



TOWN COUNCIL NOTICE & AGENDA

STUDY SESSION
TUESDAY, JANUARY 28, 2025
5:00 PM

COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY, ARIZONA 86323

AGENDA

- 1. CALL TO ORDER; ROLL CALL**
- 2. Presentation and discussion by Development Services, "Development 101 - The Project Approval Process."**
- 3. ADJOURNMENT**



TOWN COUNCIL NOTICE & AGENDA

REGULAR MEETING
TUESDAY, JANUARY 28, 2025
6:00 PM

COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY, ARIZONA 86323

A majority of the Councilmembers may attend a private invocation in the Council Conference Room immediately prior to the Council meeting. No Town business will be discussed.

AGENDA

- 1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL**
- 2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS**
 - a. Presentation by Katie Pehl, Finance Director, regarding the October-December 2024 quarterly financial report.
 - b. Presentation and update from Katie Pehl, Finance Director, regarding Partners Against Narcotics Trafficking (PANT) Program and funding.

3. CALL TO THE PUBLIC - Individuals requesting to speak, please complete a Speaker Comment Card and return to the Clerk.

Call to the Public is an opportunity for the public to address the Council on any issue within the jurisdiction of the Council that is not on the agenda. Public comment is at the discretion of the Council and not required by law. Individuals are limited to speak for three (3) minutes, yielding of time will not be permitted. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity, and disruptive discussions among our audience.

4. CURRENT EVENT SUMMARIES AND REPORTS

This item is for information only. The Mayor, any Councilmember, or Town Manager may present a brief summary or report of current events. If listed below, there may also be a presentation on information requested by the Mayor and Council and questions may be answered. No action will be taken.

- a. Status reports by Mayor and Council regarding current events.
- b. Status report by Town Manager Terri Denemy regarding Town accomplishments, and current or upcoming projects.

5. CONSENT AGENDA

All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

- a. Consideration and possible action to appoint members to the Planning & Zoning Commission and the Building Advisory Board.

6. ACTION ITEMS

The Council may vote to recess the public meeting and hold an Executive Session on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town Attorney. Executive sessions are not open to the public and no action may be taken in executive session.

- a. Consideration and possible action to approve Resolution No. 2024-1267 to authorize the application for a loan from the Water Infrastructure Finance Authority of Arizona for the design of the "Old Home Manor Water Production Facility."

Recommended Action: Approve Resolution No. 2024-1267 to authorize the application for a loan from the Water Infrastructure Finance Authority of Arizona for the design of the "Old Home Manor Water Production Facility."

- b. Consideration and possible action to approve Resolution No. 2024-1274 to authorize the application for a loan from the Water Infrastructure Finance Authority of Arizona for the improvements of the Water Reclamation Facility.

Recommended Action: Approve Resolution No. 2024-1274 to authorize the application for a loan from the Water Infrastructure Finance Authority of Arizona for the improvements of the Water Reclamation Facility.

- c. Consideration and possible action to approve the Memorandum of Understanding for the Peavine Trail Connection with the City of Prescott.

Recommended Action: Approve the Memorandum of Understanding for the Peavine Trail Connection with the City of Prescott.

7. ADJOURNMENT

Dated this 22nd day of January, 2025.

By: *Erin N. Deskins, Town Clerk*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 928-636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request reasonable accommodation to participate in this meeting.

Council meetings are live-streamed on Town of Chino Valley Facebook page.

CERTIFICATION OF POSTING

The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley South Campus, Chino Valley Post Office, and Chino Valley North Campus in accordance with the statement filed by the Town Council with the Town Clerk.

Date: _____

Time: _____

By: _____

Erin N. Deskins, Town Clerk



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 5a
MEETING DATE: 1/28/2025
CONTACT PERSON: Erin Deskins, Town Clerk
ITEM TYPE: Consent Item

AGENDA ITEM TITLE:

Consideration and possible action to appoint members to the Planning & Zoning Commission and the Building Advisory Board.

SUMMARY:

The Appointments Subcommittee met on Thursday, January 16, 2025, to review applications to fill vacancies on the Planning & Zoning Commission (4 positions) and the Building Advisory Board (1 position). After review and discussion, the Subcommittee recommends to the Town Council the following applicants:

For Planning & Zoning - Teena Meadors, 3-year term, Jeffrey Pizzi, 3-year term, Michael Ditta, 3-year term, and Joseph Morabito, 1-year term (alternate).

For Building Advisory Board - Gary Pasciak, rest of vacant term to expire 01/31/2026.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Approve the recommendations of the Appointments Subcommittee to fill terms on Planning & Zoning, and Building Advisory Board.

FISCAL IMPACT?

N/A

ATTACHMENTS:

1.	T Meadors redacted
2.	J Pizzi redacted
3.	M Ditta Redacted
4.	J Morabito redacted
5.	M Schuerman redacted
6.	R Penn redacted
7.	R Tamillo redacted
8.	S Tuttobene redacted
9.	G Pasciak redacted
10.	J Van Well redacted



CHINO VALLEY
A R I Z O N A

RECEIVED

NOV 25 2024

Town Clerk's Office

BY: *LN*

Town Clerk

202 N. State Route 89
Chino Valley, AZ 86323
Phone (928) 636-2646
clerks@chinoaz.net; www.chinoaz.net

**APPLICATION FOR PUBLIC BODY
RE-APPOINTMENT**

(Council, Commissions, Boards, Committees)

TO: MAYOR AND COUNCIL

RE: EXPIRATION OF PUBLIC BODY TERM

SUBJ: My term on the public body indicated below is expiring. I am requesting re-appointment for another term.

- | | |
|--|---|
| ☐ Town Council | ☐ Parks & Recreation Advisory Board |
| ☒ Planning & Zoning Commission | ☐ Board of Adjustment |
| ☐ Building Advisory Board | ☐ Capital Improvement Program Citizen's Advisory Committee |
| ☐ Other | |

NAME

Christeen (Teena) Meadors

RESIDENCE ADDRESS

[REDACTED]

MAILING ADDRESS

SAO

PHONE #s

[REDACTED]

EMAIL

[REDACTED]

List any **new** experience, skills, and qualities you would bring to this position

[Signature]
SIGNATURE

11- -24
DATE

**Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or
email scanned application to clerks@chinoaz.net**

Office Use Only:

Appointment Date:	Term Start:	Resignation/Term End:
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DEC 11 2024

Sara Burchill

From: noreply@civicplus.com
Sent: Wednesday, December 11, 2024 4:02 PM
To: Clerks
Subject: Online Form Submittal: Application for Public Body Appointment

Clerk's Office
By: JAB 4:04 p.m.

Application for Public Body Appointment

Step 1

Public Body Applying For Planning & Zoning Commission

Other Public Body Applying For (not in drop down list) *Field not completed.*

First Name Jeff

Last Name Pizzi

Residence Address

Mailing Address

Phone Number(s)

Email Address

Is your residence within Town limits? Yes

How long have you lived in the Chino Valley area? 11 years

Are you a qualified to vote even if not registered? Yes

Are you related to any Town employee? No

If yes, what is the employee's name? *Field not completed.*

Step 2

Have you ever served on a municipal public body? If yes, please note the name of the public body, the municipality served in, and length of time served.

No

Why would you like to be appointed to this position?

I have a strong desire to help Chino Valley grow within the Citizens Plan of economic growth and development.

What do you believe is the key responsibility of this position?

To ensure that growth within the town limits is in accordance with existing rules/regulations and falls within the General Plan. Second would be to adopt rules/regulations that further enhance the General Plan

What experience, skills, and qualities would you bring to this position?

I have worked within government for over 24 years and understand the bureaucratic process.

To help our review committee get to know you better, please attach a RESUME or SUMMARY of previous training, skills, and experience.

[Resume.docx](#)

Date Application Submitted

12/11/2024 4:15 PM

Email not displaying correctly? [View it in your browser.](#)

PLEASE BE AWARE THIS MESSAGE CAME FROM A SENDER OUTSIDE THE TOWN!

Jeffrey Anthony Pizzi

professional communicator/educational trainer

Contact

[REDACTED]
Chino Valley, AZ 86323
[REDACTED]

Education

Rio Salado Community College
Temp, AZ
Associate in Applied Science
Law Enforcement Technology

Estrella Community College
Goodyear, AZ
Certified Total Quality Manager

Northern Arizona University
Flagstaff, AZ
Credits in Criminal Justice and
Vocational Education
(No Degree)

Objective

To use my previous knowledge and experience as a law enforcement officer to obtain a position as a project manager/customer success specialist/trainer. My experience as a supervisor, Law Enforcement Instructor, Field Training Officer, School Resource Officer, and Project Manager will assist me in the management of large projects and or customer service.

