

**Draft MINUTES OF
THE EXECUTIVE BOARD MEETING
10:00 A.M., FRIDAY, AUGUST 18, 2023
VIA ZOOM
GREENLEE COUNTY BOARD OF SUPERVISORS MEETING ROOM
253 5TH STREET, CLIFTON, ARIZONA**

OFFICERS PRESENT: Gomez, David – Greenlee County (Chair) (In-Person)
Ortega, Richard – City of Safford (1st Vice-Chair) (In-Person)

MEMBERS PRESENT: Ahmann, Steve – Greenlee County Private Sector Representative (In-Person)
Barlow, Bill – City of Tombstone (In-Person)
Blake, Titus – Town of Duncan (Zoom)
Budd, David – Santa Cruz County Private Sector Representative (Zoom)
David, Paul – Graham County (In-Person)
English, Ann – Cochise County (Zoom)
Floyd, Heather – Cochise County Private Sector Representative (In-Person)
Montoya, Luis – Town of Clifton (In-Person)
Umphrey, Carolyn – City of Sierra Vista (Zoom)

STAFF PRESENT: Curtiss, Dina – Accounting Manager (**Zoom**)
Dennis, Keith – Community Development Program Manager (**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**)

GUESTS: Carrie Gibbons – SEAGO Area Agency on Aging (**Zoom**)
A'kos Kovach – Greenlee County Tourism Association (**In-Person**)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Gomez called the meeting to order at 10:01 a.m. and Executive Director Heiss led the group in the Pledge of Allegiance. At the request of the Chair, Mr. Heiss read the names of those physically present and those attending electronically into the record.

II. MEMBER ENTITIES' DISCUSSION

Chair Gomez called on **Vice-Mayor Richard Ortega**. Vice Mayor Ortega informed the group that the City of Safford is working on a Sister Cities project with Cananea, Sonora Mexico. They will be meeting in Douglas in mid-September to discuss details and he expects it to be an uplifting experience. **Councilman Luis Montoya** reminded everyone that the Town of Clifton was founded in 1873 and will be celebrating its 150th year on November 4th. He mentioned the donation of a Huey UH-1 helicopter that will be placed at the Mares Bluff Memorial Site. He also stated that they will also hold their annual Colors of Copper Wine Festival and art exhibition and invited everyone to attend. **Representative Steve Ahmann** mentioned that his wife had been one of the founders of the Art Depot which has sponsored the art and wine tasting event - now in its 10th year. He too invited everyone to attend on November 4th. **Chair Gomez** welcomed everyone to Greenlee County, gateway to God's Country. He recognized **Supervisor Paul David** who had just joined the meeting. Randy Heiss also mentioned that **Alex Blake, Mayor of Duncan** had also joined the meeting by phone.

III. CALL TO THE PUBLIC

A'kos Kovach, representing the Greenlee County Tourism Association, announced a celebration of the donation of a Huey UH-1 helicopter that will be placed at the Mares Bluff Memorial Site. The celebration will be held November 4, 2023 Riverside RV Park in Clifton. He stated that November 4th will be quite a party with the Town of Clifton holding Founders Day at Fernandez Park, the Mares Bluff Veterans Memorial Association will be at the Clifton RV Park, and the Clifton Train Depot will have the Colors of Copper art show and wine tasting mentioned earlier. And then the Clifton Social Club on historic Chase Creek Street is going to be open all day from noon until eight o'clock in the evening. He too invited everyone to attend.

IV. PRESENTATION: Portable Practical Education Preparation Microbusiness and Housing Development Corporation (PMHDC) Program offerings and potential partnership opportunities

Chair Gomez asked Randy Heiss to introduce the next speaker. Randy stated that Dr. John David Arnold of PPEP Microbusiness and Housing Development Authority has been a longtime friend to SEAGO. The organization offers a number of programs that align very well with SEAGO's mission such as their Housing Development Authority. All of our member entities across the region agree that the region is in dire need of all types of housing so there may be a role that a partnership with PMHDC can play. He then turned the floor over to Dr. Arnold who introduced members of his team to give an overview of each of their programs. After the presentation, Dr. Arnold provided contact information and offered to answer any questions.

V. ACTION ITEMS

1. Consent Agenda
 - a. Approval of minutes:
 - Regular Meeting May 19, 2023
 - Special Meeting July 10, 2023
 - Special Meeting July 25, 2023

Chair Gomez called for a motion to approve the minutes.

MOTION: Richard Ortega
SECOND: Luis Montoya
ACTION: Unanimous

- b. Nomination to the Advisory Council on Aging

Carrie Gibbons explained that the Advisory Council on Aging had nominated Mr. Ricardo Martinez to represent the unincorporated area of Santa Cruz County on the ACOA at their meeting on July 20th and presented a brief bio of Mr. Martinez' qualifications. Chair Gomez called for a motion to appoint Mr. Martinez to fill the vacant seat for unincorporated Santa Cruz County on the Advisory Council on Aging.

