

**APPROVED MINUTES OF
THE ADMINISTRATIVE COUNCIL MEETING
9:00 A.M., THURSDAY, FEBRUARY 6, 2025
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)**
Valdez, Jesus – Secretary, Santa Cruz County **(Zoom)**

MEMBERS PRESENT: Bigman, Barney – San Carlos Apache Tribe **(Zoom)**
Fulton, Stephanie – Town of Huachuca City **(IP)**
Hinton, Terry – Town of Duncan **(Zoom)**
Kirschmann, Robert – City of Willcox **(IP)**
McLachlan, Matt – City of Sierra Vista **(Zoom)**
Pauken, Stephen – City of Bisbee **(Zoom)**
Pedroza, Luis – City of Douglas **(Zoom)**
Robinson, Ron– Town of Patagonia **(Zoom)**
Volker, Greg – City of Benson **(Zoom)**
Welker, Dustin – Graham County **(Zoom)**

STAFF PRESENT: Fowler, Kevin – Economic Development Program Manager **(Zoom)**
Merideth, John – GIS Analyst **(IP)**
Miller, David – Community Coordinator **(IP)**
Osborne, Will – Community Development Program Manager **(IP)**
Vasquez, Celeste – AAA Program Director **(IP)**
Vertrees, Chris – Interim Executive Director/Transport Prog Manager **(IP)**

GUESTS: Kevin Adam – RTAC **(Zoom)**

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Brown called the meeting to order at 9:00 a.m. At the request of **Chair Brown**, participant's In-person were introduced first followed by Zoom attendees.

II. MEMBER ENTITIES' DISCUSSION

Chair Brown provided an update on the Town of Thatcher. Chair Brown reported that the town's 8th Street project is currently underway. Construction on a new substation in Thatcher has begun. Also breaking ground is the new Marriot Hotel, which will be the first four story building in Graham County. **Stephanie Fulton** reported on the Town of Huachuca City. Ms. Fulton thanked Chris and SEAGO for their work on the pothole grant. Huachuca City's Skyline Rd. and multi-use pathway project is 99% complete. Ms. Fulton reported the Town has received bids on the pool refurbishment and is hopeful that the pool will be open Memorial Day weekend. Hunt Park renovations are continuing with new walkways, playground equipment and sport courts. Ms. Fulton spoke to the town's Veteran Memorial Park, where the town is currently selling trees and looking for grants for further improvements. Ms. Fulton also said the Town plans to make improvements to the activity center and library in the upcoming year. Huachuca City was also awarded a sports and play grant. **Robert Kirschmann** provided updates for the City of Willcox. Mr. Kirschmann mentioned two RFPs: the first for the city's bus barn and the second for engineering, design and architectural services. Mr. Kirschmann was very excited to announce that the City had its final walk through at the pool and it should be up and running this Spring. Mr. Kirschmann thanked Dan Coxworth from Cochise County for his assistance with the City's EV charging stations. Willcox has launched an updated website. Mr. Kirschmann informed the Council on upcoming events in Willcox. **Greg Volker** provided an update for the City of Benson. Mr. Volker reported the city is working on their CDBG project and working on

