

**MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9 A.M., THURSDAY, FEBRUARY 11, 2020
ZOOM MEETING**

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

MEMBERS PRESENT: Brown, Heath – Town of Thatcher
Coleman, Theresa – City of Bisbee
Coxworth, Dan – Cochise County
Lewis, Sean – Town of Pima
McLachlan, Matt – City of Sierra Vista
Pedroza, Luis – City of Douglas
Rapier, Derek – Greenlee County
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 Manager
Vertrees, Chris – Transportation Program Administrator
Villa, Laura – AAA Program Director

GUESTS: Adam, Kevin – RTAC
Meyers, Cynthia – AAA Read-Meals

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ INTRODUCTIONS

Vice Chair Vivian called the meeting to order at 0905 a.m.

II. MEMBER ENTITIES' DISCUSSION

Theresa Coleman, City of Bisbee, gave a shout-out to Stephen, Maria and Keith saying she really appreciates the efforts they've made on behalf of Bisbee. Dan Coxworth, Cochise County, advised Stantech finished up the Douglas Port of Entry water and wastewater feasibility study. The Board of Supervisors have a work session coming up to address recreational marijuana use in the County. Vickie Vivian, City of Benson, advised that their Lyons Club gave them their 2400 square foot building and the city is using it for their Council Chambers. The City closed their bond transaction in December which will allow them to build a new City Hall. She advised they will have \$3.2 million available and the project is currently estimated to cost between \$2.8 and \$3 million for a 10,000 square foot facility. They will be razing the old building to use as a parking lot and courtyard adjacent to a park for events. They also have \$1.2 million earmarked for park improvements. Their Visitor's Center just installed ATCS system with Railway.com which monitors trains on the tracks and sounds a train horn when one is approaching. It was a free system and allows anyone to see the train activity, which many visitors enjoy doing. The City only had to install an antenna. They hope it will bring more visitors in. They had their fuel tanks delivered for the airport by train and they hope to have them operational by the last week in March. They had their work sessions regarding recreational marijuana use and she was surprised that the Council is leaning towards banning it. There will be two new fast food restaurants coming into Benson and a Circle K with several gas pumps under a canopy, so it appears their little town is growing up.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. PUBLIC HEARING – SEAGO’S application to the Arizona Department of Housing for CARES Act CDBG-CV 1 and 2 funding for Emergency Subsistence Payments

Vice Chair Vivian opened the public hearing at 9:09 a.m. and closed the public hearing at 9:10 a.m., as there was no one present from the public.

V. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 5, 2020 Minutes
 - b. Nomination to the Advisory Council on Aging (Willcox)

Matt McLachlan made a motion to approve the Consent Agenda.

MOTION: Matt McLachlan

SECOND: Dustin Welker

ACTION: Unanimous

2. Discussion and possible action to recommend approval of Resolution No. 2021 - 01 authorizing SEAGO’s application to ADOH for CARES Act CDBG-CV 1 and 2 funding for Emergency Subsistence Payments

Keith Dennis explained that the Cares Act passed last year and there are two funding lines available: one is for emergency shelter or transitional housing; the second is for emergency subsistence payment to landlords, mortgage companies and utilities for people affected by Covid. Statewide, there is \$2.5 million available to non-profits; SEAGO is applying for \$500,000 for Cochise, Graham and Greenlee counties. He stated that Santa Cruz County has applied on their own for \$400,000. The funds will be distributed on a first come-first-served basis.

Matt asked if the grant covers the urbanized areas or just rural areas of Cochise County. Keith explained it is available to everyone. Matt stated that United Way and St. Vincent de Paul have similar programs and he wondered if there will be a system in place that will prevent duplication. Keith explained that there is a requirement that there is no duplication and that checks would be cut directly to landlords or mortgage companies.

Matt McLachlan made a motion to recommend that the Executive Board approve Resolution No. 2021 – 01 authorizing SEAGO to submit an application to the Arizona Department of Housing for CARES Act CDBG-CV 1 and 2 funding for Emergency Subsistence Payments as described above.

