



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** AUGUST 21, 2015  
**SUBJECT:** EXECUTIVE BOARD MEETING

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Please see the details below for the Executive Board meeting date, time, and location.

**Friday, August 28, 2015 at 10 a.m.  
Old Train Station Depot  
100 South Coronado Blvd.  
Clifton, AZ 85533**

If you are unable to attend, please send an alternate to ensure that we will have a quorum at the meeting.

Note: Google Maps thinks the address is 162 Coronado Trail, so the map search criteria was modified to take you to correct location. I guess it takes Google awhile to update their data in remote rural areas. Click [HERE](#) for the map.

The Executive Board Packet will be sent to members through the e-mail (via a link to the packet posted on the SEAGO website) to save postage and copying costs. **We will not be mailing a hard copy of the packet unless you request one.**

If you have any questions, please call me at (520) 432-5301 Extension 202. You can also send an e-mail to [rheiss@seago.org](mailto:rheiss@seago.org).



# EXECUTIVE BOARD AGENDA

10 A.M., FRIDAY, AUGUST 28, 2015  
OLD CLIFTON TRAIN STATION DEPOT  
100 S CORONADO BLVD.  
CLIFTON, AZ 85533

<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Chair Rivera	
<b>II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)</b>	Chair Rivera	
<b>III. CALL TO THE PUBLIC</b>	Chair Rivera	
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**DIRECTION MAY BE GIVEN TO SEAGO STAFF ON ANY ITEM ON THE AGENDA.**

Individuals with disabilities who require special accommodations may contact John Merideth at (520) 432-5301 extension 207 at least 72 hours before the meeting time to request such accommodations.

Individuals wishing to participate in the meeting telephonically may do so by contacting John Merideth at (520) 432-5301 extension 207. Contact must be made at least 48 hours before the meeting in order to obtain the call-in information. Please note that the option to participate telephonically may not be available unless requested as instructed above.

Si necesita acomodaciones especiales o un intérprete para esta conferencia, debe ponerse en contacto con Juan Merideth al número (520) 432-5301, extensión 207, por lo menos setenta y dos (72) horas antes de la conferencia.

**MEETING MINUTES OF THE SEAGO EXECUTIVE BOARD  
GRAHAM COUNTY GENERAL SERVICES BUILDING  
921 THATCHER BOULEVARD  
SAFFORD, ARIZONA 85546  
MAY 21, 2015**

**OFFICERS PRESENT:** Rivera, Bob – Mayor, Town of Thatcher (*Chair*)  
Lindsey, Gerald – Council Member, City of Willcox (*First Vice Chair*)

**MEMBERS PRESENT:** Doyle, John – Mayor, City of Nogales  
English, Ann – Supervisor, Cochise County  
Montoya, Luis – Council Member, Town of Clifton  
Mueller, Rick – Mayor, City of Sierra Vista  
Oertle, Ron – Mayor, City of Bisbee  
Polley, Bernadette - Cochise County Private Representative  
Robinette, Dustie - Greenlee County Private Representative  
Smith, Danny – Supervisor, Graham County

**STAFF PRESENT:** Catten, Larry – Economic Development Program Manager  
Greene, Zoya – Office Assistant  
Heiss, Randy – Executive Director  
Martin, Shira – Ombudsman Program Coordinator  
Osborn, Cindy – Accounts Manager  
Vertrees, Chris – Transportation Planner  
Villa, Laura – AAA Program Manager  
Williams, Bonnie – CDBG Program Manager

**GUESTS:** Adam, Kevin – RTAC  
Avila, Virginia – SEACAP  
Boyle, Kathy – ADOT  
Dille, Shane – Manager, City of Nogales  
Ramirez, Yvette – SEACAP  
Saucedo, Shay – Sen. John McCain's Office

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

Chair Bob Rivera thanked all for attending, called the meeting to order at 10:06 a.m., and gave the floor to Supervisor Danny Smith from Graham County.

Chair Rivera then lead in the Pledge of Allegiance and introductions. It was determined that there was a quorum present.

## **I. MEMBER ENTITIES' DISCUSSION**

Chair Rivera made a call for items to discuss. Mayor Ron Oertle discussed the City of Bisbee's budget and lobbying State representatives for an increase in funds for the region as well as the need to address the decrease in CDBG grants for the region, stating they have been cut in half and there was a need to press the Congressional delegation for more support.

Vice Mayor Luis Montoya stated that he also serves as the Chair of the Board of Education of the Clifton Unified School District, and informed the group that at the end of the fiscal year (June 30, 2015) the Clifton Unified School District would be dissolved due to financial reasons. He further stated that the closure may have an impact on some SEAGO programs and that arrangements have been made to reallocate students to either the Morenci or Duncan School Districts. He closed by stating that the closure of the school district is unprecedented.

Mayor Rick Mueller mentioned the Public Safety Personnel Retirement System (PSPRS), stating that they would have a final proposal in August 2015 and they are looking at reforming the retirement system. Supervisor English stated that if reform takes place today there is still a 15-20 year catch-up period. There was also discussion regarding Operation Stonegarden (OPSG) and the financial effects on member jurisdictions. Chair Rivera stated that it was a Statewide issue.

Supervisor English stated there needed to be better transparency to the public so they can understand the impacts of the additional costs and taxes and that it means some public services may be cut or reduced. Mr. Heiss asked whether the County Supervisor's Association (CSA) was involved or working with the League of Cities and Towns on this issue. Mayor Mueller commented that they would be reaching out to the Counties and Fire Districts, the State and other groups in hopes of working together and that there would be further discussion at the August meeting of the League of Cities and Towns.

Mayor John Doyle asked whether OPSG included the higher echelon of law enforcement and Supervisor English stated that it applied to any law enforcement officers that can collect overtime. Supervisor English stated that in Cochise County the compromise was to limit the number of overtime hours allowed.

Councilman Sam Lindsey commented that the City of Willcox had decided not to renew OPSG program after the current fiscal year ends.

## II. CALL TO THE PUBLIC

Chair Rivera made a Call to the Public and Ms. Saucedo reported that Bill 2016 (Secure Rural Schools) had passed and that those monies would be disbursed to the counties and other entities on May 31.

## III. SEACAP SERVICES PRESENTATION

Ms. Yvette Ramirez apologized that the SEACAP Executive Director could not make the meeting due to illness and proceeded to provide an overview of SEACAP services. She further discussed working with the SEAGO membership to create a needs assessment that can be provided to the State in the hopes of increasing SEACAP Community Services Block Grant funding. She provided a ten question survey to the members for them to complete and return.

## IV. ACTION ITEMS

### 1. CONSENT AGENDA

- a. Approval of the February 27, 2015 Minutes
- b. Discussion and Possible Recommendation to Approve the Changes to the ACOA Bylaws
- c. Nomination to the Advisory Council on Aging

At the request of Mayor John Doyle, Consent Agenda Items 1.b. and 1.c. were pulled for further discussion.

**MOTION:** Supervisor Ann English moved to approve the Minutes of the February 27, 2015 meeting.

**SECOND:** Mayor John Doyle

**ACTION:** **APPROVED; ONE ABSTENSION FROM MAYOR RICK MUELLER**

Mayor John Doyle commented that the City of Nogales would like to keep a local person to represent Nogales on the ACOA. Mr. Randy Heiss stated that the Administrative Council had expressed the same concern and explained the challenges currently faced by the ACOA in finding members. Mr. Heiss also stated that the Administrative Council had decided to return the issue to the ACOA with their feedback and revisit the matter at a later date. He further reported that the Administrative Council had voted to table Consent Agenda Items 1.b. and 1.c.

**MOTION:** Supervisor Ann English moved to ratify the direction given by the Administrative Council regarding the ACOA Bylaws.

**SECOND:** Mayor Rick Mueller

**ACTION:** **APPROVED UNANIMOUSLY**

2. Discussion and Possible Action to Approve the SEAGO Five-Year Strategic Plan FY16 - FY20.

Mr. Heiss discussed the January strategic planning retreat held at Cochise College Benson Center on January 21<sup>st</sup> and 22<sup>nd</sup>, stating that the strategic plan was drafted based on feedback from the retreat.

**MOTION:** Councilman Sam Lindsey moved to approve the SEAGO Five-Year Strategic Plan FY16-FY20.

**SECOND:** Mayor John Doyle

**ACTION:** **APPROVED UNANIMOUSLY**

3. FY15-16 Budget Action Items

a. Resolution 2015-03 EDA Grant Authorization

Mr. Larry Catten outlined the resolution for an Economic Development Administration (EDA) partnership planning assistance grant for funds in the amount of \$75,000 to continue the stability and ability of SEAGO to administer the Economic Development District (EDD) program. He reported the resolution was consistent with prior EDA applications for grant funds, stating that the submittal of the application would take place during the month of June.

**MOTION:** Councilman Luis Montoya moved to approve Resolution No. 2015-03.

**SECOND:** Mayor John Doyle

**ACTION:** **APPROVED UNANIMOUSLY**

b. Fiscal Year 2015-2016 Budget

Ms. Cindy Osborn discussed the FY15-16 budget spreadsheet, noting that AAA funding was decreased by \$39,000 which caused the need to reduce one position from  $\frac{3}{4}$  time and completely eliminating another position. She further stated that the elimination will not affect services. She also reported that the Housing program also lost the renewal of an Attorney General contract which meant the loss of \$51,000 for the Housing program. She reported that the budget included a 2  $\frac{1}{2}$  percent salary increase for staff. She further reported that there is no fund balance use in the proposed budget.

Ms. Osborn stated that the Administrative Council unanimously recommended approval of the FY16 Budget with the addition of \$20,500 to restore the Housing position to full time and \$10,000 for the grant writing contractor, which equals a total fund balance use of \$30,500.

There was further discussion regarding the SEAGO Housing program and how the program adds value to SEAGO member constituents. Ms. Shay Saucedo commented that SEAGO's Housing Program is a valuable resource to the Congressional Office in assisting homeowners facing the loss of their homes.

Mr. Shane Dille reported that the Administrative Council had extensively discussed the impacts of the Housing Program and had asked for additional details about what specific areas are benefitting from the program. He also reported the Administrative Council will continue to review the use of general funds to support the Housing Program. Mr. Heiss added that per the fund balance policy, both uses are potentially recurring and will require a supermajority vote of the Executive Board members present at the meeting.

Ms. Dustie Robinette inquired about how successful efforts to save homes through the program have been and Ms. Packer responded there was an approximate 35% success rate. Ms. Packer also stated that educational classes for new and prospective homeowners have picked up and she has held 4 classes so far this year.

**MOTION:** Councilman Luis Montoya moved to approve the Dues and Assessment Schedule FY16 Option 1, as modified and recommended by the Administrative Council.

**SECOND:** Mayor Ron Oertle

**ACTION:** **APPROVED UNANIMOUSLY**

Supervisor English asked how the FY16 Dues and Assessments were determined and Mr. Heiss explained how the Option 1 assessments and dues were determined.

**MOTION:** Supervisor English moved to approve the FY16 Budget as recommended by the Administrative Council.

**SECOND:** Councilman Sam Lindsey

**ACTION:** **APPROVED UNANIMOUSLY**

#### 4. FY15 CDBG Regional Account Applications

Ms. Bonnie Williams reported that the deadline for CDBG applications to SEAGO was May 1 and the ADOH CDBG program deadline for submissions is August 3. Ms. Williams stated she had received applications from Bisbee, Nogales, Pima, Willcox and Duncan.

Ms. Williams shed some light on the new low-moderate income requirements and responded to questions. Mayor Oertle thanked Ms. Williams for her work. Mayor Oertle commented that political pressure is important to maintain funding for community programs such as the CDBG.

**MOTION:** Councilman Sam Lindsey made a motion to approve these projects and to forward these applications to ADOH by August 3<sup>rd</sup>.

**SECOND:** Supervisor Ann English

**ACTION:** **APPROVED UNANIMOUSLY**

#### 5. Discussion And Possible Action To Adopt ADOT's DBE Plan.

Mr. Chris Vertrees discussed the ADOT Disadvantaged Business Enterprise Program (DBE) stating that in order for SEAGO to continue to receive Federal Transit Administration (FTA) funding in FY16 it must have a DBE policy/plan in place and since the ADOT DBE Plan is FTA

approved and is applicable to SEAGO, recommends that SEAGO adopt ADOT's plan instead of developing its own.

