



Yuma County Intergovernmental Public Transportation Authority

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Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.ycipta.az.gov

AMENDED AND REVISED as of November 21, 2018

NOTICE AND AGENDA OF THE REGULAR MEETING THE BOARD OF DIRECTORS OF THE YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors of the Yuma County Intergovernmental Public Transportation Authority ("YCIPTA") and to the general public that the Board of Directors will hold a meeting on:

MONDAY, November 26, 2018 – 1:30 PM

**Yuma County Department of Development Services – Aldrich Hall
2351 West 26th Street -- Yuma, AZ, 85364**

Unless otherwise noted, meetings held at the above location are open to the public.

The Board of Directors may vote to go into executive session during the noticed meeting concerning any of the agenda items mentioned below. If authorized by the requisite vote of the Directors, the executive session will be held immediately after the vote and will not be open to the public. The executive session, if held, will be at the same meeting location set forth above. The discussion may relate to confidential matters permitted pursuant to A.R.S. §§ 38-431.03(A)(1)-(7). The Chairman or other presiding officer shall instruct the persons present at the executive session regarding the confidentiality requirements of the Open Meeting Laws.

Pursuant to the Americans with Disabilities Act, reasonable accommodation requests may be made by contacting the Transit Director at 928-539-7076, ext 101 (TTY/TDD - Arizona Relay Service 711). Requests should be made as early as possible to allow time to arrange the accommodation.

The agenda for the meeting is as follows:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CALL TO PUBLIC: The public is invited to speak on any item or any area of concern that is within the jurisdiction of the YCIPTA Board of Directors. The Board is prohibited by the Arizona Open Meeting Law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Susan Thorpe, Chairman – Yuma County, Larry Killman – Vice Chairman – Town of Wellton,
Susan M. Zambrano - .Sec/Treas. - Arizona Western College, Greg Wilkinson – City of Yuma,
Brian Golding, Sr.-Quechan Tribe, Dr. Michael Sabath - Northern Arizona University
Ralph Velez - City of San Luis, Paul Soto – Cocopah Tribe, Ian McGaughey - City of Somerton,

Shelly Kreger, Transit Director

CONSENT CALENDAR: The following items listed under the Consent Calendar will be considered as a group and acted upon by one motion with no separate discussion, unless a board member so requests. In that event, the item will be removed for separate discussion and action.

1. Adopt the July 23, 2018 regular and executive session minutes. Pg. 4

DISCUSSION & ACTION ITEMS:

1. Discussion and or action regarding the Charter for the Yuma Metropolitan Planning Organization, Yuma Regional Providers of Public Transportation, and the Arizona Department of Transportation, Regarding Performance Measure Target-Setting and Data-Sharing. Action required. Pg. 9
2. Discussion and or action regarding the Yuma County Intergovernmental Public Transportation Authority Transit Asset Management Plan (TAM). Action required. Pg. 15
3. Discussion and or action regarding National Express Transit closeout negotiations, Notice of Claim, and related matters.

PROGRESS REPORTS:

1. Operations Manager Report – Elizabeth Williams, General Manager – RATP Dev. *No action is required.* Pg. 30
2. Transit Director Report – Shelly Kreger, YCIPTA Transit Director. *No action is required.* Pg. 31
3. Transit Ridership – Carol Perez, Transit Operations Manager. *No action is required. Current ridership is not up to date and will not be provided at this meeting.* N/A
4. Financial Report – Chona Medel, YCIPTA Financial Services Operations Manager. *No action is required.* Pg. 33

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Shelly Kreger, Transit Director

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

EXECUTIVE SESSION:

1. Discussion and/or consultation for legal advice with YCIPTA legal counsel regarding National Express Transit closeout negotiations, Notice of Claim, and related matters pursuant to A.R.S. §§ 38-431.03(A)(3) & (4).

Chairman adjourns Executive Session and reconvenes Regular Session.

4. Discussion and/or action regarding National Express Transit closeout negotiations, Notice of Claim, and related matters.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

The next Board meeting TBD

ADJOURNMENT

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
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Shelly Kreger, Transit Director

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) met in Regular Session on Monday, October 22, 2018 at Yuma County Department of Development Services, Aldrich Hall; 2351 West 26th Street, Yuma, AZ 85364. The Chairman, Susan Thorpe called the meeting to order at 1:34 P.M.

Members Present:

Susan Thorpe/Yuma County/Chairman
Larry Killman/Town of Wellton/Vice Chairman
Paul Soto/Cocopah Indian Tribe
Ralph Velez/City of San Luis
Greg Wilkinson/City of Yuma
Brian Golding, Sr. /Quechan Indian Tribe
Michael Sabath/Northern Arizona University
Ian McGaughey/City of Somerton

Members Excused:

Susanna Zambrano/Arizona Western College/Secretary/Treasurer

Others Present:

Shelly Kreger/YCIPTA/Transit Director
Chona Medel/YCIPTA/Financial Services Operations Manager
Elizabeth Williams/RATP Dev/Operations Manager
Minda Davy/ Benesch & Davy Law Firm

The Pledge of Allegiance was led by Mr. Ian McGaughey.

Call to Public: There were no public comments made but Call to Public was left open by the Chairman.

Consent Calendar:

No 1: Adopt the July 23, 2018 regular minutes.

Motion (Velez/McGaughey): Approved item presented.

Voice Vote: Motion Carries, (8-0).

DISCUSSION & ACTION ITEMS:

No 1: Discussion and or action regarding the Exhibit A and B of the YCIPTA/Cocopah MOU for FY 2018-2019. Action Required

Ms. Kreger stated each year the memorandum of understanding (MOU) between YCIPTA and Cocopah needs to be update with the current annual hourly service charge for the fixed route for FY 2018-2019.

No further board discussion

Motion (Golding/Wilkinson): Approved item presented.

Voice Vote: Motion Carries, (8-0)

No 2: Discussion and or action regarding the Exhibit A of the YCIPTA/Quechan MOU for the FY2018-2019. Action required.

Ms. Kreger stated each year the MOU regarding YCIPTA and Quechan needed to be updated. This was a corrected version from July 23, 2018 Board meeting.

No further board discussion

Motion (Soto/Wilkinson): Approved item presented.

Voice Vote: Motion Carries, (8-0)

No. 3: Discussion and or action regarding the Updated YCIPTA Financial and Grant Management Policies and Procedures. Action Required.

Ms. Kreger stated during our Triennial Review in April 2018, YCIPTA received a finding in the area of Financial Management and Capacity, it was determined YCIPTA's financial and Grant Management Policies and Procedures were outdated. Ms. Kreger stated we will be sending the updated and approved Policies and Procedures to FTA.

No further board discussion

Motion (Golding/McGaughey): Approved item presented.

Voice Vote: Motion Carries, (8-0).

No. 4: Discussion and or action regarding National Express Transit closeout negotiations and Notice of Claim.

Motion (Wilkinson/Velez): To recess the regular session meeting at 1:41pm and enter into Executive Session

Voice Vote: Motion Carries, (8-0)

Chairwomen Thorpe adjourned the Executive Session and reconvened Regular Session.

No. 5: Discussion and/or action regarding National Express Transit closeout negotiations and Notice of Claim.

Chairwomen Thorpe requested for a motion to directed Counsel to move forward as discussed in Executive Session.

Motion (Wilkinson/Sabath): Approved

Voice Vote: Motion Carries, (8-0)

Progress Reports:

No. 1: Operations Manager Report – Elizabeth Williams, General Manager – RATP Dev. No action required.

Ms. Williams stated they had a rough start and lost the Maintenance Manager due to poor performance. She stated he was let go September 4, 2018. She expressed they were getting thing done just not as quickly as they would like. Today they hired a new Maintenance Manger from Brownsville Texas with a lot of experience.

RATP Dev is sending in the Director of Maintenance from the West Coast today. He will be working with Ms. Williams for the next two weeks until the new Maintenance Manager starts.

