

**MEETING MINUTES OF THE SEAGO EXECUTIVE BOARD
EL CORRALITO RESTAURANT
414 NORTH CORONADO BLVD.
CLIFTON, AZ 85533
AUGUST 19, 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*) (*1ST Vice Chair*)

MEMBERS PRESENT: Barlow, Bill – Councilman, City of Tombstone
Doyle, John – Mayor, City of Nogales (by phone)
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 – Supervisor, Cochise County
Montoya, Luis – Vice-Mayor, Town of Clifton
Morales, Danny – Councilman, City of Douglas

GUESTS: Adam, Kevin – RTAC (by phone)
Gale, Kay – Greenlee County
McGaughey, Ian – Town of Clifton
O'Donnell, Patrick – Graham County Chamber of Commerce

STAFF PRESENT: Heiss, Randy – Executive Director
Merideth, John – Office Assistant
Vertrees, Chris – Transportation Manager
Villa, Laura – AAA Program Manager

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chairman Lindsey called the meeting to order at 10:05 a.m. and 2nd Vice Chair Gomez welcomed everyone to Clifton and thanked hosts Nora and Nick from El Corralito. Clifton Town Manager Mr. Ian McGaughey also welcomed everyone to Clifton. Chairman Lindsey then led the group in the Pledge of Allegiance.

II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)

Vice Mayor Montoya invited all to the upcoming Clifton Hill Climb. Councilman Ortega reported on the Safford skate park project which was largely made possible by the efforts of the community.

Mr. Heiss introduced Councilman Danny Morales, the new Executive Board representative for the City of Douglas. At this time remaining introductions were made.

Mayor Rivera mentioned the 10th Annual Gila Valley Salsa Fest which is scheduled for September 23rd and 24th. Councilman Lindsey mentioned the upcoming Rex Allen Days celebration in Willcox scheduled for October 1st. Councilman Morales invited all to the upcoming Fiesta Patrias in Douglas on September 16th and 17th at Raul Castro Park. Supervisor Gomez mentioned the Greenlee County Fair and mud drag scheduled for September 15-18. Supervisor English mentioned the Cochise County Fair scheduled for September 22-25 in Douglas.

III. CALL TO THE PUBLIC

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

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the May 20, 2016 Minutes.

Supervisor Ann English made a motion to approve the minutes of the May 20, 2016 Executive Board meeting with typographical errors corrected.

MOTION: Supervisor English
SECOND: Councilman Barlow
ACTION: **APPROVED UNANIMOUSLY**

2. Consideration of Nominee for Graham County Private Sector Representative

Mr. Randy Heiss introduced Mr. Patrick O'Donnell who has been nominated to fill the Graham County Private Sector Representative vacancy on the Executive Board.

Supervisor Smith made a motion to approve the nomination of Mr. Patrick O'Donnell as the Graham County Private Sector Representative to the SEAGO Executive Board.

MOTION: Supervisor English
SECOND: Mayor Rivera
ACTION: **APPROVED UNANIMOUSLY**

3. Consideration of an Employment Contract Between SEAGO and its Executive Director

Mr. Heiss discussed the status of his employment contract with SEAGO and responded to questions.

Mayor Rivera made a motion to approve the proposed three year Executive Director employment contract, retroactive to July 1, 2016, and give the Board Chairman the authority to sign the agreement.

MOTION: Mayor Rivera
SECOND: Vice-Mayor Montoya
ACTION: **APPROVED UNANIMOUSLY**

4. Consideration of the SEAGO Comprehensive Economic Development Strategy 2016 – 2020

In the absence of the Economic Development Planner, Larry Catten, Mr. Heiss presented the SEAGO Comprehensive Economic Development Strategy (CEDS) for 2016-2020, reporting it had been submitted to the Economic Development Administration and that feedback from the EDA has been very positive. Mr. Heiss further added that the EDA does not require formal approval of the CEDS, but mentioned SEAGO would qualify to apply for certain funding opportunities if the projects are included in a regional community or economic development strategy. Board Vice-Mayor Montoya asked that Mr. Heiss express to Mr. Catten their appreciation for a job well done.

Vice-Mayor Montoya made a motion to approve the SEAGO 2016-2020 CEDS.

MOTION: Vice-Mayor Montoya
SECOND: Supervisor Smith

Supervisor English discussed the portion of the CEDS which addresses weaknesses for Cochise County of which the first one is “lack of training of elected officials” and “lack of coordination of elected officials” and expressed her concern that such statements made by one individual most likely do not reflect the opinions of others and should not have been included in the document. Mr. Heiss agreed that there was a lack of context in that particular weakness and it could be revised in a future update of the document.

Supervisor Smith asked whether the document gets reapproved on a yearly basis and Mr. Heiss responded that the document does get updated annually to reflect changes but does not need approval again for another five years.

