



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 27, 2017  
**SUBJECT:** ADMINISTRATIVE COUNCIL MEETING

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

**Thursday, August 3, 2017 at 9 a.m.  
Cochise College Benson Center  
1025 Highway 90  
Benson, Arizona**

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

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

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



# ADMINISTRATIVE COUNCIL AGENDA

9 A.M., WEDNESDAY, AUGUST 3, 2017  
COCHISE COLLEGE BENSON CENTER  
1025 HIGHWAY 90  
BENSON, ARIZONA

<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Chair Soltis	
<b>II. MEMBER ENTITIES' DISCUSSION</b> (Common Critical Issues)	Chair Soltis	
<b>III. CALL TO THE PUBLIC</b>	Chair Soltis	
<b>IV. ACTION ITEMS</b>		<u>Page No.</u>
1. Consent Agenda		
a. Approval of the May 4, 2017 Minutes	Chair Soltis	1
b. Nomination to the Advisory Council on Aging	Laura Villa	6
2. Discussion and possible action to recommend de-designation of SEAGO as a Designated Planning Agency under Section 208 of the Clean Water Act	Randy Heiss	7
3. Discussion and possible action to recommend voluntary withdrawal of SEAGO as a HUD-Approved Housing Counseling Agency	Randy Heiss	15
4. Discussion and possible action to recommend re-appointment of Ms. Ilona Smerekanich as a Private Sector Representative for Cochise County on the Executive Board	Randy Heiss	25
5. Discussion and possible action to recommend approval of the FFY 2017 CDBG applications	Bonnie Williams	26
6. Discussion and possible action to recommend authorization for staff to Issue a Request for Proposals for consulting services to conduct the SEAGO 5310 Training Program	Chris Vertrees	28

- |    |   |                |    |
|----|---|----------------|----|
| 7. | Discussion and possible action to recommend authorization for staff to Issue a Request for Proposals for consulting services to conduct a road ownership study in Greenlee County | Chris Vertrees | 30 |
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**V. INFORMATION ITEMS**

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| B. | Strategic Plan Implementation Progress Report | Randy Heiss    | 33 |
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| E. | AAA Updates                                   | Laura Villa    | 39 |
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| G. | Transit Report                                | Chris Vertrees | 44 |

**VI. RTAC REPORT** Kevin Adam

**VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS** Chair Soltis

**VIII. FUTURE AGENDA ITEMS** Chair Soltis

**IX. ADJOURNMENT** Chair Soltis

**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 212 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 212. 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 212, por lo menos setenta y dos (72) horas antes de la conferencia.

**MINUTES OF THE  
ADMINISTRATIVE COUNCIL  
COCHISE COLLEGE BENSON CENTER  
1025 STATE ROUTE 90  
BENSON, ARIZONA  
MAY 04, 2017**

**OFFICERS PRESENT:** Soltis, Tedmond – City of Willcox (*Chair*)  
Mitchell, Tammy – Town of Huachuca City (*Vice Chair*)(*phone*)  
Skeete, Horatio – City of Safford

**MEMBERS PRESENT:**  
McGaughey, Ian – Town of Clifton  
Gale, Kay – Greenlee County  
Basteen, John Jr. – Town of Duncan  
McCormick, Jeff – Town of Pima (*phone*)  
Thornton, Jennifer – City of Sierra Vista

**STAFF PRESENT:** Catten, Larry – Economic Development Planner  
Heiss, Randy – Executive Director  
Merideth, John – Grants/Title VI Coordinator  
Pashley, Diane – Accounts Manager  
Vertrees, Chris – Transportation Planner  
Villa, Laura – AAA Program Manager  
Williams, Bonnie – CDBG Program Manager

**GUESTS:** Adam, Kevin – RTAC

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

Chairman Soltis called the meeting to order at 9:20 a.m. and welcomed everyone. Introductions were made.

**II. MEMBER ENTITIES' DISCUSSION**

Ms. Gale mentioned that her granddaughter was recently in Washington, D.C. and had the honor of laying the wreath at the Tomb of the Unknown Soldier.

**III. CALL TO THE PUBLIC**

No one from the public was present.

**IV. ACTION ITEMS**

1. Consent Agenda
  - a. Approval of the February 9, 2017 Minutes

Mr. McGaughey made a motion to approve the February 9, 2017 meeting minutes as presented.

**MOTION:** Ian McGaughey  
**SECOND:** Tammy Mitchell  
**ACTION:** **7 aye, 1 abstain (City of Sierra Vista)**

b. Nomination to the Advisory Council on Aging

Ms. Gale made a motion to recommend to the Executive Board approval of the nomination of Mr. David Chambers to fill the vacant City of Tombstone position, and to reappoint Ms. Laurel Stangel to continue representing Huachuca City on the Advisory Council on Aging.

**MOTION:** Kay Gale  
**SECOND:** Tammy Mitchell  
**ACTION:** **UNANIMOUS**

2. Election of Officers

Mr. Randy Heiss provided the SEAGO Bylaws, Article VII, Section C, regarding the election of officers. He reported that all current officers were willing to continue serving in their current capacities. He also stated that the Council had the option to nominate an entirely new slate of officers or a combination of new and existing officers. Ms. Gale made a motion to continue with the current slate of officers for Fiscal year 2017-2018.

**MOTION:** Kay Gale  
**SECOND:** Jennifer Thornton  
**ACTION:** **UNANIMOUS**

3. Discussion and possible action to recommend adoption of the SEAGO Five-Year Strategic Plan FY18-22 Discussion and possible action to recommend adoption of the Area Plan on Aging SFY18-21.

Mr. Heiss presented the draft SEAGO Five-Year Strategic Plan FY18-22 and outlined updated tactics. Mr. Skeete made a motion to recommend approval of the Strategic Plan Update to the Executive Board.

**MOTION:** Horatio Skeete  
**SECOND:** Ian McGaughey  
**ACTION:** **UNANIMOUS**

4. Discussion and possible action to recommend adoption of the Area Plan on Aging SFY18-21

Ms. Laura Villa presented the SFY18-21 Area Plan on Aging which is required by the State in order to receive grant awards or contracts. She reported that public input was sought by means of public hearings in all four Counties, needs assessment surveys, and key informant questionnaires covering all four counties. She also outlined the SFY18-21 Area Plan on Aging Goals and Strategic and Operational Objectives. Ms. Villa responded to questions. Ms. Thornton made a motion to recommend approval of the SFY18-21 Area Plan on Aging to the Executive Board.

**MOTION:** Jennifer Thornton

**SECOND:** Horatio Skeete  
**ACTION:** **UNANIMOUS**

5. Fiscal Year 2018 Budget Action Items

- a. Discussion and possible action regarding Resolution 2017-02 EDA Grant Authorization.

Mr. Larry Catten presented for consideration Resolution No. 2017-02 and responded to questions. Ms. Gale made a motion to recommend approval of Resolution No. 2017-02 for an EDA Partnership Planning Assistance Grant in the amount of \$75,000 and matching funds of up to \$35,357 funded through annual assessments paid by SEAGO member entities.

**MOTION:** Kay Gale  
**SECOND:** John Basteen, Jr.  
**ACTION:** **UNANIMOUS**

- b. Discussion and possible action regarding the proposed FY18 SEAGO Assessment Schedule and Budget.

Mr. Heiss presented the proposed FY18 budget and member assessments, stating while there was a modest increase in the RTAC assessments, all others remain the same as FY 17. He outlined the assumptions included in the FY18 budget and responded to questions. Mr. Heiss also discussed the sustainability of the SEAGO fund balance (Item 5.c. on the agenda).

**MOTION:** Jennifer Thornton  
**SECOND:** Horatio Skeete  
**ACTION:** **7 aye, 1 abstain (City of Sierra Vista)**

6. Discussion and possible action regarding the proposed revisions to Section 5.6 of the SEAGO Policy Manual.

Mr. Heiss outlined the proposed revisions to Section 5.6 of the SEAGO Policy Manual, stating the proposed revisions involve replacing the existing Educational Assistance policy with a modified version of Cochise County's Tuition Reimbursement Policy and responded to questions. Ms. Thornton made a motion to recommend approval of the proposed revisions to Section 5.6 of the SEAGO Policy Manual to the Executive Board.

**MOTION:** Jennifer Thornton  
**SECOND:** Ian McGaughey  
**ACTION:** **UNANIMOUS**

7. Discussion and possible action regarding the proposed Fiscal Year 2018 AAA Subaward Renewal Recommendations

Ms. Villa presented the proposed Fiscal Year 2018 AAA Subaward Renewal Recommendations. She explained that these reflected the initial FY 2018 funding amounts allocated to our region by ADES-DAAS, and which the AAA is recommending be sub-allocated by population for each community in the SEAGO region, and then adjusted by historical use of services and need. Ms. Villa then responded to questions from the Administrative Council.

**MOTION:** Ian McGaughey  
**SECOND:** Kay Gale  
**ACTION:** UNANIMOUS

*Note: Ms. Villa requested that she be allowed to present her AAA information updates out of the order listed on the agenda so that she could leave for another meeting she had committed to attending. There were no objections from the Administrative Council and Chair Soltis gave her the floor.*

#### D. AAA Updates

Ms. Villa provided the AAA program updates stating that recent training was held with representatives of six nutrition sites to go over emergency preparedness plans, food temperatures, food sanitation, and menus. She also reported that there would be Matter of Balance coach's training for ten individuals which is scheduled for April 17 and 18 in Clifton. Ms. Villa also outlined some new regulations for discharges from nursing home facilities.

Ms. Villa stated that there has been an increase in SHIP volunteers for Cochise County thanks to Chiricahua Community Health, which frees up SEAGO's SHIP counselor to travel to other counties more frequently.

Ms. Villa also reported on the upcoming Region VI Conference on Aging, stating it was SEAGO's third year of having the event and invited everyone to attend.

Ms. Villa also shared the Governor's proclamation of May 2017 as Older Americans Month.

### V. INFORMATION ITEMS

#### A. Future Meeting Dates

Mr. Heiss outlined the proposed future meeting dates and reported that there was not a quorum of the Administrative Committee for the last Joint Committees conference call on March 30, asking the Officers to please mark their calendars so the Executive Committee could act with the benefit of their recommendations.

#### B. Quarterly Finance Report; FY 2016 Audit

Ms. Diane Pashley provided the Finance report stating that she would be sending out the March Statement of Revenues & Expenditures the following week.

#### C. SEAGO Economic Development District Report

Mr. Larry Catten provided the EDD activity and CEDS update and responded to questions.

#### D. AAA Updates

*Ms. Laura Villa presented her report out of the agenda order as previously noted.*

E. Transit Report

Mr. Chris Vertrees provided an update on the Willcox transportation project, the Cochise County Intercity Route Study, and the Graham/Greenlee County FTA 5310 Program Transition.

F. Strategic Regional Highway Safety Plan Update

Mr. Vertrees discussed the SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan update and responded to questions.

**VI. RTAC REPORT**

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

**VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Mr. McGaughey and Ms. Mitchell thanked Bonnie Williams for her assistance with recent grant applications.

Ms. Thornton announced the Festival of the Southwest and West End Fair were upcoming in Sierra Vista.