MOTION: Luis Montoya
SECOND: Richard Ortega
ACTION: Unanimous

2. Discussion and possible action to approve the SEAGO Five-Year Strategic Plan FY 2024 – FY 2028

Randy Heiss reminded members that every Executive Board packet includes a memorandum on the first page indicating the members of the Administrative Council who participated in their meeting where recommendations were made on matters under consideration of the Board and the manner of their participation. Randy also reminded everyone of the strategic planning retreat held at the Cochise College Benson Center February 9th and 10th of 2023 and facilitated by Melanie Greene. He explained that this year's strategic planning process included a more in depth approach that would allow SEAGO staff to offer

an inside perspective of new and existing program opportunities to implement the restated and simplified strategic goals identified by the Board and Council at the February 2020 retreat.

This richer and more robust process began with a full day staff retreat June 17, 2022. At the staff retreat, all SEAGO staff from each program participated in discussions and exercises designed to strengthen awareness of organizational inter-departmental functions; solidify departmental projects, priorities, and resource needs; provide perspective among and between departments on member entity and community impact; and structure a matrix of short and long-term program objectives in support of the organization and member communities.

On Day One of the February 2023 retreat, tables for each County were set up with members sitting at their respective table to discuss what efforts could benefit from SEAGO guidance and/or support. Members were tasked with prioritizing and recording these projects, programs, and/or support services. Before adjourning on Day One, members also discussed organizational priorities including Executive Director transition options and recommendations; public perception of SEAGO; technical assistance and local project support; and priorities for short and long terms.

Day Two's format began in the morning and included a review of priorities from the staff's point of view, the projects they were working on and projects they foresaw being implemented within the next five years. A brief review of the Staff retreat process in June of 2022 was provided and presentations on departmental objectives and tactics were then made by each department. Board and Council members were then asked to join the Program Managers at tables by program based on their interests. Each table was tasked to integrate Board, Council, and Program priorities into a cohesive list of priorities for each program.

Program Managers then presented revised objectives and priorities that integrated Board and Council priorities determined on Day One. In the months following the retreat, staff worked to fine tune the matrix of integrated objectives and tactics developed by retreat participants and draft the agency's Five-Year Strategic Plan for FY 2024 – FY 2028. The final draft of the Plan was distributed to SEAGO Program Managers on June 27th for their review. After staff review, the Plan was distributed to the Administrative Council and Executive Board on July 5th for review and comment and at the time of the meeting, no comments had been received.

Randy then went on to explain how the Strategic Plan was organized and provided Section IV of the Plan as an easy to read overview of the Plan's strategic goals, and integrated objectives and strategies/tactics without the granular detail of the tasks, activities, partners, timeframes, resources and outcome measures included in Appendix B, which represents the Strategic Plan implementation matrix. He then offered to answer any questions. Representative Heather Floyd asked if support for the Douglas Commercial Port of Entry was specifically listed in the Strategic Plan. Randy assured her that support for local agency infrastructure funding is an objective in the Strategic Plan and that the SEAGO region has been supportive historically and will continue to be supportive of in the future all things related to international trade and commerce.

Supervisor Paul David asked if the Strategic Plan has ever been amended annually or if there is an opportunity to amend the Plan in between regular updates. Randy responded that this is the Board's Strategic Plan for SEAGO and if there is a need or desire to update the plan at any time, he is confident that SEAGO staff would support it. Supervisor David noted that there is an urban flight currently taking place in response to the lawlessness or the disregard for the rule of law within the cities and one of the strongest economic development drivers is going to be a law and order and a population that is responsive. He suggested possibly a SEAGO resolution to advocate for and show support for our law enforcement because he believes the biggest growth is going to be in inflow of people who can't abide by what's happening in big cities. Randy stated that he would be willing to work with Supervisor David on a Resolution to bring forward at a future meeting. Chair Gomez called for a motion to approve the SEAGO Five-Year Strategic Plan FY2024 – FY2028.

MOTION: Ann English
SECOND: Paul David
ACTION: Unanimous

3. Discussion and possible action to approve Resolution No. 2023-02 relating to SEAGO's Title VI Plan

Chris Vertrees stated that SEAGO is required to develop a local Title VI Plan. The purpose of the plan is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region. He prepared a Resolution for consideration which, if adopted, will provide immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan. Chris offered to answer any questions. Chair Gomez called for a motion to approve Resolution No. 2023-02. Supervisor Paul David asked Chris how SEAGO would demonstrate that it had sufficiently reached out to underserved populations as required in the Title VI Plan. Chris responded that there are over forty tools and strategies built into the plan to determine specific steps to be taken to increase outreach to disadvantaged populations based on the number of disadvantaged people within a specific geographical area.

MOTION: Richard Ortega
SECOND: Luis Montoya
ACTION: Unanimous

4. Discussion and possible action to approve the 2023-2024 Regional Transportation Coordination Plan

Chris Vertrees gave a synopsis of the requirements of the Regional Transportation Coordination Plan, its history, and how having Executive Board approval of the document would allow SEAGO and its transit providers to be more competitive when seeking funding opportunities. He then offered to answer any questions. Chair Gomez called for a motion to approve the SEAGO 2023-2024 Regional Transportation Coordination Plan.