Councilman Sam Lindsey commented that Northern Cochise Community Hospital had previously operated a transportation program in Willcox and has since been disbanded. He stated that the senior center in Willcox had received one of the vans and inquired whether they would be eligible for funding. Mr. Vertrees stated SEAGO had met with that group in order to assist them with obtaining funding through the 5310.

**MOTION:** Councilman Luis Montoya made a motion to formally adopt ADOT's FTA DBE Program Plan.

**SECOND:** Mayor John Doyle

**ACTION:** **APPROVED UNANIMOUSLY**

#### 6. Consideration of FY16 AAA Subaward Renewal Recommendations

Ms. Laura Villa reported that last year, the AAA solicited proposals for Congregate Meals, Home Delivered Meals, Housekeeping, Personal Care, Home Nursing, Community Nursing, In-Home Respite, Legal Assistance, Transportation, Case Management, Caregiver Outreach/Training, Caregiver Adaptive Aids, and Caregiver Home Repair. She further stated that subaward agreement renewals needed to be approved so that services could be in place by July 1.

Mr. Heiss added that the original recommendation erroneously omitted funding for the City of Douglas' transportation system of \$33,650 and stated it should be included in the motion.

**MOTION:** Mayor John Doyle made a motion to approve the proposed FY16 AAA subaward recommendations, including \$33,650 for the City of Douglas

**SECOND:** Mayor Rick Mueller

**ACTION:** **APPROVED UNANIMOUSLY**

### V. Information Items

#### A. Future Meeting Dates

Mr. Heiss discussed the proposed meeting dates for both the Administrative Council and Executive Board through May 19, 2016. He also mentioned that there would need to be a special telephonic Committee meeting in June to approve the TIP Amendment.

#### B. Private Sector Representative Vacancies

Mr. Heiss also discussed the two private sector vacancies (Cochise and Graham Counties) and asked members in those two counties to start thinking about who might possibly serve in those positions. Chair Rivera thanked Ms. Bernadette Polley for her service as the Cochise County Representative.

### C. Finance Report

Ms. Cindy Osborn discussed the Statement of Revenues & Expenditures for the period March 2015 and FY15 to date.

### D. SEAGO Economic Development District (EDD) Report

Mr. Larry Catten discussed how SEAGO can be most effective in serving the members in the area of economic development and how to position SEAGO as an economic development resource on a community by community basis. Supervisor Smith inquired about a recent EDA email regarding regional economic development funding for grants and loans. Mr. Catten responded that he also received the email and would be further researching those programs and would be in contact with member representatives at a later date if there are funding opportunities for SEAGO members.

### E. Housing Program Statistics

Ms. Julie Packer referenced her memo and had nothing further to report.

## VI. RTAC Report

Mr. Kevin Adam updated the members on legislative issues regarding transportation and responded to questions. Mayor Oertle inquired about how much money is in the Federal Highway Trust Fund and Mr. Adams responded he thought that about 15-18 billion per year would be needed to sustain the fund. Mayor Oertle also asked how Federal transportation program funds coming into Arizona were allocated and Mr. Adam explained the process.

## VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Ms. Laura Villa announced the AAA's First Annual Conference on Aging scheduled for Saturday, June 6, 2015 and invited all to attend.

Supervisor English commented on the name change of the Douglas Port of Entry in honor of former Governor Raul Castro. Supervisor English thanked Senator McCain's office for their work and support of the name change. Supervisor English also mentioned the new photographic memories display located at the Douglas Service Center.

Mayor Rick Mueller invited everyone to attend the Memorial Day activities being held at Ft. Huachuca and the Southern Arizona Veteran's Cemetery.

## VIII. FUTURE AGENDA ITEMS

Chair Rivera asked for any future agenda items from the Board and there were none at this time.

## **IX. EXECUTIVE SESSION**

The Board adjourned to Executive Session pursuant to A.R.S. §38.431.03 Subsection A.1.

## **X. RECONVENE PUBLIC SESSION**

Chair Rivera called the meeting back to public session at 1:26 PM. There was a discussion regarding survey scores for the job performance of the Executive Director, which were above average. The results of the survey show that the Board would like more information on what goes on at SEAGO on a monthly basis. This would allow the Board to also spread the word and help to publicize SEAGO activities and events. The Board encouraged the Executive Director to do more civic engagement activities and community outreach about SEAGO and its activities and services.

## **XI. ADJOURNMENT**

**MOTION:** Ms. Bernadette Polley made a motion to adjourn the meeting at 1:37 PM.  
**SECOND:** Supervisor Ann English  
**ACTION:** **APPROVED UNANIMOUSLY**



# EXECUTIVE BOARD PACKET

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**MEMO TO: EXECUTIVE BOARD**  
**THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR**  
**FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER**  
**DATE: AUGUST 21, 2015**  
**SUBJECT: CONSIDERATION OF PROPOSED CHANGES TO THE ACOA BYLAWS**

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As you may recall, a proposal to amend Article III Section 1 of Advisory Council on Aging (ACOA) Bylaws was brought before the ACOA members on April 16, 2015. The amendment incorporated verbiage that opens memberships to all communities within each county within the region. The issue behind the proposed amendment is there has been difficulty finding representatives to serve on the ACOA from within each individual member entity. This has been especially difficult in the smaller communities where the pool of volunteers is small and over utilized.

The proposed change would have allowed recruitment of ACOA members from anywhere within each of the counties. When the Administrative Council reviewed the proposed changes, there was concern expressed that the language could potentially result in lack of representation for each SEAGO member agency. As an example, if a vacancy occurred in the Town of Patagonia, and the Town was unable to find someone from within their community to fill the vacancy, the proposed language could result in someone from Tubac, who knows little about issues relating to aging in Patagonia, being appointed to fill the vacancy.

After some discussion, the Administrative Council was comfortable with the ACOA nominating individuals from outside the jurisdictional boundaries when a vacancy occurs in representation from an incorporated city or town so long as the city or town approves the nomination. Staff was directed to draft revised language to specify that nominations to fill vacancies from incorporated communities with individuals from outside the jurisdictional boundaries of those communities be approved by the member entity where the vacancy occurred and return the matter to the ACOA for review and approval at their next meeting.

The following updated amendment to the Bylaws was unanimously approved by the ACOA at their July 16, 2015 meeting (the italicized text indicating the new language added):

“Membership on the Advisory Council shall consist of eight (8) representatives from Cochise County, four (4) representatives from Graham County, and three (3) representatives from Greenlee and Santa Cruz Counties. Representatives may reside in any of the incorporated or unincorporated

communities within each county. ***However, when a vacancy occurs in representation from an incorporated city or town, the SEAGO member entity representatives from the subject city or town must approve the nomination of any person from outside their corporate boundaries.***”

This item was placed on the Consent Agenda and passed unanimously by the Administrative Council on August 6, 2015.

Attachments: None.

Action Requested:

Information Only

Action Requested Below

**A motion to approve the proposed amendment to Article III Section 1 of the ACOA Bylaws as recommended by the Administrative Council.**



# EXECUTIVE BOARD PACKET

**MEMO TO: EXECUTIVE BOARD**  
**THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR**  
**FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER**  
**DATE: AUGUST 21, 2015**  
**SUBJECT: NOMINATIONS TO ADVISORY COUNCIL ON AGING**

On November 6, 2014 the Advisory Council on Aging (ACOA) made a nomination and recommended the appointment of Rebecca Phifer for a Cochise County vacant seat.

Rebecca Phifer is an 18 year veteran from the U.S. Army, who was given a medical discharge in 1987. She moved to Arizona and started volunteering in different organizations mostly relating to domestic violence in Cochise County. After relocating to Cochise County she started to provide advocacy services to families in the areas of special education and Fetal Alcohol Spectrum Disorders. She was introduced to Eileen Tucker who is on the AZ Governor's Council for Developmental Disabilities and began serving with the Council for two years. She later became an employee of the Governments' Council for Cochise, Graham, Greenlee and Santa Cruz for several of years. Mrs. Phifer had also become a caregiver for her father-in-law, which opened up her interest in aging issues as they came across challenges when trying to get services. He passed away a couple of years ago and most recently her husband was diagnosed with Alzheimer's. Her interest is to know more about the services for elderly, especially in her area of San Simon as they have many challenges including no local newspaper, transportation services or home delivered meals.

Consideration of Ms. Phifer's nomination was held pending the ACOA's proposed changes to their bylaws and her appointment would be conditional on Executive Board approval of those changes.

In addition, a vacancy for **unincorporated** Greenlee County has occurred and an individual interested in filling that vacancy has been identified. Mr. Ruben Aguallo was nominated by the ACOA at their July 16, 2015 meeting to fill the Greenlee County vacancy. Mr. Aguallo is a retired teacher and principal who also participates in continuing adult education. He has been a youth coach and is now caring for his elderly parents. Mr. Aguallo resides in unincorporated Greenlee County.

This item was placed on the Consent Agenda and passed unanimously by the Administrative Council on August 6, 2015.

Attachments: None.

Action Requested:  Information Only  Action Requested Below

**A motion to approve the conditional appointment of Ms. Rebecca Phifer to the ACOA, and the unconditional appointment of Mr. Ruben Aguallo to the ACOA as recommended by the Administrative Council.**



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** AUGUST 21, 2015  
**SUBJECT:** SEAGO 2016-2020 PROVISIONAL TIP AMENDMENT #1

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The following is a Provisional TIP Amendment to our 2016-2020 TIP that was approved by the TAC at our July 16<sup>th</sup> meeting:

**CCH 12-10 and CCH15-01 (Cochise County Davis Road Drainage Improvements):** These two projects account for \$1,969,560 in local STP funding and were unable to meet ADOT's June 30<sup>th</sup> deadline for obtaining Federal funding authorization due to a Right-of-Way (ROW) clearance issue. ADOT finance has extended the authorization deadline to "mid-August". The project is making progress and it looks like it will meet that deadline. However, as a contingency to protect SEAGO STP funding, it is recommended that the project be tentatively reprogrammed to FY16. We will not formally move the project unless it becomes likely the project will not meet the mid-August deadline.

In addition, we need to protect our \$1,969,560 in local STP funding. ADOT finance has indicated that "as an absolute fallback position" they would consider loaning the STP funds from SEAGO to ADOT and then repay early in Federal Fiscal Year 2016. As a contingency, I will be asking for approval to tentatively loan the STP funding programmed for Davis Road in FY15 to ADOT with repayment from ADOT in FY16. We will not formally execute a loan agreement unless it becomes likely the project will not meet the mid-August deadline.

This item was placed on the Consent Agenda and passed unanimously by the Administrative Council on August 6, 2015.