Experience

July 1996 – December 2001

Police Officer • Patrol Officer, AZPOST General Instructor, and School Resource Officer • Mesa Police Department, Mesa, AZ

March 2003 – July 2007

Sergeant • Patrol Officer, Motor Officer, and Sergeant • Tolleson Police Department, Tolleson, AZ

July 2007 – February 2012

Patrol Deputy • Patrol Deputy, Detective, and Field Training Officer • Pinal County Sheriff's Office, Florence, AZ

August 2013 – July 2023

Police Officer • Patrol Officer, Field Training Officer, Narcotics Detective, and School Resource Officer • Chino Valley Police Department, Chino Valley, AZ

July 2023 – May 2024

District Safety and Security Coordinator • School Safety Officer • Chino Valley Unified School District

May 2024 – Present

Project Manager (NM) • Customer Success Specialist/Trainer • Mutualink

Throughout my career in law enforcement, I received multiple life saving awards, unit citations, teamwork citations, commendations, and the Medal of Valor. In the last year of being an SRO I had a small highlight in the National Association of School Resource Officer's (NASRO) publication for my efforts as an SRO in my community.

As an AZ Police Officers Standards and Training (AZPOST) instructor since 1999 and a specialized instructor, I have taught in academy settings.

While serving as the director of safety and security, for a local school district, I worked to change the districts Emergency Response Procedures. I trained educators annually to execute district programs to protect children and staff from an active attack event. These included training to prevent and how to react during an active attack.

At Mutualink I was initially hired as a trainer for New Mexico and Arizona. I took on project management duties for over twenty (20) accounts in New Mexico. As a PM, I coordinated training and testing of the schools to put them "live" on the system. I assisted with PM duties in Arizona, which had over 170 accounts. Currently I am responsible for the training of the schools and law enforcement agencies in New Mexico, Arizona and Texas.

Key Skills

Effective Communicator
Functions in a Team Environment
Self-Motivator
Familiar with educational ERP's
NIMS Certified 100 through 800

Communication

I can communicate with people in varying circumstances and at varying emotional levels. Assessing a situation and asking the appropriate questions for an accurate needs' analysis. This has been incorporated in my instructional skills, which can change depending on the audience.

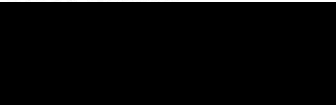
Leadership

Throughout my law enforcement career, I have served in many supervisory positions. I have always been a strong leader and someone that others would come to for advice or leadership questions. I have handled many critical incidents where I took on the role of "incident command" and controlled and managed the scene.

In the private sector, I took on the responsibilities of a PM and worked to make sure all my client's needs were met. This was done by ensuring work was completed and the project progress was completed on time.

References

Steve Easton



Friend for about 25 years

Additional references can be provided upon request

From: noreply@civicplus.com
Sent: Thursday, December 5, 2024 2:49 PM
To: Clerks
Subject: Online Form Submittal: Application for Public Body Appointment

Application for Public Body Appointment

Step 1

Public Body Applying For	Planning & Zoning Commission
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Other Public Body Applying For (not in drop down list)	<i>Field not completed.</i>
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First Name	Michael
------------	---------

Last Name	Ditta
-----------	-------

Residence Address	<i>Field not completed.</i>
-------------------	-----------------------------

Mailing Address	
-----------------	--

Phone Number(s)	
-----------------	--

Email Address	
---------------	--

Is your residence within Town limits?	Yes
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How long have you lived in the Chino Valley area?	7 years
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Are you a qualified to vote even if not registered?	Yes
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Are you related to any Town employee	No
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If yes, what is the employee's name?	<i>Field not completed.</i>
--------------------------------------	-----------------------------

Step 2

Have you ever served on a municipal public body? If yes, please note the name of the public body, the municipality served in, and length of time served.	CPIPAC (Capital Improvement Program Citizen's Advisory Committee) Board of Adjustments Industrial Development Authority Municipal Property Corporation
Why would you like to be appointed to this position?	I would like to make a difference for the Town that I live in. I believe my experience and a fresh outlook concerning the needs and the vision would and could bring about a difference notable to our community.
What do you believe is the key responsibility of this position?	I believe that the Public Works Commissioner is primarily responsible for overseeing the overall operations of the Chino Valley's Public Works Department, which includes managing the construction, maintenance, and repair of public infrastructure like roads, bridges, sidewalks, street lights, sewer systems, and sometimes parks, by directing staff, developing departmental policies, managing budgets, and representing the department to the public, the Town Council and Town entities.
What experience, skills, and qualities would you bring to this position?	As my main responsibility was to work with City Municipalities, specifically their Planning & Zoning Commissioners as well as their staff on residential and commercial projects. The projects included budget requirements, construction and maintenance for Housing Developments, Industrial and Commercial projects, both large and small.
To help our review committee get to know you better, please attach a RESUME or SUMMARY of previous training, skills, and experience.	Planning and Zoning Commission Resume 2024.pdf
Date Application Submitted	12/5/2024 4:48 PM

Email not displaying correctly? [View it in your browser.](#)

PLEASE BE AWARE THIS MESSAGE CAME FROM A SENDER OUTSIDE THE TOWN!

Michael Ditta

Summary of Skills

- 15 years working in Distribution Design & Construction industries
- Designed SCE large scale commercial and residential electrical requirements
- Worked with City Agencies on state and federal regulations involving electrical design and the city's General Plan.

Experience

Senior Planner for Southern California Edison
2003 – 2018 SCE, Ontario District, Ontario CA

- Design and manage projects for commercial and residential developments with both Rural and Urban requirements.
- Work with city personnel, such as Public Works, Planning and Zoning along with General Managers to insure that Southern California Edison facilities, construction and safety requirements are kept within the City's guidelines.
- Attend Town Council meeting to deliver proposals and answer questions on safety, easements, and construction requirements.
- Provide environmental reviews within the scope of the project for safe construction.
- Consult with City officials on financial requirements, budgets and funding for City mandated projects.
- Coordinated installations and relocations for water, sewer, gas as well as communications which resulted in conflicts with Southern California Edison's facilities

Education

Trinity College and University
1995-1998

- Bachelor of Science Degree
- Graduated with a 3.0 GPA

Riverside City College
1973-1975

- Associate Arts Degree
- Graduated with a 3.3 GPA

Corona Senior High School
1966-1969

- High School Diploma
- Graduated a 3.7 GPA

DEC 04 2024

Sara Burchill

From: noreply@civicplus.com
Sent: Wednesday, December 4, 2024 11:05 AM
To: Clerks
Subject: Online Form Submittal: Application for Public Body Appointment

Clerk's Office
By: *[Signature]* 11:25 a.m.

Application for Public Body Appointment

Step 1

Public Body Applying For Planning & Zoning Commission

Other Public Body Applying For (not in drop down list) *Field not completed.*

First Name Joseph

Last Name Morabito

Residence Address

Mailing Address

Phone Number(s)

Email Address

Is your residence within Town limits? Yes

How long have you lived in the Chino Valley area? 5 years

Are you a qualified to vote even if not registered? Yes

Are you related to any Town employee? No

If yes, what is the employee's name? *Field not completed.*

Step 2

Have you ever served on a municipal public body? If yes, please note the name of the public body, the municipality served in, and length of time served.	Mohave County Planning and Zoning (2007-2011) Mohave County Board of Adjustment (2012-2018)
Why would you like to be appointed to this position?	I believe in serving my community and have always considered myself fair minded, not overly argumentative, and forward thinking.
What do you believe is the key responsibility of this position?	P&Z is the starting place for progress. Sensible discussion and expert staff recommendations are very valuable tools in looking forward to stable growth. The Commissioners job is not to be the story, but fact find and direct information to the Council to make their decision process clearer.
What experience, skills, and qualities would you bring to this position?	#1 Quality, Common Sense. Business owner in California and Arizona for 30 years. Being a toy store owner (Yamaha,Kawasaki,Polaris,Can-Am, Seadoo) I recognized that being open minded got far better results than being argumentative. My experience with P&Z was very enlightening, Solar farms were the rage, we eliminated the town of Sterling which was platted and approved but never built. Board of Adjustment is one last chance for an applicant to get what they applied for and is treated like a mini trial. We had a couple of chances to reverse the Supervisors decisions. Attended a Solar Presentation at NAU that was a two day seminar put on by the State of Arizona.
To help our review committee get to know you better, please attach a RESUME or SUMMARY of previous training, skills, and experience.	<i>Field not completed.</i>
Date Application Submitted	12/4/2024 11:00 AM



