



**DATE:** July 14, 2021

**TIME:** 2:00 p.m.

**LOCATION:** 2540 W. Apache Trail, Suite 108; Apache Junction, AZ 85120

## I. CALL TO ORDER

Chairman Jepson called the meeting to order at 2:07 PM.

## II. PLEDGE OF ALLEGIANCE

Chairman Jepson led the Management Committee, guests, and CAG staff in the Pledge of Allegiance.

## III. ROLL CALL AND INTRODUCTIONS

**Members Present:** Paul Jepson, Rick Miller, Jason Bottjen, Jennifer Evans, Anna McCray, Bruce Gardner, Todd Pryor, Micah Gaudet, John Schempf, Sylvia Kerlock, Joshua Bowman

**Members Absent:** Dean Hetrick, Harvey Krauss, Sharon Jakubowski Wolz, Keith Brann, Tim Grier

**Staff:** Andrea Robles, Angela Gotto, Yvonne Tackett, Amber Garza, Travis Ashbaugh, Robert Mawson

**Guests:** Kevin Adam, Heather Wilkey, Cailee Lewis, Robert Jacques, Arlene Diaz-Gonzales

## IV. CALL TO THE PUBLIC

No one answered the Call to the Public

## V. LEGISLATIVE UPDATE

Kevin Adam provided the Legislative update.

## VI. CONSENT ITEMS

Mr. Rick Miller, City of Coolidge, made a motion to approve the consent agenda as presented. Ms. Anna McCray, City of Apache Junction, seconded the motion. The motion passed unanimously.

### A. Approval of Management Committee Minutes – April 14, 2021

The April 14, 2021 minutes were approved under Consent Item VI-A.

## VII. EXECUTIVE DIRECTOR'S REPORT

Ms. Andrea Robles updated the Committee on recent activities and meetings taking place at CAG. She stated that she had recently completed 20 years of employment with CAG and expressed her gratitude to those who mentored and supported her throughout the years. Ms. Robles informed the Committee that the CAG FY 2022 budget has been completed and will be presented during this meeting. She stated that CAG, in conjunction with Sun Corridor MPO, will be hosting the 22<sup>nd</sup> Annual Rural Transportation Policy Summit on October 13<sup>th</sup> – 14<sup>th</sup> 2021 at Harrah's Ak-Chin Casino and Resort and registration for the event will be distributed this month to all RTAC representatives and alternates, Regional Council and Executive Board Members. Ms. Robles informed the Committee that she met with CAG's Executive Committee to present and discuss current and future activities with CAG such as the FY 22 Budget, CAG Membership Dues, Executive Director evaluation, selection of an audit firm, transportation funding, new projects/programs at CAG, the Pinal RTA, strategic planning and upcoming events and meetings. She mentioned that she will be working with the Executive Committee on these items in the upcoming months.

Ms. Robles also provided the Committee on recent activities and meetings taking place within the Pinal RTA. She stated that the escrow currently had a balance of approximately \$64 million. Ms. Robles stated that the IGA outlines have been distributed for review and comment to entities that are anticipating funding. Ms. Robles stated that the IGA's will be finalized after the PRTA Board meeting on July 22<sup>nd</sup> to allow direction from the Board and then will be distributed to communities again for final review by their staff and legal counsel. Questions, comments, and discussion followed. This was an information item.

## **VIII. NEW BUSINESS**

### **A. Audit Firm Selection**

Ms. Yvonne Tackett informed the Committee that CAG issued a Request for Proposals (RFP) on April 1, 2021 for a new auditing firm. She stated that two firms responded to the RFP and a working group was formed to review the proposals. Ms. Tackett stated that the working group consisted of Management Committee Chariman Paul Jepson, Gila County Manager James Menlove, and City Manager Larry Rains. The group met on May 17, 2021 and recommended Henry & Horne as the successful proposal. Ms. Tackett stated that the Executive Committee reviewed the recommendation for the working group and approved the recommendation. She stated that the Executive Committee requested a representative from Henry+Horne attend the Management Committee and Regional Council meetings should anyone have questions. Ms. Tackett stated that Ms. Cailee Lewis, Henry+Horne, was present should the Committee have any questions. Mr. Rick Miller, City of Coolidge, made a motion to approve and pass to Regional Council the recommendation of Henry+Horne as the audit firm for CAG. Mr. Todd Pryor, Town of Superior, seconded the motion. The motion passed unanimously.

