

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting session on Monday, June 27, 2022 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chair, Mr. Jerry Cabrera called the meeting to order at 1:31 P.M.

Members Present:

Jerry Cabrera/City of Somerton/Chair
Jay Simonton/City of Yuma/Secretary/Treasurer
Ian McGaughey/Yuma County
Susanna M. Zambrano/Arizona Western College
Dr. Michael Sabath/Northern Arizona University via telephone

Members Absent:

Ralph Velez/City of San Luis/Vice Chair
Brian Golding, Sr./Quechan Tribe
Eric Holland/Cocopah Tribe
Richard Marsh/Town of Wellton

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Carol Perez/YCIPTA/Transit Operations Manager
Veronica Baysinger/YCIPTA/Financial Services Operations Manager
Elizabeth Punpayuk/Benesch, Shadle & White, PLC /Legal Counsel
Oliver Cromwell/RATP Dev/Ops Manager

The Pledge of Allegiance was led by Mr. Cabrera.

CALL TO PUBLIC:

No. 1: Mr. Eugene Doten and Female companion.

Please note: The female companion of Mr. Doten did not sign in at the meeting and name is not audible in the recording. Also, Mr. Doten did not respond to the email requesting the information. Due to proper name not being available, she will be referred to as FC (female companion).

FC stated that she was in the process of remodeling and the bus stop a problem. FC stated that there are homeless lingering and people that leave trash. FC also stated that there is no seating for passengers and they sit on her property.

Mr. Doten stated that there was another bus stop right across the street at the Community Center and one at Hotel Del Sol. Mr. Doten stated that people urinate and defecate on his property. Mr. Doten stated that he has pictures showing the trash and people loitering on his property.

Mr. Cabrera stated that the board can't discuss during call to the public but can discuss at a future meeting. Mr. Cabrera stated that he could provide the pictures and information to Ms. Kreger.

No. 2: Ms. Ofelia Mendoza and Ms. Blanca Olea – OnCall Passengers

Ms. Ofelia Mendoza stated that over all she is happy with service but there have been some issues.

Ms. Mendoza stated that sometimes she is left off of the schedule and sometimes waiting an hour and 20 minutes. Ms. Mendoza further stated that they state that her pick up is at 8:15 am but doesn't get

picked up until 8:45 am.

Ms. Mendoza stated that today they did something good; she wasn't on the schedule and but was able to get a ride today. Ms. Mendoza stated that she wants to be independent.

Ms. Blanca Olea stated that on Thursday June 23rd, she was called to be notified that she can only bring 5 bags, she suspects it is the same driver that she got on Friday. Ms. Olea stated that she is 75 years old and disabled. Ms. Olea stated that she has to go by herself since at times her family is busy; that's why she utilizes the service.

Ms. Olea stated that she has asked the driver to wait while she gets her cart and she could feel that he passed by her threw her groceries on the ground. Ms. Olea stated that he has damaged her groceries because he throws her food. Ms. Olea further stated that none of the drivers are like that and that Mr. Juan Saenz has something against her personally.

Ms. Olea stated that Mr. Saenz mentioned that he does construction and she requested a quote for a paint job from him. Ms. Olea mentioned to Mr. Saen that would be getting other quotes and is unsure if this is what caused him to be upset with her.

Ms. Olea also state that she does not feel comfortable with him because he is not vaccinated. Ms. Olea stated that she has previously gotten covid and that's why she does not feel comfortable with unvaccinated drivers.

Ms. Mendoza stated that "they" intimidate her.

Ms. Olea inquired if she has some rights with the OnCall service. Ms. Olea further inquired if they only drive.

Ms. Olea stated she feels that the supervisors don't care. I have been using the service for over 20years, I have asked for a supervisor and they don't call back.

Ms. Olea also stated that she had difficulties with the "ready window" is difficult, and that she has to be standing for an hour waiting. Ms. Olea noted that many places don't have chairs.

Ms. Olea stated that previously she was able to call driver when ready and the driver would come for me but now the service is getting worse.

Chairman Cabrera notified Ms. Olea that her time was up.

Ms. Mendoza stated she had a final comment.

Ms. Mendoza stated that it had nothing to do with YCAT but wanted to tell the story. Ms. Mendoza stated she went to Walmart and asked a worker for help and was told by a that if she needed help then why come to the store. Ms. Mendoza stated that sometimes people don't automatically know that she is blind. Ms. Mendoza recommended a meeting between staff and passengers, to meet and determine how to provide better service.

