MINUTES OF THE REGULAR MEETING OF THE CAPITAL IMPROVEMENT PROGRAM CITIZEN'S ADVISORY COMMITTEE OF THE TOWN OF CHINO VALLEY
THURSDAY, JANUARY 16, 2025
2:00 PM
COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY, ARIZONA 86323

1. CALL TO ORDER

Chair Warren called the meeting to order at 2:00 p.m.

2. ROLL CALL

Present:	Chair Gary Warren, Vice-Chair Michael Ditta, Committee Member Sherry Klein, Committee Member Paul Taylor, Committee Member Rob Zazueta
Absent:	
Staff Present:	Finance Director Katie Pehl, Accountant Megan Arietta, Public Works Director/Town Engineer Frank Marbury, Public Works Manager Paul Smith, Deputy Town Clerk Sara Burchill

3. APPROVAL OF MINUTES

a. Discussion and possible action to approve the November 21, 2024, special meeting minutes.

MOVED by Committee Member Rob Zazueta, seconded by Vice-Chair Michael Ditta to approve the November 21, 2024, special meeting minutes.

AYE: Chair Gary Warren, Vice-Chair Michael Ditta, Committee Member Sherry Klein, Committee Member Paul Taylor, Committee Member Rob Zazueta

NAY: None

5 - 0 Passed – Unanimously

4. OLD BUSINESS

a. Update and possible discussion on the status of capital projects for FY 2024-25.

Frank Marbury, Public Works Director, presented the following:

- Gave a brief overview on the status of:
  - Water Reclamation Facility (WRF) Improvement Project Design – bid proposals for Construction Manager at Risk were due by the end of the month.
    - Staff would be going to WIFA to get loans for the WRF Improvements.

- Water Production Facility (WPF) Design – old agricultural wells were included with the Old Home Manor (OHM) land purchase. Council was looking at constructing a WPF at those well sites as that had been recommended by one of the Town's consultants.
- Integrated Water Master Plan (IWMP) – this project was ongoing looking at water, sewer, and stormwater components so that staff knew what size of pipes a new development should have. It was an 18-month study and should be finished in June.
- Streets Division Modular Building – the department had been moved into the new building for three weeks now.
- Senior Center Kitchen Remodel – this was a partial grant project. Everything was up to health department code. This was a good project for the community.
- Public Works Remodel – this project was now complete and the department would be moving in next week.
- New Human Resources Building remodel – this project was now complete and the department would be moving in next week.
- Fleet Office remodel – this included a wall to separate the office from the shop area
- Current projects to wrap up this year included Outer Loop Road improvements, North Reed Road improvements.

Katie Pehl, Finance Director, presented the following:

- Gave a brief overview of the recent Del Rio Springs purchase authorization by Council and future plans and processes.
    - The buildings needed emergency stabilization except one that could not be stabilized and would be fenced in for safety.

Committee and staff discussed the following:

- Vice-Chair Ditta inquired why staff was using a Construction Manager at Risk process rather than a traditional bid for the WRF Design.
    - Staff stated that due to the very technical nature of the project, they didn't want to risk having a contractor that was not familiar with this type of construction. They had also found, through experience, that they could get a better bid and minimize any change orders. This process would enable them to hire a qualified firm, negotiate the cost, and if no agreement could be reached, then staff would move to the next qualified firm and begin negotiations again.
        - Vice-Chair Ditta and staff further discussed how the process worked, including qualification scoring and negotiations.
        - Staff further discussed cost and what funding options staff was looking at to fund the WRF and WPF.
- Vice-Chair Ditta inquired if the improvements to the WRF would extend the plant's capacity another 10 years.
    - Staff stated it would depend on the flow of the facility. The current project was to install equalization tanks so that the biological demands could meet the current capacity of the plant. All improvements planned now would still be operational at 1,000,000 gallons per day so that no efforts or money spent on this project would be wasted.
    - Staff discussed issues with obsolete parts and the project rectifying some of those issues.

