

**MINUTES OF THE
SEAGO EXECUTIVE BOARD
COCHISE COUNTY BOARD OF SUPERVISORS
1415 MELODY LANE
BISBEE, ARIZONA
FEBRUARY 23, 2018**

OFFICERS PRESENT: Lindsey, Sam – City of Willcox (*Chair*)
Bracker, Bruce – Santa Cruz County (*1st Vice Chair*)
Gomez, David – Greenlee County (*2nd Vice Chair*)
Rivera, Bob – Town of Thatcher (*Treasurer*)

MEMBERS PRESENT: Barlow, Bill – Mayor Pro Tem, City of Tombstone
David, Paul – Supervisor, Graham County
Doyle, John – Mayor, City of Nogales
Mueller, Rick – Mayor, City of Sierra Vista
O'Donnell, Patrick – Graham County Private Sector Rep.
Ortega, Richard – Vice Mayor, City of Safford
Robinette, Dustie – Greenlee County Private Sector Rep.
Smerekanich, Ilona – Cochise County Private Sector Rep.
Smith, David – Mayor, City of Bisbee

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

GUESTS: Adam, Kevin – RTAC
Doyle, Griselda
Voss, Susan – Regier, Carr, and Monroe, LLP

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chairman Sam Lindsey called the meeting to order at 10:10 a.m. and welcomed everyone. Additional welcome remarks were made by City of Bisbee Mayor David Smith.

II. MEMBER ENTITIES' DISCUSSION

Mayor Smith provided an update on the status of the old Bisbee City Hall and options available moving forward.

Supervisor Paul David commented the agenda packet was very well put together and thanked those responsible. He also thanked outgoing Chairman Sam Lindsey for his excellent leadership of the SEAGO Board. Supervisor David also announced the appointment of Mr. Dustin Welker as the new Graham County Administrator pending the retirement of Mr. Terry Cooper.

Mayor Rick Mueller announced a vacancy on the Sierra Vista MPO due to the departure of Mr. Dan Coxworth.

Mayor Bob Rivera expressed his condolences on behalf of the SEAGO Board for the recent school shooting at Marjory Stoneman Douglas High School on February 14th. Mayor Rivera also announced the appointment of Mr. Travis Ragland to replace retiring Graham County Pro Tem Judge D. Corey Sanders.

Chairman Lindsey mentioned the recent shooting in Willcox.

Mayor Doyle thanked Santa Cruz County and Supervisor Bracker for their cooperation and collaboration on recent projects.

Supervisor Bracker mentioned that Santa Cruz County and the City of Nogales have been working closely with ADOT and community stakeholders regarding Senate Bill 1065 and Mr. Heiss added comments regarding the purpose of the Bill.

Mr. Heiss introduced new SEAGO staff members Mr. Keith Dennis and Ms. Sarah Villalobos.

III. CALL TO THE PUBLIC

Former Board member Danny "DJ" Morales said farewell to the Board and staff, stating it had been a pleasure to represent the City of Douglas on the SEAGO Board.

C. Quarterly Finance Report (item taken out of order)

Chairman Lindsey announced that the auditors would present the FY 2017 annual audit report at this time instead of doing so as part of the quarterly finance report listed later on the agenda. Mr. Heiss introduced Ms. Susan Voss of Regier, Carr, and Monroe. Ms. Voss reported that the audit team had issued an unmodified opinion, and while there were no findings considered to be material weaknesses, they had identified two findings that were considered significant deficiencies. Ms. Voss responded to questions from the group and commented it was a pleasure working with the SEAGO staff. Mr. Heiss explained Management's Response to the Auditor's findings and felt the corrective actions implemented should prevent similar findings in future audits.

Mr. Heiss added that any questions that arise after the meeting can be addressed to himself, Ms. Voss or Ms. Pashley.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 17, 2017 Minutes
 - b. Nomination to the Advisory Council on Aging

Mayor Pro Tem Barlow made a motion to approve the Consent Agenda as presented.

MOTION: Mayor Pro Tem Barlow

SECOND: Supervisor Gomez

ACTION: **UNANIMOUS**

2. Election of Officers for Calendar year 2018

Mr. Randy Heiss provided background information regarding officer rotation and announced that Mayor Doyle was willing to serve as the Board Chair for calendar year 2018. He also stated that Supervisor

Gomez and Mayor Rivera had stated they are willing to continue serving in their positions as First Vice-Chair and Second Vice-Chair, and Councilmember Lindsey as Treasurer.

Supervisor Bracker made a motion to accept the proposed slate of officers as presented.

MOTION: Supervisor Bracker

SECOND: Ms. Smerekanich

Mayor Rivera asked that the Graham County group be allowed to meet for a few minutes to agree with the current office holder or make a change.