Mr. Cabrera stated that issues addressed in Call to the Public can't be discussed but could be brought up in a future meeting.

No action required; no action taken.

CONSENT CALENDAR:

No. 1: Adopt the May 31, 2022 regular session minutes. Action required.

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

Voice Vote: Motion Carries, 5-0 with Mr. Velez, Mr. Golding, Mr. Holland and Mr. Marsh being excused.

PROGRESS REPORTS:

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

Mr. Cromwell announced that on July 15th he will be stepping down; he is moving back to Florida to take care of his aging parents. Mr. Cromwell stated that he had wanted to see the 10-year contract through.

Mr. Cromwell stated that Ms. Kreger would be interviewing the top candidate the following day.

Mr. Cromwell thanked Ms. Kreger for being a good partner; Ms. Kreger cares for the passengers and staff. Mr. Cromwell also thanked the Board for their engagement and interest in transit.

No action taken; no action required.

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

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

Ms. Zambrano inquired if Ms. Kreger could provide more information for the next meeting regarding late to first stop and delays. Ms. Zambrano stated that she was interested in how YCAT compares to others in the industry.

No action taken; no action required.

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

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

No action taken; no action required.

No. 4: Financial Report – Veronica Baysinger, YCIPTA Financial Services Manager. Will be provided at meeting No action is required.

Ms. Kreger introduced Ms. Baysinger to the Board and stated that Ms. Baysinger 20 plus years accounting experience. The Board welcomed Ms. Baysinger.

Ms. Kreger requested Ms. Baysinger to produce the same reports that Ms. Medel used to provide but that staff was open to changing them.

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

No action taken; no action required.

Upon vote of the Directors, the Chairman recesses the Regular Session and convenes Executive Session.

Motion (Zambrano/ McGaughey): To recess the Regular Session and convene Executive Session. Voice Vote: Motion Carries, 5-0 with Mr. Velez, Mr. Golding, Mr. Holland and Mr. Marsh being excused.

The Regular Session recessed at 2:01 pm.

Ms. Punpayuk provided cautionary statement stating that anything discussed in executive session is confidential and can't be discussed outside of executive session.

EXECUTIVE SESSION:

No. 1: Discussion regarding Financial Sustainability Committee recommendations. This matter is brought in executive session pursuant to A.R.S. § 38- 431.03(A)(1) & (3)

No. 2: Discussion regarding Personnel Subcommittee recommendation. This matter is brought in executive session pursuant to A.R.S. § 38- 431.03(A)(1).

Motion (McGaughey/Simonton): To adjourn the Executive Session and reconvene Regular Session.

Voice Vote: Motion Carries, 5-0 with Mr. Velez, Mr. Golding, Mr. Holland and Mr. Marsh being excused.

The Executive Session adjourned and reconvenes Regular Session at 2:09 pm.

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding Financial Sustainability Committee recommendations. Action may be required.

Mr. Cabrera stated that there were several discussions with AWC regarding the one-time contribution and annual fees.

Mr. Cabrera stated that the proposed change was for the annual dues at the \$127,505.

Mr. Cabrera inquired if two motions would be necessary.

Ms. Kreger stated that one motion would be okay but made the inquiry to Ms. Punpayuk.

Ms. Punpayuk suggested that it be two motions.

Ms. Zambrano started to make the motion.

Mr. Cabrera inquired if Ms. Zambrano/AWC representative could make the motion.

Ms. Punpayuk stated that all members have full voting rights and responsibilities. Ms. Punpayuk stated that AWC can make the motion but would need a majority vote preferably at least three (3) approving votes not including AWC to be on the safe side.

Motion (Zambrano/Simonton): To approve the increase for the Silver Route changes in the amount of \$127,505.

Voice Vote: Motion Carries, 4-0 with Dr. Sabath abstaining; Mr. Velez, Mr. Golding, Mr. Holland and Mr. Marsh being excused.

Motion (Simonton/McGaughey): To alter AWC's one-time fee to 170,895.77

Voice Vote: Motion Carries, 4-0 with Dr. Sabath abstaining; Mr. Velez, Mr. Golding, Mr. Holland and Mr. Marsh being excused.

No. 2: Discussion and or action regarding Personnel Subcommittee recommendation. Action may be required.

The Chair stated that the Personnel Subcommittee met and Ms. Kreger in regards to efforts in recruiting and performing the duties of two people (Transit Director and Finance Manager).

