



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JANUARY 30, 2019  
**SUBJECT:** ADMINISTRATIVE COUNCIL MEETING

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

**Thursday, February 7, 2019 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 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., THURSDAY, FEBRUARY 7, 2019  
COCHISE COLLEGE BENSON CENTER  
1025 HIGHWAY 90  
BENSON, ARIZONA

<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Chair Williams	
<b>II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)</b>	Chair Williams	
<b>III. CALL TO THE PUBLIC</b>	Chair Williams	
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<b>VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS</b>	Chair Williams	N/A
<b>VIII. FUTURE AGENDA ITEMS</b>	Chair Williams	N/A
<b>IX. ADJOURNMENT</b>	Chair Williams	N/A

**DIRECTION MAY BE GIVEN TO SEAGO STAFF ON ANY ITEM ON THE AGENDA.**

Individuals with disabilities who require special accommodations or who have limited English proficiency and wish to have an interpreter may contact Heather Glenn at (520) 432-5301 extension 207 at least 72 hours before the meeting time to request such accommodations.

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

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

**MINUTES OF THE  
ADMINISTRATIVE COUNCIL MEETING  
COCHISE COLLEGE BENSON CENTER  
1025 STATE ROUTE 90  
BENSON, ARIZONA  
NOVEMBER 1, 2018**

**OFFICERS PRESENT:** Williams, Matthew – Huachuca City (Chair)  
Skeete, Horatio – City of Safford (Secretary)

**MEMBERS PRESENT:** Blaschke, Caleb – City of Willcox  
Brown, Heath – Town of Thatcher  
Coxworth, Dan – Cochise County  
McLachlan, Matt – City of Sierra Vista  
Ruder, Heather – Town of Clifton  
Smith, Robert – City of Bisbee  
Welker, Dustin – Graham County

**STAFF PRESENT:** Catten, Larry – Economic Development Planner  
Dennis, Keith – Senior Planning Specialist  
Glenn, Heather – Administrative Assistant  
Heiss, Randy – Executive Director  
Meredith, John – GIS Coordinator  
Pashley, Diane – Accounts Manager  
Vertrees, Chris – Transportation Manager  
Williams, Bonnie – CDBG Program Manager

**GUESTS:** Adam, Kevin - RTAC

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

Chair Williams called the meeting to order at 9:04 a.m. and welcomed everyone. Introductions were made.

**II. MEMBER ENTITIES' DISCUSSION**

**Mr. Heath Brown** provided a brief update on the \$2.3M Church Street Project in Thatcher. **Mr. Horatio Skeete** discussed issues they were experiencing with the contractor who won the bid for the \$950,000 water line project in Safford and the steps they have taken to keep the project going forward. **Mr. Matt McLachlan** shared that Sierra Vista fell short on votes for the Fry Town Site Annexation and they will be providing a report to Council on input received and options going forward. **Mr. Dan Coxworth** stated that planners and permits are getting busier in Cochise County, also, perhaps signaling that the economy is turning around in the county. The county is forming a Complete Count Committee for the census and had a meeting with all jurisdictions except for Willcox and Douglas. He mentioned that Douglas has a high non-participation rate and that the county wants to target those kinds of areas for the 2020 census. He shared that they have a consultant applying for an EPA Brownfields grant to inventory all brownfields and properties for asbestos and/or lead-based paint potential. He stated that the purpose of the grant is to identify properties not currently on the tax rolls and ones that developers are not interested in because of various types of contamination and the costs associated with remediating the properties. **Ms. Vicki Vivian** stated that there is a group in Benson that has recently been circulating petitions and appearing before Council requesting quiet zones. She shared that there is a red light program through AZ GNT cooperative's rural development program and that they were approved for a \$180,000 zero-percent interest loan for a fuel farm at the airport which will provide self-serve tanks. She also stated that AZ GNT has also offered Benson an additional \$180k at 3% interest

and hopes it creates more traffic at the airport. Benson is gearing up for census. They have a transit audit coming up and she and the newly hired finance director are learning together and preparing for the upcoming audit. **Mr. Dustin Welker** stated that Graham County is also supporting the Complete Count Committee and that they will meet mid-November to decide on the number of committee members and training that will be provided. The Klondike CDBG project still being worked on; they hope to wrap up in spring. He gave a big thank you to Chris Vertrees for walking them through a solution regarding a funding shortage on their Dial A Ride project. Graham County is getting their economic development group back together which is the result of all the work Larry Catten has been doing and he expressed his thanks to Larry as well. **Ms. Heather Ruder** advised that Clifton has formed a Complete Count Committee with Greenlee County taking the lead and Clifton assisting as needed. She explained that she has been putting city-owned properties up for auction to get them off the city roles and make room for new businesses. She announced the town will be forced to rebid the Zorillo Bridge project because the one bid they received was well over the project budget. Clifton continues battling a housing shortage, especially for officers and employees. Ms. Ruder said there are 700 people on their housing waitlist and described some of the housing challenges in her town. A few people in town own most of the properties and let them sit vacant instead of selling them, so the only properties available are in dilapidated condition. **Mr. Caleb Blascke** shared that Willcox is updating their codes to notify and fine owners every month if a property is out of compliance which they hope will encourage the property owner to either sell or fix up the property. He also announced that the Willcox wastewater treatment plant completion should be done soon. Interested businesses want to tie into it. He stated that their codes are being updated. He also said that they may be rebranding the city in the future with help from the wine industry. **Mr. Matt Williams** expressed his thanks to Chris Vertrees, Larry Catten and the City of Sierra Vista for their help with Huachuca City's bus line. Mr. Williams took a grant proposal to Council to continue the bus line but Council said no; consequently, Huachuca City's bus service will stop December 31. They are conducting a water/sewer rate fee study and the city is expecting fees to at least double. He shared that Huachuca City has some of the same housing issues as Clifton. The city is creating a mobile home ordinance that does not allow anyone to move a mobile home into town that is more than 10 years old. **Mr. Robert Smith** stated that ADEQ inspected the asbestos at the burned Bisbee City Hall building and they won't have to abate it. Council wants to rebuild and that is the plan. They have put out an RFP for architectural services and it will be rebuilt over the next couple of years. They intend to try to retain some of the original façade. The city is looking for a new public works director with an engineering degree and requested referrals for anyone qualified. Once a new public works director is on board they plan to initiate a study on sanitation and recycling. He announced that he has been working with Habitat for Humanity out of Tucson for the past year and since they just got a charter to work in Cochise County, Pima's Habitat for Humanity can now work locally. The city has an 8 acre parcel near Safeway and will work with H4H to install mixed income housing. The city took delivery on its first set of vehicles retired from the county for police and work trucks. They now have access to reduced rate fuel through the county. Commercial fire inspections will begin in Old Bisbee and a distracted driving ordinance is being worked on.

**Mr. Randy Heiss** thanked everyone for a very robust roundtable and advised that since Kevin Adam from RTAC and Larry Catten both need leave early, he requested that those items be moved ahead on the agenda. Chair Williams inquired if there were any objections to move agenda items V. Information Items, Section D. Economic Development and VI. RTAC Report. There being none, Mr. Larry Catten proceeded with his report.

## **V. INFORMATION ITEMS**

### **D. SEAGO Economic Development District Report**

Mr. Larry Catten reported on recent economic development activities including, but not limited to a Shark Tank competition in Graham County; two target industry studies currently underway: one in Graham and one in Greenlee County; the housing feasibility study currently in process in Greenlee County; the SEAGO economic development portal, a strategic goal item that is now up and running at

[www.southeastarizonaeconomy.com](http://www.southeastarizonaeconomy.com) that links county economic development websites and will soon include Santa Cruz County an opportunity zone conference on November 27; and working with the University of Arizona to submit a grant application to the economic development administration for a target industry study for Benson and Huachuca City. Larry responded to questions from the group.

## VI. RTAC REPORT

Mr. Kevin Adam distributed the 2019 transportation legislative forecast; provided an overview and responded to questions from the group.

## III. CALL TO THE PUBLIC

No one from the public was present.

## IV. ACTION ITEMS

1. Consent Agenda
  - a. Approval of the August 2, 2018 Minutes
  - b. Nomination to the Advisory Council on Aging

Ms. Heather Ruder made a motion to approve the Consent Agenda as presented.

**MOTION:** Heather Ruder  
**SECOND:** Horatio Skeete  
**ACTION:** **UNANIMOUS**

2. Discussion and possible action relating to Resolution No. 2018-04 urging the elimination of transfers of dedicated transportation revenues to the State General Fund (HURF)

Mr. Randy Heiss stated that this was essentially the same as the HURF Resolutions passed in previous years with the numbers in the Resolution updated throughout the document. But the last recital on page 9 is new and states: **WHEREAS**, the implementation of the Highway Safety Fee established by HB 2166 will fully fund the Department of Public Safety operations in Fiscal Year 2020 and therefore eliminates the need to divert HURF, Vehicle License Tax, or other revenue sources dedicated for transportation purposes to the State General Fund. Mr. Horatio Skeete made a motion to recommend approval of the Resolution as presented.

**MOTION:** Horatio Skeete  
**SECOND:** Dustin Welker  
**ACTION:** **UNANIMOUS**

3. Discussion and possible action relating to the 2019 Transportation Issues Position Statement

Mr. Randy Heiss advised that SEAGO does this every year by starting with the Transportation Advisory Committee to identify the most urgent transportation issues first. But this year he approached it a bit differently by not first providing a copy of the resolution from the previous year and inquired of the TAC members what was on their minds; what issues have they been encountering in their efforts to implement their transportation projects; difficulties with ADOT, funding sources, etc. The results of what came out of that discussion were presented today for consideration. Most of these issues were carried over from the previous year, but the last position statement was new, so he covered that in more detail. Randy advised that while the HURF exchange program now available for local governments to utilize, SEAGO's problem is that the projects in our 5-year plan are programmed out until 2023 and are federalized to the point where we can't back out of them now and utilize the HURF

exchange program. It's only available to the surface transportation block grant program and doesn't include the HSIP and other funding sources that the federal government offers. He provided some things that can be worked on in the meantime at the State level: historic preservation seems to be a tripping-up point for a lot of SEAGO projects; how to coordinate better with the state historic preservation office and implement more efficient and sensible project review. He believes federal agencies have the ability to craft alternative methods to meet their section 106 obligation. FHWA and SHPO should coordinate and refine the criteria that triggers mitigation actions and identify criteria for items that qualify as historic resources in view of standards that are established by the national historic preservation act. He described some of the issues that could be simplified. He noted that consulting costs are eating up available funds; some projects run 44 to 50%. ADOT is trying to determine what's driving that and mitigate it and SEAGO wants to support that to try to reduce those costs. Another big factor is staff turnover at ADOT which results in a poor paper trail left behind; steps having to be repeated and entities having to pay more money for additional review which could be reduced by creating better succession planning to reduce these kinds of issues. He then addressed questions and comments from the group. Chair Williams called for a motion to approve the position statements on transportation issues presented by staff. Mr. Heath Brown made a motion to recommend approval of the Transportation Issues Position Statement as presented.

