



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: AUGUST 10, 2016
SUBJECT: EXECUTIVE BOARD MEETING

Please see the details below for the Administrative Council meeting date, time, and location.

**Friday, August 19, 2016 at 10 a.m.
El Corralito Restaurant
414 North Coronado Blvd.
Clifton, Arizona 85533**

If you are unable to attend, please send an alternate to ensure that we will have a quorum at the meeting. Click [HERE](#) for a map to the meeting location.

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.



EXECUTIVE BOARD AGENDA

10 A.M., FRIDAY, AUGUST 19, 2016
EL CORRALITO RESTAURANT.
414 NORTH CORONADO BLVD.
CLIFTON, ARIZONA

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS	Chair Lindsey	
II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)	Chair Lindsey	
III. CALL TO THE PUBLIC	Chair Lindsey	
IV. ACTION ITEMS		<u>Page No.</u>
1. Consent Agenda		
a. Approval of the May 20, 2016 Minutes	Chair Lindsey	1
2. Consideration of Nominee for Graham County Private Sector Representative	Randy Heiss	8
3. Consideration of an Employment Contract Between SEAGO and its Executive Director	Randy Heiss	11
4. Consideration of the SEAGO Comprehensive Economic Development Strategy 2016 – 2020	Larry Catten	15
5. Consideration of Resolution No. 2016-04	Chris Vertrees	18
6. Consideration of the 2016 – 2020 TIP Amendment #7	Chris Vertrees	20
V. INFORMATION ITEMS		
A. Future Meeting Dates	Randy Heiss	26
B. Strategic Plan Implementation Progress Report – 2017 Strategic Planning Retreat Date	Randy Heiss	27
C. Executive Board Report Items	Randy Heiss	29
D. Quarterly Finance Report	Cindy Osborn	31
E. SEAGO Economic Development District Report	Larry Catten	33
F. Transit Report	Chris Vertrees	39
G. Strategic Regional Highway Safety Plan Update	Chris Vertrees	41
H. AAA Updates	Laura Villa	43

VI. RTAC REPORT	Kevin Adam
VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS	Chair Lindsey
VIII. FUTURE AGENDA ITEMS	Chair Lindsey
IX. ADJOURNMENT	Chair Lindsey

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
PIMA FIRE DEPARTMENT
86 SOUTH PIMA 200 WEST
PIMA, AZ 85543
MAY 20, 2016**

OFFICERS PRESENT: Lindsey, Gerald – Council Member, City of Willcox (*Chair*)
Gomez, David – Supervisor, Greenlee County (*2ND Vice Chair*)
Rivera, Bob – Mayor, Town of Thatcher (*Treasurer*)
Molera, Rudy – Supervisor, Santa Cruz County (*by phone*)

MEMBERS PRESENT: Smith, Danny – Supervisor, Graham County
Smerekanich, Ilona, Cochise County Private Sector Rep.
Oertle, Ron – Mayor, City of Bisbee
Ortega, Richard – Councilman, City of Safford
English, Ann – Cochise County (*by phone*)
Montoya, Luis – Vice-Mayor, Town of Clifton
Mueller, Rick – Mayor, City of Sierra Vista
Robinette, Dustie – Greenlee County Private Sector Rep.

GUESTS: Adam, Kevin – RTAC (by phone)
McCormick, Jeff – Town of Pima
Saucedo, Shay – Senator John McCain's Office

STAFF PRESENT: Catten, Larry – Economic Development Program Manager
Heiss, Randy – Executive Director
Merideth, John – Office Assistant
Osborn, Cindy – Accounts Manager
Vertrees, Chris – Transportation Manager
Williams, Bonnie – CDBG Program Manager

I. EXECUTIVE SESSION

A motion was made to go into Executive Session and Chairman Lindsey called the Executive Session to order at 9:07 a.m.

MOTION: Mayor Mueller
SECOND: Mayor Rivera
ACTION: **APPROVED UNANIMOUSLY**

II. RECONVENE PUBLIC SESSION

A motion was made and seconded to reconvene to public session at 10:10 a.m.

MOTION: Mayor Rivera
SECOND: Mayor Mueller
ACTION: **APPROVED UNANIMOUSLY**

III. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chair Lindsey welcomed everyone to the meeting and led the group in the Pledge of Allegiance.

IV. MEMBER ENTITIES' DISCUSSION

Supervisor English voiced her appreciation to the SEAGO Board for consideration of the Resolution regarding the Douglas Port of Entry expansion.

V. CALL TO THE PUBLIC

Chair Lindsey made a call to the public and no one spoke.

VI. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the February 11, 2016 Minutes
 - b. Nomination to the Advisory Council on Aging

Mayor Bob Rivera mad a motion to approve items 1.a. and 1.b. of the consent agenda.

MOTION: Mayor Rivera
SECOND: Mayor Mueller
ACTION: **APPROVED UNANIMOUSLY**

2. Fiscal Year 2016-2017 Budget Action Items
 - a. Discussion and Possible Action Regarding the Revised Regional Grant Services Project /Annual Assessments

Mr. Heiss provided an update on the Regional Grant Services Project, outlining several Options which are available to fund the project.

Option 1 – the proposed \$20,000 assessment is split evenly between the 19 member entities with no population formula. This is offered in consideration that each member entity will theoretically have the same potential to benefit from participating in the program and should bear an equal share of the cost.

Alternate A: Assuming all member entities participate the cost would be \$1,053 each.

Alternate B: Assuming that Sierra Vista does not participate the cost for each remaining member entity would increase to \$1,111 each with no impact on fund balance.

Alternate C: If additional entities choose to opt out of participating in the program, the cost to the remaining participating jurisdictions would increase accordingly. This Alternate would provide the flexibility for any member entity to opt out of the program with fund balance picking up the cost of the non-participating members. The cost for the participating members would remain fixed at \$1,053 in the first year of the contract.

Option 2 – This Option assesses the \$20,000 cost on a modified population based formula, but also allows the flexibility for any member entity to opt out of the program with fund balance picking up the cost of the non-participating members. No Alternatives to this Option are offered.

Option 3 – No assessment for the program is proposed. Two Alternatives for this Option are offered.

Alternate A: No direct services to member entities would be available, and SEAGO would contract with CDP to search for funding opportunities to expand or enhance regional services and fulfill the goals of our Strategic Plan, including Goal 1, Tactic C – Prepare and Submit a Regional Technical Services Center Grant Application in order to establish a technical services center that could be utilized by member entities in developing projects in their communities. SEAGO would work with CDP to identify several priorities that would become the focal points of grant opportunities. The cost would be no more than \$10,000 in the first year and would be paid from fund balance.

Alternate B: The project would go forward as proposed at the February meeting with the entire cost of \$45,000 for the first contract year coming from the fund balance. If the program meets performance measures, there would be an expectation that a member entity assessment would cover most, if not all of the program costs in the second contract year.

Mayor Montoya suggested a good starting point would be to determine which entities will participate and which will not. Mayor Mueller stated that the City of Sierra Vista would not participate. Councilman Ortega reported that the City of Safford would participate. Mayor Rivera reported that the Town of Thatcher would not participate. Mayor Montoya reported that the Town of Clifton would participate. Mayor Oertle reported that the City of Bisbee is undecided at this time and still felt it was too risky considering there is no guarantee of receiving a grant. Supervisor English commented that Cochise County would be willing to participate in Option 1 or Option 3, Alternate A. Mayor Oertle commented that he was comfortable with Option 3, Alternate A. Ms. Smerekanich commented that an update on the progress of the program could be provided one year later to give everyone a better understanding of how it's working. Ms. Robinette asked what the contract term was and Mr. Heiss responded that it would be for one year.

A motion was made by Mayor Oertle to approve Option 3, Alternate 1.

MOTION: Mayor Oertle
SECOND: Mayor Rivera

Ms. Robinette asked whether the opportunity to participate would be given to the member entities in one year and Mr. Heiss responded that yes it would be brought back for review in one year.

ACTION: 11 AYE, 1 ABSTAIN (City of Sierra Vista)

Mr. Heiss outlined the proposed FY17 Assessment and Dues schedule and responded to questions.

b. Resolution 2016-02 EDA Grant Authorization

Mr. Larry Catten presented Resolution No. 2016-02 authorizing submission of an application for FY17 Partnership Planning Assistance Grant funds from the Economic Development Administration. A motion was made by Mayor Rivera to approve Resolution No. 2016-02 for an EDA Partnership Planning

Assistance Grant in the amount of \$75,000 and matching funds of \$35,357 funded through assessments paid by SEAGO member entities.

MOTION: Mayor Rivera
SECOND: Mayor Mueller
ACTION: **APPROVED UNANIMOUSLY**

Supervisor English asked for more information about what Economic Development activities SEAGO is involved in. Mr. Heiss responded that currently those activities are reported in the meeting packet and from Mr. Catten on a quarterly basis. Mr. Catten responded that part of the new Comprehensive Economic Development Strategy is to develop an Economic Development Professionals Group that would meet periodically to set guidelines in accordance with the CEDS and provide more information regarding economic development activities in the SEAGO region.

MOTION: Mayor Rivera
SECOND: Mayor Mueller
ACTION: **APPROVED UNANIMOUSLY**

c. Fiscal Year 2016-2017 Budget

Ms. Cindy Osborn outlined changes and assumptions to the FY17 Budget and responded to questions.

Vice Mayor Luis Montoya made a motion to approve the FY17 Budget as presented by Staff.

MOTION: Vice Mayor Montoya
SECOND: Supervisor Gomez
ACTION: **APPROVED UNANIMOUSLY**

d. Sustainability of the SEAGO Fund Balance

Mr. Heiss presented an overview of the current state of the fund balance and how it has been used over the last seven fiscal years and responded to questions.

