

**MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9 A.M., THURSDAY, FEBRUARY 7, 2019
COCHISE COLLEGE BENSON CENTER
1025 HIGHWAY 90
BENSON, ARIZONA**

OFFICERS PRESENT: Williams, Matthew – Huachuca City (Chair)
Basteen, John – Town of Duncan

MEMBERS PRESENT: Blaschke, Caleb – City of Willcox
Brown, Heath – Town of Thatcher
Castaneda, Espie – Town of Clifton (phone)
Coxworth, Dan – Cochise County (phone)
Gale, Kay – Greenlee County
McLachlan, Matt – City of Sierra Vista (phone)
Smith, Robert – City of Bisbee
Vivian, Vicki – City of Benson
Welker, Dustin – Graham County

STAFF PRESENT: Catten, Larry – Economic Development Planner
Dennis, Keith – Senior Planning Specialist
Glenn, Heather – Administrative Assistant
Heiss, Randy – Executive Director
Pashley, Diane – Accounts Manager
Vertrees, Chris – Transportation Planner
Williams, Bonnie – CDBG Program Manager

GUESTS: Adam, Kevin - RTAC

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ INTRODUCTIONS

Chair Williams called the meeting to order at 9:06 a.m.

II. MEMBER ENTITIES' DISCUSSION

Mr. Matt McLachlan advised that Sierra Vista Community Development is preparing to update their 5 year CDBG plan and are accepting next year program applications. He noted that there has been an uptick in residential housing and commercial upgrades to existing buildings through tenant improvements. **Mr. Dan Coxworth** shared that Cochise County submitted the EPA Brownfields grant January 30 and that they expect to hear results in spring. If successful, they will begin meetings in fall to identify properties. Their 2020 Complete Count census meetings are in process and stated again that they are looking for help with Douglas' participation. **Ms. Espie Castaneda** announced that Clifton is currently without a town manager. They have 3 CDBG grants on the table which are moving slowly; 2 relating to the wastewater treatment plant regarding flood elevations. The ADA upgrade is moving forward on the community center. **Mr. John Basteen** said that Duncan is starting a new CDBG project and that they are finishing up their last one. **Mr. Heath Brown** advised that Thatcher is continuing work on their Church Street project; they are currently in the middle of a water line replacement. He stated that the Town purchased an old mobile home park to clean up and market the site; they are contracting the demolition portion out. **Ms. Kay Gale** shared that Greenlee County is staying busy with the housing and target industry studies and trying their best to stay ahead of legislature. **Mr. Dustin Welker** stated that Graham County has been answering a lot of questions from the legislature. They had their Census 2020/Complete Count committee kick-off training with Safford, Thatcher and the Town of Pima. Their Klondike Road CDBG project will complete this spring. **Ms. Vicki Vivian** announced they are completing a CDBG grant for building ADA-compliant bathrooms. The Council accepted a grant for self-serve tanks at the airport and they held a ribbon-cutting yesterday for a new airport

hangar. She shared that a Council member submitted their resignation last week and the city will be working to fill that position. **Mr. Caleb Blaschke** advised they are implementing a pavement management system for Willcox and are researching what needs to be fixed. Their Census meeting went well and they are putting an outreach plan together. He shared that they are considering pulling away from the Chamber for marketing the city. **Chair Williams** announced that Huachuca City's General Fund is back in the black. City bus service stopped December 31. He stated the operators of their Senior Center quit rather than renegotiate a new contract; they have an RFP out for a new organization to take over. He shared that the city sewer rates are increasing 85% which brings rates in-line with the rest of the county. Their Police Department Dispatch services switched to SEACOM on Monday. He advised they also have an opening on Council and are accepting applications to fill it. He encouraged members from small towns to attend the ACMA meetings. **Mr. Robert Smith** stated that Bisbee's budget is back in the black and is cash flow positive. He shared that PSPRS is 10% of their entire budget and they were recently told they may have to pay more. He said they are looking to determine how it can be paid in the future. Bisbee City personnel moved into the old juvenile detention facility this week. He announced that they have a new Public Works Director coming on board in mid-March with lots of great experience. Bisbee needs to think about how to handle recycling and he attended a solid waste recycling seminar at ACMA. He shared that ACMA is trying to pull together a small town forum. He stated that Bisbee is now participating in the Cochise County combined trust for handling employee benefits. He reminded everyone that Bisbee had a meeting about a month ago with the Arizona Department of Housing, Gorman and Habitat for Humanity to talk about affordable housing and housing rehab in Bisbee. Bisbee has property to put up for an affordable housing project near Safeway, and he is hoping to build something that will serve everyone.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 1, 2018 Minutes
 - b. Nominations to the Advisory Council on Aging