ACTION: APPROVED UNANIMOUSLY

5. Consideration of Resolution No. 2016-04

Mr. Chris Vertrees discussed the Federal Highway Administration requirement that SEAGO develop a Title VI Implementation and Public Participation Plan to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region. While ADOT will accept the meeting minutes as evidence of a governing board approval, the minutes of this meeting will not be considered for approval until November which is after the deadline for ADOT to submit the Title VI plan to FTA. Therefore, Resolution No. 2016-04 has been submitted for approval by the Board.

MOTION: Mayor Rivera
SECOND: Supervisor English
ACTION: APPROVED UNANIMOUSLY

6. Consideration of the 2016 – 2020 TIP Amendment #7

Mr. Vertrees presented the SEAGO 2016-2020 TIP Amendment #7 which was approved by the TAC at its July 21st meeting. The amendments are comprised of:

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.

Mr. Vertrees responded to questions. Councilman Morales made a motion to approve the 2016-2020 TIP Amendment #7 as recommended by the Administrative Council.

MOTION: Councilman Morales
SECOND: Mayor Rivera
ACTION: **APPROVED UNANIMOUSLY**

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss presented the proposed future meeting dates, stating that due to a conflict with the State Transportation Board the November meeting has been moved from November 18 to November 16. He further added that the start time would be 9:00 a.m. instead of the usual 10:00 a.m.

B. Strategic Plan Implementation Progress Report – 2017 Strategic Planning Retreat Date

Mr. Heiss provided an update on the implementation of strategic plan goals and responded to questions. He also discussed the Strategic Plan update which is planned for every two years, stating the Administrative Council felt that January was a good time to have the retreat and felt that using \$5,000 from general fund was reasonable for funding the retreat. There was further discussion about the possibility of combining the retreat with the February Administrative Council meeting.

C. Executive Board Report Items

Mr. Heiss discussed the monthly executive board reports that he provides and outlined several items:

1. 19th Annual Rural Transportation Summit – SEAGO, in partnership with SVMPO, will be hosting and planning the Summit. The Administrative Council did not express any reservations to moving forward in partnership with SVMPO to hold the Summit in Sierra Vista.

2. MAG Interactive Viewer – 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. MAG has volunteered to purchase a statewide database of employers from Dunn and Bradstreet on the condition that we clean up the data. The Board expressed interest in the proposal as well as having demonstrations in their local jurisdictions.

3. Regional Technical Services Center (RTSC) – a survey was developed to poll member entities on which technical services would be most valued in a RTSC in order to know which services to focus on first. He said 10 responses were received with the top item being professional grant writing services, followed by civil engineering, biologists, environmental services, and archeologists, with grant writing being ranked as the most important. The City of Sierra Vista has available resources and capacity for assisting with some of these services.

Mr. Heiss further reported that the Administrative Council was supportive of moving forward with the project.

D. Quarterly Finance Report

Mr. Heiss provided the quarterly finance report and responded to questions.

E. SEAGO Economic Development District Report

Mr. Heiss provided the Economic Development report and responded to questions.

F. Transit Report

Mr. Vertrees provided the Transit report and updates on efforts to find a transportation solution for the Willcox area. He also provided updates on the 5310 Pilot Training Program and 5311 Programs and responded to questions.

G. Strategic Regional Highway Safety Plan Update

Mr. Vertrees provided an update on the SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan project, stating the public meetings were attended by 46 people. He further outlined next steps involving plan development and responded to questions.

H. AAA Updates

Ms. Laura Villa discussed the SFY17 Subaward Renewal Offers, the termination of the Supplemental Payment Program (SPP), the second Annual Aging Conference in partnership with the Alzheimer's Association, and the AAA's first Scam Jam held at the Canyon Vista Medical Center Wellness Depot. Ms. Villa responded to questions.

VI. RTAC REPORT

Mr. Kevin Adam provided the Rural Transportation Advisory Committee report and responded to questions

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Mr. John Merideth discussed the redesign of the seago.org website, stating the new site would be mobile friendly and should go live in early September.

Ms. Villa discussed the upcoming 2017-2022 Area Plan and will be looking to get feedback via a survey from throughout the SEAGO region. She also stated that updates to the Resource Directories are nearing completion and would soon be posted to the SEAGO website.

VIII. FUTURE AGENDA ITEMS

Mr. Heiss reported that a resolution supporting port of entry staffing levels would be coming in November, as well as a demonstration of the MAG viewer.

