

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

FEBRUARY 08, 2018

OFFICERS PRESENT: Soltis, Tedmond – City of Willcox (*Chair*)
Skeete, Horatio – City of Safford (*Secretary*)

MEMBERS PRESENT: Basteen, John Jr. – Town of Duncan
Cooper, Terry – Graham County (*proxy*)
Gale, Kay – Greenlee County
Gilligan, Ed – Cochise County (*phone*)
Lewis, Sean – Town of Pima
McGaughey, Ian – Town of Clifton (*phone*)
McLachlan, Matt – City of Sierra Vista
Smith, Robert – City of Bisbee
Vivian, Vicki – City of Benson
Williams, Matthew – Town of Huachuca City

STAFF PRESENT: Catten, Larry – Economic Development Planner
Heiss, Randy – Executive Director
Merideth, John – Grants/Title VI Coordinator
Vertrees, Chris – Transportation Planner
Villa, Laura – AAA Program Manager
Williams, Bonnie – CDBG Program Manager

GUESTS: None

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chairman Soltis called the meeting to order at 9:05 a.m. and welcomed everyone. Introductions were made.

II. MEMBER ENTITIES' DISCUSSION

Ms. Vicki Vivian, City Clerk for the City of Benson, announced the departure of City Manager Bill Stephens, stating that she had been appointed as the acting City Manager.

Ms. Kay Gale announced the Blue bridge dedication which was planned for the upcoming week.

Mr. Matt McLachlan discussed the homeless housing initiative in Sierra Vista.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 2, 2017 Minutes
 - b. Nomination to the Advisory Council on Aging

Ms. Gale made a motion to approve the Consent Agenda as presented.

MOTION: Kay Gale
SECOND: John Basteen, Jr.
ACTION: **UNANIMOUS**

2. Discussion and possible action to fill the vacant Administrative Council Vice-Chair position.

Mr. Heiss discussed the vacancy on the Administrative Council as a result of Vice Chair Tammy Mitchell resigning her position with the Town of Huachuca City effective November 29th, which also leaves a vacancy on the Administrative Committee until the May 3rd meeting when the officers are scheduled to be elected for FY19.

Chairman Ted Soltis felt it would be okay to wait until the May meeting when new officers would be elected. Ms. Kay Gale asked whether anyone had shown any interest in filling the position and Mr. Matthew Williams stated that he would be interested.

Mr. Horatio Skeete made a motion to nominate Mr. Williams to the Vice Chair position until the May 3rd meeting when a new slate of Officers would be elected.

MOTION: Horatio Skeete
SECOND: Matt McLachlan
ACTION: **UNANIMOUS**

3. Consideration of the proposed revisions to the SEAGO Bylaws.

Mr. Heiss outlined proposed revisions to the SEAGO Bylaws which, if approved, would align the language of the Bylaws with the long time practices of the organization. Areas outlined were: annual budget review, annual evaluation of the executive director, approval of emergency fund balance usage, membership of functional committees, appointment of functional committee members, and implementing the purpose of gifts, grants, and donations.

Mr. Skeete made a motion to recommend approval of the proposed February 2018 Bylaws revisions to the Executive Board.

MOTION: Horatio Skeete
SECOND: Kay Gale
ACTION: **UNANIMOUS**

4. Consideration of Nominee for Cochise County Private Sector Representative.

Mr. Heiss discussed the EDA requirements of private sector representation on the SEAGO Executive Board, stating that the second term of Mr. Mark Schmitt will expire at the February 23 meeting of the Board. There is a need to find a replacement and that Ms. Barbara Richardson had been recommended as a potential replacement from the education sector. Ms. Richardson has agreed to serve in this capacity.

Mr. McLachlan made a motion to recommend the appointment of Ms. Barbara Richardson as a Cochise County Private Sector Representative on the Executive Board.

MOTION: Matt McLachlan
SECOND: Matthew Williams
ACTION: **UNANIMOUS**

5. Consideration of the proposed revisions to the FY2016-FY2018 Method of Distribution for CDBG funding.

Ms. Bonnie Williams provided proposed revisions to the FY16 – FY18 Method of Distribution stating that under SEAGO’s current Method of Distribution (MOD) for Fiscal Years 2016 – 2018, each of the six jurisdictions participating in the Community Development Block Grant (CDBG) Regional Account (RA) for the Cochise County subregion receive ½ of the available funding every third year. Due to the extensive administrative requirements of the CDBG program, the City of Willcox was considering entering into an arrangement with the City of Bisbee under which Bisbee would receive the entire Cochise County RA allocation in 2018, and in turn, Willcox would receive the entire RA allocation in 2021.

In discussing the proposed gifting of funds, it was suggested that the participating Cochise County jurisdictions consider revising the current MOD to implement a six-year rotation under which each community would receive the entire RA allocation, to enable these jurisdictions to accomplish projects of larger scale than under the current MOD. As a result, a Subregional Working Group made up of the six participating jurisdictions from Cochise County scheduled a conference call on January 11th, to discuss whether to revise the MOD to implement a six-year rotation. After discussing the matter, it was the consensus of the Working Group (five in favor, and one against) to revise the FY2016 – FY2018 MOD to reflect a six-year rotation schedule beginning with Bisbee in 2018.

Mr. Basteen made a motion to recommend approval of the proposed revision to the FY2016-FY2018 Method of Distribution to the Executive Board.