**Attachment:** SEAGO 2016-2010 Provisional TIP Amendment #1

Action Requested:  Information Only  Action Requested Below

**A motion to approve the SEAGO 2016-2020 Provisional TIP Amendment #1 and the approval of a provisional loan of \$1,969,560 in local FY15 STP funding to ADOT with repayment in FY16, as recommend by the Administrative Council.**

SEAGO REGION  
 2016 - 2020 TIP Provisional TIP Amendment #1  
 Approved By: TAC - 7/16/15 Administrative Committee - Executive Committee -

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST	
<b>2016</b>														
ST-TE-16	State	US 70 MP 291 SUP and East Entry Monument (San Carlos Apache Tribe)	US 70 MP 291			Construction/SUP, landscaping, lighting entry monument			TE17	\$956,055	\$57,789		\$1,013,844	
GGH-TE-13	Graham County	Golf Course Road SUP	Golf Course Rd from Reay Ln to 20th Ave	7,150 ft		Construction TE Shared Use Path			TE 18	\$454,752	\$27,488		\$482,240	
ST-TE-20	State	SR 191, Sidewalk Project	SR 191, Sidewalk project			Construction: Sidewalks			TE18	\$312,543			\$312,543	
GGH13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles		ROW Rural Minor Collector	2	2	HRRRP	\$20,746	\$1,254		\$22,000	
SCC15-02	Santa Cruz County	Santa Cruz County: Nogales Non-Attainment Area Surfacing	Multiple unpaved roads in the unincorporated Rio Rico area of Santa Cruz County.	9.7 miles		Construction (Chipsealing)	2	2	CMAQ	\$457,355	\$27,645		\$485,000	
CCH12-10	Cochise County	Davis Rd. Improvements	Davis Road MP 13	1 mile		Construction of Safety & Drainage Improvements Rural Major Collector	2	2	STP	\$924,560	\$55,885		\$980,445	
CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles		Construction of Safety & Drainage Improvements Rural Major Collector	2	2	STP	\$1,045,000	\$63,165		\$1,108,165	
NOG12-06	City of Nogales	Crawford Street Pavement Project	Sonoita Ave to McNab Drive	0.37		Construction Urban Collector	2	5	STP	\$485,000	\$29,316		\$514,316	
	LTAP								STP	\$10,000			\$10,000	
	<b>TOTAL FOR 2016</b>										<b>\$4,666,011</b>	<b>\$262,543</b>	<b>\$0</b>	<b>\$4,928,554</b>
<b>2017</b>														
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas			Construction Sidewalks, Crosswalks, Striping & ADA Ramps			SRTS	\$250,000			\$250,000	
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles		Construction Urban Minor Arterial	2	2	STP	\$2,357,500	\$142,500		\$2,500,000	
ST-TE-15	State	Sidewalks: Hwy 92: MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee	Hwy 92:MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee			Construction/Sidewalks			TE18	\$706,987	\$42,734		\$749,721	
ST-TE-21	State	Town of Pima US 70 Pedestrian Bridge Extension	US 70, Town of Pima			Construction: Pedestrian Bridge			TE17	\$561,792	\$33,958		\$595,750	
GGH13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles		Construction Rural Minor Collector	2	2	HRRRP	\$238,390	\$14,410		\$252,800	
	LTAP								STP	\$10,000			\$10,000	
	<b>TOTAL FOR 2017</b>										<b>\$4,124,669</b>	<b>\$233,601</b>	<b>\$0</b>	<b>\$4,358,270</b>
<b>2018</b>														
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection			Construction Rural Major Collector	2	2	HRRRP	\$2,300,000			\$2,300,000	
	LTAP								STP	\$10,000			\$10,000	
	<b>TOTAL FOR 2017</b>										<b>\$2,310,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,310,000</b>
<b>2019</b>														
CCH-19-01	Cochise County	Davis Rd. Improvements	Davis Road MP 9	1 mile		Construction of Safety & Drainage Improvements Rural Major Collector	2	2	STP	\$1,359,461	\$80,054		\$1,439,515	
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies		Construction Rural Major Collector	2	2	HRRRP	\$534,354	\$30,486		\$564,840	
GGH12-03	Graham County	Reay Lane/Safford Bryce Road	Intersection			Construction Rural Major Collector	2	2	HRRRP	\$424,350	\$25,650		\$450,000	
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection			Construction Rural Major Collector			HRRRP	\$754,400	\$45,600		\$800,000	
	LTAP								STP	\$10,000			\$10,000	
	<b>TOTAL FOR 2018</b>										<b>\$3,082,565</b>	<b>\$181,790</b>		<b>\$3,264,355</b>
<b>2020</b>														
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles		Construction Urban Minor Arterial	3	5	STP	\$2,000,000	\$120,891		\$2,120,891	
	LTAP								STP	\$10,000			\$10,000	
	<b>TOTAL FOR 2019</b>										<b>\$2,010,000</b>	<b>\$120,891</b>	<b>\$0</b>	<b>\$2,130,891</b>
<b>BRIDGE PROJECTS</b>														
GGH-BR-02	Graham County	Ft. Thomas River Structure No. 8131	Ft. Thomas River	1000 feet		Scoping, Design, Environmental ROW, and Construction Rural Local	2	2	Off System Bridge	\$1,000,000	\$60,445		\$1,060,445	
GEH-BR-07	Greenlee County	Soap Box Canyon Bridge Replacement Structure 8149: Phase 2	Wards Canyon Road, 3.39 miles E Jct US 191	31 feet		Replacement Rural Local	2	2	Off System Bridge	\$424,350	\$25,650		\$450,000	
	<b>TOTAL BRIDGE PROJECTS</b>										<b>\$1,424,350</b>	<b>\$86,095</b>		<b>\$1,510,445</b>

**SEAGO REGION**  
**2016 - 2020 TIP Provisional TIP Amendment #1**  
**Approved By: TAC - 7/16/15 Administrative Committee - Executive Committee-**

TOTAL FOR FIVE YEAR PROGRAM													
											\$17,617,595	\$884,920	\$18,502,515
FUNDING OBLIGATED IN 2015													
SEA15-01	SEAGO Region	Regional Traffic Count Program Continuation	Various Locations	N/A	Planning Study	Varies	N/A	N/A	STP	\$125,000	\$7,556		\$132,556
CCH12-09	Cochise County	Davis Rd. Realignment	SR80 to SR191	24miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	HPP	\$1,993,821	\$120,517		\$2,114,338
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas		Design Sidewalks, Crosswalks, Striping & ADA Ramps				SRTS	\$150,000			\$150,000
GGH12-03	Graham County	Reay Lane & Safford-Bryce Rd Intersection	Intersection		Right-of-Way	Rural Major Collector	2	2	STP	\$30,000	\$1,813		\$31,813
SAF14-02	City of Safford	City Traffic Signs Upgrade Project	City Wide	N/A	Construction				HSIP	\$76,885			\$76,885
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	ROW	Urban Major Collector	2	3	STP	\$532,282	\$32,174		\$564,456
NOG 14-01	City of Nogales	Citywide Traffic Sign Replacement	City Wide	N/A	Construction				HSIP	\$122,585			\$122,585
DGS12-05	City of Douglas	Chino Road Extension Phase 1	Chino Road: 3rd Street to 9th Street	.9 miles	Construction	Urban Minor Arterial	2	2	STP	\$141,000	\$8,523		\$149,523
SAF-TE-09	City of Safford	Copper Heights Phase VI SUP	Segments along Graveyard Wash and 14th Ave	.88 miles	Construction TE Shared Use Path	Urban Collector			STP	\$30,000	\$1,710		\$31,710
SAF-TE-10	City of Safford	Main Streetscape and Drainage Improvements	Main Street @ 6th, 5th, & Central Avenues	0.15	Drainage Improvements	Urban Collector	2	2	STP	\$230,000	\$13,110		\$243,110
SCC12-15	Santa Cruz County	Pendleton Drive/Palo Parado Road Intersection Improvements	Pendleton Drive/Palo Parado Intersection	N/A	Construction	Rural Major Collector	2	3	STP	\$190,000	\$11,485		\$201,485
SAF12-01	City of Safford	Main Street Traffic Signals	Main Street @ 6th, 5th, & Central Avenues	0.15	Replace existing traffic signals - Construction	Urban Collector	2	2	HSIP	\$100,000			\$100,000
ADOT 15-01	ADOT	Mt. Turnbull Rd and AZER railroad crossing safety improvements DOT#742-307K	Mt. Turnbull Road (AKA Home Alone Rd), south of US70 @ MP 295.8 in Bylas, Graham County, AZ	0.1	Railroad-Highway Grade Crossing improvements		2	2	HSIP-RGC	\$350,000			\$350,000
ADOT 15-02	ADOT	railroad crossing safety improvements DOT#742-034T	Produce Row, east of 19B @ MP 3.8 in Nogales, Santa Cruz County, AZ	0.1	Railroad-Highway Grade Crossing improvements		2	2	HSIP-RGC	\$400,000			\$400,000
ADOT 15-03	ADOT	Gold Hill Rd and UPRR railroad crossing safety improvements DOT#742-032E	Produce Row, east of 19B @ MP 4.4 in Nogales, Santa Cruz County, AZ	0.1	Railroad-Highway Grade Crossing improvements		2	2	HSIP-RGC	\$252,000			\$252,000
ST-TE-19	State	Boardwalk and Sidewalk/SR 80 Fremont Street between 3rd and 6th St (Tombstone)	SR 80 Fremont Street between 3rd and 6th St (Tombstone)		Construction/Boardwalk, sidewalk, porch roofs, landscaping				TE15	\$683,952	\$41,345		\$725,297
ST-TE-18	State	SUP and Entry Monument/SR 90 MP313.01 School Dr to 313.05 Patton Rd, Huachuca City	SR 90 MP313.01 School Dr to 313.05 Patton Rd, Huachuca City		Construction/SUP, entry monument				TE18	\$437,552	\$26,448		\$464,000
SEA15-02	SEAGO/SVMPO Region	Regional Strategic Highway Safety Plan	Various Locations	N/A	Planning Study	Varies	N/A	N/A	HSIP	\$330,050	\$19,950		\$350,000
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	ROW	Urban Minor Arterial	3	5	STP	\$129,591	\$7,833		\$137,424
CLF14-03	Town of Clifton	Town-wide Sign Replacement Project	Town Wide	N/A	Construction				HSIP	\$40,345			\$40,345
	LTAP								STP	\$10,000			\$10,000
<b>TOTAL FOR 2015</b>										<b>\$6,355,063</b>	<b>\$292,464</b>		<b>\$6,647,527</b>

Future Construction Projects													
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	Construction	Urban Major Collector	2	3	STP	\$3,017,600	\$182,400		\$3,200,000
SAF12-02	City of Safford	20th Ave, Phase I3	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$1,337,000	\$80,815		\$1,417,815
CCH14-04	Cochise County	Davis Road Improvements	SR191 to Central Highway	1.6 miles	Construction	Rural Major Collector	2	2					

Sierra Vista MPO Projects													
TIP YEAR	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST
2016		Resurfacing Buffalo Soldier Trail	Between Fry Blvd and SR 90 Bypass	1.5 Miles	Environmental	Minor Arterial	4	4	STP	\$9,430	\$570		\$10,000
SVS16-01	City of Sierra Vista	Resurfacing Buffalo Soldier Trail	Between Fry Blvd and SR 90 Bypass	1.5 Miles	ADOT Review	Minor Arterial	4	4	STP	\$28,290	\$1,710		\$30,000
		<b>TOTAL FOR 2016</b>								<b>\$37,720</b>	<b>\$2,280</b>		<b>\$40,000</b>

**SEAGO REGION**  
**2016 - 2020 TIP Provisional TIP Amendment #1**  
**Approved By: TAC - 7/16/15 Administrative Committee - Executive Committee -**

2017												
SVS16-01	City of Sierra Vista	Resurfacing Buffalo Soldier Trail	Between Fry Blvd and SR 90 Bypass	1.5 Miles	Construction	Minor Arterial	4	4	STP	\$1,191,096	\$71,966	\$1,263,062
<b>TOTAL FOR 2017</b>										\$1,191,096	\$71,966	\$1,263,062
<b>5-YEAR PROGRAM TOTAL</b>										<b>\$1,228,816</b>	<b>\$74,246</b>	<b>\$1,303,062</b>

SVMPO TRANSIT PROJECTS									
ID#	Sponsor	Project Description	Type of Work	Fed Aid Type	Apportionment Year	ALI CODE	Federal Funding	Local Match	Total Cost
SVMPO 15-01	City of Sierra Vista	General Development/Comprehensive Planning	Planning	5307	2014/2015	44.22	\$77,872	\$19,469	\$97,341
SVMPO 15-02	City of Sierra Vista	Transit Operations 50/50	Operations	5307	2014/2015	30.09.01	\$492,236	492,256	\$984,472
SVMPO 15-03	City of Sierra Vista	Construction - Bus Pullouts	Capital	5307	2014/2015	30.09.01	\$51,040	\$12,760	\$63,800
SVMPO 15-04	City of Sierra Vista	Acquire - Bus Passenger Shelters	Capital	5307	2014/2015	11.33.02	\$6,000	\$1,500	\$7,500
SVMPO 15-05	City of Sierra Vista	Preventive Maintenance	Capital	5307	2014/2015	11.7A.00	\$140,000	\$35,000	\$175,000
SVMPO 15-06	City of Sierra Vista	Acquire Automated Passenger Counter	Capital	5307	2015-2016	11.62.20	\$48,000	\$12,000	\$60,000
SVMPO 15-07	City of Sierra Vista	Acquire Stop Annunciator	Capital	5307	2015/2016	11.62.20	\$11,200	\$2,800	\$14,000
SVMPO 15-08	City of Sierra Vista	Acquire Desktop Computer	Capital	5307	2015/2016	11.62.20	\$1,200	\$300	\$1,500
<b>Totals FY 2014/2015</b>							<b>\$827,548</b>	<b>\$576,085</b>	<b>\$1,404,613</b>



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** AUGUST 21, 2015

**SUBJECT:** AMENDMENTS TO SECTION 10 OF THE SEAGO POLICY MANUAL

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Sometime in mid-May, we discovered that the State of Arizona had updated the State Travel Policy. This was apparently done as part of a larger initiative to update the State of Arizona Accounting Manual and became effective May 1, 2015. We had not been informed of the State's intention to update their travel policy nor were we invited to comment on it before it was implemented.