Ms. Zambrano stated that the Personnel Subcommittee recommended a temporary salary increase to reflect half of Ms. Perez' salary for period of six (6) weeks in the amount of \$4479.60.

Ms. Kreger stated that it was half of Ms. Medel's.

Motion (Simonton/Zambrano): To approve the Personnel Subcommittee's recommendation of a temporary salary increase.

Voice Vote: Motion Carries, 5-0 with Mr. Velez, Mr. Golding, Mr. Holland and Mr. Marsh being excused.

No. 3: Discussion and or action regarding the cancellation and or reduction of YCAT routes. Action required.

Ms. Kreger stated that Brown Route operates in the Foothills and has a similar route as Gold Route; which will still provide service for passengers in that area.

Ms. Kreger stated that approximately 2090 revenue hours in cancelling Brown route, with an estimated savings of \$101,000 match annually.

Ms. Kreger stated that the Yellow 95-5 and 95-6 are peak service runs from San Luis to Yuma and back. Ms. Kreger also stated that there would still be 4 buses on peak service instead of 6.

Ms. Kreger stated that there would be a savings of 66,578 and 48,991 in match for 95-5 and 95-6.

Ms. Keger stated that there were annually 6,000 passengers on average for Brown Routed and ridership was undetermined for 95-5 and 95-6 due to data being combined for the whole route.

Ms. Kreger requested the changes to go into effect August 1, 2022 to give sufficient time to notify the public and the contractor for their new bid.

Mr. Simonton inquired what the bid was.

Ms. Kreger stated that the bid was a process the contractor have every six (6) months for the drivers to select routes, a process which is required by the collective bargaining agreement (CBA).

Ms. Zambrano inquired if new buses are larger buses and if they are being used on Yellow Routes.

Ms. Kreger stated that larger buses are always used on Yellow Routes.

Ms. Zambrano stated that when her and Mr. McGaughey rode Yellow 95, she recalls they were really crowded. Ms. Zambrano inquired how much of an impact cancelling the 95 trips would have.

Ms. Kerger stated that those passengers would have to wait for the next bus but would monitor and add one (1) back if needed.

Mr. Simonton inquired if winter visitors effect route ridership.

Ms. Kreger stated that it did not as most winter visitors bring their own vehicles.

Mr. McGaughey inquired if the idea was to reduce more than what was lost from AWC.

Ms. Kreger stated that at this time it would not cover what was lost. Ms. Kreger stated that she was considering reducing Green Route 4A but did not because the City had their dues increased.

Mr. Simonton stated that Yellow Route is the most profitable; if we reduce service, customers might find alternative transportation and we might not get them back.

Mr. Simonton stated that it might be better to revisit in December and make a determination later.

Ms. Kreger stated that looking at expenses, fuel has double.

The Chair inquired if more cuts were being considered.

Ms. Kreger stated that staff determining if that is necessary.

Motion (Simonton/McGaughey): To cancel Brown route and revisit reduction of Yellow 95 in three (3) months.

Ms. Zambrano requested clarification and inquired if it was reduction or elimination of Brown Route.

Ms. Kreger stated it was complete elimination of Brown Route.

Mr. McGaughey inquired if there would be a publicity campaign to inform the public.

Ms. Kreger stated that there would be Facebook posts, Rider Alerts, "take ones" and possibly an advertisement in the paper.

Voice Vote: Motion Carries, 5-0 with Mr. Velez, Mr. Golding, Mr. Holland and Mr. Marsh being excused.

No. 4: Discussion and or action regarding the 2nd one year extension to the Agreement for the Provision of General Public Fixed-Route and Demand Response Services with RATP Dev and requested contract increase. Action Required.

Ms. Kreger stated that she would like to continue with RATP Dev, this would be year five (5) in the agreement and stated that RATP Dev would like to continue as well.

Ms. Kreger stated that RATP Dev is requesting a rate increase in the contracted hourly operating costs. The request is for a total of 8%, 3% for the annual and an additional 5% on top that. The contract states in no case shall the new base compensation exceed the preceding base compensation by 5%. Ms. Kreger stated that due to a calculation error made by RATP Dev they are trying to make up for the 3% by stating that current CPI for Yuma is 8.3%.

Ms. Kreger stated that RATP Dev is still in talks with union and they may come back and ask for a different percentage. Ms. Kreger stated that Union was asking for 17% increase.

Ms. Kreger stated if they request more money, service may need to be reduce further.

Mr. McGaughey inquired if RATP Dev is requesting 8% but contract stated no more than 5%.

