

**MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9 A.M., THURSDAY, AUGUST 6, 2020
ZOOM MEETING**

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

MEMBERS PRESENT: Brown, Heath – Town of Thatcher
Coleman, Theresa - City of Bisbee
Perez, Rudy – Town of Clifton
Presti, Charissa – Tombstone
Prince, Dawn – City of Douglas
Rapier, Derek – Greenlee County
McLachlan, Matt – City of Sierra Vista
Welker, Dustin – Graham County

STAFF PRESENT: Curtiss, Dina – Accounting Manager
Dennis, Keith – Community Development Program Manager
Glenn, Heather – Administrative Assistant
Heiss, Randy – Executive Director
Merideth, John – GIS Coordinator
Porter, Maria – Economic Development Program Manager
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 9:06 a.m. and asked Heather Glenn to perform call roll. It was determined there was a quorum.

II. MEMBER ENTITIES' DISCUSSION

Chair Blaschke, Willcox, stated their city is dealing well with the pandemic. Vicki Vivian, Benson, shared that they are monitoring the Covid numbers but have not issued mandatory mask wearing. She reported some excitement in the city the previous night: a suspect in the J6 bar in Mescal made statements that he had explosives in his car. DPS chased the suspect to Benson where he crashed into the Ace/Safeway building. Because of the threat of explosives, they had to block the area off and used buses to evacuate the area and the suspect was taken into custody. She advised that there will be no need for a general election in November. Theresa Coleman, Bisbee, advised that the city has a mask mandate and the city is offering free masks being distributed by their paramedics. Free masks are also available at various locations throughout the city. Dawn Prince, Douglas, shared that they are dealing with the same COVID issues that other cities are. Douglas is a hot spot, with 180 active cases, but numbers are starting to decline. She advised that masks are mandated; they are in close contact with the medical community and using some CDBG funding for blitz testing on Saturday. Derek Rapier, Greenlee County, advised that their COVID numbers are low, relatively speaking; below 5% for several weeks. They have been challenged on the mask mandate. The major employer in the area, FMI, has been very proactive in wearing masks; maintaining a very strict jobsite and encouraging the community to participate.. Their election was low key as there were not many contested races; however, they are expecting it to be different in November. Matt McLachlan, Sierra Vista, permitting remains strong despite COVID-19. Single family construction remains up 50%; permits up overall by 25%. Prior to COVID, they implemented an online permitting program and it seems to be working well. Their summer intern just wrapped up her assignment of interviewing 27 organizations across the county to understand the homeless problems and how they are being addressed. Her study also includes a review of best practices and recommendations on how to improve the overall continuum of care. That report has been

shared with nonprofits and elected officials, with great feedback. CARES Act funding has already helped 11 businesses with their emergency grant program. Sales tax numbers are up, but the city is maintaining a conservative posture. Dustin Welker, Graham County, they had a very successful election on Tuesday; the state provided PPE for poll workers and people who turned out. They are working closely with AZDHS and their county health department. They are working closely with the school superintendent and districts to make decisions. John Cassella, Safford, advised their election resulted in everyone being reseated from the primary; they had one vacancy for Council, so they will have a new Councilmember as a result; ballots are still being counted. He stated that their CARES Act funding is being used to pay public safety; using budgeted monies for other things yet to be decided. They recently put in an entertainment district downtown and are looking to build decking to place over parking to create pedestrian friendly areas to encourage outdoor dining and retail business. COVID took a while to arrive but now they are up over 400 active cases.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. PRESENTATION – Greenlee County Road Ownership Study

Link to Greenlee County ROS Website: <https://greenlee-county-road-ownership-study-seago.hub.arcgis.com/>

Keith Dennis gave background and history of roads in Greenlee County, which is the youngest county in Arizona. SEAGO personnel hunted down historical documents from many sources (400,000 documents and 30 gigabytes). John Merideth provided an overview of the GIS database which has many levels and is very comprehensive. Derek Rapier thanked SEAGO staff for their efforts and mentioned how the study will help them in planning projects and maintenance in the future. Keith mentioned that there were no similar studies available like what has been created when the project started and while the project took longer to complete, it can serve as a national model for other communities.

