

**MEETING MINUTES OF THE SEAGO EXECUTIVE BOARD
PIMA FIRE DEPARTMENT
86 SOUTH PIMA 200 WEST
PIMA, AZ 85543
MAY 20, 2016**

OFFICERS PRESENT: Lindsey, Gerald – Council Member, City of Willcox (*Chair*)
Gomez, David – Supervisor, Greenlee County (*2ND Vice Chair*)
Rivera, Bob – Mayor, Town of Thatcher (*Treasurer*)
Molera, Rudy – Supervisor, Santa Cruz County (*by phone*)

MEMBERS PRESENT: Smith, Danny – Supervisor, Graham County
Smerekanich, Ilona, Cochise County Private Sector Rep.
Oertle, Ron – Mayor, City of Bisbee
Ortega, Richard – Councilman, City of Safford
English, Ann – Cochise County (*by phone*)
Montoya, Luis – Vice-Mayor, Town of Clifton
Mueller, Rick – Mayor, City of Sierra Vista
Robinette, Dustie – Greenlee County Private Sector Rep.

GUESTS: Adam, Kevin – RTAC (by phone)
McCormick, Jeff – Town of Pima
Saucedo, Shay – Senator John McCain's Office

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

I. EXECUTIVE SESSION

A motion was made to go into Executive Session and Chairman Lindsey called the Executive Session to order at 9:07 a.m.

MOTION: Mayor Mueller
SECOND: Mayor Rivera
ACTION: **APPROVED UNANIMOUSLY**

II. RECONVENE PUBLIC SESSION

A motion was made and seconded to reconvene to public session at 10:10 a.m.

MOTION: Mayor Rivera
SECOND: Mayor Mueller
ACTION: **APPROVED UNANIMOUSLY**

Chair Lindsey thanked those who had gotten up early to participate in the Executive Session and stated the discussion had produced what he feels is a good evaluation.

III. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chair Lindsey welcomed everyone to the meeting and led the group in the Pledge of Allegiance.

IV. MEMBER ENTITIES' DISCUSSION

Supervisor English voiced her appreciation to the SEAGO Board for consideration of the Resolution regarding the Douglas Port of Entry expansion.

V. CALL TO THE PUBLIC

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

VI. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the February 11, 2016 Minutes
 - b. Nomination to the Advisory Council on Aging

Mayor Bob Rivera mad a motion to approve items 1.a. and 1.b. of the consent agenda.

MOTION: Mayor Rivera
SECOND: Mayor Mueller
ACTION: **APPROVED UNANIMOUSLY**

2. Fiscal Year 2016-2017 Budget Action Items

- a. Discussion and Possible Action Regarding the Revised Regional Grant Services Project /Annual Assessments

Mr. Heiss provided an update on the Regional Grant Services Project, outlining several Options which are available to fund the project.

Option 1 – the proposed \$20,000 assessment is split evenly between the 19 member entities with no population formula. This is offered in consideration that each member entity will theoretically have the same potential to benefit from participating in the program and should bear an equal share of the cost.

Alternate A: Assuming all member entities participate the cost would be \$1,053 each.

Alternate B: Assuming that Sierra Vista does not participate the cost for each remaining member entity would increase to \$1,111 each with no impact on fund balance.

Alternate C: If additional entities choose to opt out of participating in the program, the cost to the remaining participating jurisdictions would increase accordingly. This Alternate would provide the flexibility for any member entity to opt out of the program with fund balance picking up the cost of the

non-participating members. The cost for the participating members would remain fixed at \$1,053 in the first year of the contract.

Option 2 – This Option assesses the \$20,000 cost on a modified population based formula, but also allows the flexibility for any member entity to opt out of the program with fund balance picking up the cost of the non-participating members. No Alternatives to this Option are offered.

Option 3 – No assessment for the program is proposed. Two Alternatives for this Option are offered.

Alternate A: No direct services to member entities would be available, and SEAGO would contract with CDP to search for funding opportunities to expand or enhance regional services and fulfill the goals of our Strategic Plan, including Goal 1, Tactic C – Prepare and Submit a Regional Technical Services Center Grant Application in order to establish a technical services center that could be utilized by member entities in developing projects in their communities. SEAGO would work with CDP to identify several priorities that would become the focal points of grant opportunities. The cost would be no more than \$10,000 in the first year and would be paid from fund balance.