I. ADJOURNMENT

Chairman Lindsey adjourned the meeting at 12:00 noon.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER
DATE: NOVEMBER 7, 2016
SUBJECT: NOMINATIONS TO THE ADVISORY COUNCIL ON AGING

On October 20, 2016 the Advisory Council on Aging (ACOA) made nominations for the following representatives to serve as members of the ACOA. A brief bio for each individual nominated is included as follows:

Arnold A. Lopez representing the Town of Thatcher: Mr. Lopez works for the town of Thatcher as a Journeymen Lineman and he has lived in Graham county most of his life. Mr. Lopez served the Arizona Army National Guard for a total of 26 years and has since retired. Mr. Lopez has served on the Safford City Council for the past four years, and through his public service has learned much about the community's needs and would like to do more to help seniors in the area.

Barbara Ahmann representing the Town of Clifton: Mrs. Ahmann was recently reelected to serve a second term as councilperson for the Town of Clifton. Mrs. Ahmann has taught pottery, painting and yoga for Eastern Arizona College. She is a board member of Greenlee County Chamber of Commerce and a member of the American League Auxiliary, Unit 28. This winter she was hired by AmeriCorps to organize the community Farmers' Market. Mrs. Ahmann was born in Philadelphia and grew up in the cradle of liberty, which instilled in her a spirit of patriotism and the belief that it is every person's responsibility to be involved for the betterment of their community.

Leslie F. Kramer representing Santa Cruz County unincorporated: Ms. Kramer lives in Sonoita and has had a private law practice for more than 35 years, emphasizing civil matters which include estate planning, probate and guardianship matters including court appointments to represent the elderly and investigate fraud and abuse allegations. Ms. Kramer was considered one of the leading advocates for the elderly in Wisconsin during the 1990's. Ms. Kramer looks forward to continue offering her expertise as attorney at law in Arizona and learning more about the Area Agency on Aging its programs and services.

Royce Hunt representing Graham County unincorporated: Mrs. Hunt has been the Executive Director for South Eastern Arizona Community Unique Services since 2007, which provides a variety of services to seniors in both Graham and Greenlee Counties. Royce serves on several boards which include: Chair Elect for United Way of Graham and

Greenlee Counties, Vice Chair on the Arizona Community Foundation of Gila Valley, Board of Directors for the Graham County University of Arizona Extension Office, and serves on the Graham County Community Partnership Panel for Freeport McMoRan Cohort, and the Graham County Chamber of Commerce Board serving as president during her last term. Royce believes that one person can and does make a difference.

Currently, the ACOA still has a vacancy representing the Town of Pima, and new vacancies representing the City of Tombstone and the City of Bisbee. If anyone knows of individuals interested in representing these areas on the ACOA, please ask for them to contact me and I would be glad to recommend them for nomination to the ACOA at our January meeting.

At their meeting on November 3rd, the Administrative Council unanimously recommended approval of all the nominations above as part of the Consent Agenda. There were ten members of the Administrative Council present in person, one member attending telephonically, and one member voting by proxy.

Attachments: None.

Action Requested: Information Only Action Requested Below

A motion to appoint Arnold A. Lopez to represent the Town of Thatcher, Barbara Ahmann to represent the Town of Clifton, Leslie F. Kramer to represent Santa Cruz County unincorporated, and Royce Hunt to represent Graham County unincorporated on the SEAGO Advisory Council on Aging.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: NOVEMBER 7, 2016

SUBJECT: PROPOSED SECTION 208 WATER QUALITY MANAGEMENT PLAN
CONSISTENCY AND PUBLIC REVIEW FEES

The current SEAGO Section 208 Water Quality Management Plan was adopted by the Executive Board on February 17, 2012. The previous SEAGO 208 Plan, adopted in 1994, was primarily an inventory of then-existing wastewater treatment facilities in the region and the 20-year capacity projections for those facilities. As new facilities were proposed or capacity projections needed modification, 'Consistency Reviews' were performed to determine if the proposed facilities were consistent with the 208 Plan. When proposed new facilities or expansions to increase capacity were not included in the 208 Plan inventory, these proposals frequently resulted in 'Plan Amendments' to update the regional plan. The plan amendment process was time-consuming, costly and of questionable value, and the requirement for a separate 208 amendment often resulted in a large amount of expended effort with little to no public participation because the project was already well publicized and approved through other processes.

The current 208 Plan introduced a new process, where the strategic plan and a Wastewater Treatment Options Table provide clear criteria for acceptable wastewater infrastructure development. For example, under the current Plan, a proposed new treatment facility or the expansion of an existing treatment facility will not trigger a plan amendment if it is found consistent with the goals and strategies in the 208 Plan. Only those proposed actions that are not found consistent with the Strategic Plan now require plan amendments.