All State agencies are required to comply with the new State Travel Policy and associated procedures unless otherwise authorized by law or exempted in writing by the Director of the Department of Administration. Since SEAGO administers a variety of programs and services for the State of Arizona, most, if not all, of our agreements with State agencies require that our travel reimbursements adhere to the State Travel Policy.

SEAGO's travel policy is set forth in Section 10 of the SEAGO Policy Manual and is tied directly to the State Travel Policy. The proposed amendments to Section 10 of the SEAGO Policy Manual are intended to bring it into line with the applicable requirements of the new State Travel Policy.

I have attached a summary of some of the impacts the new State Travel Policy will have on our agency. I have also attached a draft of the amendments to Section 10 of the SEAGO Policy Manual, for which we are now seeking your approval.

This item was approved unanimously by the Administrative Council on August 6, 2015.

Attachments: Summary of New Arizona State Travel Policy; Draft Amendments to Section 10 of the SEAGO Policy Manual

Action Requested:  Information Only  Action Requested Below:

**A motion to approve the proposed amendments to Section 10 of the SEAGO Travel Policy as recommended by the Administrative Council.**

## **New AZ State Travel Policy effective 5/1/2015**

Travel expenses incurred should be authorized, necessary, reasonable, and appropriate. (This is consistent with the language with OMB 2 CFR 200.)

Substantiation, as set forth below, of travel expenses claimed is required.

### **Travel information including:**

- 1) Date(s) of travel, including departure time(s) from the traveler's duty post(s) or residence and arrival time(s) at the traveler's destination(s).
- 2) Origin(s) and destination(s) of the trip. Include the complete address for the location from which one departed and the destination at which one arrived. General locations or destinations such as "Phoenix" or "Tucson" are not acceptable. (Can attach a map from MapQuest or Google Maps to show actual addresses instead of listing actual addresses on the face of travel reimbursement request.)
- 3) The route(s) taken. (Can attach a map from MapQuest or Google Maps to show route taken instead of listing route on the face of the travel reimbursement request.) However, only mileage for the most direct, most commonly traveled route will be reimbursed.
- 4) Purpose of the travel.
- 5) Amount of each travel expenditure, listed by date and location.
  - a) The meal reimbursement rate includes the cost of the meal, tax, tip and the cost of transportation between places of lodging or business and places where meals are acquired or consumed, if meals cannot be obtained within a reasonable distance from one's lodging or temporary duty post.
    - 1) The number of meals for which a traveler may be reimbursed depends upon the number of consecutive hours he is in travel status.
      - Six (6) consecutive hours in travel status entitles the traveler to be reimbursed for up to one (1) meal.
      - Twelve (12) consecutive hours in travel status entitles the traveler to be reimbursed for up to two (2) meals.
      - Eighteen (18) consecutive hours in travel status entitles the traveler to be reimbursed for up to three (3) meals.
    - 2) Tips that exceed industry standards are not to be reimbursed.
      - The industry standard for tips related to a meal served in a restaurant in the U.S. is between fifteen percent (15%) to twenty percent (20%) of the pre-tax bill.
      - The industry standard for tips related to a meal served in a buffet, fast food or carry-out establishment is zero percent (0%).
  - b) Incidentals include such things as baggage handling tips, chamber maid tips, newspapers, etc.
  - c) Reimbursements for lodging while attending a conference shall not exceed the least expensive single room rate published in the conference brochure for its designated lodging establishments.

- 6) Daily computation of business mileage, if travel involves the operation of a POV. Map mileage should be used for distances between cities and towns. The use of Internet mapping programs (such as MapQuest and Google Maps) to determine map mileage will consist of a printout of the mapping program's output showing the addresses of the origin and destination and the mileage calculation is included with the travel claim. Mileage reimbursement is limited to the mileage which would have been incurred for the most direct, most commonly traveled route.

Note: Any person operating a motor vehicle for business must possess:

- 1) A valid driver's license (one in compliance with all Arizona laws, rules and regulations) suitable for the type of vehicle being operated. This license must be current, unexpired and neither revoked nor suspended and
- 2) Liability insurance meeting the State's minimum coverage requirements.

### **Maximum Lodging, Meal, Parking and Incidental Expense Reimbursement Rates**

If the specific city is listed in the table, use the rate applicable to the city in which the meal is taken. The same applies to lodging.

If the city is not listed but the county in which the city is located is, use the rate applicable to the county in which the meal is taken. The same applies to lodging.

If neither the city nor the county is listed, use the default rate listed at the beginning of the table. The same applies to lodging.

Airport parking in Tucson will be reimbursed the lesser of the actual amount incurred, not including any increased fee for covered parking, or, cumulatively, four dollars (\$4.00) per day.

Airport parking in Phoenix will be reimbursed the lesser of the actual amount incurred, not including any increased fee for covered parking, or, cumulatively, six dollars (\$6.00) per day.

### **Other**

The cost of meals at business meetings when not in travel status is not normally reimbursed.

Unless an agency and/or its employees are granted specific legal authority to do so, employees may not be reimbursed for purchasing meals for non- employees.

<https://gao.az.gov/publications/saam/saam-page>

G:\4 Administration\Procurement-Fiscal Policies\State Travel Policy 5.1.15

## 10. Travel and Expenses

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Any employee of SEAGO may claim expenses ~~and allowances~~ within the limits provided by law when in travel status on official SEAGO business away from his/her designated post of duty under the authority of the Executive Director or the employee's supervisor. Travel expenses for Executive Board members attending conferences may be reimbursed as authorized in advance by the Board.

- **Travel.** Travel which requires employees to commonly use private automobile or public transportation does not include transportation to and from work or parking associated with attendance at work.
- **Means of Travel.** Travel will be conducted in the most economical way possible, given due consideration of employee's time and convenience, as well as SEAGO expense. Group travel ~~where feasible is encouraged~~ required whenever practicable.

### 10.1. Reimbursement for Travel

Reimbursement for travel is limited to expense of travel by the most direct and usually traveled route. Traveling by an indirect route for pleasure and convenience will not be reimbursed.

### 10.2. Designated Post of Duty

The post of duty of each SEAGO employee is defined as the place where the employee spends the largest portion of his or her regular work day, or the place to which he or she returns on completion of special assignments or when not in travel status.

The designated post of duty of members of boards, commissions, authorities, councils, and committees is deemed to be their place of residence.

### 10.3. Travel Limitations

Where an office building or similar definite place constitutes the employee's ~~headquarters~~ post of duty, no ~~per diem travel~~ expenses shall be allowed at any location within 10 miles of said ~~headquarters post of duty~~ as determined by the ~~normal commute distance~~ most direct and usually travelled route mileage.

Where the major portion of an employee's working time is spent within a specifically assigned or limited geographical area, no ~~per diem travel~~ expenses shall be allowed at any location within 10 miles from any point on this assigned area as determined by the most direct and usually travelled route mileage, ~~unless the employee is attending an authorized luncheon or dinner meeting, as determined by the normal commute distance~~.

### 10.4. Residence

A place of residence shall be designated for each SEAGO employee. A residence is defined as the actual dwelling place of the employee and shall be determined without regard to any other legal or mailing address.

No reimbursement for ~~per diem travel~~ or other subsistence expenses shall be allowed on the premises of an employee's residence. In the event an employee is on field assignment away from his or her ~~designated~~ post of duty in a location in which he or she maintains a second residence, the Executive Director may, for the period of the assignment, designate such residence as the employee's primary dwelling place.

**10.5. Application and Exceptions**

All authorized SEAGO travel [expenses](#) must comply with A.R.S. §38-621 through §38-627, Reimbursement for Expenses, and with the State of Arizona Accounting Manual, Section [5025, Meals and Incidentals, Section 5030, Hotels, Motels and Lodging, Section 5040, Conferences, Conventions and Meetings, Section 5065, Vendor and Other Non-employee Travel, and Section 5095, Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates II-D, Travel Policy and associated supplements](#), as it currently exists or as it may be amended in the future. The [laws-rules](#) relating to travel expenses and the instructions contained therein apply to all, except where other express statutory authority governs. The guidelines set forth below are intended to be consistent with guidelines established and used by the State of Arizona. The guidelines used by SEAGO shall be considered updated as the state guidelines are updated, regardless of whether the written guidelines of this policy manual have been updated.

**10.6. Amount Allowable**

The amounts allowable by statute for travel are the maximums that may be claimed. In no event may any claim be for more than actual expenses incurred, or allowed, as set forth. Receipts shall be required as documentation of actual expenses incurred.

**10.7. Authorization to Incur Travel Expense**

~~All travel requests shall be subject to an approved travel itinerary.~~

Submitted travel [reimbursement](#) requests require written approval from the Executive Director or the employee's supervisor on the approved form.

All travel arrangements, including flight and room reservations, will be made by the employee or the supervisor and the required documentation will be ~~provided to the finance officer~~ [included with the travel reimbursement request](#).

- **In-State Travel.** Each Department is responsible for the direction of personnel traveling within the state, subject to the limitations on the form of travel and expense allowances outlined below. ~~Authorization may be for a single person or for a number of persons. In-state travel funds may be encumbered for a single trip, or for longer periods not exceeding a fiscal quarter. A SEAGO travel claim form is to be used for this purpose.~~
- **Out-of-State Travel.** [All travel requests shall be subject to an approved travel itinerary.](#) A request for out-of-state travel must be prepared in writing and routed through the immediate supervisor, as applicable.

**10.8. Subsistence**

~~The following~~ in-state and out-of-state travel reimbursement rates and guidelines are listed below. These guidelines are intended to be consistent with guidelines established and used by the state of Arizona. These guidelines will update as the state guidelines are updated, regardless of whether this policy has been updated.

Allowances

Air [Fare](#) [Actual \(Coach or economy Tourist only\) with receipt](#)

Auto [Mileage](#) Current rates used by the State [with route map](#)

Parking Actual with receipt

[Airport Parking](#) [Current State rates with receipt](#)

Tolls	Actual with receipt
Cab	Actual with receipt
Motel	<u>Current State rates with receipt</u> <del>Actual/and as determined</del> <del>necessary and appropriate by the</del> <del>Executive Director</del>
Other	Actual with receipt

~~Out of town meal expenses will be reimbursed up to a maximum of \$29.50 per day and expensed as follows:~~

Breakfast	\$7.00
Lunch	\$10.00
Dinner	\$17.00

~~If a person leaves town in the middle of the day, meals will be prorated for that portion of the day according to the following schedule:~~

Departure before 7 a.m.	Breakfast
Departure before 12 p.m.	Lunch, Dinner
Departure before 5 p.m.	Dinner

~~If a person returns in the middle of the day, meals will be prorated for the portion of the day according to the following schedule:~~

Return after 7 a.m.	Breakfast
Return after 1 p.m.	Breakfast, Lunch
Return after 7 p.m.	Breakfast, Lunch, Dinner

For details relating to partial day travel reimbursement and reimbursement rates for Meals and Incidentals, employees should refer to the State of Arizona Accounting Manual, Section 5025, Meals and Incidentals Section 5030, Hotels, Motels and Lodging, Section 5040, Conferences, Conventions and Meetings, and/or Section 5095, Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates. ~~If a person is traveling to a city with a particularly high cost of living, the Executive Director may approve a higher subsistence. rate and a higher per diem~~

#### Transportation

Transportation expenses consist of the charges for common carrier fares; private car mileage allowances; ~~overnight and day parking of privately owned cars~~; bridge and road tolls; necessary taxi, bus, or streetcar fares; and all certain other charges essential to travel to and from the ~~designated~~ post of duty for SEAGO business.

The following transportation limitations apply.

- Reimbursement will be made only for the method of transportation which is in the best interest of SEAGO, considering expense and claimant's time.
- Expense arising from travel between residence and the designated post of duty shall not be allowed. When a trip is commenced or terminated at claimant's home, the distance traveled shall be computed from either the designated post of duty or residence, whichever is less.