3. Fiscal Year 2016 CDBG Regional Account Applications

Ms. Bonnie Williams discussed the FY16 CDBG Applications, stating that the following applications had been received:

- a. Cochise County (\$231,778) – for building improvements to the Southern AZ Children’s Haven building in Huachuca City;
- b. Town of Huachuca City (\$231,778) – for water system storage tank upgrades;
- c. Town of Thatcher (\$195,450) – for ADA improvements to several parks;
- d. Town of Patagonia (\$314,946) – for water system upgrades; and
- e. Town of Duncan (\$100,000) – for sewer system upgrades.

Ms. Williams reported that Huachuca City had completed their special income survey, Patagonia was

about halfway finished with theirs, and that Duncan would need to do a special income survey. These surveys are required because the US Census did not report updated figures to the Arizona Dept. of Housing. Mayor Rivera asked whether the US Census data would eventually be reported and Ms. Williams responded that the data will come from the American Community Survey.

Mayor Rivera made a motion to approve the FY16 CDBG projects and direct staff to forward these applications to ADOH by August 1.

MOTION: Mayor Rivera
SECOND: Supervisor Gomez
ACTION: 11 AYE, 1 ABSTAIN (City of Sierra Vista)

4. Consideration of Fiscal Year 2017 AAA Subaward Renewal Recommendations

Mr. Heiss presented the tentative AAA subaward renewal recommendations which need to be in place and services begun by July 1.

A motion was made by Vice Mayor Montoya to approve the proposed FY17 AAA subaward renewal recommendations.

MOTION: Vice Mayor Montoya
SECOND: Mayor Mueller
ACTION: UNANIMOUS

5. Discussion and consideration of Resolution No. 2016-03 Relating to the Douglas Land Port of Entry Project

Mr. Catten presented Resolution No. 2016-03 and responded to questions.

Councilman Richard Ortega made a motion to approve Resolution No. 2016-03, supporting the City of Douglas' Efforts to modernize the expand the current Raul H. Castro Port of Entry, and to construct a new port of entry facility to accommodate commercial cargo.

MOTION: Councilman Ortega
SECOND: Supervisor Smith
ACTION: UNANIMOUS

I. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss outlined the proposed future meeting dates. Supervisor Smith noted there is a State Transportation Board meeting scheduled for November 18th. Mr. Heiss responded that he would work on a new date for the November meeting. Mr. Heiss also reminded everyone of the Joint Executive/Administrative Committees conference call scheduled for June 1.

B. Strategic Plan Implementation Progress Report

Mr. Heiss provided an update on the status of implementation of the Strategic Plan implementation.

C. Graham County Private Sector Representative Vacancy

Mr. Heiss reported he hoped to have a nomination at the August meeting of the board.

D. Election of Administrative Council Officers

Mr. Heiss reported the new Administrative Council Officers, which are:

Ted Soltis (Willcox) – Chair
Tammy Mitchell (Huachuca City) – Vice Chair
Horatio Skeete (Safford) - Secretary

E. Quarterly Finance Report

Ms. Cindy Osborn provided the Quarterly Finance report and responded to questions.

F. SEAGO Economic Development District Report

Mr. Larry Catten provided an update on the CEDs process and requested any feedback or comments from the Board.

G. Transit Report

Mr. Chris Vertrees provided the Transit report, stating that Ms. Connie Gastelum, SEAGO's Regional Mobility Manager, had been awarded the prestigious Outstanding Mobility Manager of the year award. He also reported that SEAGO had been awarded the Legacy Foundation of Southeast Arizona Grant. Mr. Heiss and the Board thanked Mr. Vertrees for his hard work in obtaining the Legacy grant.

H. Strategic Regional Highway Safety Plan Update

Mr. Vertrees provided an update on the progress of the SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan project.

I. AAA Updates

Mr. Heiss provided updates for the AAA program stating the programmatic monitoring of all subawards had been completed. He also reported that Ms. Shi Martin had completed her certification for Matter of Balance and had started training others throughout the region on Matter of Balance. He also provided updates on the AZ4A Aging Summit being held in Flagstaff and the upcoming SEAGO 2nd Annual Aging Conference which will be held Friday June 10 at St. Patrick's Roman Catholic Church in Bisbee.

J. Housing Program Statistics

Mr. Heiss reported on the Housing program statistics and responded to questions.

VI. RURAL TRANSPORTATION ADVOCACY COMMITTEE REPORT (RTAC)

Mr. Kevin Adam provided a legislative update and responded to questions.

VII. STAFF ANNOUNCEMENTS/CURRENT EVENTS

There were no staff announcements at this time. Chair Lindsey commented on the upcoming Willcox Wine Festival and Mayor Rivera commended the Pima High School baseball team on their recent State championship win.

VII. FUTURE AGENDA ITEMS

Mr. Heiss reported that the Comprehensive Economic Development Strategy would be presented in August. Mr. Catten reported on a possible resolution in support of increased staffing at all Ports of Entry in the SEAGO region. Mayor Rivera reported on recent POE discussions at the recent Arizona Town Hall meeting.

IX. ADJOURNMENT

The meeting was adjourned at 12:05 p.m.

DRAFT



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: AUGUST 10, 2016

SUBJECT: GRAHAM COUNTY EXECUTIVE BOARD PRIVATE SECTOR REPRESENTATIVE

As you are aware, our Executive Board must include 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.

The Graham County private sector representative position on the Executive Board has been vacant since the Graham County Chamber of Commerce lost its Executive Director in April of 2015. I am pleased to announce that the Chamber has recently selected a new Director, Mr. Patrick O'Donnell. He is interested in serving on the Executive Board, and has been nominated by Graham County Supervisor Danny Smith and Thatcher Mayor, Bob Rivera.

For your consideration in making a recommendation to the Executive Board, I have attached the two e-mails nominating Mr. O'Donnell. At their August 4th meeting, the Administrative Council unanimously recommended the Executive Board approve the nomination of Mr. O'Donnell as the Graham County Private Sector Representative on the Executive Board. There were sixteen (16) members of the Administrative Council in attendance.

Attachments: July 7, 2016 e-mail from Supervisor Danny Smith; July 9, 2016 e-mail from Mayor Bob Rivera.

Action Requested: Information Only Action Requested Below:

A motion to appoint Mr. Patrick O'Donnell as the Graham County Private Sector Representative on the Executive Board

Randy Heiss

From: Danny Smith <DSmith@graham.az.gov>
Sent: Thursday, July 07, 2016 8:52 AM
To: Randy Heiss
Subject: Fwd: SEAGO Ex Board Nomination

Sounds good to me.
Danny Smith

Sent from my iPhone

Begin forwarded message:

From: <director@graham-chamber.com>
Date: July 1, 2016 at 4:58:41 PM MST
Subject: SEAGO Ex Board Nomination

Hello - I trust your day is going well. I am writing to ask for you to consider me as a nominee to the SEAGO Executive Board. Randy Heiss has provided me with this potential opportunity, but you would need to email (rheiss@seago.org) him the idea of my nomination. I would serve as a private sector representative through my position as Executive Director of the Graham County Chamber of Commerce.

As Executive Director of the Graham County Chamber of Commerce, I represent the various Chamber members and their interests, as well as the economic interests of our region of the state. These members come from all fields, such as business, education, industry, finance, and agriculture; predominantly private sector entities.

The mission of the Graham County Chamber of Commerce is: To promote the prosperity of the Graham County business environment and enhance the quality of life for the entire community. To accomplish this I: 1) Capitalize on opportunities to support local economic development and retain and grow Chamber membership, 2) Identify opportunities to partner with and highlight local businesses, 3) Promote local area attractions and sponsor or participate in events which benefit the community and showcase our local businesses, and 4) Advocate for the interests of rural businesses by actively fostering relationships with local state and federal governments.

Thank you for your consideration of me as a nominee for the private sector representative to the SEAGO Executive Board. If you have questions, need anything clarified, or just want to chat, please call me or come by the Chamber office.

Patrick O'Donnell
Executive Director
Graham County Chamber of Commerce
O: 928-428-2511
C: 928-322-7954

Randy Heiss

From: Bob Rivera <brivera@thatcher.az.gov>
Sent: Saturday, July 09, 2016 6:44 AM
To: Randy Heiss
Subject: Fwd: SEAGO Ex Board Nomination

Greetings Randy, it is my pleasure to nominate Pat O'Donnell to the SEAGO Executive Board. Thanks,
Bob Rivera

Sent from my iPhone

Begin forwarded message:

From: <director@graham-chamber.com>
Date: July 1, 2016 at 4:58:41 PM MST
Subject: SEAGO Ex Board Nomination

Hello - I trust your day is going well. I am writing to ask for you to consider me as a nominee to the SEAGO Executive Board. Randy Heiss has provided me with this potential opportunity, but you would need to email (rheiss@seago.org) him the idea of my nomination. I would serve as a private sector representative through my position as Executive Director of the Graham County Chamber of Commerce.

As Executive Director of the Graham County Chamber of Commerce, I represent the various Chamber members and their interests, as well as the economic interests of our region of the state. These members come from all fields, such as business, education, industry, finance, and agriculture; predominantly private sector entities.

The mission of the Graham County Chamber of Commerce is: To promote the prosperity of the Graham County business environment and enhance the quality of life for the entire community. To accomplish this I: 1) Capitalize on opportunities to support local economic development and retain and grow Chamber membership, 2) Identify opportunities to partner with and highlight local businesses, 3) Promote local area attractions and sponsor or participate in events which benefit the community and showcase our local businesses, and 4) Advocate for the interests of rural businesses by actively fostering relationships with local state and federal governments.