MOTION: Luis Montoya
SECOND: Steve Ahmann
ACTION: Unanimous

5. Discussion and possible action to authorize staff to solicit proposals for a consultant to assist in rebuilding the Housing Program

Keith Dennis gave a brief overview of the history of the SEAGO Housing Program and the facilities that had been built when SEAGO enjoyed status as a Community Housing Development Organization (CHDO). He stated that the direction to rebuild the Housing Program came as a response to the need for housing expressed by SEAGO members in the Strategic Planning process. He clarified that Community Development wished to employ best practices in rebuilding the program and to ensure that the right funding opportunities are pursued and capacity is developed in order to ensure efficient and effective program operation. The costs of a consultant are expected to exceed the \$20,000 procurement threshold requiring Executive Board approval before going to bid. Keith offered to answer any questions.

Vice-Mayor Bill Barlow asked what the anticipated timeframe would be for the work to take place under this contract. Mr. Dennis responded that it would likely be a two-year contract and SEAGO would like to have a consultant on board by the first quarter of next year. Supervisor Paul David thanked Keith for his work on this and referenced some pending funding opportunities that will soon be made available. He asked if Keith was prepared to respond to any of those. Keith responded that we are not in a position to apply for those opportunities at this time but hopes to be in the position to do so in the future with this study's recommendations.

Chair Gomez called for a motion to authorize staff to publish a request for proposals, evaluate proposals received, and enter into a contract with a qualified consultant for Housing Program development as requested by staff.

MOTION: Steve Ahmann
SECOND: Luis Montoya
ACTION: Unanimous

6. Discussion and possible action to authorize staff to solicit proposals for a consultant to implement the EPA Brownfields grant

Keith Dennis announced that SEAGO had been awarded a Brownfields Assessment grant from the Environmental Protection agency. He explained the grant will fund environmental cleanup and redevelopment studies for suitable sites in Graham, Greenlee and Santa Cruz Counties. Implementation of the program will require highly technical work in environmental studies and the procurement of a Qualified Environmental Professional is necessary. It's also anticipated that the costs of engaging such a consultant will exceed the procurement threshold of \$20,000 requiring Executive Board approval before going to bid and the costs of the QEP will be funded through the grant. Keith then offered to answer any questions.

Representative David Budd asked if this project would include a soils remediation program similar to the one conducted several years ago in Bisbee. Mr. Dennis responded that the Bisbee soils program was privately funded and this particular is more assessment and possible remediation of hazardous materials in existing structures and specific sites that may then be redeveloped. Councilman Luis Montoya asked if this is the same program that recently assessed and cleaned up the Clifton Elks Lodge. Keith explained that the program referred to came from the same funding source, but those funds were awarded to the Arizona Department of Environmental Quality. Representative Steve Ahmann asked if the program could be used clean up contaminants along the San Francisco River. Keith responded that he did not know if that was possible, but we would learn more about those possibilities as we implement the EPA grant. Chair Gomez called for a motion to authorize staff to publish a request for proposals, evaluate proposals received, and enter into a contract with a Qualified Environmental Professional to implement the Brownfield Assessment Grant.

MOTION: Steve Ahmann
SECOND: David Budd
ACTION: Unanimous

VI. INFORMATION ITEMS

A. Future Meeting Dates

Randy Heiss mentioned that the next meeting of the Executive Board will be held November 17, 2023. He also mentioned that there would be a need for the Administrative – Executive Committees to meet October 5th telephonically to conduct program related, time sensitive business between regular meetings of the Administrative Council and Executive Board. He asked the officers to please hold the date open in their calendars.

B. Quarterly Finance Report

Dina Curtis presented the quarterly revenue and expenditure report March 31st through June 30th and offered to answer any questions.

C. Community Development Report

Keith Dennis provided an update on Community Development Programs and responded to questions.

D. SEAGO Economic Development District Report

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

E. AAA Updates

Carrie Gibbons provided an update on AAA programs and responded to questions.

F. Transportation Program Updates

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

VII. RTAC REPORT

Kevin Adam provided the RTAC report and responded to questions.

VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Randy Heiss reported that the second draft of the compensation study performed by HR Know consulting had shown several of the Program Manager positions pay well under the minimum market salary, while most of the entry and mid-level positions are more in line with market conditions. He also reported that the Executive Director position had been reposted at a salary level of \$85,000 - \$115,000 and that the position closed August 14th at 5:00 p.m. There were six applicants – three from the last recruitment effort and three new applicants. He mentioned there will be a Recruitment Committee meeting on August 24th to decide which applicants would be recommended for interviews with the full Executive Board – likely at a meeting in mid-September. He also reminded the Board that he would be working remotely much of the month of September.

IX. FUTURE AGENDA ITEMS

Randy stated that the next Administrative Council agenda may include approval of CDBG regional account applications, updating SEAGO's Policy Principles, possible Housing Program considerations, additional EPA Brownfields activities, and other program business as needed. There may also be a Resolution in support of law enforcement and pledged to work with Supervisor David on language for such a Resolution that may be considered at the November meeting.

X. ADJOURNMENT

Chair Gomez called for adjournment of the meeting at 12:14 p.m.