

**APPROVED MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9:00 A.M., THURSDAY, AUGUST 1, 2024
VIA ZOOM
COCHISE COLLEGE BENSON
1025 HWY 80, BENSON, ARIZONA**

OFFICERS PRESENT: Brown, Heath – Chair, Town of Thatcher **(Zoom)**
Coxworth, Dan – Vice-Chair, Cochise County **(Zoom)**
Rapier, Derek – Treasurer, Greenlee County **(Zoom)**

MEMBERS PRESENT: Fulton, Stephanie – Town of Huachuca City **(In-Person)**
Hinton, Terry – Town of Duncan **(Zoom)**
Kirschmann, Robert – City of Willcox **(In-Person)**
McLachlan, Matt – City of Sierra Vista **(Zoom)**
Vivian, Vicki – City of Benson **(Zoom)**
Welker, Dustin – Graham County **(Zoom)**

STAFF PRESENT: Aguayo, Jessica – Regional Mobility Manager **(In-Person)**
Curtiss, Dina – Accounting Manager **(In-Person)**
Dennis, Keith – Executive Director **(In-Person)**
Dumas, Robin – Economic Development Planner **(Zoom)**
Gibbons, Carrie – AAA **(Zoom)**
Merideth, John – GIS Analyst **(Zoom)**
Miller, David – Community Coordinator **(In-Person)**
Osborne, Will – Community Development Program Manager **(In-Person)**
Vasquez, Celeste – AAA Program Director **(In-Person)**

GUESTS: None

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Brown called the meeting to order at 9:04 a.m. At the request of **Chair Brown**, participants on Zoom were introduced first followed by In-person attendees.

II. MEMBER ENTITIES' DISCUSSION

Chair Brown was pleased to announce that there are several new businesses opening in the Town of Thatcher. **Chair Brown** called on **Derek Rapier** for an update on Greenlee County. Mr. Rapier reported the county is undertaking a big capital investment project making improvements to parks and fairgrounds. **Dustin Welker** provided an update on Graham County. Mr. Welker stated that the election had gone well. Mr. Welker also shared that the county has approved the new budget and will be working to get projects started soon. **Vicki Vivian** shared news on the City of Benson. Ms. Vivian was excited to share that the city will be hosting a lantern festival. Ms. Vivian also made the Council aware that the city is currently trying to repair a well to get water to the golf course. The city is also making progress on several projects including the HWY 80 group and a Amtrak platform. Ms. Vivian was pleased that Borderlands Chevrolet will be opening a satellite office in Benson. Ms. Vivian ended by informing the Council that Benson will be holding National Night Out this weekend. **Stephanie Fulton** spoke about what was happening in the Town of Huachuca City. Ms. Fulton informed the Council that the Town had recently held it's Back to School fair and filled 185 backpacks with school supplies. Ms. Fulton mentioned that with the last round of CDBG funding the Town was only able to improve their skate park, but they have recently secured additional funding to improve more recreational spaces. Ms. Fulton was pleased that the HWY 90 project is making continued progress. **Robert Kirschmann** congratulated the Willcox softball all-stars for making it to the Little League

World Series. Mr. Kirschmann informed the Council that their CDBG project to Scott Street has been completed. Willcox splash pad and pool both had delays and are hoping for a fall opening. Mr. Kirschmann mentioned the city received a grant to make improvement to the city's transit yard. The City of Willcox is currently looking to hire a Building Inspector. Mr. Kirschmann ended by mentioning a few projects that are still currently ongoing.

III. CALL TO THE PUBLIC

No members of the public were present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the May 2, 2024 minutes
 - b. Approval of the May 30, 2024 Administrative Executive Committee minutes

Chair Brown called for a motion to approve the Consent Agenda.

MOTION: Derek Rapier
SECOND: Vicki Vivian
ACTION: Unanimous

2. Discussion and possible action to recommend approval of the 2025-2027 CDBG Method of Distribution

Will Osborne presented the Administrative Council with the 2025-2027 CDBG Method of Distribution.

Chair Brown called for a motion to recommend approval of the 2025-2027 CDBG Method of Distribution to the Executive Board.

MOTION: Stephanie Fulton
SECOND: Dustin Welker
ACTION: Unanimous

3. Discussion and possible action to recommend approval of Resolution 2024-01 SEAGO's Title VI Plan

Jessica Aguayo provided the Administrative Council SEAGO's Title VI plan. **Chair Brown** asked if this plan was the same or similar to SEAGO's previous plan. Ms. Aguayo answered that it was with minor changes to administration. **Robert Kirschmann** asked if SEAGO had already spoken to ADOT. Ms. Aguayo answered yes & that the plan has been submitted to ADOT.

Chair Brown called for a motion to recommend approval of Resolution No. 2024-01 to the Executive Board.

MOTION: Robert Kirschmann
SECOND: Derek Rapier
ACTION: Unanimous

V. INFORMATION ITEMS

A. Future Meeting Dates

Executive Director Keith Dennis informed the Council that at this time there are no combined Administrative Council Executive Board conference calls scheduled. Mr. Dennis also mentioned that SEAGO will be exploring a Zoom only option for future Administrative Council meetings.

B. Quarterly Finance Report

Dina Curtiss provided a quarterly finance report and was available for questions.

C. Community Development Report

William Osborne gave an update on community development and was available for questions.

D. Economic Development Report

Robin Dumas gave an update on economic development and was available for questions.

E. AAA Area Plan on Aging Updates

Celeste Vasquez provided an update to AAA Area on Aging and was available for questions.

F. AAA Program Updates

Celeste Vasquez gave an update on AAA updates and was available for questions.

G. Transportation Program Updates

Executive Director Keith Dennis filled in for Chris Vertrees and gave an update on Transportation and was available for questions.

H. Strategic Plan Update

Executive Director Keith Dennis provided the Administrative Council with a brief overview of SEAGO's Strategic Plan. Mr. Dennis highlighted SEAGO's progress and was available for questions. **Chair Brown** asked what the length of the plan was. Mr. Dennis replied that it was a five year plan and that he would be providing a half way checkup next year.

VI. RTAC REPORT

Kevin Adam was unavailable and did not attend the meeting.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Executive Director Keith Dennis gave a recap of Open Meeting Law training that SEAGO hosted with Arizona League of Town and Cities. Mr. Dennis hopes to offer this training again.

VIII. FUTURE AGENDA ITEMS

Executive Director Keith Dennis mentioned a few items that will be on upcoming agendas that include new Technical Assistance CDBG contracts, updates to SEAGO's HR Manual, Procurement Policy and an IGA with Santa Cruz County.

IX. ADJOURNMENT

Chair Brown called for adjournment of the meeting at 9:55 a.m.