**MOTION:** Heath Brown  
**SECOND:** Heather Ruder  
**ACTION:** UNANIMOUS

4. Discussion and possible action regarding the FY 2019 - FY 2021 Method of Distribution

Ms. Bonnie Williams advised that the method of distribution needs to be updated every 3 years. If any changes need to be made, SEAGO can let the State know to revise it if timely notice is given. It is a document that provides background and explains what CDBG is but more importantly, the funding rotation schedule. There is also a calendar for progress, suggested preparation, and planning steps when it's a community's turn. Ms. Williams explained that the rotation schedule set by the entities in each county; funding is determined by population and poverty statistics. She pointed out that SEAGO is the least funded of all the COGs in the state because of the population numbers. Last year's funding amounts were used in the document as a guide, but are subject to change. She announced that no changes have been made since the last revision which takes Cochise County to a 6 year rotation. This coming year, Duncan, Santa Cruz County, Tombstone & Pima are up for their applications and it will soon be time to start the public hearing process. She stated that SEAGO staff are here to help and will be contacting those communities directly to start working with them on their planning process. She then addressed any questions. Mr. Robert Smith thanked SEAGO for changing the schedule which has been a big help to Bisbee. Chair Williams called for a motion to approve the proposed Method of Distribution for Fiscal Years 2019-2021 to the Executive Board as recommended by staff. Mr. Dustin Welker made a motion to recommend approval of the Method of Distribution as presented.

**MOTION:** Dustin Welker  
**SECOND:** Vicki Vivian  
**ACTION:** UNANIMOUS

5. Discussion and possible action regarding SEAGO 2018 - 2022 TIP Amendment #7

Mr. Chris Vertrees directed the members to the TIP Amendment which was approved at their September TAC meeting. They are HSIP projects which were submitted through their safety plan project. He stated that they invested \$400k in the safety plan and have already made \$5.5M in projects back, so it's been a good return on investment. He briefly reviewed the list and then asked for questions. Chair Williams had stepped out of the meeting so Secretary Skeete called for a motion to approve SEAGO 2018-2022 TIP Amendment #7. Mr. Heath Brown made a motion to recommend approval of the TIP Amendment as presented.

**MOTION:** Heath Brown  
**SECOND:** Dan Coxworth  
**ACTION:** **UNANIMOUS**

## **V. INFORMATION ITEMS**

### **A. Future Meeting Dates**

Mr. Randy Heiss directed members to the meeting schedule in their packets. He stated he has sent out invitations for all meetings except the latest additions and will send out the invitation for the November 2019 meeting when he returns to the office.

### **B. Strategic Plan Implementation Progress Report**

Mr. Heiss reminded everyone that at the last meeting they talked about deferring strategic planning update which would normally have occurred in February 2019. SEAGO will host the Rural Transportation Summit next year which will take a lot of work as well as procurement of services for SEAGO AAA which starts in February and March. He stated that he wants to do these things well and suggested deferring the retreat to February 2020, which was agreed to by the Administrative Council and Executive Board. Randy then provided a progress report on attainment of the strategic plan goals and responded to questions.

### **C. Quarterly Finance Report**

Ms. Diane Pashley provided the first quarter financials. She shared that the audit field work would be starting the following week. Mr. Heiss stated that Diane has made significant strides in correcting issues discovered in last year's audit. Chair Williams asked about the fund expenses in the 5310 (senior transportation) program and Chris Vertrees explained how the funding for that account and 5311 funding sources work.

### **D. SEAGO Economic Development District Report**

This item was taken out of order on the agenda and covered earlier in the meeting.

### **E. AAA Updates**

Mr. Heiss explained that SEAGO AAA Program Director Laura Villa is diligently working to finalize a grant application due today at 5:00 p.m. to the Lowell Foundation to continue the End of Life program for an additional two years which was a requirement of a grant from the Legacy Foundation when they initially approved funding the program. Mr. Heiss encouraged the group to review Laura's comprehensive report in the packet and invited the group to contact her with any questions about it.

### **F. Transit Update**

Mr. Chris Vertrees provided an update on transit activities and shared that they have recently completed the ADOT 5310 grant process and it is the 6<sup>th</sup> year in a row that SEAGO has been the #1 recipient in terms of dollars. They have brought in over \$850K to the region and provided over 400k rides. He also discussed the status of the Willcox transportation project; the Cochise Connection; a new intercity bus service from Greyhound that began serving Sierra Vista on September 12<sup>th</sup>; and the Graham/Greenlee transit funding problem. He then responded to questions.

## **VI. RTAC REPORT**

This item was taken out of order on the agenda and covered earlier in the meeting.

## **VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Mr. Heiss asked if there were any other announcements from the group. There was a brief discussion about the regional communications center (SEACOM) in Sierra Vista and how 911 funding worked. Mr. Heiss invited members to check out the new census page on the SEAGO website, and mentioned that the August primary elections resulted in changes on the Executive Board. Mr. Heiss also announced that John Meredith is now SEAGO's GIS Coordinator and Heather Glenn is filling the Administrative Assistant position.

## **VIII. FUTURE AGENDA ITEMS**

Chair Williams called for future agenda items from the group; there were none.

## **IX. ADJOURNMENT**

Chair Williams called for a motion to adjourn, and Mr. Matt McLachlan so moved.

**MOTION:** Matt McLachlan  
**SECOND:** Vickie Vivian  
**ACTION:** **UNANIMOUS**

The meeting was adjourned at 11:09 a.m.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR  
**DATE:** JANUARY 30, 2019  
**SUBJECT:** NOMINATIONS TO FILL VACANCIES ON THE ACOA

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On January 17, 2019 the Advisory Council on Aging (ACOA) nominated Dr. Arnoldo Montiel to represent the City of Nogales, and Mr. Frank L. Montoya to represent the Town of Clifton on the ACOA.

Dr. Montiel is a Nogales native who served an extensive career in education. Since his retirement in 2000, he has been very active in his community. He serves as the Nogales High School Hall of Fame president, Nogales Unified School District Hearing Officer, and is currently the volunteer Administrator to the Santa Cruz Council on Aging. Dr. Montiel, has attended the SEAGO Conference on Aging in the past several years, and he is very involved with our elderly and disabled population in Nogales and Santa Cruz County. His passion is endless and he is interested in doing more as an advocate for the senior population in Nogales.

Mr. Frank L. Montoya of Clifton has also expressed an interest in being part of the ACOA team and becoming an advocate for older adults in his community. Mr. Montoya along with his wife currently hold the title of family caregivers by providing care to his in-laws. Hence, this has increased his interest in doing more for the elderly population. His background is in education and law enforcement, and he is currently a volunteer on the Sacred Heart Church Board of Directors in Clifton. Considering that he is involved in a faith based organization, the ACOA feels he can be an asset in helping establish a new partnership and identifying areas where the Church and the SEAGO Area Agency on Aging can collaborate.

As a reminder, there is still one (1) position available on the ACOA: Santa Cruz County unincorporated. Any suggestions on individuals who would be willing to serve in this position would be greatly 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 Dr. Arnoldo Montiel to fill the vacant position for the City of Nogales, and the nomination of Mr. Frank L. Montoya to fill the vacant position for the Town of Clifton on the Advisory Council on Aging.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JANUARY 30, 2019

**SUBJECT:** SANTA CRUZ COUNTY EXECUTIVE BOARD PRIVATE SECTOR REPRESENTATIVE

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As you are aware, our Executive Board must include private sector representation as a requirement of the Economic Development Administration. Per SEAGO's Bylaws, Private Sector Representatives are appointed from the nominations submitted by the Member Entity Representatives from each county area, and must represent a low income or minority group, or representative organization, or represent the principal economic interests in the region, such as, but not limited to business, industry, finance, utilities, education, the professions, agriculture, or labor.

The Santa Cruz County private sector representative position is currently held by Mr. Antony Sedgwick. Per SEAGO's Bylaws, private sector representatives are eligible to serve two (2) two-year terms on the Executive Board. By the February meeting of the Executive Board, Mr. Sedgwick will have served out his first two years. I have contacted him and he remains interested in serving out a second term if it that is the recommendation of the Administrative Council and the pleasure of the Executive Board.

As a reminder to our friends in Greenlee County, the Executive Board meeting on February 22<sup>nd</sup> marks the end of the final term of office for Dustie Robinette, the Greenlee County Private Sector Representative on the Board. While it will be hard to find a person with the level of dedication and commitment that Dustie has shown over the past four years, please think about who might be willing to serve in this capacity and send me their contact information so I can bring their nomination to your May meeting for consideration.

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 Mr. Antony Sedgwick to a second term as the Santa Cruz County Private Sector Representative on the Executive Board.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JANUARY 30, 2019

**SUBJECT:** REQUEST TO UTILIZE CONTINGENCY FUNDS TO SUPPORT PROGRAM OPERATIONS DUE TO THE GOVERNMENT SHUTDOWN

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As you may recall, our FY 2019 budget included \$50,000 in a contingency line item so funds would be available in the event we encounter costs that were not anticipated during the budget process. In our discussion of the budget, I assured the Administrative Council and Executive Board that we would seek authorization to use these funds before actually doing so, and that is the purpose of this memorandum.

I'm certain everyone is painfully aware of the shutdown that impacted the federal government for 35 long days. Although a continuing resolution was signed into law on January 25<sup>th</sup> that reopened the U.S. government through February 15<sup>th</sup> and provided time to negotiate a long term agreement on agency funding levels and border security, it's unlikely three weeks will be enough time for federal agencies to address the backlog of work that has piled up during the shutdown. In addition, as of this writing, the parties remain far from reaching an agreement and it's entirely possible the government could shut down again on the 15<sup>th</sup>. In either case, whether due to a backlog in reimbursements, or due to another shutdown, it may soon be necessary to begin using our contingency funds to sustain program operations.

At this time, only two of our programs have been affected – Transportation and Economic Development. Activities funded through the approved FY 2019 ADOT work program will not be impacted unless the shutdown continues through August. However, our regional training and mobility management programs were immediately impacted because of their nexus to the Federal Transit Administration. The fact that Arizona does not provide any funding from the State Highway Fund or other sources for transit operations means all of these funds come solely from FTA. Economic Development, which is funded by a federal grant directly from the U.S. Department of Commerce, Economic Development Administration was also impacted immediately.

In both cases, it's our understanding that funding for these programs is obligated and work performed during the shutdown is eligible for reimbursement under our contracts. ADOT has given us no direction or notice to suspend services or mobility management activities under our contracts. As soon as the government was reopened, we submitted payment requests for the affected programs, but as mentioned above, it may be some time before agency staff that process reimbursements are able to issue payment due to the backlog of requests that will need to be processed.

During the shutdown, we took steps to minimize FTA related expenses by assigning training and mobility management staff to work on certain activities funded by our ADOT work program, AAA transportation subrecipient monitoring, our United Way grant and the Legacy Foundation grant. We estimated these funding sources would support transit program staff through the end of January. The Economic Development program is partially funded by member assessments which provide the matching funds to the EDA grant. While these funds are typically used proportionately with EDA funds, because grant funds could not be drawn down during the shutdown, all program activities were technically being funded by member assessments. We estimated that the assessment funds would support program activities through the end of March.

We estimate that the contingency funds in the FY 2019 budget will carry the affected program operations for approximately 10 weeks. We will monitor use of the contingency funds as we await reimbursements. If our reimbursements are processed in a timely manner, there won't be a need for concern as those funds will be replenished. But if there is a significant lag in reimbursements, or if the government shuts down again for an extended period of time, we may need to request use of additional fund balance to support essential program operations. And if that begins to look like a possibility, we will bring a request forward for your consideration at the April 4<sup>th</sup> Administrative and Executive Committee meeting or another future meeting, depending on timing.

