



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

**MEMO TO: ADMINISTRATIVE AND EXECUTIVE COMMITTEES
ADMINISTRATIVE COUNCIL AND EXECUTIVE BOARD**

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: March 26, 2020

SUBJECT: APRIL 2, 2020 JOINT ADMINISTRATIVE-EXECUTIVE COMMITTEE MEETING

Please see the details below for the conference call which has been scheduled for action items that need to be approved in between the regularly scheduled meetings. All members are invited and welcome to participate and provide their input; however, only the officers may make motions and vote. The call-in information is located at the bottom of the agenda.

Thursday, April 2, 2020 at 9:00 a.m.

SEAGO Main Office
1403 W. Highway 92
Bisbee, Arizona

If you have any questions, please contact me at (520) 432-5301 x 202 or send an e-mail to rheiss@seago.org.

	AGENDA	<u>PAGE</u>
1.	Call to Order/Introductions	
2.	Call to the Public	
3.	Discussion and possible action to approve SEAGO Region 2020-2024 TIP AMENDMENT #1 – Chris Vertrees	1
4.	Discussion and possible action to approve SEAGO Region Draft 2021-2025 TIP – Chris Vertrees	5
5.	Discussion and possible direction to staff regarding the proposed SEAGO COVID-19 Meeting Precautions – Randy Heiss	8
6.	Adjournment	

Attachments: SEAGO Region 2020-2024 TIP AMENDMENT #1; Draft SEAGO Region 2021-2025 TIP;
COVID-19 Meeting Precautions

Direction may be given to SEAGO staff on any item on the agenda.

Call-in information:

Dial 1-800-326-0013
Conference ID No.: 5682213

Press *6 to mute your phone line; Press *7 to un-mute your phone line



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

MEMO TO: ADMINISTRATIVE & EXECUTIVE COMMITTEES
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: MARCH 25, 2020
SUBJECT: SEAGO REGION 2020-2024 TIP AMENDMENT #1

On March 19, 2020, the SEAGO TAC approved the following Amendments to our 2020-2024 TIP:

Safford - 20th Avenue Project (SAF 12-02): This project is currently programmed for construction in 2021 in the amount of \$3,337,000 (Federal). Final cost estimates are being finalized. However, the ADOT Project Manager has expressed that he expects the project estimates to increase by approximately \$350,000. SEAGO has the STBG capacity to increase the Federal share to \$3,653,581, an increase of \$316,581. This amendment is needed so the project will stay on schedule to go to bid in the first quarter of FFY2021 (October 2020). The City of Safford will be responsible for any costs that exceed the \$3,653,581 programmed.

If approved, the Safford 20th Avenue Project (SAF 12-02) will be programmed as follows:

Safford 20 th Avenue Project (SAF 12-02)	
Phase:	Construction
Federal Share	\$3,653,581
Local Match	\$220,842
Total Project Cost	\$3,874,423

Nogales - Pathway Project (NOG 20-02): The City of Nogales has submitted a Project initiation Request to ADOT. They have re-evaluated the project cost estimate and project schedule. As a result, they have requested that their Pathway Project be amended as follows:

1. Increase the design costs from \$128,486 to \$380,000. This includes a \$30,000 in ADOT Review/PDA fees.
2. Re-program construction for FY 2023 – it is currently shown in FY 2021.
3. Increase construction costs from \$676,331 to \$945,000; an increase of \$268,669.

This is a CMAQ project. It will be placed on our TIP for informational purposes so that the project initiation process can proceed as scheduled in 2020. Final programming will need to follow the ADOT programming process.

If approved the amendment requests will be programmed in the following manner:

<i>Year</i>	<i>Purpose</i>	<i>Federal Funds</i>	<i>Local Match</i>	<i>Total Project Cost</i>
2020	Design	\$358,340	\$21,660	\$380,000
2023	Construction	\$891,135	\$53,865	\$945,000

Attachments: SEAGO Draft 2020 – 2024 TIP Amendment #1

Action Requested: Information Only Action Requested Below:

A motion to approve the SEAGO Region 2020-2024 TIP Amendment #1

SEAGO REGION
Draft 2020- 2024 TIP Amendment #1
Approved By: TAC - 3/19/20 Administrative Council- Executive Board -