Ms. Gale and Mr. Basteen announced the Javalina Chase bicycle race happening this weekend.

Chair Soltis mentioned the Chuckwagon event that would be held in Willcox.

**VIII. FUTURE AGENDA ITEMS**

Mr. Heiss said there would be Title VI Plan update and discussion of the continuation of the Section 208 Water Quality Management program presented at the August meeting.

**IX. ADJOURNMENT**

Mr. Skeete made a motion to adjourn at 10:52 AM.

**MOTION:** Horatio Skeete  
**SECOND:** Tammy Mitchell  
**ACTION:** **UNANIMOUS**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER  
**DATE:** JULY 25, 2017  
**SUBJECT:** NOMINATION TO FILL VACANT CITY OF BISBEE ACOA POSTION

---

As you may know, the Advisory Council on Aging (ACOA) has had a vacancy in the position representing the City of Bisbee for some time now. At their July 20<sup>th</sup> meeting, the ACOA nominated Mrs. Leslie Lambert to fill this position.

Mrs. Lambert has shown a great interest in being part of the Area Agency on Aging Advisory Council on Aging representing the City of Bisbee. Leslie is well known as she volunteers in numerous organizations including American Red Cross, Community Foodbank of Southern Arizona, St. Vincent de Paul food bank, Bisbee Coalition for the Homeless and the Bisbee Senior Center. Leslie is a presenter and an educator and has also received training and certification in emergency and disaster courses, housing seminars and more.

We were honored to have Leslie participate on the 2017 Conference on Aging in June, and would be equally honored for her service on the ACOA should the Executive Board approve her nomination.

As a reminder, a vacancy remains for representation on the ACOA for the Town of Pima. Any suggestions on individuals who would be willing to serve in this position would be appreciated.

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

Attachments: None

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend to the Executive Board approval of the nomination of Mrs. Leslie Lambert to fill the vacant City of Bisbee position on the Advisory Council on Aging.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JULY 25, 2017

**SUBJECT:** DE-DESIGNATION UNDER SECTION 208 OF THE CLEAN WATER ACT

---

**Background:** In 1976, SEAGO was designated by the Governor as the Designated Planning Agency (DPA) under Section 208 of the Federal Water Pollution Control Act (A.K.A. Clean Water Act) for the four-county region covering Cochise, Graham, Greenlee and Santa Cruz Counties. The stated reason for the designation was “*to maximize the use of resources and to achieve necessary coordination and integration with other related planning efforts*” such as transportation, economic development, and community development planning.

In a nutshell, DPAs are required to: 1) develop 208 Water Quality Management Plans for their service areas, 2) oversee the implementation of their Plan, 3) coordinate water quality planning activities with their member entities to ensure consistency with the Plan, 4) process any necessary Plan amendments, and 5) facilitate public participation in the regional planning process.

The 1994 SEAGO 208 Plan 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, a “plan amendment” was required to update the regional plan. The plan amendment process was time-consuming, costly and of questionable value, especially when it involves a city, town, or sanitary district. Expansion of a public wastewater treatment facility requires multiple public processes including planning and zoning hearings and approval of capital expenditures by the governing body for design and construction. The requirement for a separate 208 amendment process often resulted in a large amount of expended effort and resources with little to no additional public participation because the project was already well publicized and approved through other processes.

The purpose of the water quality management planning process as described in the Clean Water Act is to provide “*a consistent national approach for maintaining, improving and protecting water quality while allowing states to implement the most effective individual programs*”. When the SEAGO 208 Plan was updated in 2012, staff recognized that the purpose of the Plan was not to create another administrative obstacle, or impose a financial burden on an entity wishing to maintain, improve or protect water quality. Instead, the Plan should reflect the purpose described in the CWA on a regional level and “*provide a consistent regional approach for maintaining, improving and protecting water quality in the*

SEAGO Planning Area”.

With this in mind, the new SEAGO 208 Water Quality Management Plan incorporated a Strategic Plan of goals, strategies and tactics, and processes to provide regional coordination in developing wastewater treatment facilities to protect water quality *without requiring duplication of efforts and processes*. For example, under the new 208 Plan, the expansion or replacement of an existing treatment facility no longer triggers a plan amendment if it is found consistent with the goals and strategies in the Plan. Only those proposed actions that are found inconsistent with the Strategic Plan will require a plan amendment. For additional information, the SEAGO 208 Plan is available for review at: <https://www.keepandshare.com/doc12/238870/seago-208-plan-7-31-2013-final-draft-pdf-2-9-meg?da=y>

Despite the streamlined processes in the new 208 Plan, Greenlee County stakeholders were disappointed by delays in the permitting of a proposed facility to serve the community of Morenci. The delays were due to the time required to gather information needed to perform a consistency review, develop a report summarizing staff recommendations, solicit public comment, gain consensus from the Environmental Review Committee, and forward a recommendation to ADEQ. As a result, these stakeholders requested the program be evaluated in the 2017 Strategic Planning Retreat, as they expressed concern for SEAGO’s ability to effectively carry out the program with the level of funding provided.

Funding has diminished over the years, and future program funding appears uncertain at this time. The reduced program funding levels and large geographic area of the SEAGO region can make the program difficult to administer at the regional level, particularly if development activity increases in the future. Accordingly, in November 2016, the Executive Board adopted a Consistency and Public Review Fee Schedule intended to supplement existing program funding and enhance program delivery.

In February 2017, SEAGO held a two-day retreat with the purpose of updating the agency’s Strategic Plan and building consensus for next steps that can be taken with SEAGO’s programs. Among the outcomes of the participants’ engagement at the retreat, it was recommended that the Administrative Council and Executive Board review the possibility of de-designating SEAGO as the regional Designated Planning Agency for the Section 208 Water Quality Management Program. It was requested that this take place at the August 2017 meetings.

### **De-designation:**

The process for de-designation is fairly straightforward and is outlined in 40 CFR §130.9:

#### **“Designation and de-designation**

- (a) Designation. Areawide planning agencies may be designated by the Governor in accordance with section 208(a) (2) and (3) of the Act or may self-designate in accordance with section 208(a) (4) of the Act. Such designations shall subject to EPA approval in accordance with section 208(a) (7) of the Act.
  
- (b) De-designation. The Governor may modify or withdraw the planning designation of a

designated planning agency other than an Indian tribal organization self-designated §130.6 (c) (2) if:

- (1) The areawide agency requests such cancellation; or
- (2) The areawide agency fails to meet its planning requirements as specified in grant agreements, contracts or memoranda of understanding; or
- (3) The areawide agency no longer has the resources or the commitment to continue water quality planning activities within the designated boundaries.

(c) Impact of de-designation. Once an areawide planning agency's designation has been withdrawn the State agency shall assume direct responsibility for continued water quality planning and oversight of implementation within the area."

**Precedent:** There is precedent for de-designation of a DPA in Arizona. This occurred in 1993 when the Western Arizona Council of Governments requested de-designation under subsection (b), paragraphs (1) and (3) above (see attached letter). The WACOG Board's decision was primarily because the program funding was inadequate to cover the costs of operating the program. Upon de-designation, ADEQ took responsibility for Section 208 activities in the WACOG region (as per subsection (c) above) and was successful in convincing the three counties in the WACOG region to assume the program within their jurisdictional boundaries.

If SEAGO were to request de-designation, ADEQ would be forced to assume responsibility for the 208 Program in the SEAGO region, as they did in the case of WACOG. It's likely they would work to convince each County to take on the program as ADEQ currently has a 208 Program staff of one (1) person statewide and insufficient funding to support additional staff. Some counties in the SEAGO region may be in a position to assume the program responsibilities, and others may not, and ADEQ would be forced to maintain 208 Program responsibilities in any county unwilling to take on the program.

**Unintended Consequences:** Considering the scope of the 208 Program and the limited amount of funding available to carry out program responsibilities, an argument can certainly be made for de-designation. *But doing so subverts the very reason regional planning agencies were created in the first place* - to avoid overlap and duplication, between local planning activities; to assist local governments in seeking cooperative solutions to area wide problems that cross jurisdictional boundaries; to provide a forum for regional policy development; and to serve as a coordinating link between municipal, county, tribal, state, and federal agencies.

If de-designation were to occur, each County assuming the program would be required to develop their own individual water quality management plans in order to administer the program in accordance with Section 208 of the Clean Water Act, and mitigate issues with having lengthy consistency review and plan amendment processes that can tie up permit approvals from ADEQ for wastewater facilities. It's estimated transitioning the 208 program to the counties will require a minimum of one year to allow the counties sufficient time to develop their individual 208 plans, solicit public comment, submit 208 plans to ADEQ Water Quality Management Working Group and USEPA for approval, and to hire and train staff in the administration of the 208 processes in their plans. Each county developing its own

individual 208 Plan *could lead to inconsistent, fragmented 208 planning requirements within the region*, particularly if only some of the counties assume the program and ADEQ assumes program responsibilities in the others.

But by far the biggest reason to avoid de-designation is *the unwanted attention doing so could draw from the Governor's Office*. As I understand the current situation at play within Central Arizona Governments (CAG), severe cash flow issues and lack of unrestricted reserves caused management to choose meeting payroll over payment of vendors and making required pension contributions to the Arizona State Retirement System.

In addition, the encroachment of the urbanized MAG transportation planning area into Pinal County, and the establishment of the Sun Corridor MPO has consumed a considerable portion of the CAG transportation planning area (see attached COG – MPO Population map). These forces, together with a request for de-designation of SEAGO as a DPA, *could trigger a movement toward realignment or 'modernization' of planning district boundaries*.

COG boundaries were established in 1970 through Executive Order 70-2, and just as easily, they could be realigned through another Executive Order from the Governor's Office. Realignment of COG boundaries could resemble the attached image wherein the northern part of the SEAGO region would cede to CAG, the southern part of the region would cede to PAG, and SEAGO would effectively be dissolved. It's my opinion that this would not be advantageous for any of our rural cities, towns and counties.

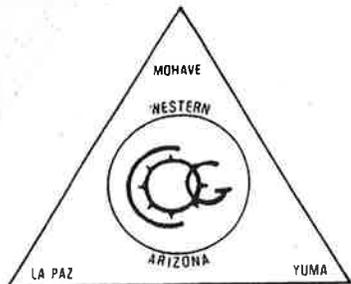
For the reasons above, I cannot recommend de-designating SEAGO as a DPA under Section 208 of the Clean Water Act at this time. I look forward to answering your questions at the meeting.