The group took a brief 10 minute break from 11:15 – 11:25.

Chairman Lindsey called the meeting back to order and Mayor Rivera announced that the representatives from Graham County would like to nominate Safford Vice-Mayor Richard Ortega to the office of Second Vice-Chair.

Supervisor Gomez stated that in the absence of Clifton Vice-Mayor Luis Montoya he would also like the opportunity to discuss with him who the Greenlee County representative should be. Chairman Lindsay responded that a decision needed to be made at this meeting but could also be changed in the future if needed.

Supervisor Bracker amended his motion to include Vice-Mayor Richard Ortega for the office of Second Vice-Chair instead of Mayor Rivera.

AMENDED MOTION: Supervisor Bracker

SECOND: Ms. Smerekanich

ACTION: **UNANIMOUS**

Supervisor Bracker thanked the newly appointed Officers for their willingness to serve.

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. He reported the only modification that was made by the Administrative Council was to establish a limit of \$5,000 for the Executive Director to dispose of any gifts, grants, or donations without needing Board approval.

Mr. O'Donnell made a motion to approve the proposed February 2018 Bylaws revisions as recommended by the Administrative Council.

MOTION: Mr. O'Donnell

SECOND: Mayor Pro Tem Barlow

ACTION: **UNANIMOUS**

There was discussion regarding the SEAGO Bylaws and the open meeting law as it pertains to the Call to the Public.

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 expired 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.

Mayor Bob Rivera made a motion to appoint Ms. Barbara Richardson as a Cochise County Private Sector Representative as recommended by the Administrative Council.

MOTION: Mayor Rivera
SECOND: Ms. Smerekanich
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, 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. Ms. Williams and Mr. Heiss responded to questions.

Supervisor Gomez made a motion to approve the proposed revision to the FY2016 - FY2018 Method of Distribution as recommended by the Administrative Council.

Mayor Smith (Bisbee) recused himself from the discussion and vote.

MOTION: Supervisor Gomez
SECOND: Mr. O'Donnell
ACTION: **APPROVED [11 Ayes; 0 Nays; 1 recusal (Bisbee) and 1 abstention (Sierra Vista)]**

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 modernized 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. Mr. Catten responded to questions.

Following further discussion, Mayor Doyle made a motion to approve Resolution No. 2018-01 as modified by the Executive Board.

MOTION: Mayor Doyle
SECOND: Supervisor Bracker
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. 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.

Mayor Rivera made a motion to authorize SEAGO staff to solicit proposals for 1) a Graham County Target Industry Study; 2) a Greenlee County Target Industry Study, and 3) a Greenlee County Housing Feasibility Study, as recommended by the Administrative Council.

MOTION: Mayor Rivera
SECOND: Mayor Mueller
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.

NOG19-02 – City of Nogales - (Bankerd Avenue Paving Project):

This is a CMAQ project. This project was evaluated by a CMAQ project review committee in December 2015. The committee recommended the project to be funded when funding became available. The ADOT Air & Noise Program has notified SEAGO that funding for this project will be available in FY19.

NOG20-01 – City of Nogales - (Pathway Project, Baffert Dr to Nogales High School):

This is a CMAQ project. This project was evaluated by a CMAQ project review committee in December 2015. The committee recommended the project to be funded when funding became available. The ADOT Air & Noise Program has notified SEAGO that funding will be available in FY20.

At their meeting on February 8th, the Administrative Council voted unanimously to recommend approval of the 2018 – 2022 TIP Amendment #3.

Mayor Rivera made a motion to approve SEAGO 2018-2022 TIP Amendment #3 as recommended by the Administrative Council.

MOTION: Mayor Rivera
SECOND: Ms. Robinette
ACTION: **APPROVED [12 Ayes; 0 Nays; and 1 abstention (Sierra Vista)]**

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.

Mr. Vertrees requested a motion to approve the acceptance of a FTA Section 5305 Transit Planning Grant Award to conduct a Willcox Area Transit Feasibility Study and authorize any associated procurement needed for the study as recommended by the Administrative Council.

MOTION: Supervisor Gomez
SECOND: Mayor Rivera
ACTION: **APPROVED [12 Ayes; 0 Nays; and 1 abstention (Sierra Vista)]**

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss outlined the proposed future meeting dates and reminded the group of the Combined Administrative and Executive Committee meeting scheduled for March 29th.

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.

C. Quarterly Finance Report

In the absence of Ms. Pashley, 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

Mr. Dennis provided CDBG program updates and responded to questions.

VI. RTAC REPORT

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

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

None.

VIII. FUTURE AGENDA ITEMS

IX. ADJOURNMENT

Chairman Lindsey adjourned the meeting at 1:38 PM.