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The Yuma County Intergovernmental Transportation Authority (YCIPTA) met in Regular Session on Monday, October 24, 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 1:31 p.m.

**Members present:**

Brian Golding, Sr./Quechan Indian Tribe  
Greg Wilkinson/City of Yuma  
Larry Killman/ Town of Wellton  
Paul Soto/Cocopah Indian Tribe  
Daniel Corr/Arizona Western College  
Susan Thorpe/Yuma County  
Bill Lee/City of Somerton/Secretary

**Members Excused:**

Ralph Velez/City of San Luis  
Michael Sabath/Northern Arizona University

**Other Present:**

Shelly Kreger/YCIPTA/Transit Director  
Carol Perez/YCIPTA/Management Analyst  
Chona Medel/YCIPTA/Financial Services Operations Manager  
Maritza Hernandez/YCIPTA/Office Specialist  
George Rodriguez/National Express/Operations Manager  
Jesus Aguilar/National Express/Safety and Training Manager  
Reno Navarette/National Express/Director of Business Development

The Pledge of Allegiance was led by Mr. Lee

**CALL TO PUBLIC:**

**CONSENT CALENDAR:**

**No. 1: Adopt the September 26, 2016 regular minutes.**

**MOTION** (Lee/Wilkinson): Approve items as presented.

**VOICE VOTE:** Motion Carries, 7-0 with Dr. Sabath and Mr. Velez excused.

**DISCUSSION & ACTION ITEMS:**

**No. 1: Discussion and or action regarding the Maintenance Audit. No action required.**

Ms. Kreger stated that at one point, there were 12 vehicles out of service. Will bring the auditor back for review of repairs. Ms. Kreger also stated that National Express has been outstanding with trying to rectify the situation. No expenses are coming out of YCIPTA's pocket.

Mr. Lee inquired in regards to how many buses were in the fleet.

Ms. Kreger stated that the fleet consists of 27 vehicles.

Ms. Kreger stated that frequent breakdowns were occurring, due to performing quick fixes causing the bus to return later in the day.

Mr. Golding stated that YCIPTA entrust National Express to ensure that the vehicles are safe for the public and for our riders.

***No action required, no action taken.***

**No. 2: Discussion and or action regarding National Express Action Plan. No action required.**

Ms. Kreger introduced Mr. Navarette and stated that he would explain the action plan.

Mr. Navarette apologized to the Board, YCAT riders and to Ms. Kreger for dropping the ball. He further stated that National has every intention to rectify the problem. We put together plan in coordination with Ms. Kreger.

Mr. Navarette stated that National Express will purchase an improved fleet maintenance tracking system. Also, National Express has already spoken to drivers, managers, supervisors and everyone has already noticed improvements.

Dr. Corr inquired as to how the software would prevent issues

Mr. Navarette stated that all vehicles will be entered and tracked for repairs and preventative maintenance inspections (PMI). Mr. Navarette further stated that this software helps project trends and possible issues.

Mr. Golding inquired regarding the PMI scheduling and how often they occur; regular basis, quarterly, monthly or by mileage.

Mr. Navarette stated that generally it is every 3,000 or 45 days. Mr. Navarette stated that this system will be similar to what is used in a dealership.

Mr. Golding inquired as to how would the Authority know that the work has been completed and provide a check and balance.

Mr. Navarette YCIPTA staff will have access to the software and National Express corporate staff will perform audits bi-annually.

Ms. Kreger stated that a third-party auditor will inspect the vehicles every six months for the time being. Ms. Kreger also stated that Board will kept updated with the software and progress.

***No action required, no action taken.***

**No. 3: Discussion and or action regarding the YCIPTA Personnel Policies. Action required.**

Ms. Kreger provided information as provided in the member packet. Ms. Kreger stated that the requested amendments were made as per board discussion.

Dr. Coor stated that he was not present in June meeting and inquired as to what was the impetus regarding the cashing out of paid time off (PTO).

Ms. Kreger stated that the changes to the personnel policy can help with employee retention.

Ms. Thorpe stated that Ms. Kreger had authorized the cashing out of before but wanted a policy to maintain standard and uniformity.

