

**MINUTES OF THE
ADMINISTRATIVE COUNCIL MEETING
COCHISE COLLEGE BENSON CENTER
1025 STATE ROUTE 90
BENSON, ARIZONA
AUGUST 02, 2018**

OFFICERS PRESENT: Williams, Matthew – Huachuca City (*Chair*)
Skeete, Horatio – City of Safford (*Secretary*)

MEMBERS PRESENT: Brown, Heath – Town of Thatcher
Gale, Kay – Greenlee County
Gilligan, Ed – Cochise County (*phone*)
McLachlan, Matt – City of Sierra Vista
Ruder, Heather – Town of Clifton
Russell, Charles – San Carlos Apache Tribe (*phone*)
Welker, Dustin – Graham County

STAFF PRESENT: Catten, Larry – Economic Development Planner
Dennis, Keith – Senior Planning Specialist
Heiss, Randy – Executive Director
Merideth, John – Grants/Title VI Coordinator
Pashley, Diane – Accounts Manager
Vertrees, Chris – Transportation Planner
Williams, Bonnie – CDBG Program Manager

GUESTS: Adam, Kevin - RTAC

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Vice Chair Williams called the meeting to order at 9:04 a.m. and welcomed everyone. Introductions were made.

II. MEMBER ENTITIES' DISCUSSION

Mr. McLachlan reported that Sierra Vista is wrapping up their budget process. Ms. Gale welcomed Ms. Ruder and reported Greenlee would be adopting their budget on Monday. She also invited everyone to the Greenlee County Fair to be held September 14-17. Mr. Welker reported that Graham County would also be adopting their budget on Monday. Chair Williams reported on Huachuca City's budget, bus line changes, and utility rate studies.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. PRESENTATION: Complete Count Committee – Maximizing 2020 Census Participation in Your Community.

Ms. Emily Verdugo from the US Census Bureau provided a presentation (via Skype) on the upcoming 2020 Census and the formation of Complete Count Committees to assist with local outreach efforts. Ms. Gale suggested that a joint County/City committee in Greenlee be established. Mr. Skeete commented that efforts in Graham County should start early in order to avoid undercounting. Ms. Verdugo will reach out to

all County Administrators and City Managers to discuss next steps and will provide a draft resolution for consideration.

V. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the May 3, 2018 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: Matt McLachlan
ACTION: **UNANIMOUS**

2. Discussion and possible action regarding the re-appointment of Patrick O'Donnell for a second term as the Graham County Private Sector Representative on the Executive Board.

Mr. Heiss discussed the reappointment of Mr. Patrick O'Donnell for another two year term on the SEAGO Executive Board.

Mr. Skeete made a motion to recommend the re-appointment of Mr. Patrick O'Donnell to a second two year term as the Graham County Private Sector Representative on the Executive Board.

MOTION: Horatio Skeete
SECOND: Dustin Welker
ACTION: **UNANIMOUS**

3. Discussion and possible action regarding an Intergovernmental Agreement between the City of Sierra Vista and SEAGO for Civil Engineering services.

Mr. Heiss provided background information on the formation of a Regional Technical Services Center (RTSC) stating there was already a cooperative purchasing agreement in place with the City of Sierra Vista that enables the RTSC to access the City's lists of on-call consultants. The intergovernmental agreement presently under consideration will enable the RTSC to access project development services performed by the City of Sierra Vista Public Works department (SVPW), and requires governing body approval under A.R.S. §11-952. The project development services performed by SVPW will be limited to small projects of lower complexity – larger, more complex projects can be performed through consultants on the on-call lists.

This IGA was originally scheduled for consideration by the City Council on July 26th, but has been delayed until August 9th to provide time for the parties' attorneys to concur on some revisions that were the result of legal review. After approval of this agreement, RTSC implementation procedures, associated forms, and project information sheets need to be completed before the services will be made available to our member entities.

Mr. McLachlan made a motion to recommend approval of the proposed Intergovernmental Agreement between SEAGO and the City of Sierra Vista for Civil Engineering services to the Executive Board.

MOTION: Matt McLachlan
SECOND: Kay Gale
ACTION: **UNANIMOUS**

4. Discussion and possible action regarding proposed updates to the SEAGO Classification Plan.

Mr. Heiss discussed proposed updates to the SEAGO Classification Plan stating changes have been made to update various titles to better reflect the duties and responsibilities and fall in line with program requirements.

Mr. McLachlan asked whether SEAGO participates in ASRS and whether the classification changes are feasible in the budget. Mr. Heiss responded that since not all the positions are filled, they would be budgeted for as the funding is secured to pay for them. At that time any positions to be filled would be brought before the Board for approval, or as part of the annual budget approval process.

Mr. Skeete expressed his concern with the perception of creating unbudgeted positions and suggested making the changes to Plan to reflect positions which are currently authorized in the budget but also show the additional positions which are unfilled and may need to be budgeted for at a later time.

Following further discussion, Mr. Skeete made a motion to recommend approval of the changes for the positions which are budgeted and authorized in the current fiscal year and remove all positions which are not budgeted. Mr. Skeete also suggested addressing associated salaries as well when this is proposed to the Executive Board.

