

The Yuma County Intergovernmental Transportation Authority (YCIPTA) met in Regular Session on Monday, June 27, 2016 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ, 85364. The Chairman called the meeting to order at 1:33 p.m.

Members present:

Brian Golding, Sr./Quechan Indian Tribe
Glenn Mayle/Arizona Western College
Paul Soto/Cocopah Indian Tribe
Susan Thorpe/Yuma County
Larry Killman/ Town of Wellton
Michael Sabath/Northern Arizona University
Greg Wilkinson/City of Yuma

Members Excused:

Bill Lee/City of Somerton/Secretary
Ralph Velez/City of San Luis

Other Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Management Analyst
Chona Medel/YCIPTA/Financial Services Operations Manager
Tiffany Turner/National Express/Operations Manager
Sergio Ortiz/National Express/Maintenance Manager

The Pledge of Allegiance was led by Mr. Larry Killman

CALL TO PUBLIC:

No. 1: Gene Dalbey – Yuma Region Bicycle Coalition (YRBC)

Mr. Gene Dalbey stated that he is trying to make Yuma county a bike friendly city. He further stated that in relation to the transportation, being able to ride YCAT ideal to use for longer distance cycling. Cyclist may board the bus to reach a far destination or use YCAT to return from cycling. Mr. Dalbey stated that since YCAT and cyclist both use the roads; there is a common interest. Usually, bicycles are an afterthought but would like to join in on discussion in regards to roadway; please consider YRBC.

CONSENT CALENDAR

No. 1: Adopt the May 23, 2016 regular minutes.

MOTION (Mayle/Killman): Approve items as presented.

VOICE VOTE: Motion Carries, 7-0 with Mr. Lee and Mr. Velez excused.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding the First Extension and Amendment of Memorandum of Understanding between the Yuma County Intergovernmental Public Transportation Authority, Imperial County Transportation Commission and Quechan Indian Tribe for Transit Services in Eastern Imperial County and the Eastern Imperial County Transit Operations and Implementation Business Plan.

Mrs. Kreger provided the background information as provided in the member packet. Mrs. Kreger stated that the Memorandum of Understanding (MOU) with the Imperial County Transportation Commission (ICTC) has not been approved by ICTC's Board. The MOU will be presented for board approval in their upcoming meeting.

MOTION (Wilkinson/Thorpe): Approve items as presented.

VOICE VOTE: Motion Carries, 7-0 with Mr. Lee and Mr. Velez excused.

No. 2: Discussion and or action regarding the Amended Schedule B of the Independent Contractor Agreement between Yuma County Intergovernmental Public Transportation Authority and Saguaro Transportations Services.

Mrs. Kreger provided the background information as provided in the member packet. Mrs. Kreger stated that there was an increase of service hours for this program going from 2,000 to 4,000 revenue hours at a rate of \$27.96, totaling about \$112,000 a year.

MOTION (Mayle/Soto): Approve items as presented.

VOICE VOTE: Motion Carries, 7-0 with Mr. Lee and Mr. Velez excused.

No. 3: Discussion and or action regarding the Legal Services RFP and award of contract to Byrne & Benesch, P.C.

Mrs. Kreger stated that the current contract for legal services expires June 30th. YCIPTA issued a request for proposal (RFP) with a due date of April 15, 2016. Only one proposal was submitted by April 15, 2016 which was from Byrne & Benesch, P.C. Staff reopened with new due date of June 15, 2016 with the intent of receiving more responses. Staff reached out to other law firms as well as Yuma County but by June 15, 2016 and no new RFP was received.

Ms. Thorpe requested a copy of the contract for legal services. Mrs. Kreger replied that a copy of the contract will be emailed.

Mr. Wilkinson stated that he would not be voting due to Byrne & Benesch becoming too political. Mr. Wilkinson stated that there were too many issues against the City of Yuma.

MOTION (Mayle/Soto): Approve items as presented.

VOICE VOTE: Motion Carries, 5 – ayes, 1 – nay, and 1 – abstained; with Mr. Lee and Mr. Velez excused.

No. 4: Discussion and or action to approve the Amended Personnel Policies.

