

**MINUTES OF THE  
SEAGO EXECUTIVE BOARD MEETING  
OLD CLIFTON TRAIN STATION DEPOT  
100 S. CORONADO BLVD.  
CLIFTON, ARIZONA 85533  
AUGUST 17, 2018**

**OFFICERS PRESENT:** Doyle, John – Mayor, City of Nogales (*Chair*)  
Gomez, David – Supervisor, Greenlee County (*1<sup>nd</sup> Vice Chair*)  
Ortega, Richard – Vice Mayor, City of Safford (*2<sup>nd</sup> Vice Chair*)  
Lindsey, Sam – Councilman, City of Willcox (*Treasurer*)

**MEMBERS PRESENT:** Barlow, Bill – Mayor Pro Tem, City of Tombstone  
David, Paul – Supervisor, Graham County  
Judd, Peggy – Supervisor, Cochise County  
Montoya, Luis – Mayor, Town of Clifton  
Mueller, Rick – Mayor, City of Sierra Vista  
Richardson, Barbara – Cochise County Private Sector Rep. (*phone*)  
Robinette, Dustie – Greenlee County Private Sector Rep.  
Smerekanich, Ilona – Cochise County Private Sector Rep.

**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  
Blakenship, Mike – Greenlight Traffic Engineering  
Doyle, Griselda  
Judd, Kitt  
Verdugo, Emily – U.S. Census Bureau

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

Chairman Doyle called the meeting to order at 12:15 p.m. Town of Clifton Mayor Luis Montoya provided welcoming remarks and introductions were made.

**II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)**

Vice Mayor Ortega discussed the recent hands-free driving presentation given at the City of Safford. Councilman Lindsey announced that Caleb Blaschke had been hired as the new Willcox city manager and his first day was August 6<sup>th</sup>. Supervisor Judd reported that Cochise County is also looking into implementing a distracted driving ordinance. Chair Doyle announced a newly created position of Assistant City Manager and the City's Planning Administrator Mr. Frank Dillion had been appointed to fill the position. Supervisor David discussed the recent Supreme Court decision regarding digital taxation and the opportunity for sales tax revenue to be returned to local entities and how this helps to level the playing field for local brick and mortar businesses.

### **III. CALL TO THE PUBLIC**

Chair Doyle opened the call to the public and no one spoke.

### **IV. PRESENTATIONS:**

- a. SEAGO – SVMPO Strategic Regional Highway Safety Plan and Discussion and possible action regarding the SEAGO-SVMPO Regional Strategic Highway Safety Plan

Mr. Mike Blankenship of Greenlight Traffic Engineering presented the findings of the SEAGO/SVMPO Regional Strategic Highway Safety Plan (SHSP) which was completed this month. SEAGO has begun the process of implementing the Plan and a priority list of projects was developed using the 2011 to 2015 crash data. SEAGO will update crash data annually each July/August for the region. Mr. Blankenship and Mr. Vertrees responded to questions. Action on agenda Item VI, 7 was called for at the end of the presentation.

Supervisor Gomez made a motion to approve the SEAGO/SVMPO Regional Strategic Highway Safety Plan.

**MOTION:** Supervisor Gomez  
**SECOND:** Vice Mayor Ortega  
**ACTION:** Unanimous

- b. Complete Count Committee – Maximizing 2020 Census participation in your community

Ms. Emily Verdugo of the U.S. Census Bureau discussed preparations for the upcoming 2020 Census and the need to establish Complete Count Committees throughout the SEAGO region to provide local outreach efforts and ensure that everyone is counted. For the SEAGO region each County has agreed to establish a committee that would include their member jurisdictions. Ms. Verdugo reported that the 2020 Census will be done electronically using on-line forms or taken over the phone using an automated system with the hope that most people will self-report. There was discussion regarding whether on-line/phone only will hurt rural populations who may not have Internet access. Ms. Verdugo asked for Resolutions from all participating entities committing to forming Complete County Committees and provided a timeline for the Census.

Ms. Verdugo responded to questions.

### **VIII. RTAC Report**

Note: it was requested that this item be taken out of the order listed on the agenda. Mr. Kevin Adam provided the legislative update and responded to questions.

### **V. EXECUTIVE SESSION**

- a. The Board may vote to adjourn to Executive Session pursuant to A.R.S. §38.431.03 Subsection A.1. for purposes of evaluating the performance of the Executive Director.

