



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**FROM:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 2, 2026  
**SUBJECT:** EXECUTIVE BOARD MEETING

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Please see the details below for the Executive Board meeting date, time, and location.

**Friday, May 16, 2024 at 10:00 a.m.**

**In-Person:**

[Library Program Room](#)  
[808 S. 7th Ave.](#)  
[Safford, AZ 85546](#)

**Via Zoom:**

<https://us02web.zoom.us/j/87245120034?pwd=yWt5GdO3pNukNFnxJ444Uzo9Nq1zAX.1>

Meeting ID: 872 4512 0034

Passcode: 564264

**Dial by your location:**

**+1 346 248 7799 US (Houston)**

This meeting will be a hybrid meeting with no limitations on in-person attendance. Any Executive Board members unable to travel to the meeting will be able to attend via Zoom. **The address above is also a link to a Google Map showing the meeting location.** If you are unable to attend, please send an alternate to ensure that we will have a quorum at the meeting.

The Executive Board 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 [cdvertrees@seago.org](mailto:cdvertrees@seago.org).



# EXECUTIVE BOARD AGENDA

10:00 A.M., FRIDAY, MAY 16, 2026

IN-PERSON AND VIA ZOOM (see Cover Letter for Zoom details)  
SAFFORD LIBRARY PROGRAM ROOM - 808 S. 7TH AVE. SAFFORD, AZ 85546

<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Chair Lopez	
<b>II. MEMBER ENTITIES' DISCUSSION</b> (Common Critical Issues)	Chair Lopez	
<b>III. CALL TO THE PUBLIC</b>	Chair Lopez	
<b>IV. ACTION ITEMS</b>		<u>Page No.</u>
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2. Settlement Agreement between SEAGO and former employee Robin Dumas	Chris Vertrees	10
3. Fiscal Year 2025 Budget Items		
a. Sustainability of Fund Balance (discussion only)	Chris Vertrees	15
b. Discussion and possible action to approve the FY 2026 Assessment Schedule	Chris Vertrees	17
c. Discussion and possible action to approve the proposed FY 2026 SEAGO Budget	Dina Curtiss	19
4. Discussion and possible action to approve Perin McNelis as the Santa Cruz County Private Sector Representative	Chris Vertrees	21
5. Discussion and possible action to approve an update to the SEAGO Classification Plan	Chris Vertrees	24
6. Discussion and possible action to approve Resolution 25-01	Chris Vertrees	31
<b>V. INFORMATION ITEMS</b>		
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I. Transportation Program Updates	Chris Vertrees	51

<b>VI. RTAC REPORT</b>	Kevin Adam	N/A
<b>VII. STAFF ANNOUNCEMENTS/ CURRENT EVENTS</b>	Chair Lopez	N/A
<b>VIII. FUTURE AGENDA ITEMS</b>	Chair Lopez	N/A
<b>IX. ADJOURNMENT</b>	Chair Lopez	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 Diane Becerra 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 Diane Becerra 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 Diane Becerra al número (520) 432-5301, extensión 207, por lo menos setenta y dos (72) horas antes de la conferencia.



# EXECUTIVE BOARD PACKET

**MEMO TO:** EXECUTIVE BOARD  
**FROM:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 16, 2025  
**SUBJECT:** ADMINISTRATIVE COUNCIL ATTENDANCE

This memorandum provides information about the number of Administrative Council members or their delegates attending their May 1, 2025, meeting and the manner of their participation in said meeting:

Member Entity Representative	In-Person	Electronic
Number of Administrative Council members present and voting:	0	12
Adam, Kevin - RTAC		1
Brown, Heath – Town of Thatcher (Chair)		1
Guerra, Juan – City of Nogales		1
Hinton, Terry – Town of Duncan		1
Kirschmann, Robert – City of Willcox		1
McLachlan, Matt – City of Sierra Vista		1
Pauken, Stephen – City of Bisbee		1
Pedroza, Luis – City of Douglas		1
Rapier, Derek – Greenlee County (Treasurer)		1
Valdez, Jesus – Santa Cruz County (Secretary)		1
Volker, Greg – City of Benson		1
Welker, Dustin – Graham County		1

**Notes:** New slate of officers elected: Chair – Steve Pauken, Bisbee; Vice Chair – Derek Rapier, Greenlee County; Secretary – Jesus Valdez, Santa Cruz County; Treasurer – Heath Brown, Thatcher.

Three (3) Action Items (Assessment Schedule; SEAGO Budget and Classification Plan Update) were unanimous for recommendation to the Executive Board for approval.

**Attachments:** None.

**Action Requested:** ☒ Information Only ☐ Action Requested Below:

**DRAFT MINUTES OF  
THE EXECUTIVE BOARD MEETING  
9:00 A.M., FRIDAY, FEBRUARY 21, 2025  
VALLEY TELECOM WILLCOX  
725 E. MALEY ST.  
WILLCOX, AZ 85643**

OFFICERS PRESENT: David Gomez, Chair, Greenlee County  
Ken Budge, City of Bisbee  
Arnold Lopez, City of Safford

MEMBERS PRESENT: Alex Blake, Town of Duncan  
Jose Grijalva, City of Douglas  
Paul David, Graham County  
Kathleen Gomez, Cochise County  
Heather Floyd – Cochise County PSR  
Caroline Umphrey, Town of Thatcher  
Colin Regan, Town of Tombstone  
Edmond Lopez, Graham County PSR  
David Budd, Santa Cruz County PSR

STAFF PRESENT: Vertrees, Chris – Interim Exec Director/Transport Prog Manager  
Fowler, Kevin – Economic Development Program Manager  
Merideth, John – GIS Analyst  
Miller, David – Community Coordinator  
Osborne, Will – Community Development Program Manager  
Vasquez, Celeste – AAA Program Director

GUESTS PRESENT: Jim Usevitch, Colby & Powell  
Sharon Metiva, EDA  
Kevin Adam, RTAC

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

Chair Gomez called the public meeting to order at 9:00 a.m.

**II. EXECUTIVE SESSION – Pursuant to A.R.S. §38.431.03 Subsection A.1., the Executive Board Chair Gomez may adjourn to Executive Session for the purposes of:**

- (a) An update involving the termination of employment appeal by the SEAGO Economic Development Program Manager that was submitted on September 16, 2024.
- (b) Discussion and possible action relating to the appointment of or providing staff direction involving the recruitment process for the next SEAGO Executive Director.