MOTION: Matt McLachlan

SECOND: Derek Rapier

ACTION: Unanimous

3. Discussion and possible action to recommend approval to issue a Request for Proposals for Auditing Services

Randy explained every five years staff must seek Board approval to issue a Request for Proposals for Auditing Services to have in place by the time the audit becomes due for the current fiscal year.

Vicki Vivian made a motion to recommend approval to the Executive Board for staff to issue a Request for Proposals for Audit Services.

MOTION: Vicki Vivian
SECOND: Heath Brown
ACTION: Unanimous

4. Discussion and possible action to recommend approval for the purchase of a modular office building and the expenses to relocate the structure and make associated improvements

Randy Heiss reminded everyone that at the Strategic Planning Retreat last year, Randy had noted that the lease for office space for the AAA would be up for negotiation by June of 2022. He described the current AAA office situation and presented a slide show of the current conditions. He believes AAA has outgrown the space and there are other factors that may render the existing space unsafe, so he has been looking at other available options. He researched prices for commercial office space in another city (Sierra Vista), as there is no office space in Bisbee that will work; however, it would be expensive; \$13,000 - \$26,000 per year; there may need to be leasehold improvements done to the space to make it work (ADA accessibility; IT issues, storage); and the distance between the Administrative and AAA offices would fragment the agency. Randy explained the third option which is creating another facility on the current property owned by SEAGO and outlined the possible costs to build from scratch, which may not be cost-effective. He stated that he discovered a modular office building for sale in Sierra Vista that might work and made inquiries. Randy's slide show also contained photos of the modular building and compared it to the existing AAA office space. He explained the cost of building is \$40,000 and there would need to be some additional costs noted on page 21. He explained that originally, he had planned to ask to use money from the fund balance to pay for the building; however, AAA had monies from ADES that hadn't been spent and SEAGO asked if they could be carried over to fund this project by June 30 and ADES authorized it. Anything left in the fund by the end of June would be returned to the state. He stated that there may be additional expenses of up to approximately \$30,000 that won't meet that deadline, and he would need authorization to use fund balance for those. He explained that this project would have to be done in steps and that it could not be put out to bid as one complete package. He would get as much done as he could by June 30 and then fall back on the fund balance for the remaining work. Matt McLachlan stated the City of Sierra Vista is familiar with that building and asked if the building has been verified by the Bisbee Building official to meet ITC and their building code requirements. Randy responded that he has sent all documentation to Bisbee and there were no red flags raised but that the Office of Manufactured Housing will require additional engineering documents including electrical and plumbing specs to ensure they meet current code. Matt advised that Sierra Vista has ruled that building out as a commercial building structure and he encouraged Randy to speak with their building official, Bruce Allory, before making the purchase. He also asked how the project budget was created. Randy advised it is based on current cost estimates. Vickie Vivian asked if line items 8, 9 and 10 could be paid for out of the ADES funds. Randy advised that any overages would be paid for out of

the fund balance and be recouped eventually through depreciation, although there is a bit of a cushion included in the budget.

Matt McLachlan made a motion to recommend that the Executive Board authorize the purchase of the modular office building and the expenses to relocate the structure and complete the associated improvements, contingent upon a finding by the City of Bisbee Building Official that the building complies with the commercial building codes of that jurisdiction.

MOTION: Matt McLachlan
SECOND: Vicki Vivian
ACTION: Unanimous

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

Randy Heiss explained that upward mobility in organizations is important; especially for retention. If there isn't an upward path for your employees, you experience outward mobility, where the employees leave. He explained that several years ago, the Strategic Plan created a GIS program and it continues to evolve. Along with that, the skills, experience and knowledge continue to grow and John Merideth has surpassed the level of technician coordinator. In our new Strategic Plan, goal #1 for all the plans is to identify, provide and enhance services and resources to address the sustainability of our communities and constituents. make sure we provide opportunities for enhancing those services to our members. GIS has really become interwoven in just about every aspect of government. For these reasons, Randy asked for approval of the Classification Plan Update.

Dan Coxworth made a motion to recommend approval of the proposed Classification Plan Update to the Executive Board as presented by staff.

