



CAG Administration Office
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www.cagaz.org/rta.html

Pinal Regional Transportation Authority Board of Directors Meeting
Wednesday, January 31, 2018, 6:00 p.m.
Apache Junction City Council Chambers
300 E. Superstition Boulevard
Apache Junction, AZ 85119
Call in # 888-537-7715 Participant Passcode 28020256#

A G E N D A

- I. **CALL TO ORDER** – *Chairman Dave Waldron*
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **CALL TO THE PUBLIC**
- V. **UPDATE ON PRTA ACTIVITIES** – *PRTA General Manager Andy Smith* *Information*
- VI. **NEW BUSINESS**
 - A. Review, Discussion and Decision on the Bylaws/Administrative Code of the Pinal Regional Transportation Authority (PRTA) – *Andrea Robles* P – F – T
 - B. Review, Discussion and Decision on the Transportation Improvement Program – *Andy Smith* P – F – T
 - C. Review, Discussion and Decision on the appointment of the Transportation Technical Advisory Committee – *Andy Smith* P – F – T
 - D. Appointment of a Secretary/Treasurer to the Pinal RTA Board – *Andrea Robles* P – F – T
 - E. Future Meeting Dates and location for the PRTA Board meetings – *Andrea Robles* P – F – T
- VII. **ADJOURNMENT** P – F – T

Approved by



CONSENT AGENDA ITEM:

YES

NO

X

PINAL REGIONAL TRANSPORTATION AUTHORITY

Request for PRTA Board Action

<p><u>Date Submitted:</u></p> <p style="text-align: center;">January 24, 2018</p> <p><u>Date Action Requested:</u></p> <p style="text-align: center;">January 31, 2018</p>	<p><u>Type of Action(s)</u> <u>Requested:</u></p> <p><input checked="" type="checkbox"/> Formal Action/Motion</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Other</p>	<p><u>Subject:</u></p> <p style="text-align: center;">By-Laws/Administrative Code of the Pinal Regional Transportation Authority</p>
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TO: CHAIRMAN AND PRTA BOARD MEMBERS

FROM: Andy Smith, PRTA General Manager

STAFF RECOMMENDATION: Approval of the By-laws/Administrative Code for the Pinal Regional Transportation Authority (PRTA) Board.

DISCUSSION: The By-laws/Administrative Code will provide guidance to the Board on the structure of the PRTA Board duties and responsibilities.

FISCAL IMPACT: N/A

ALTERNATIVES: N/A

PREPARED BY: Andy Smith

REVIEWED BY: Andrea Robles

CONCURRENCE: _____

Action Taken: P - F - T - None

BY-LAWS/ADMINISTRATIVE CODE
OF
THE PINAL REGIONAL TRANSPORTATION AUTHORITY

ARTICLE I
BOARD OF DIRECTORS

The Board of Directors (Board) of the Regional Transportation Authority (Authority) shall have and exercise such authority as is vested in it by law and this Administrative Code.

ARTICLE II
OFFICE

The Board may designate, locate and relocate its executive and business office and such other offices or divisions as in its judgment are needed to conduct the business of the Authority.

ARTICLE III
MEETINGS

SECTION 1. REGULAR MEETINGS: Regular meetings of the Board shall be held at the time and place set by the Board. The Chair of the Board may elect to cancel a regularly scheduled meeting of the Board if it is not likely that a quorum will be in attendance.

SECTION 2. SPECIAL MEETINGS: Special meetings may be called by the Chair of the Board whenever, in his or her opinion, such a meeting is necessary or desirable, or whenever the same is requested in writing of the Chair by at least two (2) members of the Board.

SECTION 3. AGENDA: Agendas for regular and special meetings of the Board shall be set by the Chair. In addition, items shall be placed on an agenda if requested by at least two (2) members of the Board.

SECTION 4. MEETING PUBLIC: All meetings of a quorum of the Board or any advisory committee thereof shall comply with the State Open Meeting Law, A.R.S. Sections 38-431, *et seq.*, and individual Board members shall comply with the State Open Meeting Law when acting in their official capacity outside of formally called Board meeting.

SECTION 5. NOTICES OF MEETINGS: Notices of all Board and committee meetings including required agenda information shall comply with Arizona Revised Statutes, Section 38-43, *et seq.* (the State Open Meeting Law)

SECTION 6 EXECUTIVE SESSIONS: Executive sessions of the Board may be held for purposes of discussing/considering personnel issues, non-public records, legal advice, the Board's position on contract negotiations, litigation or claim settlements, and any other purpose authorized by A.R.S. Title 38, Chapter 3, Article 3.1.

