

**MINUTES OF THE
ADMINISTRATIVE COUNCIL
COCHISE COLLEGE BENSON CENTER
1025 STATE ROUTE 90
BENSON, ARIZONA
AUGUST 4, 2016**

OFFICERS PRESENT: Soltis, Tedmond – City of Willcox (*Chair*)
Mitchell, Tammy – Town of Huachuca City (Vice-Chair)
Skeete, Horatio – City of Safford (Secretary)

MEMBERS PRESENT: Driscoll, Donna – City of Tombstone
Gale, Kay – Greenlee County
Marsh, Richard – City of Bisbee
McCormick, Jeff – Town of Pima (*by phone*)
McGaughey, Ian – Town of Clifton
McLachlan, Matt – City of Sierra Vista
Hamilton, Brad – City of Benson
Russell, Charles – San Carlos Apache Tribe
Teel, Dave – Town of Patagonia
Urquijo, Ana – City of Douglas
Valdez, Jesus – Santa Cruz County
Vlahovich, Jim – Cochise County
White, Aaron – City of Nogales

STAFF PRESENT: Heiss, Randy - Executive Director
Merideth, John - Office Assistant
Osborn, Cindy - Accounts Manager
Vertrees, Chris - Transportation Planner
Villa, Laura – AAA Program Manager
Williams, Bonnie – CDBG Planner

GUESTS: Adam, Kevin (RTAC)

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

Chairman Soltis called to the meeting to order at 9:01 a.m..

II. MEMBER ENTITIES' DISCUSSION

Mr. Ian McGaughey thanked Mr. Larry Catten for his regular attendance at the Greenlee County Chamber of Commerce meetings. Chair Soltis thanked Ms. Bonnie Williams for her assistance on their recent CDBG project.

III. CALL TO THE PUBLIC

No members of the public were in attendance.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the May 4, 2016 Minutes

MOTION: Dave Teel
SECOND: Tammy Mitchell
ACTION: **APPROVED UNANIMOUSLY**

2. Consideration of Nominee for Graham County Private Sector Representative

Mr. Randy Heiss discussed the Graham County Private Sector Representative vacancy on the Executive Board, stating that Supervisor Danny Smith and Mayor Bob Rivera had nominated Mr. Patrick O'Donnell, the new Executive director for the Graham County Chamber of Commerce to fill the vacancy.

Mr. Kay Gale made a motion to recommend to the Executive Board the nomination of Mr. Patrick O'Donnell as the Private Sector Representative for Graham County.

MOTION: Kay Gale
SECOND: Horatio Skeete
ACTION: **APPROVED UNANIMOUSLY**

3. Consideration of the SEAGO Comprehensive Economic Development Strategy 2016 – 2020

Mr. Randy Heiss provided an update on SEAGO's Comprehensive Economic Development Strategy (CEDS), stating the CEDS had been submitted to the Economic Development Administration and feedback had been good. Randy further added that the EDA does not require formal approval of the CEDS, but mentioned SEAGO would qualify to apply for certain funding opportunities if the projects are included in a regional community or economic development strategy.

MOTION: Aaron White
SECOND: Ian McGaughey
ACTION: **APPROVED UNANIMOUSLY**

4. Consideration of Resolution No. 2016-04

Mr. Chris Vertrees provided the SEAGO Title VI Implementation and Public Participation Plan and reported that Federal Transit Administration (FTA) requires approval by an agency's governing board and presented Resolution No. 2016-04, A Resolution of The SouthEastern Arizona Governments Organization Approving the Organization's Title VI Implementation and Public Participation Plan dated August 1, 2016.

MOTION: Dave Teel

SECOND: Horatio Skeete

ACTION: **APPROVED UNANIMOUSLY**

5. Consideration of the 2016 – 2020 TIP Amendment #7

Mr. Vertrees discussed the three TIP Amendments approved at the July 21, 2016 TAC meeting:

Greenlee County - GEH-BR--08 (Campbell Blue Bridge Replacement): This project was originally programmed in FY16 for \$200,000 for design. However, only 40,000 is required this year. **If approved, this project will be programmed in FY16 in the amount of \$40,000 Federal. Local match will be \$2,418.** The remaining \$160,000 will be programmed in FY17.

