

**APPROVED MINUTES OF  
THE ADMINISTRATIVE COUNCIL MEETING  
9:00 A.M., THURSDAY, MAY 2, 2024  
VIA ZOOM  
COCHISE COLLEGE BENSON  
1025 HWY 80, BENSON, ARIZONA**

OFFICERS PRESENT: Brown, Heath – Vice-Chair, Town of Thatcher **(Zoom)**  
Coxworth, Dan – Treasurer, Cochise County **(In-Person)**  
Rapier, Derek – Secretary, Greenlee County **(Zoom)**  
Robinson, Ronald – Chair, Patagonia **(Zoom)**

MEMBERS PRESENT: Batty, Vernon – Town of Pima **(Zoom)**  
Bigman, Barney – San Carlos Apache Tribe **(Zoom)**  
Fulton, Stephanie – Town of Huachuca City **(In-Person)**  
Hinton, Terry – Town of Duncan **(Zoom)**  
McLachlan, Matt – City of Sierra Vista **(Zoom)**  
Pauken, Steve – City of Bisbee **(In-Person)**  
Rapier, Derek – Greenlee County **(Zoom)**  
Urquijo, Ana – City of Douglas **(Zoom)**  
Valdez, Jesus – Santa Cruz County **(Zoom)**  
Vivian, Vicki – City of Benson **(Zoom)**  
Welker, Dustin – Graham County **(Zoom)**

STAFF PRESENT: Curtiss, Dina – Accounting Manager **(In-Person)**  
Dennis, Keith – Executive Director **(Zoom)**  
Dumas, Robin – Senior Planning Specialist **(Zoom)**  
Merideth, John – GIS Analyst **(Zoom)**  
Osborne, Will – Community Development Program Manager **(In-Person)**  
Miller, David – Community Coordinator **(In-Person)**  
Vasquez, Celeste – AAA Director **(In-Person)**  
Vertrees, Chris – Transportation Program Administrator **(In-Person)**

GUESTS: Kevin Adam – RTAC **(Zoom)**

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

**Chair Robinson** called the meeting to order at 9:02 a.m.

**I. MEMBER ENTITIES' DISCUSSION**

**Chair Robinson** called on **Heath Brown** for an update on the Town of Thatcher. Mr. Brown mentioned the Town currently had several street projects ongoing and were currently wrapping up the Town's budget cycle. **Chair Robinson** asked **Ana Urquijo** to provide updates for the City of Douglas. Ms. Urquijo was excited to announce that Mayor and Council recently approved the City's streetscape concept, and pre-engineering should begin late this year or early next year. Ms. Urquijo also said the Port of Entry project was moving forward and investment has eclipsed the \$50 million mark. Finally, Ms. Urquijo mentioned that the Veterans Park pool will be going through restoration at the end of the month. **Chair Robinson** called on **Vickie Vivian** for an update on the City of Benson. Ms. Vivian reported that the City's splash pad is near completion and that the City recently held a logo contest, the results of which will be revealed during the opening of the splash pad during the City's Fourth of July celebration. Ms. Vivian was eager to share that the City has seen an increase in new homes and