Mrs. Kreger stated that staff is requesting an amendment to the following areas of the Personnel Policy:

1. Benefits for Probationary employees – all full time employees get enrolled automatically for ASRS but should receive all other benefits after ninety (90) days. Lately there has been a high turnover in the front office staff and it has been time consuming to add and remove employees.
2. Pay advance – This an addition, to assist in retaining good employees, with a cap at \$800
3. Holiday – This change relates as to when a holiday falls on Monday that the employee is scheduled off, the employee will receive a day off within that work week.
4. Cash out of the PTO – Another addition to assist in retaining good employees.

Mr. Mayle inquired if YCIPTA's Personnel Policy was based on the Yuma County Personnel Policy. Mrs. Kreger replied that the requested changes are not address in the Yuma County Personnel Policy.

Mr. Wilkinson stated that District 1 will no longer be with Yuma Area Benefits Consortium (YABC), this could cause a cost increase to Yuma County and YCIPTA.

Ms. Thorpe suggested that on item 2, the pay advance not to state a specific dollar amount but to leave it at the director's discretions but not to exceed one check. On item 3 should not be so specific but be at the director's discretions again. On item 4, there should be a mention as to the amount that they have to have as a balance in the bank.

Mr. Wilkinson agreed and stated that the employee should keep at least 80 hours of Paid time off (PTO) in the bank.

Ms. Thorpe stated that this item should be revised and brought back for the next meeting.

Mr. Mayle stated that in education it is illegal to provide pay advances and that legal should review the section on pay advances.

Mr. Golding stated that maybe combination of cashing out PTO hours and being paid early would be preferable than a pay advance. Mr. Golding requested for the Personnel Policy to be revised based on the Board's feedback and brought back to next meeting

No action was taken.

No. 5: Discussion regarding the San Luis Transit Circulation Study Draft Final Report.

Mr. Mayle inquired if there was anything of concern in the plan. Mrs. Kreger stated that this was just a study not a plan so there wasn't anything of concern.

Ms. Thorpe inquired if the intent was to initiate the plan for the next fiscal year. Mrs. Kreger stated that it was unclear and that she was still working with the City of San Luis to determine if they will be going forward with the plan.

Mr. Wilkinson stated that he was in agreement as long as the City of San Luis funded the route.

No action Taken.

PROGRESS REPORTS:

No. 1: Operations Manager Report – Tiffany Turner, National Express Operations Manager. *No action is required.*

Ms. Turner presented the report as contained in the member packet. Ms. Turner stated that they have increased efforts to recruit to be fully staffed. Currently, there are three new hire drivers in training. Ms. Turner also stated that the air conditioning campaign has been completed. No action was taken.

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

Mrs. Kreger presented the report as contained in the member packet. Mrs. Kreger stated that she would be attending the Yuma Metropolitan Planning Organization (YMPO) Board meeting on Thursday. The executive director, Ms. Charlene FitzGerald, has resigned and Mrs. Kreger has offered to sign check and oversee until someone is recruited.

Mr. Mayle requested that staff check with legal in regards to auctioning off the vehicles to employees. No action taken.

No. 3: Transit Ridership & Customer Comment Report – Carol Perez, Management Analyst/Mobility Manager *No action is required.*

Ms. Perez presented the report as contained in the member packet. No action was taken.

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

Mrs. Kreger presented the report as contained in the member packet, Mrs. Medel was unavailable to present the report. Mrs. Kreger stated that the reason that the numbers are substantially higher is due to the Gilligs and 3 months of National Express invoices. No action taken.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

The next Board meeting is Monday, July 25, 2016 and will be held at Aldrich Hall, Yuma County Department of Development Services, 2351 West 26th Street -- Yuma, AZ, 85364. Agenda items to discuss are to be determined. The public is invited to attend.

Mrs. Kreger stated that there may not be a need for a meeting in July, nothing but personnel policy at this time.

Mr. Mayle thanked Mrs. Kreger and the YCIPTA staff for their hard work.

Mr. Golding presented a plaque for Mr. Mayle and thanked him for his participation on the YCIPTA board.

There being no further business to come before the Authority, the Chairman adjourned the meeting at 2:11 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY
Adopted this 25th of July, 2016, Agenda Item CC-1



CAROL PEREZ, Board Secretary