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	HURF EXCHANGE	LOCAL MATCH	OTHER FUNDS	TOTAL COST
2020														
SCC 20-01	Santa Cruz County	Santa Cruz County Chip Seal Road Improvement Project	10.39 miles of 27 unpaved road segments in unincorporated Santa Cruz County.	10.39 miles	PMDR Fee	Rural Local	2	2	CMAQ	\$28,290		\$1,710		\$30,000
SCC20-01	Santa Cruz County	Santa Cruz County Chip Seal Road Improvement Project	10.39 miles of 27 unpaved road segments in unincorporated Santa Cruz County.	10.39 miles	Construction	Rural Local	2	2	CMAQ	\$719,917		\$43,516		\$763,433
NOG 20-02	City of Nogales	Pathway Project, Balfert Drive to Nogales High School	Balfert Drive to Country Club Avenue path on south side of Frank Reed Road to Nogales High School	3 miles	Design	N/A	N/A	N/A	CMAQ	\$358,340		\$21,660		\$380,000
SCC12-03	Santa Cruz County	Intersection Improvements	Intersection		Construction	Rural Major Collector			HRRRP	\$984,555		\$59,512		\$1,044,067
GGH-BR-02	Graham County	FL Thomas River Structure No. 8131 Phase 1	FL Thomas River Road @ Gila River		Scoping, Design, Environmental	Minor Collector	2	2	Off System Bridge	\$328,200		\$19,844		\$348,134
	LTP								STP	\$10,000		\$10,000		\$10,000
2021										\$2,429,392		\$146,241		\$2,575,633
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$3,653,561		\$220,842		\$3,874,423
			Charleston Road from Tombstone to 4.8 miles south of Tombstone; Double Adobe Road from SR 80 to Frontier Road; Barataria Boulevard from Mason Road to Ranch Road.											
CCH 21-01	Cochise County	Pendleton Drive - Roadway Dip Elimination	Pendleton Drive Dip at Sonolita Creek Wash	10.7 miles	Design	Major Collector	2	2	HSIP	\$264,000		\$0		\$264,000
SCC 21-01	Santa Cruz County	Golf Course Road, Cottonwood Wash Road - Shoulders and Rumble Strips	Golf Course Road from Hoopes Avenue to just west of 20th Avenue; Cottonwood Wash Road from Cottonwood Wash Loop to 1200 South.	25 miles	Design	Major Collector	2	2	HSIP	\$241,408		\$14,592		\$256,000
GGH 21-01	Graham County	FL Thomas River Structure No. 8131 Phase 2	FL Thomas River Road @ Gila River	5.1 miles	Design	Major Collector	2	2	HSIP	\$212,603		\$12,851		\$225,454
GGH-BR-02	Graham County	FL Thomas River Structure No. 8131 Phase 2	FL Thomas River Road @ Gila River		ROW	Minor Collector	2	2	Off System Bridge	\$69,699		\$4,213		\$73,912
	LTP								STP	\$10,000		\$10,000		\$10,000
2022										\$4,451,291		\$252,498		\$4,703,789
			Charleston Road from Tombstone to 4.8 miles south of Tombstone; Double Adobe Road from SR 80 to Frontier Road; Barataria Boulevard from Mason Road to Ranch Road.											
CCH 21-01	Cochise County	Pendleton Drive - Roadway Dip Elimination	Pendleton Drive Dip at Sonolita Creek Wash	10.7 miles	Construction	Major Collector	2	2	HSIP	\$383,940		\$0		\$383,940
SCC 21-01	Santa Cruz County	Golf Course Road, Cottonwood Wash Road - Shoulders and Rumble Strips	Golf Course Road from Hoopes Avenue to just west of 20th Avenue; Cottonwood Wash Road from Cottonwood Wash Loop to 1200 South.	25 miles	Construction	Major Collector	2	2	HSIP	\$424,350		\$25,650		\$450,000
NOG 20-02	City of Nogales	Pathway Project, Balfert Drive to Nogales High School	Balfert Drive to Country Club Avenue path on south side of Frank Reed Road to Nogales High School	3 miles	Construction	N/A	N/A	N/A	CMAQ	\$945,000		\$57,121		\$1,002,121
GGH 21-01	Graham County	Golf Course Road, Cottonwood Wash Road - Shoulders and Rumble Strips	Golf Course Road from Hoopes Avenue to just west of 20th Avenue; Cottonwood Wash Road from Cottonwood Wash Loop to 1200 South.	5.1 miles	Construction	Major Collector	2	2	HSIP	\$1,991,490		\$120,376		\$2,111,866
GGH-BR-02	Graham County	FL Thomas River Structure No. 8131 Phase 3	FL Thomas River Road @ Gila River		Construction	Minor Collector	2	2	Off System Bridge	\$602,011		\$36,389		\$638,400
	LTP								STP	\$10,000		\$10,000		\$10,000
2023										\$4,356,791		\$239,536		\$4,596,327
										\$10,000		\$0		\$10,000
2024										\$10,000		\$0		\$10,000
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Design	Urban Minor Arterial	2	2	STP	\$75,440		\$4,560		\$80,000