business starts. Ms. Vivian ended by sharing that the City will be offering many summer programs and will be looking into Brownfield's Assessment Grant funding for City Hall. **Chair Robinson** called on **Dustin Welker** for an update on Graham County. Mr. Welker discussed that the County is using state funding to improve an intersection and building a bridge over Talley Wash. Mr. Welker also mentioned the County will be using a SMART grant for the design of road improvements at 1<sup>st</sup> Ave. & 8<sup>th</sup> St. Lastly, Mr. Welker said the County was focusing their WIFA funding on parks, mainly the 150 acre fairgrounds. **Chair Robinson** asked **Matt McLachlan** to provide an update on the City of Sierra Vista. Mr. McLachlan reported that within Community Development the City has an updated general plan out for public review. Mr. McLachlan mentioned the City was still waiting for the State to release their CDBG funds. Mr. McLachlan spoke to the City's Homeless Service Grant Pilot Program which is currently coming to an end the program was very successful removing over 50,000 pounds of trash. Lastly, Mr. McLachlan provided information on the City's expansion in broadband and is currently laying down fiber wire. **Chair Robinson** called on **Vernon Batty** for an update on the Town of Pima. Mr. Batty reported that the Town is hoping to use both SMART Grant and CDBG funding to assist the Town in their Main St. re-design project. Mr. Batty said the Town is preparing to build a new library and that the site of the old library will be converted to a new fire station and WW2 memorial, which the Town anticipates can open at the same time. Mr. Batty was excited to announce that the Town had been awarded a \$1 million Arizona State Parks grant. Pima plans on using these funds to create a covered playground, new sports fields, concessions and restrooms. Mr. Batty also commented that some of these funds will go to resurfacing the Town's pool after this season. Finally, Mr. Batty reported that the Town is currently assisting in designing new roads for the new high school scheduled to open in the fall of 2025. **Chair Robinson** called on **Stephanie Fulton** for an update on the Town of Huachuca City. Ms. Fulton stated the Town was very eager to start their SR-90 project. Ms. Fulton also reported the Town will be using ARPA funding to repave all the parking lots of the Town's civic buildings. Ms. Fulton also reported the Town is currently researching several projects including pool rehab, new alarm system and the activity center and updating technology within Council chambers. Ms. Fulton shared that the Town has published a Request for Proposals has for the Town's Skyline project. Lastly, Ms. Fulton provided an update on the Town's plans for the summer which will include updates to the community gardens, sports court rehab, library programs and a busy summer season. **Chair Robinson** called on **Steve Pauken** for an update on the City of Bisbee. Mr. Pauken provided an update on the fire on Main St. Mr. Pauken stated that the City has opened one lane of traffic and that most all businesses on Main St. are back open for business. Mr. Pauken was pleased to announce that the Bisbee City hall is undergoing reconstruction. Mr. Pauken reported that Warren has two new businesses opening and the Warren Ballpark is currently being considered for Historical Landmark status. Lastly, Mr. Pauken stated that the City's budget will be going to Mayor and Council soon. **Chair Robinson** called on **Dan Coxworth** for an update on Cochise County. Mr. Coxworth reported the County will continue using their CDBG funding for Owner-Occupied Housing Rehabilitation. Mr. Coxworth announced that the County was awarded a grant from the Arizona Department of Housing for an affordable housing study. . Mr. Coxworth informed the Council that County Supervisors are currently updating the County's Comprehensive Plan. Mr. Coxworth was excited to report that the County was awarded a grant for EV charging stations; there were only three of these grants awarded in the entire state. Mr. Coxworth concluded by stating that the County has updated zoning regulations and recently a new project has been approved to move forward on the site of the old Naco golf course. **Chair Robinson** called on **Barney Bigman** for an update on the San Carlos Apache Tribe. Mr. Bigman reported that the Tribe was currently working on several transportation projects which include improving subdivision roads in all of the reservation. Mr. Bigman also reported that the Tribe was an awarded an ADOT grant for airport improvements. Mr. Bigman was excited to announce that the Tribe was building a new care center that will be connected to both the hospital and HWY 70. **Chair Robinson** gave an update for the Town of Patagonia. Chair Robinson stated the Town will be working on three grants for water system improvements. Chair Robinson also stated the Town has partnered with Republic Services on a recycling center.

## II. CALL TO THE PUBLIC

No members of the public were present.

### III. ACTION ITEMS

1. Consent Agenda
  - a. Approval of the February 8, 2024 minutes

**Chair Robinson** called for a motion to approve the February 8, 2024 minutes.

**MOTION:** Steve Pauken  
**SECOND:** Dan Coxworth  
**ACTION:** Unanimous

2. Election of Officers for the Administrative Council

Executive Director Dennis gave an overview of SEAGO's Bylaws for the election of officers to the Administrative Council. Mr. Dennis provided information on the four officers to be elected and the rotation between counties. Mr. Dennis informed Council that the current slate of officers have agreed to continue service if confirmed by the Administrative Council, with the exception of outgoing **Chair Ron Robinson** not wanting to continue his position as an officer. **Jesus Valdez** of Santa Cruz County is willing to replace him as an officer on the Administrative Council.

**Chair Robinson** called for a motion to elect a slate of officers of the Administrative Council for Fiscal Year 2025.

**MOTION:** Dustin Welker  
**SECOND:** Vernon Batty  
**ACTION:** Unanimous

3. Fiscal Year 2025 Budget Items.
  - A. Sustainability of Fund Balance
  - B. Discussion and possible action to recommend approval of the FY 2025 Assessment Schedule
  - C. Discussion and possible action to recommend approval of the proposed FY 2025 SEAGO Budget

3. (A) Executive Director Dennis described to the Administrative Council the uses of fund balance in prior years, the amount of fund balance currently available, and provided a projection of how long uses of fund balance may be sustained. ***(This was an information item only and did not need motion).***

3. (B) Mr. Dennis provided the Administrative Council SEAGO's FY 2025 assessment schedule. Mr. Dennis was proud to report that there are no anticipated increases in the per capita amounts used to calculate the dues charged to SEAGO member entities.