Mr. Simonton stated that RATP Dev is trying to make up for a mistake from a previous year.

Ms. Kreger confirmed that it was \$100,000 and further stated that RATP Dev had made an error in a past calculation and were trying to make up for that error.

Mr. Simonton inquired if we were going to hold them to the 5%.

Ms. Kreger confirmed.

Ms. Zambrano inquired as to what was the worst-case scenario.

Mr. Simonton inquired if they pull out do they have to give notice.

Ms. Kreger stated that she did not recall but thought it was a thirty (30) day minimum.

Ms. Kreger stated that the budget does reflect reduced service but would have to add 95-5 and 95-6 back in.

**Motion (McGaughey/Simonton): To approve the extension with an operation rate increase of 5%.
Voice Vote: Motion Carries, 5-0 with Mr. Velez, Mr. Golding, Mr. Holland and Mr. Marsh being excused.**

**No. 5: Discussion and or action regarding the FY2022-2023 Annual Capital Operating Budget.
Action required:**

Ms. Kreger stated that the budget will have to increased/adjust to add Yellow 95-5 and 95-6.

Ms. Kreger stated that some small buses don't have cameras and need to get cameras on those.

Mr. Simonton inquired if Route 95 was in the budget.

Ms. Kreger stated it would have to be added back and that she would have to go back and shave some more.

Mr. Simonton inquired as to how much.

Ms. Kreger stated that it would be about \$212,000 for Route 95.

Mr. Simonton inquired if that included the AWC money.

Ms. Kreger stated that it did not include the loss.

Mr. Simonton stated that the total would be \$250,000 plus the AWC loss. Mr. Simonton inquired if it was required to adopt the budget.

Ms. Kreger stated that it was usually adopted by June 30th but could be amended for next month.

Mr. McGaughey inquired as to how \$250,000 was determined.

Ms. Kreger stated that it would be 50/50%.

Mr. Simonton stated that in addition to the \$36,000.

Ms. Kreger stated that other costs were being looked at. Ms. Kreger further stated she would be having a discussion with Sellers Petroleum to see if they can provide a bigger discount.

Motion (Simonton/Zambrano): To approve item as presented.

Voice Vote: Motion Carries, 5-0 with Mr. Velez, Mr. Golding, Mr. Holland and Mr. Marsh being excused.

No. 6: Discussion and or action regarding the FY2022 Triennial Review – Final Report. No action required

Ms. Kreger stated that the Final Report received for the triennial review, there were six (6) findings of the 23 areas reviewed.

1. Technical Capacity – Award Management, Late or unsubmitted Milestone Progress Reports (MPRs) and Federal Financial Reports (FFRs), incorrect FFR reporting, MPR's lack required information.
Ms. Kreger indicated that Liquidated damages were no reported with enough details and that reports are on time now.
2. Technical Capacity – Subrecipient Oversight – Inadequate oversight of subrecipient (City of Yuma).
3. Satisfactory Continuing Control – inadequate equipment records.
Ms. Kreger indicated that the inventory records did not have enough information
4. Procurement – Responsibility determination deficiencies
Ms. Kreger indicated that this finding was due to failing to verify contractor is responsible.
5. DBE – Semiannual reports not submitted or not timely
6. EEO – insufficient oversight of subrecipient/contractors EEO program

Ms. Kreger stated that staff was in the process of getting the items taken care of.

Ms. Zambrano inquired regarding the results of the previous triennial.

Ms. Kreger stated that all agencies have findings and that this triennial there were more findings than previous ones. Ms. Kreger stated that this review was not bad but would prefer two (2) findings.

Mr. Simonton requested to have an update on corrections for future board meeting.

No action taken; no action required.

**No. 7: Discussion and or action regarding YCIPTA Shelter and Bus Stop permit status report.
No action required.**

Ms. Kreger stated that she was waiting on easement from Mr. Doug Nicholls for the location at food bank.

No action taken; no action required.

No. 8: Discussion and or Action regarding the timeline for new Operations and Maintenance Facility. No action required. NO UPDATES

No action taken; no action required.

Mr. Cabrera announced his retirement to the Board and stated that it has been an honor.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

July 25, 2022

- FY2021 Single Audit
- Updated MOU with Cocopah Indian Tribe
- Update on issues with Customer complaints

ADJOURNMENT

There being no further business to come before the Authority in regular session, the meeting was adjourned at 2:52 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this 25th of July, 2022, Agenda Item 001.



Carol Perez, Board Secretary