

**MINUTES OF  
THE EXECUTIVE BOARD MEETING  
10 A.M., FRIDAY, AUGUST 19, 2022  
VIA ZOOM  
AMERICAN LEGION POST 16  
1422 HIGHWAY 92, BISBEE, AZ 85603**

OFFICERS PRESENT: Garino, Arturo - City of Nogales (Chair) **(In-Person)**  
Budge, Ken - City of Bisbee (Treasurer) **(In-Person)**  
Gomez, David - Graham County (1<sup>st</sup> Vice-Chair) **(Zoom)**  
Ortega, Richard - City of Safford (2<sup>nd</sup> Vice-Chair) **(In-Person)**

MEMBERS PRESENT: Ahmann, Steve - Greenlee County Private Representative **(Zoom)**  
Barlow, Bill - City of Tombstone **(In-Person)**  
Budd, David - Santa Cruz County Private Representative **(Zoom)**  
David, Paul - Greenlee County **(In-Person)**  
English, Ann - Cochise County **(In-Person)**  
Floyd, Heather - Cochise County Private Representative **(In-Person)**  
Lopez, Ed - Graham County Private Representative **(In-Person)**  
Pike, Jr., Allred - San Carlos Apache Tribe **(In-Person)**  
Shaw, Donna - Town of Duncan **(Zoom)**  
Valle, Dan - Cochise County Private Representative **(In-Person)**

STAFF PRESENT: Curtiss, Dina - Accounting Manager **(In-Person)**  
De La Cruz, Marisa - Community Coordinator **(In-Person)**  
Heiss, Randy - Executive Director **(In-Person)**  
Merideth, John - GIS Analyst **(Zoom)**  
Peterson, Stephen - Economic Development Program Manager **(Zoom)**  
Vertrees, Chris - Transportation Program Administrator **(In-Person)**  
Villa, Laura - AAA Program Director **(In-Person)**  
Meyers, Cindy - Heath & Nutrition Coordinator **(In-Person)**

GUESTS: Adam, Kevin- RTAC **(Zoom)**

**I. CALL TO ORDER/ESTABLISH QUORUM**

**II. EXECUTIVE SESSION:** Pursuant to A.R.S §38.431.03 Subsection A.1., the Executive Board may adjourn to Executive Session for the purpose of evaluating the performance of the Executive Director.

Chair Garino called the Executive Session to order at 9:00 a.m.

**III. PUBLIC SESSION- 10:00 A.M**

a. Reconvene to Public Session/Pledge of Allegiance/Roll Call

Chair Garino called the Public Session to order at 10:02 a.m.

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

Ann English motioned to approve the performance of the Executive Director; Second by Richard Ortega. Randy Heiss thanked the SEAGO Executive Board and is looking forward to another 17 months.

**MOTION:** Ann English

**SECOND:** Richard Ortega

**ACTION:** Unanimous

**IV. CALL TO THE PUBLIC**

No one from the public was present.

## V. MEMBER ENTITIES' DISCUSSION

**Ann English**, Cochise County, spoke of the Douglas Port of Entry project. The City is applying for various grants for the roadways, facilities for water, and all amenities. She mentioned that SEAGO has been a strong supporter of these ideas from day one and she expressed her appreciation. Randy Heiss stated that it is the Executive Board that ultimately supports this project. He thanked Ann English for her support. **Paul David**, Graham County, stated that they are one of two counties that do not have a Local Coalition to End Homelessness. They have made the first step in helping the homeless in their county by providing a respite center that will have basic hygiene amenities, resources for agencies to assist them, a place to get out of the heat, and a clothing bank. He stated Keith Dennis has been great in helping develop an LCEH in their county. The County has contributed a quarter million dollars and they are prepared to run and staff it for 5 years. The SunZia transmission power line project that runs from north central New Mexico through Arizona will have a substation in Graham County. This company has 8 existing solar facilities and this will add 10,000 acres in Graham County. They are in the early stages, but it looks promising. **Mayor Garino**, City of Nogales, stated that Douglas can leverage the economic impact of the port to create jobs in their area.

## VI. ACTION ITEMS

1. Consent Agenda
  - a. Approval of the May 20<sup>th</sup>, 2022, Minutes
  - b. Nominations to the Advisory Council on Aging

Chair Garino called for a motion to approve the Consent Agenda. Richard Ortega made the motion; Second by Paul David

**MOTION:** Richard Ortega  
**SECOND:** Paul David  
**ACTION:** Unanimous

2. Discussion and possible action to recommend approval of the proposed update to SEAGO's travel policy

Randy Heiss explained that the House Bill 2729 failed in the Senate for lack of a third reading and final vote. Randy explained that SEAGO employees do not have a choice to travel; it is a requirement of their job. It has been 16 years since the State of Arizona has increased the mileage rate. SEAGO employees are currently compensated 44 ½ cents per mile which is equivalent to 28 cents in today's economy. Randy mentioned that in the middle of the year the Federal government increased its mileage reimbursement rate from 58.5 cents to 62.5 cents per mile due to inflation and the rising costs of fuel. A fiscal impact analysis was performed to determine how many miles were being driven and how much it would cost to raise the travel policy by 10 cents. This would result in a fiscal impact of \$7,640 in fiscal year 2023. Randy stated that he believes that SEAGO could easily absorb that cost and offered to answer any questions. Arturo Garino made a motion to approve the proposed update to the SEAGO Travel Policy to the Executive Board; Second by Dan Valle.