Ms. Williams updated the board on the bus detailing. She stated they are working on getting 3-4 detailed every Sunday.

Ms. Williams indicated that four new operators are being trained. She also informed the board that our special events are starting back up with the Ghost Trolley being on this Thursday.

Ms. Williams stated they are working on equipment and making pulls. They have missed a trip here and there but making the connections. She is hopeful with the new maintenance manager coming in that he can build relationship with vendors in order to get parts and equipment faster.

Ms. Williams also informed the board that one of our drivers were assaulted by one of our passengers. The passenger was arrested. Driver returned to work shortly after the assault and was okay. They went to court regarding the incident. We are looking into suspending the passenger from service due to the history of the passenger.

Mr. Wilkinson asked if there were cameras on the buses and Ms. Williams indicated there were cameras on the bus. She as informed the board some of the incident was on camera but some of it was off the bus. The video indicated the passenger was getting confrontational. Ms. Williams stated this type of incident does not happen often.

Ms. Williams informed the Board, Carol Perez, Operations Manager for YCIPTA will be setting up a training session with her sister whom works for the Border Patrol to come and teach driver self-defense and how to deescalate confrontational situations, which this type of training has not been made available to the drivers in the past. This is to help the driver learn how to deal with these types of situations.

Ms. Williams stated to the board they are determined to make YCAT a better place.

No action required. No action taken.

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

Ms. Kreger stated we reviewed the audit proposals for the annual single audit for YCIPTA. Heinfeld and Meech, PLLC was selected as the winning bidder. They will continue doing our audits, they were best priced and had the best response on their proposal.

Ms. Kreger stated that Mrs. Medel the attended Government Finance Officers Association (GFOA) Budget Academy in Chicago, Illinois. Mrs. Medel explained to the Board about the standard of excellence award that is given by GFOA for the budget similar to the CAFR Award.

Ms. Kreger stated that part of the Hotel Del Sol Funding was going to laps this year. Ms. Kreger stated she was able to get an extension on the grants. One grant she received a two-year extension and will not laps until September 30, 2020 and the other grant will be lapsing on September 30, 2019. Ms. Kreger recommended some type of work to the Hotel Del Sol such as painting and other items that needed to be discussed by the Board.

Ms. Kreger stated the Stuff the Bus Campaign will be starting first week of November.

Ms. Kreger notified the Board that our 5311 Compliance Review is going to be on November 2, 2018. This review is the States Triennial Review. Normally the ADOT excepts FTA Triennial Review but due to the fact that FTA did not review any maintenance records because all vehicles with useful life were purchased by 5311 funding therefore our vehicles did not get reviewed. This is why the State is setting up a review.

Ms. Kreger stated our Annual Single Audit was supposed to take place last week but did not happen do to the on-going legal situation with National Express and they would like to postpone pending on YCIPTA's Board decision on how to proceed.

No action required. No action taken.

No. 3: Transit Ridership & Customer Comment Report – Shelly Kreger, YCIPTA Transit Director. No action required.

Ms. Kreger stated Ms. Perez was out and she would be presenting. She presented item as contained on the member packet, July, August and September ridership.

Ms. Kreger stated we would review the month of July 2018 again due to a significant difference in ridership.

No action required. No action taken.

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

Mrs. Medel presented item as contained on the member packet, July, August, and September.

Mrs. Medel indicated there was a typo on the month stated on the accounts payable and accounts receivable amounts are as of September 2018.

Mrs. Medel stated that our accounts payable balance is due to National Express billing that needed to be recorded and pending legal contractual disputes we do not know how the payment will apply. She stated this is one of the reasons why the Auditors had held off on the audit due to the Balance Sheets being so one sided. Ms. Kreger confirmed the payable amount is half of our balance sheet.

Mrs. Medel explained as an Intergovernmental Public Transportation Authority (IPTA) where are required to have our Comprehensive Annual Financial Report (CAFR) into the State by December the 1st but due to the situation at hand and email was sent to the State notifying them of legal situations. The Single Audit is not due until March 31, 2019

Mr. Sabath asked on the confirmation on the National Express payable amount. Mrs. Medel confirmed the amount was \$1.8 million. Ms. Medel explained that the three invoice April, May and June were bills posted by not submitted by National Express. The amounts YCIPTA posted were based off of revenue hours and the contract billing amount.

No action required. No action taken.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS:

The next Board meeting is scheduled for November 26, 2018.

Chairwomen Thorpe stated that we will have an executive session added to the next meeting's agenda.

Mr. McGaughey commented that he and Ms. Zambrano rode the green route a couple of weeks ago it was a good experience. Managed to get on the wrong bus and ended up at AWC but they had the scenic route.

ADJOURNMENT

There being no further business to come before the Authority, the Chairman adjourned the meeting at 2:50 PM.

YUMA COUNTY INTERGOVERNMENTAL TRANSPORTATION AUTHORITY

Adopted this _____ 2018, Agenda Item ____

Carol Perez, Board Secretary



Yuma County Intergovernmental Public Transportation Authority

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November 21, 2018

Discussion and Action Item 1

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors

From: Shelly Kreger, Transit Director

Subject: Discussion and or action regarding the Charter for the Yuma Metropolitan Planning Organization, Yuma Regional Providers of Public Transportation, and the Arizona Department of Transportation, Regarding Performance Measure Target-Setting and Data-Sharing.

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approve the Charter for the Yuma Metropolitan Planning Organization, Yuma Regional Providers of Public Transportation, and the Arizona Department of Transportation, Regarding Performance Measure Target-Setting and Data-Sharing.

Background and Summary: On May 27, 2016, the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) issued final rulemaking on Metropolitan and Statewide Planning. This rulemaking addressed changes to the metropolitan planning process stemming from MAP-21 and continued in the FAST Act for Performance Based Planning. **A specific requirement associated with 23 CFR 450.314 requires a written agreement among the Metropolitan Planning Organizations (MPOs), the State DOT, and providers of public transportation within the MPO that identifies how the three entities will cooperatively develop and share information related to the collection of transportation data, target setting, reporting of performance targets, and tracking progress toward attainment of critical outcomes for the region of the MPO.**

Recommended Motion: That the Yuma County Intergovernmental Public Transportation Authority Board of Directors vote to approve the Charter for the Yuma Metropolitan Planning Organization, Yuma Regional Providers of Public Transportation, and the Arizona Department of Transportation, Regarding Performance Measure Target-Setting and Data-Sharing.

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Brian Golding, Sr.-Quechan Tribe, Dr. Michael Sabath - Northern Arizona University
Ralph Velez - City of San Luis, Paul Soto – Cocopah Tribe, Ian McGaughey - City of Somerton,

Shelly Kreger, Transit Director

Fiscal Impact: None.

Legal Counsel Review: None.

Attachments: Charter for the Yuma Metropolitan Planning Organization, Yuma Regional Providers of Public Transportation, and the Arizona Department of Transportation, Regarding Performance Measure Target-Setting and Data-Sharing.

For information on this staff report, please contact Shelly Kreger, Transit Director via email at skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for Submission



Shelly Kreger, Transit Director

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
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Shelly Kreger, Transit Director

Charter for the Yuma Metropolitan Planning Organization, Yuma Regional Providers of Public Transportation, and the Arizona Department of Transportation, Regarding Performance Measure Target-Setting and Data-Sharing

This Charter is made and entered into by and among the Arizona Department of Transportation (ADOT), as the Designated Recipient for Federal formula funds in the non-urbanized areas, the Yuma Metropolitan Planning Organization (YMPO) as the designated Metropolitan Planning Organization, and the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) as a provider of public transportation and the Designated Recipient for Federal Transit formula funds in the Yuma urbanized area, referred to collectively as the “PARTIES” or individually as a “PARTY”.