A Consistency Review typically occurs during ADEQ's administrative review process of wastewater facility permit applications. Consistency reviews are required for individual on-site (septic) systems with combined design flow 24,000 gallons per day or more, proposed new wastewater treatment plants or other domestic sewage treatment facilities, significant modifications to existing wastewater treatment plants with no prior Consistency Review, and proposed subdivisions or phases thereof not previously permitted. Most consistency reviews require only a few hours or less to complete, but more complex proposals, or proposals that require additional information, research, or extensive analysis to determine if they are consistent can require much longer timeframes.

The 'Public Review' process fulfills federal requirements for public participation established in 40 CFR Part 25, and gives the public an opportunity to learn about potential wastewater treatment facility development and express their concerns during the permit application review. Public review is required for proposed new wastewater treatment plants, expansion

of an existing wastewater treatment plant onto new property, a new AZPDES discharge location, a new or modification of an existing service area or planning area, any project that SEAGO or ADEQ deems to be potentially controversial, or for any 208 Plan amendments. The type of public review varies based on public interest. The minimum level of public review takes place during a 30-day public notice and comment period. If public interest is apparent based on response during the 30-day public notice and comment period, a formal public hearing may be held. This will extend the public review process by a minimum of 45 days and will require expanded public notice requirements.

The annual amount of planning funds available to SEAGO from ADEQ in FY 2017 is \$5,400.00. A privately-owned project currently undergoing consistency review has exhausted approximately 1/3 of our environmental program budget, has yet to receive a consistency determination, and public review must still be conducted. Large developments such as one being contemplated in the Benson area, and other developments mothballed during Arizona's economic downturn and now awaiting a rebound in the housing market will all require consistency reviews and public reviews under the current 208 Plan. While the current project is considered an outlier, it's only a matter of time before new developments in the region are approved, and in the interest of protecting our fund balance, it would be prudent to establish a fee schedule for Consistency and Public Reviews.

Attached is a first draft of a Consistency and Public Review fee schedule. In most cases, consistency reviews rarely require more than an hour or two to reach a determination. Since our new 208 Plan was adopted, all projects (excepting the one currently under review) were quickly found consistent and no projects to date have triggered the public review process. Under the current 208 Plan, it is anticipated that most public reviews of proposed wastewater treatment projects will not attract significant public interest and will be completed in 20 hours or less. But if we continue to operate the 208 Program without some form of fee schedule, we will remain exposed to unbudgeted use of fund balance if we become inundated with new development proposals, if we encounter projects inconsistent with our Plan, or if projects are perceived as having potentially adverse environmental consequences.

At their November 3rd meeting, the Administrative Council approved the proposed fee schedule with a vote of nine 'ayes', two 'nays' and one 'nay' by proxy. The motion was conditional on the 'Other Billable Costs' being covered by the funding from ADEQ if those funds are available. The members voting 'nay' felt the proposed fee schedule should be delayed until after the strategic planning retreat is held to give the Administrative Council, Executive Board, and staff an opportunity to examine if SEAGO should continue operating the Section 208 Water Quality Management Program. I will look forward to answering any questions at the meeting.

Attachments: Proposed Consistency and Public Review Fee Schedule

Action Requested: Information Only Action Requested Below:

A motion to recommend adoption of the proposed Consistency and Public Review Fee Schedule.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER
DATE: NOVEMBER 7, 2016
SUBJECT: RESOLUTION NO. 2016-05

In 2014, Congress allocated an additional 2,000 positions to the United States Customs and Border Protection (CBP) to address the already understaffed ports of entry along the nation's border. Additionally, ports of entry are experiencing increasing individual and commercial traffic, and demands on the understaffed ports of entry are continuing to grow.

The immediate consequence of the understaffed ports of entry in Arizona is growing congestion and delays at the ports, resulting in unnecessary safety and security risks, and a deterrent on the economic growth and stability that can be realized from more efficient cross border trade.

Despite the increased Congressional funding for 2,000 positions, CBP has been unsuccessful in filling the positions, and is essentially "treading water" in filling positions to keep pace with the CBP attrition rate. Many current CBP employees are working the maximum number of allowed overtime hours in the effort to compensate for the understaffing situation. In 2015 the Tucson Field office of CBP reached its maximum overtime allotment for permitted overtime for border personnel, and was forced to give part of its overtime budget back due to insufficient staff to utilize the overtime funds. As a result of the understaffing and the additional overtime work for CBP personnel, there are growing assertions of low employee morale at the ports of entry.

The primary obstacle for CBP's ability to fill the needed and funded positions is the lengthy hiring process, and the arduous polygraph procedure that dissuades applicants from even applying for CBP positions. The polygraph procedures employed by the Department of Homeland Security, are reportedly more rigorous than polygraph procedures employed by other public safety agencies in the federal government, and are disqualifying applicants who would otherwise pass polygraph procedures in other federal agencies. Under the federal system, if a CBP applicant fails the CBP polygraph test, they are also disqualified from employment at all other federal agencies. Consequently, many qualified candidates for CBP positions chose to forgo applying for CBP positions; understandably they feel that they are better off applying for other public safety positions in the federal government. This also results in a very real deterrent to military veterans who have returned from tours of duty in the War on Terrorism and are in need of employment. They simply elect to apply for other public safety positions in the federal government rather than CBP positions.

