



## Management Committee

January 15, 2020 Meeting Minutes

**DATE:** January 15, 2020

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

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

### I. CALL TO ORDER

Vice-Chairman Jepson called the meeting to order at 2:06 p.m.

### II. PLEDGE OF ALLEGIANCE

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

### III. ROLL CALL AND INTRODUCTIONS

**Members Present:** Paul Jepson, Mary Springer (Phone), Sylvia Kerlock (Phone), Rick Miller (Phone), Andy Smith, Jennifer Evans (Phone), Sheila DeSchaaf (Phone), Bruce Gardner, Ruby Cervantes, Matt Busby, Kazi Haque (Phone)

**Members Absent:** Dean Hetrick, Joe Heatherly, Harvey Krauss, Anna Flores, Don Jones, Keith Brann, Tim Grier

**Staff:** Andrea Robles, Yvonne Tackett, Brad Mecham, Alan Urban, Travis Ashbaugh, Robert Mawson

### IV. CALL TO THE PUBLIC

No one answered the Call to the Public

### V. CONSENT ITEMS

Mr. Matt Busby, City of Apache Junction, made a motion to approve the consent agenda item as presented. Ms. Mary Springer, Gila County, seconded the motion. The motion passed unanimously.

#### A. Approval of Management Committee Minutes – November 20, 2019

The November 20, 2019 minutes were approved under Consent Item V-A.

### VI. EXECUTIVE DIRECTOR'S REPORT

Ms. Robles updated the Committee on recent activities and meetings taking place at CAG. She stated she began the third block of her CPM Course on January 9<sup>th</sup>. Ms. Robles informed the Committee that Ken Hebert had accepted another job, but is currently assisting Staff with transitioning his duties. She stated that there are no plans to replace his position at this time. Ms. Robles stated that staff met with Pinal County regarding CDBG Entitlement process and to get further information for communities that have questions about this process. She introduced Robert Mawson who began employment on October 16, 2019. Ms. Robles stated that this position is fully funded by ADOT. She stated that a team building event was held for staff in December and that it was very successful. Ms. Robles informed the committee that CAG will be re-paying the loan from YMPO in March.

### VII. OLD BUSINESS

#### A. Discussion and Direction on next steps for completing CAG's Audits

Agenda Item VII-A was approved at the November 20, 2019 Management Committee meeting.

**B. CAG Audits**

Agenda Item VII-B was approved at the November 20, 2019 Management Committee meeting.

**C. CAG FY 2020 – FY 2030 Transportation Improvement Program (TIP)**

Agenda item VII-C was approved at the November 20, 2019 Management Committee meeting.

**D. Appointment of the Rural Transportation Advocacy Council (RTAC) Representative and Alternate**

Agenda item VII-D was approved at the November 20, 2019 Management Committee meeting.

**E. Approval of the POPTAC Committee Membership**

Agenda item VII-E was approved at the November 20, 2019 Management Committee meeting.

**VIII. NEW BUSINESS**

**A. Title VI Training**

Mr. Ashbaugh informed the Committee that Title VI Training is provided on an annual basis to ensure that compliance is being met per federal requirements. He stated that as a recipient of Federal funds through the Arizona Department of Transportation (ADOT), CAG is held to a standard of non-discrimination as described within the CAG Title VI Plan. Mr. Ashbaugh provided a presentation on what Title VI is and what the responsibilities are as well as the complaint process. Questions, comments and discussion followed. This was an information item.

**B. Financial Report**

Ms. Tackett presented the financial report and stated that with 42% of the year complete, CAG's budget is currently at 43% in expenditures. She stated that all payables are current. Ms. Tackett stated that revenues have increased while expenditures have decreased. Mr. Matt Busby, City of Apache Junction, asked what the top three factors were that contributed to the financial stability. Ms. Tackett stated that staying on top of billings, making payments on time to avoid late fees and penalties a reduction on spending within the organization have been the significant contributions to CAG's financial stability. Mr. Rick Miller, City of Coolidge, congratulated Ms. Andrea Robles and staff for the organizations stability and thanked Ms. Robles for continuing to meet with member agencies. Ms. Mary Springer, Gila County, made a motion to approve and pass to Regional Council CAG's financial report as presented. Mr. Matt Busby, City of Apache Junction, seconded the motion. The motion passed unanimously.

**C. CAG Legislative Day Issues and Priorities**

Ms. Robles stated that Legislative Day was being held on February 3, 2020. She stated that 7 Legislators had confirmed at this time. Ms. Robles reminded the committee to email her with Legislative Issues and Priorities for discussion at legislative day. Mr. Bruce Gardner, Town of Queen Creek, requested the North/South Corridor to be added as a discussion point on the agenda. This was an information item.