SEAGO REGION
Draft 2020-2024 TIP Amendment #1
Approved By: TAC - 3/19/20 Administrative Council- Executive Board -

DGS17-01	City of Douglas LTAP	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Construction	Urban Minor Arterial	2	2	STP	\$2,829,000	\$171,000	\$3,000,000
									STP	\$10,000		\$10,000
										\$2,914,440	\$175,560	\$3,090,000
FUNDING OBLIGATED IN 2019												
THR12-13	Town of Thatcher	Church Street Widening 8th Ave & Airport Rd Intersection	US 70 to Stadium Avenue Intersection	5,400 feet	Construction	Urban Major Collector	2	3	HU	\$2,402,528		\$243,981
GGH12-04	Graham County	8th Ave & Airport Rd Intersection			Construction	Rural Major Collector	2	2	HPP	\$996,375	\$60,226	\$1,056,601
GGH12-04	Graham County	Valle Verde/Paseo Verde Paving Project	Valle Verde Dr. and Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr. Intersection	1150 Feet	Construction	Rural Major Collector	2	2	HRRRP	\$2,300,000		\$2,300,000
NOG 19-01	City of Nogales	River Road and Pendleton Drive Safety Improvements	Pendleton Drive, Via Caliente to Circulo Cerro & Pendleton Drive/Ruby Road Intersection	Varies	Construction	Urban Local	2	2	CMAQ	\$537,510	\$32,490	\$570,000
SCC12-12	Santa Cruz County	I-19/Ruby Road TI Improvements			Construction	Rural Major Collector	2	2	CMAQ	\$672,213	\$40,632	\$712,845
SCC 18-01	Santa Cruz County	Zonilla Street Bridge Rehabilitation, Structure #9633	I-19/Ruby Road TI		Design	Rural Major Collector	2	2	CMAQ	\$984,256	\$59,494	\$1,043,750
CLF16-01	Town of Clifton LTAP		Zonilla Street between US 191 and Park Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	STP	\$200,000	\$12,089	\$212,089
									STP	\$10,000		\$10,000
										\$5,700,354	\$204,931	\$6,551,794

Future Construction Projects												
CCH12-10	Cochise County	Davis Rd. Improvements	Davis Road MP 13	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$924,560	\$55,885	\$980,445
CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,045,000	\$63,165	\$1,108,165
TBD	City of Wilcox	Bisbee Ave	729 N. Bisbee Ave to 165 S. Bisbee Ave	0.57 miles	Design	Rural Major Collector	2	2	STP	\$4,715	\$285	\$5,000
TBD	City of Wilcox	Bisbee Ave	729 N. Bisbee Ave to 165 S. Bisbee Ave	0.57 miles	Construction	Rural Major Collector	2	2	STP	\$730,526	\$44,157	\$774,683
TBD	City of Safford	14th Avenue Improvement	14th Ave from Relation Street to 8th Street	1 mile	Construction	Rural Major Collector	2	3	TBD	\$11,771,300	\$711,521	\$12,482,821



ADMINISTRATIVE AND EXECUTIVE COMMITTEE

MEMO TO: ADMINISTRATIVE & EXECUTIVE COMMITTEES
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR
DATE: MARCH 25, 2020
SUBJECT: SEAGO REGION DRAFT 2021-2025TIP

On March 19, 2020, the SEAGO TAC approved the SEAGO Region 2021-2025 Transportation Improvement Program (TIP). The SEAGO Region 2021-2025 TIP needs be submitted to ADOT by **July 1, 2020**. Due to the forty-five (45) day public participation process, the 2021-2025 Draft TIP needs to be approved at this meeting to ensure submission to ADOT by July 1, 2020.

The following adjustments to the 2020-2024 TIP were made in the drafting of the 2021-2025 TIP:

- All projects listed as Obligated in 2019 section of the TIP have been removed.
- All FY 2020 projects that are expected to obligate by June 30, 2020, have been moved to the Obligated in 2020 section of the TIP.
- At our March 19th meeting, the TAC approved an amendment to the Safford 20th Avenue (SAF 12-02). The project was amended to reflect cost estimate increases in the amount of \$3,653,581 (Federal) and \$220,842 (Local). The amendment has been included in the 2021-2025 Draft TIP.
- At our March 19th meeting, the TAC approved an amendment to the Nogales CMAQ Pathway Project (NOG 20-02). The City of Nogales and the ADOT LPA Section reviewed the cost estimate and project schedule. They determined that the project needed to be amended as follows:
 - Increase the design costs from \$128,486 to \$380,000. This includes a \$30,000 in ADOT Review/PDA fees.
 - Re-program construction for FY 2023 – it is currently shown in FY 2021
 - Increase construction costs from \$676,331 to \$945,000; an increase of \$268,669

The amendment has been included in the 2021-2025 Draft TIP.