CHINO VALLEY
ARIZONA

RECEIVED

DEC 12 2024

Town Clerk's Office
BY: Lini

Town Clerk

202 N. State Route 89
Chino Valley, AZ 86323
Phone (928) 636-2646
clerks@chinoaz.net; www.chinoaz.net

**APPLICATION FOR PUBLIC BODY
APPOINTMENT**

(Council, Commissions, Boards, Committees)

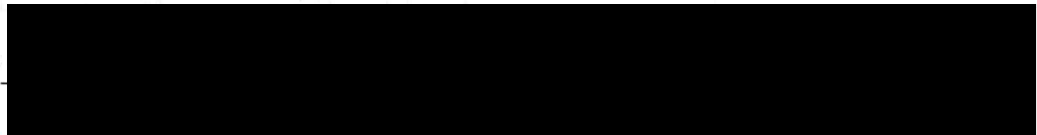
PUBLIC BODY APPLYING FOR:

- | | |
|--|---|
| ☐ Town Council | ☐ Parks & Recreation Advisory Board |
| ☒ Planning & Zoning Commission | ☐ Board of Adjustment |
| ☐ Building Advisory Board | ☐ Capital Improvement Program Citizen's Advisory Committee |
| ☐ Other _____ | |

NAME

Mark G. Schuerman

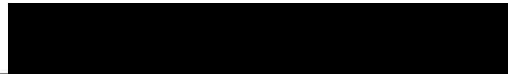
RESIDENCE ADDRESS



MAILING ADDRESS

Same

PHONE #s



EMAIL



IS YOUR RESIDENCE WITHIN THE TOWN LIMITS?

☒ YES ☐ NO

HOW LONG HAVE YOU LIVED IN THE CHINO VALLEY AREA?

Since 8-1-2018

ARE YOU A QUALIFIED ELECTOR
(qualified to vote even if not registered)?

☒ YES ☐ NO

ARE YOU RELATED TO ANY TOWN EMPLOYEE?

☐ YES ☒ NO

If Yes, what is the employee's name?

Please respond to the questions below.
Attach a separate sheet if necessary.

Have you ever served on a municipal public body? If yes, please note the name of the public body, the municipality served in, and length of time served.

No

Why would you like to be appointed to this position?

I want to participate and contribute to the responsible management and growth of Chino Valley.

What do you believe is the key responsibility of this position?

1. Respectfully enforce the existing planning and zoning laws and guidelines.
2. Responsively help implement the Chino Valley 2040 General Plan adopted by the voters

What experience, skills, and qualities would you bring to this position?

See Attached Resume

Please attach a RESUME or SUMMARY of related previous experience, if applicable (REQUIRED for Planning and Zoning Commission & Board of Adjustment).



SIGNATURE

12-11-24

DATE

Office Use Only:

Appointment Date:	Term Start:	Resignation/Term End:
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Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or
email scanned application to clerks@chinoaz.net

BRIEF RESUME

MARK G. SCHUERMAN

Chino Valley, Arizona 86323

Business Experience:

I spent over 40 years as a banker, mortgage banker, real estate broker, mortgage lending consultant and mortgage lending expert witness. Included within these 40 years, I was President of an FDIC insured Thrift and Loan and the head of several mortgage banking divisions within a bank or savings and loan. I also founded and operated several mortgage banks (versus mortgage broker).

Specific Relevant Experience:

I was a co-leader of a neighborhood group (approx. 60 homes) of an established residential subdivision in an unincorporated area of the county. The neighborhood was bordered by an old city that provided services and schools, which is a similar situation to Chino Valley and Yavapai county. We had to deal with two major rezoning challenges to our established residential zoning status. The first was a proposed change from residential to commercial for the purposes of a convenience type small shopping center. After many months of meeting and hearings the proposed change was defeated. In the process of opposing we offered to change the residential density to double of the current density as we were not against responsible development by the owners. The second challenge was to change the zoning to accommodate a large senior housing facility, which was to be developed by the Catholic Church that was gifted the property. This proved to be a tougher challenge and involved over two years of meetings and presentations. Our group agreed to go forward with the project modified with a lower profile and greater setbacks, but was resolved by the church withdrawing the project.

Education:

Bachelors Degree in Business Administration from Miami University(Ohio) in 1972.
MBA in Real Estate from Indiana University in 1976

Affiliations and Memberships:

Member of Grace Church
Member of the Board of New Song Recovery Home in Prescott

Personal:

Divorced with 2 Adult Children
75 Years Old and in Excellent Health

Received

DEC 04 2024

Clerk's Office
By: JB 12:46 p.m.



CHINO VALLEY

A R I Z O N A

Town Clerk

202 N. State Route 89
Chino Valley, AZ 86323
Phone (928) 636-2646
clerks@chinoaz.net; www.chinoaz.net

APPLICATION FOR PUBLIC BODY RE-APPOINTMENT

(Council, Commissions, Boards, Committees)

TO: MAYOR AND COUNCIL

RE: EXPIRATION OF PUBLIC BODY TERM

SUBJ: My term on the public body indicated below is expiring. I am requesting re-appointment for another term.

- | | |
|--|---|
| ☐ Town Council | ☐ Parks & Recreation Advisory Board |
| ☒ Planning & Zoning Commission | ☐ Board of Adjustment |
| ☐ Building Advisory Board | ☐ Capital Improvement Program Citizen's Advisory Committee |
| ☐ Other | |

NAME RONALD M. PENN

RESIDENCE ADDRESS [REDACTED]

MAILING ADDRESS same

PHONE #s [REDACTED]

EMAIL [REDACTED]

List any **new** experience, skills, and qualities you would bring to this position

SERVED ON THE PLANNING + ZONING COMMISSION
FEB 01, 2022 - JAN 31, 2025

ALSO ON ZONING ADVISORY WORKGROUP, APRIL 2024 - PRESENT

SIGNATURE [Signature]

DATE 12/04/24

Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or
email scanned application to clerks@chinoaz.net

Office Use Only:

Appointment Date:	Term Start:	Resignation/Term End:
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RONALD M. PENN
[REDACTED]
Chino Valley, AZ 86323
[REDACTED]

Employment History and Professional Qualifications:

February 01, 2022-January 31, 2025 **Served On The
Planning & Zoning Commission**

July 2010 – January 2018 **Veyron LLC** **Broker/Realtor (Retired)**
607 Tenney Mountain Hwy, Ste. 246
Plymouth, NH 03264

Licensed Real Estate Broker in New Hampshire, License # 046925
(July 1995 to Present)

2000 – 2010 **24-7 Realty Group** **Owner & Broker**
23 West Street, Suite 6
Ashland, NH 03217

Licensed Real Estate Broker in New Hampshire, License # 046925
(July 1995).

2000 – 2010 **Equity Resources Group** **Owner & Broker**
23 West Street, Suite 6
Ashland, NH 03217

Residential and Commercial Mortgage Broker licensed by the State of New
Hampshire

Professional Memberships:

New Hampshire Commercial Investment Board of Realtors
NHCIBOR, State Board of Directors – Board Member - 2009-2014
NHCIBOR, Ethics Review Panel - 2009-2011
NHCIBOR, Education Committee Chairman - 2011-2014
National Association of Realtors
New Hampshire Association of Realtors
Northern New England Real Estate Network (MLS)
Mortgage Bankers and Brokers Association of New Hampshire
National Association of Mortgage Brokers
National Association of Home Builders
Home Builders and Remodelers Association of New Hampshire
State Board of Directors Member
Member of the State Finance Committee
North Country Home Builders and Remodelers Association
Board of Director Member
State Representative for the North Country Local

Memberships: Personal

Kiwanis Club of Laconia, N.H., Inc.
Board of Directors Member
Community Services Committee
Fund Raising Sub-Committee
Chair: Young Children: Priority One Committee
Belknap Mill Society, Laconia, NH
Board of Directors Member
Finance Committee
Private Collections Committee
National Rifle Association
Life member

Public Service

Notary Public, NH Retired



CHINO VALLEY

A R I Z O N A

Town Clerk

202 N. State Route 89
Chino Valley, AZ 86323
Phone (928) 636-2646

clerks@chinoaz.net; www.chinoaz.net

APPLICATION FOR PUBLIC BODY APPOINTMENT

(Council, Commissions, Boards, Committees)

PUBLIC BODY APPLYING FOR:

- | | |
|--|---|
| ☐ Town Council | ☐ Parks & Recreation Advisory Board |
| ☒ Planning & Zoning Commission | ☐ Board of Adjustment |
| ☐ Building Advisory Board | ☐ Capital Improvement Program Citizen's Advisory Committee |
| ☐ Other | |

NAME Ron Tamillo

RESIDENCE ADDRESS [REDACTED]

MAILING ADDRESS same

PHONE #s [REDACTED]

EMAIL [REDACTED]

IS YOUR RESIDENCE WITHIN THE TOWN LIMITS?