Mr. Heiss requested that the discussion of his performance take place in open session so that there would be enough time left to complete the business items on the agenda before Board members needed to leave. Mr. Heiss summarized the ratings and comments received for each section of the evaluation form and the overall aggregate score. He stated that the overall score came to 4.5 out of a possible 5 points, and thanked the Board for their confidence and continued support.

- b. Discussion and possible action relating to the performance evaluation of the Executive Director.

Supervisor Gomez made a motion to accept the Executive Director’s performance review as presented.

**MOTION: Supervisor Gomez**  
**SECOND: Ms. Smerekanich**  
**ACTION: Unanimous**

**VI. ACTION ITEMS**

- 1. Consent Agenda
  - a. Approval of the May 18, 2018 Minutes
  - b. Nomination to the Advisory Council on Aging

Mr. Heiss mentioned that he had corrected a few minor typographical errors in the minutes that were included in the packet and explained each correction. Mayor Mueller made a motion to approve the Consent Agenda as presented, including the corrected minutes.

**MOTION: Mayor Mueller**  
**SECOND: Ms. Robinette**  
**ACTION: Unanimous**

- 2. Discussion and possible action regarding the reappointment of Patrick O’Donnell for a second term as the Graham County Private Sector Representative on the Executive Board

Supervisor Gomez made a motion to re-appoint Mr. Patrick O’Donnell to a second two year term as the Graham County Private Sector Representative on the Executive Board.

**MOTION: Supervisor Gomez**  
**SECOND: Ms. Smerekanich**  
**ACTION: Unanimous**

- 3. Discussion and possible action regarding an Intergovernmental Agreement between the City of Sierra Vista and SEAGO for Civil Engineering services

Mr. Heiss provided background information on the formation of a Regional Technical Services Center (RTSC) stating there was already a cooperative purchasing agreement in place with the City of Sierra Vista that enables the RTSC to access the City’s lists of on-call consultants. The intergovernmental agreement presently under consideration will enable the RTSC to access project development services performed by the City of Sierra Vista Public Works department (SVPW), and requires governing body approval under A.R.S. §11-952. The project development services performed by SVPW will be limited to small projects of lower complexity – larger, more complex projects can be performed through consultants on the on-call lists.

This IGA was originally scheduled for consideration by the City Council on July 26th, but was delayed until August 9th to provide time for the parties’ attorneys to concur on some revisions that were the result of legal review. After approval of this agreement, RTSC implementation procedures, associated forms, and project information sheets need to be completed before the services will be made available to our member entities.

Supervisor David asked whether there was a dollar amount limit or the need to adhere to SEAGO's procurement policy. Mr. Heiss responded there was not a dollar limit for the contracts contemplated under this agreement. He also stated that the IGA forgoes the need to follow the procurement policy as the structure eliminates the need for a request for proposal or statement of qualifications.

Councilman Lindsey made a motion to approve the proposed Intergovernmental Agreement between SEAGO and the City of Sierra Vista for Civil Engineering Services.

**MOTION: Councilman Lindsey**  
**SECOND: Vice Mayor Ortega**  
**ACTION: Unanimous**

4. Discussion and possible action regarding proposed updates to the SEAGO Classification Plan

Mr. Heiss discussed proposed updates to the SEAGO Classification Plan stating changes have been made to update various titles to better reflect the duties and responsibilities and fall in line with program requirements. Mr. Heiss responded to questions.

Vice Mayor Ortega made a motion to approve the proposed updates to the SEAGO Classification Plan.

**MOTION: Vice Mayor Ortega**  
**SECOND: Supervisor Gomez**  
**ACTION: Unanimous**

5. Discussion and possible action regarding Intergovernmental Agreements between WRDC and SEAGO to Conduct target industry studies in Graham and Greenlee Counties

Mr. Larry Catten reported that SEAGO has received a grant from the Freeport-McMoRan Graham County Community Investment Fund to conduct a target industry study for Graham County, Arizona, and a grant from the United Way of Graham and Greenlee Counties to conduct a target industry study for Greenlee County. After extensive due diligence by the SEAGO Economic Development Planner in searching for a viable and cost effective entity to conduct a target industry study, and with advise and support from the Chair of the Gila Valley Economic Development Corporation and the Greenlee County Economic Development Coordinator, it is proposed that SEAGO enter into an Intergovernmental Agreement for a target industry study to be conducted by the Western Rural Development Center (WRDC), a public service entity of Utah State University.

