

**MINUTES OF THE
ADMINISTRATIVE COUNCIL
COCHISE COLLEGE BENSON CENTER
1025 STATE ROUTE 90
BENSON, ARIZONA
NOVEMBER 5, 2015**

OFFICERS PRESENT: Dille, Shane - City of Nogales (*Chair*)
Gale, Deborah "Kay" – Greenlee County (*Secretary*)

MEMBERS PRESENT: Basteen, John Jr. – Town of Duncan
Cooper, Terry – Graham County
Driskell, Donna – City of Tombstone
McGaughey, Ian – City of Clifton (*by phone*)
Mitchell, Tammy – Town of Huachuca City (arr. 10:20)
Mull, Marvin – San Carlos Apache Tribe
Potucek, Chuck – City of Sierra Vista
Skeete, Horatio - City of Safford
Soltis, Tedmond - City of Willcox
Stephens, William – City of Benson

STAFF PRESENT: Catten, Larry - Economic Development Planner
Heiss, Randy - Executive Director
Merideth, John - Office Assistant
Osborn, Cindy - Accounts Manager
Packer, Julie – Housing Program Manager
Vertrees, Chris - Transportation Planner
Williams, Bonnie - CDBG Program Manager

GUESTS: Boyle, Kathy - ADOT

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Shane Dille called the meeting to order at 9:05 a.m.

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 August 6, 2015 Minutes
 - b. Proposed ACOA Bylaws Revisions
 - c. Nominations to the Advisory Council on Aging

Chair Dille requested that item 1.a. Approval of the August 6, 2015 Minutes, be removed from the Consent Agenda for further discussion. Mr. William Stephens made a motion to approve Consent Agenda items 1.b. and 1.c.

MOTION: William Stephens
SECOND: Kay Gale
ACTION: **APPROVED UNANIMOUSLY**

Chair Dille discussed the August 6, 2015 minutes, noting that several people who made motions at the meeting were not listed as being in attendance. Chair Dille called for a motion to approve the minutes with the corrections to the attendance list.

MOTION: William Stephens
SECOND: Kay Gale
ACTION: **APPROVED UNANIMOUSLY**

2. Discussion and Possible Approval of the Proposed Amendments to Article V of the SEAGO Bylaws.

Mr. Randy Heiss discussed the proposed amendment to Article V of the SEAGO Bylaws concerning the terms of office for private sector representatives on the Executive Board. He reminded the Council that maintaining private sector representation on the Executive Board is a requirement of the U.S. Dept. of Commerce, Economic Development Administration. He reported that SEAGO's current Bylaws limit the term of the private sector representative to one year and that given the difficulty encountered in finding individuals willing to serve in this capacity he recommended the Bylaws be changed to either eliminate the term limits or extend them considerably. Chair Dille asked what the process currently is for filling vacant private sector representative seats and whether there had been any input from the Executive Board on the issue. Mr. Heiss explained the current process and stated that the Executive Board had not yet given input on the issue. After further discussion the consensus was to recommend that the private sector representative's term be two years with the option to be reappointed for another two year term at the will of the Executive Board.

MOTION: Chuck Potucek
SECOND: Ted Soltis
ACTION: **APPROVED UNANIMOUSLY**

3. Discussion and Possible Approval to issue a Request for Proposals for Auditing Services.

Mr. Heiss reported that this was the last year of a five-year contract with Colby and Powell, PLC as SEAGO's independent auditing firm. He reported that it was time to request proposals for the next five years of audit services and further stated that SEAGO's procurement policy requires Executive Board approval for any goods or services over \$10,000. Ms. Driskell made a motion to approve the issuance of a Request for Proposals for auditing services.

MOTION: Donna Driskell
SECOND: Ted Soltis
ACTION: **APPROVED UNANIMOUSLY**

4. Discussion and Possible Approval of Resolution No. 2015-06.

Mr. Heiss reported on the increasing dialogue and cooperation between Arizona's COGs and MPOs relative to the most urgent needs of the State Highway System and that due to the impact on the Central Yavapai Metropolitan Planning Organization, the Flagstaff Metropolitan Planning Organization, and the Northern Arizona Council of Governments, our planning partners in northern Arizona are requesting the other COGs and MPOs to support a public-private partnership that will address the short-term needs, and eventually the long term needs on I-17. He further explained that the proposed Resolution expresses SEAGO's support for the public-private partnership to construct the needed improvements to I-17. Mr. Potucek asked if the I-17 improvements had anything to do with the I-11 project and Mr. Heiss replied that they are completely separate projects. Chair Dille asked why there was a need for a resolution and Mr. Heiss stated it was mainly for supporting the other COGs and MPOs involved. Mr. Skeete made a motion to approve Resolution No. 2015-06.

MOTION: Horatio Skeete
SECOND: William Stephens
ACTION: **APPROVED UNANIMOUSLY**

5. Discussion and Possible Action Regarding Housing Program Fund Balance Use.

Mr. Heiss reported on the diminishing demand for housing services, resulting in program revenues not meeting expectations. He distributed an updated Housing Program Memo for the agenda packet which outlined some options for consideration. After reviewing the proposed options the Council decided to go with Option 2, utilizing \$11,200 which was budgeted for the CDBG program for someone to assist with labor standards monitoring in this fiscal year, which is something Julie can do, as well as allocate \$15,000 from fund balance to sustain the Housing Program in FY16.

Mr. Skeete expressed concern over shifting costs over to the CDBG program since it is not a long term solution and that services to housing clients may suffer as a result. Mr. Heiss agreed that it is not a long term solution. Chair Dille asked what the impacts were if the housing position were reduced to part time. Mrs. Packer stated that it would determine whether someone lost or kept their home because the process is very time sensitive. Ms. Williams added that the labor standards monitoring for the CDBG program would be done from the office, which would minimize the impact on housing clients.