☒ YES ☐ NO

HOW LONG HAVE YOU LIVED IN THE CHINO VALLEY AREA?

4 years

ARE YOU A QUALIFIED ELECTOR
(qualified to vote even if not registered)?

☒ YES ☐ NO

ARE YOU RELATED TO ANY TOWN EMPLOYEE?

☐ YES ☒ NO

If Yes, what is the employee's name?

***Please respond to the questions below.
Attach a separate sheet if necessary.***

Have you ever served on a municipal public body? If yes, please note the name of the public body, the municipality served in, and length of time served.

No, I have not served in the past.

Why would you like to be appointed to this position?

Interested in the future of Chino Valley

What do you believe is the key responsibility of this position?

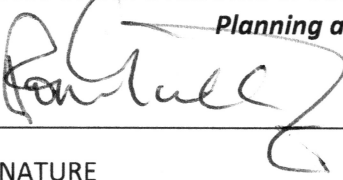
To evaluate and oversee zoning and planning.

What experience, skills, and qualities would you bring to this position?

50 years of business management of my own company. My business was mechanical and technical on luxury yachts.

Also, bought and sold yachts. Dealt with a variety of persons.

Please attach a RESUME or SUMMARY of related previous experience, if applicable (REQUIRED for Planning and Zoning Commission & Board of Adjustment).


SIGNATURE

8/20/24
DATE

Office Use Only:

Appointment Date:	Term Start:	Resignation/Term End:
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*Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or
email scanned application to clerks@chinoaz.net*



CHINO VALLEY
A R I Z O N A

RECEIVED

DEC 17 2024

Town Clerk's Office
BY: Lili

Town Clerk

202 N. State Route 89
Chino Valley, AZ 86323
Phone (928) 636-2646
clerks@chinoaz.net; www.chinoaz.net

**APPLICATION FOR PUBLIC BODY
APPOINTMENT**

(Council, Commissions, Boards, Committees)

PUBLIC BODY APPLYING FOR:

- | | |
|--|---|
| ☐ Town Council | ☐ Parks & Recreation Advisory Board |
| ☒ Planning & Zoning Commission | ☐ Board of Adjustment |
| ☐ Building Advisory Board | ☐ Capital Improvement Program Citizen's Advisory Committee |
| ☐ Other _____ | |

NAME

Sandra A. Tuttobene

RESIDENCE ADDRESS

[REDACTED]

MAILING ADDRESS

Chino Valley, Az 86323

PHONE #s

[REDACTED]

EMAIL

[REDACTED]

IS YOUR RESIDENCE WITHIN THE TOWN LIMITS?

☒ YES

☐ NO

HOW LONG HAVE YOU LIVED IN THE CHINO VALLEY AREA?

Since 2017

ARE YOU A QUALIFIED ELECTOR
(qualified to vote even if not registered)?

☒ YES

☐ NO

ARE YOU RELATED TO ANY TOWN EMPLOYEE?

☐ YES

☒ NO

If Yes, what is the employee's name?

**Please respond to the questions below.
Attach a separate sheet if necessary.**

Have you ever served on a municipal public body? If yes, please note the name of the public body, the municipality served in, and length of time served.

Chino Valley Board of Adjustment
Since 2019 or 2020

Why would you like to be appointed to this position?

I would like to be a part of
Chino Valley's achievement of
executing the revised/new General Plan.
2040

What do you believe is the key responsibility of this position?

Making sure all proposed
developments agree with and
support the Town's vision,
goals and policies.

What experience, skills, and qualities would you bring to this position?

- 1) chair and active member of Adjustment Bd
- 2) Research skills/Critical thinking
- 3) Understanding and Application of
laws, rules and regulations

**Please attach a RESUME or SUMMARY of related previous experience, if applicable (REQUIRED for
Planning and Zoning Commission & Board of Adjustment).**



SIGNATURE

12/17/24

DATE

Office Use Only:

Appointment Date:	Term Start:	Resignation/Term End:
-------------------	-------------	-----------------------

**Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or
email scanned application to clerks@chinoaz.net**

Resume

Demographics

Name

Sandra A. Tuttobene
Retired Registered
Nurse

Chino Valley Volunteer Work & Experience

- 1) Chino Valley Citizens Academy
(April 2018)\
- 2) Board of Adjustment – Chair
2020– Present
- 3) Code Review Work Group
2023- Present

Past Certifications

2012	Certified Healthcare Compliance
2005	Medical Coding & Billing
2003	Certified Legal Nurse Consultant (CLNC)
1999	Health Care Risk Manager (HCRM)
1993	Certified Professional in Healthcare Quality (CPHQ)
1992	Certified Public Health Nurse No. 49489 (PHN)
1992	Certified Infection Control (CIC)
1986	Certified Gerontological Nurse, American Nurses Association (C)

Education

1996	Masters Public Administration CSU Northridge Northridge, California with Distinction
1992	Bachelor of Science Nursing CSU Dominguez Hills Carson, California Cum Laude

Professional Experience

1/11 to 3/17

Centene / Health Net, Inc.
Director, Health Care Services
Woodland Hills, CA

Responsibilities: Western Region Medical Management Business Compliance Consultant, leading Health Care Service's regulatory analysis and impact (all Federal and State (AZ & CA) laws, rules and regulations), including communication with internal functional business units (Nursing, Administration, and Legal Depts.). In addition, interprets mandatory benefits and ensures consistency in appropriate benefit implementation for all product lines (e.g., Commercial, Medicaid, AHCCCS, Medi-Cal, Medicare, Medicare Advantage, FEHBP, etc.). Conducts clinical review of select cases specific to clinical quality concerns and medical necessity. Prepares reports and other communications for various departments and business units. Attends and presents at various meetings and committees.

1/08 to 12/10

Health Net, Inc.
Director, Forensic Review
Woodland Hills, CA

Responsibilities: National clinical risk management function, including monitoring of high-risk cases, facilitating clinical management of complex cases and providing subject matter expertise within the Medical Management Departments and functional units.

12/05 to 12/07

Health Net of California
Director, A&G Compliance
Clinical Risk Management
Woodland Hills, CA

Responsibilities: Oversight, creation and management of Health Net's clinic risk management functions. Provide leadership and facilitation for the investigation and clinical management of high-risk issues, including, but not limited to Executive Complaints, critical member grievances, COB, HIPAA, Confidentiality and Legal issues.

11/02 to 12/05

Health Net of California
Director, Appeals and Grievances
Woodland Hills, CA

Responsibilities: Oversight, management and compliance of Appeals and Grievances functions for all product lines (i.e., HMO, POS, PPO, IFP, Medicare, and Medicaid). Provide leadership for managers, supervisors, and *staff* who facilitate Appeals and Grievances function. Key role in the development and coordination of National A&G case handling workflow and system development, including but not limited to, compliance, standardization of activities, system configuration with IS, development of business rules, coordination of national training and implementation, and coordination of user acceptance and implementation oversight. Facilitated national consolidation cross-functional team, with oversight of the complex project plan, developed the national policy, procedures and work flows which created a single A&G process that serves to meet Health Net's Mission and Vision. Actively participates in collaborative efforts with Network Management, national vendor relations, and communication with other departments and associates to meet compliance and goals in support of Health Net's priorities. Actively assures Sarbanes-Oxley compliance and other regulatory oversight.

Professional Experience, continued

9/96 to 11/02

Aetna US Healthcare
West Region Manager, Grievance
and Appeal Unit – QM Dept.
Woodland Hills / San Ramon CA

Responsibilities: Direct oversight and management of West Region (9 states) Grievance and Appeal processes. Supervision of highly qualified regional staff (e.g., RNs and others) charged with handling grievances and appeals, for Commercial HMO, Medicare HMO, and PPG/Indemnity consumers. Facilitate companywide monitoring of network of contracted providers, including processes to research, review and analyze current and past practice patterns specific to member appeals, grievances and allegations of quality of care. Identify trends, patterns, and quality improvement recommendations via committee structure to meet the needs of the Plan. Maintain accreditation documentation and compliance: monthly monitors, quarterly regulatory (DMHC/DOI/OIC) reporting, RFA handling, and QI Plan and QI initiatives. Risk Management designee, including monitoring of risk issues, maintaining weekly RM oversight with Law Dept., and issue follow-up. Ensure compliance to NCQA, HCFA, DMHC, DOI, and other state regulatory bodies. Coordinate and facilitate region wide committees and external review processes.