Ms. Kay Gale made a motion to approve the Consent Agenda as presented.

MOTION: KAY GALE
SECOND: DUSTIN WELKER
ACTION: UNANIMOUS

2. Discussion and possible action to recommend Antony Sedgwick to serve a second term of office as the Santa Cruz County Private Sector Representative on the Executive Board

Mr. Randy Heiss advised that Mr. Sedgwick has already served one – 2 year term. He was asked if he was interested in serving a second term and stated he would be delighted to do so. Mr. Heiss also stated that Greenlee County will be losing Ms. Dustie Robinette as their private sector representative and asked members there to be thinking about who could replace her.

Ms. Kay Gale made a motion to recommend the re-appointment of Mr. Antony Sedgwick to a second term as the Santa Cruz County Private Sector Representative on the Executive Board.

MOTION: KAY GALE
SECOND: VICKI VIVIAN
ACTION: UNANIMOUS

3. Discussion and possible action to recommend the utilization of Contingency Funds in the FY 2019 budget to support program operations due to the government shutdown.

Mr. Randy Heiss explained to the group that SEAGO has \$50,000 contingency programmed into their budget for costs that were not anticipated during the budget process. He shared that one issue SEAGO faced during the recent government shutdown was processing of reimbursement requests. He explained that SEAGO was unable to bill for work done under our mobility and training program contracts during the shutdown, and while we were able to process reimbursements for October, November and December, we have not be able to process reimbursements for January and February. He explained that those 2 months will not be able to be submitted if the government shutdown begins again February 15th. He said the EDA program is funded through the end of March but if another shutdown takes place, we will not be able to request unless the government reopens. Mr. Heiss stated he wants to be able to access the contingency funds after February 15 if needed; he just needs consent to do so. He explained that it could be considered a loan to keep the effected programs operating and not trigger furloughs until the government opens again and reimbursement can be processed. The contingency amount budgeted is estimated to cover 10 weeks' operating expenses.

Mr. Caleb Blaschke made a motion to recommend approval to the Executive Board to utilize the contingency funds in the FY 2019 SEAGO budget if necessary to support essential program operations due to the government shutdown.

MOTION: CALEB BLASCHKE
SECOND: HEATH BROWN
ACTION: UNANIMOUS

4. Discussion and possible action to establish the SEAGO Regional Technical Services Center

Mr. Randy Heiss explained that this item is a strategic initiative from SEAGO's strategic plan. He wanted to provide an opportunity to review procedures before implementing and announced that they may need to make adjustments in future.

Mr. Matt McLachlan made a motion to recommend the establishment of the SEAGO Regional Technical Services Center to the Executive Board and to authorize the Executive Director to update and supplement the RTSC Implementation Procedures as necessary to meet operating requirements, the needs of member agencies or the specifications of state and federal agencies.

MOTION: MATT MCCLACHLAN
SECOND: DUSTIN WELKER
ACTION: UNANIMOUS

5. Discussion and possible action regarding SEAGO 2019 - 2023 TIP Amendment #2.

Mr. Chris Vertrees provided an update on the Zorilla bridge project in Clifton, stating the single bid the Town received was well over the amount budgeted for the project. There is a problem with lead based paint and the scope of work is being rewritten to encapsulate that, but more funding is needed to make sure enough is available to cover the work when the project is re-bid. The TAC had approved an additional \$200,000 for the project and that is the nature of this request.