MOTION: John Basteen, Jr.
SECOND: Horatio Skeete
ACTION: **UNANIMOUS**

6. Consideration of Resolution No. 2018-01 relating to NAFTA Renegotiation or Modernization.

Mr. Larry Catten discussed the North American Free Trade Agreement (NAFTA) which is currently being renegotiated. A few months ago, a member of the SEAGO Executive Board suggested that SEAGO consider a resolution supporting a fair, equitable and mutually acceptable renegotiated trade agreement. At the November 17, 2017 Executive Board meeting, the Board directed the Economic Development Planner to draft a SEAGO resolution that would: 1) highlight some of the benefits that Arizona has experienced because of NAFTA, 2) recognize that it is beneficial to update and modernize the 24 year old Agreement consistent with today’s economy, and 3) express support for continuing NAFTA as a viable instrument for Arizona economic development.

Resolution 2018-01 was drafted with the intent of complying with the Executive Board’s direction.

Ms. Vicki Vivian made a motion to recommend approval of Resolution No. 2018-01 to the Executive Board.

MOTION: Vicki Vivian
SECOND: Horatio Skeete
ACTION: **UNANIMOUS**

7. Discussion and possible action to authorize initiation of procurement for studies in Graham and Greenlee Counties.

Mr. Catten stated that SEAGO had recently been awarded grants for target industry studies in Graham and Greenlee counties, and a housing feasibility study in Greenlee County. The studies will be managed and conducted by SEAGO in collaboration with Graham and Greenlee County

officials. Each of the grant funded studies will require the services of qualified consultants, and each will require an expenditure in excess of \$30,000.00 to retain the services of said consultants. Pursuant to SEAGO's procurement policy, the purpose of this agenda item is to request Executive Board approval to solicit RFPs from consultants to provide the analytical and consulting services required to complete each of the studies.

Ms. Gale made a motion to recommend approval to the Executive Board for SEAGO staff to solicit RFPs for 1) a Graham County Target Industry Study; 2) a Greenlee County Target Industry Study; and 3) a Greenlee County Housing Feasibility Study.

- MOTION:** Kay Gale
- SECOND:** John Basteen, Jr.
- ACTION:** **UNANIMOUS**

8. Consideration of 2018-2022 TIP Amendment #3.

Mr. Chris Vertrees presented amendments to SEAGO's 2017-2021 TIP that were approved by the TAC at its January 18th meeting.

Mr. Skeete made a motion to recommend to the Executive Board the approval of the SEAGO 2018-2022 TIP Amendment #3.

- MOTION:** Horatio Skeete
- SECOND:** Kay Gale
- ACTION:** **UNANIMOUS**

9. Discussion and possible action to authorize initiation of procurement for a Willcox Transit Feasibility Study.

Mr. Vertrees discussed the Transit Needs Survey of the Willcox area to determine the potential demand for transportation services which took place last summer. The goal of the study is to conduct a deeper look into the demand/need of transit services and develop an implementation plan for public bus service (FTA Section 5311) for the Willcox area. SEAGO used three methods to identify demand and all three models demonstrated significant demand for services.

As a result, SEAGO submitted a FTA Section 5305 Transit Planning Grant application for a Willcox Area Transit Feasibility Study, and on December 8, 2017, SEAGO was notified that the grant was awarded. The FTA share of the project will be \$56,000. Local match will be \$14,000. SEAGO can use in-kind services to meet the match requirements. A feasibility study is a precondition for applying for FTA Section 5311 funding and is available to support an application for 5 years.

Ms. Gale made a motion to approve the acceptance of the FTA Section 5305 Transit Planning Grant Award to conduct a Willcox Area Transit Feasibility Study and authorize any associated procurement needed for the study.

- MOTION:** Kay Gale
- SECOND:** Matthew Williams
- ACTION:** **UNANIMOUS**

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss outlined future meeting dates scheduled for the following twelve-month period.

B. Strategic Plan Implementation Progress Report

Mr. Heiss outlined progress on the Strategic Plan Implementation as well as the Maricopa Association of Governments employment viewer online database. He referred the group to the reports generated for each SEAGO county of businesses, jobs and industry highlights. Ms. Gale stated that Gila Health Resources was not shown as an employer in Greenlee County and Mr. John Merideth replied that he would check into it and that the work to update the information for 2017 would begin in the next month. Ms. Gale asked to be copied on the Greenlee County data when it is sent out for review.

C. Quarterly Finance Report

Mr. Heiss presented the quarterly finance report and responded to questions.

D. Economic Development District Report

Mr. Catten presented the economic development report and responded to questions.

E. AAA Updates

Ms. Laura Villa discussed AAA program updates and responded to questions.

F. Strategic Regional Highway Safety Plan Update

Mr. Vertrees presented the strategic regional highway safety plan update and responded to questions.

G. CDBG Program Information

Ms. Williams provided CDBG program updates and responded to questions.

VI. RTAC REPORT

No report at this time.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

None.

VIII. FUTURE AGENDA ITEMS

Mr. Heiss mentioned election of officers, items related to approval of the FY 2019 budget, and possibly items related to initiation of the regional technical services center as likely items for the May meeting agenda.

IX. ADJOURNMENT

The meeting was adjourned at 10:38 AM.