MOTION: Horatio Skeete
SECOND: Heath Brown
ACTION: **UNANIMOUS**

5. Discussion and possible action regarding Intergovernmental Agreements between WRDC and SEAGO to Conduct target industry studies in Graham and Greenlee Counties.

Mr. Larry Catten reported that SEAGO has received a grant from the Freeport-McMoRan Graham County Community Investment Fund to conduct a target industry study for Graham County, Arizona, and a grant from the United Way of Graham and Greenlee Counties to conduct a target industry study for Greenlee County. After extensive due diligence by the SEAGO Economic Development Planner in searching for a viable and cost effective entity to conduct a target industry study, and with advise and support from the Chair of the Gila Valley Economic Development Corporation and the Greenlee County Economic Development Coordinator, it is proposed that SEAGO enter into an Intergovernmental Agreement for a target industry study to be conducted by the Western Rural Development Center (WRDC), a public service entity of Utah State University.

Under the terms of the proposed Agreement, WRDC will also sub-contract with ESI Corporation, a highly qualified economic development consultant, to collaborate on developing the requisite data to identify target industry sectors for both Graham and Greenlee Counties, and facilitate the development of target industry attraction and retention strategies for the identified target industries for each County.

It is important to note that at the completion of the respective studies and strategic planning processes, there will be funds available from the two grants to assist in the strategic plan implementation initiatives for each county. It is anticipated that the target industry study for each county will begin in September 2018 and completed in May 2019.

Mr. Skeete made a motion to recommend approval the Intergovernmental Agreement, between SEAGO and the WRDC, for a target industry study for Graham County, and an Intergovernmental Agreement,

between SEAGO and the WRDC, for a target industry study for Greenlee County, and authorizing the SEAGO Executive Board Chair to execute the respective Agreements.

Motion #1

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

Mr. Skeete made a motion allowing for alterations to the respective Agreements and the associated Exhibits so long as any changes do not substantially change the purpose, intent, cost, and expected deliverables of the Agreement approved in Motion 1.

Motion #2

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

6. Discussion and possible action regarding Resolution No. 2018-03, adopting the SEAGO Title VI Implementation and Public Participation Plan.

Mr. Chris Vertrees discussed the July 2011 requirement of Federal Highway Administration (FHWA) that Federal Transit Administration (FTA), ADOT, and SEAGO develop a Title V Plan. The purpose of the Plan is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region. At the time the Plan was developed, there was no federal requirement that such a plan be approved by an agency's governing board. Since that time, the FTA has revised its Circular 4 702.1 B, which, among other things, now requires approval of Title VI plans by an agency's governing board.

While ADOT will accept the minutes of a meeting as evidence of governing board approval, the minutes do not become official until approved at a subsequent meeting. Because meetings of the SEAGO Executive Board occur quarterly, approval of the August 17th meeting minutes will not be considered until November – well after the deadline for ADOT to submit our Title VI plan to FTA. Therefore, a Resolution for consideration which, if adopted, will provide immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated August 1, 2018.

Ms. Gale made a motion to recommend approval of Resolution No. 2018-03 to the Executive Board.

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

7. Discussion and possible action regarding the SEAGO-SVMPO Regional Strategic Highway Safety Plan.

Mr. Vertrees discussed the completion of the SEAGO/SVMPO Regional Strategic Highway Safety Plan (SHSP), reporting that the full plan can be reviewed on SEAGO's website. Mr. Vertrees provided a summary of the final plan and responded to questions.

Mr. Brown made a motion to recommend approval of the SEAGO/SVMPO Regional Strategic Highway Safety Plan to the Executive Board.

MOTION: Heath Brown
SECOND: Dustin Welker
ACTION: **UNANIMOUS**

VI. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss outlined the proposed future meeting dates for the following twelve months.

B. Strategic Plan Implementation Progress Report

Mr. Heiss provided an update on the implementation of Strategic Plan goals and proposed the possibility of not having the Strategic Planning Retreat next year due to SEAGO hosting the 2019 Rural Transportation Summit.

C. Quarterly Finance Report

Ms. Diane Pashley provided the quarterly finance report and responded to questions.

D. SEAGO Economic Development Report

Mr. Larry Catten provided the Economic Development report and responded to questions.

E. AAA Updates

Ms. Laura Villa provided the Area Agency on Aging Region VI updates and responded to questions.

VII. RTAC REPORT

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

VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Mr. Keith Dennis discussed colonias grant opportunities in the SEAGO region. Mr. Heiss stated the need to change the start time of the Executive Board meeting due to a conflicting meeting.

IX. FUTURE AGENDA ITEMS

Mr. Heiss reported that the Transportation Issues Position Statement would be presented at the next meeting.

X. ADJOURNMENT

Mr. McLachlan made a motion to adjourn the meeting at 11:27 a.m.

MOTION: Matt McLachlan

SECOND: Kay Gale
ACTION: **UNANIMOUS**