

**MINUTES OF  
THE ADMINISTRATIVE COUNCIL MEETING  
9 A.M., THURSDAY, FEBRUARY 6, 2020  
COCHISE COLLEGE BENSON CENTER  
1025 HIGHWAY 90  
BENSON, ARIZONA**

OFFICERS PRESENT: Blaschke, Caleb – City of Willcox (Chair)  
Vivian, Vicki – City of Benson (Vice-Chair)

MEMBERS PRESENT: Brown, Heath – Town of Thatcher  
Cassella, John – City of Safford  
Coleman, Theresa - City of Bisbee  
Coxworth, Dan – Cochise County  
Duthie, Eric – Town of Huachuca City  
McLachlan, Matt – City of Sierra Vista (phone)  
Perez, Rudy – Town of Clifton (phone)  
Presti, Charissa – Tombstone (phone)  
Rapier, Derek – Greenlee County  
Watson, Jerene – City of Douglas

STAFF PRESENT: Catten, Larry – Economic Development Planner  
Curtiss, Dina – Accounting Manager  
Dennis, Keith – Community Development Program Manager  
Glenn, Heather – Administrative Assistant  
Heiss, Randy – Executive Director  
Vertrees, Chris – Transportation Program Administrator  
Villa, Laura – AAA Program Director

GUESTS: Adam, Kevin - RTAC

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ INTRODUCTIONS**

Chair Blaschke called the meeting to order at 9:09 a.m.

**II. MEMBER ENTITIES' DISCUSSION**

**Theresa Coleman** announced that they are working on Colonias designations for the City of Bisbee. **Jerene Watson** explained that the Douglas opportunity zones are bringing development to the city. Douglas now has a marketing person and has received lots of input as far as development; they are also working with Congressional staff on the new port of entry. **Vicki Vivian** reported that new the fuel farm at the Benson airport may bring in \$60-80,000 in fuel sales and the Governor wants to participate in the ribbon cutting. **Heath Brown** announced that Thatcher is almost done with the Church St. project. They are rolling out a new website and new welcome signs for the town. **Eric Duthie** shared that Huachuca City had good attendance at their 2<sup>nd</sup> public hearing regarding CDBG funds and he thanked Keith for his help. The town's bus service is moving forward and slated to begin March 1. Huachuca City will manage lines from Huachuca City to Tombstone and Tombstone to Huachuca City and will tie into the Sierra Vista hub. The line will be funded by the Legacy Foundation with a \$50,000 grant. The Huachuca City Town Manager position is closing tomorrow; they have received only 4 applications and none look qualified, so they would appreciate any referrals to fill the position. **Charissa Presti** shared that Tombstone is remodeling city hall offices and expanding their archives. Completion is expected in April. The Safford St. project funding is in place to replace hydrants. They are working on well numbers 4 and 5; the wastewater treatment plant; and filling census positions. **Caleb Blaschke** announced that Willcox was awarded a full AmeriCorps grant to clean up properties.

He explained that the city must provide a place for the volunteers to stay for three months. They also received an \$84,000 grant to conduct a rate study. They are also conducting a study to sell their gas system and getting out of that business. They are also looking to contract wastewater treatment out with same company used by Safford.

### III. CALL TO THE PUBLIC

No one from the public was present.

### IV. ACTION ITEMS

1. Consent Agenda
  - a. Approval of the November 7, 2019 Minutes
  - b. Nominations to the Advisory Council on Aging

Chair Blaschke called for a motion to approve the Consent Agenda.

**MOTION:** Vicki Vivian  
**SECOND:** Jerene Watson  
**ACTION:** Unanimous

2. Discussion and possible action to recommend the nomination of Daniel Valle to serve as a Cochise County Private Sector Representative on the Executive Board

Randy Heiss provided background on the private sector representative history, purpose, Mr. Valle's qualifications and how he came to be recommended.

