

**MINUTES OF THE
ADMINISTRATIVE COUNCIL
COCHISE COLLEGE BENSON CENTER
1025 STATE ROUTE 90
BENSON, ARIZONA
AUGUST 6, 2015**

OFFICERS PRESENT: Dille, Shane - City of Nogales (*Chair*)
Hinton, Terry – Town of Thatcher (*Vice Chair*)
Gale, Deborah “Kay” – Greenlee County (*Secretary*)(*by phone*)

MEMBERS PRESENT: Cooper, Terry – Graham County
Johnson, Jestin - City of Bisbee (*by phone*)
McGaughey, Ian – City of Clifton (*by phone*)
Skeete, Horatio - City of Safford
Soltis, Tedmond - City of Willcox
Stephens, William – City of Benson
Thornton, Jennifer (*for Chuck Potucek*) - City of Sierra Vista
Vlahovich, Jim – Cochise County (*by phone*)

STAFF PRESENT: Catten, Larry - Economic Development Planner (*by phone*)
Heiss, Randy - Executive Director
Merideth, John - Office Assistant
Osborn, Cindy - Accounts Manager
Vertrees, Chris - Transportation Planner
Williams, Bonnie - CDBG Program Manager

GUESTS: Adam, Kevin – RTAC
Boyle, Kathy - ADOT

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Shane Dille called the meeting to order at 9:05 a.m. Those in attendance introduced themselves and were welcomed.

II. MEMBER ENTITIES' DISCUSSION

Chair Dille made a call for items to discuss. No common critical issues were discussed.

III. CALL TO THE PUBLIC

Chair Dille made a call to the public and no one spoke.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the May 7, 2015 Minutes
 - b. Consideration of the Proposed Changes to the ACOA Bylaws
 - c. Nominations to the Advisory Council on Aging
 - d. Provisional Fiscal Year 2016-2020 TIP Amendment #1

Mr. William Stephens made a motion to approve Consent Agenda items 1.a. – 1.d.

MOTION: William Stephens
SECOND: Jennifer Thornton
ACTION: **APPROVED UNANIMOUSLY**

2. Discussion and Possible Approval of the Proposed Amendments to Section 10 of the SEAGO Policy Manual

Mr. Randy Heiss informed the Council about the recent State of Arizona travel policy changes and responded to questions from the Council. He reported that SEAGO's travel policy has been updated as a result of the State of Arizona travel policy changes which became effective May 1, 2015. Mr. Terry Cooper commented that it would simplify things if SEAGO just adopt the State travel policy and Mr. Heiss replied that many portions of the revised State travel policy were too broad and did not directly apply to SEAGO. There was further discussion regarding the advantages and disadvantages of adopting the State policy or revising the existing SEAGO policy. Ms. Kay Gale reported that Greenlee County also follows the State's travel policy. Chair Dille inquired whether SEAGO was required to follow the State policy and Ms. Osborn responded that per CFR 200 SEAGO, as a pass through entity, had the option of adopting it as-is or with more restrictive modifications. Ms. Osborn also mentioned that SEAGO is obligated to follow the reimbursement rates as established by the State.

MOTION: Tedmond Soltis
SECOND: William Stephens
ACTION: **APPROVED UNANIMOUSLY**

3. Discussion and Possible Approval to Fill the Vacant Cochise County Private Sector Position on the Executive Board

Mr. Heiss reported on the two private sector representative vacancies one each in Cochise and Graham Counties. He further reported that a nomination had come from Bisbee Mayor Ron Oertle who nominated Ms. Ilona Smerekanich, former

tourism director with the City of Bisbee, to fill the vacant Cochise County private representative vacancy. Mr. Heiss also reported that Mr. Kurt Palmer, the new director of the Graham County Chamber of Commerce, had expressed an interest in serving as the Graham County private sector representative but did not do so in time for the nomination to be included for this meeting and it would be brought before the Administrative Council at their November meeting.

MOTION: Jennifer Thornton
SECOND: Horatio Skeete
ACTION: **APPROVED UNANIMOUSLY**

4. Discussion and Possible Approval of Resolution No. 2015-04

Mr. Chris Vertrees reported that there is a federal requirement that SEAGO's Title V Plan be approved by its governing board. He stated that since SEAGO's August 28, 2015 Executive Board minutes would not be approved until November, Resolution No. 2015-04 is being presented for approval in order to provide ADOT with immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated August 1, 2015.

MOTION: Horatio Skeete
SECOND: Jennifer Thornton
ACTION: **APPROVED UNANIMOUSLY**

5. Discussion and Possible Approval to issue a Request for Proposals for Consulting Services to Complete a Regional Strategic Highway Safety Plan

Mr. Vertrees reported on the need to use a consultant that has experience in the development of Regional Strategic Highway Safety Plans. He reported that the study framework had been jointly developed by SEAGO and SVMPO.

A motion was made to recommend to the Executive Board to allow SEAGO staff to develop a "Request for Proposals" to advertise for, and to select a consultant to provide the services outlined in the study framework developed by SEAGO and SVMPO.