It's important to realize that, in effect, we are only asking to 'borrow' these funds from the contingency line item until such time as the government reimburses SEAGO. But without your authorization to utilize contingency funds, we may be forced to implement full or partial unpaid furloughs of staff until payment requests are processed or the government is reopened. This could have a negative impact on our ability to retain high quality program staff and recruit employees in the future.

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

**Attachments:** None.

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

**A motion to recommend approval to the Executive Board to utilize the contingency funds in the FY 2019 SEAGO budget if necessary to support essential program operations due to the government shutdown.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JANUARY 30, 2019

**SUBJECT:** ESTABLISHMENT OF THE SEAGO REGIONAL TECHNICAL SERVICES CENTER

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Our FY 2018 – 2022 Five-Year Strategic Plan calls for establishing a Regional Technical Services Center (RTSC) at SEAGO. The RTSC will offer a range of technical and professional services that can be utilized by member entities in developing infrastructure projects and meeting other urgent needs in their communities as described in the attached RTSC Implementation Procedures.

If you have been following my quarterly reports to the Executive Board, you already know that we have been incrementally developing these procedures, agreements and other documents necessary to establish the RTSC over the past year or so. Most of these items are now in place to enable us to proceed, but since this is a brand new service to our member entities, we also felt it was important to provide you the opportunity to comment on the RTSC Implementation Procedures and formally establish the RTSC before we move forward.

We believe we've thought through the RTSC procedures reasonably well in consultation with Sierra Vista Public Works and others. But as we begin to provide services through the RTSC, it's likely we will find a need to make adjustments, process improvements or other changes, or wish to add to or subtract from the services on our on-call list. In order to do that efficiently, I'm asking that you consider these administrative procedures (not policy documents), and authorize me to update and supplement them as necessary to meet operating requirements, the needs of member agencies or the specifications of state and federal agencies (when applicable). It is my intention to highlight any substantive updates to these procedures in my quarterly reports to the Executive Board and solicit your feedback for a 30-day period before enacting them.

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

**Attachments:** RTSC Implementation Procedures and associated forms.

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

**A motion to recommend the establishment of the SEAGO Regional Technical Services Center to the Executive Board and to authorize the Executive Director to update and supplement the RTSC Implementation Procedures as necessary to meet operating requirements, the needs of member agencies or the specifications of state and federal agencies.**



## REGIONAL TECHNICAL SERVICES CENTER IMPLEMENTATION PROCEDURES

### Background and Purpose

The SEAGO Five-Year Strategic Plan (2017-2022) identified the development of a Regional Technical Services Center (RTSC) as one of the top priorities. The RTSC would offer a range of technical and professional services that can be utilized by member entities in developing infrastructure projects and meeting other urgent needs in their communities. The purpose of the RTSC includes but is not limited to:

- Enable streamlined procurement and contracting for professional and technical services through the use of intergovernmental agreements and cooperative purchasing agreements.
- Assist member entities in preparing grant and other funding applications to meet their community needs.
- Assist member entities in obtaining preliminary project cost estimates necessary for grant applications.
- Provide professional services necessary for the development of plans, specifications and construction cost estimates for infrastructure projects.
- Assist member entities through the collection of data to support plans, studies/analyses, maintenance programs, and grant applications.
- Provide technical services necessary to perform project environmental reviews/clearances.

In order to determine which services would be most needed in the RTSC, member entities were surveyed and the results follow:

**Question 1:** In SEAGO's efforts to establish a Regional Technical Services Center, which of the following technical services do you believe would be needed most in your community's efforts to develop infrastructure projects?

Service	Total Responses	Percent of Total Responses
Professional Grant Writing	7	63.64%
Civil Engineering (streets, drainage, hydrology, water, sewer, etc.)	6	54.55%
Biologist / Environmental - Biological Surveys	4	36.36%
Archaeologist / Archaeological - Cultural Resources Surveys	4	36.36%
Registered Land Surveyor	4	36.36%
Geologist	4	36.36%
Project / Construction Management	3	27.27%
Architectural Services	2	18.18%
Data Collection (GIS, traffic counting, etc.)	2	18.18%
Hydrologist	2	18.18%
Bond Counsel	1	9.09%
Other (Land Use)	1	9.09%

**Question 2:** Of the services listed in Question 1, please rank them in order of importance to your community. If a service is of no value to your community, check the N/A box next to the service.

Service	Score	Ranking
Professional Grant Writing	10.56	1
Biologist / Environmental - Biological Surveys	9.86	2
Civil Engineering (streets, drainage, hydrology, water, sewer, etc.)	9.43	3
Archaeologist / Archaeological - Cultural Resources Surveys	9.14	4
Architectural Services	8.00	5
Data Collection (GIS, traffic counting, etc.)	7.50	6
Registered Land Surveyor	7.00	7
Geologist	7.00	8
Project / Construction Management	6.50	9
Hydrologist	5.80	10
Other (Land Use)	5.00	11
Bond Counsel	4.40	12

Initially, the RTSC will include Professional Grant Writing, Civil Engineering, Mechanical Engineering, Electrical Engineering, Architectural, Landscape Architectural, Land Surveying, and Geotechnical Testing. Over time, the RTSC may include data collection services provided by SEAGO staff such as GIS and Traffic Counting as the capacity to do so is developed, and Biological and Archaeological Surveying, and other services as those services are procured.

**Program Costs**

Each member entity will be responsible for the costs associated with the technical services they request and receive. The costs for each service will vary depending on the source of the service, the type of service needed, and the scope of work involved. SEAGO will review invoices for the work in consultation with the member entity before payment is issued. If the deliverables associated with the invoices are to the satisfaction of the member entity, SEAGO will bill the member entity for the services received plus RTSC overhead costs. Payment to SEAGO will be due thirty (30) days from the date of SEAGO’s payment request to the member entity.

**Procedures**

The RTSC will utilize technical services offered through three different sources: The City of Sierra Vista Public Works Department (SVPW) (Civil Engineering), on-call lists acquired through cooperative purchasing (Civil Engineering, Architectural, Land Surveying, Geotechnical Testing, Electrical Engineering, and Landscape Architectural Services), and services procured or developed in-house by SEAGO (Professional Grant Writing, Traffic Counting/Data Collection, and other services over time).

Services through SVPW are anticipated to cost less than those sourced from on-call lists, but will only be available when the workload of City staff permits, and on a first come, first served basis. As such, services through SVPW are more suitable for smaller projects of lower complexity that can be accomplished in a relatively short period of time (e.g. preliminary engineering cost estimate for a grant, design of a water or sewer extension , street reconstruction design, or drainage calculations).

Requests for technical services shall be processed as follows:

- 1) The member entity shall submit a RTSC Service Request Form to SEAGO via mail (at 1403 W. Highway 92), fax (520.432.5858) or email (rtsc@seago.org). SEAGO will review the request and determine if the service is available through the RTSC, and/or whether the service can be performed by SVPW, a firm on the RTSC on-call lists, or in-house by SEAGO.

- 2) Once the source of the technical service has been determined, SEAGO will work with the member entity to develop a scope of work, a project description, and complete a Project Information Sheet. The scope of work, project description, or service request form will then be routed to the appropriate technical service source, along with any preliminary project-related data and a requested timeframe for delivery of the final work product.
- 3) Requests for SEAGO's in-house Traffic Counting Program will be directed to SEAGO's Transportation Program for information relating to the applicable procedures and requirements for that service.
- 4) If the type of service requested is offered by SVPW and is of a scale they have the capacity to perform, SEAGO will provide the scope of work, Project Information Sheet, and any preliminary project-related data to SVPW who shall determine if there are sufficient staff resources available to perform the work within the member entity's desired timeframe. If SVPW is able to provide the requested services, SEAGO will request a cost estimate for the work and an estimate of the time necessary for SVPW to complete the work.

If the member entity is willing to proceed, SVPW staff will develop a list of any additional project related data needed to perform the work. SEAGO will work with the member entity to gather any project related data and transmit it to the SVPW staff assigned to the project. If SVPW determines there is sufficient data available to complete the scope of work, the member entity will enter into an Intergovernmental Agreement for Technical Services with the SEAGO RTSC and authorize SEAGO to proceed with the work. Upon the execution of the agreement by the member entity, SEAGO will issue SVPW a Notice to Proceed. SEAGO will continuously monitor progress of the project from start to finish, and act as an intermediary between SVPW and the member entity to coordinate the appropriate flow of information, evaluate and process requests for changes in the project scope of work (if any), and ensure deliverables meet the expectations of the member entity.

- 5) If the service requested is not within the type, scale, or capacity of SVPW to provide, it will be routed to the RTSC on-call list of consultants. SEAGO will distribute the scope of work, Project Information Sheet, and any preliminary project-related data, and timeframe for delivery of the requested services to the consultants on the appropriate on-call list. Depending on the nature and complexity of the project, SEAGO will then either solicit proposals from the firms on our on-call lists, or enter into negotiations on behalf of the member entity. For example, putting together a preliminary engineer's cost estimate for a grant application might not require requesting proposals, whereas, developing plans and specifications for an infrastructure project would.

When proposals are solicited, SEAGO will work with the member entity to evaluate the proposals from the responding firms. When the winning proposal has been selected, the member entity will enter into an Intergovernmental Agreement for Technical Services with the SEAGO RTSC for the work to be performed, and authorize SEAGO to proceed with the work. Upon the execution of the agreement by the member entity, SEAGO will enter into a contract with the selected firm and issue a Notice to Proceed. SEAGO will continuously monitor progress of the project from start to finish, and act as an intermediary between the selected firm and the member entity to coordinate the appropriate flow of information, evaluate and process requests for changes in the project scope of work (if any), and ensure deliverables meet the expectations of the member entity.

For small projects of lower complexity, SEAGO will contact the firms on the on-call list to solicit mini-proposals that describe the firms' project delivery approach, timeline for completion, and cost to provide the services. Upon receipt of the mini-proposals, SEAGO will work with the member entity to evaluate the mini-proposals and select the winning firm. When the winning mini-proposal has been selected, the member entity will enter into an Intergovernmental Agreement for Technical Services with the SEAGO RTSC for the work to be performed and authorize SEAGO to proceed with the work. Upon the execution of the agreement by the member entity, SEAGO will enter into a contract with the selected firm and issue a notice to proceed with the work. SEAGO will continuously monitor progress of the project from start to finish, and act as an intermediary

between the selected firm and the member entity to coordinate the appropriate flow of information, evaluate and process requests for changes in the project scope of work (if any), and ensure deliverables meet the expectations of the member entity.

- 6) Entities requesting professional grant writing services should complete a RTSC Service Request Form.

## **Responsibilities**

The following are the member entity responsibilities:

- Complete and submit RTSC Service Request Form.
- Assign a project manager for the proposed project.
- Work with SEAGO to develop a scope of work or project description for the requested services.
- Complete a Project Information Sheet and transmit any project-related data to SEAGO.
- Provide a timeframe for delivery of the final work product.
- Work with SEAGO to evaluate proposals (when needed) and select a firm to provide services.
- Obtain local governing body approval of an Intergovernmental Agreement for Technical Services with the SEAGO RTSC.
- Issue a Notice to Proceed to SEAGO.
- Secure any required clearances, right-of-way, easements, permits, or approvals for the proposed project.
- Review and comment on project deliverables.
- Issue timely payment to SEAGO in accordance with Section 4 of the Intergovernmental Agreement for Technical Services between the member entity and SEAGO RTSC.

