

**MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9 A.M., THURSDAY, NOVEMBER 7, 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: McLachlan, Matt – City of Sierra Vista (phone)
Welker, Dustin – Graham County
Presti, Charissa - Tombstone
Coleman, Theresa - City of Bisbee (phone)
Vivian, Vicki – City of Benson
Watson, Jerene – City of Douglas (phone)
Pedroza, Luis – City of Douglas (phone)
Lewis, Sean – Town of Pima

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

GUESTS: Blodgett, Cathy – ADOH (phone)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ INTRODUCTIONS

Chair Williams called the meeting to order at 0907hrs.

II. MEMBER ENTITIES' DISCUSSION

Caleb Blaschke stated Willcox is trying to maintain and upgrade all their roads and potentially interested in engineering services for some upcoming projects and is looking for contacts. **Matt McLachlan** announced there will be an MPO open house next week involving Fry Blvd.; they are looking at implementing the complete streets model from Garden to Carmichael; coincides with redevelopment area. The project is estimated to take a year. Sean Lewis stated that Pima is focusing on economic development; rezoning residential to industrial; 2 businesses interested in moving out there; they are will be chip sealing roads. **Dustin Welker** said Graham County is closing out the financial portion of Pike Road CDBG project; the Graham County Fair was held last month; there is a big push for the census and they are working with Iris. **Vicki Vivian** Benson shared that they held their second annual lantern festival November 2 where they had 42 vendors. She said it has become one of the largest events in Benson. On the 20th, they are seeking public input to put out a public bond to build a new City Hall. November 16 is the 20th anniversary of Karchner Caverns; they celebrated 150th anniversary of building the railroad and the Big Boy steam locomotive stopped in town; 4th St. was jammed; the old-time candy store reopened downtown. **Matt Williams** said that Huachuca City is working on their ADEQ project where they have to cover their sewer ponds this spring. ADEQ wants comparisons and they are having problems finding cities that have capped sewer ponds recently. Caleb Blaschke said they are letting their ponds dry out and is happy to share information. Mr. Williams said their ponds cover 17 acres. Huachuca City is buying the old Dusk 'til Dawn building

December 1st with a bond with sales tax revenue and several people are interested in it. Sierra Vista and Tombstone are collaborating to establish bus service with a Legacy Grant. Their audit is being done; they will be putting out an RFP for small HURF projects; the Town has an emergency signal going in at School Drive and Hwy 90 in January or February next year. Huachuca City will have some business-sponsored Christmas lights this year for the first time ever; they have created an ordinance for maintenance to backyards and alleys; and they are looking forward to utilizing CDBG funds next year. His son Jack Henry Williams was born in September; he is doing well and is a blessing in their lives. He is leaving Huachuca City at the end of December to become Deputy City Manager in Litchfield Park; Huachuca City is seeking an interim until they fill the position permanently. **Jerene Watson** announced that Douglas has a new city planner on board; they are working on the wastewater treatment plant expansion and it is nearly complete. The Public Works Director and Deputy Public Works Director positions are still vacant. They are putting up Christmas decorations and holding a clothing and toy drive. Douglas is using an IGA with SEAGO for engineering. **Horatio Skeete** stated that Safford is working with the County on the regional effluent water line, which will need various forms of funding. He is working with Heath Brown and Dustin Welker to create a regional linear park to bring the communities together and utilize the river banks and enhance residential experience and quality of life. Working with Larry on economic development. Their first Veteran's Day parade in 20 years is happening this weekend, as well as a Field of Honor. **Charissa Presti** announced that Tombstone just had their 90th Helldorado Days celebration; the Old City Hall renovation top floor is completed. She said that the City is moving away from the Chamber of Commerce; it took over Boot Hill Graveyard and they are in process of rebranding the gift shop; they are moving forward with the Safford St project; replacing piping and hydrants. November 29th will be the lighting of the Town Christmas tree.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

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

A motion to recommend approval of the nominations for Mrs. Monica Romero to fill the vacant position for Santa Cruz County unincorporated, and for Mr. Gary Clark to fill the vacant position for the City of Douglas on the Advisory Council on Aging.

Chair Williams called for a motion to approve the Consent Agenda.