**Attachments:** WACOG De-designation letter; COG – MPO Population Map; Possible COG boundary realignment map.

**Action Requested:**             Information Only             Action Requested Below:

**A motion to recommend to the Executive Board that SEAGO remain the Designated Planning Agency for Cochise, Graham, Greenlee, and Santa Cruz Counties under Section 208 of the Clean Water Act.**

# WESTERN ARIZONA COUNCIL OF GOVERNMENTS



AREA OFFICE  
208 N. 4th Street  
Kingman, Arizona 86401  
(602) 753-6247  
FAX (602) 753-7038

MAIN OFFICE  
1100 S. Maple Avenue  
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AREA OFFICE  
1112 Arizona Avenue  
Parker, Arizona 85344  
(602) 669-9466



February 24, 1993

E.P.A. Regional Administration  
EPA - Region 9  
75 Hawthorne Street  
San Francisco, CA 94105

Mr. Ed Fox - Director, ADEQ  
3033 N. Central Avenue  
Phoenix, AZ 85012

Governor Fife Symington  
Office of the Governor  
State Capitol, West Wing  
Phoenix, AZ 85007

Gentlemen:

Western Arizona Council of Governments (WACOG) has served as the Areawide Planning Agency for Water Quality Management (Section 208 - CWA), 1976. The area served is Yuma, La Paz, and Mohave Counties.

The WACOG Management Committee and Executive Board have reviewed this function and the related expenses, responsibilities, and accomplishments. The Executive Board at their regularly scheduled meeting on February 11, 1993, took action to serve notice that, effective that date, WACOG intended to dedesignate as a planning agency under Section 208 of the Clean Water Act. WACOG will no longer perform the following or associated functions of an Area-wide Planning Agency such as:

- Revise and implement the Areawide Water Quality Management Plan
- Review application permits or certificates of approval by ADEQ
- Serve as a document repository, or
- Attend WQMVG or related meetings

February 24, 1993  
Page Two

WACOG stands ready to assist EPA and ADEQ in this transition process and will provide any information that we can that will enhance the efforts at water quality planning with the communities in our area.

Sincerely,

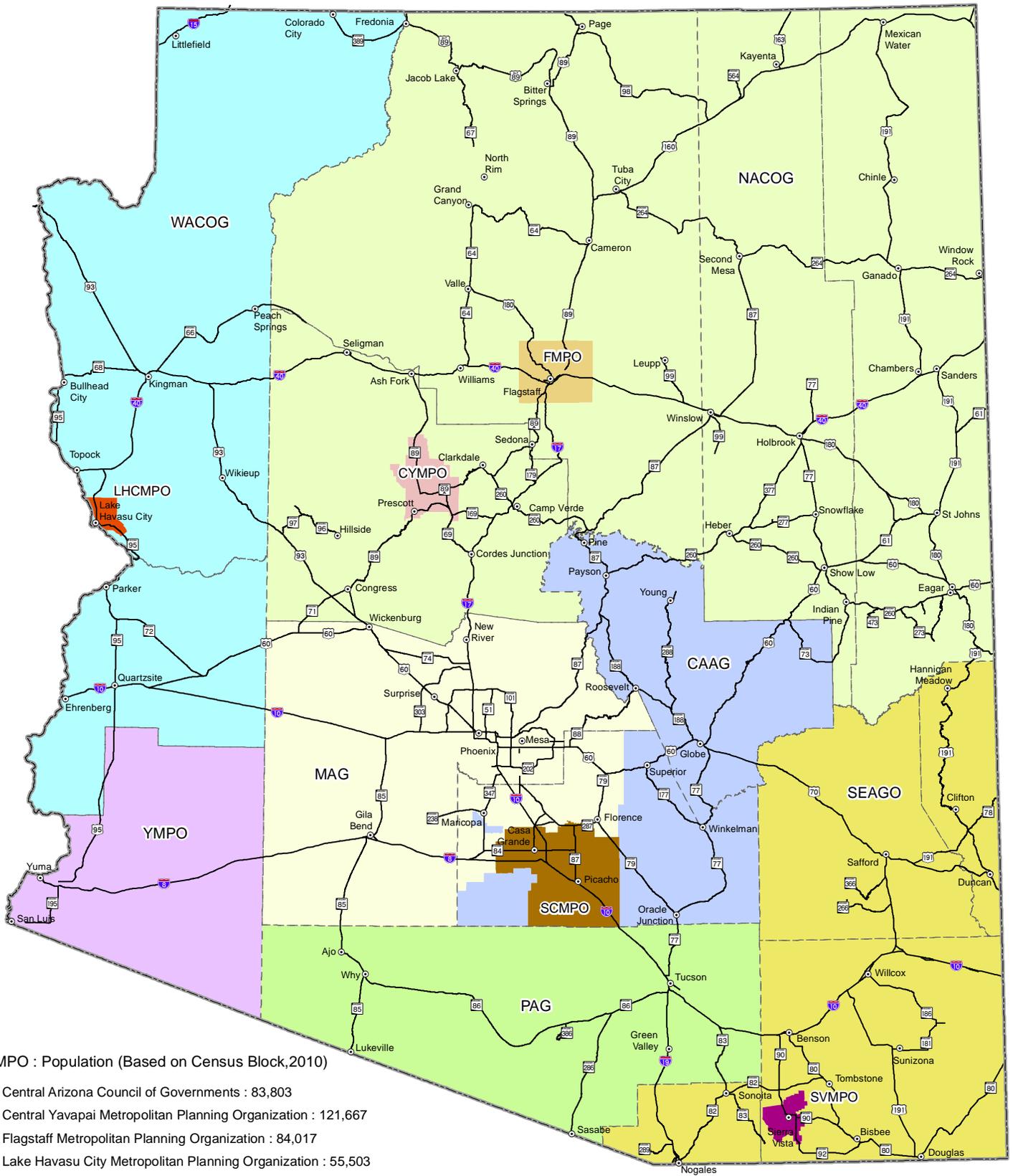
A handwritten signature in cursive script that reads "Brian H. Babiars".

Brian H. Babiars  
Executive Director

BHB/mm

cc: Brian Munson - ADEQ  
Linda Taunt - ADEQ  
Gail Kushner - WQMWG  
WACOG Management Committee

# Arizona COGs and MPOs



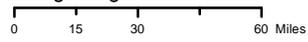
COG/MPO : Population (Based on Census Block,2010)

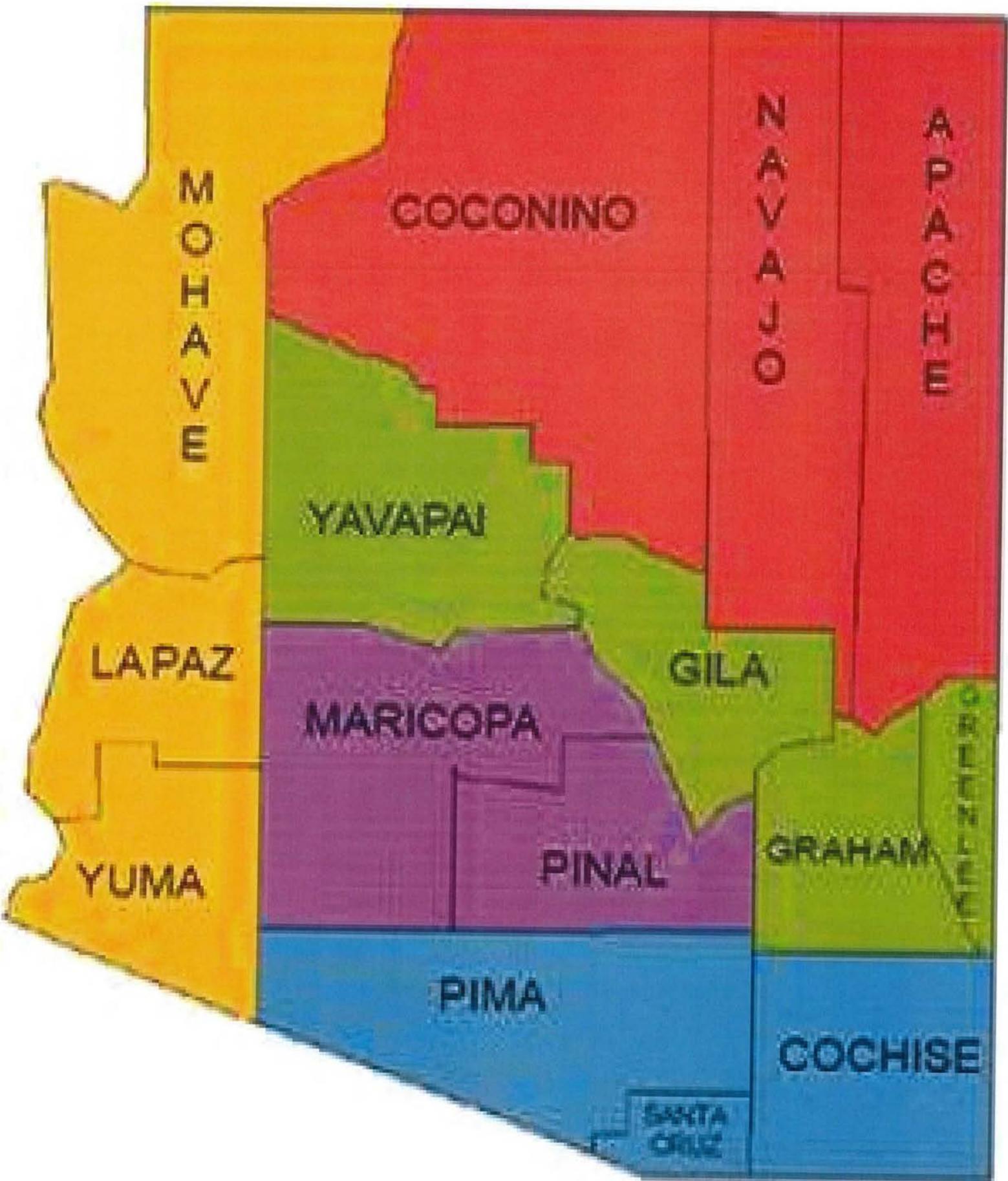
- Central Arizona Council of Governments : 83,803
- Central Yavapai Metropolitan Planning Organization : 121,667
- Flagstaff Metropolitan Planning Organization : 84,017
- Lake Havasu City Metropolitan Planning Organization : 55,503
- Maricopa Association of Governments : (Pinal : 237,432 - Maricopa : 3,817,119)
- Northern Arizona Council of Governments : 318,735
- Pima Association of Governments : 980,263
- Sun Corridor Metropolitan Planning Organization : 108,132
- South Eastern Arizona Governments Organization : 168,325
- Sierra Vista Metropolitan Planning Organization : 56,098
- Western Arizona Council of Governments : 165,172
- Yuma Metropolitan Planning Organization : 195,751

Note:  
The State of Arizona makes no claims concerning the accuracy of this map nor assumes any liability resulting from the use of the information herein.



Prepared by:  
Arizona Department of Transportation  
Multimodal Planning Division  
Transportation Analysis GIS Section  
(602) 712-7333  
May, 2013







# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JULY 25, 2017

**SUBJECT:** WITHDRAWAL AS A HUD-APPROVED HOUSING COUNSELING AGENCY

---

**Background:** When the SEAGO Housing Program began in the early 1990s, the intent was to assist individuals seeking to achieve the American dream of homeownership and guide them through the process to access the funding they needed to do so. In order to participate in the programs offered by the Arizona Department of Housing (ADOH) SEAGO was required to engage in the arduous process of becoming a HUD-Approved Counseling Agency – a status we still hold today.