- In the determination of fares or mileage paid for transportation by airplane, the point of origin or return shall be an appropriate airport facility serving the area of the employee's designated post of duty or residence, whichever results in the lesser distance or amount.

#### In-State/Out-of-State Transportation

Travel within [the state](#) [or out-of-state](#) may be by common carrier, or private owned or rented automobile.

- **Airlines.** Claims for transportation by scheduled airlines shall be allowed at the lowest fare available in conformity with the regular published tariffs for scheduled airlines in effect on the date of origination of the flight. [This means for conducting SEAGO business, coach or economy fares can be reimbursed; first class or its equivalent shall not be reimbursed except as otherwise provided and properly approved.](#) ~~Claims for reimbursement of higher fare or extra charges for transportation by scheduled airlines may be allowed if accompanied by a full explanation stating the facts constituting the official necessity. The claimant's flight coupon must be submitted with a claim for reimbursement.~~
- **Railroad.** Travel is permitted by statute and sleeping accommodations are considered as transportation. However, because of the scarcity of rail transportation within the state, other methods should be used.
- **Bus Lines.** Regularly scheduled inter city buses may be used where other means are inconvenient or uneconomical.
- [For details pertaining to limitations and restrictions applicable to travel by airline, railroad, and bus lines, please refer to the State of Arizona Accounting Manual, Section 5010, Travel by Way of Common Carrier.](#)
- **Privately-Owned Automobile.** When use of a privately-owned automobile is authorized, mileage will be reimbursed at the current per mile rate set by the state of Arizona on the basis of miles traveled by way of the most direct regularly traveled route between points, ~~as noted on the SEAGO comparative mileage distances among communities table.~~ [For details pertaining to limitations and restrictions applicable to travel by privately-owned automobiles, please refer to the State of Arizona Accounting Manual, Section 5015, Travel by Individually Operated Motor Vehicle, Subsection 3.](#)
- **Rental Car.** Rented automobile or other chartered means of transportation may be used when other means of travel cannot be used economically or conveniently. Reimbursement claims shall be allowed at the lowest rental/charter rate and, when applicable, on the basis of miles traveled of the most direct route. When more than one claimant travels in the same private or rented conveyance, only one claim for reimbursement of expense(s) shall be allowed. [For details pertaining to limitations and restrictions applicable to travel by rental car, please refer to the State of Arizona Accounting Manual, Section 5015, Travel by Individually Operated Motor Vehicle, Subsection 4.](#)
- **Parking.** When a claimant is in official travel status, necessary parking charges may be claimed. Receipts are required for day and overnight parking. ~~Airport parking or storage fees will be allowed only if the total cost is less than the cost of a taxicab to and from the airport.~~ [For details pertaining to limitations and restrictions applicable to reimbursement of parking charges, please refer to the State of Arizona Accounting Manual, Section 5095, Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates.](#)

## 10.9. Use of Privately-Owned Vehicle

Employees will frequently use their privately owned vehicles in business travel for SEAGO. Mileage for the use of these vehicles will be reimbursed in accordance with other sections of this policy.

Each employee that uses his or her privately owned vehicle is expected to maintain insurance on that vehicle. Each employee is required to provide a copy of the vehicle insurance card for any vehicle that may be used for business purposes at any time that the insurance is changed. This includes policy renewals, policy updates, vehicle changes and all other changes that result in a change in insurance.

The employee's personal insurance will provide primary coverage in the event of an accident or any other claim. An employee may choose the level of insurance coverage that he or she believes is appropriate, notwithstanding that such insurance must meet the mandatory minimum insurance coverage required by applicable State laws and regulations. However, SEAGO accepts no responsibility for damage to the employee's personal vehicle. In the event of an accident, the employee and the employee's insurance company are responsible for all damage and repair to the employee's vehicle and are primary for all other claims. For details pertaining to limitations and restrictions applicable to travel by privately-owned automobiles, please refer to the State of Arizona Accounting Manual, Section 5015, Travel by Individually Operated Motor Vehicle, Subsection 3.

## 10.10. Other Allowable Expenses

Certain other expenses incurred while in travel status, as set forth below, may be claimed.

- **Telephone:** Local and long distance calls ~~on for~~ SEAGO business only, and when ~~charged~~claimed, should be indicated on claims requests for reimbursement. ~~Claimants in travel status making long distance calls to their post of duty or, once per day, to their residence, should be made via their SEAGO telephone credit card, or charged to their lodging with receipt attached to their reimbursement claim.~~ Charges for these calls are allowable if it can be demonstrated and documented that the hotel telephone needed to be used and was used for SEAGO business and the charges for which reimbursement is sought were for SEAGO business. (For example, a phone call back to the office would be reimbursable, but a phone call home would not.)
- **Hotel FAX, Internet or WiFi Connections:** Hotel charges for fax transmittals and copies may be allowable. Copies of faxes sent on SEAGO business must be attached to the ~~claim request~~ claim request for reimbursement and corresponding charges for fax and/or copies must be detailed on the hotel bill. Charges for hotel Internet, Wi-Fi or hot spot connections are allowable if it can be demonstrated and documented that the Internet needed to be used and was used for SEAGO business.
- For details pertaining to limitations and restrictions applicable to telephone, fax, internet, and other hotel related charges, please refer to the State of Arizona Accounting Manual, Section 5030, Hotels, Motels and Lodging.
- Conferences and meetings:
  - **In-state:** SEAGO departments are requested ~~not to~~ not schedule more employees for attendance at the same conference or meeting than is necessary and appropriate or as the budget will allow.

- **Out-of-state:** Representation of employees at a convention or meeting outside of the state is to be held to a minimum, usually 1 person. It shall be at the discretion of the Executive Director to approve additional employees' attendance at an out-of-state meeting or convention.

- **Expenses:** Expenses incurred in attending conferences and meetings of associations or organizations must be supported by a program or literature showing the opening and closing dates. Receipts for any registration fees must be attached to the [claim request](#) for reimbursement. [For details pertaining to limitations and restrictions applicable to conferences and meetings, please refer to the State of Arizona Accounting Manual, Section 5040, Conferences, Conventions and Meetings.](#)

~~If the registration fees include identifiable charges for meals or lodging, they will be allowed subject to the subsistence allowance. If registration fees include meals or lodging, but the cost of such meals or lodging is not separately identified, claims for subsistence allowances will be reduced by the allowable reimbursable amount for each meal or lodging as specified above. Expenses incurred in staying on after the close of a convention or meeting will not be allowed unless the most economical means of travel requires additional overnight stays.~~

#### 10.11. **Claims Requests for Reimbursement**

All ~~claims requests~~ for reimbursement ~~will shall~~ be submitted ~~bimonthly~~ on a SEAGO ~~claim for reimbursement of travel expense~~ [Travel and Expense Report](#) form. [It is highly recommended that travel claims be filed within five \(5\) days and not later than thirty \(30\) days after the return from travel.](#)

Claims less than \$10 total for a ~~claimant~~ travel expense shall not be presented for reimbursement more than once monthly. [For details pertaining to limitations and restrictions applicable to claims for reimbursement, please refer to the State of Arizona Accounting Manual, Section 5055, Travel Claims, and/or Section 5056, Delinquently Filed Employee Travel Claims.](#)

#### 10.12. **Travel Advance**

[In general, the issuance of travel advances should be avoided and, under certain circumstances, may not be issued.](#) Employees going into travel status where ~~per diem travel~~ [expenses](#) will be claimed for a period exceeding ~~48 hours~~ [three \(3\) or more consecutive days](#) may request a [temporary](#) travel advance in an amount not to exceed ~~100~~ [eighty \(80\)](#) percent of [estimated lodging and meals](#) ~~per diem for the length of the travel assignment~~. In applying for an advance, the employee shall complete and sign a ~~travel authorization~~ [SEAGO Employee Travel Advance Request](#) form and submit it to their supervisor for approval. [The travel authorization form will be forwarded to the Executive Director for consideration and possible approval. When approved,](#) ~~The~~ completed form ~~should shall~~ be submitted [to the finance office](#) at least ~~one~~ [two \(2\)](#) weeks before the advance is required. Advances shall constitute a lien upon wages of an employee.

~~When a claimant who has received an advance submits a claim for reimbursement, it shall be the responsibility of both the claimant and SEAGO to show on the claim the amount of the travel advance. If the amount of the travel warrant is greater than the amount advanced, a check shall be drawn to reimburse the employee in the amount of the difference. If the amount of the advance is greater than the travel warrant, the difference shall be immediately paid by the employee. The Executive Director may, at his discretion, allow for excessive advances to be deducted from future claimant's claims.~~

[A travel advance must be settled by submitting a SEAGO Travel and Expense Report and an excess advance within 5 days after the travel period ends.](#)



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** AUGUST 21, 2015

**SUBJECT:** COCHISE COUNTY EXECUTIVE BOARD PRIVATE SECTOR REPRESENTATIVE

---

As reported at your May meeting, I have been notified by Ms. Bernadette Polley (Cochise County) that she is unable to continue her service as Private Sector Representatives on the Executive Board. Our Board must have private sector representation as a requirement of the Economic Development Administration. Per SEAGO's Bylaws, Private Sector Representatives are appointed from the nominations submitted by the Member Entity Representatives from each county area, and must represent a low income or minority group, or representative organization, or represent the principal economic interests in the region, such as, but not limited to business, industry, finance, utilities, education, the professions, agriculture, or labor.

I have been in contact with the elected officials from Cochise County who are currently serving on the Executive Board and have solicited their nominations for a new private sector representative. In response, Mayor Ron Oertle (Bisbee) called me to nominate Ms. Ilona Smerekanich, former tourism director for the City to serve in this capacity.

After eleven years of service, Ms. Smerekanich recently retired from her position of Tourism Manager for the City of Bisbee. Her focus in that position was the promotion of Bisbee and Cochise County as a tourist destination. Through the years, Ilona served on many committees including the Cochise County Tourism Council, the Arizona Office of Tourism Advisory Board, the Freeport-McMoRan Community Partnership Panel, the SEAGO CEDS Committee, the Arizona Centennial Committee, the Bisbee Arts Commission, the Arizona Watchable Wildlife and Tourism Association, Friends of the Warren Ballpark and many more too numerous to mention. Ms. Smerekanich is a member of the Bisbee Woman's Club, the Bisbee Professional Women, and the Bisbee Corral of Westerners.

Tourism and travel is Arizona's number one export-oriented industry. In 2014, spending by visitors generated approximately \$5.9 billion in Arizona lodging, food services, recreation, transportation and retail businesses. Travel is especially important in the rural areas of the state, where manufacturing and traded services are less prevalent. Considering Ms.

Smerekanich's experience and qualifications in the tourism industry, I think you will agree she is a good candidate for service on the Executive Board as a private sector representative for Cochise County.

This item was approved unanimously by the Administrative Council on August 6, 2015.

Attachments: None.

Action Requested:             Information Only             Action Requested Below:

**A motion to approve the appointment of Ms. Ilona Smerekanich to fill the Cochise County Private Sector Representative vacancy on the Executive Board, as recommended by the Administrative Council.**



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** AUGUST 21, 2015  
**SUBJECT:** RESOLUTION NO. 2015-04

---

As some of you may recall, in response to the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and ADOT, SEAGO developed a Title V Plan in July 2011. 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. At the time the Plan was developed, there was no federal requirement that such a plan be approved by an agency's governing board. Since that time, the FTA has revised its Circular 4 702.1 B, which, among other things, now requires approval of Title VI plans by an agency's governing board.

While ADOT will accept the minutes of a meeting as evidence of governing board approval, the minutes do not become official until approved at a subsequent meeting. Because meetings of the SEAGO Executive Board occur quarterly, approval of the August 28<sup>th</sup> meeting minutes will not be considered until November – well after the deadline for ADOT to submit our Title VI plan to FTA. Therefore, I have prepared a Resolution for your consideration which, if adopted, will provide immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated August 1, 2015.

Due to the amount of paper inclusion of the Title VI Plan would add to your meeting packet, we have posted the Plan to SEAGO's website for your review. The Plan can be read or downloaded by clicking the following link:

<http://www.seago.org/?q=august-28-2015-executive-board-meeting>

This item was approved unanimously by the Administrative Council on August 6, 2015.

