

**MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9 A.M., THURSDAY, AUGUST 1, 2019
COCHISE COLLEGE BENSON CENTER
1025 HIGHWAY 90
BENSON, ARIZONA**

OFFICERS PRESENT: Williams, Matthew – Huachuca City (Chair)
Blaschke, Caleb – City of Willcox (Vice-Chair)
Skeete, Horatio – City of Safford (Treasurer)

MEMBERS PRESENT: Brown, Heath – Town of Thatcher
Coleman, Theresa - City of Bisbee
Coxworth, Dan – Cochise County (phone)
McLachlan, Matt – City of Sierra Vista (phone)
Pauken, Steve - City of Bisbee
Perez, Rudy– Town of Clifton (phone)
Presti, Charissa Tombstone
Rapier, Derek– Greenlee County (phone)
Russell, Charles – San Carlos Apache Tribe (phone)
Vivian, Vicki – Benson
Watson, Jerene – City of Douglas (phone)
Welker, Dustin – Graham County

STAFF PRESENT: Curtiss, Dina – Accounting Manager
Dennis, Keith – Community Development Program Manager
Enriquez, Karen– AAA FCSP Care Coordinator
Glenn, Heather – Administrative Assistant
Heiss, Randy – Executive Director
Russell, Jim – Transportation Program Administrator
Catten, Larry – Economic Development Planner
Villa, Laura– AAA Program Director

GUESTS: Adam, Kevin - RTAC

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ INTRODUCTIONS

Chair Williams called the meeting to order at 0907hrs.

II. MEMBER ENTITIES' DISCUSSION

Horatio Skeete mentioned that Safford is currently seeking funding for projects. Heath Brown announced that their Church St. project is starting Monday; about a mile of reconstruction. They also started work on their 10-acre AU sports recreation facilities complex. **Charissa Presti** announced that she was hired 2 months ago after working for Tucson for 15 years. Tombstone just got a new well; they are almost done with the old City Hall renovation; hoping to move Administrative office to the second floor. The annual Doc Holiday Days are coming up. **Steve Pauken** introduced Theresa Coleman, the new Bisbee City Manager. He shared that most of the 8 vacancies that were unfilled when he arrived have been filled. He reminded everyone that the City moved to a new location after City Hall on Arizona St. burned and they have been busy settling into the old Juvenile Detention facility on Touvreaville Rd. The City Council is hoping to rebuild the old City Hall. He stated that it's been a pleasure working with everyone and thanked them for their assistance while he has been the interim City Manager. **Theresa Coleman** said that she is looking forward to getting up to speed regarding SEAGO and their relationship to the City. **Dustin Welker** shared that their roundabout project is currently out to bid and they are eager to get it started. **Caleb Blaschke** stated they are

getting \$115,000 to complete a rate study and create a total asset management system. He stated he is looking for recommendations for privatizing road maintenance service for the city. **Randy Heiss** introduced SEAGO's two new managers: Dina Curtiss, Accounting Manager and Jim Russell, Transportation Program Administrator. **Matt Williams** announced that the City is starting the new fiscal year with a surplus budget which is the first one in ten years; they have set up savings accounts so that everything can pay for itself, and the City is now in much better shape financially. The City is preparing for a very large ADEQ project coming up in spring involving their sewer ponds. They are also working on a strategy to deal with the shortfall caused by the Public Safety Retirement System that is affecting all cities. They hired a new Town Clerk who is getting familiar with the job. He stated they are looking forward to getting their CDBG project started over the next year. SVMPO is funding a new emergency signal at the intersection of School Drive and Hwy 90 to be installed sometime in the spring. He shared that their new water and sewer rates went into effect in April 1st and they are finally making money. The rates increased 51% for water and 82% for sewer with the average being \$70 per month. **Vicki Vivian** shared that they have to have a traffic study done for their quiet zone, which needs to be done in January, and estimates are over a million dollars. They are cycling into their airport runway grant and they just got approval to move forward with their fuel farm tanks at the airport. The city recently changed the order of their public meeting agenda for Council meetings so that the call to the public is at the end. They ask anyone speaking on an agenda item to come forward when that item is being discussed; otherwise they must wait until the end. Because of the change, a meeting was adjourned before a member of the public was heard which has now resulted in a recall effort of all the council members. She described the Benson Lantern Festival which is coming up in September. Their inaugural Lantern Festival was last year and drew approximately 3,000 people from several states. They will offer music, vendors, a kid zone, food and drink and invited everyone to attend. She explained that the lanterns they use get released into the air at a specific time, are fully biodegradable and the fuel cell burns up in four minutes. One lantern includes 2 people for \$25. Ms. Vivian also shared that the Benson Youth Council is coming up on their second year and they are so proud of what the group has accomplished. She advised that the student President of that group won Boy's State and, as a result, got to visit the White House in July and actually got to present a bill to the POTUS proposing that a program be created to prepare military veterans nearing their last 6 weeks of service for life in the civilian world. The program would teach life basics such as how to budget, write resumes, prepare for job interviews, and similar activities. **Rudy Perez** shared that they are in the process of updating their General Plan. He said they will be submitting an application for funding from the USDA to upgrade their wastewater treatment plant. They signed an IGA with ADOT for them to repair the Zorilla Bridge. Jerene Watson budget shared that the 1% sales tax increase passed. Gives them funding for more positions within the City. New Public Works Director finalist she hopes to have on board by September. Council also approved an Assistant Public Works Director, so they are excited to have 2 engineers on staff soon. They will be conducting a street study to propose a bond for the residents to vote on so that they will have the money needed for street reconstruction and projects. She thanked Dan Coxworth for the County staff that are assisting them in their streets area while they are short-staffed. Like Benson, they also have an airport runway grant. She shared that they have a great master plan in place that provides many options; however, the runway needs to be taken care of in the meantime. They will also be working on their General Plan to take to the votes next November. She also announced that the Council has asked her to stay one for another year and she agreed to do so. Several members asked for the new rates resulting from the passage of the sales tax increase. Ms. Watson responded that the sales tax rate increased to 3.8 from 2.8 effective in September and the bed tax rates went from 2 to 4 cents. She shared that the 1% increase will generate approximately \$1.45 million; the bed tax increase will generate another \$60-70,000. **Derek Rapier** announced that Kay Gale, who served 19+ years as County Administrator, retires from Greenlee County on Monday, August 5. He stated that he has been named interim County Administrator and that things are in flux until the interim process is completed. They are

