

**MINUTES OF THE
SEAGO EXECUTIVE BOARD
ZOOM MEETING
FEBRUARY 26, 2021**

OFFICERS PRESENT: Ortega, Richard – Vice-Mayor, City of Safford (*Chair*)
Garino, Arturo – Mayor, City of Nogales (*2nd Vice-Chair*)
Gomez, David – Supervisor, Greenlee County (*Secretary*)

MEMBERS PRESENT: Bracker, Bruce – Supervisor, Santa Cruz County
Budge, Ken – City of Bisbee
Carlton, Eddy – Town of Thatcher
David, Paul – Supervisor, Graham County
English, Ann – Supervisor, Cochise County
Huish, Don – Mayor, City of Douglas
Montoya, Luis – Town of Clifton
Thurman, Anne – Town of Duncan
Valle, Dan – Cochise County Private Sector Representative

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

GUESTS: Adam, Kevin, RTAC
Meyers, Cindy – AAA Read Meals Program

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Ortega called the meeting to order at 10:02 a.m.

II. MEMBER ENTITIES' DISCUSSION

Chair Richard Ortega, Safford, stated Safford is working with merchants to install park lets along Main Street, although they are not sure how many they will install. At the last Council meeting, they sent a Resolution to the State supporting Eastern Arizona College (EAC) be made a 4-year college. **Mayor Arturo Garino, Nogales**, informed the members that Nogales is possibly in the process of having migrants for asylum seekers coming through their border, which may have a negative impact across the entire SEAGO region. **Mayor Luis Montoya, Clifton**, advised that Greenlee County leads the State and the nation in their handling of the Covid pandemic.

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

Chair Ortega opened the Public Hearing at 10:07. Since no one from the public was present, Chair Ortega closed the Public Hearing at 10:07.

V. ACTION ITEMS

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

Chair Ortega called for a motion to approve the Consent Agenda. Supervisor English made the motion; seconded by Dan Valle.

Motion: Supervisor Ann English

Second: Dan Valle

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 provided some background on ADOH Cares Act State CDBG funding which issued a notice of Funding Availability in December 2020. He advised there are two lines of funding: one is for the conversion, acquisition and/or rehabilitation of emergency shelter or transitional housing; the second for emergency subsistence payment (ESP) programs where payments are disbursed directly to providers on behalf of individuals or families for items such as food, clothing, emergency rental housing or mortgage assistance or utilities for up to six consecutive months. Keith explained that Santa Cruz County has applied on their own for funding and SEAGO wishes to apply for \$750,000 to assist residents in the remaining 3 SEAGO region counties. He advised he is anticipating approximately 10,000 applicants across the region, which will include the San Carlos Apache Tribe.

Mayor Montoya asked if the grant has been awarded or if SEAGO is applying for the funds. He also asked if it is a competitive grant and when SEAGO expects to implement the assistance, provided funding is awarded. Keith responded that we are seeking approval to apply for the funds and that the grant(s) will be awarded on a first-come/first-served basis. Implementation is unknown at this time. Dan Valle inquired what the process will be for dispersing the funds. Keith explained that we are in the process of developing an application for distribution and online and we must guarantee that there is no duplication of funding. He advised that if we get a great deal of participation, there may be need to hire a part-time person to assist with the program, and the monies for that position are included in the request. Supervisor David thanked Keith, Randy and SEAGO for being proactive to assist the region.

Supervisor Gomez made a motion to 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 and presented.

Motion: Supervisor David Gomez

Second: Mayor Arturo Garino

Action: Unanimous

3. Election of Officers for Calendar Year 2021

Randy Heiss stated that it is time for the annual election for Executive Board officers and explained how the process is outlined in the By-Laws. He explained that he was able to confirm with the existing officers that they are pleased to continue serving in the new roles as outlined in the By-Laws below; however, he welcomed nominations from the floor for anyone else who may be interested.

Chair: Cochise County Officer (Willcox Mayor Mike Laws)

First Vice-Chair: Santa Cruz County Officer (Nogales Mayor Arturo Garino)

Second Vice-Chair: Greenlee County Officer (Supervisor David Gomez)

Treasurer: Graham County Officer (Safford Vice-Mayor Richard Ortega)

Supervisor English commented that Randy had gone to the effort of confirming that the current slate of officers is willing to continue in their new roles and are aware of the duties and time commitments of same. She made a motion to elect the proposed slate of Executive Board officers for calendar year 2021.

Motion: Supervisor Ann English

Second: Dan Valle

Action: Unanimous

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

Randy explained every five years staff must seek Executive 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. He also requested a member to serve on the evaluation team and to contact him if interested.

Mayor Montoya made a motion to approve staff to issue a Request for Proposals for Audit Services.

Motion: Mayor Luis Montoya

Second: Mayor Ken Budge

Action: Unanimous

5. 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 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 22. 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. He explained that Matt McLachlan, City of Sierra Vista representative on the Administrative Council, has expressed some concern that the building has been verified by the Bisbee Building official to meet ITC and their building code requirements. Randy advised that he has sent all documentation to Bisbee and verified the building meets the condition placed upon the Administrative Council's recommendation to the Executive Board as shown in the attachments to the item memo. Supervisor David commented it is kismet, serendipity or luck that Randy fell into this option with funding provided by the DES and that he has already done some preliminary work on the project. Supervisor Gomez asked, "How can there be any question?" Representative Valle asked for what fiscal year this has been budgeted and Randy responded that it is the current fiscal year, which ends June 30, which is why time is of the essence. Mayor Montoya asked if there was any conflict with any procurement contracts regarding a bidding process. Randy explained that because of expediency reasons, there is a provision in the procedures which allows for him to break the project into various steps. Mayor Budge asked about the timeframe the current building might be vacated and Randy estimated it would take until approximately the first of the new year 2022.