ARTICLE IV

CONDUCT OF BUSINESS

SECTION 1. QUORUM: The quorum for any meeting of the Board shall be a majority of the authorized total voting membership. When a quorum is present at any meeting, the vote of the majority of the voting members present shall decide any question brought before such meeting. A member may attend and have full voting status via teleconferencing or video-conferencing (where available).

SECTION 2. TRANSACTION BUSINESS: For quorum purposes only, in the event of three (3) successive absences by any member, the third absence will automatically result in that position thereafter not counting for the purposes of determining the quorum requirements for the Authority Board. Voting membership and inclusion of that position for the purposes of determining the quorum requirements for the Authority Board shall automatically be reinstated upon that member's presence at a subsequent meeting.

SECTION 3. ORDER OF BUSINESS:

- A. The business of all regular meetings of the Board shall be transacted in an order that is practicable. The public may participate by providing public comment on meetings of the Authority Board as allowed by the State Open Meeting Law.
- B. The order of business shall adhere to the items set forth in the agenda, unless modified by the Chair.

SECTION 4. COMMITTEES OF THE BOARD:

- A. **STANDING COMMITTEES:** The Authority shall have two standing committees: the Executive Committee and the Citizens Transportation Advisory Committee.
 1. The Executive Committee shall consist of the Chair, the Vice-Chair and the Secretary-Treasurer. The Executive Committee shall be the governing body of the Authority between meetings of the Authority Board. The Chair of the Authority shall preside at all meetings of the Executive Committee.
 2. The Citizens Transportation Advisory Committee (CTAC) membership shall consist of citizens of Pinal County who are appointed by the Authority Board. The functions of this Committee shall be to assure voters that the funds collected under the Pinal County Regional Transportation Authority twenty-year, \$640 million plan (PRTP) will be implemented as approved by the voters on November 7, 2017. The CTAC shall: (i)

advise and report to the RTA board; (ii) provide accurate, complete, and timely documentation of all project budgets and schedules for implementing all projects or programs contained in the PRTP; (iii) report all findings on project or program implementation to the RTA Board, including reports on project delivery, review of revenue projections and project expenditures; and (iv) prepare reports on the progress of implementation of the voter-authorized PRTP.

B. SPECIAL COMMITTEES:

The Board may, by resolution passed by a majority of the authorized members of the Board designate one or more committees. Each such committee shall consist of at least two (2) Board members selected by the Board. Such committees shall have such names as may be determined from time to time by resolution of the Board, provided, however that no such committee may exercise the authority of the Board of Directors.

SECTION 5. RECORDS AND RECORDED VOTES: All ordinances, resolutions and orders, as soon as practicable after their passage, shall be recorded in a book kept for that purpose. The Secretary/Clerk shall record the ayes and nays on roll call votes. A record shall also be made of all other proceedings of the Board, minutes of the meetings, reports entered into the record, certificates, contracts, bonds given by officers, employees, and any other agents of the Authority, and all official acts. The minutes are public records, but are exempt from disclosure.

SECTION 6. PARLIAMENTARY PROCEDURE: Roberts' Rules of Order shall provide a guide for the conduct of public meetings by the Board and committees of the Board.

ARTICLE V

OFFICERS AND PERSONNEL

SECTION 1. QUALIFICATIONS: Board members shall be elected officials of member municipalities or Pinal County, appointed in accordance with A.R.S. Section 48-5303.

SECTION 2. TERMS OF OFFICE: The terms of office of the Board members shall be determined by the jurisdiction appointing the Board member.

SECTION 3. ELECTION OF OFFICERS: At the first regular meeting or special meeting of the Board of Directors in January of each year, the Board shall elect officers from its membership to one (1) year terms. Officers may be elected to serve up to a total of two (2) consecutive years in the same position upon Board approval. Officers shall serve until their successors have been elected, unless (i) an officer's term of office as an elected official has expired, (ii) the officer has

been removed from Board office pursuant to Article V, Section 9, or (iii) the officer ceases to serve in an elected capacity on the Board of Directors. The officers shall be elected by a majority of the total authorized membership of the Board. The vote may be by voice vote or, show of hands, as determined by the Chair.

SECTION 4. THE CHAIR: The Chair shall preside at all Board meetings. Except as otherwise authorized by action of the Board, the Chair or the Chair's designee shall sign all required Board approved resolutions, financial instruments, and other documents necessary for the conduct of business by the Authority.

SECTION 5. VICE CHAIR: The Vice Chair shall preside at all meetings and act as chief policy officer of the Authority during the absence of the Chair and whenever the Chair is unable to act or when there is a vacancy in the office of Chair.