Graham County – GGH12-03 (Reay Lane/Safford Bryce Road Intersection). This project is currently programmed for FY19. However, it is ready to proceed. ADOT has requested that the project be moved to FY17. The project is currently programmed for \$424,350 in HRRRP funding. An additional \$70,000 in local HSIP is needed to complete the project. **If approved the project will be moved to FY17 and an additional \$70,000 will be added to the project in the following manner: Federal: \$66,010 Local: \$3,990.**

SEAGO - SEA15-02 (Regional Strategic Highway Safety Plan). SEAGO is requesting the TAC to approve an additional \$50,000 in local HSIP in order to hold additional public meetings and to include data collection site visits to jurisdictions that appear to not be consistently reporting their crash data.

MOTION: Ian McGaughey

SECOND: Kay Gale

ACTION: **APPROVED UNANIMOUSLY**

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss commented on the future meeting dates, noting that the November Executive Board meeting is scheduled for November 16th instead of the 18th due to a conflict with the State Transportation Board meeting in Safford.

B. Strategic Plan Implementation Progress Report – 2017 Strategic Planning Retreat Date

Mr. Heiss discussed the progress on the implementation of Strategic Plan Goals and plans for the next planning retreat in early 2017. Mr. Skeete stated that is important to have the retreat and that \$5,000 is a reasonable expense for the retreat. Mr. Heiss will work on putting something together.

C. Executive Board Report Items

Mr. Heiss discussed the 19th Annual Rural Transportation Summit scheduled to take place October 18-20, 2017, stating he had examined the possibility of holding the summit in Safford, Rio Rico, and Sierra Vista. No objections were stated to holding the event in Sierra Vista.

Mr. Heiss discussed the Maricopa Association of Governments (MAG) interactive map viewer which consists of a demographic viewer, employment viewer and a number of functions that are valuable to communities performing traffic modeling, preparing grant applications and performing other government related work. He stated MAG has volunteered to purchase a statewide data base of employers from Dunn and Bradstreet on the condition that our member entities assist in cleaning up the data to eliminate businesses that may have closed or moved. Member entities present indicated a willingness to assist with cleaning up the D&B data and expressed an interest in having a demonstration of the viewers at a future meeting.

Mr. Heiss discussed the results of the Regional Technical Services Center (RTSC) survey, reporting only eleven responses were received. The three highest needs identified were: professional grant writing, civil engineering, and biologist/archeological services. He also indicated he intended to move forward with establishing the RTSC to include the top five services identified in the survey. No objections were stated to the proposed approach.

D. Executive Director Contract

Mr. Heiss presented a draft of his contract for review and informed the members present that the Board would be considering it at their August meeting.

E. Quarterly Finance Report

Ms. Cindy Osborn presented the preliminary year-end report ending June 30, 2016 and responded to questions.

F. SEAGO Economic Development District Report

Mr. Heiss provided the EDD Report in the absence of Mr. Larry Catten and encouraged members to contact Larry with any questions.

G. Transit Report

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

H. Strategic Regional Highway Safety Plan Update

Mr. Vertrees provided an update on the progress of the SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan reporting that the first public meeting was held at the Sierra Vista Public Library on July 13, 2016 and an online safety survey had also been developed and distributed.

I. AAA Updates

Ms. Laura Villa provided the AAA Region VI updates and responded to questions.

VI. RTAC REPORT

Mr. Kevin Adam provided the Rural Transportation Advisory Committee report and responded to questions.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Mr. John Merideth discussed the redesign of the seago.org website, stating the new site would be mobile friendly and should go live in early September.

Ms. Laura Villa reminded everyone of the upcoming Medicare open enrollment period.

VIII. FUTURE AGENDA ITEMS

Mr. Heiss reported on future agenda items to include: port of entry staffing resolution; possible budget amendments; and MAG viewer presentation.

IX. ADJOURNMENT

Chairman Soltis adjourned the meeting at 10:10 a.m.