### **B. Financial Report**

Ms. Yvonne Tackett presented the May 2021 financial report to the Committee. She stated that at 92% of the fiscal year completed, expenditures are 73.65% of the annual budgeted expenditure amounts and that revenues reflect 70.5%. Ms. Tackett stated that she would like to remind the Committee that revenues are posted when billed, but they are 30-90 days behind due to CAG being on a reimbursement basis. She stated that the receivables are currently further behind due to ADOT holding up reimbursement for approximately 30 days in March/April to review how in-kind was being tracked. Questions, comments, and discussion followed. Ms. Anna McCray, City of Apache Junction, made a motion to approve and pass to Regional Council the May 2021 financial report as presented. Mr. Bruce Gardner, Town of Queen Creek, seconded the motion. The motion passed unanimously.

### **C. CAG FY22-FY23 ADOT 2-Year Work Program**

Mr. Travis Ashbaugh presented the CAG FY22-FY23 ADOT 2-Year work program. He stated that the work program was formerly on a one-year cycle but has transitioned to a two-year cycle. Mr. Ashbaugh informed the Committee that during the final stages of completion of the CAG FY22 Budget, ADOT informed CAG that they were reducing funding and reverting all rural COGs to the base rate of \$125,000 per year. Mr. Ashbaugh stated that this was a reduction in program funds of \$60,000 over the course of the 2-year work program. Questions, comments, and discussion followed. Ms. Sylvia Kerlock, Town of Winkelman, made a motion to approve and pass to Regional Council the CAG FY22-FY23 ADOT 2-Year Work Program as presented. Ms. Anna McCray, City of Apache Junction, seconded the motion. The motion passed unanimously.

### **D. CAG FY2021 – FY2031 Transportation Improvement Program (TIP)**

Mr. Travis Ashbaugh informed the Committee that the CAG TIP received a credit from previous projects that did not utilize all of the allocated funding. He stated this credit came after ADOT had announced its reduction in funding and

CAG had already developed the preliminary FY 2022 budget. Mr. Ashbaugh informed the Committee that the credit was approximately the same amount as the shortfall created by the reduction in funding from ADOT. He stated that CAG's Executive Director and Finance Manager met with the CAG Transportation Technical Advisory Committee (TTAC) to discuss the possibility of utilizing these funds for the transportation planning department. The TTAC made the recommendation to allocate \$30,497.13 of STBGP dollars in FY22 to CAG's Operating Budget. Questions, comments and discussion followed. Mr. Rick Miller, City of Coolidge, made a motion to approve and pass to Regional Council the CAG FY 2021 – FY 2031 TIP Amendment as presented. Ms. Sylvia Kerlock, Town of Winkelman, seconded the motion. The motion passed unanimously.

**E. CAG FY 2022 Budget**

Ms. Yvonne Tackett presented the draft CAG FY 2022 Budget. She stated that the Executive Committee serves as the Budget Committee and they met on June 29, 2021 to review and discuss the proposed budget. She stated that the Committee offered comments and suggestions on several topics including membership dues, formulas used to calculate dues, impact of RTA costs on the dues, and surveying the Council of Governments/ Metropolitan Planning organizations on salary structure and staff increases. Ms. Tackett stated that the Executive Committee approved the draft FY 2022 Budget and recommended moving it forward to the Management Committee for approval. She reviewed the summary of the budget in detail, explaining the changes from FY 2021 to FY 2022. Ms. Tackett explained that, at the direction of the Executive Committee and CAG Legal Counsel, the expenditures from the Pinal RTA have been included as a line item. She stated that in June of 2020 Andrea Robles was asked to fill the role of interim Executive Director and General Manager as the PRTA was in litigation and this was expected to only be for a few months. Thirteen months later, Ms. Robles and support staff are still assisting with duties for the PRTA and while Pinal County reimburses for legal expenses, there are other expenses that need to be captured. Ms. Tackett stated that should the PRTA receive a favorable decision, CAG will get reimbursed for those expenses, but if the outcome is not favorable, CAG will have incurred those expenses. Questions, comments, and discussion followed.

Mr. Todd Pryor, Town of Superior, made a motion to approve and pass to Regional Council the CAG FY 2022 Budget. As part of the motion the Management Committee directed Staff to conduct a salary survey, as recommended by the Executive Committee, to address the possibility of salary increases in six months. Mr. Bruce Gardner, Town of Queen Creek, has offered his assistance with the salary survey process. Mr. Rick Miller, City of Coolidge, seconded the motion. The motion passed unanimously.