**Chair Gomez adjourned the public meeting to Executive Session at 9:07 a.m.**

**III. Reconvene to Public Session/Pledge of Allegiance/Roll Call**

- a) Chair Gomez reconvened the Public Session of the Executive Board meeting at 10:14 a.m. followed by the Pledge of Allegiance.
- b) Discussion and possible action relating to the appointment of or providing staff direction involving the recruitment process for the next SEAGO Executive Director.

Supervisor Paul David stated that with Keith Dennis' resignation there is need for continuity in leadership for SEAGO. He shared that Chris Vertrees' situation has changed, and Chris is now interested in being considered for the permanent position. With that in mind, Supervisor David stated he would like the Board to look internally and discuss Chris Vertrees for the permanent Executive Director position.

Council member Arnold Lopez stated that he agrees with Supervisor David's recommendation. He added that Chris is very knowledgeable about SEAGO's operations, and he could also help with the transition for the Transportation Division.

Edmund Lopez stated he concurs with Supervisor David and Vice Mayor Lopez on their comments, stating that Mr. Vertrees is well-versed in the needs, knowledge and qualifications for the Executive Director position.

Supervisor Gomez advised that he reached out to the SEAGO attorney after everything came to fruition. He stated that the attorney was very receptive to SEAGO's situation and provided some very good advice and direction. He also asked the attorney if the Board could offer an interim ED position to Mr. Vertrees based on his tenure and experience with the organization.

Heather Floyd stated that Chris had been seriously considered the last time the ED position became open, and she welcomed his interest in the job this time.

Mayor Budge made a motion that the Executive Board proceed with an offer for the permanent position to Chris Vertrees and negotiate a salary commensurate with his experience and duties.

Edmund Lopez seconded the motion.

**MOTION:** Mayor Ken Budge, City of Bisbee

**SECOND:** Edmund Lopez, Graham County PSR

**ACTION:** Unanimous; motion passed

Supervisor Gomez congratulated Mr. Vertrees. Mr. Vertrees thanked everyone.

Sharon Metiva inquired whether the Board President had stepped in to provide continuity during the changes in Executive Director role leadership?

Mr. Vertrees stated that Board President, Supervisor David Gomez, has been involved in the entire process since the past Executive Director retired.

Supervisor David expressed his support that legal counsel and direction was sought to reduce exposure for the Board and that Ms. Metiva should be aware of the Board President's involvement during the entire situation.

#### **IV. CALL TO THE PUBLIC**

No members of the public were present.

#### **V. MEMBER ENTITIES' DISCUSSION**

Supervisor David requested a summary and update on the emergency declaration made by the City of Douglas. Mayor Grijalva stated that he had asked their legal counsel to review the order 2 hours before the inauguration of Donald Trump. Supervisor David inquired whether it was a Resolution or Emergency Declaration. Mayor Grijalva answered that it was a Proclamation of Emergency. Supervisor David asked if it triggered any action by FEMA or the State Department of Emergency Management. Mayor Grijalva advised it did not; however, a copy was sent to the White House.

Cochise County Supervisor Kathleen Gomez stated she believes the biggest concern that the Executive Board has is the Douglas Port of Entry grant for the connector road. You never know what is going to happen with grants and now there is a need to go back and check to make sure the funds are still available. The connector road is planned to go from the Port to Hwy. 80. She stated that there is \$27.5 million in the ADOT budget for this project. She estimated that the current cost to construct the connector road is \$60 million and commented that it would make sense to build a 4-lane roadway with 2 lanes in each direction. GSA has said that they are going to break ground and then design-build. Douglas has been talking about this Port of Entry for about 4 years. They want to ensure that the road gets built. Creating a Highway 191 economic corridor will be the next challenge and where the county needs to focus. Douglas used to be the third largest city until the 1980s. They want to build a hospital, improve the airport and bring the railroad back. There is need to bring all the parties together for a work session and have a real-time discussion about where the money is coming from so that everyone is on the same page and they have something to show the government.

Graham County Supervisor David wants to remind the Executive Board to be proactive about the legislature eliminating the tax on food. Thatcher would lose 20% of their sales tax revenue; Douglas would be tremendously hurt, as well. Taylor and Snowflake would lose approximately 40%. Last year, the Governor vetoed the bill, but she had reservations because of the relief it would give the poorest of the poor. The counties don't receive sales tax from food, but it would hurt the Cochise County communities. He suggested that before the bills get sent to the House, members get with the League of Cities and Towns, and each city's respective leadership and be in touch with LD19 to let them know how it would impact each entity and how you feel about that.

Mayor Grijalva stated that Agua Prieta provides most of the sales tax in Douglas through Walmart. Mayor Grijalva stated that if the sales tax is cut, Douglas would lose 70% or \$2.5 million.

Mayor Budge spoke as an executive member of the League of Cities and Towns, saying 18 mayors got up and spoke against the Bill, but it passed out of Committee 5 to 4 anyway. It has been heard on the floor and an amendment made and passed that the food tax will be capped at 2%; if any City or Town is taxing more than 2%, the tax needs to be capped at 2%, and if any City or Town is charging less than 2% it will need to go to a vote of the people before it can be raised to 2%. The Bill is going to the Senate next.

**VI. PRESENTATION:** Jim Usevitch of Colby & Powell presented the Independent Auditor's Report and Audited Financial Statements for the year ending June 30, 2024. He states that the audit went really well and was finished in December. There were only 4 journal entries this year and there were no audit findings for the second year in a row. This is especially good for federal grants. He stated that Dina and the Accounting staff are doing a really great job.

**VII. PRESENTATION:** Sharon Metiva, Economic Development Specialist from the Seattle Regional Office of the United States Economic Development Administration presented current issues and asked questions concerning the SEAGO Economic Development District. Ms. Metiva stated she didn't see the Public Board Meeting posted on the SEAGO website. Chris Vertrees advised that all the meetings are posted on the website, and he would send her instructions on where to find them. She inquired about the most recent update of the SEAGO By-Laws. Mr. Vertrees advised it was February 2018 and would send her a copy. Ms. Metiva inquired about how often the Executive Board is updated. Mr. Vertrees responded that common changes are usually the Executive Board and Private Sector Reps, and they are addressed as they occur.