Alternate B: The project would go forward as proposed at the February meeting with the entire cost of \$45,000 for the first contract year coming from the fund balance. If the program meets performance measures, there would be an expectation that a member entity assessment would cover most, if not all of the program costs in the second contract year.

Vice-Mayor Montoya suggested a good starting point would be to determine which entities will participate and which will not. Mayor Mueller stated that the City of Sierra Vista would not participate. Councilman Ortega reported that the City of Safford would participate. Mayor Rivera reported that the Town of Thatcher would not participate. Mayor Montoya reported that the Town of Clifton would participate. Mayor Oertle reported that the City of Bisbee is undecided at this time and still felt it was too risky considering there is no guarantee of receiving a grant. Supervisor English commented that Cochise County would be willing to participate in Option 1 or Option 3, Alternate A. Mayor Oertle commented that he was comfortable with Option 3, Alternate A. Ms. Smerekanich commented that an update on the progress of the program could be provided one year later to give everyone a better understanding of how it's working. Ms. Robinette asked what the contract term was and Mr. Heiss responded that it would be for one year.

A motion was made by Mayor Oertle to approve Option 3, Alternate 1.

MOTION: Mayor Oertle
SECOND: Mayor Rivera

Ms. Robinette asked whether the opportunity to participate would be given to the member entities in one year and Mr. Heiss responded that yes it would be brought back for review in one year.

ACTION: 11 AYE, 1 ABSTAIN (City of Sierra Vista)

Mr. Heiss outlined the proposed FY17 Assessment and Dues schedule and responded to questions.

b. Resolution 2016-02 EDA Grant Authorization

Mr. Larry Catten presented Resolution No. 2016-02 authorizing submission of an application for FY17 Partnership Planning Assistance Grant funds from the Economic Development Administration. A motion was made by Mayor Rivera to approve Resolution No. 2016-02 for an EDA Partnership Planning Assistance Grant in the amount of \$75,000 and matching funds of \$35,357 funded through assessments paid by SEAGO member entities.

MOTION: Mayor Rivera
SECOND: Mayor Mueller
ACTION: **APPROVED UNANIMOUSLY**

Supervisor English asked for more information about what Economic Development activities SEAGO is involved in. Mr. Heiss responded that currently those activities are reported in the meeting packet and from Mr. Catten on a quarterly basis. Mr. Catten responded that part of the new Comprehensive Economic Development Strategy is to develop an Economic Development Professionals Group that would meet periodically to set guidelines in accordance with the CEDS and provide more information regarding economic development activities in the SEAGO region.

MOTION: Mayor Rivera
SECOND: Mayor Mueller
ACTION: **APPROVED UNANIMOUSLY**

c. Fiscal Year 2016-2017 Budget

Ms. Cindy Osborn outlined changes and assumptions to the FY17 Budget and responded to questions.

Vice Mayor Luis Montoya made a motion to approve the FY17 Budget as presented by Staff.

MOTION: Vice Mayor Montoya
SECOND: Supervisor Gomez
ACTION: **APPROVED UNANIMOUSLY**

d. Sustainability of the SEAGO Fund Balance

Mr. Heiss presented an overview of the current state of the fund balance and how it has been used over the last seven fiscal years and responded to questions.

3. Fiscal Year 2016 CDBG Regional Account Applications

Ms. Bonnie Williams discussed the FY16 CDBG Applications, stating that the following applications had been received:

- a. Cochise County (\$231,778) – for building improvements to the Southern AZ Children’s Haven building in Huachuca City;
- b. Town of Huachuca City (\$231,778) – for water system storage tank upgrades;
- c. Town of Thatcher (\$195,450) – for ADA improvements to several parks;
- d. Town of Patagonia (\$314,946) – for water system upgrades; and

- e. Town of Duncan (\$100,000) – for sewer system upgrades.

Ms. Williams reported that Huachuca City had completed their special income survey, Patagonia was about halfway finished with theirs, and that Duncan would need to do a special income survey. These surveys are required because the US Census did not report updated figures to the Arizona Dept. of Housing. Mayor Rivera asked whether the US Census data would eventually be reported and Ms. Williams responded that the data will come from the American Community Survey.