Attachments: Draft 2021-2025 TIP for Public Comment

Action Requested: Information Only Action Requested Below:

A motion to approve the Draft SEAGO Region 2021-2025 TIP.

SEAGO REGION
 Draft 2021- 2025 TIP (Public Comment)
 Approved By: TAC - 3/19/20 Administrative Council - Executive Board -

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	HURF EXCHANGE	LOCAL MATCH	OTHER FUNDS	TOTAL COST
2021														
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd to 4.8 miles south of Tombstones; Double Adobe Rd from SR 80 to Frontier Road, Barataria Rumble Strips	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$3,653,381		\$220,842		\$3,874,423
CCH 21-01	Cochise County	Pendleton Drive - Roadway Dip Elimination	Pendleton Drive Dip at Sonoita Creek Wash	10.7 miles	Design	Major Collector	2	2	HSIP	\$264,000		\$0		\$264,000
SCC 21-01	Santa Cruz County	Golf Course Road - Cottonwood Wash Road - Shoulders and Rumble Strips	Golf Course Road from Hoopes Avenue to just west of 20th Avenue; Cottonwood Wash Road from Cottonwood Wash Loop to 1200 South.	.25 miles	Design	Major Collector	2	2	HSIP	\$241,408		\$14,592		\$256,000
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GGH-BR-02	Graham County LTAP				ROW	Minor Collector	2	2	Off System Bridge STP	\$69,699 \$10,000		\$4,213		\$73,912 \$10,000
	TOTAL FOR 2021									\$4,451,291		\$252,498		\$4,703,789
2022														
CCH 21-01	Cochise County	Charleston, Double Adobe, Pendleton Drive - Roadway/ Dip Elimination	Charleston Road from Tombstone Pendleton Drive Dip at Sonoita Creek Wash	10.7 miles	Construction	Major Collector	2	2	HSIP	\$383,940		\$0		\$383,940
SCC 21-01	Santa Cruz County	Cottonwood Wash Road - Shoulders and Rumble Strips	Cottonwood Wash Road Avenue to just west of 20th Avenue; Cottonwood Wash Road	.25 miles	Construction	Major Collector	2	2	HSIP	\$424,950		\$25,650		\$450,600
GGH 21-01	Graham County	Fl Thomas River Structure No. 8131 Phase 3	Fl Thomas River Road @ Gila River	5.1 miles	Construction	Major Collector	2	2	HSIP	\$1,991,490		\$120,376		\$2,111,866
GGH-BR-02	Graham County LTAP				Construction	Minor Collector	2	2	Off System Bridge STP	\$602,011 \$10,000		\$36,389		\$638,400 \$10,000
	TOTAL FOR 2022									\$3,411,791		\$182,415		\$3,594,206
2023														
NOG 20-02	City of Nogales LTAP	Pathway Project, Balfert Dr to Nogales High School	East side of Grand Avenue from Balfert Drive to Country Club Drive. Intersects with Grand Avenue just on south side of Frank Reed Road to Nogales High School	3 miles	Construction	N/A	N/A	N/A	CMAQ STP	\$891,135 \$10,000		\$53,865		\$945,000 \$10,000
	TOTAL FOR 2023									\$10,000		\$0		\$10,000
2024														
	TOTAL FOR 2024									\$10,000		\$0		\$10,000
2025														
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Design	Urban Minor Arterial	2	2	STP	\$75,440		\$4,560		\$80,000
DGS17-01	City of Douglas LTAP				Construction	Urban Minor Arterial	2	2	STP	\$2,829,000 \$10,000		\$171,000		\$3,000,000 \$10,000
	TOTAL FOR 2025									\$2,914,440		\$175,560		\$3,090,000