Ms. Metiva shared that EDA has had some staffing changes and Jeff Hayes is the new Field Agent. In her office, they have a new Director – Chris Cox – within the Planning Department. She does not have any other news related to recent changes in EDA since the federal election and assured everyone that there is nothing to worry about unless there are major changes within the SEAGO Organization.

Ms. Metiva asked how well the SEAGO Board relates with the EDD and if Chris Vertrees would be able to manage the EDD. She wanted to know if a tribal member could become a member of the Board. Chris Vertrees responded that SEAGO has a tribal member who regularly participates in meetings but is not present today. He shared that the SEAGO Executive Director is also the Director for the SEAGO Economic Development District and, as the new Executive Director, he will be sending out regular updates regarding EDD issues and what is being worked on. He added that there is a regular agenda item addressing EDD every meeting.

Ms. Metiva stated she believed SEAGO was missing a planner and wants to make sure the new Executive Director engages with the EDD Field Agent. Chris Vertrees shared that a new Economic Development Program Manager was promoted from a Planner position.



## **VII. ACTION ITEMS**

### **1. Consent Agenda**

- a. Approval of the November 22, 2024, Minutes

Chair Gomez called for a motion to approve the Consent Agenda.

**MOTION:** Jose Grijalva, Douglas  
**SECOND:** Heather Floyd, Cochise County PSR  
**ACTION:** Unanimous; motion passed

### **2. Election of Officers for Calendar Year 2025**

Chris Vertrees reviewed the election process and explained the rotation schedule that is typically used to ensure representation from each of the four Counties was paused last year when Mr. Ortega from Safford left the Board and the Board decided to keep that slate of officers through 2024. He stated that it is time to implement the rotation once again. Following the rotation prescribed in our Bylaws, in calendar year 2025, the Graham County Executive Board officer would be elevated to the Chair position; the Cochise County officer to First Vice-Chair; the Santa Cruz County officer to Second Vice-Chair; and the Greenlee County officer will drop to the bottom of the rotation to the Treasurer position as shown below:

**Chair: Graham County Officer:** (currently Safford Vice-Mayor Arnold Lopez)

**First Vice-Chair:** Cochise County Officer (currently Bisbee Mayor Ken Budge)

**Second Vice-Chair:** Santa Cruz County Officer (currently Nogales Mayor Jorge Maldonado)

**Treasurer:** Greenlee County Officer (currently Supervisor David Gomez)

Mr. Vertrees shared that he reached out to the current officers about the rotation schedule and whether they would be okay with rotating into the positions as noted. Chair Lopez stated he was concerned that he has only been in the position a short time (seated in May) and not sure if he is ready. Mr. Vertrees noted that the By-Laws state that the new officers are seated in May. Treasurer Maldonado and Chair Gomez are fine with the rotation. Mr. Vertrees gave a rundown of options if the majority did not wish to follow the rotation.

Mr. Lopez stated he feels more comfortable after today's Executive Session and would be amenable to remaining in the rotation. Several Executive Board members provided feedback in support of Mr. Lopez.

2<sup>nd</sup> Vice-Chair Budge respectfully requested that other nominees be made and considered due to ongoing health and other issues.

Cochise County Supervisor Kathleen Gomez commented that she is very new to the Executive Board and still learning but she would be willing to accept the position. Chair Gomez advised her that she would learn the position during the next year and offered support and guidance from himself and the other members to her when/if needed.

Heather Floyd made a motion to elect the following slate of Executive Board officers for calendar year 2025:

**Chair** – Councilmember Arnold Lopez

**1<sup>st</sup> Vice Chair** – Cochise County Supervisor Kathleen Gomez

**2<sup>nd</sup> Vice Chair** - Nogales Mayor Jose Maldonado

**Treasurer** – Greenlee County Supervisor David Gomez

Mayor Budge seconded the motion.

**MOTION:** Heather Floyd, Cochise County PSR

**SECOND:** Mayor Ken Budge, City of Bisbee

**ACTION:** Unanimous; motion passed

### **3. Discussion and possible action to approve the proposed representative for appointment to fill the Advisory Council on Aging vacancy**

Celeste Vasquez presented the Executive Board with an overview and background of the Advisory Council on Aging member appointment process and the nomination and candidate background information of Brenda Chacon to fill the Advisory Council on Aging vacancy.

Mayor Regan made a motion to recommend approval of the nomination for the Advisory Council on Aging to the Executive Board.

**MOTION:** Mayor Colin Regan, Town of Tombstone

**SECOND:** Supervisor Paul David, Graham County

**ACTION:** Unanimous; motion passed

### **4. Discussion and possible action to approve the Proposed revised Advisory Council on Aging bylaws**

Celeste Vasquez stated that the SEAGO Advisory Council on Aging Bylaws were last revised and approved by the Executive Board in May 2007. The SEAGO Executive Board reviewed and discussed the Bylaw revisions at their November meeting. The action item was tabled. The Board requested clarification concerning the number of members per county based on population. They also noted that there was redundancy involving the establishment and goals sections of the Bylaws. The redundancy concerns were also addressed in the Bylaw update.

Heather Floyd called for a motion to recommend approval of the proposed revised Advisory Council on Aging bylaws to the Executive Board.

**MOTION:** Heather Floyd, Cochise County PSR

**SECOND:** Mayor Colin Regan, Town of Tombstone

**ACTION:** Unanimous; motion passed

## **5. Discussion and possible action to approve the SEAGO Region 2024-2028 TIP Amendment #12**

Chris Vertrees advised that at the January 16, 2025, SEAGO TAC meeting, the TAC approved the following TIP amendment: Chris reported that on April 1, 2022, after a procurement process, SEAGO entered a contract with Vaisala to provide the technology needed for our Regional Road Pavement Assessment Project. The project has been successful. It has been used to support the projects in our Regional Safety Plan, our RTAC Priority Project list, and multiple agencies use the program to determine road maintenance priorities and view specific road pavement conditions. The contract is set to expire on March 31, 2025. The contract allows for 2 extensions of the project. We used an extension last year, leaving 1 additional extension. We have received a cost proposal from Vaisala to extend the project an additional 12 months at the cost of \$70,858. It is an increase of \$1,937. All elements of the original contract will continue without changes. Like last year's extension, project miles will be capped at 2,000. Our cost per mile will increase from \$34.50 per mile to \$35.43. The primary cause is a change in market conditions (inflation). Mr. Vertrees stated that we have more than sufficient STBG funds to cover the extension. SEAGO currently has \$256,621 in STBG OA available. SEAGO is requesting that we amend the TIP in the following manner:

Funding Type: STBG

Project Year: FY25

Federal Cost: \$94,375

Local Match: \$5,705

Total Project Cost: \$100,080

Supervisor David called for a motion to recommend approval of the SEAGO Region 2024-2028 TIP Amendment #12 to the Executive Board.