This Charter shall become effective as of the date it has been approved by all PARTIES.

I. Purpose of the Charter.

ADOT, YMPO, and YCIPTA shall jointly develop, and agree upon, specific written provisions for cooperatively developing and sharing information related to transportation performance data, the establishment and reporting of performance targets, the reporting of performance measures to be used in tracking progress toward attainment of critical outcomes for the YMPO region, and the collection of data for the State Asset Management Plan for the National Highway System (NHS).

This Charter is pursuant to planning agreement requirements for performance-based planning as defined in applicable federal regulations (see 23 CFR Part 450.314(h)(1) and 23 CFR Part 450.314(h)(2)(ii)). Provisions outlined within this Charter do not modify or replace those outlined in other agreements between PARTIES.

II. Responsibilities of All Parties.

- a.** All PARTIES acknowledge and agree to implement performance-based planning in accordance with applicable federal regulations 23 CFR part 450, 23 CFR 490, 49 CFR 625 and 49 CFR 673.
- b.** ADOT, YMPO and YCIPTA shall coordinate on the establishment of targets to ensure consistency, to the maximum extent practicable.
- c.** The PARTIES will adopt performance targets for the metropolitan transportation planning process in accordance with Federal and State requirements.
- d.** The PARTIES will ensure any of its reporting of targets and performance shall conform to applicable federal regulations.

- e. Unified targets shall be developed jointly by ADOT and YMPO. Non-Unified targets are required to be established by ADOT, and YMPO shall have the option to agree and adopt them or calculate and establish YMPO-specific targets. When developing transit-related targets, ADOT and YMPO will directly consult with YCIPTA.

III. Responsibilities of the Arizona Department of Transportation.

- a. ADOT will develop draft statewide required performance targets in coordination with YMPO, as applicable. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. ADOT shall provide YMPO with a reasonable opportunity to provide comments on statewide targets prior to the adoption of final statewide targets.
- b. ADOT shall take action, necessary to meet all State and Federal laws required as related to Performance-based Planning and Programming and shall involve Parties as necessary and appropriate.
- c. Upon request, and when not contractually prohibited, ADOT will share with the PARTIES data obtained or collected to support the development of statewide targets and in support of ongoing performance measure tracking.
- d. ADOT will report its performance targets to FHWA and FTA, as applicable. A copy of the report will be sent to the PARTIES at that time.
- e. ADOT will be responsible for collecting bridge and pavement condition data. The data shall be used for, but not limited to, creation of the State Asset Management Plan for the National Highway System. Safety and other data to be collected as required.
- f. To the maximum extent practicable, ADOT will include in its State Transportation Improvement Program (STIP) a description of the anticipated effect of the STIP toward achieving previously established and agreed upon performance targets.
- g. ADOT's STIP will include a linkage from the investment priorities in the STIP to achievement of previously established and agreed upon performance targets.

IV. Responsibilities of the Yuma Metropolitan Planning Organization.

- a. YMPO will develop or adopt necessary, quantifiable targets for performance measures and will share documentation pertaining to the development, reporting and tracking of those targets with the PARTIES.
- b. Upon request, and when not contractually prohibited, YMPO will share with the PARTIES data obtained or collected in support of performance measure tracking.
- c. The establishment of targets shall be developed through the YMPO Technical Advisory Committee (TAC) process with final approval by the YMPO Executive Board.

- i. YCIPTA will be the lead agency for performance targets for transit asset management, transit safety and other required transit performance measure targets.
- ii. YMPO will receive YCIPTA's Transit Asset Management Plan, and will provide the final plan to ADOT and FTA, as applicable.
- d. YMPO will report its performance targets to ADOT, FHWA, and FTA, as applicable. A copy of all reports will be sent to the PARTIES at that time.
- e. YMPO will, by reference, in the region's Long-Range Transportation Plan (LRTP), prepare a System Performance Report to report the condition and performance of the transportation system with respect to performance targets, including progress achieved by YMPO toward the previously established and agreed upon performance targets.
- f. To the maximum extent practicable, YMPO will include in its Transportation Improvement Program (TIP) a description of the anticipated effect on the TIP toward achieving previously established and agreed upon performance targets.
- g. YMPO's TIP will include a linkage from the investment priorities in the TIP to achievement of previously established and agreed upon performance targets.

V. Responsibilities of the Providers of Public Transportation.

- a. The Providers of Public Transportation will establish transit asset management, safety and other required transit performance targets and share established targets with the PARTIES.
- b. Upon request, and when not contractually prohibited, the Providers of Public Transportation will share with the PARTIES data obtained or collected in support of performance measure tracking.
- c. Providers of public transportation will develop the measures as follows.
 - i. YCIPTA will develop appropriate transit asset management plans, safety and other required performance targets through the YMPO/YCIPTA committee process as appropriate. Technical committee(s), if present, will provide final recommendations to the YMPO Executive Board and YCIPTA Board, as deemed necessary.
 - ii. The YMPO Executive Board and the YCIPTA Board, as the governing and policy-making bodies, will take final action, as appropriate.
- d. The Providers of Public Transportation will report performance targets to FTA. A copy of all reports will be sent to the PARTIES at that time.

VI. Conflict Resolution Section.

If disagreements arise regarding the implementation of this agreement, all PARTIES shall act in good faith to resolve the disagreement. If a resolution cannot be reached, the PARTIES to this agreement agree to meet and have a representative from the

Federal Highway Administration or the Federal Transit Administration to assist in resolving the disagreement. In the event a resolution still cannot be reached, the parties hereto agree to abide by required arbitration as set forth for public works in Agreement in Arizona Revised Statutes Section 12-1518.

VII. Term.

This Charter shall become effective when fully executed by the PARTIES. It shall remain in full force and effect until it is terminated in writing by one, or all, of the PARTIES, whichever date occurs first.

All terms of the Charter are hereby acknowledged and agreed, as certified by the signatures of the Designated Officers affixed hereto:

_____ Paul D. Ward, P.E., Executive Director Yuma Metropolitan Planning Organization	_____ Date
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_____ Shelly Kreger, CCTM, Transit Director Yuma County Intergovernmental Public Transportation Authority	_____ Date
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_____ Greg Byres, P.E., Director Multimodal Planning Division Arizona Department of Transportation	_____ Date
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November 21, 2018

Discussion and Action Item 2

To: Yuma County Intergovernmental Public Transportation Authority
Board of Directors
From: Shelly Kreger, Transit Director
Subject: Discussion and or action regarding the Yuma County
Intergovernmental Public Transportation Authority Transit Asset
Management Plan (TAM)

Requested Action: Staff recommends that the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) Board of Directors approve the Yuma County Intergovernmental Public Transportation Authority Transit Asset Management Plan

Background and Summary: Every agency must develop a transit asset management (TAM) plan if it owns, operates, or manages capital assets used to provide public transportation and receives federal financial assistance under 49 U.S.C. Chapter 53 as a recipient or subrecipient. Each transit provider must designate an Accountable Executive (49 CFR 625.5) to ensure appropriate resources for implementing the agency's TAM plan and the Transit Agency Safety Plan. I, as the Transit Director, is the Accountable Executive and have completed the plan. YCIPTA is a tier II agency and as such can opt out of a group plan (ADOT sponsored plan). Guidance from ADOT was that YCIPTA do their own plan, as well as the safety plan that is due next year.

Recommended Motion: That the Yuma County Intergovernmental Public Transportation Authority Board of Directors vote to approve the Yuma County Intergovernmental Public Transportation Authority Transit Asset Management Plan.

Fiscal Impact: None.

Legal Counsel Review: None.

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Shelly Kreger, Transit Director

Attachments: Yuma County Intergovernmental Public Transportation Authority Transit Asset Management Plan (TAM).

For information on this staff report, please contact Shelly Kreger, Transit Director via email at skreger@ycipta.az.gov or call 928-539-7076, extension 101.

