was not included but that it could be amended in the future.

Ms. Thorpe inquired if the funding could be used to offset the member contribution to YCIPTA.

Ms. Kreger stated that YCIPTA still needed match funds for grants that existed prior to the CARES act funding.

Ms. Thorpe stated that she would like to continue this discussion farther down the road. Ms. Thorpe stated that the funds received from the CARES act was a large sum of money and funds would not be exhausted on sanitation and personal protective equipment alone.

Ms. Kreger agreed and stated that YCIPTA would like to spend some of the funding for the new YCAT facility.

Mr. Lozano stated that he agreed with Ms. Thorpe and would like to discuss reimbursement of the member contributions further.

Mr. Sabath inquired if the funds had an expiration date.

Ms. Kreger stated that there was no expiration date but Federal Transit Administration encouraged agencies to spend CARES act funding before other grants. FTA further stated that they could potentially pull unused funds at a future date.

Ms. Zambrano requested that potential uses of CARES funding be added to the next agenda.

Mr. Golding stated that he agreed that further discussion was needed regarding potential uses of CARES funding. Mr. Golding also stated that he believed that the funding for the Hotel Del Sol needed to be obligated this year and inquired if YCIPTA had an alternate purpose for the funds.

Ms. Kreger stated that an extension was requested and due to COVID-19 it is likely to be granted.

Mr. Rodriguez inquired if YCIPTA was having on-going discussions regarding funding with the City.

Ms. Kreger stated that she could forward the pass-through funding agreement to Mr. Rodriguez and further stated that she was in communication with several City staff. Ms. Kreger also stated that there was a potential to use for outside improvements but that the City has not requested reimbursements as of yet.

Mr. Rodriguez and Ms. Kreger agreed to meet at a later date to discuss the Hotel Del Sol funding.

Mr. Golding asked for clarification on the 1.8 million designated for Hotel Del Sol, he inquired if that could be used for an alternate purpose.

Ms. Kreger stated that along with the extension it was also requested that as an alternate, funding could potentially be used for the YCIPTA facility.

Discussion ensued regarding the grant funding for Hotel Del Sol.

Motion (Thorpe/Sabath): To approve with proviso of future a discussion regarding uses of excess CARES funding, to include possibly offsetting member contributions.

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

No. 3: Discussion and or action regarding the FY20-21 Eastern Imperial County Transit Services (EICTS) Operations and Implementation Plan/EICTS MOU 5th Extension and Amendment/FY20-21 YCIPTA MOU Exhibit A 10th Amendment. Action required.

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

Ms. Kreger stated that exhibit A of the MOU is amended every year. Ms. Kreger stated that the cost for revenue hour was not amended when driver increase was approved and waited for this amendment to add that increase.

Ms. Kreger stated that service was running on a Saturday Schedule due to COVID-19 and that offset the decrease in funds from EICTS.

Mr. Golding provided background information on the service YCIPTA was providing for EICTS and Quechan Indian Tribe and asked for support.

Motion (Sabath/Killman): To approve as presented.

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

No. 4: Discussion and or action regarding the FY19 Transportation Development Act (TDA) Audit. No Action required.

Ms. Kreger provided background information as contained in the member packet. Ms. Kreger stated that this had not been brought to the Board previously but Mr. Golding suggested to bring it forward. Ms. Kreger stated that his review was similar to the triannual audit performed by FTA.

Ms. Kreger stated there was one exception, the auditors find YCIPTA/YCAT to be in compliance with the requirements of the Transportation Development Act. In addition, the entity generally functions in an efficient, effective, and economical manner.

Based on discussions with YCIPTA and Quechan Tribe staff, analysis of program performance, and an audit of program compliance and function, the audit team presents one compliance finding: 1. The State Controller Report for FY 2016/17 was submitted after the stipulated deadline.

The audit team has also identified one functional finding. While this finding is not a compliance finding, the auditors believe it is significant enough to be addressed within this audit: 1. There were some inconsistencies between the operating data reported to the State Controller and that reported on YCAT's monthly performance reports.

Ms. Kreger stated that the audit was pretty smoothed.

Mr. Golding stated that the exception indicated was on the Tribe. Mr. Golding stated that the Tribe prepared and reported the monthly performance reports to the State Controller.

No required, no action taken.

No. 5: Discussion and or action regarding the award of the Vanpool Program contract. Action required.

Ms. Kreger requested that this item be table to a future meeting, legal review has raised some questions in regards to Enterprises exceptions.

Ms. Zambrano tabled the item for a future meeting.

No action was taken.

No. 6: Discussion and or action regarding the Transit Directors use of YCIPTA's support vehicle. Action required.

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

Mr. Rodriguez inquired if Ms. Kreger was requesting use of the expedition and what it was currently being used.

Ms. Thorpe inquired as to why an expedition was purchased if the intention was for single use only.

Ms. Kreger stated that YCIPTA received a good deal for the purchase of the two vehicles. Ms. Kreger stated that in the past two vehicles were necessary to travel to meetings since there was not enough seating in one vehicle. Ms. Kreger further stated that Greyhound receives large packages that did not fit in the smaller vehicles.

Mr. Lozano inquired when the vehicles were purchased and what year the vehicles were.

Ms. Kreger stated that the vehicles were 2020 vehicles were purchased about two months prior with Board approval.

Ms. Thorpe inquired as to what the original purpose of the vehicle, sounds like they were repurposed.

Ms. Kreger stated that the intention has been to use for administrative uses. YCIPTA previously only had one vehicle and often needed two as well as the one vehicle was too small.

Mr. Rodriguez stated he felt it was too large vehicle for YCIPTA.

Mr. Soto was disconnected from the meeting at 2:33 pm.

Motion (Golding/Sabath): To approve as presented.

Mr. Rodriguez requested clarification if this vehicle was to be used for personal use.
Ms. Kreger stated that personal use was not included.

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

PROGRESS REPORTS:

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

Ms. Kreger presented the report as contained in the member packet; Mr. Cromwell was unable to attend.

Mr. Sabath noted that YCAT was reducing passenger capacity and inquired as to how much it was reduced.

Ms. Kreger stated that it was a 50% reduction. No action required; no action taken.

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

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

Ms. Kreger stated that YCIPTA is operating with very limited staff.

Ms. Kreger stated that face masks are required to board the bus. Discussion ensued regarding enforcing face mask policy. No action required; no action taken.

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

Ms. Kreger presented the report as contained in the member packet; Ms. Perez was unable to attend. No action required; no action taken.

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

Ms. Kreger presented the report as contained in the member packet; Ms. Medel was unable to attend. No action required; no action taken.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

July 27, 2020

- Audit

Ms. Thorpe requested the following items to be added:

- Status update for Hotel Del Sol
 - Including alternate uses of funding
- Status update on the new facility
 - Proposed timeline
- Choices for a facilitator for strategic planning

Mr. Rodriguez requested the bus shelter procurement status be added as a discussion item and potentially and action item.

Ms. Zambrano inquired if the survey results would be available for the next meeting.

Ms. Kreger stated some preliminary information might be available.

Mr. Sabath requested an update on the Community Transportation Committee.

Motion (Thorpe/Sabath): To adjourn.

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

ADJOURNMENT

There being no further business to come before the Authority, the meeting was adjourned at 2:57 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this August 24, 2020, Agenda Item CC1.



Carol Perez, Board Secretary