Under the terms of the proposed Agreement, WRDC will also sub-contract with ESI Corporation, a highly qualified economic development consultant, to collaborate on developing the requisite data to identify target industry sectors for both Graham and Greenlee Counties, and facilitate the development of target industry attraction and retention strategies for the identified target industries for each County.

It is important to note that at the completion of the respective studies and strategic planning processes, there will be funds available from the two grants to assist in the strategic plan implementation initiatives for each county. It is anticipated that the target industry study for each county will begin in September 2018 and completed in May 2019.

Mr. Catten responded to questions.

Councilman Lindsey made a motion to recommend approval of the Intergovernmental Agreement, between SEAGO and the WRDC, for a target industry study for Graham County and authorizing the SEAGO Executive Board Chair to execute the respective Agreements.

**Motion #1**

**MOTION: Councilman Lindsey**  
**SECOND: Vice Mayor Ortega**  
**ACTION: Unanimous**

Supervisor David made a motion to recommend approval of the Intergovernmental Agreement, between SEAGO and the WRDC, for a target industry study for Greenlee County and authorizing the SEAGO Executive Board Chair to execute the respective Agreements.

**Motion #2**

**MOTION: Supervisor David**  
**SECOND: Supervisor Gomez**  
**ACTION: Unanimous**

Mayor Montoya made a motion allowing for alterations to the respective Agreements and the associated Exhibits so long as any changes do not substantially change the purpose, intent, cost, and expected deliverables of the Agreement approved in Motions 1 and 2.

**Motion #3**

**MOTION: Mayor Montoya**  
**SECOND: Supervisor Gomez**  
**ACTION: Unanimous**

- 6. Discussion and possible action regarding Resolution No. 2018-03, adopting the SEAGO Title VI Implementation and Public Participation Plan

Mr. Chris Vertrees discussed the July 2011 requirement of Federal Highway Administration (FHWA) that Federal Transit Administration (FTA), ADOT, and SEAGO develop a Title V Plan. The purpose of the Plan is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region. At the time the Plan was developed, there was no federal requirement that such a plan be approved by an agency’s governing board. Since that time, the FTA has revised its Circular 4 702.1 B, which, among other things, now requires approval of Title VI plans by an agency’s governing board.

While ADOT will accept the minutes of a meeting as evidence of governing board approval, the minutes do not become official until approved at a subsequent meeting. Because meetings of the SEAGO Executive Board occur quarterly, approval of the August 17<sup>th</sup> meeting minutes will not be considered until November – well after the deadline for ADOT to submit our Title VI plan to FTA. Therefore, a Resolution for consideration which, if adopted, will provide immediate evidence of the Executive Board’s approval of SEAGO’s Title VI Implementation and Public Participation Plan dated August 1, 2018.

Vice Mayor Ortega made a motion to approve Resolution No. 2018-03.

**MOTION: Vice Mayor Ortega**  
**SECOND: Ms. Smerekanich**

**ACTION: Unanimous**

7. Discussion and possible action regarding the SEAGO-SVMPO Regional Strategic Highway Safety Plan

Action on this item was moved up to Item IV., a.

**VII. INFORMATION ITEMS**

- A. Future Meeting Dates

Mr. Heiss outlined the proposed future meeting dates for the following twelve months.

- B. Strategic Plan Implementation Progress Report

Mr. Heiss provided an update on the implementation of Strategic Plan goals and proposed the possibility of not having the Strategic Planning Retreat in February 2019 due to SEAGO hosting the 2019 Rural Transportation Summit and the need to procure services for AAA providers.

- C. Quarterly Finance Report

Ms. Diane Pashley provided the quarterly finance report and responded to questions.

- D. SEAGO Economic Development District Report

Mr. Larry Catten provided the Economic Development report and responded to questions.

- E. AAA Updates

Ms. Laura Villa provided the Area Agency on Aging Region VI updates and responded to questions.

**VIII. RTAC REPORT**

Note: this item was moved out of the order listed on the agenda at the request of Mr. Adam.

**IX. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

No items were discussed at this time.

**X. FUTURE AGENDA ITEMS**

Mr. Heiss mentioned there would be items for consideration of the HURF Resolution and the Transportation Issues Position Statement on the next agenda.

**XI. ADJOURNMENT**

Mayor Pro Tem Barlow made a motion to adjourn the meeting at 3:05 p.m.

**MOTION: Bill Barlow**  
**SECOND: David Gomez**  
**ACTION: Unanimous**