

**MINUTES OF THE REGULAR MEETING OF THE
CAPITAL IMPROVEMENT PROGRAM CITIZEN'S ADVISORY
COMMITTEE OF THE TOWN OF CHINO VALLEY
THURSDAY, MARCH 20, 2025
2:00 PM
COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY,
ARIZONA 86323**

1. CALL TO ORDER, ROLL CALL

Chair Warren called the meeting to order at 2:01 p.m.

Present: Chair Gary Warren, Vice-Chair Michael Ditta, Committee Member Sherry Klein,
Committee Member Rob Zazueta (arrived at 2:04 p.m.)

Absent: Committee Member Paul Taylor

Staff Present: Town Manager Terri Denemy, Public Works Director/Town Engineer Frank
Marbury - remote, Finance Director Katie Pehl - remote, Accountant Megan
Arietta, Town Clerk Erin N. Deskins

2. APPROVAL OF MINUTES

a. Consideration and possible action to approve the January 16, 2025, regular meeting minutes.

MOVED by Vice-Chair Michael Ditta, seconded by Committee Member Sherry Klein to approve
the January 16, 2025, regular meeting minutes.

AYE: Chair Gary Warren, Vice-Chair Michael Ditta, Committee Member Sherry Klein,

NAY: None

4 - 0 Passed – Unanimously

3. NEW BUSINESS

a. Presentation and possible discussion on requested capital projects for FY 2025-26.

Katie Pehl, Finance Director, presented the following:

- Gave a brief overview of each CIP fund (General, Streets, Water, and Wastewater) and where that funding came from.
- Reviewed the Streets Fund for the next several fiscal years (FY).
 - FY 25-26 would start with a balance of \$2.1 million and receive a transfer from the General Fund of \$1 million. Staff would be allocating \$2.5 million towards streets to keep a little extra in the fund just in case.
 - For the following years, staff anticipated transferring \$1.5 to \$2 million per year from the General Fund to the Streets Fund.

- Gave a list of the streets that would be receiving work over the next two fiscal years. From the list of proposed road projects, the first two sections of roads would be completed during FY25-26, totaling \$2,080,000. Depending on the cost, they may be able to do some roads from the bottom section as well.
- Staff mentioned that some roads had seen significant deterioration over this winter and Council may want to move them up on the list.
- Reviewed the requests for the General Fund, including pool deck resurfacing, northern Peavine Trail alignment, shooting range bathrooms, parks maintenance building design, and ball field lighting. These were lower on the Council's priority list out of about 40 different items. Gave a brief overview and description of each project.
 - There were too many projects requested for the funding available for staff to transfer money to the Streets Fund for the projects discussed as well as a transfer to water and wastewater and paying the debt service.
- Discussed the Water Fund and the application that was with WIFA for a grant/loan for a new well and tank design and a possible transfer from the General Fund for fill station improvements.
- Discussed the water reclamation facility improvements and plant expansion engineering for a total of \$10 million and the potential WIFA grant/loan.

Committee members and staff discussed the following:

- Committee Member Zazueta inquired if staff was looking at adding \$200,000 to the fund each year. He pointed to the Total Available Fund stating the same amount for FY27-28 and 28-29.
 - Staff stated those were projected amounts, and they use those numbers as a placeholder for where they think they'll be, and then they readjust as the years approach.
- Vice-Chair Ditta inquired if the work on Reed Road would be for both lanes.
 - Committee members stated it was the whole road.
- Committee members discussed various roads and their position on the list of roads to be repaired.
 - Staff stated that they wanted to see how the construction projects would affect the area as far as Reed Road and Road 2 North.

b. Consideration and possible action regarding potential streets capital project priorities.

MOVED by Chair Gary Warren, seconded by Vice-Chair Michael Ditta to accept the proposed list of Streets Projects.

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

NAY: None

4 - 0 Passed – Unanimously

- c. Consideration and possible action regarding potential general capital project priorities.

