

**MINUTES OF THE
ADMINISTRATIVE COUNCIL
COCHISE COLLEGE BENSON CENTER
1025 STATE ROUTE 90
BENSON, ARIZONA
AUGUST 03, 2017**

OFFICERS PRESENT: Soltis, Tedmond – City of Willcox (*Chair*)
Skeete, Horatio – City of Safford

MEMBERS PRESENT:

Basteen, John Jr. – Town of Duncan
Cooper, Terry – Graham County (*proxy*)
Drisklell, Donna – City of Tombstone
Gale, Kay – Greenlee County
Hamilton, Brad – City of Benson
Hinton, Terry – Town of Thatcher (*phone*)
McGaughey, Ian – Town of Clifton
McLachlan, Matt – City of Sierra Vista
Russell, Jim – City of Douglas (*phone*)
Teel, Dave – Town of Patagonia

STAFF PRESENT: Catten, Larry – Economic Development Planner
Heiss, Randy – Executive Director
Merideth, John – Grants/Title VI Coordinator
Pashley, Diane – Accounts Manager
Vertrees, Chris – Transportation Planner
Villa, Laura – AAA Program Manager
Williams, Bonnie – CDBG Program Manager

GUESTS: Adam, Kevin – RTAC

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chairman Soltis called the meeting to order at 9:05 a.m. and welcomed everyone. Introductions were made.

II. MEMBER ENTITIES' DISCUSSION

No discussion at this time.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the May 4, 2017 Minutes
 - b. Nomination to the Advisory Council on Aging

Mr. McGaughey made a motion to approve the Consent Agenda as presented.

MOTION: Ian McGaughey
SECOND: Horatio Skeete
ACTION: **UNANIMOUS**

2. Discussion and possible action to recommend de-designation of SEAGO as a Designated Planning Agency under Section 208 of the Clean Water Act.

Mr. Randy Heiss provided the background on SEAGO's designation as a Designated Planning Agency (DPA) under Section 208 of the Federal Water Pollution Control Acts to include diminished funding levels and direction resulting from SEAGO's strategic planning retreat to look at possible de-designation as a DPA. Mr. Heiss estimated that the de-designation process would take about one year to complete and that DPA responsibilities would then fall back to ADEQ or the particular County.

Mr. Heiss also discussed the de-designation of WACOG as a DPA in 1993 as well as the possibility of realignment of COG planning areas.

Ms. Gale asked how often SEAGO has had to act as a DPA in the last three years and Mr. Heiss replied he has done three consistency reviews during that time. Ms. Gale provided background information regarding the recent Section 208 project in Clifton/Greenlee County.

Mr. Skeete stated he did not think SEAGO should de-designate due increased cost to the City of Safford to have someone else act as the DPA.

Mr. McGaughey mentioned the recent experience in Greenlee County and also reminded the group that the wishes of those at the strategic planning retreat were to look at de-designating.

Chairman Soltis asked other communities what they thought.

Ms. Driskell stated that the City of Tombstone also could not afford to pay another entity to act as the DPA.

Mr. Teel stated that Patagonia would go with the Executive Director's recommendation to remain a DPA.

Matt McLachlan of Sierra Vista stated that given the lack of capacity at the County level it makes sense to keep it at the regional level with SEAGO remaining as the DPA.

Mr. McLachlan asked how the public input factored into the administrative determination and Mr. Heiss responded that after the 30 day comment period, if there are comments and feedback from the public, it would trigger another 45-day comment period after which time all comments are taken into consideration before an administrative determination is issued.

Mr. Russell from City of Douglas had no comment.

Mr. Hinton from Town of Thatcher stated he had the same concerns as expressed by Ms. Gale.

Mr. Skeete made a motion to recommend to the Executive Board that SEAGO remain the Designated Planning Agency for Cochise, Graham, Greenlee, and Santa Cruz Counties under Section 208 of the Clean Water Act.

MOTION: Horatio Skeete

SECOND: Matt McLachlan

ACTION: 7 aye; 5 nay (Basteen, Gale, Cooper, McGaughey, Hinton)

3. Discussion and possible action to recommend voluntary withdrawal of SEAGO as a HUD-Approved Housing Counseling Agency.

Mr. Heiss provided background information on the Housing Program and stated that currently SEAGO is a HUD-approved counseling agency and that over the life of the program, over 2,200 homes were purchased in the SEAGO region. He further stated that housing funding has declined each year since 2011 and SEAGO was left with one external funding source, the HUD Counseling grant from the National Community Reinvestment Coalition which amounted to less than \$10,000. It was estimated that approximately \$78,000 would be required from fund balance in FY17 to sustain a service level similar to prior years.

Mr. Heiss outlined the options for consideration which include:

Option 1 – Do nothing;

Option 2 – Voluntarily Withdraw;

Option 3 – Take Immediate Action to Maintain Status.