MOTION: Chuck Potucek
SECOND: Horatio Skeete

After further discussion an amended motion was made and seconded to recommend a modified Option 2, allocation of \$15,000 from fund balance to sustain the Housing Program in FY16.

AMENDED MOTION: Chuck Potucek
SECOND: Horatio Skeete
ACTION: **APPROVED UNANIMOUSLY**

Mr. Heiss reminded Chair Dille that since the use of additional fund balance is potentially recurring in nature, it will require a two-thirds super majority of the Executive Board to become effective.

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss discussed the future meeting dates of the Administrative Council and mentioned that the dates listed for the Executive Board's May meeting should read May 20, 2016 and the August meeting should read August 19, 2016. He also reported there would be a need for a Combined Admin/Exec Committee conference call and it is scheduled for December 3, 2015.

B. Strategic Plan Implementation Progress Report

Mr. Heiss outlined progress on the strategic plan goals, specifically Goal 2, Tactic C and reported that staff will move forward with implementing the strategy with the responses received so far. Chair Dille requested that one more email be sent out requesting contact information from those who have yet to respond.

C. Graham County Private Sector Representative Vacancy

Mr. Heiss discussed the current vacancy on the Executive Board for Graham County Private Sector Representative and requested that the Graham County member entities discuss the

situation and bring another nomination forward in time to be placed on the agenda for the February 2016 meeting.

D. Finance Report

Ms. Osborn reported that the auditors were here October 6-8 for audit field work. She stated there were no additional findings and that she expects a clean audit report for the year.

E. SEAGO Economic Development District Report

Mr. Catten reported on the 2016-2020 Comprehensive Economic Development Strategy (CEDS), stating subregional groups had been established to go through the SWOT analysis process. He reported that the Santa Cruz group had already held their SWOT session on November 3, that Cochise County is scheduled for November 24 and the Graham/Greenlee session is scheduled for December 3.

F. FY 2016 CDBG Application Changes

Ms. Williams reported on CDBG application changes stating ADOH had restored all types of CDBG projects, including parks, as long as they meet one of the three National Objectives and that applications are due by July 1, 2016. She also stated that ADOH had determined that our Method of Distribution (MOD) no longer needs to be submitted annually but every three years instead. Ms. Williams also discussed the recent ADOH Notice of Funding Availability (NOFA) for the competitive State Special Projects (SSP) funds and that applications are due to ADOH by April 15, 2016.

G. Regional Traffic Counting Program Update

Mr. Vertrees provided the regional traffic count report stating that a listing of 125 count locations had been completed and confirmed by Works Consulting with an additional 200 count locations needed in order to meet HPMS requirements in March 2016. He stated that the additional 200 locations had already been identified and would be confirmed by SEAGO and the member entities at the November Transportation Advisory Committee (TAC) meeting.

H. Transit Report

Mr. Vertrees provided an update on the Transit and Mobility Management programs, stating that since the last Administrative Council meeting the 5310 Grants had been awarded and a total of \$1,116,750 was awarded for SEAGO subregional transportation providers and mobility management programs. Mr. Vertrees also reported on the regional 5310 Pilot Training Program in which SEAGO was awarded \$75,000.00 and that the training sessions were going very well and receiving outstanding feedback from course attendees.

Mr. Vertrees also reported on the 5311 Programs stating that SEAGO is currently developing an FTA Section 5304 planning grant application to conduct a transit study that will assist the

cities of Douglas, Bisbee and Sierra Vista in determining the feasibility of an intercity bus route from Douglas to Sierra Vista.

I. Strategic Regional Highway Safety Plan Update

Mr. Vertrees reported on the progress of the SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan project, stating the request for proposals to select a consultant to assist in the development of the safety plan had been published on November 2 and will close on December 18. The expectation is to have a consultant in place and work to begin no later than March 1, 2016. The review committee will screen the RFP responses and recommend 2 to 4 applicants that will present at a Joint SEAGO/SVMPO TAC Meeting in January.

Mr. Heiss added that SEAGO currently has an opening for an Assistant Regional Mobility Manager if anyone knows of any potential candidates.

J. Area Agency on Aging (AAA) Updates

Ms. Laura Villa provided the Area Agency on Aging report stating that on July 17 the Department of Economic Security Division of Aging and Adult Services (DES/DAAS) had reduced funding allocations for the Health Insurance Assistance/Senior Medicare Patrol programs which means a decrease in AAA's ability to provide outreach, counseling and education in the four-county region. She also reported on new performance measures implemented by DES/DAAS which means funds will be on a pro-rated fixed monthly amount. The new measures required the SHIP Coordinator to serve at least 216 clients per month which translates to less time doing outreach, counseling and education and there is a need for volunteer help in the region.

Ms. Villa also reported on the upcoming statewide conference on aging which is being sponsored by the Arizona Association of Area Agencies on Aging (AZ4A) and scheduled for May 19-20, 2016 in Flagstaff. Ms. Villa invited all to attend and learn more about how Area Agencies on Aging serve their communities.

K. Housing Program Statistics

Ms. Julie Packer provided the Housing Programs report and responded to questions.

VI. RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) REPORT

In the absence of Mr. Kevin Adam, Mr. Heiss discussed key commerce corridors and the recent failed Pima County ballot initiatives. He also discussed a recent meeting with Governor Ducey, stating there was support from his office regarding SR189.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

No staff announcements or current events.

VIII. FUTURE AGENDA ITEMS

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

IX. ADJOURNMENT

Chair Dille adjourned the meeting at 10:32 AM.