The following are the responsibilities of SEAGO:

- Procure and maintain on-call lists for technical services.
- Maintain adequate resources to process requests for RTSC services.
- Develop forms, agreements, contracts and other documents needed to implement these procedures.
- Solicit proposals from firms on the RTSC on-call lists (when needed).
- Evaluate proposals and provide recommendations on selection of winning firm.
- Obtain Executive Board approval of an Intergovernmental Agreement for Technical Services with the member entity.
- Enter into professional services agreements with the selected agency or firm.
- Issue a Notice to Proceed to the selected agency or firm and remit payment for any professional or technical services rendered.
- Monitor project progress, coordinate flow of information between the member entity and selected agency or firm, and evaluate and process requests for changes in the project scope of work (if any).
- Bill the member entity for the professional or technical services received pursuant to the method set forth in Section 4 of the Intergovernmental Agreement for Technical Services between the member entity and SEAGO RTSC
- Update these procedures as SEAGO procures or develops additional RTSC services.





# RTSC PROJECT INFORMATION SHEET

Project Number: _____ (For SEAGO use only)
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Agency Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number / Email Address: \_\_\_\_\_

Detailed Project Description (Include details such as length of project, materials required, etc. – e.g. 1,000 linear feet of 6” water line to extend service to approximately 24 homes.....). Attach additional pages if needed): \_\_\_\_\_

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Estimated Project Cost (rough cost if known) \$ \_\_\_\_\_

Project Budget (amount currently budgeted if known) \$ \_\_\_\_\_

Will Federal funds be used to design or construct this project?  Yes  No

If yes, please list the source(s) of federal funding: \_\_\_\_\_

Preferred Design Standards:

MAG  PAG  ADOT  Local  Other (Describe below)

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Indicate and attach any maps, reports, or studies relevant to the proposed project:

Soils  Geotechnical  Hydrology  Traffic  PER  Other (Describe below)

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Design Deliverable Expectations (if applicable):

15%  30%  60%  90%  100%  Other (Describe below)

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Applicant is responsible for obtaining all required permits, clearances and/or easements necessary for the design and implementation of the project, including, but not limited to right-of-way permits, temporary construction easements, 404 permits, building permits, approvals to construct, utility clearances, etc.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** JANUARY 30, 2019  
**SUBJECT:** SEAGO 2019-2023 TIP AMENDMENT #2

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The following is an Amendment to our 2019-2023 TIP that was approved by the TAC at our January 17, 2019 meeting:

**CLF 16-01 – (Zorilla Street Bridge Rehabilitation, Structure #9633):** This is an Off-System Bridge project. This project was bid in FY18. There was one bidder for the project. The bid was \$548K over the estimated budget developed by ADOT. A project status meeting was conducted on December 18, 2018. It was determined that refining the scope of work and rebidding the project was the best option. A strategy was developed to combine remaining Off-system Bridge funds (OSB funds are capped at \$1M), SEAGO STP funds, additional Town match, and the anticipated economy of multiple bids to address the funding gap. With TAC approval, SEAGO is in position to provide \$188,600 in STP funding to support the project. This will bring the total amount available for the project to \$1,133,081 including OSB, STP, and local match. If approved, the project will be added to the TIP in the following manner:

Year: **2019**  
Phase: **Construction**  
Federal Share (additional): **\$188,600**  
Local Match (additional): **\$11,400**  
Total Project Cost (additional): **\$200,000**

**Attachments:** SEAGO 2019-2023 TIP Amendment #2.

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

**A motion to recommend to the Executive Board the approval of SEAGO 2019-2023 TIP Amendment #2.**

SEAGO REGION  
 Draft 2019- 2023 TIP Amendment #2  
 Approved By: TAC - 1/17/19 Administrative Council- Executive Board -

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST
<b>2019</b>													
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	Construction	Urban Major Collector	2	3	STP	\$2,669,475	\$171,350		\$2,840,825
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HPP	\$996,375	\$60,226		\$1,056,601
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$2,300,000			\$2,300,000
NOG 19-01	City of Nogales	Valle Verde/Paseo Verde Paving Project	Valle Verde Dr. and Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr.	1150 Feet	Construction	Urban Local	2	2	CMAQ	\$537,510	\$32,490		\$570,000
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	Pendleton Drive, Via Caliente to Circulo Cerro & Pendleton Drive/Ruby Road Intersection	Varies	Construction	Rural Major Collector	2	2	CMAQ	\$672,213	\$40,632		\$712,845
CCH 19-01	Cochise County	Cochise County Rumble Strips and Other Countermeasures	Charleston Road from County Line to 4 miles north of Brunckow Road	4 miles	Design	Major Collector	2	2	HSIP	\$123,156	\$0		\$123,156
SCC 18-01	Santa Cruz County	I-19/Ruby Road TI-Improvements	I-19/Ruby Road TI		Design	Rural Major Collector	2	2	CMAQ	\$984,256	\$59,494		\$1,043,750
CLF16-01	Town of Clifton		Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	STP	\$188,600	\$11,400		\$200,000
NOG 19-02	City of Nogales	Bankerd Ave. Paving Project	Bankerd Avenue from East Doe Street Intersection	510 Feet	Design	Urban Local	2	2	CMAQ	\$69,103	\$4,178		\$73,281
	LTAP								STP	\$10,000			\$10,000
		<b>TOTAL FOR 2019</b>								<b>\$8,550,688</b>	<b>\$379,770</b>		<b>\$8,930,458</b>
<b>2020</b>													
NOG 20-02	City of Nogales	Pathway Project, Baffert Dr to Nogales High School	East side of Grand Avenue from Baffert Drive to Country Club Drive. Intersects with Grand Avenue path on south side of	3 miles	Design	N/A	N/A	N/A	CMAQ	\$121,162	\$7,324		\$128,486
NOG 19-02	City of Nogales	Bankerd Ave. Paving Project	Bankerd Avenue from East Doe Street Intersection	510 Feet	Construction	Urban Local	2	2	CMAQ	\$214,462	\$12,964		\$227,426
CCH 19-01	Cochise County	Cochise County Rumble Strips and Other Countermeasures	Charleston Road from County Line to 4 miles north of Brunckow Road	4 miles	Construction	Major Collector	2	2	HSIP	\$501,000	\$0		\$501,000
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Construction	Rural Major Collector			HRRRP	\$984,555	\$50,445		\$1,035,000
	LTAP								STP	\$10,000			\$10,000
		<b>TOTAL FOR 2020</b>								<b>\$1,831,179</b>	<b>\$70,733</b>	<b>\$0</b>	<b>\$1,901,912</b>
<b>2021</b>													
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$2,000,000	\$120,891		\$2,120,891
CCH 21-01	Cochise County	Charleston, Double Adobe, Barataria Rds - E & C Rumble Strips	Charleston Road from Tombstone to 4.8 miles south of Tombstone; Double Adobe Road from SR 80 to Frontier Road; Barataria Boulevard from Moson Road to Ranch Road.	10.7 miles	Design	Major Collector	2	2	HSIP	\$264,000	\$0	\$0	\$264,000
SCC 21-01	Santa Cruz County	Pendleton Drive - Roadway Dip Elimination	Pendleton Drive Dip at Sonoita Creek Wash	.25 miles	Design	Major Collector	2	2	HSIP	\$241,408	\$14,592		\$256,000
GGH 21-01	Graham County	Cottonwood Wash Road -	Avenue to just west of 20th	5.1 miles	Design	Major Collector	2	2	HSIP	\$212,603	\$12,851		\$225,454
NOG 20-02	City of Nogales	Pathway Project, Baffert Dr to Nogales High School	East side of Grand Avenue from Baffert Drive to Country Club Drive. Intersects with Grand Avenue path on south side of Frank Reed Road to Nogales High School	3 miles	Construction	N/A	N/A	N/A	CMAQ	\$637,780	\$38,551		\$676,331
	LTAP								STP	\$10,000			\$10,000
		<b>TOTAL FOR 2021</b>								<b>\$647,780</b>	<b>\$38,551</b>		<b>\$686,331</b>
<b>2022</b>													
CCH 21-01	Cochise County	Charleston, Double Adobe, Barataria Rds - E & C Rumble Strips	Charleston Road from Tombstone to 4.8 miles south of Tombstone; Double Adobe Road from SR 80 to Frontier Road; Barataria Boulevard from Moson Road to Ranch Road.	10.7 miles	Construction	Major Collector	2	2	HSIP	\$383,940		\$0	\$383,940

**SEAGO REGION**  
**Draft 2019- 2023 TIP Amendment #2**  
**Approved By: TAC - 1/17/19 Administrative Council- Executive Board -**

SCC 21-01	Santa Cruz County	Pendleton Drive - Roadway Dip Elimination	Pendleton Drive Dip at Sonoita Creek Wash	.25 miles	Construction	Major Collector	2	2	HSIP	\$424,350	\$25,650		\$450,000
GGH 21-01	Graham County	Golf Course Road, Cottonwood Wash Road - Shoulders and Rumble Strips	Golf Course Road from Hoopes Avenue to just west of 20th Avenue; Cottonwood Wash Road from Cottonwood Wash Loop to 1200 South.	5.1 miles	Construction	Major Collector	2	2	HSIP	\$1,991,490	\$120,376		\$2,111,866
		LTAP							STP	\$10,000			\$10,000
<b>2023</b>		<b>(Place Holder)</b>								<b>\$10,000</b>	<b>\$0</b>		<b>\$10,000</b>
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Construction	Urban Minor Arterial	2	2	STP	\$2,829,000	\$171,000		\$3,000,000
SAF12-02	City of Safford	20th Ave, Phase III	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$1,337,000	\$80,815		\$1,417,815
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Design	Urban Minor Arterial	2	2	STP	\$75,440	\$4,560		\$80,000
		LTAP							STP	\$10,000			\$10,000
<b>TOTAL FOR 2023</b>										<b>\$4,251,440</b>	<b>\$256,375</b>		<b>\$4,507,815</b>
GGH-BR-02	Graham County	Ft. Thomas River Structure No. 8131	Ft. Thomas River	1000 feet	Scoping, Design, Environmental ROW, and Construction	Rural Local	2	2	Off System Bridge	\$1,000,000	\$60,445		\$1,060,445
GEH-BR-07	Greenlee County	Soap Box Canyon Bridge Replacement Structure 8149: Phase 2	Wards Canyon Road, 3.39 miles E Jct US 191	31 feet	Replacement	Rural Local	2	2	Off System Bridge	\$424,350	\$25,650		\$450,000
<b>TOTAL BRIDGE PROJECTS</b>										<b>\$1,424,350</b>	<b>\$86,095</b>	<b>\$0</b>	<b>\$1,510,445</b>
<b>TOTAL FOR FIVE YEAR PROGRAM</b>										<b>\$14,926,275</b>	<b>\$716,142</b>	<b>\$0</b>	<b>\$15,642,417</b>
<b>FUNDING OBLIGATED IN 2018</b>													
CCH18-01	Cochise County	Davis Road Project Assessment and DCR	Davis Road from Hwy 191 to N. Central Highway	1.7 miles	ROW	Rural Major Collector	2	2	STP	\$404,438	\$24,446	\$116,116	\$545,000
NOG 19-01	City of Nogales	Valle Verde/Paseo Verde Paving Project	Valle Verde Dr. and Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr.	1150 Feet	Design	Urban Local	2	2	CMAQ	\$80,593	\$4,871		\$85,464
NOG 19-01	City of Nogales	Valle Verde/Paseo Verde Paving Project	Valle Verde Dr. and Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr.	1150 Feet	Design (PMDR Fee)	Urban Local	2	2	CMAQ	\$28,290	\$1,710		\$30,000
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies	Construction	Rural Major Collector	2	2	HRRRP	\$2,664,700	\$159,865		\$2,824,565
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Design	Rural Major Collector			HSIP	\$70,725	\$4,275		\$75,000
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		ROW	Rural Major Collector			HSIP	\$188,600	\$11,400		\$200,000
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies	Construction	Rural Major Collector	2	2	HSIP	\$181,340	\$10,961		\$192,301
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	STP	\$150,000	\$9,067		\$159,067
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	Off-System Bridge	\$729,896	\$44,118		\$774,014
		LTAP							STP	\$10,000			\$10,000
<b>TOTAL FOR 2018</b>										<b>\$4,508,582</b>	<b>\$270,714</b>	<b>\$130,000</b>	<b>\$4,779,296</b>