**MOTION:** Supervisor Paul David, Graham County

**SECOND:** Councilmember Arnold Lopez, City of Safford

**ACTION:** Unanimous; motion passed

## **IX. INFORMATION ITEMS**

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

Chris Vertrees informed the Executive Board that there will be a need for a combined Administrative-Executive Committee meeting April 3, 2025.

**B. Quarterly Finance Report**

Dina Curtiss gave an update on the quarterly finance report and was available for questions.

**C. Community Development Report**

William Osbourne gave an update on community development and was available for questions.

**D. SEAGO Economic Development District Report**

Kevin Fowler gave an update on economic development and was available for questions.

**E. AAA Program Updates**

Celeste Vasquez provided an update to AAA Area on Aging and was available for questions.

**F. AAA Area Plan on Aging Updates**

Celeste Vasquez gave an update on AAA updates and was available for questions.

**G. Transportation Program Updates**

Chris Vertrees gave an update on Transportation and was available for questions.

**X. RTAC REPORT**

Kevin Adam provided the Executive Board with an update of RTAC and answered questions.

**XI. STAFF ANNOUNCEMENTS/ CURRENT EVENTS**

Chris Vertrees thanked John and Anjelica for stepping in to coordinate the Executive Board meeting. David Miller left SEAGO to be with his family in Las Vegas. He advised that past SEAGO employee Heather Glenn may be returning to fill the position on a part-time basis. He stated that she previously filled the position for past SEAGO Executive Director Randy Heiss.

Mr. Vertrees thanked Celeste, William and Dina for focusing on the grant availability opportunities so SEAGO can be ready in case something happens with Federal funding. SEAGO staff is working on austerity planning to ensure people remain employed in case something happens.

The Rural Efficiency Grant that SEAGO had been awarded has been paused until review under President Trump's Executive Orders to ensure the grants are complying. He shared that every program Celeste had for AAA was on the freeze list in early February until the Courts stopped it. Mr. Vertrees stated that staff will be bringing more information to the next meeting.

**XII. FUTURE AGENDA ITEMS**

No future agenda items were presented.

**XIII. ADJOURNMENT**

Chair Gomez called for adjournment of the meeting at 12:14 p.m.



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**FROM:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 2, 2025  
**SUBJECT:** SETTLEMENT AGREEMENT BETWEEN SEAGO AND ROBIN DUMAS

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**Background:** Robin Dumas began employment with SEAGO on January 9, 2023, and was involuntarily separated from employment on September 6, 2024. On September 16, 2024, Robin Dumas timely filed an administrative appeal alleging wrongful termination. The appeal was filed in compliance with the process set forth in SEAGO's Policy Manual. Robin Dumas was seeking independent review of the events leading to her separation and requested payment of six months' salary as severance pay.

After reviewing the circumstances leading to and following the termination and multiple discussions with SEAGO Legal Counsel it was determined that mitigating risks and costs of administrative and/or legal proceedings arising from her employment and separation was in the best interests of SEAGO. Therefore, informal negotiations with the claimant, who is not represented, were undertaken.

Robin Dumas has agreed to accept and SEAGO has agreed (with Board approval) to pay Robin Dumas a one-time payroll payment in the amount of \$10,528.00, approximately three months' salary, in full satisfaction of her administrative appeal. The settlement agreement expressly states that SEAGO is not admitting fault; rather, it compromises her claim and eliminates the risk and costs of going forward with the defense of this matter.

The payment will be paid with FY25 Contingency Funding.

**Attachments:** Settlement and Release Agreement Between SEAGO and Robin Dumas

**Action Requested:** ☐ Information Only ☒ Action Requested Below:

**A motion to approve and authorize the SEAGO Executive Director to execute a Settlement Agreement between SEAGO and Robin Dumas.**

## **SETTLEMENT AND RELEASE AGREEMENT**

This Settlement and Release Agreement (hereinafter “Agreement”) is made among and between Claimant Robin Dumas (“Claimant”) and Respondent SouthEastern Arizona Governments Organization, Inc. (“SEAGO” or “Respondent”). Claimant and Respondent are herein collectively referred to as “Parties.”

### **I. RECITALS**

- A. Claimant Robin Dumas began employment with SEAGO on or about January 9, 2023, and was involuntarily separated from employment on or about September 6, 2024.
- B. Claimant timely filed an administrative appeal (“Subject Action”) pursuant to the process set forth in SEAGO’s employment manual, seeking independent review of the events leading to her separation, and pursuant to which she requested payment of six months’ salary as severance pay (the “Claim”).
- C. The Parties now desire to completely settle this dispute by compromising their respective claims and defenses, subject to the terms and conditions of this Agreement.
- D. By entering into this Agreement, neither Party admits the truth or sufficiency of any claim, allegation or defense asserted in the Subject Action.
- E. The Parties intend by this Agreement to settle, finally and completely, all claims, demands, and actions, causes of action, known and unknown, concerning the Subject Action under the terms set forth below.

### **II. RELEASE AND COVENANT NOT TO SUE**

- A. Claimant, on behalf of herself and her marital community, heirs and assigns, hereby fully and finally settles, releases, acquits and forever discharges Respondent and its insurance carrier(s), heirs and assigns for any and all rights, claims, debts, demands, acts, agreements, liabilities, obligations, damages, costs, fees (including, without limitation, attorney’s fees), expenses, actions and/or causes of action of every nature, character and description which Claimant may now have or hereafter may have or claim to have, by any reason of any matter, act or omission, asserted or which could have been asserted, in the Subject Action.
- B. Claimant agrees to forego any further administrative and/or legal proceedings arising from her employment and separation of employment with Respondent, and to bear

her own attorney fees and costs, in exchange for the consideration paid under this Agreement.