Thank you for your consideration of me as a nominee for the private sector representative to the SEAGO Executive Board. If you have questions, need anything clarified, or just want to chat, please call me or come by the Chamber office.

Patrick O'Donnell
Executive Director
Graham County Chamber of Commerce
O: 928-428-2511
C: 928-322-7954



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: AUGUST 10, 2016

SUBJECT: EXECUTIVE DIRECTOR CONTRACT

When I was hired in March 2009, SEAGO entered into a two-year employment contract with me which set the amount of compensation and established other contract terms and conditions. That contract expired on June 8, 2011.

After having received positive performance reviews, I was offered a one-year employment contract in May 2014. While I appreciated the vote of confidence, a one-year contract offered little in the way of security, and as a result, I decided not to go through the effort of presenting it to the Board for consideration.

After receiving increasingly positive reviews in 2015 and 2016, and making significant progress implementing our strategic plan, I presented an updated contract to the Board for their consideration. The updated contract is virtually identical to the one that was entered into in 2009. The main difference is it provides for a three-year term and a 5% increase over my current level of compensation.

The Board instructed me to have this on the agenda for consideration at the August meeting. At their August 4th meeting, I informed the Administrative Council that the Board would be considering this contract so they would have an opportunity to discuss this with their Executive Board representatives in the event they had any concerns. The proposed contract is attached for your review and consideration.

Attachments: Heiss Contract 8.19.16

Action Requested: Information Only Action Requested Below:

A motion to authorize the Chair to execute the proposed employment contract with the Executive Director.



EMPLOYMENT CONTRACT WITH THE EXECUTIVE DIRECTOR

THIS AGREEMENT, made and entered into this 19th day of August 2016, by and between the **SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION**, an Arizona nonprofit corporation and Council of Governments, hereinafter **SEAGO**, and Mr. Randy Heiss, hereinafter the **EXECUTIVE DIRECTOR**.

WHEREAS, SEAGO is in need of the services of a person possessing a high degree of professional skill, with outstanding ability to supervise, manage, and administer said Council of Governments; and

WHEREAS, THE EXECUTIVE DIRECTOR is an administrator with considerable experience administering and managing governmental agencies and federally supported programs of comparable size and complexity; and

WHEREAS, THE EXECUTIVE DIRECTOR, as demonstrated by positive performance reviews over the past seven years of service in this position, possesses a high degree of skill and experience in administering and managing the various programs operated by **SEAGO**, and the public relations skills necessary to work with the various political jurisdictions that make up the membership of **SEAGO**; and

WHEREAS, SEAGO desires to retain the services of the **EXECUTIVE DIRECTOR** under the terms and conditions set forth below.

WITNESSETH:

FOR AND IN CONSIDERATION of the mutual promises, covenants and conditions set forth below, it is agreed as follows:

1. **EMPLOYMENT:** **SEAGO** does hereby engage the services of the **EXECUTIVE DIRECTOR** as its full-time executive director, and **the EXECUTIVE DIRECTOR** agrees to act as such for **SEAGO** and to carry out to the best of his ability all the duties imposed upon that office by the Job Description for the executive director and such other duties as the Executive Board, acting through the Executive Committee may from time to time require. No outside employment or consulting for compensation may be performed by the **EXECUTIVE DIRECTOR** without the prior written consent of the Executive Committee of the Executive Board.
2. **TERMS OF EMPLOYMENT:** The term of employment for the services of the **EXECUTIVE DIRECTOR** shall be for a period of three (3) years at an annual compensation in the sum of \$70,000 per annum. The **EXECUTIVE DIRECTOR** agrees to employment at said annual sum. Said compensation shall be payable in equal biweekly installments in accordance with **SEAGO's** existing salary payment schedule, subject to appropriate federal and state withholding, FICA, and other required or approved withholding obligations. Any increase in this compensation after the term of this Contract shall be subject to negotiation with the Executive Board.
3. **REVIEW OF PROGRESS:** The Executive Board will conduct an evaluation and review of the **EXECUTIVE DIRECTOR'S** progress on or about the anniversary date of this contract and annually thereafter. The times of these evaluations shall coincide with a regularly scheduled meeting of the SEAGO Executive Board unless the Executive Committee sees fit to call a special meeting for that purpose. Each such review shall include an evaluation of the **EXECUTIVE DIRECTOR'S** successes and strengths and areas needing improvement. The review shall be done orally and in

person with the Executive Board in executive session and a written evaluation covering the areas discussed in the oral review will be given to the **EXECUTIVE DIRECTOR**.

4. **TERMINATION OF CONTRACT:** This employment contract may be terminated by either party by giving thirty (30) days prior written notice to the other, unless the parties agree otherwise. In such event the **EXECUTIVE DIRECTOR** voluntarily resigns, the **EXECUTIVE DIRECTOR** shall not be entitled to severance pay. It is specifically understood and agreed by the **EXECUTIVE DIRECTOR**, that he serves at the pleasure of the Executive Board. **SEAGO** may terminate this contract, acting through its Executive Board upon giving the prior written notice, for any reason including the **EXECUTIVE DIRECTOR** has lost the confidence of the majority of the Executive Board. The **EXECUTIVE DIRECTOR** specifically understands and agrees that he is not a classified employee covered by the **SEAGO** Personnel Rules and Regulations, and that his employment is a matter of contract with the Executive Board. The **EXECUTIVE DIRECTOR** may request an opportunity to be heard at a meeting of the Executive Board, but such request to be heard may be granted or denied solely at the discretion of the Executive Board, and any decision thereafter to proceed with the termination shall be final as to all parties.

In the event this contract is terminated or is not renewed at the end of the contract term, the **EXECUTIVE DIRECTOR** shall be entitled to severance pay as set forth in Section 5. Termination and Severance Pay.

5. **TERMINATION AND SERVERANCE PAY:** In the event the **EXECUTIVE DIRECTOR** is terminated by the Executive Board during a time that the **EXECUTIVE DIRECTOR** is willing and able to perform the duties of the **EXECUTIVE DIRECTOR**, then in that event, the Executive Board agrees to pay the **EXECUTIVE DIRECTOR** a minimum of three (3) months of base salary, calculated at the rate of pay in effect upon termination. However, in the event the **EXECUTIVE DIRECTOR** receives other employment after being terminated by the Executive Board, the **EXECUTIVE DIRECTOR'S** severance pay shall cease. The Executive Board and the **EXECUTIVE DIRECTOR** agree that the severance amount mentioned above shall be paid in the same manner as if the **EXECUTIVE DIRECTOR** was still an employee of **SEAGO**.

Contemporaneously with the delivery of the severance pay herein above set out, the **EXECUTIVE DIRECTOR** agrees to execute and deliver to **SEAGO** a release, releasing **SEAGO**, its Executive Board, officers, and employees of all claims that the **EXECUTIVE DIRECTOR** may have against **SEAGO**, its Executive Board, officers, and employees.

6. **FRINGE BENEFITS:** The **EXECUTIVE DIRECTOR** shall be entitled to the same fringe benefits as are provided to other **SEAGO** employees. Such benefits shall include educational assistance and educational leave to the same extent as is provided to other **SEAGO** employees. Leave of absence without pay shall be at the discretion of the Executive Board. Compensatory leave shall not apply to the **EXECUTIVE DIRECTOR**. Any other fringe benefits not included herein must be agreed to in advance on a case by case basis with the Executive Board.
7. **PROFESSIONAL LIABILITY INSURANCE:** **SEAGO** shall maintain comprehensive liability coverage, including professional liability insurance, effectively covering the **EXECUTIVE DIRECTOR** against any and all claims associated with the performance of the **EXECUTIVE DIRECTOR'S** responsibilities while acting within the scope of his employment. **SEAGO** shall provide such insurance insuring the **EXECUTIVE DIRECTOR** at no cost to the **EXECUTIVE DIRECTOR**.
8. **SEAGO OFFICES:** **SEAGO** shall furnish the **EXECUTIVE DIRECTOR** with suitably furnished offices and office facilities at the **SEAGO** office in Bisbee, Arizona. **The EXECUTIVE**

DIRECTOR shall work out of the Bisbee, Arizona office but may reside in such community as he may desire, provided the distance from the **SEAGO** offices is within a sixty minute commute from SEAGO under normal driving conditions. **SEAGO** shall furnish all equipment, material, supplies, and personnel necessary and proper for the efficient operation and management of **SEAGO**, subject to the approved budget and the directions of the Executive Board.

9. **EFFECTIVE DATE:** This employment contract shall be in full force and effect retroactive to the 1st day of July 2016.
10. **CONTROLLING LAW:** This contract shall be construed in accordance with the laws of the State of Arizona.
11. **BINDING EFFECT:** This contract shall be binding on the heirs, personal representatives, successors, and assigns of the parties hereto.

SEAGO:

SouthEastern Arizona Governments
Organization, an Arizona nonprofit
corporation

EXECUTIVE DIRECTOR:

Gerald (Sam) Lindsey, Chair
SEAGO Executive Board

Randy Heiss
SEAGO Executive Director



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER
DATE: AUGUST 10, 2016
SUBJECT: CONSIDERATION OF THE 2016 – 2020 CEDS

The SEAGO Comprehensive Economic Development Strategy (CEDS) for 2016 – 2020 was submitted to the U.S. Department of Commerce, Economic Development Administration (EDA) on June 30, 2016. We received the attached response from Jacob Macias, EDA Economic Development Representative, indicating that the CEDS had been reviewed and accepted by the EDA on July 5, 2016. We were pleased that the EDA acceptance letter also included a compliment regarding the quality of the CEDS as a “valuable economic development tool”.