Resolution 2016-05 parallels a resolution passed by the Nogales City Council expressing the economic and security importance of efficiency at the Arizona ports of entry, support for increased

staffing at the Nogales ports of entry, and advocating for a CBP hiring standard that is consistent with other federal enforcement agencies. The resolution also serves as support for a recent letter from Senator Jeff Flake to the Department of Homeland Security questioning the hiring standards established for filling CBP positions.

At their November 3rd meeting, the Administrative Council unanimously recommended approval of the proposed Resolution.

Attachments: Resolution No. 2016-05

Action Requested: Information Only Action Requested Below:

A motion to approve Resolution No. 2016-05.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER
DATE: NOVEMBER 7, 2016
SUBJECT: RESOLUTION NO. 2016-06

For more than a year, a dedicated group in southeastern Arizona has been working tirelessly to have the Chiricahua National Monument redesignated as Chiricahua National Park. The effort has been strongly supported by many local governments and organizations in the SEAGO Region and southwestern New Mexico, and has received a resolution of support from the Tucson Mayor and Council. An essential step in the redesignation process is the legislation submitted by Arizona Second Congressional District Representative Martha McSally. The designation of a national park literally requires an “act of Congress,” and on September 27, 2016, Representative McSally submitted H.R. 6190 to designate the Chiricahua National Park.

The redesignation of Chiricahua National Monument to national park status will help strengthen the local and regional economies as it will significantly raise the profile of the region, both nationally and internationally, drawing additional visitors to southeastern Arizona. Data for the year 2015 indicates that nationally the 59 national parks recorded more than 75 million visitors, and the 72 national monuments recorded fewer than 25 million visitors.

Tourism plays a significant role in the economic vitality, diversity and sustainability in southeastern Arizona, and each county in the SEAGO Region works continually to attract new and repeat visitors to the region in order to help local businesses both directly and indirectly. The designation of Chiricahua National Monument as a national park has the potential to significantly increase tourism above the tourism generated from its current national monument designation.

H.R. 6190 submitted by Representative McSally does not propose any budgetary, staffing, or land use changes to the existing Chiricahua National Monument, nor does it propose any additional future costs as a result of the national park designation.

At their November 3rd meeting, the Administrative Council unanimously recommended approval of the proposed Resolution.

Attachments: Resolution No. 2016-06

Action Requested: Information Only Action Requested Below:

A motion to approve Resolution No. 2016-06.



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: NOVEMBER 7, 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
February 9, 2017*	February 24, 2017* Cochise County
May 4, 2017	May 19, 2017 Graham County
August 3, 2017	August 18, 2017 Greenlee County
November 2, 2017	November 17, 2017 Santa Cruz County

* *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)
December 1, 2016 – 9:00 a.m.
March 30, 2017 – 9:00 a.m.
June 1, 2017 – 9:00 a.m.
October 5, 2017 – 9:00 a.m.

Attachments: None.

Action Requested: Information Only Action Requested Below:



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: NOVEMBER 7, 2016

SUBJECT: IMPLEMENTATION OF STRATEGIC PLAN GOALS – 2017 RETREAT

As you know, we have made considerable progress toward implementing the Goals of our Strategic Plan. At this point, I think it would be helpful to review the three overarching goals and the tactics set forth in our Plan that remain incomplete:

Goal 1. Expand SEAGO services to member entities and constituents

Of the five Tactics identified to accomplish this Goal, three of them are 100% complete. The two that remain incomplete are:

Tactic C: Prepare and submit a Regional Technical Services Center (RTSC) Grant Application – This Tactic will not begin until a viable funding opportunity is identified. We can also pursue another approach to starting the RTSC while we continue reviewing funding opportunities (more on this below).

Tactic E: Conduct Feasibility Analysis of Consolidated Regional Human Services – We anticipate that this Tactic will be initiated in fiscal year 2017, and we will be discussing our path forward during the next Strategic Planning Retreat.

Goal 2. Enhance awareness of SEAGO and the value of its services

There were three Tactics identified to accomplish this Goal and all of them are considered 100% complete.

Goal 3. Advance economic competitiveness and sustainability

Of the five Tactics identified to accomplish this Goal, two of them are 100% complete. The three that remain incomplete are:

Tactic B: This Tactic is identical to Goal 1, Tactic C (see above).

Tactic D: This Tactic is identical to Goal 1, Tactic E (see above).

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, and we will be discussing our path forward during the next Strategic Planning Retreat.