- C. Claimant warrants that no other person or entity has an interest in the Claim and agrees to indemnify and hold harmless Respondent from and against any and all third parties seeking damages of whatever nature arising from the facts asserted in the Subject Action.

### **III. CONSIDERATION**

- A. Claimant has agreed to accept from Respondent, and Respondent has agreed to pay to Claimant, a one-time payroll payment in the amount of \$10,528.00, approximately three months' salary, in full satisfaction of the Claim.
- B. Respondent shall deduct from the above payroll payment all mandatory withholdings in accordance with the Claimant's W-4 on file with Respondent and shall issue to Respondent a payroll statement reflecting all amounts withheld, as well as a W-2 form at the end of the calendar year.
- C. Respondent has not provided Claimant any tax advice respecting this payroll payment and Claimant acknowledges that she has had or will have the opportunity to consult with such tax professionals as she deems appropriate regarding this payment.

### **IV. REPRESENTATIONS AND WARRANTIES**

The Parties make the following material representations with the understanding that each of them enters into this Agreement in reliance upon each of these representations, and without these representations, neither of them would enter into this Agreement.

- 1. Claimant represents that she has the proper standing and authority to bring and to compromise the Claim as it relates to all the damages and remedies sought in the Subject Action.
- 2. The Parties have had the opportunity to retain their own attorneys, experts and consultants, to inspect, analyze, and advise them regarding the nature, extent and causes of the claims and disputes, as well as appropriate remedies.
- 3. The Parties acknowledge and represent that they have had the benefit and advice of legal counsel, or have freely waived such advice, in evaluating drafting and executing this Agreement.
- 4. Each of the signatories hereto warrants and represents that he/she is competent and authorized to enter into this Agreement on behalf of the party for which he/she purports to sign.

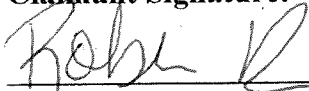
5. The Parties acknowledge and agree that each of them will bear their own costs, expenses, and attorney's fees arising out of and/or connected with the Subject Action.
6. This Agreement is the product of negotiation and preparation by and among the Parties and their respective attorneys, if any have been selected and retained. Neither this Agreement, nor any provisions thereof shall be deemed prepared or drafted by any one party or another, or its attorneys, and shall not be construed most strongly against any party.
7. This Agreement shall be interpreted in accordance with and be governed in all respects by the laws of the State of Arizona.
8. This Agreement shall inure to the benefit of, and be binding upon, the Parties to this Agreement and upon their respective successors, assigns, officers, employees, partners, joint ventures, legal representatives, insurers, agents, heirs, administrators, trusts, and any entity whatsoever that may have an interest in the Claim.
9. This Agreement may be executed in counterparts, and all such counterparts shall constitute an Agreement which shall be binding upon all Parties hereto, notwithstanding that the signatures of all Parties designated representatives do not appear on the same page.
10. The Parties to this Agreement shall execute and deliver any document which is reasonably necessary to perform this Agreement.
11. In any action or proceeding related to this Agreement, the Parties stipulate that a copy of this Agreement may be admissible to the same extent as the original Agreement.
12. No breach of any provision or condition of this Agreement can be waived unless in writing and signed by all Parties. Waiver of any one breach of any provision or condition hereof shall not be deemed to be a waiver of any other breach of the same or other provisions or conditions contained herein. This Agreement may be modified only by a written agreement executed by all of the Parties hereto.
13. If any provision or part of this Agreement is deemed unenforceable or void by a court of law or by operation of law, then such court shall invalidate only that provision or part of its Agreement deemed unenforceable or void and shall not invalidate the remainder of this Agreement.
14. If any legal action, arbitration or other proceeding is brought to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs incurred in that action, arbitration, or proceeding, in addition to any other relief to which it might be entitled.

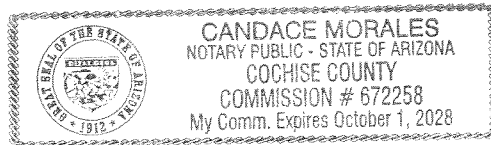


15. The Parties hereto, and each of them, further represent and declare that they have carefully read this Agreement and know the contents thereof, and understand that Agreements legal significance, and that they signed the same freely and voluntarily.
16. The Parties hereto and each of them agree that this Agreement contains the entire agreement as between Claimant and Respondent, and their agents and representatives, and it is agreed that the terms of this Agreement are contractual and not merely a recital. This Agreement supersedes any and all prior agreements, understandings, promises, warranties and representations made by each to the other concerning the subject matter of this Agreement on the subject claims.
17. The Parties agree that the above Recitals are deemed incorporated into the terms and conditions of this Agreement.

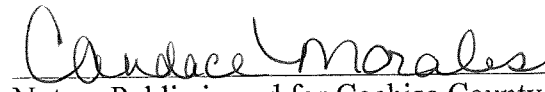
**(THIS AGREEMENT CONTAINS FOUR (4) PAGES)**

**Claimant Signature:**

  
**Robin Dumas**



Subscribed and Sworn Before me this 8<sup>th</sup> day of May, 2025.

  
Notary Public in and for Cochise County, Arizona

**Respondent Signature:**

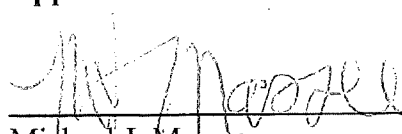
By: \_\_\_\_\_

**Chris Vertrees**  
Executive Director  
SouthEastern Arizona Governments Organization, Inc.

Subscribed Before Me this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public in and for Cochise County, Arizona.