grants for City Hall renovations. Benson is also starting Senior Connect lunches and thanked SEAGO AAA for their help in this project. **Dan Coxworth** provided updates for Cochise County. Cochise County is currently installing EV charging stations in Willcox, Sierra Vista and Bisbee. Mr. Coxworth reported that the EPA Brownfield's grant is now out of money for land assessment, but the County still has a revolving loan program. Cochise County is currently in the process of updating its general plan. Mr. Coxworth spoke to the County's Emergency Home Repair program which began with CDBG funds and grown further with ADOH grants. Cochise County is currently working on a housing study, which will look into housing affordability and a housing needs assessment. Mr. Coxworth also reported that the County is currently having several work sessions for the two new Supervisors. **Matt McLachlan** provided updates for the City of Sierra Vista. Mr. McLachlan expressed to the member entities that are part of the San Pedro water shed that the 90-day appeal period for proposed changes begin January 8th and end on April 8th. Sierra Vista will be making 46 challenges for parcels of land. Sierra Vista's City Council approved a partnership Catholic Community Services to support the city's shelter. Sierra Vista is currently preparing for their round of CDBG funding. Mr. McLachlan stated the city's capital project currently centers around the golf course. **Dustin Welker** provided updates for Graham County. Mr. Welker thanked SEAGO for their work on the Graham County housing study. Graham County is starting the CDBG process. **Derek Rapier** provided updates for Greenlee County. Mr. Rapier stated the county is currently working on several projects, including a renovation of the fairgrounds, a new public works building, and improvements to parks. **Ron Robinson** provided updates for the Town of Patagonia. Mr. Robinson thanked Chris for his help in completing Patagonia's road project. Patagonia has awarded a contract for Rothrock Alley improvements through CDBG Colonias funding which should begin in April. Valley Telecom will be providing a fiber network in the near future. **Jesus Valdez** provided updates on Santa Cruz County. Santa Cruz County is currently working on chip sealing projects on roads within the county. Mr. Valdez also reported the County is currently starting on the budget and is coordinating with various county departments. **Barney Bigman** provided updates for the San Carlos Apache Tribe. Mr. Bigman reported the Tribe was currently working with ADOT on several projects that include several new turn lanes, Hwy 70 streetlights and EV charging stations. Mr. Bigman expressed is excitement to be working with SEAGO on the RTAC pavement overlay project. **Stephen Pauken** provided updates on the City of Bisbee. Mr. Pauken was pleased to report that the new City Hall is between 75%-80% complete and should be completed by the middle of April. Camp Naco has broken ground and has recently hired an Executive Director. Mr. Pauken also provided an update on the Hillcrest Apartments. Bisbee will continue their OOHHR program and plan to use CDBG funding at the Senior Center.

III. CALL TO THE PUBLIC

No members of the public were present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the November 7, 2024 minutes

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

MOTION: Steve Pauken

SECOND: Derek Rapier

ACTION: Unanimous

2. Discussion and possible action to recommend approval of the proposed representative for appointment to fill Advisory Council on Aging vacancy

Celeste Vasquez presented the Administrative Council with the nomination to fill the Advisory Council on Aging vacancy.

Chair Brown called for a motion to recommend approval of the nomination for the Advisory Council on Aging to the Executive Board.

MOTION: Steve Pauken
SECOND: Dustin Welker
ACTION: Unanimous

3. Discussion and possible action to recommend approval of the proposed revised Advisory Council on Aging bylaws

Celeste Vasquez provided the Administrative Council with an overview of the proposed changes to the Advisory Council on Aging bylaws.

Chair Brown called for a motion to recommend approval of the proposed revised Advisory Council on Aging bylaws to the Executive Board.

MOTION: Derek Rapier
SECOND: Stephanie Fulton
ACTION: Unanimous

4. Discussion and possible action to recommend approval of the SEAGO Region 2024-2028 TIP Amendment #12

Chris Vertrees provided the Administrative Council an outline of the SEAGO Region 2024-2028 TIP Amendment #12.

Chair Brown called for a motion to recommend approval of the SEAGO Region 2024-2028 TIP Amendment #12 to the Executive Board.

MOTION: Derek Rapier
SECOND: Dustin Welker
ACTION: Unanimous

V. INFORMATION ITEMS

A. Future Meeting Dates

Chris Vertrees informed the Administrative Council that there will be a need for a combined Administrative-Executive Committee meeting April 3, 2025.

B. Quarterly Finance Report

Chris Vertrees said that Dina Curtiss had been under the weather and that the finance report would be sent to the Administrative Council in the near future.

C. Community Development Report

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

D. Economic Development Report

Kevin Fowler 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.

Matt McLachlan asked if Meals on Wheels offered services in the SEAGO region and who the point of contact is. Celeste Vasquez let Mr. McLachlan know that Meals on Wheels is contracted in all 4 of SEAGO's represented counties and provided him the AAA central intake contact information.

G. Transportation Program Updates

Chris Vertrees gave an update on Transportation and was available for questions.

VI. RTAC REPORT

Kevin Adam provided the Administrative Council with an RTAC update and was available for questions.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Chair Brown requested an update on the Executive Director position. Interim Executive Director Chris Vertrees informed the Administrative Council that former Executive Director Keith Dennis resigned on January 17th and more information will be provided at the February 21st Executive Board Meeting.

VIII. FUTURE AGENDA ITEMS

No future agenda items were presented.

IX. ADJOURNMENT

Chair Brown called for adjournment of the meeting at 10:14 a.m.