SECTION 6. THE SECRETARY: The Secretary or the Secretary's designee shall be responsible for keeping records of the Authority, for the recording of all votes, and shall see that the proceedings of the Board are recorded in a minute book kept for that purpose, which shall be an official record of the Board. The official records shall be maintained in the office of the Authority. The Secretary may delegate such responsibilities and duties as deemed necessary or desirable to one or more Assistant Secretaries who need not be members of the Board.

SECTION 7. THE TREASURER: The Treasurer provides review and oversight of the financial records of the Authority and performs such other duties as are normally performed by treasurers and specifically assigned or delegated by the Board. The Treasurer is responsible to review expenditures by the Authority that exceed \$100,000. The PRTA Executive Director shall provide a monthly expense ledger of all expenditures exceeding the \$100,000 threshold to the Treasurer within 30 days of the end of each calendar month. The Treasurer shall review the ledger and affix his/ her approval of the Authority's expenditures. If the Treasurer finds any questionable expenditure, he/she shall inform the Executive Director who shall provide all necessary information to satisfy the Treasurer. If the Treasurer is not satisfied with the information provided by the Executive Director, the Treasurer shall bring the questioned expenditure(s) to the Board for Review. The Board may delegate such responsibilities and duties as deemed necessary or desirable to one or more Assistant Treasurers who need not be members of the Board.

SECTION 8. VACANCIES: Any vacancy occurring in any office shall be filled for the unexpired term in the same manner as is provided for the selection of full term officers, except that the vote to fill such vacancy shall occur at the next regular or special meeting of the Board following the occurrence of the vacancy.

SECTION 9. REMOVAL OF OFFICERS: Any officer elected to an office by the Board may be removed from office by the Board upon the affirmative vote of two-thirds (2/3) of the authorized members of the Board. Such action shall be initiated by a motion made at a regular meeting, but the vote shall not be called for until the next regular meeting or at a special

meeting called for the purpose of considering such motion. The Secretary shall cause to be delivered or shall mail a copy of the motion to remove to the affected member at least seven (7) days prior to the meeting at which the motion is to be voted upon.

SECTION 10. COMPENSATION OF BOARD AND OFFICERS OF BOARD: Members of the Board shall not receive nor be entitled to any compensation for their services.

SECTION 11. REIMBURSEMENT FOR EXPENSES: Members of the Board shall be entitled to reimbursement for actual expenses incurred and approved for reimbursement by the Executive Director pursuant to Board policy.

SECTION 12. THE EXECUTIVE DIRECTOR:

- A. The Board shall appoint an Executive Director who shall serve for such term and upon such conditions, as the Board, from time to time, may establish, including salary, benefits and other compensation.
- B. The Executive Director shall have the following powers, duties, and responsibilities:
 1. The active, general management of the business of the Authority, consistent with the purposes and the general policies of the Authority as expressed in the resolutions and actions of the Board.
 2. Maintaining financial records and books of account, and preparation of a regular financial statement under supervision of the Treasurer.
 3. The hiring, discharge, salary determination, and general supervision and direction of all employees of the Authority, which shall be based upon their respective qualifications and capabilities in accordance with state and federal affirmative action policies.
 4. Retaining lawyers, accountants, other professionals, consultants and contractors as the Board requires and approves.
 5. Reporting on the operations and progress of the projects of the Authority and upon all other matters within his or her knowledge, which may be of concern to the Board.
 6. Directing the work and reviewing the progress estimates of all consultants, contractors, and others doing business with the Authority, and taking such action as is indicated, including (without limitation) negotiating, assigning and terminating contracts.
 7. Executing contracts pursuant to the Authority's procurement code.
 8. Develop plans and programs.
 9. Such other duties as may be outlined in the Executive Director's contract and as delegated by the Board or the Chair of the Board.

SECTION 13. INDEMNIFICATION: Each Board member and employee while serving in his or her official capacity and each employee while acting within the scope of their employment shall

be indemnified by the Authority against all costs and expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit, or proceeding in which he or she may be involved or to which he or she may be made a party by reasons of his or her being or having been such Board member or employee, except in relation to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to be liable for willful or wanton negligence, intentional misconduct, or criminal, dishonest, fraudulent or intentional wrongful acts or omissions in the performance of his or her duty. Such costs and expenses shall include amounts reasonably paid in settlement for the purpose of curtailing the cost of litigation, but only if the Authority is advised in writing by legal counsel that in the opinion of legal counsel the person indemnified did not commit such willful or wanton negligence or intentional misconduct, criminal, dishonest, fraudulent, or intentionally wrongful act or omission. The foregoing right of indemnification shall not be exclusive of other rights to which the indemnified party may be entitled as a matter of law or agreement.