Approved for Submission



Shelly Kreger, Transit Director

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Shelly Kreger, Transit Director



Yuma County Intergovernmental Public Transportation Authority Transit Asset Management Plan

Shelly Kreger, Accountable Executive

Last modified by Shelly Kreger on 14 Nov 18 at 11:08

Introduction

The Yuma County Intergovernmental Public Transportation Authority (YCIPTA) formed on December 13, 2010 by the Yuma County Board of Supervisors to administer, plan, operate and maintain public transit services throughout Yuma County, including within the political jurisdictional boundaries of the Cities of Yuma, San Luis, Somerton, Town of Wellton and the unincorporated Yuma County areas.

Yuma County Area Transit (YCAT) is the marketing name for the YCIPTA and the fixed route transit system. YCAT OnCall, formerly known as Greater Yuma Area Dial-A-Ride is the marketing name for the demand responsive transit system. YCAT operates eleven fixed routes and a demand response service throughout the southwestern quadrant of Yuma County and portions of eastern Imperial County with limited service to El Centro. YCAT generally operates Monday-Friday from 5:50 am to approximately 7:30 pm with headways every 45 to 60 minutes and on Saturday from 9:15 am to 6:30 pm with headways every 60 to 120 minutes. There is no service on Sundays or major holidays at this time. These services for this fiscal year are provided under an contractual arrangement with RAPT Dev USA. A total of 41,000 revenue vehicle service hours are budgeted in fiscal year 2018-2019 (this consists of an allocation of 37,000 hours to YCAT and 4,000 hours to YCAT OnCall).

YCAT is currently operating 29 buses. Twenty (20) buses are powered by diesel and used on YCAT fixed routes. Six (6) small buses and three (3) vans are powered by gasoline and used on YCAT OnCall and neighborhood YCAT routes. All buses and vans are owned by YCIPTA and were purchased with FTA and ADOT funding. The fleet size will be decreasing to 28 revenue vehicles when three of the older buses will be decommissioned.

Performance Targets & Measures

Asset Category - Performance Measure	Asset Class	2019 Target	2020 Target	2021 Target	2022 Target	2023 Target
REVENUE VEHICLES						
Age - % of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	AB - Articulated Bus	N/A				
	AO - Automobile	N/A				
	BR - Over-the-road Bus	N/A				
	BU - Bus	38%	38%	28%	28%	28%
	CU - Cutaway Bus	50%	25%	25%	25%	25%
	DB - Double Decked Bus	N/A				
	FB - Ferryboat	N/A				
	MB - Mini-bus	N/A				
	MV - Mini-van	N/A				
	RT - Rubber-tire Vintage Trolley	N/A				
	SB - School Bus	N/A				
	SV - Sport Utility Vehicle	N/A				
	TB - Trolleybus	N/A				
	VN - Van	65%	30%	30%	30%	30%
	Custom 1	N/A				
Custom 2	N/A					
Custom 3	N/A					
EQUIPMENT						
Age - % of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	Non Revenue/Service Automobile	100%	50%	50%	50%	50%
	Steel Wheel Vehicles	N/A				
	Trucks and other Rubber Tire Vehicles	N/A				
	Custom 1	100%	100%	100%	100%	100%
	Custom 2	50%	60%	70%	80%	90%
Custom 3	N/A					
FACILITIES						
Condition - % of facilities with a condition rating below 3.0	Administration	N/A				
	Maintenance	N/A				
	Parking Structures	N/A				



on the FTA Transit Economic Requirements Model (TERM) Scale	Passenger Facilities	20%	20%	20%	20%	20%
	Custom 1	N/A				
	Custom 2	N/A				
	Custom 3	N/A				



Target Setting Methodology

Targets are set using projected funding availability and the capital replacement plan.

Capital Asset Inventory

Please see Appendix A (Asset Register) for the asset inventory listing.

Asset Inventory Summary

Asset Category	Total Number	Avg Age	Avg Mileage	Avg Value
Revenue Vehicles	29	9.5	257,048	\$238,825.00
<i>AB - Articulated Bus</i>	0	-	-	-
<i>AO - Automobile</i>	0	-	-	-
<i>BR - Over-the-road Bus</i>	0	-	-	-
<i>BU - Bus</i>	20	10.8	288,506	\$291,666.67
<i>CU - Cutaway Bus</i>	6	8.0	281,310	\$108,600.00
<i>DB - Double Decked Bus</i>	0	-	-	-
<i>FB - Ferryboat</i>	0	-	-	-
<i>MB - Mini-bus</i>	0	-	-	-
<i>MV - Mini-van</i>	0	-	-	-
<i>RT - Rubber-tire Vintage Trolley</i>	0	-	-	-
<i>SB - School Bus</i>	0	-	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	-
<i>TB - Trolleybus</i>	0	-	-	-
<i>VN - Van</i>	3	3.0	44,036	\$52,000.00
<i>Custom 1</i>	0	-	-	-
<i>Custom 2</i>	0	-	-	-
<i>Custom 3</i>	0	-	-	-
Equipment	11	7.0	189,515	\$56,448.83
<i>Non Revenue/Service Automobile</i>	6	12.0	189,515	\$51,846.50
<i>Steel Wheel Vehicles</i>	0	-	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	0	-	-	-
<i>Custom 1</i>	3	4.3	N/A	\$72,333.33
<i>Custom 2</i>	2	5.0	N/A	\$18,000.00
<i>Custom 3</i>	0	-	-	-
Facilities	18	3.0	N/A	\$26,935.00
<i>Administration</i>	0	-	N/A	-
<i>Maintenance</i>	0	-	N/A	-
<i>Parking Structures</i>	0	-	N/A	-
<i>Passenger Facilities</i>	18	3.0	N/A	\$26,935.00
<i>Custom 1</i>	0	-	N/A	-
<i>Custom 2</i>	0	-	N/A	-
<i>Custom 3</i>	0	-	N/A	-

Condition Assessment

Please see Appendix B (Asset Condition Data) for individual asset condition listing.

Asset Condition Summary

Asset Category	Total Number	Avg Age	Avg Mileage	Avg TERM Condition	Avg Value	% At or Past ULB
Revenue Vehicles	29	9.5	257,048	N/A	\$158,475.63	17%
<i>AB - Articulated Bus</i>	0	-	-	N/A	-	-
<i>AO - Automobile</i>	0	-	-	N/A	-	-
<i>BR - Over-the-road Bus</i>	0	-	-	N/A	-	-
<i>BU - Bus</i>	20	10.8	288,506	N/A	\$189,767.50	20%
<i>CU - Cutaway Bus</i>	6	8.0	281,310	N/A	\$77,000.00	17%
<i>DB - Double Decked Bus</i>	0	-	-	N/A	-	-
<i>FB - Ferryboat</i>	0	-	-	N/A	-	-
<i>MB - Mini-bus</i>	0	-	-	N/A	-	-
<i>MV - Mini-van</i>	0	-	-	N/A	-	-
<i>RT - Rubber-tire Vintage Trolley</i>	0	-	-	N/A	-	-
<i>SB - School Bus</i>	0	-	-	N/A	-	-
<i>SV - Sport Utility Vehicle</i>	0	-	-	N/A	-	-
<i>TB - Trolleybus</i>	0	-	-	N/A	-	-
<i>VN - Van</i>	3	3.0	44,036	N/A	\$52,200.00	0%
<i>Custom 1</i>	0	-	-	N/A	-	-
<i>Custom 2</i>	0	-	-	N/A	-	-
<i>Custom 3</i>	0	-	-	N/A	-	-
Equipment	10	7.0	189,515	N/A	\$51,038.50	40%
<i>Non Revenue/Service Automobile</i>	5	12.0	189,515	N/A	\$35,615.50	40%
<i>Steel Wheel Vehicles</i>	0	-	-	N/A	-	-
<i>Trucks and other Rubber Tire Vehicles</i>	0	-	-	N/A	-	-
<i>Custom 1</i>	3	4.3	N/A	N/A	\$72,333.33	67%
<i>Custom 2</i>	2	5.0	N/A	N/A	\$18,000.00	0%
<i>Custom 3</i>	0	-	-	N/A	-	-
Facilities	18	3.0	N/A	5.0	\$26,935.00	N/A
<i>Administration</i>	0	-	N/A	-	-	N/A
<i>Maintenance</i>	0	-	N/A	-	-	N/A
<i>Parking Structures</i>	0	-	N/A	-	-	N/A
<i>Passenger Facilities</i>	18	3.0	N/A	5.0	\$26,935.00	N/A
<i>Custom 1</i>	0	-	N/A	-	-	N/A
<i>Custom 2</i>	0	-	N/A	-	-	N/A
<i>Custom 3</i>	0	-	N/A	-	-	N/A

Decision Support

Investment Prioritization

Annually, based on budget availability, YCIPTA Director and Finance Operations Manager review fleet/capital replacement needs based on condition and age and prioritize replacement per class of asset.

