

**MINUTES OF THE  
ADMINISTRATIVE COUNCIL  
COCHISE COLLEGE BENSON CENTER  
1025 STATE ROUTE 90  
BENSON, ARIZONA  
FEBRUARY 11, 2016**

**OFFICERS PRESENT:** Soltis, Tedmond – City of Willcox (*Vice Chair*)

**MEMBERS PRESENT:** Basteen, John Jr. – Town of Duncan (by phone)  
Driskell, Donna – City of Tombstone  
Johnson, Jestin – City of Bisbee  
McCormick, Jeff – Town of Pima  
McGaughey, Ian – City of Clifton (*by phone*)  
Mitchell, Tammy – Town of Huachuca City  
Russell, Charles – San Carlos Apache Tribe  
Potucek, Chuck – City of Sierra Vista  
Skeete, Horatio - City of Safford  
Stephens, William – City of Benson  
Vlahovich, Jim – Cochise County (*by phone*)

**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  
Villa, Laura – AAA Manager  
Williams, Bonnie - CDBG Program Manager

**GUESTS:** Boyle, Kathy - ADOT

Mr. Randy Heiss informed the group that Vice Chair Terry Hinton would not be present due to illness and it was suggested that agenda item No. 7, Discussion and Possible Action to Elect Vice-Chair, be moved up to the first action item.

**I. DISCUSSION AND POSSIBLE ACTION TO ELECT A NEW VICE CHAIR**

Mr. Heiss reported that former Chair Shane Dille was no longer with the City of Nogales which created a vacancy in the Chair position of the Administrative Council. He reported the Bylaws state that the next highest-ranking officer will automatically move up into the Chair's position for the balance of the term. Due to Mr. Hinton's illness, it still left the need to fill the Vice-Chair position until the next election of officers. A motion was made by Mr. Chuck Potucek to appoint Mr. Ted Soltis to the position of Vice-Chair until the next election of officers.

**MOTION:** Chuck Potucek  
**SECOND:** Bill Stephens  
**ACTION:** **APPROVED UNANIMOUSLY**

## **II. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS**

Interim Vice-Chair Ted Soltis called the meeting to order at 9:04 a.m. Mr. Randy Heiss requested that Agenda Item No. 4, Discussion and Possible Action Regarding the Revised Regional Grant Writing Services Project Proposal, be moved to Action Item No. 2, immediately following the Consent Agenda.

## **III. MEMBER ENTITIES' DISCUSSION**

Vice-Chair Soltis made a call for items to discuss. Mr. Chuck Potucek commented on a recent meeting in Phoenix regarding real property rental tax and Senate Bill 1268. He also provided an update on the Public Safety Personnel Retirement System bill. Ms. Kathy Boyle reported that the State Transportation Board would be meeting in Nogales the following week. Ms. Tammy Mitchell discussed upcoming workshops at the Town of Huachuca City regarding changing their form of government from mayor/council to mayor/manager and that they would be hosting the SEAGO Executive Board meeting on February 26. Mr. Bill Stephens, City of Benson, provided an update on the Villages at Vigneto housing development project. No other common critical issues were discussed.

Mr. Heiss reported on House Bill 2157 dealing with political subdivision entities and that it would preclude new employees of organizations like SEAGO and the Arizona League of Cities and Towns from participating in the State Retirement plan.

## **IV. CALL TO THE PUBLIC**

Vice-Chair Soltis made a call to the public and no one spoke.

## **V. ACTION ITEMS**

1. Consent Agenda
  - a. Approval of the November 5, 2015 Minutes
  - b. Nominations to the Advisory Council on Aging

Mr. Chuck Potucek made a motion to approve Consent Agenda Items 1a. and 1b.

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

2. Discussion and Possible Action Regarding the Revised Regional Grant Writing Services Project Proposal.

Mr. Randy Heiss initiated the video conference call with Ms. Mindy Muller with Community Development Professionals (CDP) out of Hamilton, OH. Mr. Heiss stated there had been negotiations with CDP and a revised scope of work and proposal for review and discussion. The revised CDP proposal would require \$45,000 and he proposed that for FY17 \$20,000 come in the form of assessments and the remaining \$25,000 come from fund balance. Mr. Potucek asked whether there was an opportunity to recoup the administrative fees as part of a grant proposal and Ms. Muller replied it is possible sometimes, but in general grant writing fees are not covered under a proposal. Mr. Horatio Skeete made a motion to approve funding the grant writing services with \$20,000 coming from member assessments and the remaining \$25,000 from fund balance.

**MOTION:** Horatio Skeete

**SECOND:** Chuck Potucek

**ACTION:** **APPROVED UNANIMOUSLY**

3. Discussion and Possible Approval of Resolution No. 2016-01 (HURF Resolution).

Mr. Heiss presented Resolution 2016-01 urging the Governor and Legislature eliminate the diversion of HURF and other dedicated transportation funding sources to the State General Fund.

**MOTION:** Bill Stephens

**SECOND:** Jestin Johnson

**ACTION:** **APPROVED UNANIMOUSLY**

4. Discussion and Possible Approval of the 2016-2017 Transportation Issues Position Statement.

Mr. Heiss reported that the Transportation Advisory Committee (TAC) had raised a number of concerns regarding the ability of local governments to plan and implement transportation projects, and they had prepared a position statement addressing the following issues:

- a. End the Diversion of Dedicated Transportation Funding;
- b. Restore the HURF Exchange Program;
- c. Explore all Possible Funding Options to Resolve the SR 189 Bottleneck;
- d. Expand Transportation Infrastructure Funding Mechanisms;
- e. Raise Title 34 Limitation on Use of Local Forces; and
- f. Support Efforts to Create a Unified Transportation Plan.