The SEAGO Housing Program administered the State down-payment assistance program for the *Rural Homepurchase Assistance Program*, the *Homes for Arizonans Program*, and the *Your Way Home Program* (none of which remain funded today). SEAGO was well paid by ADOH for the administration of these programs, and at that time, the Housing Program had a staff of three full time employees and two contract Spanish speaking housing counselors. The Housing Program was quite successful, teaching eight-hour courses on the home buying process which were taken advantage of by approximately 5,000 families regionwide. Over 2,200 homes were purchased under these programs in the SEAGO region, and the program administration fees paid by ADOH enabled the Housing Program to contribute a substantial portion of the fund balance we enjoy today.

Then came the economic downturn, and programs and funding that had been available for clients to purchase homes was discontinued and ADOH programs were transformed to address foreclosure mitigation and prevention of delinquency. The administration fees paid to Housing Counseling agencies participating in these new programs barely provided enough funding to cover the costs of working with most clients. When working with more difficult clients, the administration fees were insufficient to cover costs. The dramatic decline in funding for the Housing Program from FY 2011 – FY 2016 is shown in the table below.

Fiscal Year	Budget Amount
FY 2011	\$232,350
FY 2012	\$102,274
FY 2013	\$91,500
FY 2014	\$95,000
FY 2015	\$97,488
FY 2016	\$84,620

In FY 2012, it became necessary to implement a Reduction in Force in the Housing Program in order to minimize use of fund balance to support the program. All of the counseling and program

work was then performed by the Program Manager with no clerical support staff. Despite the RIF and reduced funding levels, the Housing Program worked with 1,196 delinquency or foreclosure prevention clients and as of January 2015, was successful in saving more than 148 homes from foreclosure.

Each year, fewer funds were available from State, Federal and private sources, requiring more and more use of fund balance to keep the program operational at the levels necessary to fully service clients and to meet the requirements to maintain our HUD-Approved Housing Counseling status. Early in the FY 2017 budget process, it became apparent that funding from the National Foreclosure Mitigation Counseling and Save Our Home Arizona programs would be severely reduced or eliminated entirely in the SEAGO region due to reduced demand. This left the program with one remaining external funding source – the HUD Counseling grant through the National Community Reinvestment Coalition which amounted to less than \$10,000. It was estimated that approximately \$78,000 would be required from fund balance in FY 2017 to sustain a service level similar to prior years.

At the same time, review of client data indicated that the overall client case load was about 44% of what it had been in FY 2014. The reduced client load made it difficult to justify keeping the Program whole, which precipitated direction from the Executive Board to cut FY 2017 Housing Program services to 50% the prior year's level. Shortly thereafter, our one remaining Housing Program staff found full-time employment with another agency and resigned her position with SEAGO, which resulted in the suspension of SEAGO's Housing Program services.

**Housing Counseling Agency Status:** Shortly before the Housing Program was suspended in May 2016, a letter was sent to our HUD contact in Washington DC, advising her that our Housing Program Manager would be resigning her position, and due to funding constraints, SEAGO would not be filling the vacant position. The letter indicated that SEAGO "should be removed as a Housing Counseling Agency".

On December 7, 2016, I received a call from Marie Avila, our new HUD contact in San Francisco, inquiring about our status as a HUD-approved Housing Counseling Agency which had expired November 19<sup>th</sup>. I explained the situation that had transpired and told her that a letter had been sent to HUD advising them of our withdrawal from the program. She said she was unaware of any letter and informed me that we could ask to be placed in "voluntary inactive status" from HUD's housing counseling program while SEAGO undergoes restructuring. She stated that she would check into whether or not HUD had any record of our withdrawal from the program and get back to me if any further action was necessary on our part.

A short time later, I received a message from Ms. Avila indicating that HUD had no record of SEAGO's withdrawal, and providing instructions on how to request we be put on voluntary inactive status. After following her instructions, I received a letter from HUD granting SEAGO a 6-month inactive status period with the option of requesting one additional 6-month extension.

On June 16<sup>th</sup>, I received another call from Ms. Avila reminding me that our inactive status was due to expire and inquiring whether we intended to request another 6-month extension. I explained that during the 2017 Strategic Planning Retreat, participants discussed and considered what, if any role SEAGO should play in providing housing services in the future, and that while there were some good recommendations that came out of those discussions, none of them related to maintaining SEAGO's HUD Counseling status. I explained that I did not feel comfortable making a decision on whether or not SEAGO should formally withdraw from the program without seeking direction from the Administrative Council and Executive Board. As a result, I requested another 6-month extension of our inactive status, which was subsequently granted (see attached letter).

**Options for Consideration:** As I see it, we have three options to choose from:

**Option 1 - Do nothing:** Under this Option, our inactive status will automatically expire in December and HUD will terminate our participation in the HUD Housing Counseling Program. If HUD is forced to take action to terminate our participation in the program, it will become a black mark on our record that will most likely preclude us from qualifying for any HUD funding opportunities for many years to come.

**Option 2 - Voluntarily Withdraw:** As noted above, we can formally withdraw from the program at any time while in inactive status. This would involve submitting a letter to HUD indicating our desire to withdraw from the program. Such a decision would not count against us in any future applications for HUD funding, our status as a HUD-Approved Counseling Agency would be recorded as being voluntarily withdrawn, and the door would remain open for us to re-apply to become HUD-Approved Counseling Agency should we decide it advantageous to do so in the future.

**Option 3 - Take Immediate Action to Maintain Status:** Maintaining our status as a HUD-Approved Housing Counseling Agency will open doors to other sources of HUD funding for related programs. However, this is not a tactic that was recommended during our Strategic Planning Retreat, and pursuing this now would divert staff from efforts to accomplish the goals and tactics in our recently updated Strategic Plan. In addition, doing so would require hiring at least one full-time staff and/or reducing our scope of services to something more manageable (see attached email thread). The prospect of finding someone living within a reasonable commute from the SEAGO office who has the housing counseling certifications required for the program, and is willing to work for the wage we would be able to offer is extremely unlikely – especially in the four-month timeframe we would have to accomplish this.

This Option would also require an investment of between \$70,000 - \$90,000 in reserves to staff the program in the first year. If we were fortunate enough to hire someone with the ambition, passion, and writing skills, it's possible private funding sources could offset some, and possibly most of program costs in future years. As you can see in the attached email thread, hiring a part-time person to operate the program is unlikely to satisfy HUD program requirements and procuring a contractor to provide HUD Housing Counseling services is not allowed by HUD.

**Staff Recommendation:** I do not recommend Option 1, as it would negatively impact our success in applying for HUD funding should we wish to do so in the future. In consideration of the amount of effort that would be required to maintain our HUD-Approved Counseling Agency status, the short amount of time remaining to accomplish this, and the significant impact doing so would have on our fund balance, I am hesitant to recommend Option 3. Therefore, it's my recommendation that we voluntarily withdraw from the program (Option 2). I look forward to discussing this with you at the meeting.

**Attachments:** HUD Inactive Status Extension Letter 6.16.2017; Email thread Re: SAGO (SIC) Voluntary Inactive Status.

**Action Requested:**                     Information Only                     Action Requested Below:

**A motion to recommend to the Executive Board that SEAGO voluntarily withdraw as a HUD-Approved Housing Counseling Agency.**



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Office of Housing Counseling  
Santa Ana Federal Building  
34 Civic Center Plaza, Room 7015  
Santa Ana, CA 92701-4003

RECEIVED

JUN 23 2017

SEAGO

June 16, 2017

Email Delivery/Read Receipt Confirmation  
and U.S. Mail Delivery

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

Subject: Voluntary Inactive Status **Extension** (HCS ID #80746)

Dear Mr. Heiss:

As a follow-up to today's phone call, and your request to be given a six-month extension to your existing Voluntary Inactive Status under HUD's Housing Counseling Program, I am therefore approving your request as of the date of this letter and based on the Housing Counseling Program regulation at 24 CFR Part 214, the Department of Housing and Urban Development (HUD) Office of Housing Counseling. This status is being given in lieu of an immediate termination from the Housing Counseling Program. To be returned to active status, SouthEastern Arizona Governments Organization **must** submit the following items to HUD no later than December 18, 2017.

- A copy of the agency's 2016 (or most recent) financial audit or financial report.
- A comprehensive list of agency funding sources, including in-kind contributions.
- A list of all **counseling staff** and administrative staff responsible for your agency's housing counseling program, including their recent housing counseling related training.

If your agency submits all of the items listed above, and if HUD determines that all submissions are acceptable, HUD will **immediately** reactivate your status as a participating agency. In the event you are unable to comply with the deadline specified above, please submit to me by email, your justification for consideration.

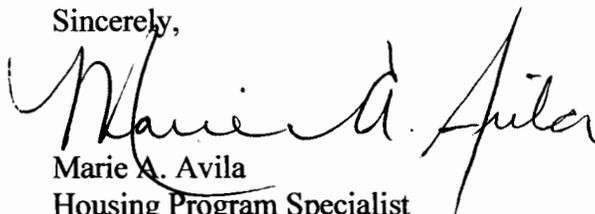
Prior to reactivating your status HUD may schedule a follow-up review to ensure that required actions have been fully implemented. If the requested documentation is not submitted by the specified timeframes, or if HUD determines that the reasons for your inactive status have not been remedied, HUD may terminate and remove your agency from participation in the Housing Counseling Program.

Please refer to 24 CFR Part 214.200 (Inactive Status) and HUD Handbook 7610.1 Rev. 5 Chapter 1. General Program Requirements; 1-3 Compliance with Program Requirements, 1-4 J. Grant Agreement, Chapter 6. Performance Criteria and Monitoring; 6-5 Inactive Status, Chapter

7. Funding, 7-2 Grant Administration; H. Documentation of Expenses and I. Audit, and FY'2014 Housing Counseling Program Grant Award; B. Requirements 6. HUD Oversight, Article XVIII Audit Requirements, and all related terms and conditions listed under the grant agreement.

Thank you for your participation in our program. If you have any questions or comments regarding this letter, you may contact me at (714) 796-1200 ext. 0934 or at Marie.A.Avila@hud.gov.

Sincerely,

A handwritten signature in black ink that reads "Marie A. Avila". The signature is written in a cursive style with a large initial "M".

Marie A. Avila  
Housing Program Specialist  
Office of Oversight and Accountability Division

## Randy Heiss

---

**From:** Avila, Marie A <marie.a.avila@hud.gov>  
**Sent:** Friday, June 16, 2017 3:15 PM  
**To:** Randy Heiss  
**Cc:** Avila, Marie A  
**Subject:** RE: Approved: RE: SAGO Voluntary Inactive Status (Extended)

Randy,

Yes; you can employ a part-time counselor. However, there are program requirements to keep in mind regarding staffing.

1. The agency must maintain "sufficient staff" to carry out program activities and meet client needs.
2. You must counsel a minimum of **30** clients per year to maintain your HUD approval.
3. Your workplan shows SAGO is approved to provide counseling for mortgage default, pre-purchase, and rental counseling along with workshops for post-purchase, predatory lending and homebuyer education. You can't support this with only one counselor, especially if they're part-time.
4. You can, however, change the type of counseling services you provide to meet the highest counseling demand in your area. For example, you can offer pre-purchase and homebuyer education solely. Again, this is simply an example of how you can change your workplan.
5. You can consider having 1 FT and 1 PT counselor onsite as opposed to 2 full-time employees.