The CEDS is the result of the valuable participation and input of the CEDS Committee beginning in September 2015 through June 30, 2016. The following is a brief synopsis of the CEDS development process:

Date	Activity
September 30, 2015	CEDS Committee was established and all CEDS Committee members accepted the appointment.
November 3, 2015	Santa Cruz County members of the CEDS Committee met for a complete community economic development “Strengths, Weaknesses, Opportunities, and Threats” (SWOT) analysis.
November 24, 2015	Cochise County members of the CEDS Committee met for a complete community economic development “Strengths, Weaknesses, Opportunities, and Threats” (SWOT) analysis.
December 3, 2015	Graham and Greenlee County members of the CEDS Committee met for a complete community economic development “Strengths, Weaknesses, Opportunities, and Threats” (SWOT) analysis.
February 9, 2016	The entire CEDS Committee met to analyze the results of the subregional SWOT sessions, and developed recommendations to strategic goals, objectives and tasks to be included in the 2016 – 2020 CEDS.
February 29, 2016	The socioeconomic and demographic information for the CEDS was received from Dr. Robert Carreira of US Economic Research, Inc.
March 4, 2016	The first draft of the “Strategic Goals” was completed and sent to all members of the CEDS Committee for their review and comment.

March 23, 2016	CEDS Committee comments on the first draft were received and incorporated into the second draft of the document
March 24, 2016	SEAGO staff and Dr. Carreira developed the text to accompany the socioeconomic and demographic information to be included in the CEDS.
April 5, 2016	The second draft of the “Strategic Goals” was completed and sent to all members of the CEDS Committee for their review and comment.
April 15, 2016	CEDS Committee comments on the second draft were received and incorporated into the second draft of the document.
May 4, 2016	The second draft of the “Strategic Goals” was provided to all members of the SEAGO Administrative Council, with a request for review and comment on the document. No comments were received.
May 20, 2016	The second draft of the “Strategic Goals” was provided to all members of the SEAGO Executive Board, with a request for review and comment on the document. No comments were received.
June 28, 2016	The final, and complete, CEDS document was completed and sent to all members of the CEDS Committee for their review and comment.

The 2016 – 2020 CEDS can be accessed at the following link:

<http://www.seago.org/sites/default/files/CEDS%20%202016%20-%202020%20%28Final%29.pdf>

The purpose of this Memorandum is to request Administrative Council review and recommendation to the Executive Board for approval of the SEAGO CEDS 2016 – 2020.

The EDA-required June 30, submission date for the CEDS did not allow time to request approval by the Administrative Council and Executive Board prior to its submission to the EDA, and Executive Board approval is not an EDA requirement for its acceptance of the document. However, it is deemed important by SEAGO staff that the 2016 – 2020 CEDS be officially approved and accepted by the Administrative Council and Executive Board as the official, five (5) year, economic development strategic planning document for SEAGO, as this may be key in accessing funding sources that would be otherwise unavailable to the region.

It is important to also note that SEAGO will work with the CEDS Committee to annually update the CEDS to remain consistent with the economic needs of the SEAGO Region and each of the member jurisdictions. The annually updated CEDS will be submitted to the EDA each year. The Administrative Council unanimously recommended that the Executive Board approve the SEAGO 2016 – 2020 CEDS at their meeting on August 10th.

Attachment: EDA’s July 5, 2016 CEDS acceptance letter.

Action Requested: Information Only Action Requested Below:

A motion to approve the SEAGO 2016 – 2020 CEDS.

RECEIVED
JUL 11 2016
SEAGO



U. S. DEPARTMENT OF COMMERCE
Economic Development Administration
915 Second Avenue, Room 1890
Seattle, WA 98174
Fax: 206.220.7669
Voice: 206.220.7660

JUL 5 2016

Mr. Randy Heiss
Executive Director
SouthEastern Arizona
Governments Organization
1403 West Highway 92
Bisbee, AZ 85603

Dear Mr. Heiss:

The Economic Development Administration has received your submittal of the 2016-2020 Comprehensive Economic Development Strategy (CEDS) for your organization. The CEDS has been reviewed by our office was found to satisfy our requirements.

The new CEDS document is a substantial improvement over the previous five-year CEDS and was very comprehensive. The CEDS should serve as a valuable economic planning tool for communities in your region.

If you have any further questions, please contact me at 206-220-7666.

Sincerely,

A handwritten signature in black ink, appearing to read "Jacob Macias".

Jacob Macias
Economic Development Representative



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: AUGUST 10, 2016
SUBJECT: RESOLUTION NO. 2016-04

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 19th 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, 2016.

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://seago.org/?q=august-19-2016-executive-board-meeting>

At their August 4th meeting, the Administrative Council unanimously recommended that the Executive Board adopt Resolution No. 2016-04.

Attachments: Resolution No. 2016-04

Action Requested: Information Only Action Requested Below

A motion to approve Resolution No. 2016-04.



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

RESOLUTION NO. 2016-04

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION APPROVING THE ORGANIZATION'S TITLE VI IMPLEMENTATION AND PUBLIC PARTICIPATION PLAN DATED AUGUST 1, 2016

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, 2016.

Passed and adopted by the SEAGO Executive Board on this 19th day of August 2016.

Randy Heiss, Executive Director
SouthEastern Arizona
Governments Organization

Gerald Lindsey, 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

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: AUGUST 10, 2016
SUBJECT: SEAGO 2016-2020 TIP AMENDMENT #7

The following is a Provisional TIP Amendment to our 2016-2020 TIP that was approved by the TAC at our July 21st meeting:

Greenlee County - GEH-BR--08 (Campbell Blue Bridge Replacement): This project was originally programmed in FY16 for \$200,000 for design. However, only 40,000 is required this year. **If approved, this project will be programmed in FY16 in the amount of \$40,000 Federal. Local match will be \$2,418.** The remaining \$160,000 will be programmed in FY17.

Graham County – GGH12-03 (Reay Lane/Safford Bryce Road Intersection). This project is currently programmed for FY19. However, it is ready to proceed. ADOT has requested that the project be moved to FY17. The project is currently programmed for \$424,350 in HRRRP funding. An additional \$70,000 in local HSIP is needed to complete the project. **If approved the project will be moved to FY17 and an additional \$70,000 will be added to the project in the following manner: Federal: \$66,010 Local: \$3,990.**

SEAGO - SEA15-02 (Regional Strategic Highway Safety Plan). SEAGO is requesting the TAC to approve an additional \$50,000 in local HSIP to add additional public meetings and to include data collection site visits to jurisdictions that appear to not be consistently reporting their crash data.

The Administrative Council unanimously recommended approval of the 2016-2020 TIP Amendment #7.

Attachments: 2016-2020 TIP Amendment #7

Action Requested: Information Only Action Requested Below

A motion to approve the 2016-2020 TIP Amendment #7.

SEAGO REGION
2016 - 2020 Draft TIP Amendment #7
Approved By: TAC - 7/21/16 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
2016													
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
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 2.5	\$150,000	\$9,067		\$159,067
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	\$1,830,468	\$110,643		\$1,941,111
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
CCH14-04	Cochise County	Davis Road Improvements	SR191 to Central Highway	1.6 miles	PE (Design Review)	Rural Major Collector	2	2	STP	\$56,373	\$3,627		\$60,000
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	\$46,978	\$3,022		\$50,000
ADOT16-01	ADOT	Bankard Avenue and UPRR railroad crossing 742-038V	Bankard Avenue, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$305,000			\$305,000
ADOT16-02	ADOT	Baffert Place and UPRR railroad crossing 742-036G	Baffert Place, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$313,000			\$313,000
ADOT16-03	ADOT	Banks Bridge-UPRR RR crossing 742-040W	Banks Bridge east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$484,500			\$484,500
ADOT16-04	ADOT	Calle Sonora-UPRR RR crossing 742-037N	Calle Sonora, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$484,500			\$484,500
ADOT16-05	ADOT	Court Street and UPRR railroad crossing 742-041D	Court Street, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$143,000			\$143,000
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	\$360,000			\$360,000
GEH-BR-08	Greenlee County	Campbell Blue Bridge Replacement	Blue River Road (FR 281), 8.8 South of E Jct US 180	61 feet	Design	Rural Local	2	2	STP	\$40,000	\$2,418		\$42,418
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Design	Rural Local	2	2	Off-System Bridge	\$235,750	\$14,250		\$250,000
NOG 14-01	City of Nogales	Citywide Traffic Sign Replacement	City Wide	N/A	Construction				HSIP	\$119,517			\$119,517
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
		TOTAL FOR 2016								\$9,259,358	\$407,037	\$0	\$9,666,395
2017													
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
GEH-BR-08	Greenlee County	Campbell Blue Bridge Replacement	Blue River Road (FR 281), 8.8 South of E Jct US 180	61 feet	Design	Rural Local	2	2	STP	\$160,000	\$9,671		\$169,671
GGH12-03	Graham County	Reay Lane/Safford Bryce Road	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$424,350	\$25,650		\$450,000
GGH12-03	Graham County	Reay Lane/Safford Bryce Road	Intersection		Construction	Rural Major Collector	2	2	HSIP	\$66,010	\$3,990		\$70,000
SEA15-02	SEAGO/SVMPPO Region	Regional Strategic Highway Safety Plan	Various Locations	N/A	Planning Study	Varies	N/A	N/A	HSIP	\$50,000	\$3,022		\$53,022
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

SEAGO REGION
2016 - 2020 Draft TIP Amendment #7
Approved By: TAC - 7/21/16 Administrative Committee - Executive Committee-

