

**MINUTES OF THE  
ADMINISTRATIVE COUNCIL  
COCHISE COLLEGE BENSON CENTER  
1025 STATE ROUTE 90  
BENSON, ARIZONA  
NOVEMBER 3, 2016**

**OFFICERS PRESENT:** Soltis, Tedmond – City of Willcox (*Chair*)

**MEMBERS PRESENT:** Gale, Kay – Greenlee County  
Cooper, Terry – Graham County (*proxy*)  
Arenas, Brenda – City of Douglas  
Basteen, John – Town of Duncan  
Driskell, Donna – City of Tombstone  
Rivera, Carlos – City of Nogales  
McGaughey, Ian – Town of Clifton  
Mitchell, Tammy – Town of Huachuca City (*Vice Chair*)  
McLachlan, Matt – City of Sierra Vista  
Hamilton, Brad – City of Benson  
Teel, Dave – Town of Patagonia  
Vlahovich, Jim – Cochise County (*phone*)

**STAFF PRESENT:** Catten, Larry - Economic Development Planner  
Heiss, Randy - Executive Director  
Merideth, John - Office Assistant  
Osborn, Cindy - Accounts Manager  
Vertrees, Chris - Transportation Planner  
Williams, Bonnie - CDBG Program Manager

**GUESTS:** Adam, Kevin – RTAC  
Burnett, Peter – MAG (*phone*)  
Dennis, Jami – MAG (*phone*)  
Gent, Bob – Sierra Vista Tourism Commission

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE  
/ INTRODUCTIONS**

Chairman Soltis welcomed everyone and introductions were made.

**II. MEMBER ENTITIES' DISCUSSION**

Ms. Driscoll commented on the recent highway work that was done. Mr. McLachlan discussed Sierra Vista CDBG projects. Ms. Gale discussed the recently completed hotel feasibility study in Greenlee County. Mr. McGaughey discussed needed repairs at Clifton's wastewater treatment plant. Mr. Basteen discussed Duncan's CDBG projects and ADOT street improvements. Chair Soltis discussed Willcox' wastewater treatment plant bid process. Ms. Arenas commented that Douglas was in the process of hiring a new city manager.

### **III. CALL TO THE PUBLIC**

No one from the public was present.

### **IV. PRESENTATION - Statewide Employer Database and Interactive Tool**

Mr. Peter Burnett and Ms. Jami Dennis provided an overview of the MAG interactive viewers and discussed the potential of expanding the employer database to include the entire state. Expanding the database to cover the whole state will require SEAGO members to assist with cleaning up the data supplied by Dunn & Bradstreet. MAG is working with the other Arizona COGs as well with the goal of having a complete statewide employment database available for public use.

### **V. ACTION ITEMS**

1. Consent Agenda
  - a. Approval of the August 4, 2016 Minutes
  - b. Nominations to the Advisory Council on Aging

Mr. McLachlan made a motion to approve the consent agenda.

**MOTION:** Matt McLachlan  
**SECOND:** Tammy Mitchell  
**ACTION:** **UNANIMOUS**

2. Consideration of Consistency and Public Review Fees relating to SEAGO's Section 208 Water Quality Management Plan

Mr. Heiss discussed the proposed Section 208 Water Quality Management Plan Consistency and Public Review fees and the potential development projects that could deplete the amount of program funding from ADEQ. Mr. Heiss presented a proposed fee schedule for consideration in order to avoid using SEAGO fund balance on future projects. There was a discussion regarding ADEQ permitting fees. Ms. Gale asked what happened to the counties when WACOG decided not to participate and Mr. Heiss responded that each county had to become its own DPA. Ms. Gale mentioned that the earlier the counties are brought into the process the better due to possible political ramifications. Chair Soltis asked how the annual planning funds from ADEQ are used first and Mr. McLachlan asked whether it could be applied

to travel, facility rental, publication, etc. Mr. Heiss responded that there is currently no system in place to ensure the ADEQ funding gets used first and that it could be used toward any billable costs.

**MOTION:** Ian McGaughey  
**SECOND:** Tammy Mitchell  
**ACTION:** 11 AYE; 3 NAY (Greenlee, Clifton, Graham)

3. Consideration of Resolution No. 2016-05

Mr. Larry Catten presented Resolution No. 2016-05 pertaining to the need for adequate staffing at the Nogales, Douglas, and all Arizona ports of entry. Mr. Gale asked if it would be beneficial for each member entity to do a similar resolution. Mr. Heiss responded that it would be helpful.

Mr. Rivera made motion to approve Resolution No. 2016-05.

**MOTION:** Carlos Rivera  
**SECOND:** Kay Gale  
**ACTION:** UNANIMOUS

4. Consideration of Resolution No. 2016-06

Mr. Catten introduced Mr. Bob Gent of the Sierra Vista Tourism Commission who discussed the efforts to improve tourism in Cochise County and the redesignation of the Chiricahua National Monument to a National Park. He reported that on September 27, 2016, Representative McSally submitted H.R. 6190 to designate the Chiricahua National Park.

Mr. McLachlan made a motion to approve Resolution No. 2016-06.

**MOTION:** Matt McLachlan  
**SECOND:** Tammy Mitchell  
**ACTION:** UNANIMOUS

## VI. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss presented the future meetings and responded to questions. It was decided to hold the 2017 Strategic Planning Retreat at the same time as the next Administrative Council meeting which is February 9.

B. Strategic Plan Implementation Progress Report – 2017 Strategic Planning Retreat Date – Priorities

Mr. Heiss provided an update on the implementation of strategic plan goals as well as the upcoming 2017 strategic planning retreat.

C. Santa Cruz County Private Sector Representative

Mr. Heiss reported that the current Santa Cruz County Private Sector Representative, Tony Sedgwick would not be seeking a second term and he was working to find a replacement.

D. Quarterly Finance Report

Ms. Cindy Osborn presented the quarterly finance report and responded to questions. She also reported the new auditing firm, Reiger, Carr and Monroe had completed their field work in October and stated she is expecting a clean audit.

E. SEAGO Economic Development District Report

Mr. Catten presented the Economic Development report and outlined recent activities.

F. Transit Report

Mr. Vertrees provided the Transit Report, stating the SEAGO has partnered with ViCAP to provide transportation services in the Willcox area. He also provided an update on the intercity route feasibility study and responded to questions.

G. Strategic Regional Highway Safety Plan Update

Mr. Vertrees provided an update on the SEAGO/SVMPO Joint Strategic Regional Highway Safety Plan and responded to questions.

H. AAA Updates

Mr. Heiss provided the AAA program updates and discussed the review and development of the new four-year Area Plan which is a requirement of DES. He also reported on a new partnership with Chiricahua Community Health Center to increase the number of qualified SHIP counselors in the area.

## VII. RTAC REPORT

Mr. Kevin Adam provided the Rural Transportation Advocacy Council report and responded to questions.

## VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Mr. Heiss announced the hiring of Ms. Joelle Landers to assist with finance tasks. Mr. John Merideth provided an overview of the new seago.org website and responded to questions.

#### **IX. FUTURE AGENDA ITEMS**

Mr. Heiss reported that he would be presenting the Transportation Issues Position Statement and a HURF resolution at the February meeting.

#### **X. ADJOURNMENT**

Chai Soltis adjourned the meeting at 11:21 a.m.