Again, these are things to consider as part of your restructuring efforts.

*Marie A. Avila*  
*Housing Program Specialist*  
HUD/Office of Housing Counseling/Oversight & Accountability Division  
Santa Ana Federal Building  
34 Civic Center Plaza, Room 7015  
Santa Ana, CA 92701-4003  
**Office: (714) 796-1200 x0934**  
**Fax: (559) 276-1050**  
**Cell (559) 283-7569**  
**Schedule: 7:00 am to 3:30 pm (PST)**

*"If you want to live your dream, then you have to wake up" -African Proverb*

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**From:** Randy Heiss [mailto:rheiss@seago.org]  
**Sent:** Friday, June 16, 2017 1:24 PM  
**To:** Avila, Marie A <marie.a.avila@hud.gov>  
**Subject:** RE: Approved: RE: SAGO Voluntary Inactive Status

Marie –

Thank you. Would HUD be agreeable to us staffing our program with a part-time housing counselor? I just want to know what our options are when I have this discussion with the Board.

Sincerely,

Randy Heiss

Executive Director  
SouthEastern Arizona Governments Organization  
Main Office  
1403 W. Highway 92  
Bisbee, Arizona 85603  
Phone: (520) 432-2622 X 202  
Fax: (520) 432-5858  
Cell: (520) 678-3220



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**From:** Avila, Marie A [<mailto:marie.a.avila@hud.gov>]  
**Sent:** Friday, June 16, 2017 12:11 PM  
**To:** Randy Heiss  
**Cc:** Avila, Marie A  
**Subject:** RE: Approved: RE: SAGO Voluntary Inactive Status  
**Importance:** High

Randy,

Attached is a scanned copy of the Voluntary Inactive Status Extension letter that was placed in today's mail. I'll be reaching out to you in late November, before the extension expires to determine the status of your housing counseling program.

Feel free to contact me should you have questions or need assistance in the interim.

Regards,

*Marie A. Avila*  
*Housing Program Specialist*  
HUD/Office of Housing Counseling/Oversight & Accountability Division  
Santa Ana Federal Building  
34 Civic Center Plaza, Room 7015  
Santa Ana, CA 92701-4003  
**Office: (714) 796-1200 x0934**  
**Fax: (559) 276-1050**  
**Cell (559) 283-7569**  
**Schedule: 7:00 am to 3:30 pm (PST)**

*"If you want to live your dream, then you have to wake up" -African Proverb*

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**From:** Randy Heiss [<mailto:rheiss@seago.org>]  
**Sent:** Friday, June 16, 2017 11:35 AM  
**To:** Avila, Marie A <[marie.a.avila@hud.gov](mailto:marie.a.avila@hud.gov)>  
**Subject:** RE: Approved: RE: SAGO Voluntary Inactive Status

Marie –

Thank you for your call this morning and the reminder that our HUD-approved six-month voluntary inactive status will soon be expiring. As I mentioned, my Board did not provide any useful direction during our strategic planning retreat,

and additional time will be needed to work with them to determine the future of our housing counseling program. The purpose of this email is to request a six-month extension to our voluntary inactive status while I seek the direction of the Board.

Thank you advance for your consideration and I look forward to hearing from you soon.

Sincerely,

Randy Heiss  
Executive Director  
SouthEastern Arizona Governments Organization  
Main Office  
1403 W. Highway 92  
Bisbee, Arizona 85603  
Phone: (520) 432-2622 X 202  
Fax: (520) 432-5858  
Cell: (520) 678-3220



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**From:** Avila, Marie A [<mailto:marie.a.avila@hud.gov>]  
**Sent:** Thursday, December 15, 2016 4:14 PM  
**To:** Randy Heiss  
**Cc:** Avila, Marie A  
**Subject:** Approved: RE: SAGO Voluntary Inactive Status

Randy,

I have approved your agency's request to be placed in voluntary Inactive Status effective today. This status will remain in effect until June 15, 2017, at which time I will contact you to determine if an extension is needed. Attached is a copy of the Inactive Status letter that will be sent to you in tomorrow's mail.

In response to your question regarding contracting out for counseling services; this is not permitted by HUD.

I wish you luck in the reorganization of your agency; feel free to contact me if I can be of assistance to you in the future.

Regards,

*Marie A. Avila*  
*Housing Program Specialist*  
HUD/Office of Housing Counseling/Oversight & Accountability Division  
Santa Ana Federal Building  
34 Civic Center Plaza, Room 7015  
Santa Ana, CA 92701-4003  
**Office: (714) 796-1200x0934 (new extension)**  
**Fax: (559) 276-1050**  
**Cell (559) 283-7569**  
**Schedule: 7:00 am to 3:30 pm (PST)**

*"A goal without a plan, is just a wish". -Antoine de Saint-Exupery*

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**From:** Randy Heiss [<mailto:rheiss@seago.org>]  
**Sent:** Wednesday, December 14, 2016 2:38 PM  
**To:** Avila, Marie A <[marie.a.avila@hud.gov](mailto:marie.a.avila@hud.gov)>  
**Subject:** RE: SAGO Voluntary Inactive Status

Marie –

Good afternoon and apologies for not getting to this before today. I have had a number of obstacles thrown in front of me since we spoke, but I finally found time to prepare the attached letter for your consideration.

Question: if we follow procurement regulations, would HUD be agreeable to us hiring a contractor to assist us with HUD Counseling Services? That might be an affordable way to get the program going again, at least on a part-time basis.

If there are any adjustments you need me to make to the letter, or if you have any other questions and concerns, please feel free to contact me.

Sincerely,

Randy Heiss  
Executive Director  
SouthEastern Arizona Governments Organization  
Main Office  
1403 W. Highway 92  
Bisbee, Arizona 85603  
Phone: (520) 432-2622 X 202  
Fax: (520) 432-5858  
Cell: (520) 678-3220



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**From:** Avila, Marie A [<mailto:marie.a.avila@hud.gov>]  
**Sent:** Wednesday, December 07, 2016 10:53 AM  
**To:** [rheiss@seago.org](mailto:rheiss@seago.org)  
**Cc:** Avila, Marie A  
**Subject:** SAGO Voluntary Inactive Status

Hi Randy,

As a follow-up to our earlier phone conversation, I have verified that an official withdrawal letter for SAGO has not been submitted to HUD. Therefore, please submit on letterhead paper a request for SAGO to be placed in "voluntary inactive status" from HUD's housing counseling program while SAGO undergoes restructuring. Please sign the letter as Executive Director and email it to me.

Keep in mind, you'll be given a 6-month period under the inactive status with an option of a 6-month extension, not to exceed 1 year under the inactive status placement. If you return to active status it will be as

a local housing counseling agency and not a sub-grantee of NCRC. Please know, you can formally withdraw from our program at any time while in inactive status should you deem it necessary.

Feel free to contact me at any time should you have questions or need assistance.

Regards,

*Marie A. Avila*

*Housing Program Specialist*

HUD/Office of Housing Counseling/Oversight & Accountability Division

Santa Ana Federal Building

34 Civic Center Plaza, Room 7015

Santa Ana, CA 92701-4003

**Office: (714) 796-1200x0934 (new extension)**

**Fax: (559) 276-1050**

**Cell (559) 283-7569**

**Schedule: 7:00 am to 3:30 pm (PST)**

*"Every day, the incredible employees of HUD work hard to expand opportunity for the American people". -Secretary Julián Castro*



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JULY 25, 2017

**SUBJECT:** COCHISE 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.

One of the two Cochise County private sector representative positions is currently held by Ms. Ilona Smerekanich. Per SEAGO's Bylaws, private sector representatives are eligible to serve two (2) two-year terms on the Executive Board. By the August meeting of the Executive Board, Ms. Smerekanich will have served out her first two year term. I contacted her and she has confirmed she is interested in serving a second term.

I will look forward to answering any questions at the meeting.

**Attachments:** None.

**Action Requested:**  Information Only  Action Requested Below:

**A motion to recommend the re-appointment of Ms. Ilona Smerekanich to a second two year term as a Cochise County Private Sector Representative on the Executive Board**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** BONNIE WILLIAMS, CDBG PROGRAM MANAGER  
**DATE:** JULY 24, 2017  
**SUBJECT:** FISCAL YEAR 2017 REGIONAL ACCOUNT (RA) CDBG APPLICATIONS

---

For those of you unfamiliar with the CDBG application process, it began months ago with the two required hearings for public participation. From the start of the public participation process to the conclusion of a project is usually three years.

While the deadline for submitting this year's applications to SEAGO has past, I have continued to be in frequent contact with the designated CDBG contact person from all applicant communities to assist them with completing their applications per my recommended revisions.

I will submit all applications to the ADOH CDBG Program by the deadline of August 1. ADOH staff will review each application and be in contact with your CDBG contact person when that process is complete. Receiving a contract from ADOH may take until the end of the year or longer, depending on when the Environmental Review is completed.

Following is a list of the FFY 2017 applications which have been submitted to SEAGO, for which I seek your recommendation for approval to our Executive Board:

Graham County: \$223,229 for construction of Klondyke Road.

Santa Cruz County: \$323,921 for flood mitigation near Camino Gilberto.

Benson: \$235,518 for a new ADA compliant restroom & concession stand in Lion's Park.

Tombstone: \$235,518 for renovation of the first floor and basement of the historic Old City Hall, to become the Marshal's offices.

Clifton: \$100,000 for ADA renovations to their historic train station.

Please be aware that ADOH has the final authority to award these projects. Communities must submit eligible, affordable and compliant project applications, and demonstrate the capacity to administer and complete them within the projected budget. Failure to do so may result in non-award, with the funds rolled into the State Special Projects (SSP) account. Please contact me if you have any questions.

Attachments: None

Action Requested:             Information Only             Action Requested Below

**A motion to recommend approval of the FFY 2017 CDBG projects to the Executive Board.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** JULY 24, 2017  
**SUBJECT:** SEAGO REGIONAL 5310 TRAINING PROGRAM

---

In July 2014, SEAGO was awarded by ADOT a grant to develop and deliver a Regional 5310 Training Program. In August 2014, the SEAGO Executive Board approved the acceptance of the Regional 5310 Training Program Grant and allowed SEAGO staff to develop a 'Request for Proposals', to advertise for, and to select a consultant to provide services to assist SEAGO in the development of a training plan, training curriculum, training materials and deliver administrative training courses for this program.

M. Greene Planning and Resource Development was selected through the RFP process as the consultant to assist SEAGO in the development and delivery of the training program. ADOT renewed the grant in 2015, 2016 and 2017. The consultant contract with M. Greene Planning and Resource Development allowed for up to 3 renewals. Those renewals have been utilized. SEAGO was advised by ADOT in June that the grant was once again renewed for \$100,000.

