

**MANAGEMENT COMMITTEE MEETING
MONDAY, JUNE 26, 2017
CAG CONFERENCE ROOM
APACHE JUNCTION, ARIZONA**

M I N U T E S

I. CALL TO ORDER

Chair Garrett called the meeting to order at 1:02 p.m.

II. PLEDGE OF ALLEGIANCE

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

III. ROLL CALL AND INTRODUCTIONS

Members Present: LaRon Garrett, James Menlove, Paul Jepson, Joe Heatherly, Greg Stanley, Steven Turner, Harvey Krauss, Jess Knudson, Jamie Bennett, Keith Brann, Gregory Rose, Don Jones, Todd Pryor, Tim Grier

Members Absent: Bryant Powell, Anna Flores, Sylvia Kerlock, Rick Miller, Bobby Smith, Charles Russell

Staff: Andrea Robles, Brad Mecham, Alan Urban, Travis Ashbaugh, Ken Hebert, Randy Simms, Angela Gotto, Amber Garza

Guests: Himanshu Patel, Kathleen Ball

IV. CALL TO THE PUBLIC

No one answered the Call to the Public.

V. CONSENT ITEMS

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

A. Approval of Management Committee Minutes

The Management Committee minutes from April 6, 2017 were approved under Consent Item V-A.

B. 2017 Title VI Non-Discrimination Program Implementation Plan

The 2017 Title VI Non-Discrimination Program Implementation Plan was approved under consent item V-B.

VI. DIRECTOR'S REPORT

Ms. Robles updated the Committee on recent activities and meetings taking place at CAG. Questions, comments and discussion followed Ms. Robles' report. This was an information item.

VII. NEW BUSINESS

A. Review, Discussion and Decision on the Comprehensive Economic Development Strategy Annual Update

Mr. Mecham provided an overview of the Comprehensive Economic Development Strategy annual update. Questions, comments and discussion followed. Ms. Bennett made a motion to approve and pass to Regional Council the Comprehensive Economic Development Strategy annual update. Mr. Jepson seconded the motion. The motion passed unanimously.

B. Review, Discussion and Decision on Establishing an hourly rate (\$75/hour) for services provided by CAG

Mr. Urban explained CAG's Planning and Development Services department has several new projects for FY 18 and in order to build that program CAG needs approval of a rate structure for general charges that would be billed for new or supplemental services. Supplemental services being additional work not specified in the original scope of an existing contract. He informed the Committee that CAG has used \$75/hr. for services provided under CDBG and ADEQ contracts and some miscellaneous contract work for the past 7 years. Questions, comments and discussion followed. Mr. Jepson made a motion to approve and pass to Regional Council the hourly rate for services provided by CAG Staff. The Management Committee directed Staff to research the salary and benefits of the employees to ensure all costs are covered in the hourly rate. An update on this item will need to be presented to the Management Committee in 60 days. Mr. Pryor seconded the motion. The Management Committee recommended this item be reviewed in one year. The motion passed unanimously.

C. Update on CAG's Financial Status

Ms. Robles provided an update on CAG's financial status. She informed the Committee that CAG's Finance Manager had resigned from CAG. Ms. Robles stated that she had met with the Chairman of the Management Committee and the Chairman of the Regional Council to discuss the offer of a contract to Ms. Yvonne Tackett, Accountant, to provide oversight in CAG's Finance Department. Ms. Tackett was the Finance Director for CAG approximately 10 years ago. She is familiar with the accounting software, CAG's funding sources and the budget. Ms. Kathleen Ball, Pinal County, provided an update on CAG's finances from the review process that Pinal County has assisted CAG Staff in. she provided a Memo with recommendation to help support the daily operations in the finance department. This was an information item.

D. Review, Discussion and Decision on the Interim Executive Director’s Salary Increase

Chairman Garrett stated that he had reviewed a request from Don Jones, Town of Mammoth requesting this item be placed on the agenda. The request was to increase the Interim Executive Director’s Salary by 50%. The increase would take effect immediately and would be retroactive to the time Ms. Robles was appointed as the Interim Executive Director. The retroactive pay would be paid when funds are available. Questions, comments and discussion followed. Mr. Jepson made a motion to table this item. Mr. Rose seconded the motion. The motion passed unanimously. The Management Committee appointed a Subcommittee to discuss a non-monetary compensation for the Interim Executive Director. Chairman Garrett, Don Jones, Gregory Rose and Paul Jepson volunteered to serve on this Committee.

E. Planning and Economic Development Update

Mr. Mecham provided the Committee with an update on the Planning and Economic Development department. This was an information item.

F. Transportation Planning Update

Mr. Ashbaugh updated the Committee on the Transportation Planning department. Items included in his update were the 5310 Mobility Management Grant Application, the ADOT Annual Work Program for CAG FY 2018, Highway Safety Improvement Program (HSIP) Applications, Highway Performance Monitoring System (HPMS) and the CAG TIP 45-Day Review Period. This was an information item.

G. Review, Discussion and Decision on the FY 2018 Rural Transportation Advocacy Council Assessment

Ms. Robles stated that the Budget Committee recommended approval of the RTAC Assessment in the amount of \$45,166. The RTAC functions as an annual pass through assessment that is provided to the Rural Transportation Advocacy Council (RTAC) and the regional liaison position held by Mr. Kevin Adam. Through the RTAC, Mr. Adam is responsible for delivering key legislative information from the State and Federal levels that could potentially impact the governments of CAG, and he also works on behalf of our region as a key advocate on a variety of transportation and governmental issues. Questions, comments and discussion followed. Mr. Pryor made a motion to approve and pass to Regional Council the FY 2018 Rural Transportation Advocacy Council Assessment in the amount of \$45,166. Mr. Heatherly seconded the motion. The motion passed unanimously.

H. Review, Discussion and Decision on relocating CAG’s Administrative Office

Ms. Robles stated that the Budget Committee recommended approval of relocating CAG’s



Administrative Office to the Mustang Center in Apache Junction as option 1 or the current location in Apache Junction as option 2. Ms. Robles reviewed the expenses for the additional office locations in Superior and Florence. Questions, comments and discussion followed. Mr. Knudson made a motion to approve and pass to Regional Council that CAG's office remain in Apache Junction with the Mustang Center. Mr. Jespson seconded the motion. The motion passed unanimously.

I. Review, Discussion and Decision on the formula/method for assessing CAG's Membership Dues

Ms. Robles explained that in previous years, the Management and Regional Council have directed staff to present additional scenarios for the Membership Dues. Ms. Robles provided several scenarios including the current formula assessing by population. Questions, comments and discussion followed. Mr. Jepsom made a motion to approve and recommended to Regional Council assessing the Membership Dues with a 25% Service Level Rate and 75% Population Rate. Mr. Menlove seconded the motion. The motion passed.

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 a date to be determined in July in Apache Junction.

XII. ADJOURNMENT

Mr. Jepsom made a motion to adjourn the meeting. Mr. Knudson seconded the motion. The motion passed unanimously. Chair Garrett adjourned the meeting at 3:30 p.m.

Approved on _____