ARTICLE VI

FISCAL YEAR

The fiscal year of the Authority shall commence on July 1st and end on June 30th of each succeeding year.

ARTICLE VII

CONFLICT OF INTEREST

Members of the Board of Directors and all employees and agents of the Authority shall comply with the State Conflict of Interest Law, A.R.S. Sections 38-501, et seq.

ARTICLE VIII

MODIFICATION OF ADMINISTRATIVE CODE

This Administrative Code may be revised or amended by a majority vote at any regular meeting of the Board or at any special meeting of the Board called for that purpose, provided that in either instance notice of proposed revisions or amendments has been delivered or mailed to each Board member at least seven (7) days in advance of the meeting at which such revisions or amendments are considered.

The foregoing is the official administrative Code of the Regional Public Transportation Authority as of _____, 2018.



CONSENT AGENDA ITEM:

YES

NO

X

PINAL REGIONAL TRANSPORTATION AUTHORITY

Request for PRTA Board Action

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TO: CHAIRMAN AND PRTA BOARD MEMBERS

FROM: Andy Smith, PRTA General Manager

STAFF RECOMMENDATION: Approval of the Transportation Technical Advisory Committee (TTAC) membership.

DISCUSSION: This functional Committee has been created to serve as a technical advisory committee and shall make recommendations on transportation related issues to the Pinal Regional Transportation Authority (PRTA) Board.

FISCAL IMPACT: N/A

ALTERNATIVES: N/A

PREPARED BY: Andy Smith

REVIEWED BY: Andrea Robles

CONCURRENCE: _____

Action Taken: P - F - T - None

**PINAL REGIONAL TRANSPORTATION AUTHORITY
BOARD/TAC/CTAC
MEMBERSHIP**

Regional Transportation Authority BOARD			Transportation Technical Advisory Committee (TTAC)			Citizen Transportation Advisory Committee (CTAC)
Community	Elected	Name	Staff Position	Name	Email Address	Name
Apache Junction	Councilmember - Chair	Dave Waldron	Public Works Director	Mike Wever	mwever@ajcity.net	
Casa Grande	Mayor	Craig McFarland	Engineer	Duane Eitel	deitel@casagrandeaz.gov	
Coolidge	Mayor	Jon Thompson	Engineer	Matt Rencher	mrencher@coolidgeaz.com	
Eloy	Mayor	Joel Belloc	Public Works Director	Keith Brown	kbrown@eloyaz.gov	
Florence	Mayor	Tara Walter	Engineer	Chris Salas	christopher.salas@florenceaz.gov	
Kearny	Mayor	Debra Sommers	Town Manager	Anna Flores	aflores@townofkearny.com	
Mammoth	Mayor	Joe Dietz	Public Works Dir.	Don Jones	donjones@townofmammoth.us	
Maricopa	Mayor	Christian Price	Public Works Dir.	Bill Fay	bill.fay@maricopa-az.gov	
Pinal County	Supervisor	Pete Rios	Engineer	Scott Bender	scott.bender@pinalcountyaz.gov	
Queen Creek	Councilmember	Robin Benning	Public Works Dir.	Troy White	troy.white@queencreek.org	
Superior	Mayor	Mila Besich-Lira	Town Manager	Todd Pryor	manager@superioraz.gov	



CONSENT AGENDA ITEM:

YES

NO

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PINAL REGIONAL TRANSPORTATION AUTHORITY

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TO: CHAIRMAN AND PRTA BOARD MEMBERS

FROM: Andy Smith, PRTA General Manager

STAFF RECOMMENDATION: Approval of the Transportation Improvement Program to ensure the deadlines are met for air quality conformity.

DISCUSSION: The PRTA Transportation Technical Advisory Committee (TTAC) met and reviewed the Transportation Improvement Program (TIP) on January 3, 2018. The Committee recommended to forward the TIP to the PRTA Board for approval to ensure the deadlines are met for air quality conformity.