MOTION: Vicki Vivian
SECOND: Caleb Blaschke
ACTION: Unanimous

1. Discussion and possible action to recommend the nomination of Shaylee Richards to serve as the Greenlee County Private Sector Representative on the Executive Board

Dusty Robinette's daughter, who works for the Graham and Greenlee County United Way, is the nominated person to replace Dusty on the Council. Randy provided a brief rundown of her background and experience as it relates to community involvement. Randy reminded the members that there is one vacancy for the private sector representative from Cochise County and explained

that any county with population over 100,000 gets 2 representatives. Randy asked members to assist in filling the Cochise position. Chair Williams called for a motion to recommend the appointment of Ms. Shaylee Richards to a two-year term as the Greenlee County Private Sector Representative on the Executive Board.

MOTION: Caleb Blaschke
SECOND: Sean Lewis
ACTION: **Unanimous**

2. Discussion and possible action to fill the Administrative Council Chair vacancy effective December 23, 2019

Randy thanked Chair Williams for serving and congratulated him on taking advantage of a new opportunity. Randy gave a rundown of the upcoming meetings and explained that there may be issues that need to be addressed before the upcoming election. Randy asked whether the Council wished to handle now or wait until the election and what options there are. Matt McLachlan stated he felt there is no reason to wait and it should be filled now. Caleb Blaschke offered to step up to Chair and Ms. Vivian made the recommendation that he move into the Chair position immediately which was seconded by Matt McLachlan.

MOTION: Vicki Vivian
SECOND: Matt McLachlan
ACTION: **Unanimous**

Mr. Heiss asked whether the Council wanted to fill the Vice Chair position. Matt McLachlan made a motion to nominate Vicki Vivian to fill the vacancy in the Vice Chair position that will occur effective December 22, 2019; Matt Williams second.

MOTION: Matt McLachlan
SECOND: Matt Williams
ACTION: **Unanimous**

3. Discussion and possible action to recommend approval of Resolution No. 2019-04 urging Congress to ratify the USMCA negotiated by the Office of the United States Trade Representative

Mr. Heiss explained that the Governor's office is very strongly behind this agreement. The information for the resolution was taken directly from USMCA website. Between 2015 and 2017, Arizona exported \$10.5 billion in trade to Mexico and Canada. The agreement affects 228,000 jobs in Arizona and 2 million jobs across the country. He stated he will be turning the resolution over to Arizona/Mexico Commission and the Governor's office to use as a tool, if approved, as well as to any representative who has not already expressed support. Mr. Blaschke expressed his support; Ms. Watson stated Douglas has written a letter of support.

Chair Williams called for a motion to recommend approval of Resolution 2019-04 to the Executive Board.

MOTION: Caleb Blaschke
SECOND: Vicki Vivian

ACTION: Unanimous

4. Discussion and possible action to recommend approval of Resolution No. 2019-05 relating to the diversion of dedicated transportation revenues to the State General Fund (HURF)

Randy explained this Resolution comes out every year; however, he made some modifications to the Resolution this year: he asked to Index the gasoline tax to inflation; look at vehicle miles being traveled. He stated he wants to develop a much broader policy and principles document with SEAGO staff which he hopes to bring to Council in February. Mr. Blaschke stated he believes it is a good start. Working with League of Arizona of Cities and Towns as an example of rural streets and roads and the maintenance of same. He supports the Resolution; he believes our cities should send a one page letter listing the conditions of their roads which may garner more attention to the problem. Mr. Welker believes it needs to happen and thinks SEAGO support is important. Chair Williams stated everyone needs an increase in HURF funds and called for a motion to recommend approval of Resolution 2019-05 to the Executive Board.

MOTION: Dustin Welker

SECOND: Horatio Skeete

ACTION: Unanimous

5. Discussion and possible action to recommend approval of Resolution No. 2019-06 authorizing the Executive Director to execute an Intergovernmental Agreement with the Northern Arizona Intergovernmental Public Transportation Authority

Jim Russell explained SEAGO receives funds to provide training in the region for 5310 programs. He stated they are constantly looking for ways to be more efficient. Contacted NAIPTA in Arizona, which has many more personnel than SEAGO and by partnering with them, more transportation personnel can be trained. He explained that neither agency can provide conflict resolution training and that an IGA has been created for both agencies. Matt McLachlan asked if it is required training and if the training can be provided more cost effectively. Mr. Russell explained the collaboration would allow at least 4 of the 16 trainings currently done by SEAGO to be done by NAIPTA staff. Chair Williams called for a motion to recommend approval of Resolution No. 2019-06 to the Executive Board.

