

**MEETING MINUTES OF THE SEAGO EXECUTIVE BOARD
RESTAURANTE LA BOCANITA
547 WEST MARIPOSA ROAD
NOGALES, AZ 85621
NOVEMBER 20, 2015**

OFFICERS PRESENT: Rivera, Bob – Mayor, Town of Thatcher (*Chair*)
Lindsey, Gerald – Council Member, City of Willcox (*First Vice Chair*)
Gomez, David – Supervisor, Greenlee County (*Treasurer*) (*by phone*)

MEMBERS PRESENT: Barlow, Bill – Councilman, City of Tombstone
Doyle, John – Mayor, City of Nogales
Molera, Rudy – Supervisor, Santa Cruz County
Montoya, Luis – Vice-Mayor, Town of Clifton (*by phone*)
Oertle, Ron – Mayor, City of Bisbee
Ortega, Richard – Councilman, City of Safford
Sedgewick, Tony – Santa Cruz County Private Sector Rep.
Smerekanich, Ilona, Cochise County Private Sector Rep.
Smith, Danny – Supervisor, Graham County (*by phone*)

GUESTS: Adam, Kevin - RTAC
Boyle, Kathy - ADOT
Dille, Shane – Manager, City of Nogales

STAFF PRESENT: Catten, Larry – Economic Development Program Manager
Heiss, Randy – Executive Director
Merideth, John – Office Assistant
Osborn, Cindy – Accounts Manager
Packer, Julie – Housing Program Manager
Vertrees, Chris – Transportation Manager
Villa, Laura – AAA Program Manager
Williams, Bonnie – CDBG Program Manager

CALL TO ORDER/PLEDGE OF ALLEGEIANCE/INTRODUCTIONS

Chair Rivera welcomed everyone to the quarterly meeting of the SEAGO Executive Board and asked Santa Cruz County Supervisor Rudy Molera to lead the group in the pledge of allegiance. Supervisor Molera also welcomed the group to Nogales and Restaurante La Bocanita. Mayor Rivera requested a moment of silence to honor the victims of the recent Paris, France terrorist attack.

I. MEMBER ENTITIES' DISCUSSION

Chair Rivera made a call for items to discuss and no one spoke.

II. CALL TO THE PUBLIC

Chair Rivera made a Call to the Public and Mayor Ron Oertle spoke about recent PSPRS discussions with the Governor and Speaker Gowan, who informed him that the issue would be addressed in the legislature in January 2016.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the August 28, 2015 Minutes
 - b. Proposed Changes to the ACOA Bylaws
 - c. Nominations to the Advisory Council on Aging

MOTION: Vice-Mayor Luis Montoya moved to approve items 1a – 1c of the Consent Agenda.

SECOND: Supervisor Molera

ACTION: **APPROVED UNANIMOUSLY**

2. Discussion and Possible Approval of the Proposed Amendments to Article V of the SEAGO Bylaws

Mr. Randy Heiss discussed the proposed amendment to Article V of the SEAGO Bylaws concerning the terms of office for private sector representatives on the Executive Board. He stated that the current bylaws limit the terms of private sector representatives to one (1) year but that the one year limit had not been enforced. Mr. Heiss further reported that the Administrative Council discussed the proposed revision and was comfortable with having the private sector representatives serve at the will of the Executive Board, but they also felt it appropriate to establish a term of office. After some discussion, they voted unanimously in favor of the private sector representative serving two-year terms with the option of being reappointed to serve a second term, for a total of four years of service on the Executive Board.

MOTION: Councilman Lindsey made a motion to approve the proposed amendments to Article V of the SEAGO Bylaws.

SECOND: Councilman Richard Ortega

ACTION: **APPROVED UNANIMOUSLY**

3. Discussion and Possible Approval to Issue a Request for Proposals for Auditing Services.

Mr. Randy Heiss reported that the FY15 audit marks the final year of an optional five-year contract with Colby and Powell, PLC as SEAGO's independent auditing firm and that it was time to request proposals for the next five years or audit services so there would be a firm in place in time for the FY16 audit.