GGH-13-04	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
		TOTAL FOR 2017								\$4,825,029	\$275,935	\$0
												\$5,100,964
2018												
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$2,300,000		\$2,300,000
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	Off-System Bridge	\$729,896	\$44,118	\$774,014
		LTAP							STP	\$10,000		\$10,000
		TOTAL FOR 2018								\$2,310,000	\$0	\$0
												\$2,310,000
2019												
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
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
		TOTAL FOR 2019								\$1,298,754	\$76,086	\$1,374,840
2020												
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
		TOTAL FOR 2020								\$2,010,000	\$120,891	\$0
												\$2,130,891
BRIDGE PROJECTS												
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
		TOTAL BRIDGE PROJECTS								\$1,424,350	\$86,095	\$1,510,445
		TOTAL FOR FIVE YEAR PROGRAM								\$21,127,491	\$966,043	\$22,093,534
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
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
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	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 15-02	ADOT	Produce Row and UPRR 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

SEAGO REGION
2016 - 2020 Draft TIP Amendment #7
 Approved By: TAC - 7/21/16 Administrative Committee - Executive Committee -

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
TOTAL FOR 2015											\$3,888,657	\$171,947	\$4,060,604

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
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
SAF12-02	City of Safford	20th Ave, Phase 3	Relation St to Golf Course Rd	.63 Miles		Construction	Urban Minor Arterial	3	5	STP	\$1,337,000	\$80,815	\$1,417,815

SEAGO Region FY 2015 5310 Awards							
Project ID	Project Sponsor	Project Name	Project Location	Award Type	Federal Share	Local Share	Total Award
SEA-16-01	Douglas ARC	Cutaway with Lift - 9 Passenger	Douglas	Capital	\$56,700	\$6,300	\$63,000
SEA-16-02	Easter Seals Blake Foundation CLS Safford	Minivan No Ramp	Safford	Capital	\$22,500	\$2,500	\$25,000
SEA-16-03	SEACRS, Inc	Expansion Minivan - No Ramp	Nogales	Capital	\$22,500	\$2,500	\$25,000
SEA-16-04	Santa Cruz Training Program, Inc.	Minivan with Ramp	Nogales	Capital	\$36,000	\$4,000	\$40,000
SEA-16-05	Santa Cruz Training Program, Inc.	Cutaway with Lift - 9 Passenger	Nogales	Capital	\$56,700	\$6,300	\$63,000
SEA-16-06	Santa Cruz Training Program, Inc.	Cutaway with Lift - 9 Passenger	Nogales	Capital	\$50,400	\$12,600	\$63,000
SEA-16-07	SEAGO	Regional Mobility Manager	Region-wide	Mobility Management	\$125,000	\$31,250	\$156,250
SEA-16-08	SEAGO	Pilot Regional Training Program	Region-wide	Mobility Management	\$150,000	\$37,500	\$187,500
SEA-16-09	Easter Seals Blake Foundation - SAGE Graham County	Minivan No Ramp	Graham County	Capital	\$22,500	\$2,500	\$25,000
SEA-16-10	Easter Seals Blake Foundation - SAGE Greenlee County	Cutaway with Lift - 9 Passenger	Greenlee County	Capital	\$56,700	\$6,300	\$63,000
SEA-16-11	SEACRS, Inc	Cutaway with Lift - 14 Passenger	Sierra Vista	Capital	\$58,500	\$6,500	\$65,000
SEA-16-12	SEACRS, Inc	Cutaway with Lift - 14 Passenger	Nogales	Capital	\$58,500	\$6,500	\$65,000
SEA-16-13	Easter Seals Blake Foundation - SAGE Graham County	Transit Program Operating Funds	Graham County	Operating	\$40,000	\$40,000	\$80,000
SEA-16-14	Easter Seals Blake Foundation - SAGE Greenlee County	Transit Program Operating Funds	Greenlee County	Operating	\$5,000	\$5,000	\$10,000
SEA-16-15	Santa Cruz Training Program, Inc.	Transit Program Operating Funds	Nogales	Operating	\$20,000	\$20,000	\$40,000
SEA-16-16	Senior Citizens of Patagonia, Inc	Transit Program Operating Funds	Patagonia	Operating	\$8,000	\$8,000	\$16,000
SEA-16-17	Southeastern Arizona Community Action Program, Inc.	Transit Program Operating Funds	Safford	Operating	\$35,000	\$35,000	\$70,000
SEA-16-18	Volunteer Interfaith Caregiver Program	Transit Program Operating Funds	Sierra Vista	Operating	\$30,000	\$30,000	\$60,000
Total FY15 Awards					\$854,000	\$262,750	\$1,116,750

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
2017													

SEAGO REGION
2016 - 2020 Draft TIP Amendment #7
Approved By: TAC - 7/21/16 Administrative Committee - Executive Committee-

SVS16-01	City of Sierra Vista	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
TOTAL FOR 2017										\$37,720	\$2,280	\$40,000
2018												
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
TOTAL FOR 2018										\$1,191,096	\$71,966	\$1,263,062
5-YEAR PROGRAM TOTAL										\$1,228,816	\$74,246	\$1,303,062

SVMPO TRANSIT PROJECTS									
ID#	Sponsor	Project Description	Type of Work	Fed Aid Type	Apportionment Year	ALI CODE	Federal Funding	Local Match	Total Cost
SVMPO 16-01	City of Sierra Vista	General Development/Comprehensive Planning	Planning	5307	2015/2016	44.22	\$77,872	\$19,469	\$97,341
SVMPO 16-02	City of Sierra Vista	Transit Operations 50/50	Operations	5307	2015/2016	30.09.01	\$492,236	492,256	\$984,472
SVMPO 16-03	City of Sierra Vista	Construction - Bus Pullouts	Capital	5307	2015/2016	30.09.01	\$51,040	\$12,760	\$63,800
SVMPO 16-04	City of Sierra Vista	Acquire - Bus Passenger Shelters	Capital	5307	2015/2016	11.33.02	\$6,000	\$1,500	\$7,500
SVMPO 16-05	City of Sierra Vista	Preventive Maintenance	Capital	5307	2014/2015	11.7A.00	\$239,301	\$59,826	\$299,127
SVMPO 16-06	City of Sierra Vista	Fleet Fuel Software	Capital	5339	2015/2016	11.62.20	\$161,600	\$40,400	\$202,000
Totals FY 2015/2016							\$1,028,049	\$626,211	\$1,654,260

SEAGO FY 2016 5310 Awards							
Project ID	Project Sponsor	Project Name	Project Location	Award Type	Federal Share	Local Share	Total Award
SEA-17-01	Easter Seals Blake Foundation - Greenlee Community	Minivan with Ramp to replace VIN 1323	Clifton	Capital	\$39,237	\$4,360	\$43,597
SEA-17-02	Easter Seals Blake Foundation - Graham City Work	Minivan with Ramp to replace VIN 2620	Safford	Capital	\$39,237	\$4,360	\$43,597
SEA-17-03	SEACRS, Inc	Minivan with Ramp to replace VIN 5556	Sierra Vista	Capital	\$39,237	\$4,360	\$43,597
SEA-17-04	SEACRS, Inc	Cutaway with Lift - 14 Passenger to replace VIN 2427	Sierra Vista	Capital	\$56,677	\$6,297	\$62,974
SEA-17-05	Senior Citizens of Patagonia, Inc	Minivan with Ramp Expansion for Sonoita/Elgin	Patagonia	Capital	\$39,237	\$4,360	\$43,597
SEA-17-06	Horizon Health and Wellness	Minivan with No Lift to replace VIN 9862	Sierra Vista	Capital	\$25,290	\$2,810	\$28,100
SEA-17-07	SEAGO	Regional Mobility Manager	Region-wide	Mobility Management	\$135,000	\$33,750	\$168,750
SEA-17-08	SEAGO	Regional Training Program	Region-wide	Mobility Management	\$100,000	\$25,000	\$125,000
SEA-17-09	Easter Seals Blake Foundation - Graham City Work	Minivan with Ramp to replace VIN 1325	Graham County	Capital	\$39,237	\$4,360	\$43,597
SEA-17-10	Easter Seals Blake Foundation - Greenlee Work	Minivan with Ramp to replace VIN 1324	Greenlee County	Capital	\$39,237	\$4,360	\$43,597
SEA-17-11	Easter Seals Blake Foundation - SAGE Graham County	Transit Program Operating Funds	Graham County	Operating	\$40,000	\$40,000	\$80,000
SEA-17-12	Easter Seals Blake Foundation - SAGE Greenlee County	Transit Program Operating Funds	Greenlee County	Operating	\$5,000	\$5,000	\$10,000
SEA-17-13	Santa Cruz Training Program, Inc.	Transit Program Operating Funds	Nogales	Operating	\$10,000	\$10,000	\$20,000
SEA-17-14	Senior Citizens of Patagonia, Inc	Transit Program Operating Funds	Patagonia	Operating	\$8,000	\$8,000	\$16,000

SEAGO REGION
 2016 - 2020 Draft TIP Amendment #7
 Approved By: TAC - 7/21/16 Administrative Committee - Executive Committee -

SEA-17-15	Volunteer Interfaith Caregiver Program	Transit Program Operating Funds	Sierra Vista	Operating	\$40,000	\$40,000	\$80,000
Total FY16 Awards					\$655,389	\$197,017	\$852,406

SVMPO FY 2016 5310 Awards							
Project ID	Project Sponsor	Project Name	Project Location	Award Type	Federal Share	Local Share	Total Award
SVMPO-17-16	Horizon Health and Wellness Inc.	ADA Accessable Ford Transit to Replace VIN 14-08	Sierra Vista	Capital	\$48,875	\$5,431	\$54,306
Total FY16 Awards					\$48,875	\$5,431	\$54,306



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: AUGUST 10, 2016
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 3, 2016	November 16, 2016* Santa Cruz County
February 9, 2017*	February 24, 2017* Cochise County
May 4, 2017	May 19, 2017 Graham County
August 3, 2017	August 18, 2017 Greenlee County

** The November Executive Board meeting is being rescheduled to avoid a conflict with the State Transportation Board meeting in Safford – please note the meeting will begin at 9:00 a.m.; the February 2017 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)
September 29, 2016
December 1, 2016
March 30, 2017
June 1, 2017

Attachments: None.