Decision Support Tools

The following tools are used in making investment decisions:

Process/Tool	Brief Description
10 year Capital Asset Plan	An excel based 10 year replacement plan for fleet /assets, YCIPTA board approved annually updated based on available grant funding

Unplanned Maintenance Approach

Included in each years budget is a line item for unplanned maintenance needs.

Investment Prioritization

The list of prioritized investment projects is provided in Appendix C.

Appendices

[Appendix A](#)

[Appendix B1](#)

[Appendix B2](#)

[Appendix B3](#)

[Appendix C](#)

[Appendix D](#)

Asset Register

Revenue Vehicle (Rolling Stock) Condition Data

Equipment Condition Data

Facilities Condition Data

Proposed Investment Project List

Fleet Replacement Module Output

Appendix A: Asset Register

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Equipment	Custom 1	Call center system	AVAYA	N/A	1		YCIPTA	2016	N/A	\$25,000.00
Equipment	Custom 1	Radio System	Motorola	N/A	1		YCIPTA	2012	N/A	\$85,000.00
Equipment	Custom 1	Smartcard System	Accufare	N/A	1		YCIPTA	2013	N/A	\$107,000.00
Equipment	Custom 2	Lifts	SEFAC	N/A	2		YCIPTA	2013	N/A	\$18,000.00
Equipment	Non Revenue/Service Automobile	shop	Ford	F250	2	139/140	YCIPTA	1999	222,983	\$55,000.00
Equipment	Non Revenue/Service Automobile	Support	Ford	Focus	3	133/134/135	YCIPTA	2013	156,046	\$16,231.00
Facilities	Passenger Facilities	Bus Shelter	LACOR	N/A	18		YCIPTA	2015	N/A	\$26,935.00
Revenue/Vehicles	BU - Bus	Arboc	Gillig	Freightliner Low Floor	4	150/151/152/153	YCIPTA	2017	45,072	\$375,000.00
Revenue/Vehicles	BU - Bus	New Flyer	New Flyer	D40F	2	200/201	YCIPTA	2016	165,045	\$425,000.00
Revenue/Vehicles	BU - Bus	New Flyer	New Flyer	D40LF	2	137/138	YCIPTA	1997	192,047	\$50,000.00
Revenue/Vehicles	BU - Bus	Passport	Chevy	C5500	1	149	YCIPTA	1997	703,123	\$50,000.00
Revenue/Vehicles	BU - Bus	Trolley	Freightliner	Specialty Trolley	2	142/144	ADOT	2010	450,000	\$225,000.00
Revenue/Vehicles	CU - Cutaway Bus	Cutaway	Ford	E350	6	116-118/121-123	YCIPTA	2010	175,750	\$13,605.00
Revenue/Vehicles	VN - Van	Vans	Dodge	Caravan	3	146/147/148	YCIPTA	2010	281,310	\$77,000.00
								2015	44,036	\$52,200.00

Appendix B: Asset Condition Data

B1: Revenue Vehicle Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Revenue Vehicles	BU - Bus	Arboc	4	150/151/152/153	1	45,072	\$375,000.00	12	No
Revenue Vehicles	BU - Bus	Gillig	2	200/201	2	165,045	\$425,000.00	12	No
Revenue Vehicles	BU - Bus	New Flyer	2	137/138	21	192,047	\$50,000.00	12	Yes
Revenue Vehicles	BU - Bus	New Flyer	1	149	21	703,123	\$50,000.00	12	Yes
Revenue Vehicles	BU - Bus	Passport	9	125-132	8	450,000	\$225,000.00	7	Yes
Revenue Vehicles	BU - Bus	Trolley	2	142/144	12	175,750	\$13,605.00	7	Yes
Revenue Vehicles	CU - Cutaway Bus	Cutaway	6	116-118/121-123	8	281,310	\$77,000.00	4	Yes
Revenue Vehicles	VN - Van	Vans	3	146/147/148	3	44,036	\$52,200.00	4	No

Appendix B: Asset Condition Data

B2: Equipment Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Equipment	Custom 1	Call center system	1		2	N/A	\$25,000.00	5	No
Equipment	Custom 1	Radio System	1		6	N/A	\$85,000.00	5	Yes
Equipment	Custom 1	Smartcard System	1		5	N/A	\$107,000.00	3	Yes
Equipment	Custom 2	Lifts	2		5	N/A	\$18,000.00	10	No
Equipment	Non Revenue/Service Automobile	Shop	2	139/140	19	222,983	\$55,000.00	4	Yes
Equipment	Non Revenue/Service Automobile	Support	3	133/134/135	5	156,046	\$16,231.00	4	Yes

Appendix B: Asset Condition Data

B3: Facilities Assets

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	TERM Scale Condition	Replacement Cost/Value
Facilities	Passenger Facilities	Bus Shelter	18		3	5	\$26,935.00

Appendix C: Proposed Investment Project List

Project Year	Project Name	Asset/Asset Class	Cost	Priority
2019	Diesel Bus Acquisition	RevenueVehicles	\$4,050,000.00	High
2019	Paratransit Vehicle Acquisition	RevenueVehicles	\$125,000.00	High
2018	Utility Truck Acquisition	Equipment	\$114,000.00	High
2019	Automated Fare Collection System	Equipment	\$500,000.00	High
2020	Multi Modal Center Rehab/Design	Facilities	\$2,400,000.00	Medium
2020	Maintenance Facility	Facilities	\$2,000,000.00	High
2019	Bus Shelter Acquisition	Facilities	\$335,000.00	High



20 November 2018

November

- New Maintenance Manager Jeff Stewart started Nov.5th
- We are 8 vehicles away from having them 100% detailed.
- We hired 6 new bus operators.
- Maintenance has really stepped up this month with Jeff here in reducing the Bus Down status.
- The Shop, grounds and vehicles all look fantastic.
- No accidents in November.



Yuma County Intergovernmental Public Transportation Authority

2715 East 14th Street, Yuma, AZ 85365-1900, Telephone: 928-539-7076

Fax: 928-783-0309, email: info@ycipta.az.gov, Web: www.yciptaz.gov

Transit Director Report – October/November 2018

FTA Section 5311 Compliance Review: The review took place on November 2, 2018. There were three findings noted in the exit conference.

Two findings were in Asset Management:

- 1). On time performance of YCIPTA's vehicle preventive maintenance falls below the FTA target of 80%. PM timeliness is expected to improve as RATP Dev continues to implement its new maintenance program. The corrective action will involve the submission of KPI reports to ADOT with the monthly reimbursement requests.
- 2). Finding: YCIPTA must update its facility maintenance plan to address its FTA-funded bus shelters, which should include an inspection checklist and specify the frequency of inspections

The third finding was in DBE.