<b>Future Construction Projects</b>													
CCH12-10	Cochise County	Davis Rd. Improvements	Davis Road MP 13	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$924,560	\$55,885		\$980,445
CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,045,000	\$63,165		\$1,108,165
TBD	City of Safford	14th Avenue Improvement	14th Ave from Relation Street to 8th Street	1 mile	Construction	Rural Major Collector	2	3	TBD	\$11,771,300	\$711,521		\$12,482,821



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JANUARY 30, 2019  
**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
May 2, 2019	May 17, 2019 Graham County
August 1, 2019	August 16, 2019 Greenlee County
November 7, 2019	November 22, 2019 Santa Cruz County
February 13, 2020*	February 28, 2020* Cochise County

*\* The February 2019 meeting dates may 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)
April 4, 2019 – 9:00 a.m.
May 30, 2019 – 9:00 a.m.
October 3, 2019 – 9:00 a.m.
December 5, 2019 – 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:** JANUARY 30, 2019

**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 meeting and became effective July 1, 2017. Below is a brief update on the progress staff has made in implementing the tactics of the Plan to date:

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

***Tactic A – Increase the Capacity of the Community Development Program:*** **NO CHANGE.** Keith Dennis, our CDBG Senior Planning Specialist continues to shadow Bonnie Williams in preparation for her retirement next month. He has proven himself to be a quick study on everything we have thrown his way and is incrementally learning the intricacies of the CDBG program as well as pursuing other roles and funding possibilities to benefit our member agencies.

***Tactic B - Conduct Region-Wide Target Industry Analysis:*** **NO CHANGE.** As previously reported, Larry Catten, our Economic Development Program Manager applied for and was awarded two separate grants to perform Target Industry Studies in Graham and Greenlee Counties. The Western Rural Development Center was selected to perform the studies in these two counties and the work continues to progress (see EDD report). Larry also continues to work with economic development practitioners on a similar target industry study for Cochise County, but the process is more complex due to the diverse economic assets and needs of the various communities in the County. Due to these conditions, Larry continues efforts to identify funding strategies to enable studies in separate local communities at this time. We will keep you posted on progress in future reports and meetings.

***Tactic C - Develop and Market New Transportation Program Services:*** The equipment needed to begin a SEAGO Traffic Counting Program was purchased and received before the end of FY 2017. SEAGO staff received training on the use of the traffic counting equipment, safety procedures, and data management on June 1st, and ADOT will be providing training on the process of uploading the traffic counting data to their traffic data management system in the future. We are also positioning SEAGO to be able to provide GIS services for our member agencies. GIS software was purchased for four users, and John Merideth continues to expand his knowledge, skills and experience working with the software and GIS systems in general. We now have GIS data bases that map the locations of regional transit providers and service gaps in the transit systems, regional crash data

locations that will support applications for highway safety funding, Greenlee County road ownership, and even locations where the AAA has held Honoring a Life workshops.

**Tactic D - Kick Off Regional Technical Services Center:** The IGA needed to access on-call technical services procured by the City of Sierra Vista was signed and approved on April 24th, and became effective July 1st. A separate IGA enabling the RTSC to access project development services through the City's public works department staff was approved by the Sierra Vista City Council on August 9th and by the Executive Board on August 17th. The initial procedures that will be followed to access services through the RTSC have been completed and we hope to have approval to formally establish the RTSC at your February meeting.

**Tactic E - Conduct Feasibility Analysis of Consolidated Regional Human Services:** **NO CHANGE.** As previously reported, the idea of consolidating regional human services was identified at a strategic planning retreat for the SouthEastern Arizona Community Action Program in November 2017 as something that could be included in the agency's strategic plan. The SEACAP Strategic Plan was presented to their Board on September 19th, but I have not been able to determine if the plan was adopted at that time. The Strategic Plan does mention consolidation as one of the strategies supporting the strategic objective of "Refocusing mission in a changing environment by proactively embracing change". The strategy is to "Hold meetings to focus on top important projects (public and private) – Consolidation". The context of this strategy could be in the following statement found elsewhere in the document:

"The importance of addressing barriers associated with meeting basic needs, becoming self-sufficient and living independently were highly emphasized. These were 1) reliable transportation, 2) integration of social services, 3) ability to qualify for employment, 3) early integration of post-secondary education, 4) access to childcare and associated costs, 5) community participation, 6) education, 7) less recidivism, 8) more diverse funding."

I have not yet found the time to inquire with SEACAP Board members to see if I can determine whether the strategy would support a feasibility study of consolidating regional human services under a single agency. If it does, we may have a good chance of obtaining a grant to do so. I am aware of at least one source of funding for such a study, but we may need to identify additional funding partners.

**Tactic F - Create a Region-Wide Economic Development Data Portal:** **NO CHANGE.** The data portals for [Cochise](#), [Graham](#), and [Greenlee](#) Counties are complete and on line. Although Santa Cruz County has not yet hired their economic development director, Larry is actively working with the County Manager and U.S. Economic Research to build something similar for their part of the region. Also, on September 19<sup>th</sup> John Merideth completed the update to Dunn and Bradstreet employment data that was used to create an interactive statewide employment viewer that includes the SEAGO region. The updated data was transmitted to MAG, the State Employment Interactive Viewer is online and available for your use, and a link to this resource has been posted to the new and improved [SEAGO Economic Development webpage](#). You are invited to link the statewide employment viewer to your City, Town or County's websites and/or data portals. Good news - the Maricopa Association of Governments has agreed to update the D&B employment data biannually going forward – welcome news to those of you who assisted John with the tedious task of identifying new and defunct businesses in your communities.

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

**Tactic A - Improve Service Delivery in the Family Caregiver Support Program:** As you will learn in Laura's AAA Update, Amparo Ruede left the position of Care Coordinator with SEAGO AAA earlier this month so that she and her family can relocate with her husband who serves in the armed forces and has been transferred back east. This is disappointing news as Amparo had improved our caregiver outreach and education in the areas of stress management, health, nutrition, available resources, and medical and financial decision making. We are back to square one again and will begin the process of recruiting for the position soon.

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

**Tactic C - Organize Volunteers for Housing Rehabilitation Projects:** SEAGO has been engaged in a collaborative initiative being spearheaded by the City of Bisbee and Cochise County to address the lack of affordable housing in the Bisbee area specifically and the Cochise County subregion in general. A significant part of the discussion is housing rehabilitation, and a coalition of public and private non-profit organizations met January 17<sup>th</sup> to discuss the possible roles of each participating agency. Ostensibly, SEAGO's role would be technical assistance and administration of housing rehabilitation projects using CDBG or other funding sources available through the Arizona Department of Housing, and possibly environmental reviews for other state or federally funded single and multi-family housing projects that may be pursued. The coalition will continue meeting to further refine roles and possible projects with the next meeting scheduled on March 6<sup>th</sup>. We will keep you posted as these meetings are held, roles defined and possible funding sources identified.

**Tactic D - Continue Current Public Information and Outreach Activities in Regional Newspapers:** Temporarily stalled in order to make progress on other tactics.

**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, ACCOUNTING MANAGER  
**DATE:** JANUARY 30, 2019  
**SUBJECT:** FINANCE REPORT

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The SEAGO Statement of Revenues & Expenditures for the period ending December 31, 2018 and Fiscal Year 2019 to date is attached. I will attempt to answer any questions you may have relating to the report at the meeting.

The Auditors are expected to present the audited financial statements to the Executive Board at their February 22<sup>nd</sup> meeting. Should they become available to us before your meeting, we will post them and any associated materials to the [document archive](#) on the SEAGO website for your review and comment.

Attachment: Revenue and Expenditure Report 12.31.2018

Action Requested:  Information Only  Action Requested Below

**SEAGO**  
**Statement of Revenues and Expenditures - Unposted Transactions Included In Report**  
**From 12/1/2018 Through 12/31/2018**  
(In Whole Numbers)

		Cur Pd Actual	YTD Actual	Total Budget	% of Budget Used
<b>Revenue</b>					
General Fund	101	9,902	17,430	50,000	34.86%
Agency Response	301	(188)	64,670	43,745	147.83%
Community Development Block Grant	302	5,160	41,660	124,861	33.36%
Economic Development	303	6,530	51,930	110,357	47.05%
Environmental Quality	306	0	3,839	8,675	44.25%
Elderly Transit	307	0	17,753	20,000	88.76%
Public Transit	308	1,195	10,541	20,000	52.70%
State Planning & Research	309	9,660	90,075	263,693	34.15%
Area Agency on Aging	310	56,338	261,177	608,727	42.90%
Regional Mobility Management	311	15,500	59,454	168,750	35.23%
RMM Training	314	1,053	47,462	106,250	44.67%
Legacy	317	0	45,844	45,834	100.02%
Greenlee County Road Ownership Study	321	7,186	37,509	125,776	29.82%
Wilcox Feasibility Study	323	1,697	3,039	70,000	4.34%
<b>Total Revenue</b>		<u>114,034</u>	<u>752,382</u>	<u>1,766,668</u>	<u>42.59%</u>
<b>Expenses</b>					
General Fund	101	0	0	50,000	0.00%
Agency Response	301	2,623	19,836	43,745	45.34%
Community Development Block Grant	302	12,152	74,737	124,861	59.85%
Economic Development	303	6,530	51,930	110,357	47.05%
Environmental Quality	306	0	3,839	8,675	44.25%
Elderly Transit	307	0	17,753	20,000	88.76%
Public Transit	308	1,195	10,541	20,000	52.70%
State Planning & Research	309	9,660	90,075	263,693	34.15%
Area Agency on Aging	310	54,332	248,234	608,727	40.77%
Regional Mobility Management	311	15,500	59,454	168,750	35.23%
RMM Training	314	1,053	47,462	106,250	44.67%
Legacy	317	410	24,831	45,834	54.17%
Greenlee County Road Ownership Study	321	7,186	37,509	125,776	29.82%
Wilcox Feasibility Study	323	1,697	3,039	70,000	4.34%
<b>Total Expenses</b>		<u>112,337</u>	<u>689,240</u>	<u>1,766,668</u>	<u>39.01%</u>
<b>Balance</b>		<u>1,697</u>	<u>63,142</u>	<u>0</u>	<u>0.00%</u>



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LARRY CATTEN, ECONOMIC DEVELOPMENT PROGRAM MANAGER  
**DATE:** JANUARY 30, 2019  
**SUBJECT:** RECENT ECONOMIC DEVELOPMENT ACTIVITY

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The purpose of this memorandum is to advise the Administrative Council of recent activity in the SEAGO Economic Development District (EDD).