MOTION: Vicki Vivian

SECOND: Matt McLachlan

ACTION: Unanimous

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss advised there is no conflict with League of Towns and Cities this year, as it usually has in the past. He noted that the May 22 meeting is just before the Memorial Day weekend and wondered if it should be rescheduled. He announced the next meeting will be February 6th.

He explained the Joint Committees meeting purpose and stated that there will be a Resolution authorizing the Executive Director to enter into any IGAs for Technical Services may be coming

forward to the Joint Committee December 5th. The reason for the Resolution is to expedite rather than have to wait until a regular meeting.

B. Report on 21st AZ Rural Transportation Summit

Mr. Heiss provided a summary of the RTS and declared that it was an overwhelming success. The only disappointing issue was that SEAGO wasn't able to hold the event in their region because of its size. Casino Del Sol did an amazing job. The program and sponsorship was outstanding. They tried to keep the focus on trade. Mr. Heiss stated he created an evaluation tool to help with future event planning. 393 people attended and feedback was very positive. The event generated \$131,259 in revenue; and after stated expenditures, there is about \$43,500 in profit. He noted that the hosting agency is at risk of losing money if they don't get the attendance. He stated he would not do it again, until issues he raised get addressed. There is not a shared risk between the Summit host and RTAC and there is great potential for the host to lose money. On a positive note, he believes the Summit really elevated SEAGO in the eyes of their counterparts around the state. Mr. Blaschke asked if SEAGO staff time was included in the expenditures. Randy explained that SEAGO used funds from state planning and research for transportation. He noted that there needs to be much more involvement from the RTAC liaison in the future. Chair Williams suggested an IGA between RTAC and SEAGO if they work on the Summit in the future. He also stated that he attended and thought SEAGO did a tremendous job.

C. Strategic Plan Implementation Progress Report

Mr. Randy Heiss explained why SEAGO skipped the annual update to the Strategic Plan last February, which was due to two major one-time projects. Mr. Heiss explained that last time, the Council held over after the meeting; the Executive Board attended and together, they worked on the Plan through the evening; convened the next morning to finish up. Several members supported that be done again. The February 2020 revision calendar event will be forthcoming. He provided an update to the remaining Goals and Tactics and responded to questions.

D. Quarterly Finance Report

Ms. Dina Curtiss provided an update on SEAGO finances and responded to questions. Chair Williams suggested that an entry be added on the report showing the percentage of time that has passed in the Fiscal Year and a comparison of expenses and revenue during that time.

E. AAA Program Updates

Ms. Laura Villa provided an update on Economic Development and responded to questions. Matt Williams mentioned the open house of the reopening of their senior center and he thanked SEAGO staff for being involved. Mr. Heiss commended Ms. Villa on creating the EOL dashboard and also keeping the ship running while having temporarily lost 40% of her staff due to a traffic accident.

F. CDBG Colonias Presentation

Mr. Keith Dennis introduced Cathy Blodgett from ADOH on the phone and he provided an overview of the Colonias grant funding opportunities and both responded to questions. Mr. Blaschke asked if they have included pools. Mr. Dennis responded that he will have to check. Mr. Heiss stated he believes the problem with pools is proving that 50% of the low to moderate population would be served. Sean

Lewis suggested trying ADA. Mr. Heiss complimented Mr. Dennis on being a visionary within the SEAGO organization and region.

G. SEAGO Economic Development District Report

Mr. Larry Catten provided an update on Economic Development and responded to questions. Mr. Heiss commended Mr. Catten for his leadership with the target industry studies.

H. Transportation Program Updates

Mr. Jim Russell provided an update on Transportation Programs and responded to questions.

VI. RTAC REPORT

Mr. Kevin Adam was not present; however, he prepared a legislative update which was distributed.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Chair Williams thanked SEAGO staff for their help and expressed his pleasure at working with them. He also extended an invitation to visit/contact him at his new position.

VIII. FUTURE AGENDA ITEMS

Mr. Heiss stated he will be reporting on rotating the Administrative Council meeting around the region at the request of Jerene Watson; policy and principles; and hopefully, audit results. Mr. Dennis stated he will be bringing a report on the completion of the Greenlee County Road Study to a future meeting.

IX. ADJOURNMENT

Chair Williams called for a motion to adjourn the meeting. The meeting was adjourned at 11:29 a.m.

MOTION: Vicki Vivian
SECOND: Caleb Blaschke
ACTION: Unanimous