**Approved as for Form and Content**

  
**Michael J. Massee**  
Attorney for SEAGO



# EXECUTIVE BOARD PACKET

**MEMO TO:** EXECUTIVE BOARD

**FROM:** CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR

**DATE:** MAY 16, 2025

**SUBJECT:** SUSTAINABILITY OF SEAGO'S FUND BALANCE

The purpose of this memorandum is to enable the Administrative Council and Executive Board to better understand the uses of fund balance (if any) in prior years, the amount of fund balance currently available, and to provide a projection of how long uses of fund balance may be sustained. This information is intended to guide decisions as to how much of the fund balance should be used in balancing the annual budget if or when such use is requested. The table below provides an overview of the increases (or uses) of fund balance over the last fifteen fiscal years:

End of Year Fund Balances <sup>1</sup>			
Fiscal Year Ending	Beginning Balance	Ending Balance	Fund Balance Surplus or (Use)
6/30/2010	\$ 1,921,455	\$ 1,877,819	(\$ 43,636)
6/30/2011 (Restated <sup>2</sup> )	\$ 1,451,014	\$ 1,297,124	(\$ 153,890 <sup>3</sup> )
6/30/2012	\$ 1,297,124	\$ 1,298,000	\$ 876
6/30/2013	\$ 1,298,000	\$ 1,136,413	(\$ 161,587 <sup>4</sup> )
6/30/2014	\$ 1,136,413	\$ 1,319,039	\$ 182,626
6/30/2015	\$ 1,319,039	\$ 1,382,732	\$ 63,693
6/30/2016	\$ 1,382,732	\$ 1,414,782	\$ 32,050
6/30/2017	\$ 1,414,782	\$ 1,636,984	\$ 222,202 <sup>5</sup>
6/30/2018	\$ 1,636,984	\$ 1,548,482	(\$ 88,502 <sup>6</sup> )
6/30/2019	\$ 1,548,482	\$ 1,589,976	\$ 41,494
6/30/2020	\$ 1,589,976	\$ 1,858,937	\$ 268,961
6/30/2021 (Restated <sup>7</sup> )	\$ 2,065,716	\$ 2,121,522	\$ 55,806
6/30/2022	\$ 2,121,522	\$ 2,122,490	\$ 968
6/30/2023	\$ 2,122,490	\$ 2,273,516	\$ 151,026
6/30/2024	\$2,273,516	\$ 2,416,323	\$142,807

The fund balance policy established by the Executive Board on February 27, 2015, sets the minimum unrestricted fund balance in the General Fund at 50% of the prior fiscal year's total operating expenditures. In FY 2024, operating expenditures were **\$2,168,562**. Fifty percent of FY 2024's operating expenditures is **\$1,084,281**. Fund balance (\$2,416,323) less 50% operating expenditures (\$1,084,281) conceptually makes **\$1,332,042** available for use in future budget years

<sup>1</sup> All figures are from audited financial statements for said years.

<sup>2</sup> In FY 11, the Arizona Department of Housing eliminated SEAGO from the Save My Home Program and recovered \$426,804 on deposit with SEAGO so that this funding could be used for foreclosure prevention assistance in the State's urbanized counties.

<sup>3</sup> Approximately \$152,000 of this amount was from the purchase of the SEAGO Highway 92 office building and associated property.

<sup>4</sup> Due to expenditures for improvements to the SEAGO office building plus amounts approved for program use in the FY 13 budget.

<sup>5</sup> FY 18 Legacy Foundation grant funds were received in May 2017 and posted as FY 17 revenues instead of deferred revenue for work to be performed in FY 18. Actual FY 17 fund balance surplus would have been \$22,202.

<sup>6</sup> Had the Legacy Foundation funds received in FY 17 been posted as deferred revenue for use in FY 18, there would have been a fund balance surplus of approximately \$111,498 (see footnote 5 above).

<sup>7</sup> Pursuant to Note 11 to the FY 2021 audited financial statements: "Beginning fund balance and net position, respectively, was increased by 206,779 to properly account for the understatement of accounts receivable in prior periods."

before the minimum level of fund balance will be reached.

The table below provides an overview of how long it would take to reduce the existing fund balance of \$2,416,323 to \$1,084,281 (the current minimum required) under several different deficit spending scenarios:

Impact of Fund Balance Use	
Annual Use of Fund Balance	Number of Years
\$ 5,000 per year	266
\$ 10,000 per year	133
\$ 15,000 per year	89
\$ 20,000 per year	67
\$ 25,000 per year	53
\$ 30,000 per year	44
\$ 35,000 per year	38
\$ 40,000 per year	33
\$ 45,000 per year	30
\$ 50,000 per year	27

As shown in the table above, SEAGO would be able to operate for a considerable period of time with moderate use of fund balance and still maintain an operating reserve of \$1,084,281. However, because almost all SEAGO's programs operate on a cost reimbursement basis, limited unrestricted revenue is generated in a given year that can be used to cover any program deficits that may occur. As a Council of Governments, SEAGO has no taxation authority. Apart from the annual assessment charged to our member entities, CDBG project administration fees, and a few limited programs within the AAA, SEAGO has no predictable source of unrestricted revenue. Therefore, at this time, there is no use of fund balance that could be considered 'sustainable' in the purest sense of the term.

As a result, SEAGO intends to adhere to the following guidelines to sustain the existing fund balance for as long as possible:

- 1) Track the use of fund balance annually to monitor the level of fund balance available for future years.
- 2) Present annual budgets that minimize the use of fund balance to the extent practicable.
- 3) Clearly identify any proposed use of fund balance in the annual budget approval process so that the Administrative Council and Executive Board have the option to control the amount of fund balance used.
- 4) Operate programs within their approved budgets and evaluate accordingly.
- 5) Continue seeking new grants and funding sources, and/or developing new programs and services that generate revenue to replenish any fund balance used.
- 6) Expense depreciation of buildings and improvements to the benefiting programs and use those funds to replenish fund balance that was used to purchase and improve these assets.

Attachments: None

Action Requested:

☒ Information Only

☐ Action Requested Below:



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**FROM:** CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 16, 2025  
**SUBJECT:** FISCAL YEAR 2026 ASSESSMENTS

---

The proposed Assessment Schedule for Fiscal Year 2026 is attached for your review. We are happy to report that there are no anticipated increases in the per capita amount used to calculate the dues charged to SEAGO member entities (see Column b).

We are not expecting changes to the EDA planning assessment (see Column c). This assessment enables SEAGO to raise and commit matching funds required for our EDA planning grant. If EDA notifies us of an increase in our match requirement, we may need to choose whether to cover the increase with a one-time use of fund balance or update the member entity assessments accordingly.

I have reached out to Kevin Adam concerning RTAC assessment schedule for FY 26. He has advised that the RTAC Board will meet on April 28, 2025, to approve the FY26 RTAC budget. A recommendation will not be made to change the assessment, leaving the assessment unchanged from last fiscal year at 11.3 cents per capita (see Column d).

