



**Management Committee Meeting
Thursday, April 28, 2016
CAG Conference Room
Apache Junction, Arizona**

M I N U T E S

I. CALL TO ORDER

Chair Rose called the meeting to order at 9:00 am.

II. PLEDGE OF ALLEGIANCE

Vice Chair Garrett led the Management Committee, guests and CAG staff in the Pledge of Allegiance.

III. ROLL CALL AND INTRODUCTIONS

Members Present: Gregory Rose, LaRon Garrett, Don McDaniel, Joe Heatherly, Paul Jepson, Bryant Powell, Leo Lew, Jess Knudson, Steven Turner, Rick Miller, Jamie Bennett, Todd Pryor

Members Absent: Tim Grier, Sylvia Kerlock, Anna Flores, Harvey Krauss, Don Jones, Keith Brann, Town of Hayden

Staff: Ken Hall, Brad Mecham, Alan Urban, Bree York, Travis Ashbaugh, Andrea Robles

Guests: Andy Smith

IV. CALL TO THE PUBLIC

No one answered the Call to the Public.

V. CONSENT ITEMS

Ms. Bennett made a motion to approve and pass to Regional Council the consent agenda item as presented. Mr. Knudson seconded the motion. The motion passed unanimously.

A. Approval of Management Committee Minutes

The Management Committee minutes from March 3, 2016 were approved under Consent Item V-A.

VI. DIRECTOR'S REPORT

Mr. Hall updated the Committee on recent activities and meetings that he has attended. He reported on the Workforce Innovation and Opportunity Act (WIOA) retreat that he attended. Mr. Hall stated that he has been working on items related to the Pinal Regional Transportation Authority (RTA). In closing Mr. Hall informed the Committee that his contract with CAG expires on May 13, 2016 and thanked the Management Committee for working with him over the last three years. Questions, comments and discussion followed Mr. Hall's report. This was an information item.

VII. NEW BUSINESS

A. Financial Report

Ms. York presented the Financial Report. She provided an update on the status of CAG's Audit. Ms. York requested direction from the Management Committee on how to proceed with CAG's Audit. She stated at this time CAG's records indicate an allowance against the accounts receivable or attempt to collect the FY 2014 Special Assessment in the amount of \$28,841 which was never received by CAG from Casa Grande. Questions, comments and discussion followed. Mr. McDaniel made a motion to give direction to Staff to formally request payment from the City of Casa Grande for the FY 2014 Special Assessment. Mr. Bryant Powell seconded the motion. The motion passed unanimously.

Mr. Bryant Powell made a motion to approve and pass to Regional Council that CAG file the audit with the City of Casa Grande's outstanding Special Assessment "as is" for FY 2015. Mr. Don McDaniel seconded the motion. The motion passed unanimously. The motion passed unanimously.

B. Budget Committee Update

Mr. Hall reported that on April 7, 2016, the CAG Budget Committee met to discuss the issue of the FY 2017 Assessment. He explained that in 2014, a Special Assessment Subcommittee was formed and was tasked with combining a CAG Member Special Assessment and an annual General Assessment into a single Assessment. At that time, the total CAG assessments in FY 2014 were \$337,524. It was determined that this amount would be combined and reduced to \$275,000 in FY 2015, to \$175,000 in FY 2016, and down to an annual base amount of \$125,000 in FY 2017. Mr. Hall explained as CAG approaches the FY 2017 Budget Season, the agency is facing several challenges that may not have been taken into consideration when the reduction plan was considered. He stated that the Budget Committee considered two assessment scenarios. One scenario would be reducing the Assessment to \$125,000 in the FY 2017 budget, as originally planned for in 2014 and the other scenario would be maintaining the current Assessment at \$175,000 for FY 2017. Mr. Hall informed the Committee that if CAG reduces the Assessment to \$125,000 and does not take a proactive approach to embrace the needs of the organization CAG will be faced with potential reductions that could affect the overall functionality of the agency. He stated that the Budget Committee is recommending that the "Assessment" be renamed to Membership Dues, and that the dues remain at \$175,000 for FY 2017 to support the ongoing operation of CAG. Mr. Hall

informed the Committee that it is anticipated that CAG is in a position to bring in additional program money in the future. Therefore, the CAG Budget Committee recommends that the Assessment be “revisited” as part of the FY 2018 budget process, to see if it can be reduced to \$125,000 at that time. Questions, comments and discussion followed. This was an information item.