    - Staff stated the upgrades should help the Town for about 30 years until the plant reached 1,000,000 gallons per day. Staff was planning the EQ basins to be larger than the Town currently needed.
    - Staff discussed the sewer fund struggles that had been experienced in the last few years and the rate increases that had been implemented to help with those issues. All enterprise funds were kept separate and accounted for to ensure the utility rates go to fund those enterprises. However, the General Fund could supplement them.
- Chair Warren inquired about the WRF peak flows.
    - Staff presented a chart reviewing the peak flows of the WRF. Staff also presented an aerial view concept of the equalization basins to be constructed at the WRF.
- Committee Member Zazueta inquired about requirements to hook up to Town water and sewer.
    - Staff stated the current code required any subdivisions and new residences with a line in front of it to hook up to water and sewer as well as new commercial and existing commercial if there was a line at the property line.
- Vice-Chair Ditta inquired when staff would have the bid for the Construction Manager at Risk.
    - Staff stated they were hoping to take it to Council in May. Staff gave a list of firms that had expressed interested in the project.
- Vice-Chair Ditta inquired about increasing the Town's tax on water.
    - Staff stated that it was a transaction privilege tax on water in general and any increase would have to go to the voters. Staff could look at changing the rates for hauled water which was done last January.
- Committee Member Zazueta inquired how large the tank was in Bright Star.
    - Staff stated it was 1,000,000 gallons and there was a 300,000 gallon tank in Country West Mobile Home Park.
- Committee Member Zazueta inquired about the flat rate on sewer and why it was not based on usage.
    - Staff stated that not all customers had water service, which would make it difficult to know how much water the sewer-only customers were actually using.
- Vice-Chair Ditta inquired if ADA requirements had to be met for the Fleet Office Remodel.
    - Staff stated they did, depending on the area.
- Vice-Chair Ditta inquired why the Town was concerned with Reed Road when it mostly serviced county travelers. He watched for a short time and only 37 out of 73 travelers went into Town.
    - Staff stated the problem with Reed Road was that people were driving in the wrong lane to avoid potholes, and it was a major priority of the Council to fix. It was also a regionally significant road.

5. NEW BUSINESS

a. Consideration and possible discussion regarding potential capital project priorities.

Katie Pehl, Finance Director, presented the following:

- Staff had put out a budget survey to the community utilizing online or paper surveys. There were nearly 130 respondents so far. They were also getting open-ended comments from the respondents.

- The new legislative session just started and there was talk about cutting the food tax, which would cut approximately $2 million from the Town's revenue. The bill went far last year in the legislature, but ultimately it wasn't signed by the governor. Staff would keep the committee posted.

Frank Marbury, Public Works Director, presented the following:

- Reviewed a crack seal project proposal. This would be maintenance efforts to keep the good roads good including Perkinsville Road, a portion of North Road 1 West and several residential roads in Town. This project needed to be done during colder temperatures and could be done with this year's funds.
- Staff stated they were spending about $1 million per year on roads but needed about $3 million per year to break even, so staff was proposing to do some chip seal projects to hopefully get an extra five to seven years on the roads. Staff stated they could do about five miles for $1 million versus less than a mile with paving.
    - Staff was looking to the committee for where they thought the priorities ought to lie.

Committee and staff discussed the following:

- Committee Member Zazueta inquired if the Town had any say as to when projects happened.
    - Staff stated that they did and wanted to get the crack filling done as quickly as possible during the colder months when the cracks were at their widest. Seal coating and paving was more advantageous during the summer months.
    - Discussion ensued regarding working around school schedules.
- Vice-Chair Ditta stated that the south side near Homestead Mesa Drive didn't really have cracks, but the north side had large cracks. He suggested skipping the south side.
    - Staff stated that the contractor would be riding the roads with the project manager next week to look at the roads and determine what would be appropriate.
- Discussed the different prices and amount of miles for the proposed pulverize and chip projects finding where the Town would get the most value for the most residents.
- Staff pointed out that the mileage was wrong on the spreadsheet for 1 North 89-Reed. It should be 1.5 miles.
- Committee members and staff reviewed the various proposed streets for the pulverize and chip seal projects and expressed what areas they felt needed first priority. Priorities included:
    - Road 1 West from Center to Road 1 North
    - Road 1 North from the Highway to Reed Road
    - Road 4 North from the Highway to Arizona
    - Perkinsville Road from Jerome Junction to the end of the pavement
    - Road 1 East from Center to Juniper
    - Center from Road 1 East to Hohokam
    - Maricopa Street
    - Firesky between Road 1 North and Road 2 North
    - Yo He Wah Drive
    - Pawnee Trail
    - Juniper from Road 1 East to Road 2 North
    - Cactus Wren at least from Center to Road 1 North
    - Road 2 South from Road 1 East to the end of the street

        - Staff hoped to bring this item to Council in February, but would bring it back to the Committee for formal recommendation first.
- Discussion ensued regarding the power poles in the middle of East Center Street, the history of why they were there, and how they could be moved.
- Staff discussed that Council had put off repairs to Perkinsville Road because of the lack of Town residents on the road. The big users of the road were the concrete and gravel pit plant, auction house, and County residents.
- Vice-Chair Ditta inquired if the Town had truck routes.
    - Staff stated there were no designated truck routes but Perkinsville would be one if the Town did. The state has made it difficult to assign roads to trucks.
- Committee Member Taylor inquired which areas received the most complaints.
    - Staff stated the map was based off the most complaints received.

6. ADJOURNMENT

MOVED by Vice-Chair Michael Ditta, seconded by Committee Member Paul Taylor to ajourn the meeting at 3:29 p.m.

AYE: Chair Gary Warren, Vice-Chair Michael Ditta, Committee Member Sherry Klein, Committee Member Paul Taylor, Committee Member Rob Zazueta

NAY: None

5 - 0 Passed – Unanimously

Submitted: February 11, 2024
By: *Sara Burchill, Deputy Town Clerk*
Approved: March 20, 2025