MOTION: Jennifer Thornton
SECOND: Terry Cooper
ACTION: **APPROVED UNANIMOUSLY**

6. Discussion and Possible Approval of Resolution No. 2015-05

Mr. Larry Catten discussed the purpose of the proposed resolution which asks for SEAGO support of the Villages at Vigneto development in the Benson city limits. The resolution support is based upon the positive and significant economic development impact that the project will have in the region. It also expresses confidence that the Benson City Council will consider all community development and environmental issues, and act in the best interest of the citizens of Benson. Benson City Manager Mr. William Stephens provided additional information regarding the project and responded questions.

Mr. Horatio Skeete expressed concern about what SEAGO was being asked to do and what kind of precedent it would set for the organization. Chair Dille asked whether a similar resolution was being considered by Cochise County and Mr. Catten responded that there was not. Ms. Thornton conveyed that Mr. Potucek also questioned why SEAGO was involved and whether SEAGO had historically been asked to support such projects. She also stated that the City of Sierra Vista would abstain from voting. Mr. Terry Hinton stated he has the same concerns as Mr. Skeete and Ms. Thornton. Mr. Heiss responded that SEAGO in the past had supported the Rosemont Mine project, which had significant environmental concerns, and many other resolutions of support for various projects and initiatives with significant economic impacts to the region. Ms. Thornton stated that, on the planning side, she did not see how the project would have significant economic development impact for the region. Mr. Jim Vlahovich stated that Cochise County had not yet taken an official position on the development and further stated that Cochise County would abstain from the vote.

A motion was made to recommend approval of Resolution 2015-05.

MOTION: Jennifer Thornton
SECOND: William Stephens
ACTION: **2 AYE, 7 OPPOSED AND 2 ABSTENSIONS (Ms. Thornton and Mr. Vlahovich)**

Mr. Heiss reminded the Council that the resolution and associated information would still be presented to the Executive Board for approval. Chair Dille stated that when the resolution was presented to the Executive Board to convey that the Council's action was not reflective of the value of this project to the region and the City of Benson and that the only issue for the Council was what SEAGO's role should be.

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss discussed the future meetings dates of the Administrative Council, Executive Board, and Combined Administrative and Executive Committee.

B. Strategic Plan Implementation Progress Report

Mr. Heiss discussed the implementation of SEAGO's strategic plan goals stating that Goal 1, Tactic A (Increase Central Administration Resource) is complete with the hiring of John Merideth to fill the Office Assistant II position.

Mr. Heiss also reported on Goal 1, Tactic B (Procure Professional Grant Writing Services) stating that the Request for Proposals was 50% complete and that he anticipated having the RFP ready to be published by the end of September and would be seeking approval to issue the RFP at the October 1 combined Administrative and Executive Committee meeting.

Mr. Heiss also discussed Goal 2, Tactic A (Expand Current Public Information and Outreach Activities in Regional Newspapers), reporting that he had held discussions with the region's newspaper publisher (Wick Communications) and has been submitting articles which have been published in the SV Herald and the Eastern Arizona Courier. He reported that additional outreach has included contact with the editors of the Douglas Dispatch and the Benson News-Sun. Mr. Heiss also stated that the same articles are being emailed to the Executive Board for their information and asked whether the Administrative Council would like to be included on the distribution list. Members of the Administrative Council indicated they would like to be on the distribution of the newspaper articles as well as Mr. Heiss' monthly report to the Executive Board.

C. Preliminary End of Year Finance Report

Ms. Cindy Osborn discussed the FY15 preliminary end of year, stating that both revenues and expenditures were lower than expected. Ms. Osborn also reported that the projected fund balance use would be \$10,500, instead of the budgeted amounts of \$19,000 (employee retention) and \$15,500 (housing). Chair Dille inquired whether the fund balance use was in compliance with SEAGO's policy and Mr. Heiss stated that it was.

D. SEAGO Economic Development District Report

Mr. Larry Catten reported on the major economic development initiatives that SEAGO is involved with or supporting and welcomed any questions from the Council.

E. Update on Regional Traffic Count Program

Mr. Chris Vertrees provided an update on the Traffic Count Program and responded to questions.

F. Housing Program Statistics

Ms. Julie Packer provided an update on the Housing Program, stating that NCRC has awarded SEAGO \$18,165.32 for Comprehensive Housing Counseling.

VI. RTAC REPORT

Mr. Kevin Adam provided the legislative update and responded to questions. He also reported that there would be a Transportation Forum to be held on August 21 in conjunction with the League of Cities and Towns Conference.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Chair Dille asked if there were any announcements or current event items for discussion and Ms. Bonnie Williams reported that CDBG funding levels nationally had been set by the Senate Appropriations Committee at 2.9B, which is 100M less than last year and the bill is now in the Senate for consideration.

Mr. John Merideth reported on website enhancements at SEAGO.org.

VIII. FUTURE AGENDA ITEMS

Chair Dille asked for any future agenda items and there were none.

IX. ADJOURNMENT

Chair Dille adjourned the meeting at 10:40 AM.