ACTION ITEMS

1. Consent Agenda
 - a. Approval of the April 30, 2020 Minutes
 - b. Nomination of Donald Behnke to the Advisory Council on Aging

Chair Blaschke called for a motion to recommend approval of Consent Agenda as proposed.

MOTION: Vicki Vivian
SECOND: John Basteen
ACTION: Unanimous

2. Discussion and possible action to recommend the reappointment of Barbara Richardson as a Cochise County Private Sector Representative on the Executive Board

Randy Heiss apologized that this item was not on the agenda in May, but was overlooked due to the COVID issues at that time. He advised everyone that the Executive Board will be looking for a nominee to fill the Graham County Private Sector seat and if they have any recommendations, to please pass that information along to their elected officials.

Chair Blaschke called for a motion to recommend the reappointment of Ms. Barbara Richardson as a Cochise County Private Sector Representative on the Executive Board, retroactive to February 21, 2020.

MOTION: John Cassella
SECOND: Dawn Prince

ACTION: Unanimous

3. Discussion and possible action to recommend approval of an Intergovernmental Agreement with the Northern Arizona University Economic Policy Institute for Technical Assistance and Applied Research

Randy Heiss explained that SEAGO was invited to apply for up to \$400,000 of EDA funds and just yesterday found out that the entire \$400k was awarded. He explained that SEAGO collaborated with the Central Arizona Governments (CAG) and the Northern Arizona Council of Governments (NACOG) to compare economic impacts to communities and businesses, identify commonalities, and possible economic recovery and resiliency measures that could be implemented. He contacted NAU and they agreed to help facilitate the rewriting of our upcoming 5 year CEDS and help strengthen resiliency strategies, research, and provide technical resources to develop an Economic Development and Recovery toolbox. Randy introduced Maria Porter, the new Economic Development Program Manager. Randy addressed an email from Vicki Vivian to him that the IGA Exhibit with NAU's itemized budget amounts are all blank because SEAGO is still in negotiation with NAU about what the figures should be. We hope to have them ironed out by the Executive Board meeting, but if not, these can be handled administratively under Section 14 of the agreement..

Matt McLachlan asked for more info on the experience EPI has in preparing CEDS. Randy responded that they have extensive experience in working with NACOG and he is confident they will be able to pull data together. Matt asked if they are they still planning on partnering with the Center for the Future of Arizona. Randy thanked Matt for reading the IGA that and answered that yes, the Center has been retained by NAU to facilitate the CEDS process. He also explained that SEAGO will be hiring a full time Economic Recovery Coordinator to liaison, gather data, interview businesses, and design programs to address the issues. Chair Blaschke mentioned that Willcox had worked with EPI to identify where visitors to Willcox were coming from and he also worked with them when he worked for the City of Flagstaff; they are very sharp and fun to work with.

Chair Blaschke called for a motion to recommend approval of the proposed Intergovernmental Agreement between SEAGO and the NAU Economic Policy Institute as presented by staff.

MOTION: Dawn Prince
SECOND: Vicki Vivian
ACTION: Unanimous

4. Discussion and possible action to recommend approval of a proposed update to the SEAGO Classification Plan

Randy Heiss advised that SEAGO has created a position to help liaison with communities and NAU for Economic Recovery, so approval of the new position is needed to move forward with hiring.

Chair Blaschke called for a motion to recommend approval of the proposed Classification Plan Update to the Executive Board as presented by staff.

MOTION: Vicki Vivian
SECOND: Derek Rapier
ACTION: Unanimous

5. Discussion and possible action to recommend approval of a proposed update to Section 7.6 Drug-Free Workplace Policy of the SEAGO Policy Manual

Randy Heiss explained that two employees were involved in a vehicle accident last year and SEAGO is expecting the workers comp insurance rates to increase as a result. The current policy only covered reasonable suspicion drug testing, which is insufficient for the insurance carrier discount; the new policy will add pre-employment and post-incident drug and alcohol testing. He thanked Dina and Heather for working on the policy. Derek Rapier asked if the new hire testing would be when a job offer is extended. Randy responded yes. Derek inquired whether ADA or federal employment requirements have been explored to see if restrictions are too high. Randy asked for a copy of Derek's policy and will explore it prior to taking it to the Executive Board. Dustin Welker from Graham shared that they do not test everyone; just certain classifications; Randy asked for a copy of their drug testing policy, also. Randy explained that he will review the policies of Graham and Greenlee Counties, but SEAGO needs to move forward with approval and have the policy in place by October 1 when the workers compensation insurance policy renews.