9/94 - 9/96

University of Southern California
USC Health Plans / ERISA Product
Quality Improvement Manager
3551 Trousdale Parkway, Suite 352
Los Angeles, CA 90089

Responsibilities: Oversight, monitoring, and evaluation of effectiveness of a series of vendor contractual relationships between the University of Southern California (USC) and its PPO provider network, as well as four contracted HMOs, and other healthcare vendors (e.g., carve-out Mental Health, BCC-UR, Pharmacy, Dental, Vision, and a third party administrator) who constituted the USC self-funded ERISA Health Plans. Managed the program's quality operations, compliance and administrative functions, including policy development and implementation, program assessment and evaluation, quality assurance, and conducted budget and financial reporting. Contributed to the design of the program content and quality strategic planning. Utilized methods to identify, investigate and develop corrective action plans and track/resolve quality of care and/or high cost issues. Monitored and coordinated with UR vendor (BCC) services specific to PPO patients. Reviewed and analyzed HMO - NCQA Survey results and HEDIS report cards.

10/89 - 9/94

Quality Improvement Specialist
Encino-Tarzana Regional
Medical Centers - Tenet Hosp.
18321 Clark Street
Encino and Tarzana, California

Responsibilities: Manager of the QI Department of a 400 plus bed, two-campus hospital system. Created, developed, coordinated, assessed, and implemented all quality improvement administrative activities and systems for the merged Medical Staffs of Encino Hospital and Tarzana Regional Medical Center (1100 Medical Staff Members), including preparation for a successful combined JCAHO accreditation and Department of Health Services Survey (e.g., Medical Staff Peer Review functions including Medical Management, Blood Usage Review, Drug Usage Review, Surgical Case Review, Medical Case/Services Review, focused studies, Sentinel Events/Risk Management monitoring, benchmarking and Infection Control activities). Initiated and developed QI audits and programs for the achievement of accreditation. Worked closely with Medical Staff Officers, Risk Manager, Case Managers, Certified Coders, Claims Processors, and others. Working knowledge of the Medical Record and the various types of claim forms (e.g., HCFA 1500 and 1450, UB 04, etc.). Prior to the merger responsibilities included development and coordination of Nursing and all Ancillary Services Departments' Quality Improvement Programs, and the Nurse Epidemiologist function at Encino Hospital.

Other Skills: Technical computer literacy including, word processing, spreadsheets and database (i.e., Windows Office/Network (Word, Excel, and Access), emails including Lotus Notes & Outlook. Familiar with all types of patient care delivery systems including, Acute Care, Ambulatory Care, Long-Term Care, Mental Health, and Home Health. Familiar with all managed care delivery systems including HMOs, PPOs, EPOs, IPAs, and Hospital Physician Joint Ventures. Versed in third party payer processes and claims coding (ICD-9 and ICD-10 and CPT-4). Trained in claim billing monitoring, including but not limited to up-coding, un-bundling, fraud review, and claim billing etiquette. Versed in TQM philosophies, CQI concepts and epidemiological theory and methods (averaging, variability, standard deviation and comparison techniques (benchmarking). Competent with principles of management, including, planning skills, organizing and staffing, directions, coordinating and leading. Have written departmental policies and procedures, marketed programs and facilitated team activities and process improvement programs. Significant team building skill sets.

Professional Publications and Presentations

NURSEWEEK Magazine Real Stars - Patient Advocacy NurseWeek Magazine, April 5, 1999 (Recognition of excellence in patient advocacy - nominee).

Hammers, M. Seeing the Big Picture: Advanced Degree Nurses. RN Times, LA Times, January 1995. (Featured in article specific to acquiring advanced degree outside of the traditional nursing role.)

Tuttobene, S.A. How Can I Do This All Myself: Quality Improvement Monitoring. E.T. Times, June 1994.

'Joint Commission Preparedness,' Presenter, St. Joseph's Regional Medical Center, Burbank, California, May 1994.

Tuttobene, S.A. Looking at Care and Treatment from a New Perspective. Medical Staff Journal, ETRMC, March/April 1994.

'OSHA: Blood borne Pathogen Standards,' Presenter, International Association of Healthcare Central Service Materiel Management, Monrovia, California, May 1993.

'Calculating the Standard Deviation: Setting Thresholds for Evaluation,' Presenter, Tri-Valley APIC, Northridge, California, February 1993.

'MRSA: Acute Care Issues,' Presenter, El Camino APIC, Santa Barbara, California, March 1992.

'Practical Application for Sterile Processing of Endoscopic Equipment,' Presenter, International Association of Healthcare Central Service Materiel Management, Monrovia, CA, April 1992.

'MRSA: In the Extended Care Facility,' Presenter, Tri-Valley APIC, Woodland Hills, CA October 1991.

'AIDS: Care in Perspective,' Program Coordinator, Encino, California, August 1991.

'Bowel Prepping Made Easy,' Presenter, Southern California Society of GI Assistants, Santa Barbara, California, April 1984.

Tuttobene, S.A.: A bowel prep that is easy to swallow, RN Magazine. March 1984, pg. 52.

Professional Organizations and Involvement

NURSEWEEK Magazine Continuing Education Review Panel Advisor (1996-to 2004). Professional reviewer of CEU programs and published training material.

Advisory Board Member - MPA Program, California State University Northridge (1995 to 1998)

National Association for Healthcare Quality
(NAHQ Conference Planning Team Member - 1994-95 and 1995-96)

Women in Management; University of Southern California

Patient Care Assessment Council of Southern California

Tri-Valley Association of Practitioners of Infection Control
(Past Secretary, two terms)

References upon request

DEC 18 2024

Sara Burchill

From: noreply@civicplus.com
Sent: Wednesday, December 18, 2024 2:37 PM
To: Clerks
Subject: Online Form Submittal: Application for Public Body Appointment

Clerk's Office
By: JB 2:40p

Application for Public Body Appointment

Step 1

Public Body Applying For Building Advisory Board

Other Public Body Applying For (not in drop down list) *Field not completed.*

First Name Gary

Last Name Pasciak

Residence Address

Mailing Address

Phone Number(s)

Email Address

Is your residence within Town limits? Yes

How long have you lived in the Chino Valley area? 13 years

Are you a qualified to vote even if not registered? Yes

Are you related to any Town employee? No

If yes, what is the employee's name? *Field not completed.*

Step 2

Have you ever served on a municipal public body? If yes, please note the name of the public body, the municipality served in, and length of time served.	Yes, Planning and Zoning Commission, Chino Valley, AZ, 11 years.
Why would you like to be appointed to this position?	I am interested in seeing Chino Valley grow in an organized manner. I want to see building and utilities constructed/ installed in a safe professional way to current codes.
What do you believe is the key responsibility of this position?	Review proposed changes to current building and maintenance codes and advise building official on same.
What experience, skills, and qualities would you bring to this position?	I am a licensed Professional Engineer in 2 states. I have worked as a facilities engineer at Federal hospitals for over 16 years. I have experience in Planning and Development functions at the County level and am knowledgeable about transportation issues.
To help our review committee get to know you better, please attach a RESUME or SUMMARY of previous training, skills, and experience.	<i>Field not completed.</i>
Date Application Submitted	12/18/2024 2:30 PM

Email not displaying correctly? [View it in your browser.](#)

PLEASE BE AWARE THIS MESSAGE CAME FROM A SENDER OUTSIDE THE TOWN!



CHINO VALLEY
ARIZONA

RECEIVED

DEC 12 2024

Town Clerk's Office
BY: LN

Town Clerk

202 N. State Route 89
Chino Valley, AZ 86323
Phone (928) 636-2646
clerks@chinoaz.net; www.chinoaz.net

**APPLICATION FOR PUBLIC BODY
APPOINTMENT**

(Council, Commissions, Boards, Committees)

PUBLIC BODY APPLYING FOR:

- | | |
|---|--|
| ☐ Town Council | ☐ Parks & Recreation Advisory Board |
| ☐ Planning & Zoning Commission | ☐ Board of Adjustment |
| ☒ Building Advisory Board | ☐ Capital Improvement Program Citizen's
Advisory Committee |
| ☐ Other _____ | |

NAME Jeff Van Well

RESIDENCE ADDRESS _____

MAILING ADDRESS SAA

PHONE #s _____

EMAIL _____

IS YOUR RESIDENCE WITHIN THE TOWN LIMITS?

☐ YES ☒ NO

HOW LONG HAVE YOU LIVED IN THE CHINO VALLEY AREA?

8yrs

ARE YOU A QUALIFIED ELECTOR
(qualified to vote even if not registered)?

☐ YES ☐ NO

ARE YOU RELATED TO ANY TOWN EMPLOYEE?