## Recent Activity

1. Status of grants for economic development studies in Greenlee and Graham Counties

**County:** Greenlee County  
**Grant:** Housing Feasibility Study  
**Grant Source:** United Way of Graham and Greenlee Counties  
**Grant Amount:** \$35,000.00

**Current Activity:** The firm of Elliott D. Pollack (EDP) has completed work on the demographic and economic conditions element of the study, and is finalizing the analysis of appropriate housing types and price ranges for the community. On January 30, 2019 the study management team, EDP, and representatives of FMI are meeting to discuss possible housing site options, and determine a prioritization of potential housing development sites in both the Clifton and Duncan areas. Once those sites have been prioritized, EDP will conduct a Proforma analysis of the most highly prioritized site in both Clifton and Duncan. The purpose of the Proforma analysis will be to determine the financial viability of the identified sites, and the rate of return on investment that can reasonably be expected by a housing developer. It will also serve to identify any impediments to site development that could discourage developer interest in developing housing on the site. It is anticipated that a draft of the housing study will be completed in early February. At that time the study will be presented to the management team and community stakeholders.

**County:** Graham County  
**Grant:** Target Industry Study  
**Grant Source:** Freeport-McMoRan Foundation Community Investment Fund  
**Grant Amount:** \$34,000.00

**Current Activity:** Since the November meeting of the study consultants and the Graham County Target Industry Study Steering Committee, the steering committee has been actively engaged in soliciting community surveys from Graham County residents. The purpose of the community survey is to determine the types of industries that the community would find desirable, or at least acceptable. This portion of the study, and data collection, is important in order to match industries that are compatible with the community to industry sectors that are acceptable to the community. The purpose of that matching process is to assure that the target industry strategic plan does not include efforts to attract or grow industry sectors that are not acceptable to the community. The County, Safford, Thatcher, and Pima are also currently developing an asset inventory for each community to assess the community's appeal to certain industry sectors.

The third session of the target industry study steering committee was held on January 17 at which time all community surveys were submitted to the consultants. The surveys are currently being entered into the consultant target industry model, and the asset inventories will soon be entered.

The next steering committee meeting is scheduled for February 13, at which time the list, and underlying data, of possible target industry sectors will be presented by the consultants. The steering committee will begin the process of narrowing the target industry list to a manageable number for which strategic plans can be developed.

See ATTACHMENT 1 for an outline/schedule of the target industry study and strategic planning process for both Graham and Greenlee Counties.

**County:** Greenlee County  
**Grant:** Target Industry Study  
**Grant Source:** United Way of Graham and Greenlee Counties  
**Grant Amount:** \$33,000.00

**Current Activity:** Since the November meeting of the study consultants and the Graham County Target Industry Study Steering Committee, the steering committee has been actively engaged in soliciting community surveys from Graham County residents. The purpose of the community survey is to determine the types of industries that the community would find desirable, or at least acceptable. This portion of the study, and data collection, is important in order to match industries that are compatible with the community to industry sectors that are acceptable to the community. The purpose of that matching process is to assure that the target industry strategic plan does not include efforts to attract or grow

industry sectors that are not acceptable to the community. The Greenlee County Economic Development Coordinator, Akos Kovach, has completed and submitted a Greenlee County asset inventory to the consultants.

The third session of the target industry study steering committee was held on January 16 at which time all community surveys were submitted to the consultants. The surveys are currently being entered into the consultant target industry model, and the asset inventories will soon be entered.

The next steering committee meeting is scheduled for February 14, at which time the list, and underlying data, of possible target industry sectors will be presented by the consultants. The steering committee will begin the process of narrowing the target industry list to a manageable number for which strategic plans can be developed.

2. The Graham County Shark Tank final presentation event was on Nov. 1, 2018. It was a successful event, with eight (8) contestants presenting their business concept and plan to the judges (Sharks). Each contestant was awarded a cash prize or “in kind” prizes, ranging from \$12,000 to \$500, for their respective business venture. The cash and “in kind” awards are being administered by the Graham County Chamber of Commerce, and reimbursement checks are being issued by the Chamber Executive Director based upon business expense receipts submitted by the respective entrepreneurs.

As a requirement of the competition, each of the eight entrepreneurs, as well as several other entrepreneurs who decided not to make Shark Tank presentations, received extensive business start-up training from the Eastern Arizona College Small Business Development Center. There were more than one hundred spectators who attended the event and another two hundred individuals who followed the online streaming of the event.

3. On November 27, 2018, SEAGO in collaboration with the Arizona Regional Economic Development Foundation (AREDF) hosted an Opportunity Zone Conference. The conference was well attended by economic development practitioners and elected officials in the SEAGO Region, and presentations were made by experts in the financial, legal, and practical aspects of opportunity zone potential.
4. SEAGO is partnering with Local First Arizona for an EDA grant application that could be utilized by all SEAGO member entities. The application will be for a technical assistance grant to be utilized for entrepreneurial training and job skill training programs for communities throughout the SEAGO Region.
5. The SEAGO Economic Development Program Manager met with San Carlos Apache Reservation leadership to discuss economic collaboration/cooperation opportunities between the Reservation and Graham County. The meeting focused on the potential on SEAGO facilitating economic development meetings between Reservation and County officials.

**Attachments:** ATTACHMENT 1, Target Industry Study Schedule

**Action Requested:**

Information Only

Action Requested Below:

# ATTACHMENT 1

## Target Industry Study

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### Schedule

Month	Activity	Information
October	Module One	The Steering Committee is presented an overview of the ASAP process so that they understand the logistics and goals and they understand their critical responsibilities.
November	Module Two	The ASAP goals and assets surveys are presented to the Steering Committee. Plans are made to complete one asset survey and make plans to have a broad segment of committee residents complete the goals survey.
January	Module Three	The completed goals and asset surveys are returned to the ASAP team by Steering Committee members. These surveys will then be sent to University of Nevada-Reno where the model will be run. An overview of local and national economic development trends are then presented. This knowledge will assist the steering committee in developing their strategic plan.
February	Module Four	Results of the ASAP model are presented to the Steering Committee. Information about how to read and understand model outputs is provided.  During Modules 4 – 6 ESI, the study’s target industry strategic planning consultant, will

		observe the results of the targeted industry analysis and listen to feedback from local representatives to gain insight into each County's ability to support and sustain selected industry targets.
<b>March</b>	<b>Module Five</b>	Typically, the ASAP model will determine between 10 and 70 industrial sectors that are both desirable and compatible. Between Modules Four and Five, the ASAP team works with the Steering Committee, and ESI to reduce the number of targets to about 12. During this module, detailed information is presented on the 12 selected sectors.
<b>April</b>	<b>Module Six</b>	The ASAP team and the Steering Committee work together to select 2-6 sectors to be included in the strategic plan.
<b>May</b>	<b>Strategic Plan Development</b>	ESI will review the ASAP findings relative to industry compatibility including any background notes, survey responses, meeting summaries and presentations, and any additional information prepared by representatives of the WRDC. As needed, additional independent research, interviews with local representatives and data collection will be conducted by ESI Corp to clarify and/or expand upon information provided in the compatibility analysis. Identification of key occupations by industry targets will be conducted to zero in on workforce needs and determine if expanded or new training programs will be needed. Following this additional research, ESI will draft business recruitment and expansion goals, strategies and action steps for each county.

<p style="text-align: center;"><b>June</b></p>	<p style="text-align: center;"><b>Strategic Plan Development</b></p>	<p>Based on the outcome of the various meetings, input from WRDC representatives and independent research conducted by ESI Corp a strategy plan will be drafted for each county that will include goals, objectives and action steps. As an example the plans could include measures to overcome deficiencies and take advantage of business opportunities, approaches for marketing and outreach, ways to collaborate with partners, and identification of business incentives, to mention a few.</p> <p>The draft plan will be presented to each County's Steering Committee during a scheduled work session. Each county's plan will include overarching goals followed by objectives and action steps. Comments and feedback will be solicited during the work session including identifying the timeframe and responsible party for implementation of objective/action steps.</p>
<p style="text-align: center;"><b>July</b></p>	<p style="text-align: center;"><b>Strategic Plan Development</b></p>	<p>Following the Steering Committee work session, ESI will take the input and prepare the final draft for review by each Steering Committee. Comments and feedback will be provided by each Steering Committee and ESI will finalize the plan and provide SEAGO with an electronic version of the plan for publication and distribution to each County.</p>



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM DIRECTOR  
**DATE:** JANUARY 30, 2019  
**SUBJECT:** SEAGO AAA PROGRAM UPDATES

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**Newsletter:** After two years envisioning a new and innovative way to show our communities what the Area Agency on Aging does, Heather Glenn, our new part-time Office Specialist brought it to reality. In your packet you will find a new, attractive and most importantly, informative way to keep our communities aware of what is happening in their areas and keep them engaged. Instead of including the latest program information in this report, information will be provided in the newsletter. The newsletters will be distributed once per quarter through our partners and each time any of the AAA team is out in your areas. Please let us know if you would like for us to provide you with copies to bring back to your respective communities.

**Management Analyst Promotion:** As we expand programs and offer new services, AAA has promoted Carrie Gibbons to the new position of Management Analyst I. Carrie will be more involved in administrative duties, and preparing an operations and procedures manual to assist management in operating more efficiently and effectively. Carrie will primarily oversee the case management program and help focus on areas that will help us improve. She will assist the Program Director by focusing her attention on provider expenditures and making sure that funds are fully utilized. We believe Carrie's assistance will help the organization deliver services in a more cost-effective manner.

**Grants:** Our Legacy Foundation grant comes to an end on March 31, 2019 and our numbers show that we have exceeded our goals. Over the course of the grant, **21** Honoring a Life, Advanced Care Planning workshops were completed through November, **9** community areas were served, and **15** local organizations, including faith-based, senior centers, libraries, Cochise College, and more were involved. We touched **281** participants' lives, with only one paid coordinator and **11** volunteer facilitators.

With the data collected throughout the 8 months of the program funded by the Legacy Foundation, and the collaboration of our new volunteer grant writer Mary Jackson, Veronica "Ronnie" Squyres, and the SEAGO AAA team, we prepared a proposal and submitted a grant application to the David and Lura Lovell Foundation to continue our efforts in educating individuals in our communities on end of life care planning. In announcing this to the ACOA in the previous months, the interest grew and we included Graham, Greenlee and Santa Cruz counties in the proposal. Our goal is to start with our partners in Graham County, who has also committed to serve Greenlee in 2020. Santa Cruz County will also start in 2020, and if all goes well, we may be able to begin serving Greenlee and Santa Cruz Counties sooner. On January

24<sup>th</sup>, we received notification that the Lovell Foundation Grant was awarded. This is a two year grant of \$141,262 which can be extended to three years if interest is present and our volunteer base grows. We are looking for potential volunteers who can commit to becoming certified as facilitators and hosting at least two workshops in a year. If you know of anyone interested in end of life care planning, please refer them our way; we would like to have them on our team.