Mayor Rivera made a motion to approve the FY16 CDBG projects and direct staff to forward these applications to ADOH by August 1.

MOTION: Mayor Rivera
SECOND: Supervisor Gomez
ACTION: 11 AYE, 1 ABSTAIN (City of Sierra Vista)

4. Consideration of Fiscal Year 2017 AAA Subaward Renewal Recommendations

Mr. Heiss presented the tentative AAA subaward renewal recommendations which need to be in place and services begun by July 1.

A motion was made by Vice Mayor Montoya to approve the proposed FY17 AAA subaward renewal recommendations.

MOTION: Vice Mayor Montoya
SECOND: Mayor Mueller
ACTION: UNANIMOUS

5. Discussion and consideration of Resolution No. 2016-03 Relating to the Douglas Land Port of Entry Project

Mr. Catten presented Resolution No. 2016-03 and responded to questions.

Councilman Richard Ortega made a motion to approve Resolution No. 2016-03, supporting the City of Douglas' Efforts to modernize the expand the current Raul H. Castro Port of Entry, and to construct a new port of entry facility to accommodate commercial cargo.

MOTION: Councilman Ortega
SECOND: Supervisor Smith
ACTION: UNANIMOUS

I. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss outlined the proposed future meeting dates. Supervisor Smith noted there is a State Transportation Board meeting scheduled for November 18th. Mr. Heiss responded that he would work on a new date for the November meeting. Mr. Heiss also reminded everyone of the Joint Executive/Administrative Committees conference call scheduled for June 1.

B. Strategic Plan Implementation Progress Report

Mr. Heiss provided an update on the status of implementation of the Strategic Plan implementation.

C. Graham County Private Sector Representative Vacancy

Mr. Heiss reported he hoped to have a nomination at the August meeting of the board.

D. Election of Administrative Council Officers

Mr. Heiss reported the new Administrative Council Officers, which are:

Ted Soltis (Willcox) – Chair
Tammy Mitchell (Huachuca City) – Vice Chair
Horatio Skeete (Safford) - Secretary

E. Quarterly Finance Report

Ms. Cindy Osborn provided the Quarterly Finance report and responded to questions.

F. SEAGO Economic Development District Report

Mr. Larry Catten provided an update on the CEDs process and requested any feedback or comments from the Board.

G. Transit Report

Mr. Chris Vertrees provided the Transit report, stating that Ms. Connie Gastelum, SEAGO's Regional Mobility Manager, had been awarded the prestigious Outstanding Mobility Manager of the year award. He also reported that SEAGO had been awarded the Legacy Foundation of Southeast Arizona Grant. Mr. Heiss and the Board thanked Mr. Vertrees for his hard work in obtaining the Legacy grant.

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 project.

I. AAA Updates

Mr. Heiss provided updates for the AAA program stating the programmatic monitoring of all subawards had been completed. He also reported that Ms. Shi Martin had completed her certification for Matter of Balance and had started training others throughout the region on Matter of Balance. He also provided updates on the AZ4A Aging Summit being held in Flagstaff and the upcoming SEAGO 2nd Annual Aging Conference which will be held Friday June 10 at St. Patrick's Roman Catholic Church in Bisbee.

J. Housing Program Statistics

Mr. Heiss reported on the Housing program statistics and responded to questions.

VI. RURAL TRANSPORTATION ADVOCACY COMMITTEE REPORT (RTAC)

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

VII. STAFF ANNOUNCEMENTS/CURRENT EVENTS

There were no staff announcements at this time. Chair Lindsey commented on the upcoming Willcox Wine Festival and Mayor Rivera commended the Pima High School baseball team on their recent State championship win.

VII. FUTURE AGENDA ITEMS

Mr. Heiss reported that the Comprehensive Economic Development Strategy would be presented in August. Mr. Catten reported on a possible resolution in support of increased staffing at all Ports of Entry in the SEAGO region. Mayor Rivera reported on recent POE discussions at the recent Arizona Town Hall meeting.

IX. ADJOURNMENT

The meeting was adjourned at 12:05 p.m.