**Chair Robinson** called for a motion to recommend approval of the Fiscal Year 2025 Assessment Schedule to the Executive Board.

**MOTION:** Steve Pauken  
**SECOND:** Dan Coxworth  
**ACTION:** Unanimous

3. (C) The Executive Director gave an overview of the proposed FY 2025 budget worksheet that provided a detail of each program's budget. Mr. Dennis offered to answer any questions. **Matt McLachlan** asked if WIFA funds were tied into the budget, Mr. Dennis answered that those funds were on an as needed basis.

**Chair Robinson** called for a motion to recommend approval of the Fiscal Year 2025 Budget to the Executive Board.

**MOTION: Steve Pauken**  
**SECOND: Dan Coxworth**  
**ACTION: Unanimous**

4. Discussion and possible action to recommend approval to authorize the Executive Director to publish a request for proposals, evaluate proposals received, and enter into a contract with a qualified consultant for Graham County Housing Feasibility Study as requested by staff

Community Development Program Manager Will Osborne provided an overview of the need for a Housing Feasibility Study for Graham County. Mr. Osborne stated that in February SEAGO applied for a United Way of Graham and Greenlee Counties Cycle 1-2024 grant for an actionable Graham County Housing Feasibility Study. The purpose of the study is to increase economic stability by providing a foundation for directed efforts to increase housing development and affordability to support workforce retention and growth in Graham County. Mr. Osborne offered to answer any questions. **Matt McLachlan** asked if a study had ever been done before. Mr. Osborne responded not in Graham County and the last similar study was done in Greenlee County in 2019.

**Chair Robinson** called for a motion to recommend that the Executive Board authorize the Executive Director to publish a request for proposals, evaluate proposals received, and enter into a contract with a qualified consultant for a Graham County Housing Feasibility Study as requested by staff.

**MOTION: Stephanie Fulton**  
**SECOND: Vicki Vivian**  
**ACTION: Unanimous**

5. Discussion and possible action to recommend approval of the provisional Fiscal Year 2025 AAA Subaward(s) (**Note- this item is found in Section V. "Information Items" in the agenda. However, it did require a vote for approval to the Executive Board. This item has been moved into "Action Items"**).

AAA Program Director Celeste Vasquez provided an overview of the Fiscal Year 2025 Provisional Subaward Recommendations. Ms. Vasquez stated Subaward Agreements developed pursuant to the Request for Applications (RFA) will be issued for Fiscal Year 2025, with options to renew subawards for up to an additional four years, as expressed in the RFA. Subaward renewals will be issued in the subsequent fiscal years based on the recommendations developed by staff and approved by the Administrative Council and Executive Board.

**Chair Robinson** called for a motion to recommend approval of the provisional Fiscal Year 2025 AAA subaward recommendations to the Executive Board.

**MOTION: Steve Pauken**  
**SECOND: Stephanie Fulton**  
**ACTION: Unanimous**

#### **IV. INFORMATION ITEMS**

- A. Future Meeting Dates

Executive Director Dennis thanked the Town of Thatcher for volunteering to host the next Executive Board meeting. Mr. Dennis also informed the Administrative Council that there will be a need for the May 30<sup>th</sup> combined Administrative Council & Executive Board meeting.

**B. Quarterly Finance Report**

Dina Curtiss provided the Quarterly Finance Report and responded to questions.

**C. Community Development Report**

Will Osborne provided an update on Community Development and responded to questions.

**D. SEAGO Economic Development District Report**

Robin Dumas provided an update on Community Development and responded to questions.

**E. AAA Program Updates**

Celeste Vasquez provided an update on AAA and responded to questions.

**F. Transportation Program Updates**

Chris Vertrees provided an update on Transportation Programs and responded to questions.

**V. RTAC REPORT**

Kevin Adam gave a brief RTAC report and responded to questions.

**VI. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Executive Director Dennis provided an update that SEAGO was looking into dates and times to reschedule the cancelled Open Meeting Law Training. SEAGO is also looking to schedule Supervisor Training sometime in the fall. Mr. Dennis was pleased to announce that SEAGO is currently fully staffed and took the time to thank the entire staff for their continued hard work.

**VII. FUTURE AGENDA ITEMS**

Keith Dennis indicated that the following items could be on the next agenda; an IGA for AAA staff office rental, CDBG Method of Distribution, and a 1 year update of SEAGO's Strategic Plan.

**VIII. ADJOURNMENT**

**Vice-Chair Brown** called for adjournment of the meeting at 11:05 a.m.