**Older Arizonans Day at the Capitol:** Arizona Association of Area Agencies on Aging (AZ4A) is organizing an Older Arizonans Day at the Capitol on Wednesday February 20, 2019. Each AAA region is inviting 10 seniors who would like to come to the capitol talk to their legislators and voice their concerns. The AZ4A will be reimbursing those individuals' lodging and mileage. We have also made an agreement for VICAP to transport interested seniors from Sierra Vista to the capitol the morning of the event. During the AZ4A bi-monthly meeting, a 2019 Legislative Position Statement was created. This reflects Arizona's waitlisted people as of December 2018, which shows over 2,459. In Region 6, we have a total of 246 waitlisted clients. In order to reduce the waitlist, AZ4A is requesting that state Legislature appropriate \$8,217,978 over the course of three years, equating to \$2,739,326 annually, while building these increases into the base budget. Attached is a copy of the AZ4A position statement. We ask that you please help us by reaching out to your legislators and inform them of the importance of this request.

**General:** The Family Caregiver Support Program is experiencing changes again. Amparo Ruede who had been employed with AAA for 6 months submitted her resignation due to the need for her to relocate back east with her husband who is in the military. As a result, we will be recruiting to fill the position once more. Area Agency on Aging will be issuing a letter announcing the opportunity to donate to our 501(c)(3) Charitable Organization instead of paying those funds to Arizona Department of Revenue. Older American's Act funding provided to the Area Agency on Aging prioritizes Home and Community Based Services (HCBS) and only allocates minimal funding to our in-house programs. We feel that the State Health Insurance (SHIP), Health Nutrition and the Family Caregiver Support Programs are equally important in our communities. Educational events, workshops, and presentations to provide individuals the tools necessary to manage common issues associated with the aging process, one-on-one counselling, information and referrals, and more are available through our in house programs all year long, and we feel that our 501(c)(3) status is an opportunity for us to attract donors to support these important programs. Donations that come to the Area Agency on Aging directly will be allocated to our in-house programs pursuant to the wishes of the donor. Any donations given to support HCBS are to be directed to our provider agencies that provide those services.

**Attachments:** AAA newsletter; 2019 AZ4A Legislative Position statement.

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



# SEAGO AAA AREA AGENCY ON AGING

300 Collins Road, Bisbee, AZ 85603

Serving Cochise, Graham, Greenlee & Santa Cruz Counties

Quarterly Newsletter—Winter 2019

## OUR MISSION STATEMENT:

To provide services that empower individual choice, independence & dignity for our aging & disabled population & their caregivers.

## OUR VISION:

To create age-friendly communities in South-eastern Arizona that encourage & support individuals to live with dignity & choice.

## Inside this issue:

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# We LOVE Our Volunteers!

What an honor it was to spend time with existing and new members of our team! SEAGO AAA volunteers for the Tai Chi, Matter of

Balance, Long-Term Care Ombudsman, and State Health Insurance programs gathered for a morning training session in Sierra Vista on Friday, December 14 to receive required training about Case Management from Banner Health and Disaster

Preparedness from Fry Fire. Both topics were well received by our volunteers and valuable information was shared. These and several other SEAGO

the morning training session at our annual Volunteer Appreciation Luncheon. The services being provided to elders in our four-county area

would not be possible without our valuable volunteers. We could not do it without them!

**Thank you, SEAGO AAA volunteers for your**

**dedication and commitment! ♥**



AAA volunteers were treated to a buffet style feast following

## Interested in Volunteering?

If you're looking for a meaningful way to help your friends, neighbors and community ...WE NEED YOU! The SEAGO Area Agency on Aging is always looking for dedicated, volunteers to make a real difference

in the lives of elderly or special needs people who need help. There are many opportunities.

**For further information, please contact the SEAGO AAA office at 520-432-2528. ♥**



## Real Emergency & Disaster Initiative Meals Program (“READI MEALS”)



READI MEALS will introduce an innovative way to eliminate food waste

Shi Martin, our Health and Nutrition Program Coordinator, introduced an innovative way to eliminate food waste and increase the amount of food available for our members. Department of Economic Security-Division of Adult and Aging services was so supportive of the proposed plan, it provided \$39,717

to start the pilot program with purchase of four (4) Freeze Dryers. SEAGO AAA will ‘experiment’ with the freeze drying process on various foods to develop program instructions to train our nutrition sites on the use and maintenance of the equipment. Each site will be provided with enough supplies to produce

freeze dried meals for approximately 3 years of operation. After initial deployment, nutrition sites will be monitored monthly to ensure best practices and program instructions are being followed. SEAGO AAA staff will be collecting data about the program in the first year. ♥

## MEDICARE Open Enrollment Sets New Record

This Medicare Open Enrollment season was extremely busy. SHIP Counselors saw 198 clients during October and 339 clients during the month of November.

SEAGO-AAA added a new SHIP Volunteer Counselor in Safford and she jumped right in to help counsel our members during the 2018 Open Enrollment season. We have a total of 5 SHIP Volunteer counselors: 1 in Sierra Vista/Hereford, 1 in Huachuca City/Whetstone, 2 in Patagonia/Sonoita and 1 in Safford. 2 new volunteer counselors will undergo training at the beginning of 2019; 1 in the Benson area and another in the Douglas area. Both of the new counselors are bilingual which will be a great advantage in their respective areas.

Medicare Savings 10/15 - 12/7/2019		
County	# Clients	\$ Savings
Cochise	423	\$ 177,949.00
Graham	103	\$ 21,939.00
Greenlee	27	\$ 1,830.00
Santa Cruz	174	\$ 107,271.00
<b>Totals</b>	<b>727</b>	<b>\$ 308,989.00</b>

AAA will be adding the Willcox Senior Center as a regular counseling site beginning in 2019. With the new counselors in Benson and Douglas, this will give us the best coverage we have ever had in Cochise County.

AAA is still recruiting for bilingual volunteers in Santa Cruz County.

SEAGO AAA is always looking for sites where we can schedule regular counseling sessions. If your community would like for a counselor to visit regularly, please contact Ramona at 520-432-2528 ext. 222 or at [shiphelp@seago.org](mailto:shiphelp@seago.org). ♥

**“SHIP Counselors saw 198 clients during October and 339 clients during the month of November.”**



AAA is always looking for sites where we can schedule regular Medicare counseling sessions

## Love Has No Borders

It was a Christmas wish that crossed international borders. SEAGO's own Executive Director, Randy Heiss, fulfilled the Christmas list of an 8-year-old girl in Mexico whose letter to Santa reached him by way of balloon.

Last month, Randy was hiking in Patagonia with his dog when he saw the ragged remains of a balloon with a note attached. One side of the note read: "Dayami." On the other was a numbered list written in Spanish.

Randy's wife translated the list and they identified its likely sender as a girl named Dayami. The note was intended for Santa and asked for art supplies, slime, a doll and a dollhouse, among other things. No contact information was left on the note.

"It really touched my heart to find it and I said, 'Well, how in the heck am I going to be able to figure out how to make contact with this little girl and make her wishes come true?'" Randy wondered.

He believed the winds carried Dayami's Christmas wish list about 20 miles away from Nogales, Mexico.

He shared the letter on his Facebook account. After a few days with no leads, he enlisted the help of Radio XENY, a station in Nogales. The station posted Randy's story to its Facebook page. Within an hour, they were able to find Dayami, who lives in Nogales.

The radio station arranged for Randy and his wife to meet Dayami and her family at its offices just before Christmas. Passing themselves off as Santa's Helpers, Randy and his wife delivered the toys to Dayami and her younger sister, Ximena, during the meeting. It brought him "healing joy" to see the children's happy faces. "Love has no borders," he said. "That wall melted away for the day."

As it turns out, the experience was a gift for the couple, too. "We lost our son nine years ago," Randy shared. "So we don't have grandchildren in our future and so really getting to share Christmas with kids was something that's been missing in our lives."



News of Randy's good deed spread rapidly through the news community and has even gone international! People from all over the US sent gifts for the girls, as well. Love has no borders, indeed. ♥

## March Events

2	<b>8AM-12PM Benson Hospital Health Fair</b> 450 Ocotillo Ave., Benson Meet some of our AAA staff and see what's new in the senior world. 520-720-6516 for info.
5	<b>By Appt Questions About Medicare?</b> THRIVE Canyon Vista Medical Center , 5750 E Hwy 90, Bldg #2, Sierra Vista To make an appointment, call 520-417-6980
7	<b>Walk-Ins Questions About Medicare?</b> <b>Welcome</b> Huachuca City Senior Center, 504 N. Gonzales Blvd, Huachuca City To make an appointment, call 520-456-3059
19	<b>By Appt Questions About Medicare?</b> THRIVE Canyon Vista Medical Center , 5750 E Hwy 90, Bldg #2, Sierra Vista To make an appointment, call 520-417-6980
21	<b>By Appt Questions About Medicare?</b> SEACUS, 1124 Thatcher Blvd, Safford To make an appointment, call 928-428-3229

## January Events

<b>12</b>	<b>12-4PM Bisbee Health Expo,</b> <b>St. Patrick's Parrish Hall, 100 Quality Hill, Bisbee</b> Our own Ramona MacMurtrie will be available to answer your Medicare questions.
<b>14</b>	<b>1-2 PM Tai Chi for Arthritis &amp; Fall Prevention: Mondays &amp; Wednesdays thru 3/6</b> <b>Tubac Community Center, 50 Bridge Rd., Tubac</b> Join us for an opportunity to strengthen your moind, body & spirit. Tai Chi is an ancient Chinese exercise program that promotes strength, flexibility & balance. It combines slow movement with deep breathing. Come to the 1st class to register.
<b>17</b>	<b>10AM Advisory Council on Aging (ACOA) Quarterly Meeting,</b> <b>Methodist Church, 124 S. Curtis Ave., Willcox</b> Quarterly forum to allow the elderly of Planning District VI to identify the principal problems confronting them and determine practical solutions to them.
<b>19</b>	<b>10AM-2PM Health Fair</b> <b>CQCH Palominas Rural Health Clinic, Hereford</b> See what's new in the senior world with information and equipment.
<b>23</b>	<b>1-3PM Honoring a Life Workshop: Advance Care Planning</b> <b>Cochise College, 1025 S. SR-90, Benson</b>  When it comes to end-of-life care, one conversation can make all the difference. This 2-hour workshop helps people being the conversation and outlines a clear process for them to ensure that their priorities and preferences for end-of-life care are known, documented and honored. Register at: <a href="https://www.eventbrite.com/e/benson-cochise-college-advance-care-planning-workshop-tickets-54352482739">https://www.eventbrite.com/e/benson-cochise-college-advance-care-planning-workshop-tickets-54352482739</a>
<b>26</b>	<b>1:30-3:30PM Honoring a Life Workshop: Advance Care Planning</b> <b>1st Presbyterian Church, 1020 D Ave., Douglas</b> See above for course details. Register at: <a href="https://www.eventbrite.com/e/douglas-honoring-a-life-advance-care-planning-tickets-54249455582">https://www.eventbrite.com/e/douglas-honoring-a-life-advance-care-planning-tickets-54249455582</a>
<b>28</b>	<b>8:30AM-4PM Case Management Training, Benson</b> <b>Cochise College, 1025 S. SR-90, Benson</b> Annual mandatory training for congregate and home delivered meal providers.