SEAGO feels the region would be best served continuing the use of a consultant that has experience in transit program training. Otherwise, SEAGO would need to hire and train a staff member, develop/update the training curriculum, and develop training materials for this program. To utilize a consultant to assist with the program, SEAGO must once again develop a new RFP. The scope of work for the program will include:

- Update the regional training matrix. The matrix will involve local training resources in an effort to limit program costs and enhance program sustainability.
- Update administrative training curriculum that will include program budgeting, the identification, use, and tracking of in-kind match resources, grant writing, progress reporting, ADOT invoicing, internal procedure development, Title VI requirements, and data collection methods.
- Update our driver training curriculum that will include vehicle inspections, data collection, passenger safety/accessibility/sensitivity, driver safety, and record maintenance.

- Conduct four (4) administrative practice workshops. This will include a budgeting workshop, a grant writing workshop, an introduction to passenger safety/accessibility/sensitivity workshop, and an operational practices workshop that will focus on progress reporting, invoicing, data collection methods, Title VI requirements, coordination requirements, and procedure development.
- Conduct three (3) Post Grant Award Workshops. This will refresh program reporting, ADOT invoicing, coordination, data collection, vehicle usage, vehicle maintenance, and employee training requirements for those programs awarded 5310 funding.
- Update our region-wide training directory that identifies local trainers and training resources.
- Develop a region-wide 12-month training calendar that will be posted to the SEAGO Mobility Management website.

SEAGO's procurement procedures require that any expense over \$10,000 must have prior approval of our Executive Board before going to bid.

The amount of the awarded contract will not exceed \$55,000. The additional \$45,000 will be for expenses incurred by SEAGO staff to deliver driver training workshops throughout the State and the costs to administer the program.

Action Requested:             Information Only             Action Requested Below

**A motion to recommend to the Executive Board to authorize SEAGO staff to develop a 'Request for Proposals', to advertise for, and to select a consultant to provide the services outlined in the Regional 5310 Training Program scope of work.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** JULY 24, 2017  
**SUBJECT:** GREENLEE COUNTY OWNERSHIP OF LOCAL ROADS STUDY

---

SEAGO has approximately \$150,000 in planning funds available to develop/administer a regional planning project. On July 20<sup>th</sup> the TAC was asked for ideas and a recommendation for a FY18 planning project. The following projects were considered:

1. Fund and administer a PARA project not selected by ADOT during the FY18 application cycle. Two planning study applications were not select by ADOT. Those studies include the following:

- ***Benson/Cochise County Corridor Feasibility Study:*** The project focuses on the realignment of Post Ranch Road. The realignment would allow for a direct connection between SR-80 and SR-90 bypassing I-10. ***Cost Estimate: \$225,000.***
- ***Greenlee County Ownership of Local Roads Study:*** This project focuses on documenting the ownership of local roads and associated fragments. The study priority will be roads from the Highway User Revenue Fund list. The study will capture the data in the County's GIS data base. ***Cost Estimate: \$150,000.***

2. ***Conduct a Transportation Planning Study Integration Project:*** ADOT, SEAGO and our local agencies have developed many long and short range planning documents involving transit, bike/ped, trails, freight, corridor, environmental quality, facility maintenance/improvement, and safety. There is no current repository for these studies. This project would collect all planning documents developed in the region over the last five years and summarize the purpose, recommendations, and outcomes of each study into one planning document. In addition, SEAGO would house an online library for quick/easy access to studies completed in the Region. ***Cost Estimate: \$175,000.***

3. ***Develop a Transit Fleet Management Plan:*** The SEAGO region currently has 23 providers using 153 FTA Section 5310/5311 vehicles. These programs provide over 600,000 rides annually. As of July 1<sup>st</sup>, the average age of these vehicles is 6.58 years old. By the end of FY18, average vehicle age will exceed 7 years of age. Older vehicles have fewer safety features to protect both driver and rider. Even with great maintenance, older vehicles are more likely to break down and may do so at unsafe times and situations.

The State of Texas conducted a detailed maintenance cost per mile analysis of over 1,800 rural transportation vehicles. The analysis found that the maintenance cost per mile for vehicles 1 to 4 years old was 14 cents per mile. Maintenance cost per mile jumped to 38 cents for vehicles 5 to 7 years old. This study will develop a comprehensive inventory of all transit vehicles in the system to include vehicle type, VIN number, ownership, mileage, condition, original value, and current value. This data will be analyzed to determine expected useful life, cost/benefit of replacement, and expected replacement year. The study will serve as a tool to support ADOT, FTA, and non-governmental grant opportunities. **Cost Estimate: \$125,000.**

4. **Conduct a Regional Pavement Quality Study:** The study will focus on conducting a pavement thickness evaluation of our region’s primary non-ADOT roads through the use of Ground Penetrating Radar (GPR). The data would aid local agencies the information needed to develop a Pavement Management Plan that will guide road maintenance priorities and resource allocation. **Cost Estimate: \$175,000 (Functionally Classified Collectors only).**

After discussion, the TAC strongly recommended funding the **Greenlee County Ownership of Local Roads Study**. The study is research intensive. SEAGO is currently exploring internal staffing options to conduct the study. However, if it is determined that we will be unable to recruit the internal capacity to complete the project, SEAGO will require the assistance of a consultant. SEAGO’s procurement procedures require that any expense over \$10,000 must have prior approval of our Executive Board before going to bid.

The amount of the awarded contract will not exceed \$130,000. The additional \$20,000 will be for expenses incurred by SEAGO to administer the study.

Action Requested:             Information Only             Action Requested Below

**“A motion to recommend to the Executive Board to authorize SEAGO staff to work with Greenlee County to develop a detailed scope of work for the Greenlee County Ownership of Local Roads Study, prepare a ‘Request for Proposals’, to advertise for, and to select a consultant to provide the services to complete the study.”**



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 25, 2017  
**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 2, 2017	November 17, 2017 Santa Cruz County
February 8, 2018*	February 23, 2018* Cochise County
May 3, 2018	May 18, 2018 Graham County
August 2, 2018	August 17, 2018 Greenlee County

*\* The February 2018 meeting dates will be moved one week as shown to avoid a conflict with the ACMA Winter Conference.*

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

Combined Administrative and Executive Committee Meetings (telephonic)
October 5, 2017 – 9:00 a.m.
November 30, 2017 – 9:00 a.m.
March 29, 2018 – 9:00 a.m.
May 31, 2018 – 9:00 a.m.

**Attachments:** None.

**Action Requested:**       Information Only       Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JULY 25, 2017

**SUBJECT:** IMPLEMENTATION OF STRATEGIC PLAN GOALS

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As you know, the [FY 2018 - 2022 SEAGO Strategic Plan Update](#) was approved by the Administrative Council and Executive Board at the May 2017 meetings. The updated plan became effective July 1<sup>st</sup>, and below is a brief update on the progress staff has made to implement the tactics of the updated Plan to date:

## **Goal 1: Expand SEAGO services to member entities and constituents**

*Tactic A - Increase the Capacity of the Community Development Program:* As discussed in my June report to the Executive Board, Joelle Landers – our Office Assistant at the time – had expressed an interest in learning more about the program and perhaps growing into the program manager position. In an unexpected turn of events, on June 26<sup>th</sup>, she announced that she had accepted a job with the City of Bisbee working in the Finance Department. When asked why she had decided to leave our organization, she assured me that there were no workplace or interpersonal issues that caused her to look elsewhere. But she did state that she was someone who needed to feel secure in her job, and the Trump Administration’s proposal to eliminate the CDBG program had created uncertainty over whether the program would be funded in the future. So in terms of moving forward on this Tactic, it’s a classic case of ‘one step forward and two steps back’. Fortunately, funding for the position was included in the FY 2018 budget and an updated job description was prepared prior to Joelle’s departure. We have published a job announcement and have begun to review the applications coming in. In addition to traditional recruitment practices, we are exploring the possibility of an internship from the U of A South that could turn into permanent employment for the intern. I will keep you posted on the status of this tactic in the coming months.

*Tactic B - Conduct Region-Wide Target Industry Analysis:* Larry Catten, our Economic Development Planner continues the dialogue with each County’s representatives on the SEAGO Economic Development Council to discuss and gather feedback on a proposal for engaging a “Target Industry Study” for each county in the SEAGO Region. At this time, it’s clear it will not be possible to apply for a USDA technical assistance grant this year, but we are committed to looking for other sources of funds for the study. Larry will continue working to find consensus on the study, and we will keep you posted on progress in future reports.

*Tactic C - Develop and Market New Transportation Program Services:* The initial equipment needed to begin a SEAGO Traffic Counting Program was purchased and received before the end of FY 2017 and staff training on use of the equipment will take

place in FY 2018. It was previously reported that the TAC would discuss a scope of work for the program at their July meeting and consider the approval of the program processes and procedures at their September meeting. However, due to a full agenda this month, those actions have been pushed out to the September and November TAC meetings respectively.

*Tactic D - Kick Off Regional Technical Services Center:* Not yet Started.

*Tactic E - Conduct Feasibility Analysis of Consolidated Regional Human Services:* Not yet started.

*Tactic F - Create a Region-Wide Economic Development Data Portal:* Not yet started.

## **Goal 2: Enhance awareness of SEAGO and the value of its services**

*Tactic A - Improve Service Delivery in the Family Caregiver Support Program:* A job description for Care Coordinator (a.k.a. Case Manager) was developed and the job announcement published in the month of June. More than 30 candidates were vetted, and narrowed down to a short list of four individuals who were scheduled for interviews. An offer of employment was made to Ms. Mayra Ballesteros, the offer was accepted, and she is expected to begin her employment on July 31<sup>st</sup>.

*Tactic B - Convene and Facilitate Regional Continuum of Care (CoC) Planning Group:* Not yet started.

*Tactic C - Organize Volunteers for Housing Rehabilitation Projects:* Not yet started.

*Tactic D - Continue Current Public Information and Outreach Activities in Regional Newspapers:* Ongoing.

## **Goal 3: Advance economic competitiveness and sustainability**

*Tactic A - Increase the Capacity of the Community Development Program:* Same as Goal 1, Tactic A.

*Tactic B - Conduct Region-Wide Target Industry Analysis:* Same as Goal 1, Tactic B.

*Tactic C - Kick Off Regional Technical Services Center:* Same as Goal 1, Tactic D.

*Tactic D - Conduct Feasibility Analysis of Consolidated Regional Human Services:* Same as Goal 1, Tactic E.

*Tactic E - Create a Region-Wide Economic Development Data Portal:* Same as Goal 1, Tactic F.

**Attachments:** None

**Action Requested:**

Information Only

Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** DIANE PASHLEY, ACCOUNTS MANAGER  
**DATE:** JULY 25, 2017  
**SUBJECT:** FINANCE REPORT

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The SEAGO Statement of Revenues & Expenditures for the period June 2017 and end of FY17 has not been finalized and is not included in this packet.

The completed report will be distributed at the meeting at which time I will attempt to answer any questions you may have.

Attachment: None – to be distributed at the meeting

Action Requested:  Information Only  Action Requested Below



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR

**FROM:** LARRY CATTEN

**DATE:** JULY 25, 2017

**SUBJECT:** EDD INFORMATION

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The purpose of this memorandum is to advise the Administrative Council of recent activity, and of the initiative to accomplish the SEAGO Strategic Plan and CEDS goal of a “target industry” study for the SEAGO Region.