C. Review, Discussion and Decision on the CAG FY 2017 Membership Dues

Mr. Hall presented the FY 2017 CAG Membership Dues. He stated that this year the CAG Membership dues would remain the same at \$175,000. Mr. Knudson made a motion to approve and pass to Regional Council the FY 2017 CAG Membership Dues as presented. Ms. Bennett seconded the motion. The motion passed unanimously.

D. Review, Discussion and Decision on the CAG Annual Work Program for FY 2016 – FY 2017

Mr. Ashbaugh explained to the Committee that each year the ADOT MPD prepares a Work Program for the Council of Governments (COG) including goals, objectives, and required elements to be undertaken with federal funds distributed by ADOT. He stated that the Work Plan requires each COG to comply with all applicable Federal and State requirements and describes transportation planning activities to be conducted by the COG during the fiscal year. Mr. Powell made a motion to approve and pass to Regional Council CAG’s Annual Work Program for FY 2016 – FY 2017. Mr. Knudson seconded the motion. The motion passed unanimously.

E. Transportation Planning Update

Mr. Ashbaugh provided an update on the Transportation Planning department. He updated the Committee on the Strategic Transportation Safety Plan, the Transportation Improvement Program, the 5310 Mobility Management / Mobility Manager Grant and the 5304 CAG Regional Transit Study Grant. Questions, comments and discussion followed. This was an information item.

F. Method of Distribution (MOD) and Regional Allocations Update

Mr. Urban provided an update on the MOD and Regional Allocations. He stated that in the past CAG was required to reaffirm its Method of Distribution (MOD) of CDBG Regional Allocation funding annually. Mr. Urban explained that last year the Arizona Department of Housing changed the requirement to a three year cycle. He informed the Committee that in the March 2, 2016 ADOH Information Bulletin CAG’s Regional Allocation was set at \$2,227,865. Questions, comments and discussion followed. This was an information item.

G. Economic Development Update

Mr. Mecham updated the Committee on the activities of the Comprehensive Economic Development Strategy (CEDS) Committee. He stated a draft CEDS will be presented to the CEDS Committee in May and will be submitted for a vote by the Economic Development District board at the June’s Meeting.



Mr. Mecham informed the Committee that following revisions and approval, the CEDS will be submitted to the Economic Development Administration in July. Questions, comments and discussion followed. This was an information item.

H. Pinal County Regional Transportation Authority (RTA) Update

Mr. Hall updated the Committee on the recent activities of the Pinal RTA. He informed the Committee that the first Board meeting of the Pinal RTA will take place at the upcoming Regional Council meeting on May 11, 2016. Questions, comments and discussion followed. This was an information item

I. Review, Discussion and Decision on the Authorization to apply for the 5310 Grant Application

Mr. Ashbaugh requested approval for the authorization to submit for 5310 grant funds through ADOT's application process to fund the Coordinated Mobility Management Program and duties which CAG is currently managing for the next two years (FY 2016 - 2017 and FY 2017 - 2018). He stated that the funding request for this grant is now on a two-year cycle, as opposed to a one-year cycle in previous years. He informed the Committee that CAG is requesting \$200,000 (\$100,000 per year) of 5310 grant funds to establish and continually update coordinated mobility plans with CAG Region 5310 program providers. Mr. Ashbaugh explained that there is no financial expenditure by CAG or its member entities and that a local match will be provided by CAG through In-Kind contributions up to \$50,000 (\$25,000 per year) as a required local match for this grant. Questions, comments and discussion followed. Mr. McDaniel, made a motion to ratify the action taken on the 5310 Grant Application and pass to Regional Council for approval. Mr. Turner seconded the motion. The motion passed unanimously

VIII. LEGISLATIVE UPDATE

IX. CALL TO THE COMMITTEE

The members in attendance provided updates for their Communities.

X. DATE, TIME AND LOCATION OF NEXT MANAGEMENT COMMITTEE MEETING

The next Management Committee meeting is scheduled for June 9, 2016 in Apache Junction.

XI. ADJOURNMENT

Mr. Jepson made a motion to adjourn the meeting. Mr. Knudson seconded the motion. The motion passed unanimously. Vice Chair Garrett adjourned the meeting at 10:18 a.m.

Approved on _____