The SEAGO Five-Year Strategic Plan calls for a review and update of the plan after two years. With only three months until it's time to hold another Strategic Planning Retreat, we intend to shift our focus to the following activities (in order of priority):

- **Planning activities for the 2017 Strategic Planning Retreat:** In looking at dates for the next retreat, it has been suggested we consider the possibility of scheduling the retreat to coincide with the Administrative Council meeting on February 9, 2017. I thought this was an excellent suggestion, and am seeking your consensus at this time. We also need to arrange for a facilitator, facilities, food, data, and any other resources needed for the retreat, and I will be working on these items in the coming months.
- **Establishment of the RTSC using professional services through the City of Sierra Vista:** I finally received concurrence from the City Attorney on the legal opinion rendered by SEAGO's legal counsel, so we can rest assured the RTSC is on solid legal ground. The City also recently sent me several examples of IGAs, cooperative purchasing agreements, on-call lists and other documents we can use to secure these services for the RTSC and that can also be used by member entities to access these services through SEAGO. I need to spend some time reviewing these and creating boilerplates to establish the RTSC while we continue seeking other funding sources to expand RTSC services.
- **Continued review of funding opportunities identified through research conducted by Community Development Professionals (CDP):** CDP submitted their third progress report on October 17th covering grant opportunity research for the month of September. The report identifies additional funding opportunities from private foundations that may assist in expanding or enhancing current programs and services, or assist us in providing new services in the Regional Technical Services Center (RTSC).
- **Continued review of potential USDA funding possibilities, program requirements and eligibility criteria:** I have questions pertaining to eligibility of technical assistance funding for projects that are not water and wastewater projects.

As mentioned in my monthly reports, CDP has also developed two brief and to the point surveys of housing needs in order to focus research efforts and to develop options to be considered at the 2017 Strategic Planning Retreat. We decided to develop two initial surveys – a three-question survey to reach out to local government staff, non-profit agencies, or other groups or individuals familiar with homelessness, housing needs, or affordable housing efforts in your communities – and a five-question survey designed to collect member entity feedback. As of the end of September, we have eleven (11) responses to the three question survey and seven (7) seven responses to the five-question survey.

After we have gathered the data from the initial surveys, we will distribute one final survey on this subject to gather information on which housing options to consider at the 2017 retreat. We intend to keep the surveys open until November 30th, so if you have not yet distributed or completed the surveys, please do so as soon as possible.

Attachments: None

Action Requested: Information Only Action Requested Below:



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: NOVEMBER 7, 2016

SUBJECT: SANTA CRUZ 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 current Santa Cruz County private sector representative, Mr. John Anthony Sedgwick will not be seeking a second term. Mr. Sedgwick's term will terminate at the end of the November 16th Executive Board meeting. As a result, another individual from the community needs to be nominated by the member entities from that county to fill the vacancy on the Executive Board. I sent an e-mail to the Santa Cruz County members of the Executive Board on October 3rd and followed up again on October 19th, but thus far I have not received any nominations. If those of you from Santa Cruz County would discuss potential nominations with your Administrative Council members, it would be appreciated.

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: NOVEMBER 7, 2016
SUBJECT: FINANCE REPORT

The Statement of Revenues and Expenditures for the period September 2016 and FY17 year-to-date is attached. I will attempt to answer any questions you may have regarding the finance report at the meeting.

Attachments: September 30, 2016 Statement of Revenues and Expenditures

Action Requested: Information Only Action Requested Below



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER
DATE: NOVEMBER 7, 2016
SUBJECT: RECENT EDD ACTIVITY

Recent Activity

To address the FY 2017 Scope of Work, consistent with the 2016 – 2020 CEDS, and as accepted by the Economic Development Administration, the following is recent activity of the SEAGO EDD:

Activity	Discussion
<p>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.</p>	<p>The first meeting in the formation of a SEAGO Economic Development Advisory Council (EDAC) was held on October 4 at the Cochise College Benson Center. It was an all day workshop consisting of:</p> <ol style="list-style-type: none"> 1. Rural economic development training by the Arizona Commerce Authority 2. USDA economic development grant training by the USDA Rural Development Coordinator 3. Training by the U of A Eller College of Management, Economic and Business Research Center on use of its economic development statistics website (MAP Dashboard). 4. Discussion amongst the economic development practitioners regarding the membership composition, meeting substance, and meeting schedule for the EDAC. The results of that discussion will be fine tuned and submitted to the SEAGO Executive Board for its consideration in the February 2017 Executive Board meeting. <p>Attending the workshop were representatives</p>