☐ YES ☐ NO

If Yes, what is the employee's name? _____

*Please respond to the questions below.
Attach a separate sheet if necessary.*

Have you ever served on a municipal public body? If yes, please note the name of the public body, the municipality served in, and length of time served.

No

Why would you like to be appointed to this position?

To gain knowledge and to offer assistance in our community.

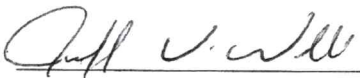
What do you believe is the key responsibility of this position?

To help settle disputes if there are any with building codes.

What experience, skills, and qualities would you bring to this position?

I sell all kinds of building materials to contractors and the public so I believe my knowledge of construction and materials would be a bennefit to the position.

Please attach a RESUME or SUMMARY of related previous experience, if applicable (REQUIRED for Planning and Zoning Commission & Board of Adjustment).



SIGNATURE

12-12-2025

DATE

Office Use Only:

Appointment Date:	Term Start:	Resignation/Term End:
-------------------	-------------	-----------------------

*Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or
email scanned application to clerks@chinoaz.net*



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6a
MEETING DATE: 1/28/2025
CONTACT PERSON: Frank Marbury, Public Works Director/Town Engineer
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to approve Resolution No. 2024-1267 to authorize the application for a loan from the Water Infrastructure Finance Authority of Arizona for the design of the "Old Home Manor Water Production Facility."

SUMMARY:

As part of the investigation into the emerging contaminants issue faced by the Town of Chino Valley, Carollo Engineers recommended two courses of action. One is providing a treatment system at the Town's primary production facility at the Bright Star well. ADEQ has sponsored the efforts and will provide a treatment system at no cost to the Town.

The second recommendation from Carollo was to install a new water production facility at Old Home Manor. This would benefit the Town in multiple ways. One is to provide a clean source of water that shows no exceedance of PFAS or other emerging contaminants. Second, it would provide a second source of water if the Bright Star facility became inoperable for any reason. Third, it would provide enough water to be able to supply some of the smaller private systems in town if needed. Records indicate at least one or more of the private systems in town are near or above the new limits for contaminants set by the EPA.

The estimated construction cost for the project is \$10.7 million. This would require an approximate budget of \$2 million for design. An application was made to the Water Infrastructure Finance Authority of Arizona (WIFA) for grant funding for this amount. WIFA staff will be recommending to the board an \$800,000 grant paired with up to a \$1.2 million loan. The attached resolution authorizes the application for the loan only. A second Council action will be required to approve or deny the loan documents. Final amounts will be disclosed prior to approval of any documents.

This project was included in the budget as a Congressionally Directed Spending request. However, the project was not chosen for funding at the State level. Construction funding has not been determined, but staff will seek grant monies for construction similarly to design, and no construction authorization will be made without Council approval.

Staff recommends approving the resolution authorizing the continuation of the grant and loan application.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Approve Resolution No. 2024-1267 to authorize the application for a loan from the Water Infrastructure Finance Authority of Arizona for the design of the "Old Home Manor Water Production Facility."

FISCAL IMPACT?

This item was budgeted as a Congressionally Directed Spending project. However, funding was not approved to move forward at the State level. WIFA staff will be recommending to the board an \$800,000 grant paired with up to a \$1,200,000 loan.

ATTACHMENTS:

1.	Resolution 2024-1267
----	----------------------

RESOLUTION NO. 2024-1267

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, AUTHORIZING THE APPLICATION FOR A WATER SUPPLY DEVELOPMENT REVOLVING FUND LOAN FROM THE WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA.

WHEREAS, the Mayor and Common Council of the Town of Chino Valley (the "Town Council") has identified a need for a drinking water capital improvement project; and

WHEREAS, pursuant to Ariz. Rev. Stat. § 9-571, the Town may obligate the revenues generated by its drinking water system to repay a loan from the Water Infrastructure Finance Authority of Arizona; and

WHEREAS, the Town Council certifies that the Town of Chino Valley's population is under 150,000 as of the most recent U.S. Census data; and

WHEREAS, the Town of Chino Valley's population at the time of this request is 13,815, which meets the requirement under Ariz. Rev. Stat. § 9-571.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

SECTION 1. The recitals above are incorporated as if fully set forth herein.

SECTION 2. The Town Manager is authorized to apply for Water Supply Development Revolving Fund financial assistance from the Water Infrastructure Finance Authority of Arizona in an amount not to exceed \$2,000,000, payable from revenues of the drinking water system.

SECTION 3. The Mayor, Town Manager, and Town Attorney are authorized and directed to execute all documents and take all steps necessary to carry out the purpose and intent of this resolution.

SECTION 4. All actions of the officers and agents of the Town that conform to the purpose and intent of this resolution, whether heretofore or hereafter taken, are hereby ratified, confirmed, and approved.

(SIGNATURES FOLLOW)

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 28th day of January 2025.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify that the above foregoing Resolution No. 2024-1267 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on January 28, 2025, and that quorum was present thereat and that the vote thereon was ____ ayes, ____ nays, and ____ abstentions. ____ Council members were absent or excused.

Erin N. Deskins, Town Clerk



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6b
MEETING DATE: 1/28/2025
CONTACT PERSON: Frank Marbury, Public Works Director/Town Engineer
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to approve Resolution No. 2024-1274 to authorize the application for a loan from the Water Infrastructure Finance Authority of Arizona for the improvements of the Water Reclamation Facility.

SUMMARY:

The Chino Valley Water Reclamation Facility (CVWRF), designed for 0.5 MGD municipal wastewater treatment, faces operational challenges requiring upgrades. In the spring of 2024, the Town contracted with PACE to engineer the CVWRF Improvements Project. Current design improvements address biological and hydraulic loading issues, including the addition of equalization (EQ) basins, sludge handling systems, odor control, and a PFAS pilot study. To align with the Town's budgetary constraints and the corresponding WIFA loans needed, PACE engineered the project into two stand-alone phases, each with a \$5 million budget cap, to ensure funding compliance and efficient implementation.

Phase 1 (\$4.2M) focuses on EQ basins, sludge pumps and tanks, and site electrical improvements.

- EQ Basins and Lift Station: Mitigates flow and loading issues, stabilizes influent flow, and reduces strain on membrane bioreactor (MBR) systems.
- Sludge Storage Tanks and Pumps: Provides operational flexibility to prevent system overloading during peak sludge production periods.

Phase 2 (\$3.8M) includes maintenance infrastructure, redundant dewatering systems, UV disinfection upgrades, and a PFAS study.

- Maintenance Bed & Vector Truck: Enhances handling of collected materials and operational safety.
- Dewatering & Disinfection Systems: Adds redundancy and replaces aging UV units for enhanced treatment efficiency.
- PFAS Pilot Study: Evaluates feasibility of PFAS remediation in treated effluent.

The detailed estimate for each phase is attached.

Key activities for both phases include grant applications, design finalization, and hiring a Construction Manager at Risk (CMAR). Phase 1 is projected for completion by February 2026, with Phase 2 following by April 2026, pending funding. The phased approach allows the Town to advance improvements while securing grant funding and adhering to budgetary constraints. Effective coordination and funding will be

critical to project success and this debt authorization will allow the Town to submit a loan application to WIFA for both phases of the project with a not to exceed amount of \$10,000,000. This includes construction of both phases, the cost for a construction manager, and the PACE engineering contract.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Approve Resolution No. 2024-1274 to authorize the application for a loan from the Water Infrastructure Finance Authority of Arizona for the improvements of the Water Reclamation Facility.

FISCAL IMPACT?

This item was budgeted as a potential loan for \$6,100,000. Upon discussion with WIFA representatives regarding program funding maximums, it was determined that the improvements would be implemented through a two part phase approach. Phase one will be for up to \$5,000,000 and Phase two will be up to \$5,000,000. It is anticipated that the Town will be able to receive potential principal forgiveness in the amount of 40% of the total loan amounts, however, the debt authorization is for the full potential loan amount of \$10,000,000 as is required by WIFA. Council will have the opportunity to approve or deny the final loan documents at a future date prior to loan issuance.

ATTACHMENTS:

1.	Resolution 2024-1274
2.	Estimate - WRF

RESOLUTION NO. 2024-1274

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, AUTHORIZING THE APPLICATION FOR A WATER SUPPLY DEVELOPMENT REVOLVING FUND LOAN FROM THE WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA.