Mr. Heiss' recommendation is Option 2, voluntarily withdraw. Mr. Skeete asked if there were other sources of funding available and Mr. Heiss stated there were not any that he is aware of. Mr. Russell asked if the grant allowed for administrative fee to be taken out to pay for housing staff and Mr. Heiss responded at this time there is no grant in place.

Mr. McLachlan made a motion to recommend to the Executive Board that SEAGO voluntarily withdraw as a HUD-Approve Housing Counseling Agency.

MOTION: Matt McLachlan

SECOND: Dave Teel

ACTION: UNANIMOUS

4. Discussion and possible action to recommend re-appointment of Ms. Ilona Smerekanich as a Private Sector Representative for Cochise County on the Executive Board.

Mr. Heiss discussed the re-appointment of Ms. Ilona Smerekanich to a second term as a Cochise County Private Sector Representative on the Executive Board, stating that she was willing to serve.

Mr. McGaughey made a motion to recommend the re-appointment of Ms. Smerekanich.

MOTION: Ian McGaughey
SECOND: Matt McLachlan
ACTION: **UNANIMOUS**

5. Discussion and possible action to recommend approval of the FY 2017 CDBG applications.

Ms. Williams discussed the FFY 2017 applications which have been submitted to SEAGO for approval. She also explained how the allocation process works for funding.

The proposed projects are:

- Graham County - \$223,229 for construction of Klondyke Road;
- Santa Cruz County - \$323,921 for flood mitigation near Camino Gilberto;
- Benson - \$235,518 for renovation of the first floor and basement of the historic Old City Hall;
- Clifton - \$100,000 for ADA renovations to their historic train station.

Mr. Skeete made a motion to recommend approval of the FFY17 CDBG projects to the Executive Board.

MOTION: Horatio Skeete
SECOND: Ian McGaughey
ACTION: **UNANIMOUS**

6. Discussion and possible action to recommend authorization for staff to issue a Request for Proposals for consulting service to conduct the SEAGO 5310 Training Program.

Mr. Chris Vertrees discussed the ADOT grant to deliver a Regional 5310 Training Program stating the consultant contract allowed for up to three renewals which have now been utilized. He reported that SEAGO had been awarded funds to continue the program and is seeking authorization to develop a new request for proposals.

Mr. McGaughey made a motion to recommend to the Executive Board to authorize SEAGO staff to develop a "Request for Proposals" to advertise for, and to select a consultant to provide the service outlined in the Regional 5310 Training Program scope of work.

MOTION: Ian McGaughey
SECOND: Horatio Skeete
ACTION: **UNANIMOUS**

7. Discussion and possible action to recommend authorization for staff to issue a Request for Proposals for consulting services to conduct a road ownership study in Greenlee County.

Mr. Vertrees stated SEAGO has approximately \$150,000 in planning funds available to develop/administer a regional planning project and that projects considered by the TAC include:

- a. Fund and Administer PARA Project:
 - 1. Benson/Cochise County Corridor Feasibility Study (\$225,000); and
 - 2. Greenlee County Ownership of Local Roads Study (\$150,000).
- b. Conduct a Transportation Planning Study Integration Project (\$175,000);
- c. Develop a Transit Fleet Management Plan (\$125,000);
- d. Conduct a Regional Pavement Quality Study (\$175,000);

Mr. Vertrees reported that the TAC strongly recommends funding the Greenlee County Ownership of Local Roads Study.

Mr. Gale made a motion to recommend to the Executive Board to authorize SEAGO staff to work with Greenlee County to develop a detailed scope of work for the Greenlee County Ownership of Local Roads Study, prepare a “Request for Proposals”, to advertise for, and select a consultant to provide the services to complete the study.

MOTION: Kay Gale
SECOND: John Basteen, Jr.
ACTION: **UNANIMOUS**

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss outlined the proposed future meeting dates.

B. Strategic Plan Implementation Progress Report

Mr. Heiss provided an update on the implementation of the Strategic Plan and SEAGO staffing.

C. Quarterly Finance Report

Ms. Diane Pashley provided the quarterly finance report and responded to questions.

D. SEAGO Economic Development District Report

Mr. Larry Catten provided the Economic Development report and responded to questions.

E. AAA Updates

Ms. Laura Villa provided the Area Agency on Aging Region VI updates and responded to questions.

F. Strategic Regional Highway Safety Plan Update

Mr. Vertrees provided an update on the SEAGO/SVMPO Regional Strategic Highway Safety Plan and responded to questions.

G. Transit Report

Mr. Vertrees provided the Transit Report and responded to questions.

VI. RTAC REPORT

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

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

None.

VIII. FUTURE AGENDA ITEMS

Mr. Heiss reported there would be an updated resolution in support of the Douglas Port of Entry, the Transportation Issues Position Statement, and another resolution in support of creative financing for I15 project.

IX. ADJOURNMENT

Adjourn at 11:19 AM.