recruiting for a permanent replacement. Dan Coxworth reported that the Complete Count Committee continues to meet. Next meeting is August 26th with a new Census employee named Iris. In process of updating planning fees. Implemented a foreclosure registry back to October 1 requiring all banks to register any vacant home in the county. It's a code enforcement effort to resolve small problems before they become bigger. It's based on Sierra Vista's ordinance. Updating their subdivision regulations; available online. County Planning and Zoning Committee will be providing a recommendation to the Board regarding wildcat subdividing miner land lots of 5 or less. County offices are being renovated. EPA awarded a \$600,000 grant to assess for lead based paint and asbestos. Next step is for the coalition members to meet, which will probably happen in September. There is interest for a ground lease for vacant property on BDI and he expects that to move forward quickly, which could have significant economic development impact for the region. There is an IGA before the Board to provide planning services for Willcox like what's in place with Douglas. He asked if anyone was tied into the sun corridor trail system that goes through the urban areas. He is looking for help to develop a plan within the county. Jerene Watson stated she would have her leisure services person connect with him. **Charles Russell** advised that ADOT is getting ready to chip seal, stripe and rumble strip along their corridor. They are in the process of building a Head Start school and community center along that road. **Matt McLachlan** advised that Council task assignments were recently distributed for the next two years. Sierra Vista Council strategic plan overlaps with SEAGO's for facilitating a regional continuum of care group to address homelessness, mental health and affordable housing and other related items. He asked that the minutes of the last meeting be amended to reflect that SEAGO would facilitate the group rather than the City of Sierra Vista. Horatio Skeete asked Mr. McLachlan if they have zoning specifically for homeless shelters. Mr. McLachlan responded that they have a Good Neighbor Alliance homeless shelter currently operating almost to capacity; emergency shelters are permitted by right within multiple zoning districts and they would work with any group wishing to get established in any of those areas.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the May 2, 2019 Minutes
 - b. Nominations to the Advisory Council on Aging

Chair Williams called for a motion to approve the Consent Agenda, with minutes as amended per Mr. Matt McLachlan's comments.

MOTION: Steve Pauken
SECOND: Caleb Blaschke
ACTION: Unanimous

2. Discussion and possible action to recommend authorizing the Executive Director to execute an engagement letter with Colby and Powell PLC to perform the fiscal year 2019 audit

Mr. Randy Heiss provided background information regarding the audit for FY 2019. Chair Williams called for a motion to recommend that the Executive Board authorize the Executive Director to execute an engagement letter with Colby and Powell PLC to perform auditing services for the Fiscal Year ending June 30, 2019.

MOTION: Steve Pauken

SECOND: Vicki Vivian
ACTION: Unanimous

3. Discussion and possible action to recommend approval of Resolution No. 2019-03 approving and adopting SEAGO's FY 2020 Title VI Implementation and Public Participation Plan

Mr. Jim Russell provided an overview of the Plan and Resolution and requested a motion to recommend approval of Resolution No. 2019-03 to the Executive Board.