Chair Blaschke called for a motion to recommend the appointment of Mr. Daniel Valle to a two-year term as a Cochise County Private Sector Representative on the Executive Board.

**MOTION:** Matt McLachlan  
**SECOND:** Heath Brown  
**ACTION:** Unanimous

3. Discussion and possible action to recommend approval of the proposed SEAGO Policy Principles for Calendar Year 2020

Randy explained that a Transportation Issues Statement has been created for the past 6 years that gave staff authority to advocate for issues affecting the Transportation program. In November, he had intended to forward bring a Policies Principles document that covered issues important to all SEAGO programs for consideration by the Board, but was unable to do so due to working on the Rural Transportation Summit. With the Summit behind us, he was able to find time to develop the SEAGO policy Principles for calendar year 2020 for consideration. This document will give staff the ability to take action on proposed and existing policies or regulations impacting the efficient and effective operation os SEAGO's programs. One example is the mileage reimbursement authorized by the state, which has not been changed since 2006. He reviewed each principle and asked for the Council's input before taking to the Executive Board. Several changes were discussed and agreed to.

Chair Blaschke asked for a motion to recommend the Executive Board approve the SEAGO Policy Principles as amended and presented by staff.

**MOTION:** Theresa Coleman  
**SECOND:** Vicki Vivian  
**ACTION:** Unanimous

4. Discussion and possible action to recommend approval of Resolution No. 2020-01, authorizing an FTA Access and Mobility Partnership Grant

Chris Vertrees provided an overview of the grant and explained that in order for SEAGO to become a direct FTA grant recipient, the Executive Board must authorize staff to take actions as specified by resolution.

Chair Blaschke called for a motion to recommend approval of Resolution 2020-01 to the Executive Board.

**MOTION:** Vicki Vivian  
**SECOND:** Jerene Watson  
**ACTION:** Unanimous

## V. INFORMATION ITEMS

### A. Future Meeting Dates

Randy asked for any discussion regarding rotating locations for the AC meetings. None was brought forward. He explained why the date of the next Administrative Council meeting was changed to April 30<sup>th</sup>. He also reminded officers of the Administrative Council to mark their calendars for the April 2<sup>nd</sup> telephonic conference call meeting at 9 am and said it would probably only be a 20 minute call.

### B. Strategic Plan Implementation Progress Report

Randy provided an update on the status of each Goal and underlying tactics. Significant progress has been made toward implementing the strategic plan and over the afternoon and the next day, there will be opportunities to update the strategic plan with new goals and tactics for the following five years.

### C. Quarterly Finance Report

Dina Curtiss provided an update on SEAGO finances and responded to questions. She has changed the format of the report. This report was for November as she had been unable to produce December's report due an upgrade to the accounting software, which caused some down time and a few glitches that needed to be fixed.

### D. AAA Program Updates

Laura Villa provided an update on AAA Programs and responded to questions.

### E. SEAGO Economic Development District Report

Larry Catten provided an update on Economic Development and responded to questions.

F. Transportation Program Updates

Chris Vertrees provided an update on Transportation Programs and responded to questions.

**VI. RTAC REPORT**

Kevin Adam provided an update and responded to questions.

**VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Keith Dennis discussed the changes to CDBG awards, saying that cities and towns can now apply for more than one project as long as it is for public services or a planning grant.

**VIII. FUTURE AGENDA ITEMS**

Mr. Heiss announced that the members could look for the following items at the May meeting: budget-associated items, including a resolution to authorize SEAGO to apply for an Economic Development planning grant. He said that the Strategic Plan should be ready for review and adoption. He also explained that Barbara Richardson, the Cochise County private sector representative, is nearing the end of her first term of office and will need to be appointed to a second and final two-year term (if willing to continue serving) or replaced. There may also be a presentation on the Greenlee County Road Study that was recently completed.

**IX. ADJOURNMENT**

Chair Blaschke adjourned the meeting at 11:17 a.m.