- 1). YCIPTA must ensure the timeliness of its monthly reporting of contracting opportunities in ADOT's LPA Contract Management System. It should be noted that in addition to receiving Section 5311 funding, YCIPTA is a direct recipient of Section 5307 funds, and therefore submits semiannual uniform reports to FTA detailing DBE participation across all FTA funding sources. ADOT will determine if this reporting is sufficient.

There were also two recommendations:

Project Management/Grant Administration

- 1). Recommendation: YCIPTA should continue to work with its new contractor, RATP Dev, to ensure that they are invoicing on-time, which will allow YCIPTA to submit reimbursements to ADOT in a timely manner. This process is expected to improve as RATP Dev staff stabilizes.

Yuma County Intergovernmental Public Transportation Authority Board Of Directors
Susan Thorpe, Chairman – Yuma County, Larry Killman – Vice Chairman – Town of Wellton,
Susan M. Zambrano. – Sec/Treas - Arizona Western College Greg Wilkinson – City of Yuma,
Brian Golding, Sr.-Quechan Tribe, Dr. Michael Sabath - Northern Arizona University,
Ralph Velez - City of San Luis, Paul Soto – Cocopah Tribe, Ian McGaughey - City of Somerton,

Shelly Kreger, Transit Director

Title VI

- 1). Recommendation: YCIPTA must ensure that future Title VI programs classify LEP individuals according to specific language groups that speak English “less than very well.”
- **Fleet update:** We have seen a flurry of activity in regards to the fleet. Not only in maintenance but also in the fleet’s appearance. As of this meeting there is only a couple buses left that need to be detailed. New graphics are also in the process of being replaced.
 - **HolidayCat:** Staff is gearing up for the upcoming HolidayCat. This year it is scheduled for December 21st, 22nd and 23rd.
 - **New Shop Trucks**



Yuma County Intergovernmental Public Transportation Authority Board Of Directors
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Ralph Velez - City of San Luis, Paul Soto – Cocopah Tribe

Shelly Kreger, Transit Director



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Summary Financial Report for October 2018

This report is a summary for the period October 2018. The attached monthly profit and loss statements are unaudited figures.

Reconciled account balances for YCIPTA checking accounts held at 1st Bank Yuma for the following months are as follows:

October 31, 2018

Greyhound	\$19,526.98
General	\$47,208.33
Payroll	\$2,242.90
Fare Revenue	\$15,331.48

October 31, 2018

YC Treasurer	\$276,457.48
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Greyhound sales by Month

October 2018	\$12,565.15
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Fare Revenue by Month

October 2018

YCAT	\$33,358.11
On Call	\$162.90

Accounts payable as of October 31, 2018, was \$1,994,394.05

Accounts receivable as of October 31, 2018 was \$990,154.88

Accounts payable includes November 2017- June 2018 invoice for National Express. These payments are on hold pending contractual disputes. June has not been closed out due to Fiscal Year End Adjustments that need to be done. FY 2018 Audit is still on hold due to legal disputes.

**Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L**

2018					
	Oct 18	Jul - Oct 18	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
40000 - Intergovernmental					
40700 - Miscellaneous Revenues					
40799-3 - Advertising Sales	0.00	793.75	16,000.00	-15,206.25	4.96%
40799-4 - Greyhound Commisions - YCIPTA	873.48	7,150.25	31,200.00	-24,049.75	22.92%
40799-5 - Interest	48.28	568.20	1,200.00	-631.80	47.35%
40799-6 - Miscellaneous Revenues	15.00	501.05	2,000.00	-1,498.95	25.05%
Total 40700 - Miscellaneous Revenues	936.76	9,013.25	50,400.00	-41,386.75	17.88%
40900 - Local Funding					
40900-2 - Local Transit Dues	0.00	510,982.00	516,739.00	-5,757.00	98.89%
40900-4 - Contributions Public Entities	300.00	118,543.64	494,023.00	-375,479.36	24.0%
Total 40900 - Local Funding	300.00	629,525.64	1,010,762.00	-381,236.36	62.28%
41101 - State Grants					
41101-1 - ADOT 5311	0.00	0.00	1,643,938.00	-1,643,938.00	0.0%
41101-2 - ADOT 5310	0.00	0.00	25,000.00	-25,000.00	0.0%
Total 41101 - State Grants	0.00	0.00	1,668,938.00	-1,668,938.00	0.0%
41300 - Federal Grant Revenue					
41399-1 - FTA 5307	0.00	0.00	8,618,502.00	-8,618,502.00	0.0%
41399-4 - STP Capital Grant	0.00	0.00	414,985.00	-414,985.00	0.0%
Total 41300 - Federal Grant Revenue	0.00	0.00	9,033,487.00	-9,033,487.00	0.0%
Total 40000 - Intergovernmental	1,236.76	638,538.89	11,763,587.00	-11,125,048.11	5.43%
41000 - Charges for Service					
40100 - Fare Revenue					
40101 - YCAT Fares	33,358.11	146,263.81	423,447.00	-277,183.19	34.54%
40190 - On Call Fares	162.90	1,067.40	6,663.00	-5,595.60	16.02%
Total 40100 - Fare Revenue	33,521.01	147,331.21	430,110.00	-282,778.79	34.25%
Total 41000 - Charges for Service	33,521.01	147,331.21	430,110.00	-282,778.79	34.25%
Total Income	34,757.77	785,870.10	12,193,697.00	-11,407,826.90	6.45%
Gross Profit	34,757.77	785,870.10	12,193,697.00	-11,407,826.90	6.45%

2017						
	Oct 17	Budget	Jul - Oct 17	YTD Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
40000 - Intergovernmental						
40700 - Miscellaneous Revenues						
40799-3 - Advertising Sales	0.00	0.00	971.25	16,000.00	-15,028.75	6.07%
40799-4 - Greyhound Commisions - YCIPTA	4,215.34	0.00	8,702.07	31,200.00	-22,497.93	27.89%
40799-5 - Interest	131.30	0.00	595.26	1,400.00	-804.74	42.52%
40799-6 - Miscellaneous Revenues	8.46	0.00	238.54	1,400.00	-1,161.46	17.04%
Total 40700 - Miscellaneous Revenues	4,355.10	0.00	10,507.12	50,000.00	-39,492.88	21.01%
40900 - Local Funding						
40900-2 - Local Transit Dues	0.00	0.00	516,739.00	516,739.00	0.00	100.0%
40900-4 - Contributions Public Entities	0.00	0.00	143,467.40	494,023.00	-350,555.60	29.04%
Total 40900 - Local Funding	0.00	0.00	660,206.40	1,010,762.00	-350,555.60	65.32%
41101 - State Grants						
41101-1 - ADOT 5311	98,816.50	0.00	446,128.67	2,402,432.00	-1,956,303.33	18.57%
41101-2 - ADOT 5310	11,992.86	0.00	14,268.51	50,000.00	-35,731.49	28.54%
Total 41101 - State Grants	110,809.36	0.00	460,397.18	2,452,432.00	-1,992,034.82	18.77%
41300 - Federal Grant Revenue						
41399-1 - FTA 5307	125,182.00	0.00	456,263.00	8,645,290.00	-8,189,027.00	5.28%
41399-4 - STP Capital Grant	0.00	0.00	0.00	272,810.00	-272,810.00	0.0%
Total 41300 - Federal Grant Revenue	125,182.00	0.00	456,263.00	8,918,100.00	-8,461,837.00	5.12%
Total 40000 - Intergovernmental	240,346.46	0.00	1,587,373.70	12,431,294.00	-10,843,920.30	12.77%
41000 - Charges for Service						
40100 - Fare Revenue						
40101 - YCAT Fares	36,218.12	0.00	136,159.74	412,638.00	-276,478.26	33.0%
40190 - On Call Fares	551.00	0.00	2,454.65	9,784.00	-7,329.35	25.09%
Total 40100 - Fare Revenue	36,769.12	0.00	138,614.39	422,422.00	-283,807.61	32.81%
Total 41000 - Charges for Service	36,769.12	0.00	138,614.39	422,422.00	-283,807.61	32.81%
Total Income	277,115.58	0.00	1,725,988.09	12,853,716.00	-11,127,727.91	13.43%
Gross Profit	277,115.58	0.00	1,725,988.09	12,853,716.00	-11,127,727.91	13.43%