**MOTION:** Arturo Garino  
**SECOND:** Dan Valle  
**ACTION:** Unanimous

3. Discussion and possible action to recommend approval of Resolution No. 2022-02 relating to SEAGO's Title VI Plan

Chris Vertrees stated that to receive federal funds from the FHWA, SEAGO must develop a Title VI Plan. It must outline how SEAGO will ensure underserved populations, for example, handicapped, and low-income, are provided an opportunity to be involved into the transportation planning process. In general the plan has to be in place by October 1<sup>st</sup>, which is why we are bringing it to the board now.

Ann English made a motion to approve Resolution No. 2022-02 to the Executive Board. Second by Richard Ortega

**MOTION:** Ann English  
**SECOND:** Richard Ortega  
**ACTION:** Unanimous

4. Discussion and possible action to recommend approval of JPA No. 21-0008414-I and to authorize the Executive Director to execute the Agreement

Chris Vertrees discussed that every year SEAGO provides \$10,000 in STP funding to the Arizona Local Technical Assistance Program. This covers membership costs for all our member agencies. This covers access to training for 100 employees yearly. It gives the agencies access to on-demand training, equipment loan program, technical assistance, and projects that they might not have the capacity for.

Richard Ortega made a motion to approve FY22-26 SEAGO/state of Arizona AZ LTAP Training Agreement to the Executive Board; Second by Ken Budge

**MOTION:** Richard Ortega  
**SECOND:** Ken Budge  
**ACTION:** Unanimous

5. Discussion and possible action to recommend approval of Resolution No. 2022-03 authorizing matching funds for a fiscal year 2022 partnership planning and local technical assistance grant from the Economic Development Administration.

Stephen Peterson discussed that the resolution allows SEAGO to come up with the cash match required to receive a technical assistant grant through the EDA for broadband planning. He stated the table in his memo that illustrated the cash match of \$53,381.53 will go towards travel, supplies, and contracting a telecommunications consultant to support broadband planning for all four counties. Stephen requested that this cash match be available and unencumbered so that SEAGO can receive the award through EDA for the Broadband Planning Technical Assistance Grant. He stated he was happy to answer any questions. Randy Heiss added that SEAGO currently has about \$1.9 million in various LGIP accounts earning almost zero interest. He believes that this would have great potential for a big return on investment in terms of making broadband available. Heather Floyd stated that Valley Telecom appreciated the work they've had with a consultant to carefully figure out the process. She stated that she reached out to Greenlee County because they did not get any Arizona state broadband grants. She believes this is an important topic for all our counties, and could help secure more grants and get that return on investment.

Richard Ortega made a motion to approve Resolution 2022-03 committing a cash match of up to \$53,381.53 for an EDA Partnership Planning and Local Technical Assistance Grant and authorizing the Executive Director to execute all documents for the receipt and use of the grant funds; Second by Dan Valle.

**MOTION:** Richard Ortega  
**SECOND:** Dan Valle  
**ACTION:** Unanimous

## VII. INFORMATION ITEMS

- A. Future Meeting Dates

Randy Heiss stated that the next meeting will be November 18<sup>th</sup> in Santa Cruz County. Mayor Garino offered to host the meeting at the City of Nogales. There will be a joint meeting Administrative – Executive Committee meeting on September 29th, Randy will send out a cancelation if needed.

- B. Strategic Plan Progress Report

Randy Heiss gave an update on the strategic plan. SEAGO staff had a strategic planning event that was done in this past summer. The SEAGO staff developed a matrix of objectives for the board to consider in February of 2023. One of the objectives highlighted by Randy was the enhancement of employee services. He continues to work with the Legislature and the Governor's office to close the gap in the State's traveling policy. The 2<sup>nd</sup> objective is to secure affordable long term facilities for the Area Agency on Aging; the office is complete and the final inspection was performed by the City of Bisbee. Randy Heiss thanked the City of Bisbee for hosting the AAA office at the senior center for all these years. The last thing that is left on the project is to pave the driveway and to provide parking. Randy stated the prices of asphalt are elevated and would like to see those prices normalize before going forward.

C. Quarterly Finance Report

Dina Curtiss provided an update on SEAGO finances and responded to questions.

D. Community Development Report

Keith Dennis provided an update on Community Development Programs and responded to questions.

E. SEAGO Economic Development District Report

Stephen Peterson provided an update on Economic Development and responded to questions.

F. AAA Updates

Laura Villa provided an update on AAA Programs and responded to questions. Cindy Meyers gave an update regarding her time at the USAging Annual Conference and Tradeshow in Austin, Texas.

G. Transportation Program Updates

Chris Vertrees provided an update on Transportation Programs and responded to questions.

### **VIII. RTAC REPORT**

Kevin Adam provided an update and responded to questions.

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

Dan Valle informed everyone of the 3<sup>rd</sup> annual Native America festival in Tombstone, on October 8<sup>th</sup>. It will be held in the arena and have many Native American vendors. Randy Heiss informed the group that former Thatcher Town Manager, Terry Hinton, has returned to the region as Town Manager of Duncan. Randy stated Duncan is in good hands. He also mentioned an update to the border master plan is underway. He expressed it's important that they think about charging station at our ports especially with the electrification of federal fleet. He was honored to be invited by the Arizona Mexico Commission along with Ann English for this year's Sierra Vista Border Days. Randy Heiss thanked the AAA agency for the surprise potluck they had for him as a sign of appreciation for the work he had put into their new building. Randy will be working remotely from San Carlos, Mexico for about half the month of September. He will not be in office and will be working remotely.

### **X. FUTURE AGENDA ITEMS**

Some future agenda items include updating SEAGO's policy principles document for calendar year 2023, CDBG projects for approval, discussion of strategic plan objectives, RTAC resolution to adopt a regional priority project list, and public discussion in terms of recruiting the replacement for the Executive Director.

### **XI. ADJOURNMENT**

Chair Garino adjourned the meeting at 11:49 a.m.