

**MINUTES OF  
THE ADMINISTRATIVE COUNCIL MEETING  
9 A.M., THURSDAY, MAY 5, 2022  
VIA ZOOM**

OFFICERS PRESENT: Blaschke, Caleb – City of Willcox (Chair) (Zoom)  
Matt McLachlan – City of Sierra Vista (Secretary) (Zoom)

MEMBERS PRESENT: Batty, Vernon - Town of Pima (Zoom)  
Brown, Heath – Town of Thatcher (Zoom)  
Cassella, John – City of Safford (Zoom)  
Coxworth, Dan – Cochise County (Zoom)  
Pauken, Steve – City of Bisbee (Zoom)  
Pedroza, Luis – City of Douglas (Zoom)  
Perez, Rudy – Town of Clifton (Zoom)  
Robinson, Ronald - Town of Patagonia (Zoom)

STAFF PRESENT: Curtiss, Dina – Accounting Manager (In-Person)  
Dennis, Keith – CDBG Program Manager (In-Person)  
Glenn, Heather – Administrative Assistant (In-Person)  
Heiss, Randy – Executive Director (In-Person)  
Merideth, John – GIS Analyst (Zoom)  
Peterson, Stephen – Economic Development Program Manager (In-Person)  
Vertrees, Chris – Transportation Program Administrator (In-Person)  
Villa, Laura – AAA Program Director (Zoom)  
Bronson, Susan – Senior Planning Specialist (Zoom)

GUESTS: Adam, Kevin – RTAC (Zoom)  
Jones, Lindsey- WIFA (Zoom)  
Kirkpatrick, Chanel- SV Public Works External Operations Manager (Zoom)  
Lemke, Samantha – WIFA (Zoom)  
Schumacher, Brenda – AAA Office Specialist (In-Person)  
Stein, Richard- Vista Transit (Zoom)

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

Chair Blaschke called the meeting to order at 9:03.

**II. MEMBER ENTITIES' DISCUSSION**

**Steve Pauken**, City of Bisbee, stated the City Hall building construction is up for bid. Bids are due on June 1<sup>st</sup> with the expectation to award contracts early July. Bisbee is retiring refinancing public safety retirement debt of \$22 million dollars. **Dan Coxworth**, Cochise County, stated old Bisbee High School has a buyer. The proposal was to create 32 market rate apartments. The County has applied for a \$500,000 EPA Brownfields grant. **Luis Pedroza**, City of Douglas, advised they are focused on the construction of a new port of entry. This has been funded by the Federal Government in the infrastructure bill which was approximately \$400 million dollars. They have launched 30% design for water, sewage, and broadband that would be taken to the port of entry site. They have applied for various grants that have been looking promising. Cost to fully design the system will be about \$2.7 million and \$24 million to deliver water, and sewage to the location. They are working closely with GSA for the land donation for the new port of entry. Randy Heiss requested information regarding the status of access road to the port of entry. Luis Pedroza stated ADOT has been funded \$800,000 for design concept report. Chair **Caleb Blaschke**, City of Willcox, stated that Willcox is trying to complete all construction projects at a reasonable cost. Quotes are up 25-50% from original estimates. He discussed that there is a group that is actively seeking to create an AMA (active management area) in the Willcox water basin. There are 5 AMA's in the state of Arizona and 80% of Arizona's population resides in those 5 AMA's. **John Cassella**, City of Safford, stated that the City passed a pension revenue bond for unfunded liability for AZPSRS which provided them

with a consistent payment over time. They received \$4.5 million with a 4.42% bond rate. Their large park construction project has begun which cost about \$2.5 million. Their 20<sup>th</sup> Avenue project has been put on hold due to cement shortage. **Heath Brown**, City of Thatcher, stated that their CDBG project is going well. They have rebuilt a street, buried the power lines and added a new storm drain. Completion of project is anticipated in about a month. **Ronald Robinson**, Town of Patagonia, discussed their CDBG project, renovating McKeown Ave. and Quiroga Lane in downtown Patagonia. They are using ARPA funds to renovate and replace galvanized and steel water lines in the northeast part of the town. They were granted \$500,000 by the North American Development Bank Grant to refurbish their wastewater treatment plant, but bids were twice the amount of the grant so they are re-evaluating. **Rudy Perez**, Town of Clifton, stated they have submitted a request for congressional spending to replace their library. Demolition has been completed and rehabilitation phase of the wastewater treatment plant is underway funded with a WIFA loan.