Mayor Montoya made a motion to authorize the purchase of the modular office building and the expenses to relocate the structure and complete the associated improvements as presented by staff.

Motion: Mayor Donald Huish

Second: Mayor Arturo Garino

Action: Unanimous

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

Randy explained the importance of upward mobility for employees in any organization so that they don't have to find opportunities outside of the organization. He explained that SEAGO has grown quite a GIS library thanks to our current technical services and GIS coordinator, John Merideth. Randy explained that John has surpassed the level of technician/coordinator with the skills, experience and knowledge he has gained and utilized. In the SEAGO 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. With GIS interwoven in just about every aspect of government, the GIS program enhances services to our members who do not possess that capacity internally,

and provides opportunities for increased data sharing and coordination with those who do. For these reasons, Randy requested approval of the Classification Plan update.

Mayor Montoya made a motion to approve the proposed Classification Plan Update as presented by staff.

Motion: Mayor Luis Montoya
Second: Dan Valle
Action: Unanimous

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

Laura Villa provided some background on the history of the Readi-Meals program and how the program has progressed at each of the congregate meal sites. She introduced Cindy Meyers, who has worked on the program as a consultant. Cindy explained that there was no plan in place to ensure food safety for the freeze-dried foods at the congregate sites. She stated that a food safety plan would need to be developed to prove that the freeze dried foods would be safe to pass out for the participants to eat. The vapor sorption meter will accomplish. The hazard analysis cannot be accomplished without this piece of equipment; the food would have to be outsourced for testing and the cost of doing that would be prohibitive. Laura stated that DAAS supported the purchase of the equipment and authorized the funds. Mayor Montoya commented that this equipment was costly and asked what that meant? Laura and Cindy answered that the machine will cost \$70,000 with a discount. It will be kept in the SEAGO region and Cindy explained the benefits of partnering with the Meter Group; the technology, access to their food scientists, and software for data and reports for Health Department FDA Auditors. Mayor Montoya asked if a warranty and maintenance was included. Cindy responded that the VSA is state of the art equipment and that there is an annual calibration fee of approximately \$1000. Supervisor David wanted to know if the testing is done by batch or packet. Cindy answered that it is batch tested. Laura added that this equipment will help AAA seek grant funds so that they don't have to depend fully on DAAS financial support. Mayor Budge inquired if the batches are tracked; Cindy explained that tracking is the main purpose of the water activity meters.

Mayor Montoya made a motion to authorize the purchase of the vapor sorption analyzer for the READI Meals program development as presented by staff.

Motion: Mayor Luis Montoya
Second: Dan Valle
Action: Unanimous

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

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 through the Transportation Advisory Committee and provided background on how the updated programming procedures were created.

Mayor Montoya made a motion to approve our STBG Project Programming Procedures.

Motion: Mayor Luis Montoya

Second: Supervisor Ann English

Action: Unanimous

VI. INFORMATION ITEMS

A. Future Meeting Dates

Randy Heiss stated he was still unsure when the Board would be able to meet in person again. He directed members to page 43 for a list of upcoming scheduled meetings. He requested that the Board officers mark their calendars for April 1, 2021 in case there is business that needs to be addressed by the Joint Committees prior to the next regularly scheduled quarterly meeting. April is when we approve our work plan for ADOT and our budget and the City of Nogales is requesting SEAGO's help with the administration of WIFA loans for clean water and drinking water that they will need assistance with over the next three years. It will need the committees' approval since it is time sensitive.

B. Strategic Plan Implementation Progress Report

Randy Heiss advised that any significant progress is highlighted in his written report and provided a verbal overview on the status of certain key Objectives and Tactics.

C. Quarterly Finance Report

Dina Curtiss provided an update and responded to questions.

D. Community Development Program Update

Keith Dennis provided an update and responded to questions.

E. SEAGO Economic Development District Report

Maria Porter provided an update and responded to questions.

F. AAA Updates

Laura Villa provided an update and responded to questions.

G. Transportation Program Updates

Chris Vertrees provided an update and responded to questions.

VII. RTAC REPORT

Kevin Adam provided an update and answered questions.

VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Randy Heiss stated that the Biden administration is allocating more Covid funds which are expected to be directed towards public works infrastructure planning and possibly for broadband. Kevin Adam added that there is a bill coming forward proposing \$10 million for Arizona specifically for broadband in the rural areas.

IX. FUTURE AGENDA ITEMS

Randy thanked Supervisor David for his email regarding nominations to fill the Graham County Private Sector Representative seat on the Executive Board. He advised Supervisor Bracker that the Santa Cruz County Private Sector seat term ends today, so that seat will also need to be filled. We will be bringing the FY2022 budget forward for approval along with the annual EDA planning funds. We will be looking to adopt the EDA comprehensive economic development strategy so that we are awarded more points when applying for grants with the EDA. We will also be reporting the results of the Audit RFP that was just approved. Supervisor Bracker asked when the CEDS projects are due and Maria Porter responded that they are due March 15th.

X. ADJOURNMENT

Chair Ortega adjourned the meeting at 12:22 p.m.