Action Requested: Information Only Action Requested Below:



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: AUGUST 10, 2016

SUBJECT: IMPLEMENTATION OF STRATEGIC PLAN GOALS – 2017 RETREAT

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: 100% Complete

Goal 1, Tactic B - Procure Professional Grant Writing Services: Tasks 1, 2, 3 and 4 are now 100% complete.

Goal 1, Tactic C - Prepare and submit a Regional Technical Services Center Grant Application: This Tactic will not begin until a viable funding opportunity is identified.

Goal 1, Tactic D - Assist Member Entities in Developing Local Economic Development Strategies: Tasks 1, 2, 3 and 4 are now 100% complete with the completion of the Comprehensive Economic Development Strategy 2016-2020.

Goal 1, Tactic E - Conduct Feasibility Analysis of Consolidated Regional Human Services: We anticipate that this Tactic will be initiated in fiscal year 2017.

Goal 2, Tactic A - Expand Current Public Information and Outreach Activities in Regional Newspapers: 100% complete, and outreach is ongoing.

Goal 2, Tactic B - Same as Goal 1, Tactic A; See above.

Goal 2, Tactic C - Begin Using Member Entities as a Resource to Increase public Awareness: 100% complete.

Goal 3, Tactic A - Same as Goal 1, Tactic B; See above.

Goal 3, Tactic B - Same as Goal 1, Tactic C; See above.

Goal 3, Tactic C - Same as Goal 1, Tactic D; See above.

Goal 3, Tactic D - Same as Goal 1, Tactic E; See above.

Goal 3, Tactic E - Expand and Market Program Services to Advance Sustainability and Reduce or Eliminate Use of Fund Balance: We anticipate that this Tactic will be initiated in fiscal year 2017.

As you can see, we are making progress. And it's also time to begin discussing our next strategic planning retreat. Our plan calls for an update after two years, and our last retreat was held in January 2015. Attendance at our 2015 retreat was relatively light due to a conflict with a County Supervisors' Association Legislative Summit at that time. I can work toward setting up our retreat in January 2017 and coordinate with CSA to see if a conflict can be avoided, or I can look for another date later in the year if there's consensus for that. We can also discuss funding for the retreat and how we might make the event more conducive for broad participation in 2017.

At their meeting on August 4th, the Administrative Council indicated that I should work with CSA to avoid any conflicts and attempt to schedule the retreat in January 2017. They were also comfortable budgeting up to \$5,000 of fund balance for the retreat.

Attachments: None

Action Requested: Information Only Action Requested Below:



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: AUGUST 10, 2016

SUBJECT: EXECUTIVE BOARD REPORTS

I am trying my best to implement our strategic plan and find ways to make SEAGO a relevant, sustainable, highly performing agency with deep stakeholder involvement. I cannot be successful in doing so without your help.

As most of you probably know, the Executive Board requested that I prepare a monthly report outlining recent activities and current events at SEAGO, as a way to keep the Board better informed and engaged. I have been complying with the Board's request since June of 2015. Often my reports solicit comments on various items, but to date, I've not received any, despite the fact that I have been careful to ask that any responses be delivered to me individually (not 'Reply All') out of respect to the Open Meeting Law.

Initially, I thought there were no issues with the items being reported, and hence the reason for no responses to my invitations to comment. However, as demonstrated by the fate of the Regional Grant Services proposal, this was clearly a flawed assumption and it's clear that I must now follow up on these items with you to ensure I get the feedback needed to move forward with confidence. Below are a few previously reported items I have sought comments on and warrant some discussion and feedback:

1) 19th Annual Rural Transportation Summit

I have been requesting your opinions on this item since my February 2016 report. SEAGO has agreed to host the 19th Annual Rural Transportation Summit. We anticipate the Summit will take place October 18 – 20 of 2017. As previously reported, I have examined the possibility of holding the summit in Safford, Rio Rico and Sierra Vista.

The possibility of holding the event in the Gila Valley is remote due to insufficient lodging space in the immediate vicinity of the conference facilities in Safford. This would mean attendees would be required to stay in overflow hotels in Thatcher, and due to the lack of public transportation options in the valley, a charter shuttle service would be required (at additional costs), to move attendees between these hotels and the conference facilities. In addition, the golf course and other places of interest are a considerable distance from the conference facilities.

Much to my surprise, I found similar conditions at the Rio Rico Resort. Unlike what I had thought, there are insufficient rooms available at the resort to house all of the conference attendees and shuttle service would be required to move attendees between overflow hotels in Nogales and the conference facilities. While this resort does have superior conference space and fabulous vistas when compared to the other locations I have checked, I was also surprised to learn that the golf course and other places of interest are a considerable distance from the conference facilities.

Holding the event in Sierra Vista remains a strong possibility. The Sierra Vista Metropolitan Planning Organization has volunteered to partner with SEAGO in planning the Summit and this

would relieve a considerable burden from SEAGO staff in planning the event. The Windemere Conference Center is directly across the highway from three fairly new overflow hotels. The Pueblo Del Sol country club is only about a mile south of the conference center. Entertainment is nearby, and Vista Transit is available in the event we need to plan outings for the more adventurous.

The Administrative Council did not express any reservations to moving forward in partnership with SVMPO to hold the Rural Summit in Sierra Vista.

2) MAG Interactive Map Viewer

In May's report, I mentioned an opportunity for the SEAGO region to tap into the capacity of the Maricopa Association of Governments at no cost. MAG's Interactive Map Viewer consists of a demographic viewer, employment viewer and a number of functions that are valuable to communities performing traffic modeling, preparing grant applications and performing other government related work. The demographic viewer and employment viewer are open for public use, but currently, the employment viewer only contains data for Maricopa and Pinal Counties.

MAG has volunteered to purchase a statewide data base of employers from Dunn and Bradstreet. They would provide the data and would load it into the employment viewer to make that function available statewide. They would do so on the condition that we clean up the data to eliminate businesses that have gone out of business or changed locations. This would require the cooperation of the cities, towns and counties in our region as we would need someone with access to their business licensing database to perform this work. If we are able to find a funding source for the Regional Technical Services Center, we may be able to provide a staff member to work with your communities on cleaning up the data. Links to the viewers were provided in the May and June reports.

The Administrative Council expressed interest in having a demonstration of the MAG viewer at their November meeting and a willingness to assist cleaning up the Dunn and Bradstreet data.

3) Regional Technical Services Center

As mentioned in May's report, I have designed a survey tool to poll the member entities on which technical services would be most valued in a Regional Technical Services Center so we can focus on offering those services first. Once those services are in place and producing results, we could add other services over time. A brief message to the Administrative Council containing a link to the survey was distributed June 27th and redistributed ten days later. The survey is only one page with two questions and required only a few minutes to complete. The survey was open for approximately 30 days to gather responses, but will be closed by the time of your meeting. As of the present, I have received 10 responses, and will provide an updated number at the meeting.

The Administrative Council encouraged me to do whatever is necessary to move forward with establishing the RTSC based on the survey data.

Attachments: None

Action Requested: Information Only Action Requested Below:



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CINDY OSBORN, ACCOUNTS MANAGER
DATE: AUGUST 10, 2016
SUBJECT: FINANCE REPORT

A preliminary Statement of Revenues and Expenditures for the period July 1, 2015 through June 30, 2016 is attached. I will attempt to answer any questions you may have regarding the finance report at the meeting.

Attachments: Preliminary FY16 Statement of Revenues and Expenditures

Action Requested: Information Only Action Requested Below

SEAGO
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 7/1/2015 Through 6/30/2016
(In Whole Numbers)

- Preliminary -

		YTD Actual	Total Budget	Percentage of Budget Used
Revenue				
General Fund	101	(17,048)	(45,500)	37.46%
Agency Response	301	43,492	53,242	81.68%
Community Development Block Grant	302	138,766	128,282	108.17%
Economic Development	303	110,107	110,357	99.77%
Housing	305	72,255	88,665	81.49%
Environmental Quality	306	2,624	5,700	46.03%
Elderly Transit	307	18,018	20,000	90.09%
Public Transit	308	15,913	20,000	79.56%
State Planning & Research	309	133,894	156,250	85.69%
Area Agency on Aging	310	341,479	376,032	90.81%
Regional Mobility Management	311	161,320	182,247	88.51%
Traffic Count	312	30,508	51,042	59.76%
RMM Training	314	139,226	231,783	60.06%
Regional Strategic Highway Safety Plan	315	69,360	350,000	19.81%
Route Study	316	46	0	0.00%
Total Revenue		1,259,960	1,728,101	72.91%
Expenses				
Agency Response	301	33,148	53,242	62.25%
Community Development Block Grant	302	107,592	118,282	90.96%
Economic Development	303	110,107	110,357	99.77%
Housing	305	72,255	83,620	86.40%
Environmental Quality	306	2,624	5,700	46.03%
Elderly Transit	307	18,018	20,000	90.09%
Public Transit	308	15,913	20,000	79.56%
State Planning & Research	309	133,894	156,250	85.69%
Area Agency on Aging	310	335,782	367,932	91.26%
Regional Mobility Management	311	161,320	182,247	88.51%
Traffic Count	312	30,508	51,042	59.76%
RMM Training	314	139,226	231,783	60.06%
Regional Strategic Highway Safety Plan	315	69,360	350,000	19.81%
Route Study	316	46	0	0.00%
Total Expenses		1,229,794	1,750,456	70.26%
Balance		30,166	(22,355)	(134.94)%



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR

FROM: LARRY CATTEN

DATE: AUGUST 10, 2016

SUBJECT: RECENT EDD ACTIVITY AND FY 2017 SCOPE OF WORK

Recent Activity

Since the May 4th Administrative Council meeting, the priority of SEAGO staff has been to complete the 2016 – 2020 Comprehensive Economic Development Strategy (CEDS) and submit the document to the Economic Development Administration prior to June 30, 2016. As previously reported, the CEDS was submitted to the EDA on June 30, and on July 11 SEAGO received a letter from EDA Economic Development accepting the CEDS and complimenting the document as “very comprehensive” and “a valuable economic planning tool for communities in your region.”