Mr. Heath Brown made a motion to recommend to the Executive Board the approval of SEAGO 2019-2023 TIP Amendment #2.

MOTION: HEATH BROWN
SECOND: VICKI VIVIAN
ACTION: UNANIMOUS

VI. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Randy Heiss reviewed the future meeting dates and answered questions.

B. Strategic Plan Implementation Progress Report

Mr. Randy Heiss highlighted changes to the strategic plan tactics and answered questions from the group.

C. Quarterly Finance Report

Ms. Diane Pashley provided an overview of the finance report and asked for questions. Mr. Heiss mentioned that SEAGO still does not have a draft of their audit because field work was not done within the usual timelines. However, he also stated that SEAGO is not expecting any negative findings.

D. SEAGO Economic Development District Report

Mr. Larry Catten provided an update and answered questions. Mr. Caleb Blaschke inquired how projects to work on are chosen and how Willcox might get on the economic development list for assistance if they had a project. Larry explained that his personal goal was to find grants to move forward with studies rather than using monies from the various cities and towns. Every 5 years the CEDS is rewritten and then updated every year to include new projects or community data. SEAGO then develops a scope of work for its annual contract with EDA based on the updated CEDS.

E. AAA Updates

Ms. Laura Villa provided an update on AAA activities and responded to questions. Chair Williams thanked Laura for her help with their senior center issues. He asked the group how many cities receive funding help from SEAGO AAA. Randy Heiss noted that SEAGO does not fund senior center operations but does fund services and programs such as congregate meals at senior centers.

F. Transit Update

Mr. Chris Vertrees updated the group on transit activities; how the government shutdown affected and may affect transportation programs and answered questions. Mr. Heiss commented that another government shutdown may make some of the small transportation operators insolvent.

VI. RTAC REPORT

Mr. Kevin Adam provided the transportation legislative update and responded to questions. Ms. Kay Gale advised that at the CSA, 15 counties are in support of the gas tax increase. Mr. Heiss stated that he testified on behalf of SEAGO against a Senate bill introduced by the truckers association proposing to repeal the authority to establish an axle fee on foreign owned vehicles coming across the US - Mexico border. He stated that the new commercial Douglas port of entry will probably be happening within the next 10 years and will require a funding mechanism for transportation infrastructure expansion. He further pointed out that when SR189 construction is completed it will move the bottleneck to the Ruby Road and Rio Rico Drive interchanges. So more mechanisms are needed for transportation funding, not less.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Chair Williams announced that this will be Bonnie's last meeting with the Administrative Council. Her last working day will be March 1. He thanked her for her good work over the past 25 years and wished her well. Mr. Heiss reminded the group that SEAGO is hosting a farewell luncheon after the Executive Board meeting at this same location on February 22nd. Mr. Keith Dennis thanked Bonnie for setting him up for success to take on her duties. He also shared that SSP grants now include funds for studies and developing construction plans. Ms. Laura Villa announced she will be attending the National Association of Area Agencies on Aging (N4A) Leadership Institute in Washington DC. She received a \$500 scholarship from N4A to reduce the costs of attending. Mr. Heiss asked everyone to take a Save the Date card for the 21st Rural Transportation Summit in October. He mentioned that the Christmas red balloon border story went viral internationally. He and his wife are in the process of helping the family create a library at the girls' school since it doesn't currently have one and they are working with Rotary to accomplish this.

VIII. FUTURE AGENDA ITEMS

Mr. Heiss announced that the election of officers and the FY 2020 budget related items will be on the agenda in May.

IX. ADJOURNMENT

Mr. Caleb Blaschke made a motion to adjourn the meeting at 10:43 a.m.

MOTION: Caleb Blaschke
SECOND: Heath Brown
ACTION: **Unanimous**