Attachments: Resolution No. 2015-04

Action Requested:  Information Only  Action Requested Below

**A motion to approve Resolution No. 2015-04, as recommended by the Administrative Council.**



# SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

## RESOLUTION NO. 2015-04

### A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION APPROVING THE ORGANIZATION'S TITLE VI IMPLEMENTATION AND PUBLIC PARTICIPATION PLAN DATED AUGUST 1, 2015

**WHEREAS**, the SouthEastern Arizona Governments Organization (SEAGO) is a council of governments serving the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

**WHEREAS**, the SouthEastern Arizona Governments Organization is a subrecipient of funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) passed through Arizona Department of Transportation (ADOT), to carry out an annual work plan consisting of transportation and public transit planning activities; and

**WHEREAS**, Pursuant to 23 CFR 635.102, ADOT has the authority to delegate project administration and management to subrecipients and Local Public Agencies (LPAs) including any city, county, township, municipality, or other political subdivision that may be empowered to cooperate with the ADOT in highway matters; and

**WHEREAS**, as an LPA and subrecipient of FHWA and FTA funding, SEAGO is required to carry out its transportation planning duties and obligations in accordance with all applicable federal requirements, including but not limited to Title VI of the Civil Rights Act of 1964, which requires outreach to underserved groups; and

**WHEREAS**, in accordance with Title VI requirements, SEAGO has developed a Title VI Implementation and Public Participation Plan, the purpose of which 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; and

**WHEREAS**, FTA Circular 4 702.1 B, as revised, now requires Governing Board approval of Title VI plans.

**NOW, THEREFORE, BE IT RESOLVED** that the SEAGO Executive Board hereby approves the Title VI Implementation and Public Participation Plan dated August 1, 2015.

Passed and adopted by the SEAGO Executive Board on this 28<sup>th</sup> day of August 2015.

\_\_\_\_\_  
Randy Heiss, Executive Director  
SouthEastern Arizona  
Governments Organization

\_\_\_\_\_  
Bob Rivera, Chair  
Executive Board

### SEAGO Member Entities

#### *Cochise County*

*Benson*

*Bisbee*

*Douglas*

*Huachuca City*

*Sierra Vista*

*Tombstone*

*Willcox*

#### *Graham County*

*Pima*

*Safford*

*San Carlos*

*Apache Tribe*

*Thatcher*

#### *Greenlee County*

*Clifton*

*Duncan*

#### *Santa Cruz County*

*Nogales*

*Patagonia*

### SEAGO Main Office

#### **Administration CDBG**

#### **Economic Dev. Housing**

#### **Transportation**

*1403 W. Hwy 92*

*Bisbee, AZ 85603*

*520-432-5301*

*520-432-5858 Fax*

### Area Agency on Aging Office

*300 Collins Road*

*Bisbee, AZ 85603*

*520-432-5301*

*520-432-9168 Fax*

**www.seago.org**



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** AUGUST 21, 2015  
**SUBJECT:** SEAGO/SVMPO JOINT REGIONAL STRATEGIC HIGHWAY SAFETY PLAN

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In June, the SEAGO Administrative and Executive Committees approved a \$350,000 HSIP project that will allow SEAGO to develop a Joint Regional Strategic Highway Safety Plan with SVMPO. Attached is the Study Framework/Scope of Work approved by ADOT. Considering the complexity of the project, SEAGO feels the region would be best served using a consultant that has experience in the development of Regional Strategic Highway Safety Plans. The amount of the awarded contract will not exceed \$315,000. The remaining \$35,000 includes our In-Kind Match responsibility (\$19,950), ADOT Administrative Fees (\$9,430) and SEAGO's estimated costs for staff to manage and oversee the program (\$5,620). SEAGO's procurement procedures require that any expense over \$10,000 must have prior approval of our Executive Board before going to bid.

I will be glad to answer any questions about this request and/or the study framework at the meeting.

This item was approved unanimously by the Administrative Council on August 6, 2015.

Attachments:

SEAGO/SVMPO Framework for Developing a Joint Regional Strategic Highway Safety Plan

Action Requested:  Information Only  Action Requested Below

**A motion to to allow SEAGO staff to develop a 'Request for Proposals', to advertise for, and to select a consultant to provide the services outlined in the study framework that is attached to this memorandum, as recommended by the Administrative Council.**

# ***SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION***

## **FRAMEWORK FOR DEVELOPING A JOINT REGIONAL STRATEGIC HIGHWAY SAFETY PLAN**

### **Introduction**

SouthEastern Arizona Governments Organization (SEAGO) and the Sierra Vista Metropolitan Planning Organization (SVMPO) are pursuing a project that will develop a Joint Regional-Strategic Highway Safety Plan (SHSP) for the SEAGO/SVMPO regions. The SHSP will identify and address the necessary steps and elements required from a regional transportation planning perspective, to reduce fatalities and the occurrence and severity of serious injuries to all transportation users in both regions. SEAGO, SVMPO, and our member agencies are seeking opportunities to develop a customized regional plan to address the issues and needs of our regions, jurisdictions, and our transportation users.

SEAGO will be the lead agency for the project. Therefore, general oversight for the development of the Joint Regional Strategic Highway Safety Plan will be provided by SEAGO and the SEAGO Transportation Technical Advisory Committee (TAC). SVMPO shall be directly involved in all planning activities and document review. All final documents shall be approved by SEAGO and SVMPO. Input will also be required from additional stakeholders that may not be represented on the committee. This will be achieved through SEAGO/SVMPO extensive network of stakeholder groups having interest in regional planning, transportation, and safety activities.

SEAGO's staff will work diligently to ensure that public outreach processes are followed and a wide array of stakeholder groups are notified and involved in the plan's development. Identification of key safety stakeholders will be done by SEAGO in close coordination with SVMPO, the project's consultant team, as well as ADOT. Public input on the Joint Regional-Strategic Highway Safety Plan will be sought throughout the plan's development through open meetings, a safety stakeholder workshop, and the SEAGO and SVMPO websites.

The Joint Regional SHSP will be developed in a method to ensure it mirrors and supports Arizona's Strategic Highway Safety Plan. This will ensure that federal requirements are met, statewide/local consistency is prevalent, and unique regional needs are addressed.

### **Background**

SEAGO coordinates regional transportation planning efforts for the counties of Cochise, Graham, Greenlee, and Santa Cruz, the cities of Benson, Bisbee, Clifton, Douglas, Duncan, Huachuca City, Nogales, Patagonia, Pima, Safford, Thatcher,

Tombstone and Willcox, and the portion of the San Carlos Apache Tribe located in Graham County. The SVMPO is the designated Metropolitan Planning Organization (MPO) for transportation planning for City of Sierra Vista and a portion of Cochise County that lies within its urbanized boundary. Both SEAGO and SVMPO are governed by Executive Boards made up of elected officials from each member entity, and one member from the ADOT Transportation Board.

## **Proposed Framework**

The following discussion serves as a preliminary framework for developing the first Joint Regional Strategic Highway Safety Plan for the SEAGO and SVMPO regions and ensuring the Regional SHSP mirrors and supports Arizona's Strategic Highway Safety Plan. The tasks will be divided into two phases, plan development and an Implementation Plan that includes project identification/scoping. Tasks to be completed by phase are:

### **Phase 1 (Plan Development):**

1. Project Management and Coordination
2. Public Involvement Plan
3. Safety System Performance
4. Network Screening Methodologies for Prioritization of Transportation Safety Needs
5. Identify and Analyze Available Resources from a Transportation Safety Perspective
6. Establish Regional Vision and Goals for Transportation Safety
7. Emphasis Areas, Goals and Performance Measures
8. Identify Transportation Safety Strategies

### **Phase 2 (Implementation Plan):**

9. Implementation Plan
10. Benefit/Cost Ratio Tabulation
11. Project Identification, Scoping, Justification and HSIP Eligibility
12. Identification of Performance Measures

### **Work Tasks:**

1. **Project Management and Coordination** – Work plan to include a minimum of four (4) SHSP Transportation Advisory Committee meetings and four (4) local agency study sessions. One in Cochise County, Graham/Greenlee County, Santa Cruz County, and SVMPO.
2. **Public Involvement Plan** - Develop a public involvement plan defining the roles and responsibilities of SEAGO, SVMPO, the consultant, and the public involvement team. It will identify the number of proposed meetings and a schedule should be provided. The plan shall satisfy the intents of MAP-21, Title VI of the Civil Rights Act of 1964, and the Executive Order on Environmental

Justice 12898.

3. **Safety System Performance** – Review current state of transportation safety in the SEAGO/SVMPO regions including (but not limited to): safety performance of regional roadway network, regional trends in crashes that involve fatalities and injuries, and possible contributing factors. Identification of emphasis areas and development of the SHSP must be a data driven process.
4. **Network Screening Methodologies for Prioritization of Transportation Safety Needs** – Review the current SEAGO/SVMPO network screening methodology for ranking high risk locations with focus on recommendations for improvements to (1) facilitate regional scale spatial analysis and evaluation and (2) enable member agencies capabilities to facilitate location specific and community specific spatial analyses and evaluations. Task should include development of a traffic safety data and analysis improvement plan.
5. **Identify and Analyze Available Resources from a Transportation Safety Perspective** – This includes: review and identification of stakeholders to ensure consistency with the Arizona Strategic Highway Safety Plan, a review of current programs, staffing and funding resources available for transportation safety planning and implementation. This task should also include identification of opportunities for improvements such as a streamlined safety funding process and collaboration that could lead to improved effectiveness of safety analysis, project development and implementation by all SEAGO/SVMPO member agencies.
6. **Establish Regional Vision and Goals for Transportation Safety** – to be consistent with Arizona Strategic Highway Safety Plan (SHSP). A workshop is envisioned involving participation from a wide variety of safety stakeholders, whereby regional safety performance, network screening methodology, available resources, scope and timeline for the SEAGO/SVMPO SHSP will be presented. Funding and use thereof for this workshop and any and all activities involved in the development of the SEAGO/SVMPO SHSP will be consistent with Federal Aid requirements. SEAGO is familiar with the use and limitations of Federal Aid funds.
7. **Emphasis Areas, Goals and Performance Measures** – Identify emphasis areas for the SEAGO and SVMPO regions based on crash history and trends using a minimum of 5 years of data: 2010-2014. ADOT data may not be complete. Therefore the consultant will need to work with local police departments and each County Sheriff Department to ensure most current data is collected and used. This task should also include identification of safety goals necessary to ensure consistency with the Arizona Strategic Highway Safety Plan as well as

agreed upon safety performance measures consistent with the Arizona SHSP and MAP-21 performance measure requirements identified at the time.

8. **Identify Transportation Safety Strategies** – Work closely with SEAGO/SVMPO member agencies, ADOT’s Technical Advisors, and the Technical Advisory Committee to identify recommended strategies categorized according to the identified emphasis areas in the identified in Task #7.
  
9. **Implementation Plan**- This Phase will require the development of individual Implementation Plans for both SEAGO and SVMPO. Each implementation plan shall be specific to the Emphasis Areas and candidate projects identified as a result of the data collection process. Each plan shall identify the necessary steps to carry out, continually evaluate and update the recommended SHSP. Determination of who will be responsible for the evaluation, obtaining commitments from stakeholders to implement strategies after the plan is completed, and reporting requirements for implementation and evaluation will be made as part to the Implementation Plan development. Costs, necessary resources, and potential funding sources for these activities will also be examined as part of each Implementation Plan. It is assumed that many of these activities will be eligible for Highway Safety Improvement Program (HSIP) funding. Therefore, the following tasks shall be part of the Implementation Plan:
  
10. **Benefit/Cost Ratio**: Identification of crash modification factors, calculation of project cost/benefit and preparation of eligibility requests for funding as appropriate.
  
11. **HSIP Project Identification, Scoping, Justification and Eligibility** - Develop and scope high priority safety projects that directly relate to the needs identified in the development of the SEAGO/SVMPO Strategic Highway Safety Plan and the Arizona Strategic Highway Safety Plan and the focus areas therein. The project development process will include at minimum:
  - a. Data Analysis-Build upon network analysis done as part of the SEAGO/SVMPO SHSP to identify specific needs and priority projects to move forward.
  - b. Safety Emphasis Areas-to be identified based on crash history.
  - c. Regional Transportation Safety Strategies-including project oriented strategies, safety programs, education campaigns, and targeted enforcement strategies.
  - d. Project Identification - Projects identified based on data analysis and compatibility with SEAGO/SVMPO SHSP and Arizona SHSP, and MAP-21 requirements.
  - e. Project Scoping-including specific attributes of projects, magnitude, design/construction schedule, cost, identification of specific safety

features. Implementation requirements.