### III. CALL TO THE PUBLIC

No one from the public was present.

### IV. PRESENTATION – Water Infrastructure Finance Authority will provide information about IJJA appropriations and uses

Lindsey Jones gave a presentation on the behalf of Water Infrastructure Finance Authority providing information about IJJA appropriations and uses. Randy Heiss thanked Lindsey Jones and Samantha Lemke for the presentation.

### V. ACTION ITEMS

1. Consent Agenda
  - a. Approval of the February 10, 2022 Minutes
  - b. Nomination of Duncan ACOA representative

Chair Blaschke called for a motion to approve the February 10, 2022 meeting minutes. Steven Pauken made the motion; second by Matt McLachlan.

**MOTION:** Steve Pauken  
**SECOND:** Matt McLachlan  
**ACTION:** Unanimous

Steve Pauken made a motion to recommend approval of Mr. Valadee Crotts' nomination to fill the vacant position representing the Town of Duncan on the Advisory Council on Aging. Second by Heath Brown.

**MOTION:** Steve Pauken  
**SECOND:** Heath Brown  
**ACTION:** Unanimous

2. Election of Officers

Randy Heiss reminded members that a change in the Bylaws was passed in August 2021 changing the makeup of the Administrative Council. The Administrative Council will now have 4 officers that represent each county and allows for diversity on the Council. Officers will rotate each fiscal year starting with the Cochise County officer being Chair for the 2023 fiscal year; the Santa Cruz County officer elevating to Chair for the 2024 fiscal year, the Graham County officer becoming Chair in fiscal year 2025, and Greenlee moving to the Chair position in 2026. For the 2023 fiscal year Dan Coxworth was nominated to serve as the officer for Cochise County, Heath Brown was nominated for Graham County, Jesus Valdez and Ronald Robinson were

nominated for Patagonia by Jennifer St. John., and Derek Rapier was nominated for Greenlee County. Rudy Perez stated that he would also be willing to represent Greenlee County if Derek could not.

Steve Pauken made a motion to elect Dan Coxworth as Chair of the Administrative Council for Fiscal Year 2023. Second by Matt McLachlan.

**MOTION:** Steve Pauken  
**SECOND:** Matt McLachlan  
**ACTION:** Unanimous

Steve Pauken made a motion to elect Ronald Robinson as Vice-Chair of the Administrative Council for Fiscal Year 2023. Second by Caleb Blaschke.

**MOTION:** Steve Pauken  
**SECOND:** Caleb Blaschke  
**ACTION:** Unanimous

Steve Pauken made a motion to elect Heath Brown as Secretary of the Administrative Council for Fiscal Year 2023. Second by Caleb Blaschke.

**MOTION:** Steve Pauken  
**SECOND:** Caleb Blaschke  
**ACTION:** Unanimous

Rudy Perez made a motion to elect Derek Rapier as Treasurer of the Administrative Council for Fiscal Year 2023. Second by Ronald Robinson.

**MOTION:** Rudy Perez  
**SECOND:** Ronald Robinson  
**ACTION:** Unanimous

### 3. Fiscal Year 2023 Budget Items

#### a. Sustainability of Fund Balance (discussion only)

Randy Heiss directed members to the informational item on page 10 of their packet. This item shows that there are \$1.9 million in fund balance. This is the highest amount that SEAGO has ever had in its fund balance. The Executive Board passed the fund balance use policy in 2015 and we are well above the policy's minimum level. The only use of fund balance in this year's budget is a contingency line item so that if something comes up that they did not budget for they can use this money for that expenditure. A few examples of potential uses of the fiscal year contingency funds include matching funds for the EDA-funded broadband study, paving to meet the City of Bisbee's parking requirements at the new AAA office, and miscellaneous unbudgeted expenditures that were't anticipated in the budget process.

#### b. Discussion and possible action to recommend approval of the FY 2023 Assessment Schedule

Randy Heiss stated there is no change to the prior year's fees charged by SEAGO. However, there will be an increase in the per capita of Rural Transportation Advocacy Council of about \$1,556 increase.

