

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Board Meeting on Monday, August 24, 2020 virtual meeting via Global GoToMeeting. The Chair, Ms. Zambrano called the meeting to order at 1:32 p.m.

Members Present:

Susan M. Zambrano/Arizona Western College/Chairperson
Dr. Michael Sabath/Northern Arizona University/Vice Chair
Jorge Lozano/City of Somerton/Secretary/Treasurer
Susan Thorpe/Yuma County
Ralph Velez/City of San Luis
Philip Rodriguez/City of Yuma
Brian Golding, Sr./Quechan Tribe
Larry Killman/Town of Wellton

Members Excused:

Paul Soto/Cocopah Tribe

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Chona Medel/YCIPTA/Financial Service Operation Manager
Carol Perez/YCIPTA/Transit Operations Manager
Marty Padilla/YCIPTA/Quality Assurance Officer
Oliver Cromwell/RATP Dev/General Manager
Jennifer Shields/Heinfeld, Meech & Co. P.C./Partner

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

CALL TO PUBLIC:

No comments were made.

Ms. Zambrano stated that Mr. Luis Martinez, AWC Student, had expressed his gratitude for the YCAT service.

CONSENT CALENDAR:

No. 1: Adopt the April 27 and June 22, 2020 and regular session minutes.

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

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

DISCUSSION & ACTION ITEMS:

No. 1: Discussion and or action regarding YCIPTA's First Amendment to Second Amended and Restated By-Laws. Action required

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

Motion (Thorpe/Rodriguez): To approve as presented.

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

No. 2: Discussion and or action regarding the FY2018 Single Audit and Certified Annual Financial Report (CAFR). Action required. Sent under separate cover.

Ms. Jennifer Shields, Partner, Heinfeld, Meech & Co. P.C., provided some background information of the report. Ms. Shields stated that the report was for FY 2018 audit and was obviously a few years old. Ms. Shields thanked Ms. Kreger and Ms. Medel for their assistance getting through the pandemic. Ms. Shields further stated that audit resulted in a "clean opinion", timeliness was a concern but audit was clean.

Ms. Shields stated that there were no disagreements with management or audit adjustments. Ms. Shields will be providing Ms. Kreger with a letter with the same information as what is being covered in the meeting. The audit is expected to be finalized in the next day or two.

Ms. Shields recommended a fraud prevention checklist for the Board.

Ms. Shields stated there was one finding due to timeliness in providing the financial statement; YCIPTA has an action plan which was deemed sufficient. Fiscal year 2019 is late as well but a timeline has been established to ensure fiscal year 2020 is on time.

Ms. Thorpe inquired as to the anticipated fiscal year 2019 audit completion was to ensure fiscal year 2020 audit was on time.

Ms. Shields stated that the it was a very aggressive timeline. The deadline for 2020 March 31, 2021 for both fiscal year 2019 and fiscal year 2020.

Mr. Sabath requested more information as to the issue with timeliness.

Ms. Kreger stated that the finalization of the National Express mediation was not completed until April.

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

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

No. 3: Discussion and or action regarding the YCIPTA Vanpool RFP and Contract Award to Commute. Action required.

Ms. Kreger requested the item be tabled. The item was tabled. No Action taken.

No. 4: Discussion and or action regarding the YCIPTA Strategic Planning Services RFP 2021-001. Action required

Ms. Kreger presented the report as contained in the member packet. Ms. Kreger further stated that the it was the same process as what the South West Transit Association (SWTA) just went through.

Mr. Rodriguez inquired as to why the fiscal impact was zero.

Ms. Kreger stated that there was money already in the budget for consultant fees. Ms. Kreger stated that she also wanted to choose a proposal based on qualification and not money-based.

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

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

No. 5: Discussion and or action regarding the 1st Amendment to the YCIPTA-AWC MOU. Action required.

At 1:49 p.m. Mr. Golding lost connection but immediately called in.

Ms. Kreger provided the report as contained in the member packet. Ms. Kreger stated that Arizona Western College (AWC) was concerned with the language of the memorandum of understanding (MOU) and requested it be changed to state that they were paying membership dues of \$100,000 semi-annually.

Ms. Medel stated that the correction was more for AWC because it could be interpreted as they were paying for bus pass and not for service.

Ms. Thorpe requested staff review the language for the Cocopah MOU as well.

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

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

No. 6: Discussion and or action regarding the YCAT Maintenance Audit. No action required

Ms. Kreger stated that Ms. Perez had sent email with RATP Dev's notes and updated maintenance plan. Ms. Kreger inquired as to whether Mr. Cromwell was present and did not receive a response.

Mr. Cromwell was present for the meeting however; he was having technical difficulties and was unable to respond or present the report.

Ms. Kreger stated that another maintenance audit would be performed within the next couple of months.

Ms. Kreger stated that Maintenance Updates will be standing item going forward.

Ms. Thorpe stated that an important item to monitor was the preventative maintenance inspections (PMIs).

Ms. Kreger stated that PMIs were tracked on a regular basis and also noted that the Quality Assurance officer monitors PMIs as well. Ms. Kreger also stated that all of the maintenance data is currently being entered in Solutions.

Mr. Golding inquired as to the state of the fleet not just PMI. Mr. Golding mentioned that previously there was a huge maintenance backlog.

Ms. Kreger stated that all the workorders not related to body damage were complete.