## **Recent Activity**

1. SEAGO continues to work on the development of an economic development strategic plan with a Tombstone stakeholder group organized by Council Member Bill Barlow. Following the initial meeting with the group on April 21, 2017, SEAGO has facilitated the strategic planning process with meetings on June 6 and July 13. Additional meetings have not yet been scheduled, but it is anticipated that the strategic planning process be completed in August 2017.
2. SEAGO continues to work with the Santa Cruz Board of Supervisors, administrative staff, and the Santa Cruz County Strategic Planning Steering Committee toward the development of an economic development strategic plan for the County. SEAGO met with the Steering Committee on June 8, and with the Board of Supervisors on June 22. Currently, the County has begun the process of searching for a County Economic Development Director. It is anticipated that upon the hiring of the Director, SEAGO will work with the County in facilitating the economic development strategic planning process.
3. SEAGO’s Economic Development Planner participated as a panel member during a session the America-Mexico Commission Summit Conference regarding the ongoing development of a Border Region Economic Development Strategy (BREDS) for the border region of Arizona and the State of Sonora, Mexico. SEAGO’s presentation, and subsequent discussion, focused on the development of its CEDS, and the CEDS applicability to the development of the BREDS. The ongoing BREDS initiative is being led by the U.S. Economic Development Administration and the U.S. International Trade Administration.
4. As was previously reported in the EDD May 2017 Information Memorandum to the Executive Board, SEAGO is working to initiate a Regional “target industry” study that

would include target industry/business analysis for each county and community in the SEAGO Region. The initiative is pursuant to the SEAGO Strategic Plan and CEDS goal of a “target industry” study for the SEAGO Region.

Two meetings of the newly formed SEAGO Economic Development Advisory Committee were scheduled to present and discuss the concept of the study, and potential funding sources. However, both meetings were cancelled; one due to illness of the Economic Development Planner, and one because of insufficient attendance to adequately represent the jurisdictions in the Region. Currently, the approach is to meet with economic development practitioners and interested parties on a county by county basis. A meeting with representatives of Greenlee County, Clifton, and Duncan was held on June 28, and a meeting with the Gila Valley Economic Development Corporation is currently scheduled for July 31. Meetings with appropriate representatives in Cochise and Santa Cruz Counties will follow.

5. On May 30, 2017, SEAGO received the invitation to submit an application for the EDA FY 17 Partnership Planning Program. Since that time, SEAGO staff has been engaged in preparing and submitting all requisite grant application and related documents, as well as the annually required documents in compliance with the Government Performance and Results Act (GPRA), and the EDA “Year End” report. EDA has changed its grant application requirement which has resulted in significantly more preparation time, and frustration, for the SEAGO economic development staff.
6. SEAGO continues to provide support and technical assistance for the Cohort Committees that are working to develop “value added” community development projects. The monthly meetings by the cohorts in Bisbee, Graham County, and Greenlee County are part of a “Leadership for Sustainable Communities Initiative” sponsored by Freeport McMoRan. The goal is to support leadership development and collective action around a measurable outcome in areas near Freeport operations as a strategy to build capacity that allows communities to lead their own development and sustainability.

### **Target Industry Study**

As previously indicated, the SEAGO CEDS and SEAGO’s recently approved Strategic Plan has identified the target industry study as an important strategic planning objective. Completing a target industry study was also identified as a critical strategic goal in the Gila Valley Economic Development Corporation strategic plan.

The goal of a target industry study would be to determine, in each county, which industry sectors should be targeted for both business attraction and business expansion. Once targeted industries are identified, each county, city, and town in the region can develop strategies (with SEAGO’s assistance if requested) that are specific to the targeted industries. Such strategies could include, but not be limited to, developing employee training programs that fit targeted industry needs, attending trade shows of the target industries, developing relationships with site selectors and real estate professionals that specialize in the targeted industries, developing location sites that meet the needs of identified target industries, and developing possible assistance programs to attract targeted business and assist targeted business already in the communities.

There are two additional elements of the target industry study that would be critical in order to proceed:

1. Identify and obtain funding for the initiative. The funding goal is to obtain sufficient public and private grant/donation funding to fully finance the target study. Avoiding reliance on funding from the SEAGO member jurisdictions is an important element of the approach, and will require significant effort to cobble together various private and public funding sources.
2. Obtain an initial commitment from the SEAGO member jurisdictions to engage a meaningful effort to actually initiate the results of the study. Lack of an implementation commitment going into the project will likely result in a study that simply “gathers dust.” Certainly, the extent of commitment will vary by jurisdiction, depending on the needs and capability of each community.

Please see Attachment 1, a PowerPoint presentation of possible elements of a target industry study and an estimate of project costs. The PowerPoint is the tool being utilized for discussion with economic development practitioners in the Region, and is a composite of researched target studies that have been completed in other jurisdictions. It is anticipated that the SEAGO Economic Development Advisory Committee will develop the scope of work RFP for the study at the appropriate time.

**Attachments:** Attachment 1 – Target Industry Study Elements and Estimated Project Costs (PowerPoint)

**Action Requested:**             Information Only             Action Requested Below:

This Memorandum is identified as “Information only.” However, the SEAGO Economic Development Planner requests thoughts, questions, concerns, and recommendations from the Administrative Council and the Executive Board.



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL

**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR

**FROM:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER

**DATE:** JULY, 21, 2017

**SUBJECT:** AREA AGENCY ON AGING REGION VI UPDATES

**State Health Insurance Program (SHIP) / Senior Medicare Patrol (SMP):**

Below is a list of activities participated in by the SHIP/SMP Coordinator as well as upcoming events and locations she is currently assisting clients:

SHIP/SMP July, 2017

Event Name	Date
Bowman Senior Residences/ Nogales – LIS/MSP Presentation	5/11/17
Casitas de Santa Cruz/Nogales – LIS/MSP Presentation	5/17/17
Legacy Foundation Training/Sierra Vista – “Move the Needle”	5/19/17
SEAGO-AAA Conference on Aging “Aging Outside the Box”	6/14/17
Legacy Foundation Presentation/Douglas Health Promoters Group	6/30/2017
Tentative training sessions for Patagonia Volunteers	7/26 - 7/28/17
Tentative training sessions for Patagonia Volunteers	8/2 – 8/4/17

Copper Queen Library in Bisbee is now a regular counseling location and we plan to be there on a monthly basis to give presentations and one-on-one counseling. The SHIP/SMP Coordinator is working on the Medicare Annual Enrollment calendar covering October 15<sup>th</sup> through December 7<sup>th</sup>. The following locations have been scheduled:

MONDAY	10/16/2017	CLIFTON PUBLIC LIBRARY	588 TURNER AVE	CLIFTON	(928) 865-2461
WEDNESDAY	11/29/2017	CLIFTON PUBLIC LIBRARY	588 TURNER AVE	CLIFTON	(928) 865-2461
WEDNESDAY	10/18/2017	DOUGLAS GOV CTR	10TH & G	DOUGLAS	(520) 805-5631
WEDNESDAY	11/15/2017	DOUGLAS GOV CTR	10TH & G	DOUGLAS	(520) 805-5631
WEDNESDAY	12/6/2017	DOUGLAS GOV CTR	10TH & G	DOUGLAS	(520) 805-5631

THURSDAY	10/26/2017	BOWMAN SNR RES	229 N GRAND AVE	NOGALES	(520) 987-6548
THURSDAY	11/9/2017	BOWMAN SNR RES	229 N GRAND AVE	NOGALES	(520) 987-6548
FRIDAY	10/27/2017	CASITAS DE SAN CRUZ	1769 W TARGET RNG RD	NOGALES	(520) 287-9133
FRIDAY	12/1/2017	CASITAS DE SAN CRUZ	1769 W TARGET RNG RD	NOGALES	(520) 287-9133
THURSDAY	10/26/2017	PATAGONIA LIBRARY	342 DUQUESNE AVE	PATAGONIA	(520) 394-2010
THURSDAY	11/9/2017	PATAGONIA LIBRARY	342 DUQUESNE AVE	PATAGONIA	(520) 394-2010
FRIDAY	10/20/2017	SEACUS	1124 W THATCHER BLVD	SAFFORD	(928) 428-3229
THURSDAY	11/16/2017	SEACUS	1124 W THATCHER BLVD	SAFFORD	(928) 428-3229
THURSDAY	11/30/2017	SEACUS	1124 W THATCHER BLVD	SAFFORD	(928) 428-3229
THURSDAY	10/19/2017	SEACUS-SEN EXPO	1124 W THATCHER BLVD	SAFFORD	(928) 428-3229
WEDNESDAY	10/11/2017	ETHEL BERGER CENTER	2950 E TACOMA	SIERRA VISTA	(520) 439-2500
WEDNESDAY	11/8/2017	ETHEL BERGER CENTER	2950 E TACOMA	SIERRA VISTA	(520) 439-2500
TUESDAY	10/17/2017	THRIVE	2200 EL MERCADO LOOP	SIERRA VISTA	(520) 459-8210
TUESDAY	10/31/2017	THRIVE	2200 EL MERCADO LOOP	SIERRA VISTA	(520) 459-8210
TUESDAY	11/7/2017	THRIVE	2200 EL MERCADO LOOP	SIERRA VISTA	(520) 459-8210
TUESDAY	11/14/2017	THRIVE	2200 EL MERCADO LOOP	SIERRA VISTA	(520) 459-8210
TUESDAY	11/21/2017	THRIVE	2200 EL MERCADO LOOP	SIERRA VISTA	(520) 459-8210
TUESDAY	11/28/2017	THRIVE	2200 EL MERCADO LOOP	SIERRA VISTA	(520) 459-8210
TUESDAY	12/5/2017	THRIVE	2200 EL MERCADO LOOP	SIERRA VISTA	(520) 459-8210
WEDNESDAY	10/25/2017	COPPER QUEEN LIBRARY	#6 MAIN ST	BISBEE	(520) 432-4232
FRIDAY	11/17/2017	COPPER QUEEN LIBRARY	#6 MAIN ST	BISBEE	(520) 432-4232
MONDAY	12/4/2017	COPPER QUEEN LIBRARY	#6 MAIN ST	BISBEE	(520) 432-4232

The SHIP/SMP Coordinator will be available to set up Medicare Open Enrollment appointments in your community from October 15<sup>th</sup> through December 7<sup>th</sup> on dates other than those listed above. If your community is having a Fall Festival, Harvest Fair or other event during this time we would be pleased to participate. Please contact Ramona MacMurtrie at (520) 432-2528 Extension 222 or email [rmacmurtrie@seago.org](mailto:rmacmurtrie@seago.org) to make arrangements. .

**The Long Term Care (LTC) Ombudsman Program:**

During the numerous fires across the region earlier this summer, a 10-bed assisted living facility in Cochise AZ required evacuation for two days due to the heavy smoke in the area. The owner had already moved facility residents into a safe location before evacuation was mandated. All residents have since returned and are in good condition. The LTC Ombudsmen across the state are still working through the new long-term care facility requirements issued Centers for Medicare & Medicaid Services (CMS). There are three phases to the regulations of which Phases 1 and 2 have been completed and Phase 3 is soon to come.