There are no program changes impacting the total FY 2026 assessment (shown in Column e). Our Strategic Plan adopted in August 2023 does call for exploration of potential expanded services such as a regional grants coordinator, grant search engine subscriptions, or reviving SEAGO's Housing Program to address the shortage of affordable housing choices across the region. Some of these objectives identify "developing equitable member entity assessments" to pay for these enhanced services. However, staff are not proposing changes to the assessment schedule for the upcoming fiscal year. Should staff propose changes for FY 2027, and if approved by our Executive Board, additional columns would be added to the assessment schedule as appropriate.

I'll do my best to answer any questions you may have at our meeting.

***At their meeting on May 1, 2025, the Administrative Council unanimously recommended approval of the FY26 Assessment Schedule to the Executive Board.***

Attachments: FY 2026 Assessment Schedule.

Action Requested: ☐ Information Only ☒ Action Requested Below:

**A motion to approve the Fiscal Year 2026 Assessment Schedule.**

FY 2026 ASSESSMENT SCHEDULE								
SouthEastern Arizona Governments Organization								
Draft Dues and Assessment Schedule								
Fiscal Year 2026								
SEAGO Member	2020 CENSUS (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Total FY2026 Estimated Assessment (e)	Members' Percent of Total FY2026 Assessment (f)	Total FY2025 SEAGO Assessment (g)	Total FY2010 SEAGO Assessment (h)
Benson	5,355	\$1,457	\$1,130	\$220	\$2,807	3.48%	\$2,807	\$2,055
Bisbee	4,923	\$1,546	\$1,038	\$202	\$2,787	3.45%	\$2,787	\$2,305
Douglas	16,534	\$3,720	\$3,488	\$680	\$7,888	9.78%	\$7,888	\$7,078
Huachuca City	1,626	\$650	\$343	\$0	\$993	1.23%	\$993	\$747
Sierra Vista	45,308	\$3,398	\$2,028	\$0	\$5,426	6.73%	\$5,426	\$17,798
Tombstone	1,308	\$916	\$276	\$54	\$1,245	1.54%	\$1,245	\$579
Willcox	3,213	\$1,009	\$678	\$132	\$1,819	2.25%	\$1,819	\$1,529
Cochise County*	47,180	\$3,539	\$7,690	\$973	\$12,202	15.13%	\$12,202	\$21,406
Pima	2,847	\$894	\$601	\$117	\$1,612	2.00%	\$1,612	\$954
Safford	10,129	\$2,532	\$2,137	\$417	\$5,085	6.30%	\$5,085	\$3,859
Thatcher	5,231	\$1,424	\$1,103	\$215	\$2,742	3.40%	\$2,742	\$1,992
San Carlos Apache Tribe	4,720	\$1,482	\$996	\$194	\$2,672	3.31%	\$2,672	\$2,365
Graham County*	15,606	\$3,511	\$3,292	\$642	\$7,445	9.23%	\$7,445	\$5,882
Clifton	3,933	\$1,235	\$830	\$162	\$2,226	2.76%	\$2,226	\$1,281
Duncan	694	\$486	\$146	\$29	\$661	0.82%	\$661	\$290
Greenlee County*	4,936	\$1,550	\$489	\$203	\$2,242	2.78%	\$2,242	\$1,836
Nogales	19,770	\$4,448	\$3,210	\$813	\$8,471	10.50%	\$8,471	\$8,486
Patagonia	804	\$563	\$170	\$33	\$765	0.95%	\$765	\$370
Santa Cruz County*	27,095	\$4,742	\$5,715	\$1,114	\$11,571	14.35%	\$11,571	\$10,275
SEAGO Region Totals	221,212	\$39,101	\$35,357	\$6,200	\$80,659	100.00%	\$80,659	\$91,089

\*Unincorporated area only

#### Notes to Assessments:

- (a) Calculations are based on the 2020 Census populations for each member entity. Census 2020 population figures will be used until the mid-decade population estimates are available.
- (b) In this column, SEAGO Member Dues are based on population blocks with the larger entities paying less per capita, and the smaller entities who generally need more services paying more per capita. **No change from FY25.**
- (c) The assessment provides matching funds for the EDA planning grant and related economic development activities. Calculations are based on a per capita rate, with entities who have economic development staff paying less per capita and the remaining entities paying more. **No change from FY25.**
- (d) RTAC assessment is based on the non-urbanized population of the region and the new rate of 11.3 cents per capita (increased from 9.8 CPC in FY22) as approved by the RTAC Board. **No change from FY25.**
- (e) The total for this column will depend on any final adjustments to the calculations of individual program assessment columns and decisions to use fund balance rather than assessments to cover anticipated expenses. **However, no changes are anticipated for FY 2025.**
- (f) This column displays the percentage of the total FY 2026 assessment each member's assessment represents.
- (g) Information is provided to compare total FY2026 to the total FY2025 assessment.
- (h) Information is provided so comparisons can be drawn between total FY2026 assessment and total FY2010 assessment.



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** DINA CURTISS, ACCOUNTING MANAGER  
**DATE:** MAY 16, 2025  
**SUBJECT:** FISCAL YEAR 2026 BUDGET

---

The SEAGO Fiscal Year 2026 Budget is attached for your review and consideration. The assumptions used in developing the FY 2026 budget are as follows:

- SEAGO member assessments remain unchanged from FY 2025.
- Congress will continue funding current programs at or above current levels.
- A \$150,000 contingency line item from the fund balance has been included in this year's budget for unanticipated expenses or events that may come up in FY 2026. The Administrative and Executive Committees will be informed of the need to use contingency funds as far in advance as possible.

The proposed FY 2026 budget worksheet provides a detailed overview of each program's budget. Program Managers have participated in the development of their program budget(s), and successful budget implementation will depend on diligent monitoring of revenue and expenditures by each Program Manager.

I will be happy to answer any questions you may have regarding the proposed budget at our meeting.

***At their meeting on May 1, 2025, the Administrative Council unanimously recommended approval of the FY26 SEAGO Budget to the Executive Board.***

**Attachments:** Proposed SEAGO FY 2026 Budget

**Action Requested:** ☐ Information Only ☒ Action Requested Below:

**A motion to approve the Fiscal Year 2026 SEAGO Budget.**

## Revenue

## Expenses

## Operating Expenditures

Other

Total Other

## Balance



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**FROM:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 16, 2025  
**SUBJECT:** SANTA CRUZ COUNTY EXECUTIVE BOARD PRIVATE SECTOR REPRESENTATIVE

---

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

The Santa Cruz County private sector representative position is currently held by Mr. David Budd. As of this month, Mr. Budd will reach the end of his second term of office and is therefore ineligible to continue serving as a PSR.