MOTION: Councilman Bill Barlow made a motion to approve the issuance of a Request for Proposals for Auditing Services.

SECOND: Tony Sedgwick

ACTION: **APPROVED UNANIMOUSLY**

4. Discussion and Possible Approval of Resolution No. 2015-06

Mr. Heiss reported on the increasing dialogue and cooperation between Arizona's COGs and MPOs relative to the most urgent needs on the State Highway System and that due to the impact on the Central Yavapai Metropolitan Planning Organization, the Flagstaff Metropolitan Planning Organization, and the Northern Arizona Council of Governments, our planning partners in northern Arizona are requesting the other COGs and MPOs to support a public-private partnership that will address the short-term needs, and eventually the long term needs on I-17. He further explained that the proposed Resolution expresses SEAGO's support for the public-private partnership to construct the needed improvements to I-17. Councilman Richard Ortega made a motion to approve Resolution No. 2015-06.

MOTION: Councilman Richard Ortega
SECOND: Mayor John Doyle
ACTION: **APPROVED UNANIMOUSLY**

5. Discussion and Possible Action Regarding Housing Program Fund Balance Use.

Mr. Heiss reported on the diminishing demand for housing services, resulting in program revenues not meeting expectations. He also reported on funding cuts to the Housing Program and outlined some options for consideration by the Board. The options are to either adjust the work hours of the Housing Program Manager or to use approximately \$15,000 from fund balance. He reported the Administrative Council recommended utilizing \$15,000 from fund balance to sustain the Housing Program in FY16. Also, any equipment purchases would be deferred which will free up another \$1,000.

Vice Mayor Luis Montoya inquired on how many new housing clients had been helped and Mr. Heiss reported that there were 19 new housing clients for the year. Councilman Lindsey felt that we should take a close look at the issue for the next fiscal year but that there was a responsibility to carry the program through the current fiscal year. Mayor Doyle felt that the proposed option was the best. Mr. Shane Dille, Chair of the Administrative Council, also provided input of the discussion from the Administrative Council meeting.

MOTION: Councilman Sam Lindsey made a motion to allocate an additional \$15,000 from fund balance to sustain the Housing Program in FY16 (Option 1).
SECOND: Councilman Bill Barlow

Mr. Dille and Mr. Heiss also stated since any use of additional fund balance is potentially recurring in nature it would require a two-thirds super majority of the Executive Board to become effective.

ACTION: **APPROVED UNANIMOUSLY**

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss reported on future meeting dates, reporting the Executive Board meeting dates for 2016 are set for February 26, May 20, August 19, and November 18. He also stated there would be a need for a Joint Committees conference call on December 3, 2015, to review/approve two TIP amendments and possibly to discuss the responses to SEAGO's grant writing request for proposals.

B. Strategic Plan Implementation Progress Report

Mr. Heiss provided an update on the implementation of goals from the strategic planning process. He provided an update on the Tactic C, Using Member Entities as a Resource to Increase Public Awareness, stating that there had been 11 responses to date and that Mr. John Merideth would send another request to those who have yet to respond.

C. Graham County Private Sector Representative Vacancy

Mr. Heiss discussed the vacant Graham County Private Sector Representative seat on the Executive Board, and encouraged members to bring forward any nominations. Chair Rivera asked whether the Private Sector Representative received any reimbursement for travel and Mr. Heiss responded they do not at this time but the issue could be discussed at a future meeting.

D. Finance Report

Ms. Cindy Osborn discussed the recent audit field work, stating the prior finding had been resolved and there were no new findings to report.

E. SEAGO Economic Development District Report

Mr. Larry Catten reported on the regional CEDS subcommittee meetings stating there had been excellent participation to date. Mr. Catten provided an outline of the progress to date, and the schedule of future activities.

Mr. Heiss also reported on a recent port authority meeting he attended, reporting that there are Congestion Mitigation Air Quality (CMAQ) funds available to be awarded to either the City of Nogales or Santa Cruz County for infrastructure improvements.