FISCAL IMPACT: N/A

ALTERNATIVES: N/A

PREPARED BY: Andy Smith

REVIEWED BY:

Andrea Robles

CONCURRENCE: _____

Action Taken: P - F - T - None

PINAL REGIONAL TRANSPORTATION AUTHORITY
5-YEAR TRANSPORTATION IMPROVEMENT PLAN V2A
FY 18/19 - FY 22/23

REVENUES		FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23			5-YR TOTAL
Tax Revenue	in-service	\$17,105,074	\$18,287,568	\$19,479,429	\$20,683,489	\$21,971,285	Length	MPO/COG	\$97,526,845

TIP ID	AGENCY	EXPENSES		FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23			5-YR TOTAL
18.01	PRTA	RTA Administration		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000		CAG	\$ 1,500,000
18.02	PRTA	Eloy Distribution		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000		SCMPO	\$ 1,500,000
18.03	PRTA	Kearny Distribution		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000		CAG	\$ 1,500,000
18.04	PRTA	Mammoth Distribution		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000		CAG	\$ 1,500,000
18.05	PRTA	Superior Distribution		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000		CAG	\$ 1,500,000
18.06	PRTA	CART Distribution		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000		CAG/SCMPO	\$ 1,500,000
18.07	PRTA	Public Transportation		\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000		All	\$ 3,500,000
18.08	Pinal County	North-South Corridor		\$ 2,250,000							\$ 2,250,000
18.09	Pinal County	West Pinal Freeway		\$ 4,650,000							\$ 4,650,000
18.10	Casa Grande	Thornton Road	2-QT/2021	\$ 2,240,000	\$ 8,960,000				4 lanes & 3.5 miles	SCMPO	\$11,200,000
18.11	Casa Grande	Peters Road	4-QT/2019	\$ 640,000	\$ 2,560,000				2 lanes & 1 mile	SCMPO	\$ 3,200,000
18.12	Pinal County	Cordones Road	4-QT/2023	\$ 500,000	\$ 2,000,000				2 lanes & 1.5 miles	CAG	\$ 2,500,000
18.13	Maricopa	SR-347	4-QT/2026	\$ 1,350,000	\$ 4,410,000		\$23,040,000		2 lanes & 9 miles	MAG	\$28,800,000
19.01	Casa Grande	Kortsen Phase I	3-QT/2023		\$ 300,000	\$ 3,980,000		\$17,120,000	Traffic Interchange	SCMPO	\$21,400,000
22.01	Pinal County	SR-24 Parkway						\$ 600,000			\$ 600,000

TOTAL EXPENSES		\$14,130,000	\$20,730,000	\$ 6,480,000	\$25,540,000	\$20,220,000			\$87,100,000
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FUND BALANCE		\$ 2,975,074	\$ 532,642	\$13,532,071	\$ 8,675,560	\$10,426,845
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CONSENT AGENDA ITEM:

YES

NO

X

PINAL REGIONAL TRANSPORTATION AUTHORITY

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TO: CHAIRMAN AND PRTA BOARD MEMBERS

FROM: Andy Smith, PRTA General Manager

STAFF RECOMMENDATION: Appointment of the PRTA Secretary/Treasurer.

DISCUSSION: The Secretary/Treasurer of the PRTA is responsible for keeping records of the Authority, for the recording of all votes, and shall see that the proceedings of the Board are recorded in a minute book kept for that purpose, which shall be an official record of the Board. The Secretary/Treasurer also provides review and oversight of the financial records of the Authority and performs such other duties as specifically assigned or delegated by the Board. The Secretary/Treasurer is responsible to review expenditures by the Authority that exceed \$100,000. The Secretary/Treasurer may delegate such responsibilities and duties as deemed necessary or desirable to one or more Assistant Secretaries who need not be members of the Board.

FISCAL IMPACT: N/A

ALTERNATIVES: N/A

PREPARED BY: Andy Smith

REVIEWED BY: Andrea Robles

CONCURRENCE: _____

Action Taken: P - F - T - None



2018 PRTA MEETING SCHEDULE

Pinal Regional Transportation Authority Board			Pinal Regional Transportation Authority Board		
Date	Time	Location	Date	Time	Location
January 31, 2018	6:00 PM	City of Apache Junction Council Chambers Apache Junction, Arizona	July 25, 2018	6:00 PM	CAG Conference Room Apache Junction, Arizona
February 28, 2018	6:00 PM	CAG Conference Room Apache Junction, Arizona	August 22, 2018	6:00 PM	CAG Conference Room Apache Junction, Arizona
March 28, 2018	6:00 PM	CAG Conference Room Apache Junction, Arizona	September 26, 2018	6:00 PM	CAG Conference Room Apache Junction, Arizona
April 25, 2018	6:00 PM	CAG Conference Room Apache Junction, Arizona	October 24, 2018	6:00 PM	CAG Conference Room Apache Junction, Arizona
May 23, 2018	6:00 PM	CAG Conference Room Apache Junction, Arizona	November 14, 2018	6:00 PM	CAG Conference Room Apache Junction, Arizona
June 29, 2018	6:00 PM	TBD	December - TBD	6:00 PM	CAG Conference Room Apache Junction, Arizona