In addition to completing and submitting the CEDS, the following is a listing of the most significant SEAGO economic development activity for the past three months:

Activity	Discussion
Submitted 2016 EDA Partnership Planning Grant	The grant application, in the amount of \$75,000, was submitted on June 10, 2016. The notice of award was posted on July 22, 2016. We are awaiting a hard copy of the award in order for Randy Heiss to execute all award documents.
Meeting with Jacob Macias, EDA Economic Development Representative	On June 1, 2016, Randy Heiss and Larry Catten met with Jacob Macias in the SEAGO office. Mr. Macias spoke favorably about SEAGO’s economic development initiatives and activities, and meeting EDA’s documentation and reporting requirements. The meeting focused on possible EDA Grant opportunities in the SEAGO Region
SEAGO representation at Benson City Planning and Zoning and City Council meetings	Larry Catten has represented SEAGO in numerous Benson City P&Z and City Council public hearings and meetings regarding the Villages at Vigneto project. In many of the meetings Mr. Catten has publically represented the SEAGO Executive Board Resolution in support of the project, and support for the Benson City Council and staff in their due diligence relative to the project.
SEAGO representative appointment to the Douglas Municipal Airport Master Plan and Airport Business Plan Committee	The first meeting of the committee was June 7, 2016. SEAGO will provide input for the Airport Business Plan portion of the airport master plan.

Gila Valley Economic Development Corporation (GVEDC) Strategic Plan	SEAGO previously provided GVEDC with a draft RFP for consultants to assist GVEDC with the development of a strategic plan. SEAGO also assisted GVEDC in assessing the RFP responses and in the selection of ESI Corp. as the strategic planning consulting firm. SEAGO will continue to work closely with GVEDC throughout the strategic planning and implementation process.
Cochise County Economic Development Practitioners Meeting	SEAGO continues to sponsor and organize the bi-monthly meeting of economic development practitioners in Cochise County. The most recent meeting was held at the SEAGO office on June 16, 2016.
Year End Report to EDA	On July 19, 2016, SEAGO submitted the requisite EDA Year End Report indicating all SEAGO activities in compliance with the 2010 – 2015 CEDS and the FY 2015 Scope of Work.

FY 2017 Scope of Work

As a requirement of the SEAGO application for the EDA Partnership Planning Grant, an annual “Scope of Work” was also submitted to, and accepted by the EDA. While many activities are indicated in the Scope of Work, the following is a list of primary activities:

1. Organize a SEAGO Economic Development Advisory Council to begin and sustain a region-wide economic development organizational structure that will 1) provide a forum for interaction between the Region’s economic development practitioners, 2) create an opportunity for cross pollination of ideas and resources, and 3) provide consistent and current regional and local direction and resources for the activities and initiatives of the SEAGO Economic Development Planner.
2. Extensive research of regional and community economic grant opportunities. SEAGO will explore public and private grant sources, and work with communities interested in pursuing an identified grant.
3. Create and promote a SEAGO EDD website that will link to all local, regional, and state-wide economic development data sources. This economic development linkage will be a valuable tool for employer retention and attraction in the region.
4. Continue involvement with county travel councils, and explore developing a forum for the various travel councils to meet, share information, and coordinate activities
5. Find funding for and initiate an asset/business cluster inventory for each county in the region. If successful, the analysis can be utilized for developing and engaging business initiatives that focus on existing businesses in the region and business cluster opportunities.
6. With input from the Economic Development Advisory Committee, identify economic development training needs in the region and develop training forums to address those needs.

I have attached a full copy of the FY 2017 Scope of Work submitted to the EDA and will look forward to answering any questions you may have at the meeting.

Attachments: FY 2017 EDA Scope of Work

Action Requested: Information Only Action Requested Below:

ECONOMIC DEVELOPMENT ADMINISTRATION
SEAGO ECONOMIC DEVELOPMENT DISTRICT (SEDD)

PARTNERSHIP PLANNING GRANT

SCOPE OF WORK

FY 2017

Consistent with the 2016 – 2020 CEDS, the SouthEastern Arizona Governments Organization (SEAGO) will undertake, but not be limited to, the following activities:

Community and Regional Planning Development

1. Subject to SEAGO Executive Board approval and authorization, create a SEAGO Economic Development District (EDD) Economic Development Advisory Council. It is the intent that this Advisory Council will 1) provide a forum for interaction between the Region’s economic development practitioners, 2) create an opportunity for cross pollination of ideas and resources, and 3) provide consistent and current regional and local direction and resources for the activities and initiatives of the SEAGO Economic Development Planner. The tasks to accomplish this scope of work includes:
 - a. Develop a comprehensive list of public and private economic development practitioners in the Region.
 - b. Discuss the concept with identified economic development practitioners, and develop a consensus of a recommended scope and role for the Advisory Council.
 - c. Prepare a comprehensive plan for the scope and role of the Advisory Council and the frequency of meeting for presentation to the SEAGO Executive Board
 - d. Develop all documents necessary to accomplish SEAGO Executive Board approval and authorization of the SEAGO Economic Development District (EDD) Economic Development Advisory Council.

2. Extensively research potential public and private grant opportunities that can be utilized by SEAGO to advance the CEDS 2016 – 2020 Strategic Goals, and/or can be utilized by the SEAGO member entities to advance regional or local economic development initiatives. Provide information to member entities regarding grant funding opportunities, provide assistance in grant writing.

3. Continue initiatives and activities to provide regular economic development updates and information to the respective community newspapers in the SEAGO Region.
4. Serve on the board for the Cochise County Travel Council, and the Greenlee County Travel Council to assist in developing and implementing tourism enhancement strategies, and identify ways and means that SEAGO can provide direct assistance to tourism enhancement initiatives.

Economic Development Partnerships

1. In collaboration with Arizona@Work, the Maricopa Association of Governments and the SEAGO member jurisdictions, develop a SEAGO website that will link relevant regional economic development and workforce data sources for easy access by the member jurisdictions and any parties that may have interest in the information.
2. Develop strong working relationships with local, regional, state, and national economic development entities that add value to the economic development activities of the SEAGO EDD, and participate in meetings and initiatives of said entities that will enhance the working relationships, and will assist SEAGO in its economic development initiatives, projects, and programs. Partnerships to be developed and for which SEAGO will attend relevant partnership meetings includes, but is not limited to:
 - a. National Association of Development Organizations
 - b. Arizona Commerce Authority
 - c. Arizona Association for Economic Development
 - d. Southern Arizona Economic Development Group
 - e. Arizona Regional Economic Development foundation
 - f. Local Chambers of Commerce
 - g. Southern Arizona Economic Development Group
 - h. Gila Valley Economic Development Corporation
 - i. iBisbee
3. Develop strong working relationships with local and state organizations that will promote the economic growth of the SEAGO Region by attracting more visitors to the Region and encourage longer stays in the Region. Participate in the meetings and initiatives of said organizations that have an identifiable tourism nexus to economic growth in the Region.
4. Develop an outreach program that engages member entities to actively participate in round-table discussions, information sharing, pooling of resources, networking, and training activities for the public and private sector, which enhances professionalism and appeals to the public.
 - a. Continue to sponsor a bi-monthly Cochise County Economic Development Professional's meeting for all economic development professionals to:
 - i. Familiarize all parties of the economic development programs/projects of other communities within the County.
 - ii. Create a cooperative environment by and between all parties and communities
 - iii. Encourage cross-pollination of ideas and resources.
 - iv. Identify areas of cooperation, collaboration, and partnership on economic development initiatives, programs, and projects.

- b. Sponsor a quarterly regional meeting of the tourism council executive boards/directors for the purpose of coordinating tourism efforts and cross pollination of ideas and resources.
5. Assist the Gila Valley Economic Development Corporation in developing a strategic economic development plan for Graham County.
6. Develop a relationship with the San Carlos Apache Reservation Economic Development Professional, and explore/implement possible economic development partnership opportunities.
7. Continue collaboration with the Arizona Department of Transportation, Federal Highway Administration, and State Transportation Board, on funding the expansion of SR 189. The development of the SR189 highway is a critical transportation element to increase cross border trade benefiting the City of Nogales, Santa Cruz County, and the entire Sun-Corridor.

Technical Assistance

1. Identify business clusters in the SEAGO Region along with business clusters in Sonora, Mexico that are near the border between Mexico and the SEAGO Region.
2. Identify and work to maximize business growth and business attraction opportunities that may result from business clusters in the SEAGO Region.
3. Identify business incubator opportunities in the SEAGO Region, and ways to fund the development and sustained management of potential business incubators. This activity includes thorough investigation of the potential for a border related business incubators in Nogales and Douglas
4. Provide technical and partnership development support to the City of Douglas effort to construct a new commercial port-of-entry in Douglas.
5. Provide requested technical assistance and SEAGO support to the City of Benson, and the Southeastern Arizona Economic Development Group, relative to a substantial master planned housing and commercial development project in the city of Benson.