MOTION: Jerene Watson
SECOND: Horatio Skeete
ACTION: Unanimous

4. Discussion and possible action regarding SEAGO 2019 - 2023 TIP Amendment #4

Mr. Jim Russell explained that the original amount budgeted for the Nogales project would be insufficient and cost estimates to support the project exceed the total programmed amount. After presenting the numbers to the Mayor and Council, they have decided to cancel the project and possibly reallocate the funds. Mr. Russell requested a motion to recommend approval of 2019 - 2023 TIP Amendment #4.

MOTION: Steve Pauken
SECOND: Heath Brown
ACTION: Unanimous

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Randy Heiss announced that the next Administrative Council meeting is scheduled for November 7. He reminded Admin Council officers that there may be a Joint Committees conference call on October and asked them to be prepared. He noted that the August 2020 Executive Board meeting might conflict with League of Cities and Town.

B. Strategic Plan Implementation Progress Report

Mr. Randy Heiss provided an update on the SEAGO Strategic Plan and responded to questions. Mr. Matt McLachlan stated he thought the Tactic C – Human Services item was a common critical issue when the strategic plan was created, but he has not seen much momentum in getting it going. Mr. Heiss stated that it would be of benefit to have all member entities participate in regional planning meetings. Matt asked for a timetable to evaluate and assess a plan. Mr. Heiss suggested having all members remain after the February 2020 meeting and have lunch brought in to work on the Tactic. He also explained that there would normally have been a Strategic Plan review this year; however, with several large projects on SEAGO's work schedule (Rural Transit Summit and AAA provider contract negotiations), it was not possible to fit in. Mr. Steve Pauken invited Mr. McLachlan to contact him to start a conversation with new Bisbee City Manager Coleman about affordable housing and other issues of interest to Sierra Vista.

C. Quarterly Finance Report

Ms. Dina Curtiss provided an update on SEAGO finances and responded to questions.

D. SEAGO Economic Development District Report

Mr. Larry Catten was not in attendance, so Mr. Heiss provided an update on Economic Development and responded to questions.

E. AAA Updates

Ms. Laura Villa introduced Karen Enriquez, the new Care Coordinator for the Family Caregiver Support Program, provided an update on Area Agency on Aging and answered to questions. Mr. Heiss reiterated how difficult it is to get an accurate Census count for the senior population and gave the members several ideas to help get the word out.

VI. RTAC REPORT

Mr. Kevin Adam provided the transportation legislative update and responded to questions.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Mr. Keith Dennis announced that he, Jim Russell and John Meredith would be traveling to Greenlee County to present SEAGO's Road Study next week. The study has taken approximately two years to complete and a comprehensive GIS map of all the roads back to Arizona Territorial days, has been created as a result. Seven CDBG applications were submitted recently, involving Tombstone, Pima, Duncan, and Santa Cruz County. Three of them are for planning only to plan, design and prepare the projects as 'shelf-ready' and allows for any future project funds to be used for construction rather than planning. He shared that he will be making a presentation on Colonias grants, which will double funds available for those cities who qualify. He is excited to have the new staff on board and gave kudos to Mr. Heiss for filling the positions with all that SEAGO has on its plate right now. Mr. Heiss provided more detail on the Rural Transit Summit coming up October 16 through 19. Rural Transportation Driven by Trade is the theme this year; selected because the SR 189 project - someday to be I-11 – which is the state of Arizona's largest port of entry at the Mexican border and is critical to Arizona/Mexico trade will be going out for bid this year. It is also the reason SEAGO chose to host the Summit this year. He provided an overview of the Summit program, speakers and sponsorship opportunities. He offered all SEAGO city members to showcase their communities with a quarter page ad in the program. Mr. Heiss announced award of a \$360,000 FTA grant submitted by Chris Vertrees on behalf of SEAGO for another innovative project; the only recipient in Arizona.

VIII. FUTURE AGENDA ITEMS

Mr. Heiss noted that a transportation issues position statement is usually distributed at the November meeting; however, he is thinking of crafting it on a bigger scale to include other elements of SEAGO programs making it a more regional policy statement that can then be adopted by the Board. It would allow the ability to speak on the issues rather than having to go back for approval to talk about them beforehand. He advised that SEAGO may have to work on its procurement policy as a result of the last audit and staff will be working with the new auditors to address that. He added that he may draft a resolution urging Congress to ratify the US Embassy aid. Mr. Dennis added that he is planning a presentation on the Colonias grants.

IX. ADJOURNMENT

Chair Williams called for a motion to adjourn the meeting. Mr. Dustin Welker made the motion; seconded by Mr. Steve Pauken. The meeting adjourned at 11:23 am.

MOTION: **Dustin Welker**
SECOND: **Steve Pauken**
ACTION: **Unanimous**