**F. Resolution No. 2021-02 establishing the City of Globe's Designated Management Agency (DMA) Boundary**

Mr. Travis Ashbaugh presented the 208 Plan Amendments for the City of Globe, Town of Miami, and Tri-City Sanitary District. He stated that each of the amendments would need to be voted on individually. Mr. Ashbaugh stated that all three entities were present if there were any questions that the Committee needed answered. He provided an overview of the timeline of what occurred over the past four years to bring the plans forward today. Mr. Ashbaugh stated that this is part of the public process through ADEQ to get the DMA boundaries approved and submitted to the Environmental Protection Agency (EPA). He stated that the three entities worked together to define each of their respective DMA boundaries and those boundaries were presented to the CAG Environmental Planning Committee (EPC) in March 2021. Mr. Ashbaugh explained that the EPC moved to approve the boundaries and began the public hearing process, which is a 45-day process, and the public hearing was held on May 19, 2021 at the City of Globe council chambers. He stated that on May 27, 2021 the EPC made a recommendation to move the amendments for approval to the CAG Regional Council.

Mr. Paul Jepson, City of Globe, Mr. Micah Gaudet, Town of Miami, and Mr. Robert Jacques, Tri-City Sanitary District, expressed their appreciation to CAG for the assistance and their appreciation to each other for working together to bring these three amendments forward.

Mr. Micah Gaudet, Town of Miami, made a motion to approve and pass to Regional Council Resolution No. 2021-02 approving and adopting the City of Globe's CAG 208 Water quality Management plan Amendment establishing the City's DMA Boundary. Mr. Bruce Gardner, Town of Queen Creek, seconded the motion. The motion passed unanimously.

**G. Resolution No. 2021-03 establishing the Town of Miami's Designated Management Agency (DMA) Boundary**

Mr. Travis Ashbaugh presented the 208 Plan Amendments for the Town of Miami, City of Globe, and Tri-City Sanitary District. He stated that each of the amendments would need to be voted on individually. Mr. Ashbaugh stated that all three entities were present if there were any questions that the Committee needed answered. He provided an overview of the timeline of what occurred over the past four years to bring the plans forward today. Mr. Ashbaugh stated that this is part of the public process through ADEQ to get the DMA boundaries approved and submitted to the Environmental Protection Agency (EPA). He stated that the three entities worked together to define each of their respective DMA boundaries and those boundaries were presented to the CAG Environmental Planning Committee (EPC) in March 2021. Mr. Ashbaugh explained that the EPC moved to approve the boundaries and began the public hearing process, which is a 45-day process, and the public hearing was held on May 19, 2021 at the City of Globe council chambers. He stated that on May 27, 2021 the EPC made a recommendation to move the amendments for approval to the CAG Regional Council.

Mr. Bruce Gardner, Town of Queen Creek made a motion to approve and pass to Regional Council Resolution No. 2021-03 approving and adopting the Town of Miami's CAG 208 Water quality Management plan Amendment establishing the Town's DMA Boundary. Mr. Todd Pryor, Town of Superior, seconded the motion. The motion passed unanimously.

**H. Resolution No. 2021-04 establishing Tri-City Sanitary District's Designated Management Agency (DMA) Boundary**

Mr. Travis Ashbaugh presented the 208 Plan Amendments for the Tri-City Sanitary District, City of Globe, and the Town of Miami. He stated that each of the amendments would need to be voted on individually. Mr. Ashbaugh stated that all three entities were present if there were any questions that the Committee needed answered. He provided an overview of the timeline of what occurred over the past four years to bring the plans forward today. Mr. Ashbaugh stated that this is part of the public process through ADEQ to get the DMA boundaries approved and submitted to the Environmental Protection Agency (EPA). He stated that the three entities worked together to define each of their respective DMA boundaries and those boundaries were presented to the CAG Environmental Planning Committee (EPC) in March 2021. Mr. Ashbaugh explained that the EPC moved to approve the boundaries and began the public hearing process, which is a 45-day process, and the public hearing was held on May 19, 2021 at the City of Globe council chambers. He stated that on May 27, 2021 the EPC made a recommendation to move the amendments for approval to the CAG Regional Council.