**MOTION** (Thorpe/Killman): Approve items as presented.

**VOICE VOTE:** Motion Carries, 7-0 with Dr. Sabath and Mr. Velez excused.

**No. 4: Discussion and or action regarding the IPTA Taxation Authority. No Action required.**

Ms. Kreger stated that this was a continuing discussion regarding the taxation options that the authority has. First option, hire another lobbyist to help change the IPTA statues with legislation, or the second option, Yuma County create an RTA and use the tax resource to fund the IPTA projects.

Ms. Thorpe stated that the IPTA is allowable in counties with an urbanize population of less than 200,000 and once we reach 200,000 IPTA will lose funding for Operations from Federal Transit Authority (FTA). For the past years, amending the statue, has not been successful. Ms. Thorpe stated that she met with the CSA, Ms. Kreger, and Mr. Wilkinson and discussed creating a RTA and that would sit above the IPTA and act as a "shell" for the IPTA. Discussion ensued regarding the two options given and the best courses to take.

Ms. Thorpe stated that the ideal way would be gain support from the member agencies and anyone involved with the local decision making processes to push this issue.

Mr. Wilkinson stated that state legislature has been ran like a dictatorship but with the new speaker and new structure could be some changes.

Dr. Corr inquired if this statue mandated the tax.

Ms. Thorpe stated that the statue would only open the possibility for the tax.

***No action required, no action taken.***

**PROGRESS REPORTS:**

**No. 1: Operations Manager Report – George Rodriguez, National Express Operations Manager. No action is required.**

Mr. Rodriguez presented the report as contained in the member packet. Mr. Rodriguez further stated that since the turnover there is an average of three to four buses down, a vast improvement. Mr. Rodriguez stated that he feels positive about division and the relationship with Ms. Kreger.

Mr. Wilkinson inquired if the drivers do pre-trip and post trips inspections.

Mr. Rodriguez stated that all drivers are required to do a pre-trip and post-trip and if there are any issues they are to be brought up to maintenance immediately. Mr. Rodriguez stated that previously the issues that were brought up were not taken care of by maintenance.

***No action required, no action taken.***

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

Ms. Kreger stated that in July (2016) YCIPTA had received a preliminary award from Arizona Department of Transportation had (ADOT) to purchase two new vehicles. In October (2016) staff received a phone call from ADOT stating that was an error and that YCIPTA would not be receiving funding for the two vehicles. Ms. Kreger stated that she is still pushing to receive funding for at least one vehicle.

Mr. Wilkinson inquired regarding who got awarded the money. Ms. Kreger stated that she did not know but could request the award list.

Mr. Golding inquired as to the status of the transit committee. Mr. Golding also stated that Gene might want join.

Ms. Thorpe stated that organizations or committees that has a lot a ridership might want a representative.

Ms. Kreger stated that she has suggested riders that make complaint/suggestions to join the committee and they have decline.

Mr. Golding stated that the makeup of the committee should be composed of riders and general public.

Dr. Corr stated that it might be of some benefit to reach out to the dean of students to identify a possible representative.

***No action required, no action taken.***

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

Ms. Perez provided the ridership for September 2016. The route with the highest performing route is Yellow 95 with 22,202 passenger boarding, followed by Purple 6A with 3,965 passenger boardings. The total fare revenue for September 2016 was \$26,564.50.

Mr. Lee inquired as to the ridership for September 2015.

Ms. Perez stated that YCIPTA does not currently have a reporting system and reports in 2015's minutes the ridership was combined with several months.

***No action required, no action taken.***

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

Mrs. Medel presented the report as contained in the member packet.

Ms. Thorpe inquired in regards to the fare revenue, if the revenue is \$1 then why 51 cents and 67 cents in our deposits.

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Mrs. Medel stated that that is due to the fare boxes that we have. The current fare boxes do not count the change and allow foreign money.

**No action required, no action taken.**

**SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:**

The next Board meeting is scheduled for Monday, November 28, 2016.

**ADJOURNMENT**

There being no further business to come before the Authority, the Chairman adjourned the meeting at 2:12 p.m.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this 23<sup>rd</sup> of January, 2017, Agenda Item CC1



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CAROL PEREZ, Board Secretary