	<p>from</p> <ul style="list-style-type: none"> • Cochise County • Santa Cruz County • Town of Pima • Town Clifton • City of Safford • City of Sierra Vista • Gila Valley Economic Development Corp. • Cochise College SBDC • Southeastern Arizona Economic Development Group • Arizona Regional Economic Development Foundation • Nogales Community Development Corp.
<p>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.</p>	<p>SEAGO has subscribed to Grant Finder, a grant search tool, and is reviewing the search engine twice a week to find possible grant opportunities for the region and/or the member jurisdictions. SEAGO also negotiated with Grant Finder the opportunity for all member jurisdictions to be able to access the search tool as well. All member jurisdictions have been contacted to submit the person they would like to have access to Grant Finder. When the list is submitted to Grant Finder, a webinar will be arranged to train the individuals on effectively utilizing the tool.</p>
<p>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.</p>	<p>The intent and design of the new SEAGO website will be to serve as a clearing house for interested parties (e.g. business, site selectors) to easily find demographic and socioeconomic data for the region. To begin the website construction, SEAGO posted the SEAGO CEDS, and is in the process of posting the individual elements of the CEDS related to the regional socioeconomic and demographic data. The final addition to the website will be to provide a link to all member jurisdictions and economic development organizations in the region. An interested party can then, through the SEAGO website, access information for all areas of the region.</p>
<p>Continue involvement with county tourism councils, and explore developing a forum for the various tourism councils to meet, share information, and coordinate activities</p>	<p>To the extent possible, SEAGO is attending all tourism councils throughout the region. Similar, to the proposed EDAC (see above), SEAGO will work with the tourism councils to coordinate regional tourism meetings to pursue networking and collaborative opportunities.</p>
<p>Find funding for and initiate an</p>	<p>Preliminary meetings have been held with</p>

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.	jurisdiction interested in pursuing this initiative, and with a consultant who can guide the effort. Additionally, SEAGO is investigating possible grants to fund the initiative.
With input from the Economic Development Advisory Committee, identify economic development training needs in the region and develop training forums to address those needs.	Formation of the EDAC is in process.
Year End Report to EDA	Completed and accepted by the EDA.
Assist jurisdictions in developing economic development strategies	SEAGO is engaged in the following <ol style="list-style-type: none"> 1. Assisting the Gila Valley Economic Development Corp. in developing the economic development strategic plan for Graham County 2. Participating in the development of the economic development strategic plan component of the Douglas Airport strategic plan. 3. Participating in the FMI Cohorts for Graham County, Greenlee County, and Bisbee. The Cohort program has been developed by FMI to assist communities in identifying key community projects/programs that can help the community sustain and grow their economies.

Attachments: None.

Action Requested:

Information Only

Action Requested Below



EXECUTIVE BOARD PACKET

MEMO TO: EXECUTIVE BOARD
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: NOVEMBER 7, 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 has partnered with the Volunteer Interfaith Caregiver Program (ViCAP) to provide transportation services to the Willcox area. SEAGO assisted ViCAP in obtaining a 12 passenger van for use in Willcox. ViCAP is currently in the process of hiring a driver for the project. Once a driver is in place, service promotion and scheduling will begin. Since funding from the Legacy Grant and FTA Section 5310 will be used to support the program, it will focus on transporting the elderly and disabled to health and wellness services. However, the general public may ride as long as a seat is not taken from an elderly or disabled rider. ViCAP will also be introducing their all-volunteer transit model to the Willcox area. This program uses volunteer drivers with their own vehicles to transport clients to needed services. ViCAP has recruited two drivers and will be conducting outreach activities to grow their volunteer base. It is expected that both programs will begin on or about December 1, 2016.

COCHISE COUNTY INTERCITY ROUTE STUDY

On March 31, 2016, the Administrative and Executive Committees approved accepting a 5304 Planning Grant and approved SEAGO to develop an RFP and select a consultant to perform a feasibility study for an intercity route from Douglas, to Bisbee, Sierra Vista, and Benson. SEAGO published an RFQ and responses were due back August 4, 2016.

SEAGO received three responses and the Route Study Technical Advisory Committee selected Moore and Associates as the consultant to lead the study. The study had its kickoff meeting on August 24, 2016. Since that time, a Public Involvement Plan, a community survey, a stakeholder survey, and a project website have been developed. The project website is <https://cochisetransitplan.com> and is available in English and Spanish.

The community surveys are also available in English and Spanish. SEAGO began distributing the surveys on October 3, 2016. To date, SEAGO has received over 500 responses. The survey is available on the project website and will close on November 1, 2016. SEAGO held Public Meetings for the project on October 19th in Douglas and Bisbee and on October 20th in Benson and Sierra Vista.

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, SEAGO TRANSPORTATION PLANNER
DATE: NOVEMBER 7, 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 August meeting.