- f. Potential State and Regional Resources-HSIP, RTP funds, SEAGO and SVMPO Work Programs, Grants (NHTSA/GOHS).

12. **Performance Measures** – Identify performance measures and develop a performance evaluation process to track and monitor progress of projects and their impacts on the proposed goals of the SEAGO/SVMPO SHSP and Arizona SHSP.



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER  
**DATE:** AUGUST 21, 2015  
**SUBJECT:** RESOLUTION NO. 2015-05

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Attached for your consideration is SEAGO Resolution No. 2015-05. This resolution is to express SEAGO Executive Board support for the City of Benson relative to the development of a master-planned community project proposed by El Dorado Benson, LLC.

The development project called “The Villages at Vigneto” comprises approximately 12,300 acres within the Benson city limits. Once completed, the development will consist of approximately 28,000 homes as well as commercial and recreational development consistent with the planned community. A preliminary economic impact report by Dr. Robert Carreira, President of UsEconomicResearch, indicates that during the peak of the proposed project’s 20 year build-out period approximately 16,000 jobs will be created in Benson and the surrounding region, and that after the project is completed, approximately 8,500 permanent jobs will continue in perpetuity.

The resolution acknowledges that the project has the potential to create environmental issues relative to ground and surface water quality and quantity, as well as the preservation of wildlife in the area.

The resolution support is based upon the positive and significant economic development impact that the project will have in the region, it also expresses confidence that the Benson City Council will consider all economic development and environmental issues, and act in the best interest of the citizens of Benson.

The Administrative Council voted 2 aye, 10 nay, and 2 abstaining to not recommend approval of the resolution to the Executive Board. The Administrative Council expressed that it be conveyed to the Board that their vote is not reflective of the value of this project to the region or the City of Benson, but more of a question if this is an appropriate role for this organization.

Attachment: Resolution No. 2015-05

Action Requested:  Information Only  Action Requested Below:

**A motion to approve Resolution 2015–05, Supporting the City of Benson Regarding The Villages at Vigneto Master-Planned Community Development Project Proposed by El Dorado Benson, LLC.**



# SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

## RESOLUTION NO. 2015-05

### **A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION SUPPORTING THE CITY OF BENSON REGARDING THE VILLAGES AT VIGNETO MASTER-PLANNED COMMUNITY DEVELOPMENT PROJECT PROPOSED BY EL DORADO BENSON, LLC**

**WHEREAS**, the SouthEastern Arizona Governments Organization (SEAGO) has been designated by the Economic Development Administration (EDA) as an Economic Development District (EDD) for the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

**WHEREAS**, the economic distress in these four counties is demonstrated by the continuation of high foreclosure levels, high levels of unemployment, and persistently low median family incomes in the majority of the SEAGO Region; and

**WHEREAS**, the SEAGO EDD is desirous of expanding activities which advance the economic development and job creation within the four-county region; and

**WHEREAS**, El Dorado Benson, LLC, has proposed a master-planned community development project named "The Villages at Vigneto," located in the City of Benson, Arizona, comprising approximately 12,300 acres, and once completed, will consist of approximately 28,000 homes as well as commercial and recreational development consistent with the planned community; and

**WHEREAS**, a preliminary economic impact report by Dr. Robert Carreira, President of UsEconomicResearch, indicates that the proposed project will have an estimated \$24 billion economic impact, approximately 16,000 jobs will be created in Benson and the surrounding region during the peak of the proposed project's 20 year build-out period, and that after the project is completed, approximately 8,500 permanent jobs will continue in perpetuity; and

**WHEREAS**, it is acknowledged that environmental issues have been raised, and the subject project has the potential to create adverse impacts relative to ground and surface water and riparian habitat in the area; and

### SEAGO

#### Member Entities

##### *Cochise County*

*Benson*

*Bisbee*

*Douglas*

*Huachuca City*

*Sierra Vista*

*Tombstone*

*Willcox*

##### *Graham County*

*Pima*

*Safford*

*San Carlos*

*Apache Tribe*

*Thatcher*

##### *Greenlee County*

*Clifton*

*Duncan*

##### *Santa Cruz County*

*Nogales*

*Patagonia*

#### SEAGO Main Office

##### **Administration**

**CDBG**

**Economic Dev.**

**Housing**

**Transportation**

*1403 W. Hwy 92*

*Bisbee, AZ 85603*

*520-432-5301*

*520-432-5858 Fax*

#### Area Agency on Aging Office

*300 Collins Road*

*Bisbee, AZ 85603*

*520-432-5301*

*520-432-9168 Fax*

[www.seago.org](http://www.seago.org)

**WHEREAS**, the Mayor and Council of the City of Benson and other Benson City officials are diligently working with the project developer and City constituents to assure that the proposed project adequately addresses all relevant infrastructure requirements and environmental issues.

**NOW, THEREFORE, BE IT RESOLVED**; by the SEAGO Executive Board that it hereby expresses its support for the master-planned community development The Villages at Vigneto project proposed by El Dorado Benson, LLC, as a means for substantial economic growth within southeastern Arizona.

**BE IT FURTHER RESOLVED**, that the SEAGO Executive Board is confident that the actions taken by the City of Benson will adequately and responsibly address the economic impact, community impact, and environmental impact of the subject master-planned community development project, and will ensure the project will be in the best interests of the citizens of the City of Benson and the surrounding region.

Passed and adopted by the SEAGO Executive Board on this 28<sup>th</sup> day of August 2015.

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Randy Heiss, Executive Director  
SouthEastern Arizona  
Governments Organization

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Bob Rivera, Chair  
Executive Board



# EXECUTIVE BOARD PACKET

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** AUGUST 21, 2015  
**SUBJECT:** FUTURE MEETING DATES

The Administrative Council normally meets at 9:00 a.m. on the first Thursday of February, May, August and November at the Cochise College Benson Center, located at 1025 Highway 90 in Benson, Arizona. The Executive Board normally meets at 10:00 a.m. on the Fridays two weeks following the Administrative Council meetings unless there is a holiday, or unless the Board sets an alternative date. The location of each Executive Board meeting is determined by the jurisdiction hosting the meeting, and therefore varies.

Administrative Council	Executive Board
November 5, 2015	November 20, 2015 Santa Cruz County
February 11, 2016*	February 26, 2016* Cochise County
May 5, 2016	May 19, 2016 Graham County
August 4, 2016	August 18, 2016 Greenlee County

\* The February 2016 meeting dates will be moved one week as shown to avoid a conflict with the ACMA Winter Conference.

Also, below please find the schedule for the combined telephonic Administrative and Executive Committee meetings in the coming 12 months:

Combined Administrative and Executive Committee Meetings (telephonic)
October 1, 2015
December 3, 2015
March 31, 2016
June 2, 2016

Attachments: None.

Action Requested:       Information Only       Action Requested Below:



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** AUGUST 21, 2015

**SUBJECT:** IMPLEMENTATION OF STRATEGIC PLAN GOALS

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Below is a brief report on the implementation of the goals set forth in our FY 2016 – FY 2020 Strategic Plan:

**Goal 1, Tactic A - Increase Central Administration Resources:** The timeframe for implementation of this Tactic was June 30, 2015 and it is now substantially complete. We advertised for the position of Office Assistant II in May and received more than 20 applications from the Bisbee, Douglas and Sierra Vista areas. The applicant pool was vetted and reduced to five candidates to be scheduled for interviews.

Interviews were held on June 19th and John Merideth was identified as the most qualified applicant. John was offered and has since accepted the position. John has an impressive range of skills and experience and began work July 6th, at which time he was oriented and began his job specific training. In addition to a broad variety of responsibilities, John has assumed many of the duties currently performed by Zoya Greene who has advanced to full-time in the Assistant Mobility Manager position with the SEAGO Transportation Program. Please note that this Tactic is identical to Goal 2, Tactic B in our strategic plan.

**Goal 1, Tactic B – Procure Professional Grant Writing Services:** I have begun developing a Request for Proposals for Regional Grant Writing Services and estimate it is 50% complete. I would have completed it by this time but for FY 2015 AAA subrecipient monitoring responsibilities that are required to be completed by mid-August. I am confident I will have the RFP published by the end of September. Please note that this Tactic is identical to Goal 3, Tactic A in our strategic plan.

**Goal 2, Tactic A - Expand Current Public Information and Outreach Activities in Regional Newspapers:** The timeframe for implementation of this Tactic was June 30, 2015 and it is now substantially complete. Meetings were held with the publishers of Wick Communications newspapers in the region to determine desired content and informal agreement was reached for them to use the submitted content as column space is available.

There have since been several articles submitted that were of interest to the entire region. All of them have been published in the SV Herald and the Eastern Arizona Courier. Only one of them has been published in the Nogales International affiliate known as the Weekly Bulletin (covering eastern Santa Cruz County). Additional outreach has included contact with the editors of the Douglas Dispatch and the Benson News-Sun, and we will continue

working to build on our relationship with the remaining Wick Publications editors. We will also be reaching out to the Nogales International to determine the reasons the submitted content was not published. I have also been e-mailing these same articles to the Executive Board for their information and have requested that if they see an article they felt was worthy of publication, but did not see it published locally, to please contact the editor of their local Wick newspaper and inquire about it.

Attachments: None

Action Requested:

Information Only

Action Requested Below:



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CINDY OSBORN, ACCOUNTS MANAGER  
**DATE:** AUGUST 21, 2015  
**SUBJECT:** FINANCE REPORT

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The preliminary Statement of Revenues & Expenditures for the period July 1, 2014 through June 30, 2015 is attached. I will attempt to answer any questions you may have regarding the finance report at the meeting.

Attachments: FY15 Statement of Revenues and Expenditures

Action Requested:  Information Only  Action Requested Below

## SEAGO

## Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 7/1/2014 Through 6/30/2015

(In Whole Numbers)

*Preliminary*

		Current Period Actual	YTD Actual	Total Budget	Percentage of Budget Used
<b>Revenue</b>					
General Fund	101	11,735	11,735	19,028	61.67%
Agency Response	301	40,667	40,667	36,040	112.83%
Community Development Block Grant	302	126,841	126,841	106,837	118.72%
Economic Development	303	96,034	96,034	110,357	87.02%
Housing	305	94,208	94,208	102,488	91.92%
Environmental Quality	306	2,985	2,985	7,250	41.17%
Elderly Transit	307	17,007	17,007	20,000	85.03%
Public Transit	308	17,451	17,451	20,000	87.25%
State Planning & Research	309	129,149	129,149	156,250	82.65%
Area Agency on Aging	310	354,898	354,898	395,507	89.73%
Regional Mobility Management	311	135,677	135,677	180,249	75.27%
Traffic Count	312	28,504	28,504	79,546	35.83%
RMM Training	314	28,867	28,867	73,150	39.46%
<b>Total Revenue</b>		<b>1,084,022</b>	<b>1,084,022</b>	<b>1,306,703</b>	<b>82.96%</b>
<b>Expenses</b>					
General Fund	101	22,267	22,267	19,028	117.01%
Agency Response	301	12,921	12,921	28,240	45.75%
Community Development Block Grant	302	110,894	110,894	106,837	103.79%
Economic Development	303	96,137	96,137	110,357	87.11%
Housing	305	74,625	74,625	95,272	78.32%
Environmental Quality	306	2,985	2,985	7,250	41.17%
Elderly Transit	307	17,007	17,007	20,000	85.03%
Public Transit	308	17,451	17,451	20,000	87.25%
State Planning & Research	309	129,149	129,149	156,250	82.65%
Area Agency on Aging	310	353,787	353,787	390,257	90.65%
Regional Mobility Management	311	135,677	135,677	180,249	75.27%
Traffic Count	312	28,504	28,504	79,546	35.83%
RMM Training	314	28,867	28,867	73,150	39.46%
<b>Total Expenses</b>		<b>1,030,271</b>	<b>1,030,271</b>	<b>1,286,437</b>	<b>80.09%</b>
<b>Balance</b>		<b>53,751</b>	<b>53,751</b>	<b>20,266</b>	<b>265.22%</b>

*Preliminary*



# EXECUTIVE BOARD PACKET

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**MEMO TO: EXECUTIVE BOARD**  
**THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR**  
**FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER (EDP)**  
**DATE: AUGUST 21, 2015**  
**SUBJECT: SEAGO ECONOMIC DEVELOPMENT DISTRICT (EDD) REPORT**

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The initiative by the EDP of meeting with the Region's economic development principals and stakeholders continues as an important element of his activity. Arising from the visits to date are several community and regional economic development initiatives that are at various stages of SEAGO involvement and progress. While the following is not an all-inclusive or prioritized list, it sets forth the primary and most promising areas for SEAGO to add value to the Region's economic development:

1. Collaboration with Local First Arizona.

Local First Arizona is an organization devoted to the localist paradigm of maximizing a community's efforts (public and private) to enhance the local business community with programs, events, and policies that create an atmosphere for local business to start, grow, prosper, and give back to the community. This initiative involves SEAGO working with representatives from Local First Arizona, and community and business leaders in the Region to identify community needs, identify opportunities to assist local businesses, and develop strategies to address those needs and opportunities. The Sierra Vista Chamber of Commerce is working with SEAGO and Local First Arizona to develop an appropriate business development approach in that City, and the Graham County Chamber of Commerce and Gila Valley Economic Development Corporation are also committed to developing a "local first" program that meets the needs of that area. Successful development of "local first" awareness in these two communities will provide SEAGO with the opportunity to introduce and assist other communities in implementing similar programs.