Mr. Golding stated that it appeared that maintenance department had improved.

Ms. Kreger stated that the major issues had been resolved.

Mr. Sabath stated that there was a lot of information and was hard to digest. Mr. Sabath stated that key performance indicators (KPI) would be helpful.

Ms. Kreger stated that KPIs would be provided at the next meeting.

Mr. Sabath also requested the age of fleet in comparison to other transit agencies and fleet replacement plan.

No action required; no action taken.

No. 7: Discussion and or action regarding the YCIPTA Shelter Plan. No action required.

Ms. Kreger stated that the spreadsheet was provided by Core Engineering and automatic Passenger Counter (APC) data was also attached. Ms. Kreger noted that:

- Items in green – Applications for permit would be filed in the next week or so
- Items in blue – Need further discussion with City of Yuma regarding encroachment
- 10 shelters have been ordered with approximately 12-14 weeks for delivery
- 2 shelters in Welton are not in currently being used so we will have 12 shelters available

Ms. Kreger stated that APC data provides ranking by ridership.

Ms. Thorpe inquired if shelter information could be added to the APC data.

Ms. Zambrano noted that there was no mention regarding south county.

Ms. Kreger stated that the list was by location. Ms. Zambrano inquired if south county would be added in the future. Ms. Kreger confirmed and stated that it was being looked into.

Mr. Golding inquired regarding the Walmart stop on Ave B (West Yuma Transfer Hub) if more shelter were to be added. Ms. Kreger replied that that we may need to reevaluate amenities and possible add shelters.

No. 8: Discussion and or action regarding the CARES Act Funding. Possible action required.

Ms. Kreger presented as contained in the member packet.

Ms. Thorpe inquired as to how much funding YCIPTA received and when it was to be awarded. Ms. Kreger stated that the funding was a total of 8.2 million and it had been awarded already.

Mr. Rodriguez stated that YCIPTA cash position in the 2018 audit looked strong compared to what was being described in the report. Mr. Rodriguez further stated that more dialogue was needed and not much was known when the vote was taken.

Ms. Thorpe following up on Mr. Rodriguez' point, inquired regarding YCIPTA's total budget for operations.

Ms. Kreger stated the total was 4.5 million not including property.

Ms. Thorpe stated that YCIPTA was not comparable to how much Yuma County and City of Yuma received in CARES Act monies. Ms. Thorpe stated that she did not recall YCIPTA's fare revenue but knew it was very small. Ms. Thorpe stated that her intent was to be protective of the funds but not hurt the agency.

Mr. Rodriguez stated that the intention was not to seeing public transportation go away but it was not light to receive that amount of funding.

Mr. Sabath stated that YCIPTA was really fortunate to have had received that money and noted that it was interesting to hear the comparisons. Mr. Sabath inquired as to how we compare in terms of other transit organization and what are YCIPTA's plans for the funds.

Ms. Kreger stated that funds were allocated based on 5307 formula. The money was applied for very quickly and we can amend if need be. The funds are in operating since that is a 50/50 match and would benefit the agency the most. YCIPTA can amend to purchase buses.

Ms. Kreger stated that CARES funding can't be used to match grant money. Ms. Kreger stated that since YCAT is not collecting fares that YCIPTA does not have cash flow. Ms. Kreger also stated that YCIPTA relies on member entity dues and fare revenue to match grant money.

Mr. Sabath inquired if any of that funding would be used for developing the property.

Ms. Kreger stated that YCIPTA's main focus was on buses but if money was left it could be used on the property.

Ms. Thorpe requested to hear from the other entities how much their operating budget was compared to the CARES funding received.

Mr. Lozano and Mr. Killman provided the information requested.

Mr. Velez attempted to speak but was experiencing technical difficulties.

Mr. Rodriguez inquired as to YCIPTA's current cash position.

Ms. Medel stated that currently it was \$50,000 but not all was cash, there were some outstanding warrants.

Ms. Zambrano stated that AWC's attendance is down and could benefit from reprieve but not planning or expecting on receiving a reimbursement.

Ms. Thorpe stated \$ 557,000 of member agency dues would equate to 20 years' worth of fares.

Ms. Kreger stated that the funds were also for Personal Protective Equipment (PPE), extra sanitation, and COVID time off reimbursements. Ms. Kreger stated that entity dues were \$516,000.

Mr. Rodriguez stated that for next meeting this item should have a motion to include an itemized budget for use of care act funding and include member contribution reprieve for FY 20-21.

No action taken.

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. 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. No action taken.

Ms. Zambrano appreciated that most of routes were returning to regular schedule. Ms. Zambrano further stated that AWC would be returning to in person classes shortly.

No action taken.

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

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

Ms. Zambrano inquired as to how the public was made aware of changes due to COVID.

Ms. Perez stated information was provided on the bus in form of a “take away”, Facebook posts as well as information on the YCAT website. No action taken

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

Ms. Medel presented the report as contained in the member packet. Ms. Medel noted that the Arizona Department of Transportation was backlogged due to change in staff and staff working remotely. No action taken.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

Next meeting is scheduled on September 28, 2020.

Ms. Zambrano requested a marketing update especially the web site.

Motion (Sabath/Rodriguez): To adjourn.

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

ADJOURNMENT

There being no further business to come before the Authority, the meeting was adjourned at 3:00 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this Sept 28, 2020, Agenda Item CC1.



Carol Perez, Board Secretary