**Yuma County Intergovernmental Public Transportation Auth.
Executive Board P&L**

Expense	2018				
	Oct 18	Jul - Oct 18	YTD Budget	\$ Over Budget	% of Budget
50100 - Salaries and Wages					
50102 - Regular Salaries and Wage	27,455.24	106,432.07	359,677.00	-253,244.93	29.59%
Total 50100 - Salaries and Wages	27,455.24	106,432.07	359,677.00	-253,244.93	29.59%
50200 - Fringe Benefits					
50201 - FICA- SS & Medicare	2,100.35	8,142.13	72,691.00	-64,548.87	11.2%
50202 - ASRS	2,637.52	11,769.59	42,442.00	-30,672.41	27.73%
50203 - Health Insurance	3,020.00	13,288.00	43,488.00	-30,200.00	30.56%
50204 - FUTA	10.08	15.12	500.00	-484.88	3.02%
50205 - Life Insurance	0.00	155.25	768.00	-612.75	20.22%
50207 - State Unemployment	2,880.00	5,520.00	3,000.00	2,520.00	184.0%
50208 - Workers Compensation Ins	0.00	1,127.30	2,500.00	-1,372.70	45.09%
Total 50200 - Fringe Benefits	10,647.95	40,017.39	165,389.00	-125,371.61	24.2%
50300 - Services					
50301-1 - ADA Paratransit	0.00	0.00	126,000.00	-126,000.00	0.0%
50301-2 - Accounting & Audit	0.00	0.00	28,000.00	-28,000.00	0.0%
50301-3 - Vanpool Subsidy	9,180.00	40,080.00			
50302 - Advertising	940.90	13,032.65	80,000.00	-66,967.35	16.29%
50303-1 - Legal Services	4,470.00	12,617.75	45,000.00	-32,382.25	28.04%
50303-2 - Cash Handel/Payroll Processing	628.56	2,649.36	6,500.00	-3,850.64	40.76%
50303-3 - IT Support/Web Development	845.00	2,735.76	15,000.00	-12,264.24	18.24%
50304 - Temporary Help	551.88	2,664.68	3,000.00	-335.32	88.82%
50305-0 - Bus Contractor	-117.50	238,058.56	2,892,863.00	-2,654,804.44	8.23%
50305-1 - Contract Costs	2,083.33	24,719.24	100,000.00	-75,280.76	24.72%
50305-2 - Equipment Maintenance	494.93	2,413.70	40,000.00	-37,586.30	6.03%
50305-3 - Office Equip Repair	983.94	1,222.42	3,000.00	-1,777.58	40.75%
50305-4 - Vehicle Repair & Maintance	16,544.24	131,628.17	280,000.00	-148,371.83	47.01%
50305-5 - Building Repairs & Maintance	0.00	5,838.42	12,000.00	-6,161.58	48.65%
50305-6 - Communications/Radio Service	0.00	13,650.00	20,000.00	-6,350.00	68.25%
50305-7 - Grounds Keeping/Pest Control	39.00	156.00	2,500.00	-2,344.00	6.24%

Expense	2017				
	Oct 17	Budget	Jul - Oct 17	YTD Budget	\$ Over Budget % of Budget
50100 - Salaries and Wages					
50102 - Regular Salaries and Wage	25,794.28	0.00	106,127.71	310,607.00	-204,479.29 34.17%
50103 - Temporary Employee Salaries	0.00	0.00	800.00	5,000.00	-4,200.00 16.0%
Total 50100 - Salaries and Wages	25,794.28	0.00	106,927.71	315,607.00	-208,679.29 33.88%
50200 - Fringe Benefits					
50201 - FICA- SS & Medicare	1,973.26	0.00	8,179.96	26,122.00	-17,942.04 31.31%
50202 - ASRS	3,923.34	0.00	11,677.81	35,720.00	-24,042.19 32.69%
50203 - Health Insurance	8,066.00	0.00	18,704.00	50,736.00	-32,032.00 36.87%
50204 - FUTA	0.00	0.00	26.85	500.00	-473.15 5.37%
50205 - Life Insurance	66.40	0.00	242.80	3,969.00	-3,726.20 6.12%
50207 - State Unemployment	0.00	0.00	0.00	3,000.00	-3,000.00 0.0%
50208 - Workers Compensation Ins	185.01	0.00	510.29	2,500.00	-1,989.71 20.41%
Total 50200 - Fringe Benefits	14,214.01	0.00	39,341.71	122,547.00	-83,205.29 32.1%
50300 - Services					
50301-1 - ADA Paratransit	14,239.25	0.00	58,386.56	320,000.00	-261,613.44 18.25%
50301-2 - Accounting & Audit	9,004.35	0.00	9,004.35	25,000.00	-15,995.65 36.02%
50301-3 - Vanpool Subsidy	3,900.00	0.00	23,400.00	126,000.00	-102,600.00 18.57%
50302 - Advertising	3,363.90	0.00	19,606.95	80,000.00	-60,393.05 24.51%
50303-1 - Legal Services	1,953.00	0.00	5,760.00	15,000.00	-9,240.00 38.4%
50303-2 - Cash Handel/Payroll Processing	626.57	0.00	2,318.44	6,300.00	-3,981.56 36.8%
50303-3 - IT Support/Web Development	845.00	0.00	3,380.00	15,000.00	-11,620.00 22.53%
50304 - Temporary Help	2,315.68	0.00	2,315.68	3,000.00	-684.32 77.19%
50305-0 - Bus Contractor	222,878.21	0.00	811,297.46	2,393,562.00	-1,582,264.54 33.9%
50305-1 - Contract Costs	8,754.70	0.00	38,069.14	69,600.00	-31,530.86 54.7%
50305-2 - Equipment Maintenance	196.73	0.00	314.20	40,000.00	-39,685.80 0.79%
50305-3 - Office Equip Repair	0.00	0.00	770.00	3,000.00	-2,230.00 25.67%
50305-4 - Vehicle Repair & Maintance	0.00	0.00	0.00	280,000.00	-280,000.00 0.0%
50305-5 - Building Repairs & Maintance	1,103.19	0.00	1,103.19	12,000.00	-10,896.81 9.19%
50305-6 - Communications/Radio Service	0.00	0.00	13,650.00	4,000.00	9,650.00 341.25%
50305-7 - Grounds Keeping/Pest Control	1,539.00	0.00	1,574.00	500.00	1,074.00 314.8%