2. Bi-monthly Meeting of the Cochise County Economic Development Professionals.

Cochise County has a number of economic development professionals engaged in economic development activity for their respective geographical areas and political subdivisions. Each is deeply involved in viable economic initiatives for the communities they represent. However, most are not fully aware of the activity, projects, programs, and events of the other communities in the county. SEAGO has established bi-monthly meetings to bring all of the economic developers in the county together to raise awareness of the parties' respective activities, and to identify areas of collaboration and partnership. The meeting agenda allows each economic development professional to provide an update of their respective activity, explore areas that the professionals can collaborate on existing economic

development activities in each community, and discuss new areas of partnership and collaboration by and between each community.

3. Gila Valley Economic Development Corporation (Graham County) Strategic Planning Initiative.

The newly formed Gila Valley Economic Development Corporation (GVEDC) is moving toward the engagement of a strategic planning process to develop an economic development strategic plan. They are currently accumulating the necessary capital to begin the process, and anticipate retaining a firm to lead the effort in the near future. SEAGO is providing technical assistance to the GVEDC, and will assist, as deemed appropriate by the GVEDC, throughout the strategic planning process. To date, SEAGO has provided GVEDC with a draft RFP for selecting of a firm to lead the strategic planning initiative.

4. Development of Workshops/Seminars for Economic Development Principals in the Region.

The SEAGO EDD is currently working on five (5) economic development Workshops for the Region:

- a. Cross Border Relations Workshop – SEAGO is Partnering with the Sierra Vista Economic Development Foundation, and the North American Research Partnership in developing a workshop devoted to acquainting local business people with important cultural considerations for doing business with Mexican businesses and with Mexican customers.
- b. Local Economic Development Incentives – This SEAGO led workshop will be directed toward local government elected and appointed officials. The curriculum is intended to assist those officials in understanding how and when incentives can be utilized for 1) new business attraction, 2) local business expansion, and 3) local business retention. The workshop will explore “no cost” incentives, “low cost” incentives, and incentives for which a future monetary return to the community can be demonstrated.
- c. Export Boot Camp – In partnership with the Arizona Commerce Authority, SEAGO will promote and host an export training program to business people who have a genuine interest in developing the export potential of their business. The Export Boot Camp is a 60 day course which includes 3 “in class” sessions, and the assignment of an export mentor for the participating businesses. At the conclusion of the 60 day period, the businesses, with assistance from the mentor, will present their export plan to a panel of export experts for their recommendations on the plan, and implementation strategies.

Presently, after some discussion with wineries in the SEAGO Region, it is anticipated that the wineries could be a “pilot program” for the course. If successful, the course could be expanded to other businesses in the Region.

- d. Realtors Selling to Canadian Home Buyers - There are a large number of Canadians purchasing homes in Arizona; some for winter residences and some

for permanent residences. SEAGO, in partnership with the Canada Arizona Business Council will conduct a workshop intended to acquaint realtors in the SEAGO Region with the Canadian home buying potential, and ways to effectively market to Canadian visitors/home buyers.

SEAGO will continually work with the Cochise College SBDC, the Eastern Arizona College SBDC, the Arizona Commerce Authority, the Arizona Rural Development Council, the Arizona Association for Economic Development, Local First Arizona, and other relevant and viable organizations to provide appropriate training for communities in the Region and for businesses located therein.

5. Visa Assist Program for Mexican Residents - Currently, residents in Agua Prieta, Sonora and Cananea, Sonora must travel to Nogales to obtain visas to enter the U.S. That effort is costly as it requires a 2 to 3 day process, and associated costs, to travel to Nogales and complete the application process. SEAGO, in partnership with Douglas and Sierra Vista is working with the American Consulate Office in Nogales to reduce, to one day, the required time frame to complete the application, thereby significantly reducing the cost to obtain a U.S. Visa. If successful this program would allow more Mexican Nationals to obtain visas and enter the region for shopping. SEAGO is currently working on an outline of the program and Douglas City is working on the logistics, and cost of a transportation system to and from Nogales, Sonora.
6. City of Bisbee/University of Arizona Tech Park/Freeport McMoran Partnership – SEAGO will provide technical assistance to Bisbee in the pursuit of a project that would provide for a mining and mine reclamation cooperative of the above noted entities. While this initiative is still in preliminary stages, the intent would be to create a sustainable product development and training program, and facilities, in Bisbee that could be used by mining companies in the development of mining and mine reclamation products and services. The University of Arizona, and mining and mine reclamation companies, could utilize Freeport McMoran’s Copper Queen Mine as a “real mine” environment to test developing products and services.
7. Support and Technical Assistance for the Proposed Douglas Commercial Port-Of-Entry – The City of Douglas has proposed, and is in discussion with federal authorities for the development of a new port-of-entry in the Douglas area. The intent is to adequately serve the growing need for an efficient commercial border crossing in Douglas, thereby reducing the significant strain and delays at the current Douglas crossing. A commercial port-of-entry in Douglas will provide the opportunity to substantially increase the commercial transportation traffic between Mexico and Arizona at that location. The expanded commercial traffic could present significant supply chain, and product distribution opportunities in communities throughout the SEAGO Region. Currently, SEAGO is assisting in a letter campaign to Arizona’s Congressional Delegation support of the port-of-entry.
8. U.S. Department of Agriculture Rural Community Development Initiative (RCDI) Grant – The RCDI Grant is a viable economic development grant for all communities in the SEAGO Region. This year (2015), the Gila Valley Economic Development Corporation considered applying for the RCDI grant to facilitate its economic

strategic planning initiative. However, they determined that the remaining time for submittal was not adequate to complete the detailed application package. This year SEAGO will take the lead to work with all interested communities in the Region to prepare a 2016 RCDI Grant application that will include funding for economic development initiatives for each of the interested communities. It is anticipated that having an entire year to determine the communities interested in participating in the grant application, acquiring all of the requisite data, and drafting the grant application will allow for SEAGO to submit a complete and “winning” grant application.

9. Benson Master Planned Community Project – El Dorado Holdings, Inc., a substantial Arizona community development company, has purchased property in Benson and is proposing a 12,000 acre, 28,000 housing unit master planned community development. Current economic analysis by Dr. Robert Carreira, Cochise College Director of the Center for Economic Research, and consultant to El Dorado Holdings, has provided economic analysis indicating that the development will have significant economic benefits to Benson and Cochise County during the project’s proposed 20 year build-out phase, and continue to provide a strong economic base in perpetuity. SEAGO is providing support and technical assistance to the City of Benson and Southeast Arizona Development Group, a local economic development organization.
10. Patagonia Business Incubator - SEAGO is providing support and technical assistance to the town of Patagonia in its due diligence exploration of an art related business incubator utilizing the vacant elementary school in the community, and the mentoring of existing artisans in the community.
11. Chiricahua National Monument Initiative – SEAGO is providing support and technical assistance to the City of Sierra Vista effort to have the Chiricahua National Monument converted from a monument to a national park. The motivation for the initiative is that a national park in southern Arizona will attract more tourists than does a national monument, and the entire region will benefit from increased tourism. To be successful, the conversion will require Congressional action, and will likely require aggressive support building and lobbying. It is anticipated that SEAGO will be the primary conduit to build regional support in affected areas of Arizona and New Mexico.
12. CEDS – While appearing last on this list of SEAGO EDD activity, the CEDS is a top priority for this year. By statute, SEAGO EDD is required, by June 30, 2016 to submit its proposed CEDS for the period from 2016 to 2021.

The EDP encourages you comment on the above SEAGO activities, as well as any other initiatives that you think should be pursued in the near future.

Action Requested:                       Information Only                       Action Requested Below



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** AUGUST 21, 2015  
**SUBJECT:** TRAFFIC COUNT REPORT

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The following is a brief status report involving our Traffic Count Program being conducted by Works Consulting:

- **Traffic Counting:** A listing of 125 count locations requested by our member agencies has been completed and confirmed by Works Consulting. Counting of those sites shall commence once school is back in session (mid-August). Works is currently compiling a list of approximately 200 count locations needed to meet HPMS requirements in March. Those locations will be counted by the end of the year.
- **Highway Performance Monitoring System (HPMS):** Works processed all four counties centerline files for consumption by the HPMS and All Roads centerline process at ADOT. Works also reviewed the HPMS file that ADOT published at the MS2 web portal for local government editing. During their review, they found that the conversion effort (that ADOT used the previous year) created at least 238 errors on the file – mostly in the category of surface type. Works corrected the ADOT database and did as many updates involving new changes that they could determine through aerial imagery and known construction activity. Works did submit HPMS required data and changes to ADOT on March 26<sup>th</sup>.
- **Traffic Data Management System (TDMS):** Works provided technical assistance to Cochise County involving the integration of the new counting program and equipment with our TDMS site. Works has uploaded all traffic count data generated at the local level provided to them into our TDMS database. This data is available to all of our jurisdictions and the general public on our SEAGO Transportation Website: <http://seago.org/?q=traffic-and-population-data>
- **Technical Assistance Requests:** Works provided technical assistance to Greenlee County to make their roadway inventory supportable in their GIS. Works conducted two limited traffic counting exercises requested by Santa Cruz County and Douglas for Rio Rico/Interstate 19 and well as for the Chino Road in Douglas. That data has been uploaded to MS2. Works has been working with our four counties to get their GIS centerline files in good shape for the data sharing and submittal process.

Action Requested:

Information Only

Action Requested Below



# EXECUTIVE BOARD PACKET

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MEMO TO: EXECUTIVE BOARD  
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR  
FROM: JULIE PACKER, HOUSING PROGRAMS MANAGER  
DATE: AUGUST 21, 2015  
SUBJECT: FY 15 HOUSING PROGRAM INFORMATION

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The attached form shows the housing statistics for FY15 broken out by each entity.

SEAGO Housing has been awarded \$18,165.32 for Comprehensive Counseling. This is the HUD funding through our intermediary NCRC for the time period of October 1, 2014 through March 31, 2016.

I continue to work mostly with people who are still having mortgage issues. Unfortunately, there are rumblings about a "Housing Crisis 2" due to home values in some areas once again sky rocketing without any real reason instead of the slower and steady pace.

Board Action Requested:  Information Only  Action Requested Below

ENTITY OR COMMUNITY	INFO CALLS*	PRE-PURCHASE, DELINQUENCY (non -SOHAZ) POST-PURCHASE, RENTAL, FINANCIAL	SAVE OUR HOME AZ
Benson	31	3	6
Bisbee	66	3	0
Douglas	73	14	6
Huachuca City	28	2	3
Sierra Vista	81	7	21
Tombstone	24	2	0
Willcox	26	1	0
Cochise County	72	9	5
Pima	22	3	7
Safford	51	3	16
Thatcher	36	3	4
Graham County	30	3	6
Clifton	8	1	2
Duncan	6	0	0
Greenlee County	6	1	0
Nogales	68	7	8
Patagonia	28	2	1
Santa Cruz County	77	8	7
San Carlos Apache Tribe	0	0	0
<b>TOTAL</b>	<b>733</b>	<b>72</b>	<b>92</b>