WHEREAS, the Mayor and Common Council of the Town of Chino Valley (the "Town Council") has identified a need for a drinking water capital improvement project; and

WHEREAS, pursuant to Ariz. Rev. Stat. § 9-571, the Town may obligate the revenues generated by its wastewater system to repay a loan from the Water Infrastructure Finance Authority of Arizona; and

WHEREAS, the Town Council certifies that the Town of Chino Valley's population is under 150,000 as of the most recent U.S. Census data; and

WHEREAS, the Town of Chino Valley's population at the time of this request is 13,815, which meets the requirement under Ariz. Rev. Stat. § 9-571.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

SECTION 1. The recitals above are incorporated as if fully set forth herein.

SECTION 2. The Town Manager is authorized to apply for Water Supply Development Revolving Fund financial assistance from the Water Infrastructure Finance Authority of Arizona in an amount not to exceed \$10,000,000, payable from revenues of the wastewater system.

SECTION 3. The Mayor, Town Manager, and Town Attorney are authorized and directed to execute all documents and take all steps necessary to carry out the purpose and intent of this resolution.

SECTION 4. All actions of the officers and agents of the Town that conform to the purpose and intent of this resolution, whether heretofore or hereafter taken, are hereby ratified, confirmed, and approved.

(SIGNATURES FOLLOW)

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 28th day of January 2025.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify that the above foregoing Resolution No. 2024-1274 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on January 28, 2025, and that quorum was present thereat and that the vote thereon was ___ ayes, ___ nays, and ___ abstentions. ___ Council members were absent or excused.

Erin N. Deskins, Town Clerk

Table 1 – Chino Valley Phase 1 WRF 30% Construction Cost Estimate

Chino Valley Phase I WRF 30% Construction Cost Estimate	
Description	Total Cost
Site Improvements	\$ 61,600.00
Odor Control Improvements	\$ 215,120.00
Equalization Basin Pump Station	\$ 810,800.00
Equalization Basins	\$ 687,400.00
Dewatering Improvements	\$ 281,000.00
Site Electrical Improvements	\$ 669,000.00
Construction Subtotal:	\$ 2,724,920.00
Contractor GC/OVHD/Profit/Contingency	\$ 1,498,706.00
Total Construction Cost:	\$ 4,223,626.00

Table 2 - Chino Valley Phase 2 WRF 30% Construction Cost Estimate

Chino Valley WRF Phase II 30% Construction Cost Estimate	
Description	Total Cost
Site Improvements	By Owner
Headworks Odor Control Improvements	\$ 215,120.00
Effluent Pump Station Improvements	\$ 105,000.00
Dewatering Improvements	\$ 783,397.00
New Vector Truck Receiving Station	\$ 127,700.00
New Vector Truck	\$ 650,000.00
Site Electrical Improvements	\$ 567,000.00
Construction Subtotal:	\$ 2,448,217.00
Contractor GC/OVHD/Profit/Contingency	\$ 1,346,519.35
Total Construction Cost:	\$ 3,794,736.35



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6c
MEETING DATE: 1/28/2025
CONTACT PERSON: Frank Marbury, Public Works Director/Town Engineer
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to approve the Memorandum of Understanding for the Peavine Trail Connection with the City of Prescott.

SUMMARY:

The Peavine Trail is a rails to trails project that converted the 1893 Peavine Railway, built by Santa Fe Railway, into a recreational trail. The Peavine Railway was originally a rail line from Ash Fork to Phoenix. The winding and wandering alignment of the railway gave it the name, "The Peavine". In the 1960s, the AT&SF Railway built a new line which bypassed the steeper grades and sharper curves of the original Peavine in the Chino Valley and Prescott area. The line was officially discontinued in 1984 and subsequently converted to a recreational trail.

The current trail system includes a six-mile stretch in the City of Prescott and a 5.3-mile stretch in the Town of Chino Valley. The goal is to connect the City and Town south of Chino Valley and also to construct the Trail northward to the new State Park.

In the spirit of regional cooperation, the City of Prescott desires to assist the Town of Chino Valley in the construction and maintenance of the Peavine Trail. This assistance would greatly aid in the completion of the Peavine Trail from the Iron King Trail in Prescott to the State Park at Sullivan Lake.

Staff recommends approving this Memorandum of Understanding and providing direction and resources as available to complete the construction and continued maintenance of this important National recreation trail.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Approve the Memorandum of Understanding for the Peavine Trail Connection with the City of Prescott.

FISCAL IMPACT?

N/A

ATTACHMENTS:

1.	MOU Chino Valley Peavine Trail
----	--------------------------------

2.	Attachment 1 - Peavine Trail Overall Trail Alignment Map
3.	Attachment 2 - Peavine Trail Legals - Sections 6 and 36

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF PRESCOTT
AND
THE TOWN OF CHINO VALLEY**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into on this _____ day of _____ 2025 (the “Effective Date”), by and between the City of Prescott (“City”), a municipal corporation of the State of Arizona, and the Town of Chino Valley (“Town”), a municipal corporation of the State of Arizona (collectively referred to as the “Parties”).

RECITALS:

WHEREAS, the Parties recognize the value of developing and maintaining recreational trails, such as the Peavine National Recreation Trail (“Peavine Trail”), for the enjoyment, health, and well-being of their residents and visitors; and

WHEREAS, the Parties seek to collaborate to enhance public recreation while respecting each other’s property rights and responsibilities; and

WHEREAS, the City wants to create new trail segments to extend the Peavine Trail as set forth in the Overall Trail Alignment Map attached hereto as Attachment 1 and incorporated herein by reference (the “Extension”), which will enhance connectivity and provide outdoor recreational opportunities for the community; and

WHEREAS, certain portions of the Extension will be on the Town property described and depicted in Attachment 2, which is attached hereto and incorporated herein by reference (the “Town Property”); and

WHEREAS, the City wants access to the Town Property to complete the portions of the Extension thereon, and the Town wants to allow such access for the development, use, and maintenance of the Extension by the City in alignment with community goals and public use; and

WHEREAS, the Parties want to formalize their understanding and agreement through this MOU.

AGREEMENT:

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, and of the mutual promises contained herein, it is hereby understood and agreed by the between the Parties as follows:

1. Purpose. The purpose of this MOU is to establish an agreement between the Parties to secure permissions from the Town that facilitate the City constructing, maintaining, and operating the Extension on certain property owned by the Arizona State Land Department (ASLD). The City is seeking to meet ASLD’s requirements for leasing property for the purpose of designing, constructing, maintaining, and operating a portion of the Extension that will be part of the Peavine Trail. **Roles and Responsibilities.** The Town shall:

i. Allow the City to access the Town Property for the construction, maintenance, and operation of the Extension.

ii. Make reasonable modifications and improvements to the Town Property as necessary for the Extension's safety and usability.

B. The City shall:

i. Design, construct, maintain, and operate the Extension within the Town Property as set forth in Attachments 1 and 2.

ii. Ensure the Extension is kept in good condition, safe for public use, and promptly address any maintenance or repair needs.

iii. Bear all costs associated with the design, construction, maintenance, and operation of the Extension within the Town's boundaries.

3. Term, Termination, and Amendments. This MOU shall remain in effect for 50 years from the Effective Date unless terminated earlier by either Party. Either Party may terminate this MOU for convenience at any time with a 180-day written notice to the other Party. Any term extensions or amendments to this MOU must be in writing and be duly entered between the Parties as governed by A.R.S. § 11-952.

4. Notice. All notices required or permitted to be given under this MOU shall be deemed given when delivered by hand or sent by City/Town email directly to the City Manager of Prescott and the Town Manager of Chino Valley.

5. Reversion of Property. Upon termination of this MOU, the real property identified in Attachments 1 and 2 shall revert to the Town, and any easements, to the extent they directly relate to the purpose and intent of this MOU, shall expire automatically.

6. Entire Agreement. This MOU contains all of the terms and conditions agreed upon by the Parties, and no other agreements, oral or otherwise, regarding the subject matter of this MOU shall be deemed to exist or to bind either of the Parties.

7. Conflict of Interest. This MOU is subject to the provisions of A.R.S. § 38-511.

8. Authority to Execute. Each person executing this MOU represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this MOU on behalf of the respective Party.

[SIGNATURES FOLLOW]

IN WITNESS WHEREOF, the Parties have executed this MOU as of the day and year first written above by their duly authorized representatives.

CITY OF PRESCOTT

Joe Baynes, Recreation Services Director

ATTEST

City Clerk

Name

APPROVED AS TO FORM

City Attorney

Name

TOWN OF CHINO VALLEY

Tom Armstrong, Mayor

ATTEST

Erin Deskin, Town Clerk

APPROVED AS TO FORM

Gust Rosenfeld, PLC, Town Attorney
By: Andrew McGuire

**ATTACHMENT 1
TO
THE MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF CHINO VALLEY
AND
THE CITY OF PRESCOTT**

[Overall Trail Alignment Map]

See the following page(s).

