

**DRAFT MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9:00 A.M., THURSDAY, FEBRUARY 8, 2024
VIA ZOOM
COCHISE COLLEGE BENSON
1025 HWY 80, BENSON, ARIZONA**

OFFICERS PRESENT: Coxworth, Dan – Treasurer, Cochise County **(Zoom)**
Rapier, Derek – Secretary, Greenlee County **(Zoom)**
Robinson, Ronald – Chair, Patagonia **(In-Person)**

MEMBERS PRESENT: Bigman, Barney – San Carlos Apache Tribe **(Zoom)**
Harvey, Suzanne – Town of Huachuca City **(In-Person)**
Hinton, Terry – Town of Duncan **(Zoom)**
McLachlan, Matt – City of Sierra Vista **(Zoom)**
Urquijo, Ana – City of Douglas **(Zoom)**
Welker, Dustin – Graham County **(Zoom)**

STAFF PRESENT: Curtiss, Dina – Accounting Manager **(In-Person)**
Dennis, Keith – Executive Director **(In-Person)**
Gibbons, Carrie – SEAGO AAA **(In-Person)**
Lynn, Judy – Community Development Manager **(In-Person)**
Merideth, John – GIS Analyst **(Zoom)**
Miller, David – Community Coordinator **(In-Person)**
Vasquez, Celeste – SEAGO AAA **(In-Person)**
Vertrees, Chris – Transportation Program Administrator **(In-Person)**

GUESTS: Resare, Michael – City of Wilcox **(In-Person) (Sat in for Caleb Blaschke)**

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Robinson called the meeting to order at 9:39 a.m.

II. MEMBER ENTITIES' DISCUSSION

Chair Robinson called on **Suzanne Harvey** for an update on the Town of Huachuca City. Ms. Harvey was excited to report on the multi-year, multi-million dollar agreement with ADOT on creating a walking path at Skyline Dr. **Chair Robinson** called on **Michael Resare** for an update on the City of Wilcox. Mr. Resare gave a brief introduction of himself as he was sitting in for **Caleb Blaschke**. Mr. Resare stated that the City of Wilcox is currently experiencing water problems and offered a few examples of his concern. **Chair Robinson** provided updates on the Town of Patagonia. Mr. Robinson reported that currently the town has extensive road improvement projects ongoing. Mr. Robinson also reported that the town is looking to secure seven-hundred and fifty thousand dollars for wastewater rehab and upgraded waterlines. Mr. Robinson said the town also hopes to apply for Colonias set aside CDBG funds this year.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 2, 2023 minutes

Chair Robinson called for a motion to approve the November 2, 2023 minutes.

MOTION: Suzanne Harvey
SECOND: Michael Resare
ACTION: Unanimous

2. Discussion and possible action to recommend approval of an Intergovernmental Agreement with Santa Cruz County.

Keith Dennis presented to the council an Intergovernmental Agreement with Santa Cruz County. Keith mentioned that at the advice from counsel this agreement needs to be reviewed before being approved. He recommended the Council postpone the approval pending a review of the agreement.

Chair Robinson called for a motion to recommend postponing approval of an Intergovernmental Agreement with Santa Cruz County to the Executive Board.

MOTION: Suzanne Harvey
SECOND: Michael Resare
ACTION: Unanimous

3. Discussion and possible action to recommend approval of Cochise County Private Sector Representatives on the Executive Board.

Keith Dennis reminded the council of SEAGO bylaws which stipulate that the Executive Board shall appoint one individual from each county to serve as a Private Sector Representative. Private Sector Representatives shall serve at the will of the Executive Board and shall serve a two year term, with the option of being appointed to a second term. SEAGO's two Cochise County Private Sector Representatives, Heather Floyd and Dan Valle, are expiring. Ms. Floyd is willing to serve a second term if nominated by a Member Entity Representative and approved by the Executive Board. Mr. Valle has served the allowed two terms and recommends a Member Entity Representative nominate Mr. Mark Mermis as his successor.

Chair Robinson called for a motion to recommend approval to the Executive board for Heather Floyd's second term and Mark Mermis first term as Cochise County Private Sector Representatives.

MOTION: Michael Resare
SECOND: Suzanne Harvey
ACTION: Unanimous

V. INFORMATION ITEMS

- A. Future Meeting Dates

Keith Dennis mentioned that the next meeting of the Administrative Council will be held February 9, 2023. He also mentioned that there will be a need for the Administrative – Executive Committees to meet April 4th telephonically to conduct program related, time sensitive business between regular meetings of the Administrative Council and Executive Board. He asked the officers to please mark their calendars.

B. Quarterly Finance Report

Dina Curtis provided the Quarterly Finance report and responded to questions. Dina also mentioned that SEAGO has had two years of zero findings in the audit, making SEAGO a “low risk” auditee.

C. Community Development Report

Judy Lynn provided an update on Community Development and responded to questions.

D. SEAGO Economic Development Report

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

E. AAA Updates

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

F. Transportation Program Updates

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

VI. RTAC REPORT

Kevin Adam was unavailable and did not attend the meeting.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Chair Robinson was grateful to have seven SEAGO staff members present at the meeting, and commented that it was the most since the beginning of the pandemic. Keith Dennis introduced and welcomed two new staff members- Judy Lynn, Community Development Program Manager and Celeste Vasquez, SEAGO AAA Program Director. Keith Dennis was pleased to report that staff had recently completed a grant writing workshop with Melanie Greene. He also mentioned that we plan on offering to staff and SEAGO communities, open meeting law training in the near future. Mr. Dennis would also like to send more staff members through the supervisor academy, as it has proven to be a successful program.

VIII. FUTURE AGENDA ITEMS

Keith Dennis provided the Council with future agenda items. Items include the election of officers for the Administrative Council, the approval of the Intergovernmental Agreement with Santa Cruz County, and strategic plan progress.

IX. ADJOURNMENT

Chair Robinson called for adjournment of the meeting at 10:20 a.m.