Mr. Jeff McCormick made a motion to approve the position statements on transportation issues as presented by Staff, with the understanding that Issue No. 5, Raise Title 34 Limitation on Use of Local Forces, could be reconsidered at a future date.

**MOTION:** Jeff McCormick  
**SECOND:** Chuck Potucek  
**ACTION:** **APPROVED UNANIMOUSLY**

5. Discussion and Possible Action to Re-appoint Cochise County Private Sector Representative Mark Schmitt to a Second Term of Office on the Executive Board.

Mr. Heiss explained that when term limits were imposed for Private Sector Representatives last November, the terms of existing Representatives were not considered. The only one of these that warranted action today was Mr. Schmitt who had been appointed in 2011 and had been serving ever since. All others were well inside their initial two-year term. Heiss stated he had been in contact with Mr. Schmitt and determined he was willing to continue serving, and suggested that he be reappointed to a final two-year term. A motion was made to recommend reappointment of Mr. Mark Schmitt as a Private Sector Representative for Cochise County to the Executive Board.

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

6. Discussion and Possible Action Regarding FY17 Housing Program Funding.

Mr. Heiss lead a discussion regarding the Housing Program funding, reporting the situation is worse than before. Heiss stated there now remains one funding source for the program, the HUD Counseling grant from the National Community Reinvestment Coalition (NCRC), and that SEAGO is faced with either using fund balance and/or member assessments to fund the Housing Program in FY 2017. Heiss explained that the number of clients currently being served now stands at 44% of the clients served in FY 2014 and asked the Administrative Council to recommend a maximum level of fund balance use for the FY 2017 budget and he would set service levels accordingly. Vice-Chair Soltis made a motion to fund the Housing Program at 50% of the anticipated expenditures for FY 2017 budget.

**MOTION:** Vice-Chair Soltis  
**SECOND:** Jestin Johnson  
**ACTION:** **APPROVED UNANIMOUSLY**

7. Discussion and Possible Action Regarding FY16-18 CDBG Method of Distribution (MOD).

Ms. Bonnie Williams discussed the ADOH changes to our MOD and provided the current finalized MOD. She reported that CDBG applications from Cochise County, Duncan, Huachuca City, Patagonia, and Thatcher will be due to SEAGO by July 1, 2016. Mr. Potucek abstained from the vote.

**MOTION:** Tammy Mitchell  
**SECOND:** Jim Vlahovich  
**ACTION:** **APPROVED**

## **VI. INFORMATION ITEMS**

### **A. Future Meeting Dates**

Mr. Heiss discussed the future meeting dates, reporting the next meeting of the Administrative Council is scheduled for May 5, 2016. He also reported there would be a need for a Combined Administrative/Executive Committee conference call and it is scheduled for March 31, 2016.

### **B. Strategic Plan Implementation Progress Report**

Mr. Heiss outlined progress on the strategic plan goals, stating everything has been accomplished on schedule, with the exception of the grant writing services which has been delayed due to the need for the increase in budget.

### **C. Graham County Private Sector Representative Vacancy**

Mr. Heiss reported that there remains a vacancy on the Executive Board for a Graham County Private Sector Representative and reiterated the need to fill this vacancy.

### **D. Finance Report**

Ms. Osborn reported that the audit had been completed and the auditors would be attending the February 26, 2015 Executive Board meeting to present the audit. She reported there were no findings this year. She also presented the finance report and responded to questions.

### **E. SEAGO Economic Development District Report**

Mr. Larry Catten provided an update on the 2016-2020 Comprehensive Economic Development Strategy (CEDS) process, stating there was great progress being made and they were on track to submit the CEDS to EDA in June. He also presented the CEDS Mid-Year Report.

### **F. Transit Report**

Mr. Chris Vertrees reported on the newly hired Assistant Regional Mobility Manager and the grant application to the Legacy Foundation, stating that a decision on the grant award should be made in April. He also provided updates on the 5310 Pilot Training Program and the 5311 Program.

### **G. SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan**

Mr. Vertrees provided an update on the progress of the SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan stating there had been three responses to the request for proposals from Kimley-Horn, Amec Foster Wheeler, and Wilson & Co. He stated all three respondents presented at the January 21 TAC meeting and the TAC selected Amec Foster Wheeler. SEAGO is currently finalizing a timeline and scope of work with the consultant and hope to have a contract in place and for work to begin no later than Mar4ch 1, 2016.

#### H. Area Agency on Aging (AAA) Updates

Ms. Laura Villa reported on the programmatic monitoring being performed on all subawards in order to be in compliance with DES-DAAS policies and procedures. All congregate sites are being monitored by Shira Martin SEAGO's Health and Nutrition Program Coordinator and Long Term Care Ombudsman Program Coordinator. Ms. Villa also discussed the upcoming AZ4A Aging Conference scheduled for May 19-20, 2016 in Flagstaff. Ms. Villa also reported on Caregiver Workshops scheduled for Douglas on March 20 and Clifton on April 15.

Vice Chair Soltis asked whether the programmatic monitoring results are made available to the public and Ms. Villa explained the process. Mr. Heiss further explained that the documents are all public information but that SEAGO does not publicize the results.

#### I. Housing Program Statistics

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

### **VII. RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) REPORT**

In the absence of Mr. Kevin Adam, there was no RTAC report.

### **VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Mr. Heiss reminded everyone of the ADOT Long Range Transportation Plan meeting scheduled for the afternoon, stating that lunch would also be provided.

### **IX. FUTURE AGENDA ITEMS**

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

### **X. ADJOURNMENT**

Mr. Skeete made a motion to adjourn.

**MOTION:** Horatio Skeete

**SECOND:** Bill Stephens

**ACTION:** **APPROVED**

Vice Chair Soltis adjourned the meeting at 10:30 AM.