Training & Workshops

1. Develop a Regional and local training program that includes the following:
 - a. In collaboration with regional educational institutions, small business development centers, local chambers of commerce, workforce development providers, SEAGO member jurisdictions, the SEAGO Economic Development District (EDD) Economic Development Advisory Council, and business leaders, identify and prioritize a list of training needs throughout the Region.
 - b. After regional training needs have been identified and prioritized, develop training program, courses and schedules.
 - c. Working with the above noted collaborators, implement the training programs to be conducted throughout the remainder of the year.

8. For businesses in the SEAGO Region as well as businesses in Nogales, Sonora, Agua Prieta, Sonora, and Cananea, Sonora, promote the internet business network, Building an International Economic Network (BIEN,) developed by the Maricopa Association of Governments, and train businesses on how to utilize the business to business platform. The initiative will include the following:
 - a. Identify potential partners in the Sonora, Mexico cities of Nogales, Agua Prieta, and Cananea for the purpose of providing BIEN training in those communities.
 - b. Regional presentations of BIEN will be scheduled for the following:
 - i. Training in Graham County in partnership with the Gila Valley Economic Development Corporation, Graham County Chamber of Commerce, and Eastern Arizona College Small Business Development Center.
 - ii. Training in Cochise County in partnership with the City of Sierra Vista, Sierra Vista Chamber of Commerce, Benson Chamber of Commerce, Willcox Chamber of Commerce, Douglas Chamber of Commerce, Sierra Vista Hispanic Chamber of Commerce, Douglas Hispanic Chamber of Commerce, Southeastern Arizona Economic Development Group, and Cochise College Small Business Administration.
 - iii. Training in Greenlee County in partnership with the Greenlee County Chamber of Commerce, Greenlee County Tourism Council, and Eastern Arizona College Small business Development Center.
9. In partnership with County Emergency Management Managers/Directors develop a curriculum, and business training schedule, for business resiliency and survival training in the event of a natural or other disaster.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: AUGUST 10, 2016
SUBJECT: TRANSIT REPORT

The following is a brief update involving our transit and Mobility Management Programs:

REGIONAL MOBILITY MANAGEMENT

SEAGO has developed a website specifically dedicated to linking the public and human services providers to transportation resources within the region. The website is <http://www.azmobility.org>.

SEAGO is responsible for regional coordination of the Arizona Department of Transportation's Coordinated Mobility Grant Program process. SEAGO provided technical assistance and training to eligible applicants throughout the grant process. The SEAGO region did very well in the award process. A total of \$916,914 was awarded to our regional transportation providers and mobility management programs. In 2015, they provided nearly 425,000 rides to seniors (65 years and over), individuals with disabilities of all ages, veterans, and members of the general public that have no transportation options.

A transportation coordination group (Willcox Healthy Communities) has been developed in Willcox through a partnership with the U of A Cooperative Extension and Cochise County Health and Social Services. The goal of the group is to find a transportation solution for the Willcox area. The group has grown to include over 20 members. As a first step, SEAGO will be using Legacy Funding to develop a community transit needs survey for Willcox and Northeast Cochise County. If the survey demonstrates a need, SEAGO will work with the City and the Coordination Group to submit a FTA Section 5304 Transit Feasibility Study grant application in the November cycle and/or a Planning Assistance Grant for Rural Areas (PARA) in the March/April cycle.

REGIONAL 5310 PILOT TRAINING PROGRAM

SEAGO was awarded a Coordinated Mobility Grant of \$150,000 to continue our training program for FY16. SEAGO has partnered with Sun Corridor MPO, CAG, and NACOG to deliver the program statewide. WACOG has reached out to SEAGO and wishes to partner in 2017.

SEAGO and our consultant, M. Greene Planning & Resource Development have developed workshops involving Developing a Budget, Grant Writing, Grant Management, Data Collection, and Asset Management. Our Coordinated Mobility Training Plan that details the workshop curriculum can be found at: <http://seago.org/?q=regional-mobility-management-0>.

Attendance and feedback has been outstanding. SEAGO has averaged 26 attendees per class offered and approximately 94% of the attendees have indicated that following the workshop: "they had

the capacity to implement strategies outlined in the workshop". Full post-workshop reports can be found at: <http://www.azmobility.org/#!/resources/cd4v>.

5311 PROGRAMS

SEAGO is a member of the Benson, Bisbee, Douglas and Sierra Vista Transit Advisory Committees. SEAGO has participated in all meetings scheduled by these agencies.

SEAGO has been a very active participant in the Graham County Transit Feasibility Study. SEAGO has participated in the development of a Dial-A-Ride plan that utilizes existing regional resources and enables a lower-cost alternative to a fixed route system. The final report was completed on April 18, 2016. The feasibility report can be accessed at:

<https://www.dropbox.com/s/vkcj08licr6v9h5/Graham%20County%20Transit%20Feasibility%20Study%20Final%20Report%204-16.pdf?dl=0>

On March 31, 2016, the Admin and Executive Committees approved accepting a 5304 Planning Grant and approved SEAGO to develop an RFP and select a consultant to assist with plan development. SEAGO has published an RFQ and responses are due back August 4, 2016. SEAGO's goal is to begin the study by August 21, 2016. The ADOT grant must focus on development of an Intercity Route Study that connects the public bus systems of Douglas, Bisbee, and Sierra Vista. SEAGO is going to apply approximately \$15,000 in Legacy Grant funds to expand the study to include a Benson to Sierra Vista component. If these routes are found feasible, SEAGO will be applying approximately \$180,000 of Legacy Grant Funding to support a three-year pilot intercity connection.

TAP Royal a subsidiary of TAP (a major bus service provider in Mexico) has joined the Technical Advisory Committee for the feasibility study. TAP Royal currently provides bus service from Nogales to Tucson and Phoenix. They are interested in expanding their service to include a Nogales to Sierra Vista to Benson to Tucson intercity route.

I will be glad to answer any questions you may have at the meeting.

Action Requested:

Information Only

Action Requested Below



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR

FROM: CHRIS VERTREES, TRANSPORTATION PLANNER

DATE: AUGUST 10, 2016

SUBJECT: SEAGO/SVMPO JOINT REGIONAL STRATEGIC HIGHWAY SAFETY PLAN

The following is an update on the progress of our SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan project since our May meeting:

1. We completed the **Local Agency Study Sessions** on the following dates and times.
 - May 24, 2016, 8:30 – 10:30, Graham/Greenlee Counties
 - May 24, 2016, 1:00–3:00, SVMPO & Safety Committee, 3:00–4:00 Bike/Pedestrian Advocates
 - May 25, 2016, 8:30 – 10:30, Santa Cruz County
 - May 25, 2016, 2:00 – 4:00, Cochise County

The meetings were attended by 47 people.

2. Our first **Public Meeting** was held at the Sierra Vista Public Library on July 13, 2016. **It was attended by 14 participants.**
3. The online **Safety Survey** has been developed and distributed. The survey can be accessed at <https://gci.mysocialpinpoint.com/seago#/>. It is also available at www.seago.org. **We will be keeping the survey up and available through September 30, 2016.**
4. Crash data available on the ADOT database has been collected for the January 2011 to December 2015 data period.
5. Outreach to law enforcement agencies to verify the data has begun via phone.

The following are next steps involving plan development:

1. Amend TIP and obtain revised Eligibility Letter to reflect added costs of site visits and additional public meetings.
2. Detailed analysis of crash data.
3. Additional crash data collection through law enforcement outreach.

4. Additional outreach and participation in Safety Survey.
5. Determine emphasis areas.
6. TAC Work Session at September TAC Meeting. .

I will be glad to answer any questions you may have at our meeting.

Attachments: None.

Action Requested:

Information Only

Action Requested Below:



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR

FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER

DATE: AUGUST 10, 2016

SUBJECT: AREA AGENCY ON AGING REGION VI UPDATES

SEAGO/Area Agency on Aging has sent out the SFY17 Subaward Renewal Offers based on allocation of funding from DES-DAAS.

Alert SFY17-3B State General Fund-Supplemental Payment Program Allocations was recently released, and it states that DES-DAAS has decided to terminate the Supplemental Payment Program (SPP), otherwise known as Direct Pay \$70 (DP7) Program. There are currently 83 clients in the entire State receiving a \$70 check to purchase housekeeping services in lieu of receiving a contracted housekeeping service. Currently, we have six of these clients in Region VI Area Agency on Aging. The final checks under this program will be disbursed by September 2016. Clients have been issued a letter from DES-DAAS and case managers are following up with those six clients in order to discuss this change and explain their options for obtaining housekeeping services. There were no appeal rights to this decision but clients get to decide if they want to receive contracted housekeeping services, and their respective case managers will handle the paperwork and submit to us for processing.

SEAGO/AAA in partnership with the Alzheimer's Association ended the fiscal year with the 2nd Annual Aging Conference which was held in Bisbee at the St. Patrick's Hall on June 10, 2016. This was a free, full-day event, and we had almost 60 participants and about 10 exhibitor tables. Our speakers informed the public about caring for someone with dementia through the stages, engaging persons with dementia, caring for the caregiver, long term care and advanced directives. SEAGO Executive Director Randy Heiss also made a presentation about SEAGO and the programs and services it provides in the four-county region. The Area Agency on Aging is willing and committed in continuing these conferences year after year in order to educate our residents in our communities and help raise awareness of aging issues.

August 2, 2016 was the SEAGO AAA's first Scam Jam which took place in Sierra Vista at the Canyon Vista Medical Center Wellness Depot from 1:00 to 4:00 P.M. DES-DAAS requires that SEAGO AAA host one Scam Jam per year and this was our first one. Ramona MacMurtrie spoke about how to protect yourself from fraud, scams, fake insurance, identity theft, internet scams, health care fraud and telemarketing fraud that frequently target baby boomers and older Arizonans.

Attachments: None.

Action Requested: Information Only Action Requested Below: