

**Draft MINUTES OF  
THE ADMINISTRATIVE COUNCIL MEETING  
9:00 A.M., THURSDAY, MAY 4, 2023  
VIA ZOOM  
COCHISE COLLEGE BENSON  
1025 HWY 80, BENSON, ARIZONA**

OFFICERS PRESENT: Robinson, Ronald – Patagonia **(In-Person)**

MEMBERS PRESENT: Batty, Vernon – Town of Pima **(Zoom)**  
Bigman, Barney – San Carlos Apache Tribe **(Zoom)**  
Cassella, John – City of Safford **(Zoom)**  
Bermudez, Roy – City of Nogales **(Zoom)**  
Harvey, Suzanne – Town of Huachuca City **(In-Person)**  
McLachlan, Matt – City of Sierra Vista **(Zoom)**  
Pauken, Steve – City of Bisbee **(Zoom)**  
Perez, Rudy – Town of Clifton **(Zoom)**  
Urquijo, Ana – City of Douglas **(Zoom)**  
Valdez, Jesus – Santa Cruz County **(Zoom)**  
Welker, Dustin – Graham County **(Zoom)**

STAFF PRESENT: Curtiss, Dina – Accounting Manager **(Zoom)**  
Dennis, Keith – Community Development Program Manager **(In-Person)**  
Heiss, Randy – Executive Director **(In-Person)**  
Merideth, John – GIS Analyst **(Zoom)**  
Peterson, Stephen – Economic Development Program Manager **(In-Person)**  
Vertrees, Chris – Transportation Program Administrator **(Zoom)**  
Laura Villa – AAA Program Director **(Zoom)**

GUESTS: Adam, Kevin – RTAC **(Zoom)**  
Melissa Hayes – ADEQ **(Zoom)**  
John Kissinger – City of Nogales **(Zoom)**  
Stephanie Fulton – Town of Huachuca City **(In-Person)**

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

Chair Robinson called the meeting to order at 9:06 a.m. Those physically present introduced themselves and at the request of the Chair, Randy Heiss read the names of those attending electronically into the record.

## **II. MEMBER ENTITIES' DISCUSSION**

Chair Robinson called on **Suzanne Harvey** to discuss issues in **Huachuca City**. Suzanne reported they had recently completed their CDBG funded park project and were planning to celebrate its completion with Play Day on the 13<sup>th</sup>. There were project delays due to the pandemic and supply chain issues but the residents are enjoying the completed project and she gave a huge thanks to Keith Dennis for helping administer the project. She also reported that the Town had established a new bus service to transport soldiers on Fort Huachuca. **Chair Robinson** reported **Town of Patagonia** was just completing a Colonias project to repave and improve drainage on McKeown Avenue from 4<sup>th</sup> Avenue to Costello Avenue. He thanked Keith Dennis and SEAGO for facilitating the project. He also reported that the Town is also finishing up a North American Development Bank grant to refurbish their wastewater treatment plant which should be completed in June. Chair Robinson called on **Steve Pauken** to report on **City of Bisbee** updates. Mr. Pauken reported that the City had assembled a team that will implement a grant to rehabilitate historic Camp Naco and was very happy to be moving forward with that project. He also reported the City had received an EPA grant to remove lead paint and asbestos from the Hillcrest Apartments building that he hopes will make the building marketable for a housing project. He also reported on the work with SEAGO to implement their owner occupied housing rehabilitation project involving 12 homes in the Saginaw neighborhood with funding from the CDBG grant

program. And then lastly, he reported on a transportation project to build a multi-use path around the Lavender Pit from Old Bisbee to the traffic circle. The City received two grants and was experiencing challenges because one grant is federal transportation money and one is money from the EDA. The transportation money came through an earmark from former Congresswoman Kirkpatrick that he was recently advised comes with a requirement for \$200,000 in matching funds that was neither anticipated nor available. He predicted that it would be a long process and that there would likely be some hard decisions that may require project advocates to compromise. **Ana Urquijo** reported that the **City of Douglas** had hired Native Consulting to create a path forward for future technology and smart city initiatives in the community to cover gaps that are otherwise not identified by the Cochise County broadband study that was recently done. She also expressed an interest in working with SEAGO on eliminating blight in certain neighborhoods within the City. And Ms. Urquijo informed the group that the formation of the Douglas Active Management area had created some challenges with the City implementing projects involving new wells the City had planned and also supplying temporary water infrastructure for the new port of entry. **Matt McLachlan** reported that the **City of Sierra Vista** had a lot of capital projects going on around town but wanted to raise as a common critical issue the methodology used to project population growth in the county. He stated he has struggled to understand how these forecasts are developed and asked if SEAGO has had dialogue with the State in terms of their methodology and expressed concern that state shared revenue distributions are based on these estimates. Randy Heiss thanked Mr. McLachlan for bringing the issue up and pointed out that these are *population projections*, which are used in general planning efforts. However, these projections are separate from the *population estimates* that are used as the basis for shared revenue distributions. Randy stated that John Merideth is the person at SEAGO who participates in the Council for Technical Solutions with the State Demographers Office and suggested that he could connect with someone there to help the City better understand the methodology that is used in developing the population projections. **Vernon Batty** reported that the **Town of Pima** would be using their CDBG money to repave Main Street from the school to the railroad and thanked Keith Dennis for his help in facilitating the public hearings. Another project is underway to plan for a new Fire Department facility, but in order to do so, they would need to tear down the current library and build a new library at a different location. Fortunately, the United Way came through with \$200,000 to build a new library which will be part of a complex that includes a library, a park and a World War Two Memorial. And lastly, he reported that the Town had consolidated the municipal court with the justice of the peace in Safford. This allowed the Town to repurpose the former court building as a new Town Hall. The Public Works personnel has done a fantastic job in completing almost all of the work for the renovation and staff will be moving into the new Town Hall building shortly. **John Cassella** reported that the **City of Safford** had been working on a salary survey to bring the City's compensation up to market rate and anticipated that it would result in one of the most significant increases in staff compensation in a long time. He also discussed the challenges implementing capital projects in an environment that either brings no bids or the price is three times what was originally planned for. He stated that the City had been fortunate to move a few projects forward, most notably, a project to develop a 15 acre park with amenities such as a bandshell, splash pads, and maybe a food truck food court with an anticipated cost of between \$5 - \$7 million. And lastly he reported that the City had met with Laura Villa and had helped the AAA with a flyer that was mailed out with utility bills to get the word out on the May 5<sup>th</sup> event to celebrate Older Americans Month at the Graham County Senior Center. **Dustin Welker** reported that **Graham County** was making progress on their CDBG project. The contractor was finishing up the sidewalks and will be having our rubber tiles and drinking fountains installed in the playgrounds hopefully in the next couple of weeks. He stated that Keith Dennis and his staff had been fantastic working with the contractor and with Graham County staff to implement the project. **Rudy Perez** thanked Chris Vertrees for his efforts to identify unused transportation program funding so that the **Town of Clifton** could offset the cost overruns for the construction of the Chase Creek Bridge rehabilitation project. He stated that without those efforts, the Town would not have been able to move forward with the replacement of the bridge. **John Kissinger** reported that the **City of Nogales** Mayor and Council would soon be deciding on how to use their next CDBG program funding. He stated that it may likely be used to bring water and wastewater service to a neighborhood, and he thanked Keith Dennis for his assistance. He also noted that the City had previously identified about 25 different water and sewer projects to be completed with \$15 million in WIFA funding, but due to the increase in construction costs, they might only be able to complete 2 or 3 of them. The City is also working with a consultant to update their compensation plan. And finally, he mentioned that the former city manager had resigned to take a position with the Town of Parker and the City Council had selected their former Chief of Police, Mr. Roy Bermudez as the new city manager. Mr. Bermudez introduced himself to the Administrative

Council and explained that he is still trying to get informed of all the happenings in the city and looks forward to meeting everyone. **Jesus Valdez** was introduced as the new County Manager for **Santa Cruz County**. Mr. Valdez reported the Pendleton Drive box culvert project is about 60% complete and they are hoping it will be complete it in two months. He also reported that the County received a \$10 million resilient communities grant to build a flood detention basin and were in the process of soliciting for engineering services for that project. He stated that like other communities, the County is working with a company to perform a compensation study and hopes to have the numbers soon. Chair Robinson called on **Barney Bigman** to report for the **San Carlos Apache Tribe**. Mr. Bigman reported that the Tribe was finishing an update to its Long Range Transportation Plan. He also attempted to inform the group on a number of other critical issues to the Tribe, but unfortunately, the internet connection was poor and much of what he reported was inaudible.

### III. CALL TO THE PUBLIC

No one from the public requested to speak.

*Note: Kevin Adam requested permission to give his RTAC Report (Item # VII below) at this point on the agenda as he was attending a conference and would be unavailable after 10:00 a.m. Arizona time). Kevin provided a brief report and responded questions.*

### IV. PRESENTATION - Available funding opportunities - ADEQ Southeastern Arizona Community Liaison, Melissa Hayes

Melissa Hayes gave a brief presentation relating to funding opportunities for various water and wastewater projects and how communities can access these funds. Ms. Hayes responded to questions.

### V. ACTION ITEMS

1. Consent Agenda
  - a. Approval of the February 9, 2023 minutes

Chair Robinson called for a motion to approve the February 9, 2023 minutes.

**MOTION:**       **Dustin Welker**  
**SECOND:**      **John Cassella**  
**ACTION:**       Unanimous

2. Election of Officers

Randy Heiss reminded members that the Bylaws were amended in August 2021 to provide for the election of one Administrative Council officer to represent each county in the region and to establish a rotation schedule among the officers to allow each county representative the opportunity to serve as Chair every four years. As a result of these changes there are four officers elected – a Chair; a Vice-Chair; a Secretary; and a Treasurer. These officers comprise the Administrative Committee who are authorized to make recommendations to the Executive Board on time sensitive, program related business in between regular meetings. In FY 2024, the rotation prescribed in the Bylaws will elevate the Santa Cruz County officer to the Chair position, the Graham officer to Vice-Chair, the Greenlee officer to Secretary, and the Cochise County officer will drop to the bottom of the rotation to the Treasurer position. Randy reported that as of the time of the meeting, he had received a nomination to retain Dan Coxworth as the Cochise County officer, and a nomination to retain Heath Brown as the Graham County officer. He also reported that Ron Robinson has indicated he will continue representing Santa Cruz County if no one else steps forward, and Derek Rapier has stated that he will continue serving in the Greenlee County officer position if needed. Randy offered to answer any questions.

Chair Robinson called for a motion to elect a slate of officers for fiscal year 2024. Steve Pauken made a motion to retain the current slate of officers representing the four counties with the rotation prescribed in the Bylaws as presented by staff.

**MOTION:** Steve Pauken  
**SECOND:** John Kissinger  
**ACTION:** Unanimous

3. Fiscal Year 2024 Budget Items

a. Sustainability of Fund Balance (discussion only)

Randy Heiss explained that the purpose of this item is to inform the Administrative Council and Executive Board of the current status of the SEAGO fund balance as it relates to the Fund Balance policy approved by the Executive Board in 2015. Currently, SEAGO's fund balance is at an all-time high and financially we are in an extremely strong position. The amount of fund balance available at the end of FY 2022 (\$2,122,490) amounts to approximately 179% of the minimum amount required by the fund balance policy (\$1,185,772). The only fund balance budgeted for possible use in FY 2024 is a contingency line item of \$150,000 that will only be accessed if needed and the Administrative and Executive Committees would be informed with as much advance notice possible before contingency funds are used. Randy offered to answer any questions.

b. Discussion and possible action to recommend approval of the FY 2024 Assessment Schedule

Randy reported that there were no proposed increases to the FY 2024 assessments from the prior fiscal year and offered to answer any questions. Chair Robinson called for a motion to recommend approval of the fiscal year 2024 Assessment Schedule.

**MOTION:** Suzanne Harvey  
**SECOND:** Steve Pauken  
**ACTION:** Unanimous

c. Discussion and possible action to recommend approval of the proposed FY 2024 SEAGO Budget

Dina Curtiss explained the assumptions used in developing the FY 2024 budget and offered to answer any questions. Chair Robinson called for a motion to recommend approval of the fiscal year 2024 Budget.

**MOTION:** Ana Urquijo  
**SECOND:** John Kissinger  
**ACTION:** Unanimous

4. Discussion and possible action to recommend the reappointment of Private Sector Representatives for Graham, Greenlee and Santa Cruz Counties to the Executive Board

Randy Heiss reminded members of the requirement for participation of Private Sector Representatives (PSRs) on the Executive Board. He stated that the first terms of office for the current PSRs for Graham, Greenlee and Santa Cruz counties will be expiring in May and they are eligible to serve up to two, two-year terms. All three of the PSRs remain willing to continue serving another term of office and Randy asked the Administrative Council to consider recommending their reappointment to the Executive board. He then offered to answer any questions.

Chair Robinson called for a motion to recommend the reappointment of Mr. Ed Lopez, Mr. Steve Ahmann, and Mr. David Budd as Private Sector Representatives for Graham, Greenlee, and Santa Cruz Counties to the Executive Board.

**MOTION:** John Kissinger  
**SECOND:** Dustin Welker  
**ACTION:** Unanimous

5. Discussion and possible action to recommend approval of an agreement between HR KNOW LLC and SEAGO for Human Resources Consulting Services

Randy Heiss restated that SEAGO's compensation plan had not been updated since 2005 and SEAGO's salary grade and range structure has become increasingly uncompetitive when compared to other COGs, MPOs, and many of our member entities. At the February meeting, he had requested authorization to solicit proposals because staff anticipated the costs of such a study may exceed the \$20,000 threshold requiring Board authorization to go to bid. He informed members that he had since advertised for competitive proposals to perform the compensation study and had only received one proposal by the deadline of April 24. The consulting firm – HR KNOW LLC – is located in Tucson and appears well qualified to perform the study at a cost of \$28,200. He then requested the Administrative Council's recommendation to the Executive Board to authorize him to enter into an agreement for Human Resources Consulting Services with HR KNOW LLC to perform the compensation study for SEAGO. Randy offered to answer any questions.

Chair Robinson called for a motion to recommend that the Executive Board authorize SEAGO to enter into an agreement with HR KNOW LLC for Human Resources Consulting Services.

**MOTION:** Steve Pauken  
**SECOND:** Suzanne Harvey  
**ACTION:** Unanimous

6. Discussion and possible action to recommend approval of an Intergovernmental Agreement between the City of Bisbee and SEAGO for paving services

Randy Heiss reminded members that the SEAGO AAA took occupancy of their new facility June 6, 2022 and held a Grand Opening of the new office August 19, 2022. While the City of Bisbee allowed SEAGO to occupy the building, an official Certificate of Occupancy had not been issued for the building as the parking area must be paved to meet the City of Bisbee's parking requirements. Over the last two years, the costs of asphalt and construction costs spiked due to the price of oil and a tight job market. As a result, the paving project was put on hold for the price of oil and construction costs to moderate. Earlier this year, the AAA determined there were unused funds carried over from fiscal year 2022 that could be used for a special project upon approval of ADES and was recently informed that SEAGO's request to use a portion of these funds for the paving project was approved. As an alternative to seeking bids from contractors to perform the paving work, Randy approached the City of Bisbee to determine if they had the capacity to assist SEAGO with their personnel and equipment to pave the AAA parking area. After discussing the needs and developing a scope of work, the City agreed to perform the paving services under an intergovernmental agreement between the City and SEAGO and on April 18, 2023, the Bisbee City Council unanimously approved the IGA by a vote of 6 ayes and 0 Nays (one Councilmember absent). Randy then offered to answer any questions.

Chair Robinson called for a motion to recommend approval of the Intergovernmental Agreement between the City of Bisbee and SEAGO for paving services to the Executive Board.

**MOTION:** Suzanne Harvey  
**SECOND:** Matt McLachlan  
**ACTION:** Unanimous

7. Discussion and possible action to recommend approval of the 2024 - 2028 Area Plan on Aging

Laura Villa explained the purpose, the public outreach process, and the methodology used in developing the 2024 – 2028 Area Plan on Aging (APOA). The SEAGO Advisory Council on Aging (ACOA) reviewed the minimum goals and objectives that the state unit on aging and the Area Agencies on Aging had agreed to include in their plans. The ACOA reviewed the first draft of the APOA in their January 2023 meeting and again at their meeting on April 20, 2023. During this meeting, the ACOA commented on the proposed outcomes, objectives, and plans. Information was also presented on the Needs Assessment report during this meeting. Comments from the ACOA were addressed in the plan. Ms. Villa requested that the Administrative Council

recommend approval of the SFY 2024 – 2028 Area Plan on Aging to the Executive Board, and offered to answer any questions.

Chair Robinson called for a motion to recommend approval of the 2024 – 2028 Area Plan on Aging to the Executive Board.

**MOTION:** Ana Urquijo  
**SECOND:** Matt McLachlan  
**ACTION:** Unanimous

8. Discussion and possible action to recommend approval of the proposed FY 2024 AAA Subaward Recommendations

Laura Villa explained that on March 27, 2019, the SEAGO AAA had solicited applications from service providers for home and community based services and initial subaward agreements were issued to providers in Fiscal Year 2020, with options to renew subawards for up to an additional 4 years. Subaward renewals were issued in Fiscal Years 2021, 2022 and 2023 and Fiscal Year 2024 will be the final year for renewal of these subawards, the amounts of which will be based on the recommendations developed by staff and approved by the Administrative Council and Executive Board. The Executive Board must consider the tentative subaward recommendations at their meeting on May 19<sup>th</sup> so that subaward agreements can be in place and services commenced by July 1st. Based on the anticipated funding levels available from the Arizona Department of Economic Security, Division of Adult and Aging Service (ADES-DAAS) the AAA developed subaward recommendations for Fiscal Year 2024 for consideration. Ms. Villa offered to answer any questions and requested the Administrative Council's recommendation that the Executive Board approve the FY 2024 AAA Subaward Recommendations.

Chair Robinson called for a motion to recommend approval of the FY 2024 AAA Subaward Recommendations to the Executive Board.

**MOTION:** Steve Pauken  
**SECOND:** John Cassella  
**ACTION:** Unanimous

9. Discussion and possible action to recommend approval of the FY 2024 - FY 2025 ADOT Work Plan

Chris Vertrees explained that the FY 2024 - FY 2025 ADOT Work Plan and Budget is due to ADOT on May 22, 2023. He outlined the changes to the FY 24/25 Work Program in comparison to the FY22/23 Work Program and offered to answer any questions.

Chair Robinson called for a motion to recommend approval of the FY 2024 – FY 2025 ADOT Work Plan to the Executive Board.

**MOTION:** John Kissinger  
**SECOND:** Vernon Batty  
**ACTION:** Unanimous

## VI. INFORMATION ITEMS

- A. Future Meeting Dates

Randy Heiss mentioned that the next meeting of the Administrative Council will be held August 3, 2023. He also mentioned that there may be a need for the Administrative – Executive Committees to meet June 1<sup>st</sup> telephonically to conduct program related, time sensitive business between regular meetings of the Administrative Council and Executive Board. He asked the officers to please hold the date open in their calendars and noted that if there was no business to conduct, he would send out a notice that the meeting was cancelled.

## B. Strategic Planning Retreat Report

Randy Heiss presented an overview of the Strategic Planning Retreat process, the report prepared by the retreat facilitator Melanie Greene, and the matrix of Objectives, Strategies and Tactics resulting from the retreat. He requested that the Administrative Council review and comment on the matrix as these objectives, strategies and tactics will be woven into the FY 2024 – FY 2028 SEAGO Strategic Plan for consideration at the August meetings of the Administrative Council and Executive Board. Randy offered to answer any questions.

## C. Quarterly Finance Report

Dina Curtis provided an update on SEAGO's finances through March 31<sup>st</sup> and responded to questions. She also mentioned that there were no findings from the FY 2022 independent audit.

## 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.

## G. Transportation Program Updates

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

## VII. RTAC REPORT

*Kevin Adam provided his report earlier in the meeting as noted in these minutes.*

## VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Randy Heiss mentioned SEAGO had partnered with AGTS to organize a Supervisor's Academy from September 13 through December 6, 2023 at the Valley Telecom training room in Willcox. Registration is open and there are currently only 7 seats remaining. He encouraged those members who had expressed interest in sending staff to the SEAGO Academy to register as soon as possible to ensure they do not miss this important training opportunity.

## IX. FUTURE AGENDA ITEMS

Randy stated that a resolution to approve SEAGO's Title VI Plan and adoption of the 2024 – 2028 SEAGO Strategic Plan will be on the agenda for consideration at the August Administrative Council meeting.

## X. ADJOURNMENT

Chair Robinson called for adjournment of the meeting at 11:10 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:** JULY 27, 2023  
**SUBJECT:** NOMINATION TO ACOA – SANTA CRUZ COUNTY UNINCORPORATED  
VACANT SEAT

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On July 20, 2023, the Advisory Council on Aging (ACOA) made a nomination for the appointment of **Mr. Ricardo Martinez** to represent the Santa Cruz County Unincorporated on the ACOA.

Ricardo Martinez holds a Bachelor of Science in Human Services/Management and is a Quality Assurance Compliance Officer under Adult Protective Services (APS). Ricky has experience helping the older population for the past ten years in Santa Cruz County and Cochise County; he is a great advocate for the needs of the people we serve and wants to guide available resources to his peers in the areas he oversees.

There are currently two (2) vacant seats on the ACOA and members are selected to represent incorporated cities, towns, and the unincorporated portions of each county. The current vacancies apply to the Town of Pima and the City of Bisbee. If you know of someone in these communities who may be willing to serve on the ACOA, please send us their contact information.

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

**Attachments:** None

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

**A motion to recommend the appointment of Mr. Ricardo Martinez to fill the vacant seat for Santa Cruz County Unincorporated on the Advisory Council on Aging.**





# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 27, 2023  
**SUBJECT:** APPROVAL OF THE SEAGO FIVE-YEAR STRATEGIC PLAN UPDATE

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A strategic planning retreat was held at the Cochise College Benson Center February 9<sup>th</sup> and 10<sup>th</sup> of 2023. Those in attendance were engaged, thoughtful, and responsive to Melanie Greene, of M. Greene Planning and Resource Development, who served as our facilitator.

In years past, Program Managers met with SEAGO Executive Board and Administrative Council members to establish unmet needs, determine priorities with regard to departments and their projects, and offered input into the process. For the current Strategic Plan update, the Executive Director sought a more in-depth approach that would allow SEAGO staff to offer an inside perspective of new and existing program opportunities to implement the restated and simplified strategic goals identified by the Board and Council at the February 2020 retreat.

This richer and more robust process began with a full day staff retreat June 17, 2022 also facilitated by Melanie Greene. At the staff retreat, all SEAGO staff from each program participated in discussions and exercises designed to:

- Strengthen awareness of organizational inter-departmental functions;
- Solidify departmental projects, priorities, and resource needs;
- Provide perspective among and between departments on member entity and community impact; and
- Structure a matrix of short and long-term program objectives in support of the organization and member communities.

At the February 2023 retreat, seventeen participants from the Executive Board and Administrative Council and six SEAGO Program Managers met for a two-day Strategic Planning session to determine needs on an individual county level, review staff objectives and strategies, and develop an integrated outline that directs the organization's efforts over the next five years.

Day One of the Strategic Planning session was a four-hour afternoon effort to review the outcomes from the previous strategic planning work and to determine what each County felt important in terms of projects or needs. Information was presented on the success of the organization in meeting the goals, objectives, and tactics of the previous strategic planning session, which tactics were still underway, and why a few of the objective tactics were not implemented.

Tables for each County were set up with members sitting at their respective table to discuss what efforts could benefit from SEAGO guidance and/or support. Members were tasked with prioritizing and recording these projects, programs, and/or support services and reporting out to the larger group.

All participants were encouraged to make inquiries in an open forum to create clarity, discuss SEAGO's capacity to engage in these prioritized efforts, and to form consensus on each County's priorities. Program Managers were present at the roundtable discussions and were available for questions regarding organizational processes and the logistics required for some of the projects identified by members. Before adjourning on Day 1, members also discussed organizational priorities including:

- Executive Director transition options and recommendations;
- Public perception of SEAGO;
- Technical assistance and local project support; and
- Priorities for short and long terms.

Day Two's format began in the morning and included a review of priorities from the staff's point of view, the projects they were working on and projects they foresaw being implemented within the next five years. A brief review of the Staff retreat process in June of 2022 was provided and presentations on departmental objectives and tactics were then made by each department including Chris Vertrees, Transportation; Laura Villa, Area Agency on Aging (AAA); Keith Dennis and Stephen Peterson, Community and Economic Development; and Dina Curtis and Randy Heiss, Administration.

Executive Board and Administrative Council members responded to these presentations with questions, requests for clarity, and recommendations for additional priorities. Board and Council members were then asked to join the Program Managers at tables by program (Administration, Transportation, Community and Economic Development, and AAA) based on their interests. Each table was tasked to integrate Board, Council, and Program priorities into a cohesive list of priorities for each program. Executive Board and Administrative Council members were encouraged to visit more than one program table if their interests crossed departments.

Program Managers then presented revised objectives and priorities that integrated Board Council priorities determined on Day One. The meeting was closed by outlining a series of next steps that included the formalization of integrated objectives and tactics for Executive Board and Administrative Council review in May/June, the development of a full Five-Year Strategic Plan update in July, and its approval at the August meeting.

In the months following the retreat, staff worked to fine tune the matrix of integrated objectives and tactics developed by retreat participants and draft the agency's Five-Year Strategic Plan for FY 2024 – FY 2028. The final draft of the Plan was distributed to SEAGO Program Managers on June 27<sup>th</sup> for their review. After staff review, the Plan was distributed to the Administrative Council and Executive Board on July 5<sup>th</sup> for review and comment and to date, no comments have been received.

Section IV of the Strategic Plan provides details on the updated and integrated priorities, objectives, tactics developed at the retreat and I've attached it to this memo. But should you be interested in reading or downloading the entire 57 page document, you may do so by clicking the link below:

[SEAGO Five-Year Strategic Plan FY2024 - FY2028](#)

The updated Plan begins with an **Executive Summary**, followed by **Section I**, outlining the importance and impact of SEAGO and its programs, **Section II**, explaining the purpose served by developing an agency-wide strategic plan, **Section III**, providing an overview of past and

present strategic planning efforts, and **Section IV**, which provides an overview of SEAGO's vision and mission and the Plan's strategic goals, objectives and strategies/tactics.

**Appendix A** summarizes the considerations for expansion of programming to support member entity projects, strategies to improve SEAGO's public perception, suggestions to facilitate the Executive Director transition, and priorities identified by member entity participants from each of the four counties. In addition, each row in Appendix A includes text to inform how and where the Executive Board and Administrative Council's considerations, suggestions and priorities are addressed within Appendix B of the Strategic Plan. **Appendix B** is the implementation matrix with the goals, objectives, strategies/tactics and tasks developed as a result of the combined 2023 strategic planning efforts, including performance measures, partners and stakeholders, timeframes for implementation and required resources for each strategy or tactic identified to advance Strategic Plan objectives.

I look forward to discussing the Plan with you at the meeting.

Attachments: Section IV – Strategic Plan

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend approval of the SEAGO Five-Year Strategic Plan FY2024 – FY2028 to the Executive Board.**

## SECTION IV – STRATEGIC PLAN

### Vision and Mission

Prior to the 2023 Strategic Planning retreat, in consultation with the Administrative Council and Executive Board, it was decided that the Vision and Mission statements developed and updated in previous planning efforts would be revisited every five years. Therefore SEAGO's existing vision and mission statements will remain unchanged until the next retreat in February 2025.

The vision statement adopted by the Executive Board describes the inspirational, long-term desired change resulting from an organization's work. SEAGO is dedicated to the communities we serve, as well as the State of Arizona, both now and into the future.

**Vision Statement:** SEAGO's vision is to continue being an invaluable resource for leadership, information, funding, planning, technical expertise, and services.

The mission statement adopted by the Executive Board accurately describes the core reasons the organization exists and is used to help guide decisions about priorities, actions, and responsibilities.

**Mission Statement:** Our mission at SEAGO is to provide services that promote collaboration among Federal, State, and regional entities to enhance economic and social progress for communities in our four-county region.

The vision and mission statements are foundational in creating a path forward for the goals identified in the organization's Five-Year Strategic Plan.

### Overview of Goals:

As with the Vision and Mission statements, it was determined that SEAGO's existing goals will remain unchanged and will be revisited again at the next retreat in February 2025. The two goals identified and carried forward from the 2020 retreat are shown below:

#### Five-Year Strategic Plan Goals:

**Goal 1:** Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents

**Goal 2:** Build awareness of SEAGO and the value of our services

## Overview of Tactics:

As discussed in Section III, with the existing Vision and Mission statements and overarching goals as a backdrop, participants determined considerations for expansion of programming to support member entity projects, strategies to improve SEAGO's public perception, suggestions to facilitate the Executive Director transition, and priorities identified by member entity participants from each of the four counties. Participants then reviewed staff objectives and strategies, and developed mid-term, and long-term tactics to direct the organization's efforts over the next five-year strategic planning period.

After the retreat, Mr. Heiss, with staff input, developed a working objectives and tactics matrix that integrated Board/Council and staff priorities. The matrix indicates where member priorities are addressed in the departmental sections of the spreadsheet, indicating successful integration and staff awareness of priorities. Performance measures were also developed and are summarized in the implementation matrix provided in **Appendix B**. The following is a summary resulting from the efforts of the Administrative Council, Executive Board, and SEAGO staff, which is also available in greater detail in **Appendices A and B**:

### Executive Board and Administrative Council Objectives

*These objectives and tactics are also found in Appendix A and integrated into the matrix of Board/Council and Staff Objectives in the attached Appendix B.*

#### Objective 1 – Considerations for expansion of programming and/or level of effort in support of member generated projects

##### Strategy / Tactics

- A. Increase staff capacity for existing programs
- B. Grant information coordinator to provide application review and grant writing training
- C. Grant search engine subscription to be shared with member entities
- D. Shared professional services – IGAs with member entities
- E. Relationship facilitation between members and federal/state entities
- F. Provide ACA updates to members regarding business relocation announcements and resource opportunities.

#### Objective 2 – SEAGO Public Perception

##### Strategy / Tactics

- A. SEAGO leadership work sessions with City Councils and Boards of Supervisors on an annual basis
- B. Monthly press releases highlighting SEAGO efforts
- C. Links to member entities on SEAGO website (done) and links to SEAGO on member websites
- D. Bi-annual survey of constituencies regarding SEAGO awareness and impact
- E. Member entities highlight SEAGO collaborations

**Objective 3 – Executive Director Transition****Strategy / Tactics**

- A. Create benchmark evaluative conditions to identify needs based on current performance (weaknesses, strengths, gaps, opportunities).

**Objective 4 – Graham and Greenlee Counties Priorities****Strategy / Tactics**

- A. Further investigate issues, develop potential responses, and implement strategies for water, housing, transportation infrastructure, access to grants, economic development, recreation and tourism, blight and beautification, broadband access and improvement, law and order, communications/regionalism, homelessness, aging issues, wastewater, and water reuse.

**Objective 5 – Santa Cruz County Priorities****Strategy / Tactics**

- A. Further investigate issues, develop potential responses, and implement strategies for TSP center and connectivity of the new Port of Entry, affordable housing opportunities and strategies, public transit in collaboration with City, County, Port Authority and SEAGO, economic development promoting business opportunities, flood management, waste water treatment of MX wastewater, effective communications between countries on the expected use of crossings during holidays and other high use conditions.

**Objective 6 – Cochise County Priorities**

- A. Further investigate issues, develop potential responses, and implement strategies for infrastructure, water security, economic development, transportation, and administration creating a shared regional vision with regional advocacy.

**GOAL 1 – IDENTIFY, PROVIDE AND ENHANCE SERVICES AND RESOURCES TO ADDRESS THE SUSTAINABILITY OF OUR COMMUNITIES AND CONSTITUENTS**

**Area Agency on Aging Objectives and Tactics – with Board/Council priorities integrated**

**Objective 1 – Fill Program Vacancies****Strategy / Tactics**

- A. Complete case management transition
- B. Recruit, orient and train for Health and Nutrition Program Coordinator

**Objective 2 – Increase Measures to Gauge Level of Need for Services Based on Area Plan**

**Strategy / Tactics**

- A. Educate staff through attendance of conferences and educational webinars
- B. Increase CDSMP, Caregiver Support activities, SHIP-SMP counseling, Case Management, LTC Ombudsman program, Community partnerships, events, workshops, presentations and media outlets
- C. Increase daily social media outreach
- D. Each program develop one new community partnership in each service area (Graham, Greenlee, Cochise and Santa Cruz Counties) and deliver AAA presentation

**Central Administration Objectives and Tactics – with Board/Council priorities integrated****Objective 1 – Preserve Institutional Knowledge, Trust, and Commitment to Excellence****Strategy / Tactics**

- A. Meet with Executive Board; receive initial direction on recruitment procedure
- B. Establish Recruitment Committee
- C. Recruit Executive Director
- D. Document Administrative Tasks and Responsibilities

**Objective 2 – Enhance Administrative Services****Strategy / Tactics**

- A. Deliver Timely, Accurate Financial Reports
- B. Upgrade Financial Reporting Software
- C. Keep Program Billing Current
- D. Expand Member Entity Services

**Objective 3 – Improve Operational Efficiencies****Strategy / Tactics**

- A. Improve core competencies
- B. Enhance HR Services
- C. Expand IT Capacity
- D. Increase Administration Capacity

**Objective 4 – Position SEAGO for Future****Strategy / Tactics**

- A. Develop conceptual site use plan for undeveloped portion of SEAGO Highway 92 property
- B. Select preferred site plan; identify development costs
- C. Explore financing options for site development
- D. Construct site improvements and facilities

### Community and Economic Development Objectives and Tactics – with Board/Council priorities integrated

#### Objective 1 – Develop inclusive housing program including home ownership support services, housing rehabilitation, and new construction

##### Strategy / Tactics

- A. Provide housing land use technical assistance to member entities
- B. Develop region-wide owner-occupied housing rehabilitation program
- C. Re-establish SEAGO as a Community Housing Development Organization

#### Objective 2 – Support Member Entity efforts towards infrastructure development

##### Strategy / Tactics

- A. Reduce blight to support infill development
- B. Provide technical assistance for water and wastewater projects
- C. Implement Brownfields Assessment Grant

#### Objective 3 – Expand Broadband Infrastructure and Digital Navigator services

##### Strategy / Tactics

- A. Leverage awarded Technical Assistance Grant to support regional broadband expansion efforts
- B. Provide Technical Assistance to community libraries and other anchor institutions that are implementing the Affordable Connectivity Pilot Program
- C. Apply for Broadband Construction Funding to address broadband infrastructure gaps identified in TA funded study

#### Objective 4 – Support regional entrepreneurship and workforce incubation programs

##### Strategy / Tactics

- A. Create an Incubator Coalition with regional organizations currently working to build incubators
- B. Identify funding source(s) to perform a Bi-National Workforce Program study
- C. Support growth and capacity building in Future 8 Industries (Manufacturing, Mechatronics, Cybersecurity, Natural Resource Preservation, Renewable Energy, Housing, Transportation, Health Services)

### Transportation Objectives and Tactics – with Board/Council priorities integrated

#### Objective 1 – Expand and complete the SEAGO regional road pavement assessment

##### Strategy / Tactics

- A. Data Collection/Reporting
- B. Regional/Local Traffic counting
- C. Safety identification
- D. Project report to ADOT



**Objective 2 – Expand public transportation service in Santa Cruz County****Strategy / Tactics**

- A. Apply for ADOT Transit Planning funds
- B. Secure planning funds
- C. Conduct feasibility study
- D. Develop implementation plan

**Objective 3 – Analyze current business processes to integrate new technologies to streamline data collection and reporting****Strategy / Tactics**

- A. Identify transportation processes that can be digitized
- B. Prioritize the above processes
- C. Create digital templates
- D. Implement collection portals

**Objective 4 – Support local agency transportation infrastructure funding efforts****Strategy / Tactics**

- A. Identify transportation infrastructure funding opportunities
- B. Upon request, provide technical assistance in grant development

**GOAL 2 – BUILD AWARENESS OF SEAGO AND THE VALUE OF OUR SERVICES****ALL DEPARTMENTS:****Objective 1 – Improve the visibility of SEAGO through partnerships****Strategy / Tactics**

- A. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through partnerships with local news media
- B. Monthly press releases and/or "did you know" ads via print and social media highlighting SEAGO efforts in partnerships with member communities
- C. Member entities highlight SEAGO collaborations within jurisdiction (mentions at governing body meetings; member entity websites and/or social media pages; newsletters, etc.)
- D. Links to member entities on SEAGO website and links to SEAGO on member websites
- E. Bi-annual survey of constituencies regarding SEAGO awareness and impact
- F. Increase time spent promoting services to local businesses, health care providers, and local Chambers of Commerce to cultivate partnerships

**AREA AGENCY ON AGING:****Objective 2 – Increase community awareness throughout the region****Strategy / Tactics**

- A. Expand presence and participation in community events
- B. Increase education and outreach to stakeholders

**Strategic Plan Performance Measurements**

The strategic plan performance measurements are noted in the strategic plan Implementation Plan Matrix attached as **Appendix B**. The matrix summarizes plan goals, objectives, tactics, tasks, performance measures, partners and stakeholders, timeframes for implementation and required resources.

**Implementation/Monitoring/Update Plan**

The matrix provided in **Appendix B** outlines a summary of tactics and underlying tasks for each goal, identified by short-term, mid-term, and long-term activities. Once a tactic is implemented, it will be monitored and measured. Based on the duration of the tactic and its outcome, the tactic may be institutionalized, refined, or closed out.

Results for multi-year tactics will be reported and the tactic refined, adjusted, or changed for the next fiscal year. Typically, it takes at least one-year to measure tactic results; therefore, the strategic plan will be updated every two years.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** JULY 27, 2023  
**SUBJECT:** CONSIDERATION OF RESOLUTION NO. 2023-02

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In response to the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and ADOT, SEAGO developed a Title VI Plan in July 2011. The purpose of the Plan is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region. At the time this iteration of the Plan was developed, there was no federal requirement that such a plan be approved by an agency's governing board. Since that time, the FTA has revised its Circular 4702.1 B, which, among other things, now requires approval of Title VI plans by an agency's governing board.

While ADOT will accept the minutes of a meeting as evidence of governing board approval, the minutes do not become official until approved at a subsequent meeting. Because meetings of the SEAGO Executive Board occur quarterly, approval of the August 19<sup>th</sup> meeting minutes will not be considered until November – well after the deadline for ADOT to submit our Title VI plan to FTA. Therefore, I have prepared a Resolution for your consideration which, if adopted, will provide immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated August 1, 2023.

Due to the volume of paper the Title VI Plan would add to your meeting packet, we have posted the Plan to SEAGO's website for your review. The Plan is available for your review or download at any time by clicking the following link:

<https://www.keepandshare.com/doc12/256706/seago-title-vi-implementation-and-participation-plan-fy23-7-24-23-pdf-2-6-meg?da=y>

I'll be pleased to answer any questions you may have at your meeting.

**Attachments:** Resolution No. 2023-02

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

**A motion to recommend approval of Resolution No. 2023-02 to the Executive Board.**



# SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

## RESOLUTION NO. 2023-02

### A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION APPROVING THE ORGANIZATION'S TITLE VI IMPLEMENTATION AND PUBLIC PARTICIPATION PLAN DATED AUGUST 1, 2023

**WHEREAS**, the SouthEastern Arizona Governments Organization (SEAGO) is a council of governments serving the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

**WHEREAS**, the SouthEastern Arizona Governments Organization is a subrecipient of funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) passed through Arizona Department of Transportation (ADOT), to carry out an annual work plan consisting of transportation and public transit planning activities; and

**WHEREAS**, Pursuant to 23 CFR 635.102, ADOT has the authority to delegate project administration and management to subrecipients and Local Public Agencies (LPAs) including any city, county, township, municipality, or other political subdivision that may be empowered to cooperate with the ADOT in highway matters; and

**WHEREAS**, as an LPA and subrecipient of FHWA and FTA funding, SEAGO is required to carry out its transportation planning duties and obligations in accordance with all applicable federal requirements, including but not limited to Title VI of the Civil Rights Act of 1964, which requires outreach to underserved groups; and

**WHEREAS**, in accordance with Title VI requirements, SEAGO has developed a Title VI Implementation and Public Participation Plan, the purpose of which is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region; and

**WHEREAS**, FTA Circular 4 702.1 B, as revised, now requires Governing Board approval of Title VI plans.

**NOW, THEREFORE, BE IT RESOLVED** that the SEAGO Executive Board hereby approves the SEAGO Title VI Implementation and Public Participation Plan dated August 1, 2023.

Passed and adopted by the SEAGO Executive Board on this 18<sup>th</sup> day of August 2023.

\_\_\_\_\_  
David Gomez,  
Executive Board Chair

\_\_\_\_\_  
Randy Heiss,  
Executive Director

### SEAGO Member Entities

*Cochise County*  
Benson  
Bisbee  
Douglas  
Huachuca City  
Sierra Vista  
Tombstone  
Willcox  
*Graham County*  
Pima  
Safford  
San Carlos  
Apache Tribe  
Thatcher  
*Greenlee County*  
Clifton  
Duncan  
*Santa Cruz County*  
Nogales  
Patagonia

### SEAGO Main Office

**Administration  
Community and  
Economic Dev.  
Transportation**

1403 W. Hwy 92  
Bisbee, AZ 85603  
520-432-5301  
520-432-5858 Fax

### Area Agency on Aging Office

1403 B Hwy 92  
Bisbee, AZ 85603  
520-432-2528  
520-432-9168 Fax

[www.seago.org](http://www.seago.org)



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, TRANSPORTATION PROGRAM ADMINISTRATOR  
**DATE:** JULY 27, 2023  
**SUBJECT:** REGIONAL TRANSPORTATION COORDINATION PLAN

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Beginning in 2007, in order to receive funding under the Federal Transit Administration (FTA) Section 5310 program, agencies applying for funding must be included in a **locally developed, Coordinated Public Transit Human Services Transportation Plan (i.e., coordination plan)**. The FTA also requires Section 5311 and 5307 projects to be included in these **Plans**. The coordination plan identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation.

In response to the requirements of the FTA and ADOT, SEAGO develops a **Regional Transportation Coordination Plan**. Each January, SEAGO invites human, health, social, and transit service providers and members of the general public to come together to form our Regional Coordination Council. It is at these meetings that short-term planning strategies and priorities are developed to address the transit needs of the Region. This group reviews and provides updates to the Coordination Plan. New members are added to the Plan and organizations no longer active are removed from the Plan. Each organization is given an opportunity to update their own efforts and the combined efforts of the group are recorded in the Plan. The process includes an update of the regional needs assessment, a review of and update of regional transit goals, capacity building and gap filling strategies, and the establishment of Regional Funding Priorities for the 5310 grant cycle.

While Federal legislation requires the preparation of a **locally developed plan** it does not provide direction on Executive Board approval requirements. However, many transit grant applications now require projects to be identified in a **locally approved planning document**. Executive Board approval would allow SEAGO and our public transit providers to be more competitive in our efforts to pursue transit funding.

Due to the size of Coordination Plan it has not been included in your packet. The plan is available at: <https://www.keepandshare.com/doc12/256492/seago-2023-coordination-plan-05-22-23-pdf-17-6-meg?da=y>.

**Attachments:** None

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

**A motion to recommend approval of the SEAGO 2023-2024 Regional Transportation Coordination Plan to the Executive Board.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER  
**DATE:** JULY 27, 2023  
**SUBJECT:** REQUEST TO SOLICIT PROPOSALS – HOUSING PROGRAM CONSULTANT

---

SEAGO's new Strategic Plan calls for rebuilding our Housing Program, shuttered in 2015. This new initiative is in response to our Member Entities' needs as expressed over the last several years. Once the new Plan is adopted by our Executive Board, Community Development staff will be officially tasked with what is an ambitious, strategic undertaking.

Historically, our Housing Program had a development focus in the mid-1980s and early 1990s. During that decade SEAGO staff facilitated new senior housing developments in Duncan and Patagonia. Our designation as a Community Housing Development Organization (CHDO) was instrumental in realizing those projects, as CHDOs are eligible to receive certain types of housing development funds through the Arizona Department of Housing, State Housing Trust Fund and other sources. After that peak, the CHDO dissolved and Housing Program continued to provide important services like Housing Counseling, first-time homebuyer down payment assistance, credit counseling and even rental assistance until 2015.

In rebuilding our Housing program we want to strike a balance between the sorts of program activities managed by the old Housing Program, but also to develop new housing units as we once did. The need is great, and the funding is coming online; the CHDO designation will enable us to capture development funds specifically earmarked for those organizations.

We want to employ best practices in rebuilding this program, and to ensure we are taking advantage of the right funding opportunities best suited to our efforts. We also think it will be important to develop capacity with personnel giving this effort their undivided attention. And lastly, we anticipate that the costs of engaging such a consultant will exceed the procurement threshold of \$20,000 requiring Executive Board approval before going to bid.

For these reasons, we're requesting your recommendation to the Executive Board to authorize us to prepare and publish a request for proposals, evaluate proposals received, and enter into a contract with the most qualified consultant to assist us in rebuilding our Housing Program.

**Attachments:** None

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

**A motion to recommend that the Executive Board authorize staff to publish a request for proposals, evaluate proposals received, and enter into a contract with a qualified consultant for Housing Program development as requested by staff.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER  
**DATE:** JULY 27, 2023  
**SUBJECT:** REQUEST TO SOLICIT PROPOSALS – BROWNFIELD ASSESSMENT  
GRANT CONSULTANT

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SEAGO Community Development is pleased to announce that our application for the Brownfield Assessment Grant was a success. We are scheduled to be awarded the \$500,000 grant this October.

The grant will fund environmental cleanup and redevelopment studies for suitable sites in Graham, Greenlee and Santa Cruz Counties. Cochise County already has a successful Brownfield Assessment program in place, and we believe the rest of our region should be able to benefit from these funds.

Notably, this activity is provided for in our new Strategic Plan (See page B-6, Goal 1 Objective 2 Tactic C). Implementation of this program will require highly technical work in environmental studies. Thus, the procurement of a Qualified Environmental Professional (QEP) becomes necessary. We fully anticipate that the costs of engaging such a consultant will exceed the procurement threshold of \$20,000 requiring Executive Board approval before going to bid. The costs of the QEP will be funded through the grant.

We are therefore requesting your recommendation to the Executive Board to authorize us to prepare and publish a request for proposals, evaluate proposals received, and enter into a contract with a Qualified Environmental Professional consultant to implement our Brownfield Assessment Grant. We would anticipate setting such professionals to work in the first quarter of 2024. Updates to our progress and plans for rolling out the program will follow at our November meetings.

**Attachments:** None

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

**A motion to recommend that the Executive Board authorize staff to publish a request for proposals, evaluate proposals received, and enter into a contract with a Qualified Environmental Professional firm to implement the Brownfield Assessment Grant, as requested by staff.**



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 27, 2023  
**SUBJECT:** FUTURE MEETING DATES

The Administrative Council normally meets at 9:00 a.m. on the first Thursday of February\*, May, August and November at the Cochise College Benson Center, located at 1025 Highway 90 in Benson, Arizona. The Executive Board normally meets at 10:00 a.m. on the Fridays two weeks following the Administrative Council meetings unless there is a holiday, or unless the Board sets an alternative date. The location of each Executive Board meeting is determined by the jurisdiction hosting the meeting, and therefore varies.

Administrative Council	Executive Board
November 2, 2023	November 17, 2023 – Santa Cruz County
February 8, 2024*	February 23, 2024 - Cochise County*
May 2, 2024	May 17, 2024 - Graham County
August 1, 2024	August 16, 2024 - Greenlee County

\*Moved to avoid possible conflict with the ACMA Winter Conference.

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

Combined Administrative and Executive Committee Meetings (telephonic)
October 5, 2023 – 9:00 a.m.
November 30, 2023 – 9:00 a.m.
April 4, 2024 – 9:00 a.m.
May 30, 2024 – 9:00 a.m.

**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:** DINA CURTISS, ACCOUNTING MANAGER  
**DATE:** JULY 27, 2023  
**SUBJECT:** FINANCE REPORT

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The SEAGO Statement of Revenues and Expenditures for the quarter ending June 30, 2023 will be sent as a separate attachment prior to the quarterly meeting.

I will be happy to answer any questions you may have regarding the Statement of Revenues and Expenditures at our meeting.

**Attachment:** 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:** KEITH DENNIS, COMMUNITY DEVELOPMENT PROGRAM MANAGER  
**DATE:** JULY 27, 2023  
**SUBJECT:** COMMUNITY DEVELOPMENT PROGRAM UPDATES

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## Regional Account Updates

We are approaching the end of the public participation process for this year's CDBG Regional Account cycle. Cochise County, Duncan, Nogales and Pima will be awarded this year. This fall we will bring forward a request to enter into Technical Assistance Contracts for these communities.

Pursuant to our current Method of Distribution, Bisbee, Duncan, Patagonia and Thatcher will be awarded CDBG Regional Account funding in 2024.

## Colonias Set-Aside Updates

At this time, work on the Patagonia McKeown Avenue street and drainage project is complete. Bisbee's Owner-Occupied Housing Rehabilitation pilot project is currently out for bids.

2024 is the next Colonias Set-Aside funding round. It is never too early to begin planning for either source of funds. SEAGO Community Development stands ready to assist or member communities in building shovel-ready projects for competitive CDBG funds.

## Housing Program Update

Attached to this Memo is a draft Action Plan for rolling out our new Housing Program. This is subject to change as we progress and as we bring on a consultant. The plan shows our immediate path forward and is submitted for your information.

**Attachments:** Housing Program Rebuild Action Plan

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