**ATTACHMENT 2
TO
THE MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF CHINO VALLEY
AND
THE CITY OF PRESCOTT**

[Legal Descriptions of Easements with Maps]

See the following page(s).

EXHIBIT A

ALL THAT PORTION OF GOVERNMENT LOT 1, SECTION 6, TOWNSHIP 15 NORTH, RANGE 1 WEST, GILA AND SALT RIVER MERIDIAN, YAVAPAI COUNTY, ARIZONA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 36, A ½-INCH REBAR WITH NO ID FROM WHICH A 3-INCH GLO BRASS CAP AT THE NORTHWEST CORNER BEARS NORTH 89°14'04" WEST 5,147.15 FEET, BEING THE BASIS OF BEARING FOR THIS DESCRIPTION:

THENCE NORTH 89°14'04" WEST 121.84 FEET TO THE TRUE POINT OF BEGINNING, BEING THE SAME POINT AS THE CENTERLINE OF AN UNRECORDED TRAIL EASEMENT LOCATED IN SECTION 31, TOWNSHIP 16 NORTH, RANGE 1 WEST, PREPARED BY GRANTIE BASIN ENGINEERING, DATED JUNE 7, 2022:

THENCE SOUTH 19°09'41" EAST 245.46 FEET:

THENCE SOUTH 00°32'00" EAST 1,064.59 FEET:

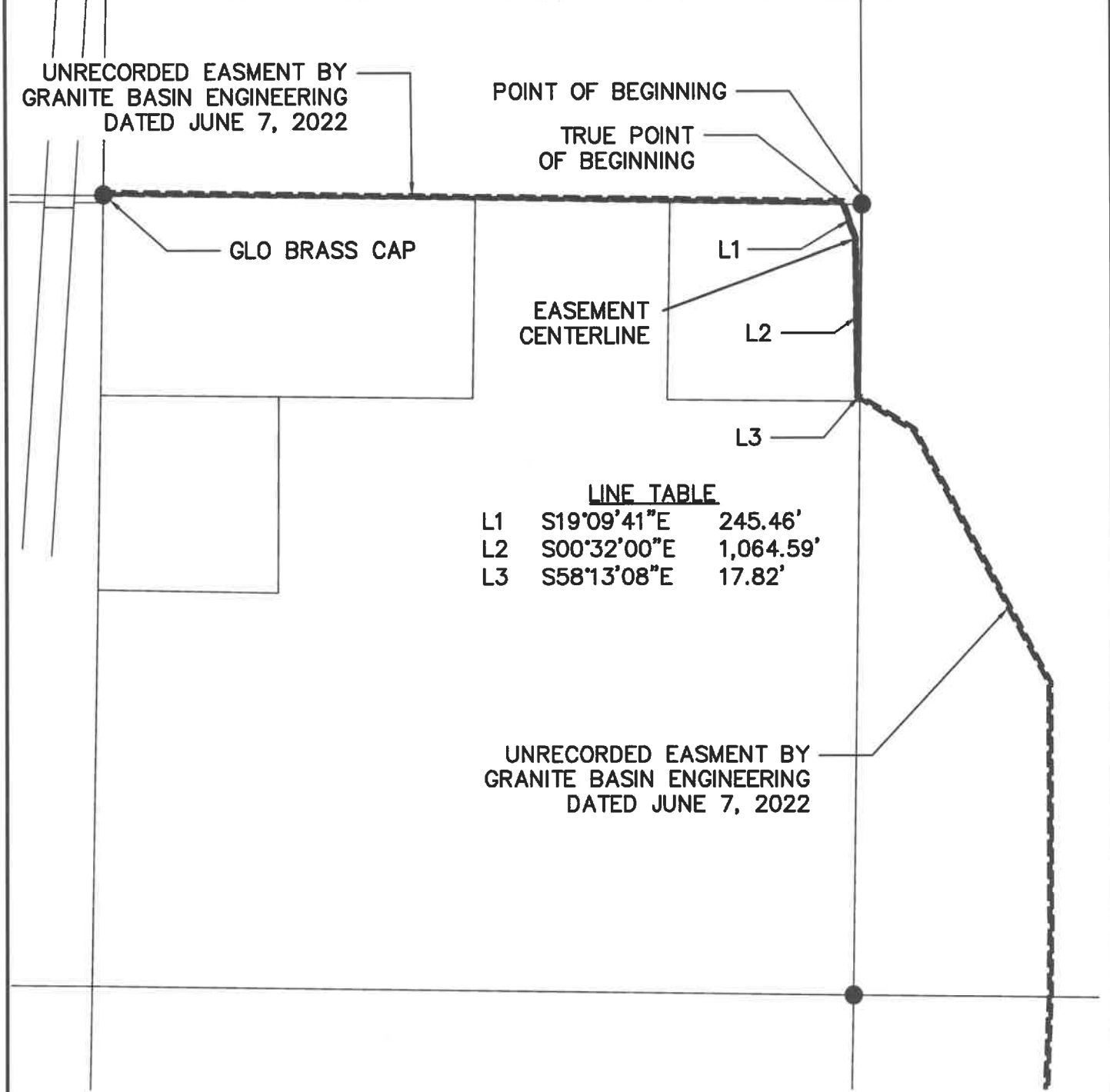
THENCE SOUTH 58°13'08" EAST 17.82 FEET TO A POINT ON THE EAST LINE OF SECTION 36, BEING THE SAME POINT AS THE CENTERLINE OF AN UNRECORDED TRAIL EASEMENT PREPARED BY GRANITE BASIN ENGINEERING, DATED JUNE 7, 2022, LOCATED IN SECTION 5, TOWNSHIP 15 NORTH, RANGE 1 WEST.

SIDELINES OF SAID EASEMENT LENGTHENED OR SHORTENED TO TERMINATE AT SECTION LINE.

CONTAINING
39,839 SQUARE FEET
0.914 ACRES



EASEMENT EXHIBIT B
SECTION 6, TOWNSHIP 15 NORTH, RANGE 1 WEST,
GILA AND SALT RIVER MERIDIAN, YAVAPAI COUNTY, ARIZONA.



PROJECT	PEAVINE TRAIL EXHIBIT
PREPARED	3/13/24 - WRW

EXHIBIT A

ALL THAT PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 16 NORTH, RANGE 2 WEST, GILA AND SALT RIVER MERIDIAN, YAVAPAI COUNTY, ARIZONA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SECTION 36, BEING A 3-INCH GLO BRASS CAP AS SHOWN ON THE RECORD OF SURVEY RECORDED AS INSTRUMENT NUMBER 2014-0035206, OFFICIAL RECORDS OF YAVAPAI COUNTY, FROM WHICH THE SOUTHWEST CORNER OF SECTION 36 BEARS NORTH 89°32'25" WEST 5292.14 FEET BEING THE BASIS OF BEARING FOR THIS DESCRIPTION:

THENCE NORTH 89°32'25" WEST, ALONG THE SOUTH LINE OF SECTION 36, 198.54 FEET TO A POINT ON THE EAST BOUNDARY OF THE PEAVINE TRAIL (ABANDONED AT&SF RIGHT OF WAY):

THENCE NORTH 3°41'41" EAST, ALONG THE EASTERLY BOUNDARY OF THE PEAVINE TRAIL, 30.05 FEET:

THENCE SOUTH 89°32'25" EAST A DISTANCE OF 196.20 FEET TO A POINT ON THE EASTERLY LINE OF SECTION 36:

THENCE SOUTH 0°45'25" EAST, ALONG THE EASTERLY LINE OF SECTION 36, 30.01 FEET TO THE POINT OF BEGINNING.

CONTAINING
7,877 SQUARE FEET
0.181 ACRES



EASEMENT EXHIBIT B
SECTION 36, TOWNSHIP 16 NORTH, RANGE 2 WEST,
GILA AND SALT RIVER MERIDIAN, YAVAPAI COUNTY, ARIZONA.

SECTION 36
TOWNSHIP 16 NORTH
RANGE 2 WEST

SECTION 31
TOWNSHIP 16 NORTH
RANGE 1 WEST

ABANDONED AT&SF
RIGHT OF WAY
PEAVINE TRAIL

N3°41'41"E 30.05'

S89°32'25"E 196.20'

S0°45'25"E 30.01'

N89°32'25"W 198.54'

EASEMENT AREA

GLO BRASS CAP
POINT OF BEGINNING

SECTION 1
TOWNSHIP 15 NORTH
RANGE 2 WEST

SECTION 6
TOWNSHIP 15 NORTH
RANGE 1 WEST

PROJECT	PEAVINE TRAIL EXHIBIT
PREPARED	3/13/24 - WRW