**Health and Nutrition Program:**

Programmatic monitoring of congregate meals sites was completed, data collected, and we are currently working on sending out Letters of Findings. The biggest concern found with nutrition programs at this time is the lack of

dietitians to sign off on the menus. The Health and Nutrition Coordinator (HNC) will be working to assist providers in becoming compliant with this requirement.

With the assistance and support of Councilmember Barbara Ahmann (Clifton) and Barbara Rayes who are both Matter of Balance (MOB) coaches, nine individuals from Greenlee County recently completed and graduated as MOB Lay Leaders. The HNC is working with stakeholders to possibly hold a second class in the fall when the weather is cooler. In SFY 2018, we will be expanding MOB classes in Graham, Greenlee and Santa Cruz Counties. Cochise County is mostly being covered by Fry Fire who also has master trainers and coaches hosting classes in the Sierra Vista area. If anyone knows of someone who would like to become a MOB coach and help bring this course to your respective areas, please contact Shi Martin at [smartin@seago.org](mailto:smartin@seago.org) or (520) 432-2528, Extension 206 and she would be happy to provide the information to get them started.

The HNC also recently attended the Arizona Healthcare Association conference in Phoenix, bringing back a wealth of information for all three of these programs, including severely needed mobile dentistry and podiatry services to small Assisted Living Facilities (ALFs) as well as the Long Term Care (LTC) facilities. Information was obtained on how to prepare emergency feeding plans and the foods needed to do it. Updates were also given on the Banner-University Family Care takeover of Arizona Long-Term Care System (ALTCS) contracts currently held by Bridgeway Health Solutions and United Health Care in our region. According to AHCCCS, about 9,100 ALTCS members will transition to a new health plan when the new contracts begin October 1, 2017 and a list of Banner contacts was provided. All the information that was received at the conference will be provided to all of the ALFs, LTC facilities and congregate sites throughout the region.

**Area Plan Implementation:**

In accordance with the Area Plan on Aging and the SEAGO Strategic Plan, the SEAGO AAA recently hired a Care Coordinator (A.K.A. Case Manager) for the Family Caregiver Support Program (FCSP). In order to be able to reach our goals of increasing awareness, enhancing outreach, providing information regarding services available to family caregivers, and specifically increasing demand for respite services throughout the region, we strongly feel that being bilingual in English and Spanish is essential. Mayra Ballesteros will be starting on Monday, July 31, 2017 and will be provided with the necessary training for at least a month. I will personally be introducing Mayra to the different providers we contract with and she will work closely with case managers in order to provide assistance, support and guidance within the FCSP in order for us to work towards positive results and increase service demand.

SFY18 subaward renewals have been sent out to all current service providers. Among them are the newest members of the SEAGO AAA team – the Volunteer InterFaith Caregiver Program (VICAP), who is providing transportation services in Willcox, and Easter Seals Blake Foundation (ESBF) who is the new provider of transportation services in Graham And Greenlee Counties. ESBF started registering clients in Safford on July 11<sup>th</sup>, Clifton on July 12<sup>th</sup>, and Duncan on July 13<sup>th</sup>. The transfer of vehicles from SEACAP has been completed and ESBF is waiting on the final approval from ADOT before they can be used. Currently, rides are being provided to some clients using vehicles previously owed by the ESBF. There are drivers assigned to Clifton, Duncan and Safford, and for further information and assistance in scheduling rides in these areas please contact Cheryl Kay Wilson [cwilson@blake.easterseals.com](mailto:cwilson@blake.easterseals.com).

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**Attachments:** None.

**Action Requested:**

Information Only

Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** JULY 24, 2017  
**SUBJECT:** SEAGO/SVMPO REGIONAL STRATEGIC HIGHWAY SAFETY PLAN

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The following is an update of our SEAGO/SVMPO Strategic Highway Safety Plan since our May meeting.

At our May TAC Meeting, the TAC focused on identifying our plan's emphasis areas, developing a vision statement, and developing a goal statement. The following are the final results of the emphasis area voting that occurred at our May TAC meeting (vote counts are in parentheses):

1. **Speeding and Aggressive Driving (31)**
2. **Impaired Driving (24)**
3. **Distracted Driving (22)**
4. **Lane/Roadway Departure (20)**
5. **Younger Drivers (18)**
6. **Occupant Protection (16)**
7. Older Drivers (13)
8. Weather (9)
9. Animals (9)
10. Pedestrians (5)
11. Heavy Vehicles/Buses/Transit (4)
12. Bicyclists (3)
13. Motorcycles (2)
14. Intersections (2)
15. Traffic Incident Management (1)
16. Interjurisdictional (1)

I was directed by the TAC to limit our emphasis areas to no more than six. ***The selected emphasis areas are in bold above.***

The following is our vision statement developed by the TAC: ***“Stay Alive, Focus on the Drive”.***

The following is our goal statement developed by the TAC: ***“Improve the Safety of Our***

***Roads...Lets Reduce Fatalities and Severe Injuries in the Next 5 Years”.***

The emphasis areas, vision statement, and goal statement have been submitted to AMEC for inclusion in our plan.

AMEC has completed the network screening of intersections and is finalizing the network screening of our road segments. AMEC screened signalized and un-signalized intersections for both local agency intersections and ADOT intersections. The intersections were ranked based on a Priority Index, which combines the crash frequency, the crash rate (crashes per million vehicles entering the intersection), and crash severity. The TAC has this data and is currently reviewing it for accuracy. The following is the ranking of top 10 intersections not within the Sierra Vista MPO boundaries:

1. A Avenue and 10<sup>th</sup> Street in Douglas (PI – 16.03)
2. G Avenue and 10<sup>th</sup> Street in Douglas (PI - 18.83)
3. G Avenue and 14<sup>th</sup> Street in Douglas (PI- 19.48)\*
4. 9<sup>th</sup> Street and A Avenue in Douglas (PI – 19.53)\*
5. Maley Street and Arizona Avenue in Willcox (PI – 19.53)
6. F Avenue and 10<sup>th</sup> Street in Douglas (PI – 22.47)
7. 20<sup>th</sup> Avenue and 8<sup>th</sup> Avenue in Safford (PI – 24.34)
8. Maley Street and Haskell Avenue in Willcox (PI 27.00)
9. Relation Street and 20<sup>th</sup> Avenue in Safford (PI – 27.16)
10. Crawford Street and Terrace Avenue in Nogales (PI – 27.63)

\* Incapacitating Injury – Possibly eligible for HSIP funding

AMEC will be submitting road segment screening data along with maps that identify the top-ranked locations by the week of July 31, 2017. As soon as it is received, it will be distributed to the TAC for review and comment. Once the road segment review is complete, the draft plan will be delivered shortly thereafter. Our goal is to finalize the plan at our September TAC meeting.

This does comply with our original project schedule. However, it does impact the FY18 HSIP application cycle. HSIP applications are due to ADOT by October 2, 2017. AMEC will help develop the information needed to complete the ADOT HSIP application, including project descriptions, cost estimates, and benefit/cost ratios. We will review and rank any HSIP applications at our September TAC Meeting.

Action Requested:

Information Only

Action Requested Below



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** JULY 24, 2017  
**SUBJECT:** TRANSIT REPORT

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

## **REGIONAL MOBILITY MANAGEMENT**

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 \$1,023,878 was awarded to our regional transportation providers and mobility management programs. In 2016, they provided over 460,000 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.

## **WILLCOX TRANSPORTATION PROJECT**

SEAGO has partnered with the Volunteer Interfaith Caregiver Program (VICaP) to provide transportation services to the Willcox area. In addition to the van program, this program uses volunteer drivers with their own vehicles to transport clients to needed services. The program is now providing rides to Tucson and Safford. During the first 6.5 months of service, the VICap Program has driven 27,013 miles, has provided 2,912 service hours, and has provided 4,003 passenger trips.

SEAGO has completed the Willcox Transit Needs Survey. A total of 162 individuals representing 451 people responded to the survey or 4.4% of the survey population. Transit needs and demands were estimated using procedures described in Transit Cooperative Research Program (TCRP) – Methods for Forecasting Demand and Quantifying Need for Rural Passenger Transportation. The formula is designed to determine the magnitude of need in a geographic area and estimate ridership for a potential transit system. Census data is used as the baseline for the program's demand and need modeling.

***Estimate of Transit Need:*** The output data utilizes a formula that estimates the need based on the number of household with incomes at the poverty level, the number of households without a vehicle, and number of persons who have mobility limitations. ***The survey resulted in an estimated need of 124,600 passenger trips per year.***

**Estimate of Demand:** Because not everyone who is perceived to have a need actually has one, the formula uses a mobility gap factor which better estimates those with actual unmet needs and calculates passenger trips on a single, one way trip, 300 days per year. This is known as demand. The TCRP formula estimated demand at **11,600 annually based upon census data**. The TCRP formula estimated demand at **13,636 based upon survey data**. **Historical data** provided by Northern Cochise Community Hospital (NCCH) demonstrated a demand of **16,088 based upon their last 3 years of service average**.

**First year ridership estimates for the VICaP service is approximately 8,400 rides.** However, only 56% of the survey respondents were aware of the service provided by VICaP. As a result of the survey, SEAGO will be enhancing outreach efforts. Service has also been limited by the use of one vehicle. NCCH utilized multiple vehicles for their program. SEAGO is currently working on adding a second vehicle (mini-van) to the service area.

### **COCHISE COUNTY INTERCITY ROUTE STUDY**

The intercity route is in its final planning stages. The study's transit advisory committee selected the name **Cochise Connection**. Service will begin on August 7, 2017, in Douglas and follow a SR 80/90 route with stops at the Copper Queen Plaza/Lyric in Bisbee, Canyon Vista Medical Center, Cochise College Main Campus, and the Vista Transit Center. The Huachuca City Public Library and the Benson Visitor Center will be added in January 2018. The route will operate 3 times daily Monday thru Friday and 2 times daily on Saturday. A ribbon cutting ceremony will be held at 11am at the Douglas Visitor/Transit Center. A kick-off celebration will also be held in Bisbee at the Lowell Plaza beginning at 3:30pm.

### **GRAHAM/GREENLEE COUNTY FTA 5310 PROGRAM TRANSITION PROJECT**

SEACAP ended their transportation program on June 23<sup>rd</sup>. Easter Seals Blake Foundation (ESBF) volunteered to step in and continue services in Graham and Greenlee Counties. SEAGO worked with SEACAP and ESBF to make the transition as seamless as possible. ESBF has opened a dispatch center that will coordinate ride scheduling for Graham and Greenlee Counties. ESBF also hired SEACAP's Clifton and Duncan drivers to ensure consistency of service. The integration of the ESBF and SEACAP's resources should result in enhanced and more dependable service in Graham and Greenlee Counties. ESBF secured a FY 2018 FTA Section 5310 Grant for \$20,000 to help fund the service. SEAGO secured a \$55,000 United Way Grant to support the project and to provide planning services so that ESBF can apply for a FTA Section 5311 Grant in FY18 for FY19. ESBF and SEAGO will be reaching out to Graham and Greenlee Counties, Cities, and Towns for Letters of Support for their application.

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

Action Requested:

Information Only

Action Requested Below