Committee members and staff discussed the following:

- Vice-Chair Ditta inquired who requested the ballfield lighting.
 - Staff stated that the Parks Manager and Public Works Director requested the item. It was mainly to get it on the list. The other three fields were lit, and Field 4 was directly adjacent to the playground and was one of the Parks & Recreation Advisory Board's priorities. It would require installing conduits in the ground.
 - Vice-Chair Ditta inquired if AYSO or one of the other groups requested the field be lit.
 - Staff stated they would have to get back to the committee on that.
 - Committee Member Zazueta stated that he was a soccer and softball coach and not having the field lit up extended the season because they couldn't have any games there when the sun was going to set, as it was against AYSO and Little League rules.
 - Staff stated that increased capacity of the ballfields would also bring more money to the Town.
- Vice-Chair Ditta clarified that the shooting range bathroom was for the Police Department and not Compass Training.
 - Staff stated that was correct. It would be for the dedicated shooting range for the Police Department.
 - Committee Member Klein stated that it seemed like a lot of money for a bathroom.
 - Staff stated that they were also surprised by the number and, after vetting it out, they found that was the cost of those units according to the State contract.
 - Staff stated that the bathrooms at Memory Park were \$250,000.
 - Committee Member Klein inquired about a modular home with bathrooms.
 - Staff stated a modular home would be more expensive than a site built.
 - Vice-Chair Ditta inquired if it included plumbing.
 - Staff stated it included a septic system.
 - Committee Member Klein inquired about more port-a-potties.
 - Staff alluded to the unpleasant experience of port-a-potties when being utilized on a hot day by an entire department.
 - Committee Member Klein inquired if the Town charged other departments to use the facility.
 - Staff stated they did not because Chino Valley used the facilities of the other departments for vehicle training, NARTA, etc.
 - Staff stated that they have discussed looking for a grant or public safety support to help fund the project.
- Staff discussed safety issues with the pool deck as outlined in the CIP Request Form attached to these minutes.
 - Vice-Chair Ditta inquired if it would be laying over the top or a complete replacement.
 - Staff stated it was a cool deck to go over the top of the concrete. The concrete was 20 years old and starting to crack. The new standard was a cool surface treatment.

- Committee Member Zazueta inquired if they could expect another 20 years of use.
 - Staff stated they would have to check the life span of the cool deck treatment, but estimated it would be more of a 10-year life span as it only protects the concrete underneath. After a quick search, staff stated the life span was somewhere between 10 and 20 years.
- Committee members discussed this item as a priority due to the potential to create a safety hazard.
- Committee members discussed the Police Department bathrooms as a second priority.
- Staff stated that State Parks did not have any money for the trail in the State Park, and they did not want to encourage people to use a trail that might lead to trespassing into the State Park until they could get their section developed. It might be best for that item to wait a year.

MOVED by Vice-Chair Michael Ditta, seconded by Committee Member Sherry Klein to set the pool deck and police department shooting range bathrooms as the priorities for the general 5-year budget.

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

NAY: None

4 - 0 Passed - Unanimously

- Vice-Chair Ditta asked for more information on the parks' maintenance building design.
 - Chair Warren stated that he assumed the other items would be pushed and reconsidered in next year's budget.
 - Staff stated that they wanted to put this next to the playground in the fenced-in area because Parks did not have any sort of shop or office area. It would function to work on and store the field and parks maintenance equipment.
- Staff discussed not specifying which years the remaining projects would be scheduled for.

MOVED by Vice-Chair Michael Ditta, seconded by Committee Member Rob Zazueta to move the northern peavine trail alignment, parks maintenance building, and field lighting to be reviewed next fiscal year.

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

NAY: None

4 - 0 Passed - Unanimously

- Committee Member Zazueta inquired if Parks was pursuing any grants.
 - Staff stated they were, but there are a lot of questions now around federally funded grants.
- Committee Member Zazueta inquired when staff would know about the WIFA loans.
 - Staff stated the \$2 million one was already in the works and had gone through the first stage at WIFA. The wastewater application was still being worked on to figure

out how staff would phase the project to best utilize the funding available. The grant to loan ratio was 40% grant, 60% loan (with a less than 2% interest rate).

- Vice-Chair Ditta inquired if developers could charge Mello-Roos for sewer and water development.
 - Staff stated that large master-planned communities would have that type of assessment for infrastructure, but they were typically very large and pushed by the developer.
 - Discussed Perkinsville 44 and the infrastructure going in there.
- Staff thanked the Committee for their time and emphasized the importance of community input.

4. ADJOURNMENT

MOVED by Vice-Chair Michael Ditta, seconded by Committee Member Sherry Klein to adjourn the meeting at 2:58 p.m.

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

NAY: None

4 - 0 Passed - Unanimously

Submitted: April 7, 2025

By: *Sara Burchill, Deputy Town Clerk*

Approved: November 20, 2025