## Greenlee County Seniors Have a Happy Thanksgiving



SEAGO AAA recently received a thank you card from the Greenlee County Senior Center staff for our donation of \$200. SEAGO AAA was just one of several community organizations who had donated funds to the Greenlee County Senior Center which enabled them to prepare and serve Thanksgiving dinners for 23 homebound citizens and CPES clients of Greenlee County. ♥

## February Events

1	<b>9AM-2PM Honoring A Life Train the Trainer</b> <b>Legacy Foundation, 302-02 El Camino Real, Sierra Vista</b> A 5 hour workshop to train community representatives and volunteers to facilitate the Honoring A Life: Advance Care Planning Conversations workshop. Registration is free, but space is limited. Register online: <a href="https://www.eventbrite.com/e/honoring-a-life-advance-care-planning-train-the-trainer-tickets-53074310692">https://www.eventbrite.com/e/honoring-a-life-advance-care-planning-train-the-trainer-tickets-53074310692</a> .
4	<b>1-2PM Tai Chi for Arthritis &amp; Fall Prevention</b> <b>Tubac Community Center, 50 Bridge Rd., Tubac</b> See January 14 entry for details
4	<b>2-4PM A Matter of Balance</b> <b>Bisbee Senior Center, 300 Collins Rd., Bisbee</b> Many older adults experience concerns about falling and restrict their activities. A MATTER OF BALANCE is an award-winning program designed to manage falls and increase activity levels.
5	<b>By Appt Questions About Medicare?</b> <b>THRIVE Canyon Vista Medical Center , 5750 E Hwy 90, Bldg #2, Sierra Vista</b> To make an appointment, call 520-263-3293
7	<b>Walk-Ins Questions About Medicare?</b> <b>Welcome Huachuca City Senior Center, 504 N. Gonzales Blvd, Huachuca City</b> To make an appointment, call 520-456-3059
9	<b>10AM-2PM Senior Expo 2019</b> <b>Ethel H. Berger Center, 2950 Tacoma St., Sierra Vista</b> The ever-popular Senior Health Fair and Exposition is like a trade show and health festival all rolled into one. See what's new in specialty equipment & the latest gizmos for seniors. There will be information on health & financial issues that will benefit everyone! Presenters will speak on a myriad of topics and lunch is available at the snack bar.
13	<b>9AM Medicare Advantage Plans Presentation</b> <b>Ethel H. Berger Center, 2950 Tacoma St., Sierra Vista</b> For more information, call 520-417-6980
19	<b>By Appt Questions About Medicare?</b> <b>Canyon Vista Medical Center THRIVE, 5750 E Hwy 90, Bldg #2, Sierra Vista</b> To make an appointment, call 520-263-3293
19	<b>1-3PM Honoring a Life Workshop: Advance Care Planning</b> <b>Patagonia Public Library - 346 Duquesne</b> See 1/23 entry for course details. Register at: <a href="https://www.eventbrite.com/e/patagonia-library-advance-care-planning-workshop-tickets-54770151999">https://www.eventbrite.com/e/patagonia-library-advance-care-planning-workshop-tickets-54770151999</a>
21	<b>By Appt Questions About Medicare?</b> <b>SEACUS, 1124 Thatcher Blvd, Safford</b> To make an appointment, call 928-428-3229

Would you like to learn more about SEAGO Area Agency on Aging and all that we do? Schedule a Community Coffee Hour and invite your neighbors to join us for coffee, conversation & an overview of AAA services. Call 520-432-2528 to schedule.

# Volunteer Training & Appreciation Luncheon







### SEAGO Area Agency on Aging

300 Collins Road  
Bisbee, Arizona 85603

Phone: 520.432.2528  
Fax: 520.432.9168  
[www.seago.org/area-agency-on-aging](http://www.seago.org/area-agency-on-aging)

#### *Providing services to empower our seniors in Southeastern Arizona*

Area Agencies on Aging were established through the Older Americans Act amendments of 1973 in order to provide a local structure for addressing the needs and concerns of older persons. Nationwide there are 629 Area Agencies on Aging, 57 State Units on Aging and innumerable local service providers which together with the Federal Administration on Aging (AOA) constitute the National Aging Network.

This program was funded through a Contract with the Arizona Department of Economic Security. "Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI and Title VII) and the Americans Disabilities Act of 1990 (ADA) Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, SEAGO Area Agency on Aging prohibits discrimination in admissions, programs, services, activities or employment based on race, color, religion, sex national origin, age, and disability. The SEAGO Area Agency on Aging must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. Auxiliary aids and services are available upon request to individuals with disabilities. For example, this means that if necessary, the SEAGO Area Agency on Aging must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the SEAGO Area Agency on Aging will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in an alternative format or for further information about this policy please contact: SEAGO Area Agency on Aging at 520-432-2528." Para obtener este documento en otro formato u obtener informacion adicional sobre esta politica, SEAGO Area Agency on Aging 520-432-2528. This program was funded through a Contract with the Arizona Department of Economic Security.

### TAI CHI

Strengthen your mind, body and spirit! Our Tai Chi classes have been so popular in Patagonia that we have added classes in Tubac! See page 4

Follow us on Facebook!  
Seago/Area Agency on Aging



*Save The Date*  
**06.05.2019**  
**Life's a Journey-Tools For the Road**  
**SEAGO Area Agency on Aging**  
**Region VI- 5<sup>th</sup> Annual**  
**Conference On Aging**

**SEAGO**

## Arizona Association of Area Agencies on Aging

1366 E. Thomas Road, Suite 108

Phoenix, AZ 85014

Phone: (888) 783-7500 Email: answers@az4a.org



### Area Agencies on Aging

#### Area Agency on Aging, Region One

##### Maricopa County

Mary Lynn Kasunic

President & CEO/Director

1366 E Thomas Road, Ste 108

Phoenix, Arizona 85014

602.264.2255

kasunic@msn.com

##### Pima Council on Aging

##### Pima County

W. Mark Clark, President/CEO

8467 E Broadway Blvd

Tucson, Arizona 85710

520.790.0504

mclark@pcoa.org

#### Northern AZ Council of Governments

##### Coconino, Yavapai, Navajo,

##### & Apache Counties

Mary Beals Luedtka, AAA Director

323 N. San Francisco St, Ste. 200

Flagstaff, Arizona 86001

928.213.5226

mluedtka@nacog.org

#### Western AZ Council of Governments

##### Mohave, La Paz & Yuma Counties

Gina Whittington, AAA Director

1235 S. Redondo Center Drive

Yuma, Arizona 85364

928.782.1886

ginaw@wacog.com

#### Pinal-Gila Council for Senior Citizens

##### Gila & Pinal Counties

Olivia Guerrero, President/CEO

8969 W McCartney Road

Casa Grande, Arizona 85194

520.836.2758

oliviag@pgcsc.org

#### SouthEastern AZ Governments Org.

##### Graham, Cochise, Greenlee

##### & Santa Cruz Counties

Laura Villa, AAA Director

300 Collins Road

Bisbee, Arizona 85603

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lvilla@seago.org

#### Inter-Tribal Council of Arizona, Inc.

##### 21 Tribal Nations

Laurai Atcity, AAA Director

2214 N Central Avenue

Phoenix, Arizona 85004

602.258.4822

laurai.atcity@itcaonline.com

## Draft 2019 Legislative Position Statement

The Area Agencies on Aging (AAAs) in Arizona strive to keep older adults and younger adults with physical disabilities in their homes as they age; where it is estimated that upwards of 85% wish to remain for as long as possible. Home and community-based services (HCBS) are critical to achieving this goal. HCBS includes Adult Day Health, assistance with bathing, dressing, meal preparation, shopping, bed linen changing, caregiver respite, home nursing, and home-delivered meals.

As of December 2018 there were **2,459 people on the waiting list**, of which more than 10% are younger than 60 and have a physical disability. The Department of Economic Security (DES) estimates that providing service to older adult amounts to a cost of \$3,342/year – not including meals – substantially less costly than institutional care. **The funding needed to make Arizona a no wait state for these vital older adult services would be \$8,217,978.**

Between 2008 and 2013, during the height of the economic crisis in Arizona, funding for HCBS was cut by 67% statewide. Though understandable at the time, this has led to a waiting list for HCBS throughout Arizona. If older adults are not able to get the support they need at home then they are more likely to come to the attention of Adult Protective Services (APS), often for reported self-neglect, or end up in an emergency room. No matter what emergent care they receive, it will be costlier than providing services to keep them safe in their own homes with dignity and respect. According to DES approximately 17% of all HCBS cases are referred by APS for ongoing service. This link between APS and the AAAs is a vital connection that helps older adults get the services and supports they need.

HCBS are the primary buffer to the slow expansion of people needing more expensive support such as nursing home placement or other forms of institutionalization. Arizona's older adult population continues to increase and is outpacing the general population growth. According to DES, "the 65 and older age group is the fastest growing population in Arizona for the last several years, increasing by approximately 24% between 2010 and 2016." In spite of the much-appreciated additional funds appropriated during the past three sessions, the AAAs continue to have a significant waiting list for the vital HCBS.

To effectively reduce the waiting list, funds are needed to increase staff and service provider capacity, which takes some time. **For this reason, the Arizona Association of Area Agencies on Aging is requesting that the Arizona State Legislature appropriate the \$8,217,978 over the course of three years, equating to \$2,739,326 annually, while building these increases into the base budget.**

As a result of fiscal year 2018's additional appropriation, the waiting list decreased by almost 200 people statewide. The additional appropriation of \$8,217,978 will be critical to eliminating the waiting list and ensuring older adults have the supports they need to live at home as long as possible and to reach their fullest potential as they age.

Vision: All Arizonans experience successful aging

Administrative Council Packet 02-07-2019

Mission: Lead Arizona in aging successfully through innovative resources, collaborations and advocacy

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# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** JANUARY 30, 2019  
**SUBJECT:** TRANSIT REPORT

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The federal government shutdown has had a significant impact in our internal and regional transit programs. Some of the impacts included:

**Invoicing and Reimbursements:** FTA staff were unavailable to process ADOT transit programs invoices. ADOT transit staff were reassigned and unavailable to process local provider invoices. Most transit programs are currently 3 to 5 months behind on reimbursements. ADOT is trying to process invoices and schedule reimbursements as quickly as possible. A second government shutdown could cause several programs to restrict or cease operations.

**FTA Section 5310 Grant Application Cycle:** FTA 5310 grants provide transportation services to the elderly and disabled. ADOT transit staff were reassigned and unavailable to distribute the Notice of Funding Availability (NOFA), open the grant application, and conduct required grant application training. This will create a shortened grant window and review period. Some applicants may lack the resources to develop timely and quality applications.

**Technical Assistance:** Small providers often require assistance to make good compliance and program efficiency decisions. ADOT transit staff were reassigned and unavailable to provide technical assistance. To limit what may have become unauthorized contingency fund use, SEAGO restricted regional travel that is normally used to provide assistance to our small providers.

**Transportation Schedules:** Our small 5310 providers were forced to reduce transportation schedules to conserve costs. Daily transports for medical appointments, work, shopping, and recreation were limited.

**Regional Planning:** Regional planning activities required postponement. Regional transit coordination meetings were canceled. The Willcox Transit Feasibility Study public outreach efforts and the Graham County Feasibility Study update were postponed.

**Ridership Declines:** A majority of our transit providers are reporting reduced ridership for January.

**FTA/ADOT Grant Application Reviews:** SEAGO has submitted two grant applications for regional projects. Decisions on those applications were expected in January. Those decisions are not expected until March at the earliest.

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

Action Requested:

Information Only

Action Requested Below