Councilman Ortega commented on the many tourist attractions located in Southeastern Arizona and the need to bring more tourists into Southeast Arizona.

Mayor Oertle discussed the need for local governments to take more control and initiative to improve the economic situation locally. We need to learn how to make products locally and not be reliant on federal funding.

F. FY16 CDBG Application Changes

Ms. Bonnie Williams reported that July 1 is the due date for FY16 CDBG projects. She also reported that the State had determined that SEAGO's Method of Distribution (MOD) no longer needs to be submitted every year. They are now good for three years.

G. Update on Regional Traffic Counting Program

Mr. Vertrees provided a status report on the Traffic Count Program being conducted by Works Consulting, stating that a list of 125 count locations requested by member agencies had been completed.

Mr. Vertrees also reported on the Highway Performance Monitoring System (HPMS) stating that Works is preparing and verifying all four counties' centerline files for consumption by the HPMS in March 2016. He also provided an update on the Traffic Data Management System (TDMS) and technical assistance provided to Greenlee and Santa Cruz Counties.

H. Transit Report

Mr. Vertrees provided the Transit report, stating that SEAGO was awarded \$1,116,750 for our regional transportation providers and mobility management programs. He stated that in 2014 transportation providers gave nearly 400,000 rides to seniors, individuals with disabilities, veterans and members of the general public that have no transportation options. Mr. Vertrees also and reported on the Regional 5310 Pilot Training Program and that SEAGO and NACOG partnered on the training program and were receiving very positive feedback from attendees. As a result of the success of the program, SEAGO was awarded a \$150,000 grant to continue and expand the program and SEAGO has partnered with NACOG, Sun Corrido MPO and CAG to deliver training in their regions.

I. Strategic Regional Highway Safety Plan Update

Mr. Vertrees provided an update on the SEAGO/SVMPO Joint Regional Highway Safety Plan, stating that a request for proposals had been developed and would be published on November 2. He further stated they expected to have a consultant in place and work to begin no later than March 1, 2016.

J. AAA Updates

Ms. Laura Villa reported on the recent DES/DAAS funding cuts which impact the State Health Insurance Assistance Program/Senior Medicare Patrol-funding allocations (SHIP). She reiterated the need for additional volunteers for both the Advisory Council on Aging and SHIP. Ms. Villa also informed the Board of the upcoming 2016 Aging in Arizona State Conference to be held May 19th in Flagstaff.

K. Housing Program Statistics

Ms. Julie Packer provided the Housing Program update for the first quarter FY16. She also reported on funding cuts from NFMC in the amount of \$7,500. She stated there is a possibility of Arizona Department of Housing re-starting the down payment assistance program.

VI. RURAL TRANSPORTATION ADVOCACY COUNCIL REPORT (RTAC)

Mr. Kevin Adam provided the RTAC report, discussing transportation reauthorization priorities and impacts of the Drive Act on current funding levels.

VII. STAFF ANNOUNCEMENTS/CURRENT EVENTS

Mr. Heiss discussed the recent Pima County bond proposals and his recent meeting with Governor Ducey.

Mr. Lindsey discussed issues with congestion and traffic on Interstate I-10.

Ms. Villa reported that the White House had proclaimed November as National Caregiver Family Month and distributed flyers.

Mayor Oertle reported on the City of Bisbee sales tax increase of 1% for infrastructure.

Mayor Doyle extended an invitation to all to attend the Nogales Christmas Parade on Saturday, December 6.

Chair Rivera also invited everyone to the Santa in the Park event on December 12 in Thatcher.

Ms. Kathy Boyle reported that the State Transportation Board would be coming to the SEAGO region twice in 2016. They plan to meet in Nogales in February and in Safford in November.

VIII. FUTURE AGENDA ITEMS

No future agenda items were requested.

IX. ADJOURNMENT

The meeting was adjourned at 11:41 p.m.