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	2018				
	Oct 18	Jul - Oct 18	YTD Budget	\$ Over Budget	% of Budget
50305-8 · Software Updates/Maintenance	0.00	2,699.81	55,000.00	-52,300.19	4.91%
50307 · Security Services	0.00	0.00	500.00	-500.00	0.0%
Total 50300 · Services	36,644.28	494,166.52	3,709,363.00	-3,215,196.48	13.32%
50400 · Materials and Supplies					
50401 · Fuel, Oil, Lubricants	42,505.91	152,956.60	400,000.00	-247,043.40	38.24%
50499-1 · Office Supplies	426.95	1,675.96	3,000.00	-1,324.04	55.87%
50499-2 · Postage	83.31	289.48	3,000.00	-2,710.52	9.65%
50499-3 · Printing	2,826.07	4,970.45	25,000.00	-20,029.55	19.88%
50499-4 · Misc Materials & Supplies	0.00	76.75	35,400.00	-35,323.25	0.22%
Total 50400 · Materials and Supplies	45,842.24	159,969.24	466,400.00	-306,430.76	34.3%
50500 · Utilities					
50501 · Electricity	1,478.18	6,386.78	17,000.00	-10,613.22	37.57%
50502-1 · Refuse Disposal	168.33	599.43	1,500.00	-900.57	39.96%
50502-2 · Water - Offices	140.93	440.32	1,500.00	-1,059.68	29.36%
Total 50500 · Utilities	1,787.44	7,426.53	20,000.00	-12,573.47	37.13%
50600 · Casualty and Liability Insuranc					
50608-1 · Gen Liab Insurance	0.00	4,961.65	3,900.00	1,061.65	127.22%
50608-2 · Prof. Liability Insurance	0.00	0.00	3,500.00	-3,500.00	0.0%
50608-3 · Automobile Insurance	0.00	3,984.00	3,900.00	84.00	102.15%
Total 50600 · Casualty and Liability Insuranc	0.00	8,945.65	11,300.00	-2,354.35	79.17%
50900 · Miscellaneous Expenses					
50901 · Memberships/Dues/Subscriptions	60.00	4,773.80	18,000.00	-13,226.20	26.52%
50902 · Travel Expenses	398.18	10,634.09	30,000.00	-19,365.91	35.45%
50906 · Finance Charges/Penalties	23.46	1,924.23	5,000.00	-3,075.77	38.49%
50999-1 · License and Permits	0.00	0.00	300.00	-300.00	0.0%
50999-2 · Training/Education	0.00	570.00	25,000.00	-24,430.00	2.28%
50999-3 · Other Misc Expense	590.00	2,591.63	200,000.00	-197,408.37	1.3%
50999-5 · Telephone/Internet	658.09	2,689.09	8,000.00	-5,310.91	33.61%
Total 50900 · Miscellaneous Expenses	1,729.73	23,182.84	286,300.00	-263,117.16	8.1%
51200 · Leases and Rentals					
51212-1 · Building Lease	4,200.00	16,800.00	50,400.00	-33,600.00	33.33%

	2017					
	Oct 17	Budget	Jul - Oct 17	YTD Budget	\$ Over Budget	% of Budget
50305-8 · Software Updates/Maintenance	0.00	0.00	4,711.62	50,400.00	-45,688.38	9.35%
50307 · Security Services	0.00	0.00	0.00	500.00	-500.00	0.0%
Total 50300 · Services	270,719.58	0.00	995,661.59	3,443,862.00	-2,448,200.41	28.91%
50400 · Materials and Supplies						
50401 · Fuel, Oil, Lubricants	32,746.66	0.00	126,001.28	400,000.00	-273,998.72	31.5%
50499-1 · Office Supplies	45.95	0.00	742.32	7,000.00	-6,257.68	10.61%
50499-2 · Postage	-2,885.60	0.00	-2,685.57	1,700.00	-4,385.57	-157.98%
50499-3 · Printing	1,393.69	0.00	3,725.23	25,000.00	-21,274.77	14.9%
50499-4 · Misc Materials & Supplies	50.64	0.00	443.95	25,000.00	-24,556.05	1.78%
Total 50400 · Materials and Supplies	31,351.34	0.00	128,227.21	458,700.00	-330,472.79	27.95%
50500 · Utilities						
50501 · Electricity	1,649.51	0.00	5,234.32	17,000.00	-11,765.68	30.79%
50502-1 · Refuse Disposal	123.20	0.00	524.80	1,200.00	-675.20	43.73%
50502-2 · Water - Offices	95.51	0.00	424.70	1,000.00	-575.30	42.47%
Total 50500 · Utilities	1,868.22	0.00	6,183.82	19,200.00	-13,016.18	32.21%
50600 · Casualty and Liability Insuranc						
50608-1 · Gen Liab Insurance	161.06	0.00	747.46	3,500.00	-2,752.54	21.36%
50608-2 · Prof. Liability Insurance	334.71	0.00	1,904.13	4,500.00	-2,595.87	42.31%
50608-3 · Automobile Insurance	524.11	0.00	1,561.40	9,500.00	-7,938.60	16.44%
Total 50600 · Casualty and Liability Insuranc	1,019.88	0.00	4,212.99	17,500.00	-13,287.01	24.07%
50900 · Miscellaneous Expenses						
50901 · Memberships/Dues/Subscriptions	0.00	0.00	8,112.00	18,000.00	-9,888.00	45.07%
50902 · Travel Expenses	4,637.26	0.00	14,661.53	25,000.00	-10,338.47	58.65%
50906 · Finance Charges/Penalties	13.70	0.00	3,663.28	13,000.00	-9,336.72	28.18%
50999-1 · License and Permits	0.00	0.00	0.00	300.00	-300.00	0.0%
50999-2 · Training/Education	0.00	0.00	548.00	25,000.00	-24,452.00	2.19%
50999-3 · Other Misc Expense	9.73	0.00	310.90	156,800.00	-156,489.10	0.2%
50999-5 · Telephone/Internet	661.13	0.00	2,518.53	8,000.00	-5,481.47	31.48%
50900 · Miscellaneous Expenses - Other	0.00		0.00			
Total 50900 · Miscellaneous Expenses	5,321.82	0.00	29,814.24	246,100.00	-216,285.76	12.12%
51200 · Leases and Rentals						

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	2018				
	Oct 18	Jul - Oct 18	YTD Budget	\$ Over Budget	% of Budget
51212-2 · Leases Rental Equipment	0.00	0.00	1,000.00	-1,000.00	0.0%
51212-3 · Bus Lease	0.00	-28,242.34			
Total 51200 · Leases and Rentals	4,200.00	-11,442.34	51,400.00	-62,842.34	-22.26%
51600 · Capital Outlay					
51600-3 · Buildings/Mutli Modal Center	0.00	0.00	3,499,492.00	-3,499,492.00	0.0%
51600-5 · Automobiles	101,370.29	101,370.29	2,567,733.00	-2,466,362.71	3.95%
51600-6 · Furniture and Equipment	0.00	15,776.80	1,056,643.00	-1,040,866.20	1.49%
Total 51600 · Capital Outlay	101,370.29	117,147.09	7,123,868.00	-7,006,720.91	1.64%
Total Expense	229,677.17	945,844.99	12,193,697.00	-11,247,852.01	7.76%
Net Ordinary Income	-194,919.40	-159,974.89	0.00	-159,974.89	100.0%
Net Other Income	0.00	0.00	0.00	0.00	0.0%
	-194,919.40	-159,974.89	0.00	-159,974.89	100.0%

	2017					
	Oct 17	Budget	Jul - Oct 17	YTD Budget	\$ Over Budget	% of Budget
51212-1 · Building Lease	4,200.00	0.00	16,800.00	50,400.00	-33,600.00	33.33%
51212-2 · Leases Rental Equipment	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
51212-3 · Bus Lease	26,426.00	0.00	53,751.17	90,000.00	-36,248.83	59.72%
Total 51200 · Leases and Rentals	30,626.00	0.00	70,551.17	141,400.00	-70,848.83	49.9%
51600 · Capital Outlay						
51600-3 · Buildings/Mutli Modal Center	0.00	0.00	1,200.00	3,787,500.00	-3,786,300.00	0.03%
51600-5 · Automobiles	0.00	0.00	0.00	3,272,000.00	-3,272,000.00	0.0%
51600-6 · Furniture and Equipment	3,935.00	0.00	13,935.00	1,029,300.00	-1,015,365.00	1.35%
Total 51600 · Capital Outlay	3,935.00	0.00	15,135.00	8,088,800.00	-8,073,665.00	0.19%
Total Expense	384,850.13	0.00	1,396,055.44	12,853,716.00	-11,457,660.56	10.86%
Net Ordinary Income	-107,734.55	0.00	329,932.65	0.00	329,932.65	100.0%
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.0%
	-107,734.55	0.00	329,932.65	0.00	329,932.65	100.0%