MOTION: Dan Coxworth
SECOND: Derek Rapier
ACTION: Unanimous

6. Discussion and possible action to recommend approval to purchase a vapor sorption analyzer for the READI Meals program development

Laura Villa explained that AAA has been in search of a vapor sorption analyzer for the Read-Ready Meals program in order to preserve food for emergencies which was also in the Strategic Plan for 2021. DES has supported the idea. Equipment and supplies have already been purchased to move the Project forward. AAA contracted with Cindy Meyers to assist in implementing the program. Ms. Meyers provided some background about the funding and packaging of food for the program. There was need to create scientific data to evaluate the safety of the food and that can be accomplished with the VSA. The food safety hazard plan requires data before the food is packaged but also over time and allow predicting the shelf life of the food, which is what the VSA does. Ms. Villa explained that DES has approved funding for the VSA and wants SEAGO AAA to be the pilot for the program statewide and added that these carryover funds need to be spent by June 30, 2021.

Derek Rapier made a motion to recommend that the Executive Board authorize the purchase of the vapor sorption analyzer for the READI Meals program development as presented by staff.

MOTION: Derek Rapier
SECOND: Matt McLachlan
ACTION: Unanimous

7. Discussion and possible action to recommend approval of the updated Transportation Programming Policies
- 8.

Chris Vertrees explained that SEAGO receives approximately \$910,000 in Surface transportation apportionments annually. In most cases, the funds are used for bigger projects which eliminates smaller entities. At the 2020 Strategic Planning Retreat, members requested it be researched how to make the process more equitable for smaller jurisdictions. The committee assigned to Transportation made the following recommendations: 1. Cap on STBG project requests; 2. Eliminate Right-of-Way acquisition as an eligible activity for use of local STBG funds; 3. Establish a rotation of STBG funds by County; 4. Prioritize the use of ADOT's HURF Exchange Program to develop and fund local projects. He explained the process to gather input and provided background on how the recommendations were created.

Vickie Vivian made a motion to recommend approval of our STBG Project Programming Procedures to the Executive Board.

MOTION: Vicki Vivian
SECOND: Dustin Welker
ACTION: Unanimous

VI. INFORMATION ITEMS

A. Future Meeting Dates

Randy advised the group that meetings will be held by zoom until further notice and if they receive a meeting cancellation notice to ignore or double check with SEAGO. He reviewed the upcoming meeting dates and advised the Administrative Council officers that there WILL be a Joint Committees meeting on April 1.

B. Strategic Plan Implementation Progress Report

Randy provided an update on the status of each Tactic and advised that any significant action is highlighted in the report.

C. Quarterly Finance Report

Dina Curtiss provided an update on SEAGO finances and responded to questions.

D. Community Development Program Update

Keith Dennis provided an update on Community Development Programs and responded to questions. Caleb expressed gratitude to Keith for bringing the Colonias and Vitalist funding avenues to the region.

E. SEAGO Economic Development District Report

Maria Porter provided an update on Economic Development and responded to questions.

F. AAA Program Updates

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

G. Transportation Program Updates

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

VII. RTAC REPORT

Mr. Kevin Adam provided an update and responded to questions.

VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Randy mentioned that there is a Covid relief bill in Congress right now which contains an additional \$3billion for EDA; twice what the Cares Act provided. He shared that there was a program for “sprint” planning grant type program which is in good alignment with what Maria addressed regarding broadband. The applications for the Cares Act closed in December; we may see a similar program come up again and we are watching closely for EDA funding for a regional broadband plan.

IX. FUTURE AGENDA ITEMS

Randy Graham County Private Sector Representative position has been vacant for 9 months and it is a requirement of the Economic Development Program to have private sector representation, so he will continue to canvas Graham County members to bring names forward to fill the position. The Santa Cruz County Private Sector Representative’s second term is expiring this month, so that seat will also need to be filled. May is our budget review and approval month, as well as the EDA Comprehensive Economic Development Strategy for the Council and Board’s blessing. May will also be the month the Administrative Council elects their officers for the next fiscal year.

X. ADJOURNMENT

Heath Brown made a motion to adjourn the meeting. Meeting adjourned at 11:19 a.m.

MOTION: Heath Brown
SECOND: Caleb Blaschke
ACTION: Unanimous