On September 15, 2016, the project had its second Technical Advisory Committee Meeting. The following items were discussed at the meeting:

- Initial crash data was reviewed. Initial data from 2011-2015 showed the following:
Total Crashes – 11,537
Fatal Crashes – 142
Incapacitating Injury Crashes – 365
- Each TAC member was provided data specific to their community.
- It was noted that several communities had underreported their crashes. Our next steps will focus on site visits to verify the data and review reporting processes.
- The Plan's potential emphasis areas were discussed. Current data has shown that lane departures, impaired driving and older driver crashes were significantly higher than State averages. Distracted driving crashes were significantly lower than the State average.
- Initial survey results were discussed. Approximately 400 responses have been provided to date. This was significantly less than our goal of 1000. Outreach opportunities were discussed.
- A second Public Meeting for the Graham and Greenlee area was scheduled for October 27th from 2:30 to 4:30 p.m. The Safford Public Library was selected as the site for the meeting.
- Crash heat maps were developed and provided to the jurisdictions present.
- Next steps were discussed. These include developing a Vision Statement, data collection needs, development of emphasis areas, and site visits.

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, AAA PROGRAM MANAGER
DATE: NOVEMBER 7, 2016
SUBJECT: AAA UPDATES

The current SEAGO Area Plan on Aging will expire at the end of SFY 2017 and the SEAGO AAA is now in the process of drafting a new four-year Area Plan covering the period of SFY 2018 – SFY 2021. An Area Plan is submitted by an Area Agency on Aging to the State Agency on Aging in order to receive awards or contracts from the State Agency's grant provided under the Older Americans Act. The Area Plan contains provisions required by the Act, federal rules and regulations, state policies, procedures, and assurances and commitments that the Area Agency on Aging will administer activities funded under the Plan in accordance with all federal and state requirements. The Plan is the blueprint by which the Area Agency on Aging develops and administers a comprehensive and coordinated system of services and serves as the advocate and focal point for older people in the Planning and Service Area.

One of the functions of the Advisory Council on Aging (ACOA) is to provide input to the Area Plan and assist in the review and development of its goals and objectives. On October 20, 2016, the ACOA was presented the first draft of the 2018 – 2021 Area Plan, and provided their initial input. We have engaged the services of US Economic Research to assist us in the development and data analysis of a region-wide needs assessment that will help shape the final goals and objectives of the new Area Plan. The ACOA will review the needs assessment results and provide input on the second draft of the Area Plan at their January 2017 meeting. After the ACOA reviews the final draft of the Area Plan, it will be presented to the Administrative Council for their recommendation and to the Executive Board for review and approval. The Area Plan is due to DES-DAAS on May 1, 2017. If you are interested in reviewing the draft Area Plan to date, please feel free to contact me and I will provide it to you.

SEAGO/AAA is proud to announce that we will be partnering with Chiricahua Community Health Centers of Cochise County in order to increase the number of volunteer State Health Insurance Program counselors in this area of the region. Chiricahua will be sharing some of their insurance coordinators who will receive training from our SHIP Coordinator, Ramona MacMurtrie in January 2017 in order to assist with providing Medicare counseling in the areas of Sierra Vista, Douglas, Benson and Willcox. We anticipate this will free up Ramona's time in those areas so that she may focus on other areas in the region that she

is currently unable to reach. Despite efforts to perform counseling telephonically and reduce travel time, we are still not meeting ADES client contact requirements. With this new partnership, Ramona will be able to increase outreach efforts in the communities that she is not getting to and focus on recruiting volunteers to assist in those areas.

The Medicare Open Enrollment period began on Saturday October 15, 2016. As you may know, this is the only time Medicare beneficiaries are able to make changes to their insurance plans, and as a result, is the busiest time of the year for Ramona. I encourage our member entities of Cochise, Graham, Greenlee, and Santa Cruz Counties to help spread the word of open enrollment as well as the need for volunteer needs in your areas so that Ramona can provide assistance to those in need of guidance.

Shi Martin our Health and Nutrition Program Coordinator has partnered with Fry Fire Department in Sierra Vista to host two 'A Matter of Balance' participant classes. The first class is taking place at 'thrive', previously known as the Wellness Depot at the Sierra Vista Mall, which began October 17 and will continue through November 8th. Shi will be having another class at Prestige Assisted Living beginning January 10th and ending February 2, 2017. We ask our member entities in western Cochise County to please share this information in your communities.

It is our goal to expand the 'A Matter of Balance' program in the future by working closely with other fire districts throughout the SEAGO region who are willing and able to receive the coach training and assist Shi in hosting events for participants at least once per year. This program helps seniors understand how to prevent fall-related injuries, which in turn, reduces the costs of responding to fall-related calls. If you know of any fire departments, fire districts or volunteer fire departments in your areas that would be interested in partnering with us on these efforts, please help us get the word out and ask them to contact me.

Attachments: None.

Action Requested: Information Only Action Requested Below