**D. Approval of the 2020 CAG/Sun Corridor MPO Human Services Transportation Coordination Plan CAG**

Mr. Mawson stated that the CAG/SCMPO Human Services Transportation Coordination Plan is updated annually. He stated that the purpose of the plan is to identify transportation needs of individuals within the CAG and Sun Corridor MPO Regions. Mr. Mawson stated that providers must be listed in the plan to be eligible for the 2020 grant cycle. He stated that a copy of the plan was available if the committee had any questions or concerns. Mr. Rick Miller, City of Coolidge, made a motion to approve and pass to Regional Council the 2020 CAG/Sun Corridor MPO Human Services Transportation Coordination Plan. Andy Smith, Pinal County, seconded the motion. The motion passed unanimously.

**E. Election of Officers**

Mr. Rick Miller, City of Coolidge, nominated Paul Jepson, City of Globe, as Chairperson for 2020. Kazi Haque, City of Maricopa, made a motion to close nominations and appoint Paul Jepson as Chairman. Mary Springer, Gila County, seconded the motion. The motion passed unanimously. Mary Springer, Gila County, volunteered to become Vice-Chairperson. Rick Miller, City of Coolidge, volunteered to become Vice-Chairperson. Mary Springer, Gila County, voluntarily withdrew her nomination for Vice-Chairperson in lieu of Rick Miller's nomination. Bruce Gardner, Town of Queen Creek, made a motion to close nominations and appoint Rick Miller as Vice-Chairperson. Matt Busby, City of Apache Junction, seconded the motion. The motion passed unanimously.

**IX. INFORMATION ITEMS**

**A. Department Updates**

**Pinal Regional Transportation Authority**

Mr. Andy Smith stated that as of December 2019, there is \$27.3 million in the PRTA Escrow Account. Questions, comments and discussion followed. This was an information item.

**ASARCO Lead Abatement Project**

Ms. Robles provided an update on the status of the ASARCO Lead Abatement Project, stating that currently 110 homes have been tested with 57 homes returning a positive result. She stated that 33 homes have had the abatement work completed and that the project has expenditures totaling \$1,171,890 and is 59% expended at this time. Questions, comments and discussion followed. This was an information item.

**CAG Septic System Use Study**

Mr. Mecham stated that the project is currently in the data gathering and analysis phase. He stated that staff needs cooperation from the counties to get location, age and any other applicable data for the septic systems in their region. Mr. Mecham stated that any tips or suggestions for obtaining this data would be appreciated. Questions, comments and discussion followed. This was an information item.

**Transportation Planning Department**

Mr. Ashbaugh provided updates on the programs within the transportation planning department. He informed the committee that CAG has applied, on behalf of Gila County, for a grant to conduct a Gila County Transit Governance Study. Questions, comments and discussion followed. This was an information item.

**Community Development Block Grant**

Mr. Urban provided updates on the CDBG program, stating that staff is closing out projects for the Town of Winkelman (Fire Equipment), Town of Miami (Water System Improvements), and City of Globe (Street Improvements). Mr. Urban stated that ADOH has approved FY 2019 projects for the Town of Kearny (Water System Improvements), Town of Miami (Street System Improvements) and the Town of Winkelman (Street Improvements). He informed the committee that member agencies should begin scheduling public hearings for the FY 2020 applications and that letters of intent are due to ADOH on May 1, 2020. Questions, comments, and discussion followed. This was an information item.

**Planning and Economic Development**

Mr. Mecham informed the committee that CAG was awarded \$210,000 to complete a 3-year Economic Development and Planning Implementation grant from the Economic Development Administration (EDA). He stated that the match requirement is \$90,000 over the 3-year period which was negotiated down from \$210,000. Mr. Mecham stated that he attended the National Association of Development Organizations (NADO) Annual Conference held in Reno, Nevada.

**X. LEGISLATIVE UPDATE**

There was no Legislative Update provided.

**XI. CALL TO THE COMMITTEE**

The members present provided updates on their communities.

**XII. UPCOMING MEETINGS & EVENTS**

The next Management Committee meeting will be held on March 11, 2020 at 2:00 PM.

**XIII. ADJOURN**

Andy Smith, Pinal County, made a motion to adjourn the meeting. Matt Busby, City of Apache Junction seconded the motion. Vice-Chairman Paul Jepson adjourned the meeting at 3:05 PM.