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	HURF EXCHANGE	LOCAL MATCH	OTHER FUNDS	TOTAL COST
	FUNDING OBLIGATED IN 2020													
NOG 20-02	City of Nogales	Pathway Project, Balfert Dr to Nogales High School	East side of Grand Avenue from Balfert Drive to Country Club Drive. Intersects with Grand Avenue path on south side of Frank Reed Road to Nogales High School	3 miles	Design	N/A	N/A	N/A	CMAQ	\$558,940		\$21,660		\$580,600
SCC 20-01	Santa Cruz County	Santa Cruz County Chip Seal Road Improvement Project	10.39 miles of 27 unpaved road segments in unincorporated Santa Cruz County.	10.39 miles	PMDR Fee	Rural Local	2	2	CMAQ	\$28,280		\$1,710		\$30,000
SCC 20-01	Santa Cruz County	Santa Cruz County Chip Seal Road Improvement Project	10.39 miles of 27 unpaved road segments in unincorporated Santa Cruz County.	10.39 miles	Construction	Rural Local	2	2	CMAQ	\$719,917		\$43,516		\$763,433
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Construction	Rural Major Collector			HRRRP	\$984,555		\$59,512		\$1,044,067
GGH-BR-02	Graham County LTAP				Scoping, Design, Environmental	Minor Collector	2	2	Off System Bridge STP	\$328,260 \$10,000		\$19,844		\$348,134 \$10,000
	TOTAL FOR 2020									\$2,429,992		\$146,241	\$0	\$2,575,633

Future Construction Projects												
CCH12-10	Cochise County	Davis Rd. Improvements	Davis Road MP 13	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$924,560	\$55,885	\$980,445
CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,045,000	\$63,165	\$1,108,165
TBD	City of Willcox	Bisbee Ave	729 N Bisbee Ave to 165 S. Bisbee Ave	0.57 miles	Design	Rural Major Collector	2	2	STP	\$4,715	\$285	\$5,000
TBD	City of Willcox	Bisbee Ave	729 N Bisbee Ave to 165 S. Bisbee Ave	0.57 miles	Construction	Rural Major Collector	2	2	STP	\$730,526	\$44,157	\$774,683
TBD	City of Safford	14th Avenue Improvement	14th Ave from Relation Street to 8th Street	1 mile	Construction	Rural Major Collector	2	3	TBD	\$11,771,300	\$711,521	\$12,482,821



ADMINISTRATIVE- EXECUTIVE COMMITTEE PACKET

MEMO TO: ADMINISTRATIVE – EXECUTIVE COMMITTEES
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: MARCH 25, 2020
SUBJECT: COVID-19 MEETING PRECAUTIONS

SEAGO has implemented a broad number of workplace safety protocols in response to the COVID-19 outbreak to protect staff, Board, Council, Committee members and the public, and most importantly, SEAGO's vulnerable clients. Most of these are the common sense measures many of you have implemented within your organizations such as emphasizing the importance of basic hygiene, regular cleaning of common surfaces, social distancing, incentivizing employees to stay home when presenting cold and flu-like symptoms, restricting non-essential travel, and enabling employees to work from home if necessary.

In order to further safeguard the health and safety of SEAGO's employees, as well as members of our Advisory Councils, Administrative Council, Executive Board and the public, it may be a good idea to conduct SEAGO business via alternative formats such as webinar and telephonic meetings for the time being – especially now that confirmed cases of COVID-19 have reported in three out of the four counties in the SEAGO region. If desired, such meetings could be limited to time-sensitive agenda items. Program updates and informational items would be included in the meeting packets as usual, but staff may not provide a verbal report unless requested by an Administrative Council, Executive Board, or Advisory Council member.

I am seeking direction on whether you wish to conduct the April 30th Administrative Council and May 15th Executive Board meetings in person or an alternative format. Some factors for you to consider:

- Cochise College has closed their facilities to public meetings, and since they will not reopen until after April 30th another location would need to be secured for the AC meeting.
- A lot could happen between now and the time of the AC and EB meetings. COVID-19 could be well on its way to containment, or conditions could become much more severe than they are today.
- The May Executive Board meeting normally includes an executive session for my annual performance evaluation. If the meeting is held via alternative format, the evaluation will be delayed until August.
- The audit was not completed in time for the February meeting and was rescheduled for presentation to the Board in May. If the May meeting is held via alternative format, this too would be deferred until August.

At this time, my recommendation is that the April 30th Administrative Council meeting be held via alternative format, and that we plan to hold the Executive Board meeting in person for the time being. We will continue to monitor COVID-19 updates to better assess the spread of the disease in the SEAGO region between now and May 1st. If the outbreak has continued to spread without expectation of containment, we will hold the May 15th meeting via alternative format as well. I hope to answer any questions you may have at the meeting.

Attachments: None

Action Requested: Information Only Action Requested Below:

Direction to Staff concerning the manner of conducting the April 30th Administrative Council and May 15th Executive Board meetings.