Steve Pauken made a motion to recommend approval of the Fiscal Year 2023 Assessment Schedule to the Executive Board. Second by Matt McLachlan.

**MOTION:** Steve Pauken

**SECOND:** Matt McLachlan  
**ACTION:** Unanimous

- c. Discussion and possible action to recommend approval of Resolution 2022-01 EDA Grant Authorization

Stephen Peterson stated that EDA requires resolution for commitment of matching funds for our Partnership Planning Assistance Grant to continue the ability of SEAGO to administer the Economic Development District program.

Steve Pauken made a motion to recommend approval to the Executive Board of Resolution 2022-01 for an EDA Partnership Planning Assistance Grant in the amount of \$75,000 and matching funds of up to \$35,357 funded through annual assessments paid by SEAGO member entities. Second by Matt McLachlan.

**MOTION:** Steve Pauken  
**SECOND:** Matt McLachlan  
**ACTION:** Unanimous

- d. Discussion and possible action to recommend approval of the proposed FY 2023 SEAGO Budget

Dina Curtiss directed members to the budget worksheet. With exception of RTAC assessments, the assessments remain unchanged. The budget was developed with the assumption that with the exception of Covid relief funds, Congress will continue funding current programs at or above current levels. The Administrative Council and Executive Board will be notified if there is a need to use contingency funds.

Steve Pauken made a motion to recommend approval of the Fiscal Year 2023 Budget to the Executive Board. Second by Matt McLachlan.

**MOTION:** Steven Pauken  
**SECOND:** Matt McLachlan  
**ACTION:** Unanimous

*Note: Chair Blaschke left the meeting; Matt McLachlan stepped in as chair.*

4. Discussion and possible action to recommend approval of the proposed FY 2023 AAA Subaward Recommendations

Laura Villa provided an overview of the Subaward recommendations.

Steve Pauken made a motion to recommend approval of the Fiscal Year 2023 AAA subaward recommendations to the Executive Board. Second by Ronald Robinson.

**MOTION:** Steve Pauken  
**SECOND:** Ronald Robinson  
**ACTION:** Unanimous

## VI. INFORMATION ITEMS

- A. Future Meeting Dates

Randy Heiss stated that SEAGO will likely host the Executive Board meeting on August 19, 2022. The next Administrative Council meeting will be on August 4<sup>th</sup>, 2022. Randy Heiss reviewed how joint committees

meeting are held and when they are held. He asked officers to mark their calendars for those dates in case a meeting is needed.

**B. Strategic Plan Progress Report**

Randy Heiss stated that the last couple of weeks have been pretty exciting. SEAGO is in the process of getting AAA moved out of their current offices and moved into their new building. AAA needs to be out of the offices owned by the City of Bisbee by June 7<sup>th</sup>, 2022. They are hoping the City will give some additional time for paving due to current costs of asphalt. They are preparing for the SEAGO Staff retreat and have secured a facilitator. Randy advised that House Bill 2729, that allows Council of Governments and Metropolitan Planning Organizations to be reimbursed at the federal travel rates is waiting for a third read and final vote in the Senate.

**C. Quarterly Finance Report**

Dina Curtiss provided an update on SEAGO finances and responded to questions. Colby and Powell will be at the next Executive Board meeting to provide a presentation on the fiscal year 2021 audit.

**D. Community Development Report**

Keith Dennis provided an update on Community Development Programs and responded to questions. Melissa Hartman gave an update on the SEAGO Cares program.

**E. SEAGO Economic Development District Report**

Stephen Peterson provided an update on Economic Development and responded to questions.

**F. AAA Updates**

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

**G. Transportation Program Updates**

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

**VII. RTAC REPORT**

Kevin Adam provided an update on Rural Transportation Advisory Council and responded to questions.

**VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Randy Heiss acknowledged the difficulty to reach him lately due to the AAA move into their new building. He extended his apologies and to be persistent. He hopes to have a grand opening in conjunction with the August Executive Board meeting after staff gets settled into their new offices.

**IX. FUTURE AGENDA ITEMS**

A Title VI plan update for transportation and the SEAGO travel reimbursement policy may be on agenda. Randy Heiss thanked everyone for their attendance.

**X. ADJOURNMENT**

Secretary McLachlan adjourned the meeting at 11:08 a.m.