Mr. Bruce Gardner, Town of Queen Creek, made a motion to approve and pass to Regional Council Resolution No. 2021-03 approving and adopting the Town of Miami's CAG 208 Water quality Management plan Amendment establishing the Town's DMA Boundary. Mr. Micah Gaudet, Town of Miami, seconded the motion. The motion passed unanimously.

## **IX. INFORMATION ITEMS**

### **A. Department Updates**

#### **Planning Department**

Mr. Robert Mawson provided an update on the Globe-Miami Housing Study. He informed the Committee that an Analysis of the 2015 Marketing Study – Globe Workforce Apartments was completed as an off-shoot of the Globe-Miami Housing Study and was conducted at the request of the City of Globe to determine the study's applicability to today's economic, demographic and housing market conditions in the Globe-Miami area. He stated that the analysis was forwarded to the City of Globe on May 20, 2021 and that the study was still valid. Mr. Mawson stated that the Globe-Miami Housing Study was paused for a short time to undertake the analysis and work has now resumed on the study. Questions, comments, and discussion followed. This was an information item.

#### **Water Infrastructure Finance Authority of Arizona (WIFA)**

Mr. Robert Mawson informed the Committee that CAG is currently contracted with WIFA to provide Davis-Bacon Payroll Monitoring for seven projects (Rim Trail Domestic Water Improvements – Town of Payson, Sun Valley Farms Unit VI Water Company - San Tan Valley, Picacho Domestic Water Improvement District – City of Eloy, City of Globe Water Company, Villa Grande Domestic Water Improvement District, Jakes Corner, and Tonto Basin Water Company – Town of Florence) within the CAG Region. He stated that staff attended a pre-construction meeting in May for the Sun Valley Farms project located in San Tan Valley. Questions, comments, and discussion followed. This was an information item.

#### **Economic Development Administration**

Mr. Robert Mawson provided an update on the Economic Development program. He stated that staff completed the CEDS document and submitted it to EDA at the end of April. Mr. Mawson stated that the second phase of the grant is to develop a toolkit for local governments and businesses to use to recover from this pandemic and other like problems that may occur in the future. He stated that staff continues to work with the economic development staffs in the communities to search for funding for projects and will be visiting with each community to see if there are additional items that they need assistance with. Questions, comments, and discussion followed. This was an information item.

#### **Community Development Block Grant**

Mr. Robert Mawson provided updates on the CDBG program. He stated that staff is working with several communities as they work on projects that are in various stages. Mr. Mawson stated that they have successfully awarded the contract to Watts Manufacturing for the Town of Winkelman's Wildland/Brush Fire Truck. He stated that a pre-construction meeting was held yesterday with the Town of Kearny for the Water Improvement project and a contract was awarded to KE&G Construction. Mr. Mawson stated that staff continues to work with the other communities to assist them in any way staff can as they move forward with their CDBG Projects. Questions, comments, and discussion followed. This was an information item.

### **Transportation Planning**

Mr. Travis Ashbaugh provided updates on activities within the Transportation Planning department programs. He stated that Mr. Kevin Adam provided an update for the RTAC proposal to the State Legislature, and he wanted to provide the numbers for the CAG Region. Mr. Ashbaugh stated that the CAG Transportation boundary is expected to receive \$2,245,526, the Sun Corridor MPO Transportation boundary is expected to receive \$3,574,668 and the Pinal County agencies within the MAG Transportation boundary are expected to receive \$8,665,681. He informed the Committee that CAG just closed the application process for distribution of those funds. Mr. Ashbaugh stated that three applications were received: one from the Town of Superior, a joint project from the Towns of Hayden and Winkelman and a joint project from the City of Globe and Gila County. He stated that all three are great projects and although they will be ranked, if one of the projects is not funded in this budget cycle, the remaining projects will stay on the list and will be the next projects recommended each year there is a state budget surplus. Questions, comments, and discussion followed. This was an information item.

### **X. CALL TO THE COMMITTEE**

The members present provided updates on their communities.

### **XI. UPCOMING MEETINGS & EVENTS**

The next Management Committee meeting will be held on September 8, 2021 at 2:00 PM.

### **XII. ADJOURN**

Ms. Anna McCray, City of Apache Junction, made a motion to adjourn the meeting. Mr. Micah Gaudet, Town of Miami, seconded the motion. Chairman Paul Jepson adjourned the meeting at 3:56 PM.