Chair Blaschke called for a motion to recommend approval of the proposed Section 7.6. Drug-Free Workplace Policy Update to the Executive Board as presented by staff.

MOTION: Matt McLachlan
SECOND: Dawn Prince
ACTION: Unanimous

6. Discussion and possible action to recommend approval of the FY 2020 CDBG Regional Account applications

Keith Dennis explained that all SEAGO contracts need approval from the Executive Board. He reviewed the projects that have been submitted to ADOH and stated that they should find out which grants were funded within the next month. Randy clarified that the issue driving approval of CDBG contracts was not a limitation on SEAGO's ability to enter into contracts, but that the Bylaws require any new fees or assessments be approved by the Executive Board. Keith explained that Pinal County changed to entitlement classification this year, which resulted in a slight increase for the other counties. The Colonias set-aside round will be in two years. He asked members interested to contact him to prepare shovel-ready projects. Chair Blaschke asked if SEAGO gets paid only if the grant is approved. Keith responded that yes, and only if the community chooses to contract with SEAGO to administer the grant. Caleb expressed his gratitude for SEAGO's help with their efforts to help the City with their Colonias recertification.

Chair Blaschke called for a motion to recommend approval of the 2020 CDBG project applications to the Executive Board.

MOTION: John Basteen
SECOND: Dustin Welker
ACTION: Unanimous

7. Discussion and possible action to recommend approval of Resolution No. 2020 – 03 relating to SEAGO's Title VI Plan

Chris Vertrees was unable to be present so Randy Heiss provided some history and an overview of the FHWA and ADOT Title VI Plan requirements. Randy advised that the Plan and corresponding Implementation report is submitted annually, but it requires Board approval whenever it's updated.

Chair Blaschke called for a motion to recommend approval of Resolution No. 2020 - 03 to the Executive Board.

MOTION: Matt McLachlan
SECOND: Vicki Vivian
ACTION: Unanimous

V. INFORMATION ITEMS

A. Future Meeting Dates

Randy Heiss reviewed the upcoming meeting dates and plans for meeting during COVID. He is hoping that by the November meeting, a group of ten might be able to meet in person with the other members joining by Zoom. He reminded Administrative Council officers to mark their calendars for the October 1st Joint Administrative-Executive Committees' telephonic meeting in case there is SEAGO business that needs to be addressed.

B. Strategic Plan Implementation Progress Report

Randy Heiss reported the progress towards the Strategic Plan that was updated in May and is excited by the progress made to date. Unfortunately, COVID may impact progress on a couple of items such as HURF Exchange projects.

C. Quarterly Finance Report

Dina Curtiss provided an overview and answered questions.

D. Community Development Program Update

Keith Dennis gave an update on the Community Development Program and responded to questions.

E. SEAGO Economic Development District Report

Maria Porter provided an overview and responded to questions.

F. AAA Updates

Laura Villa reviewed her update and responded to questions.

G. Transportation Program Updates

Since Chris was unavailable for the meeting, Randy Heiss invited members to review the report and contact Chris if they had any questions on the progress of the Transportation Program. Randy expressed his gratitude to Chris, John Merideth and Keith Dennis their work on the Greenlee County Road Ownership study and for developing the GIS database. Developing GIS capabilities is something he envisioned for SEAGO when he was hired 11 years ago and he's excited to see this finally coming to fruition.

VI. RTAC REPORT

Kevin Adam provided his report and answered responded to questions.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

No one had any announcements or current events to mention.

VIII. FUTURE AGENDA ITEMS

Randy Heiss noted that the updated SEAGO policy principles document, nomination of the Graham County Private Sector Representative, and an updated HURF Resolution are expected to appear on the agenda for the next Administrative Council meeting:

IX. ADJOURNMENT

Chair Blaschke adjourned the meeting at 11:18 a.m.