Mr. Budd has nominated Perin McNelis to be his replacement. Perin McNelis grew up in Tucson but has worked in Patagonia since 2015 and has resided there full time for the past 9 years. She is the Native Plant Program Manager for Borderlands Restoration Network where she dedicates her time to preserving and restoring the unique biodiversity of the Madrean Archipelago ecoregion in southeastern Arizona. Perin studied at New York University and Oregon State University where she earned a Bachelor of Fine Arts in dance with minors in botany and anthropology and is currently pursuing a Master of Natural Resources. She owns property just north of Patagonia where she is building a home with her family and has the intention of being a part of the eastern Santa Cruz County community for the rest of her life. She sits on the board of directors for the Patagonia Regional Times. Perin has a profound love for the natural beauty of the mountains and grasslands of southeastern Arizona and the strong sense of community she finds in this region.

**Attachments:** I have attached Ms. McNelis' resume for your review and consideration.

**Action Requested:** ☐ Information Only ☒ Action Requested Below:

**A motion to appoint Ms. Perin McNelis to a first term as the Santa Cruz County Private Sector Representative on the Executive Board.**



# PERIN H MCNELIS

Native Plant Program Manager



Patagonia, AZ  
520-235-4295  
ph.mcnelis@gmail.com

## VOLUNTEER WORK AND INTERNSHIPS

Board of Directors (January 2024-Present), Patagonia Regional Times, Patagonia, AZ

Horticulture Intern (July 2015-September 2016), Borderlands Restoration Network, Patagonia, AZ

Communications Intern (January 2010-May 2010), North American Congress on Latin America (NACLA), New York, NY

ESL Teaching Volunteer (January 2010-May 2010), Mixteca Organization Inc, New York, NY

## CONFERENCE PRESENTATIONS & WORKSHOPS

- "Seed Production for Monarch Habitat Restoration in the Arid Borderlands" presentation, and "Learning from Collaborations to Increase Native Seed Availability for Restoration" plenary panel at the National Native Seed Conference, coordinated by the Institute for Applied Ecology. Tucson, AZ, 2025.
- "Agricultural Production of Locally Adapted Native Seeds in the Madrean Archipelago" presentation at the Society for Ecological Restoration, Southwest Chapter conference, Tucson, AZ, 2024
- "A Case for Expanded Production of Farmed Native Seed to Fill Growing Regional Seed Needs" presentation at the National Native Seed Conference, coordinated by the Institute for Applied Ecology. Washington, DC, 2023.
- Agave seed collection workshop for the "Taller sobre Planificación para la Restauración de Hábitat de Murciélagos Nectarívoros" at the Simposio de Nopal y Maguey held at the Agronomy Department of the Universidad Autónoma de Nuevo León. Monterrey, Nuevo León, MX, 2019.
- "Cultivación por Semilla" presentation on Agave propagation at Bat Conservation International's Northwest Mexico Agaves for Bats Conference. Monterrey, Nuevo León, MX, 2019.
- "Native Plant Materials Fundamentals: Seed to Nursery" co-presentation at the Society for

## EDUCATION

- Spring 2024 - Present Master of Natural Resources  
Oregon State University
- To be completed in 2027
  - Focus on Ecological Restoration
- Spring 2014 - Winter 2024 Botany Minor and Continuing Education in Biological Sciences  
Pasadena City College, Oregon State University
- Minor completed in March 2024
- August 2006 - December 2009 Bachelors of Fine Arts  
New York University, Tisch School of the Arts
- Dance Major, Anthropology Minor
  - Graduated with honors

## WORK EXPERIENCE

- January 2023 - present Native Plant Program Manager  
Borderlands Restoration Network, Patagonia, AZ
- Curation of ex situ seed collection specializing in local ecotypes of the Sonoran Desert uplands and riparian areas for regional revegetation projects
  - Management of a regional seed processing and storage facility
  - Tailoring target species lists for numerous grants and contracts with varying goals and deliverables
  - Coordinating all field work, including survey/plant inventory work and seed harvest efforts
  - Supervision of staff to complete seed collection, seed cleaning, seed pelletization, retail seed packing, etc.
  - Providing workshop and volunteer opportunities to communities in the AZ/Sonora borderlands region
  - Grant writing and budgeting for program
  - Supporting Program Director with all program activities and working with Farm Manager to expand native seed production
- August 2016 - December 2022 Assistant Program Manager, Native Plant Program  
Borderlands Restoration Network, Patagonia, AZ
- Field Work: seed collection, restoration site monitoring, plant installation
  - Plant propagation and trialing of seed dormancy breaking treatments
  - Data collection and maintenance of the seed collections and propagation databases
  - Coordination of Arts+Ecology educational programming
- August 2015 - July 2016 Substitute Teacher  
Tucson Unified School District, Tucson, AZ
- Classroom supervision, ensuring safety of all students
  - Following lesson plans to meet daily learning objectives
- May 2013 - June 2015 Bar Manager, Administrative/Program Assistant  
Roy & Edna Disney CalArts Theater (REDCAT) Lounge, Los Angeles, CA
- Management of inventory
  - Coordination with other staff to execute theater and gallery receptions
  - Coordination with the finance director to complete monthly inventory reports and invoices
  - Supervision of all bar functions and employees
  - Design of performance programs using Adobe InDesign
  - Organization for the Studio series and the New Original Works Festival
  - Administrative support
- June 2012 - February 2015 Public Relations Director  
Pieter Performance Space, Los Angeles, CA
- Maintenance of website and mailing lists
  - Design of Mailchimp newsletters and event reminders
  - PR and marketing via Facebook
  - Event coordination
- December 2011 - December 2012 Gardener/Landscaper  
Green Thumb Eco-Gardeners, Los Angeles, CA
- Landscape design and maintenance
  - Curation and installation of vegetable, herb, and native plant gardens
- February 2010 - August 2011 Floor Supervisor  
Magnolia Bakery, New York, NY
- Supervision of employees
  - Management of multiple phone lines and use of Monkey Media and Aloha software
  - Customer service and handling of cash registers
- ## SKILLS

Ecological Restoration, Southwest Chapter conference. Flagstaff, AZ, 2018.

- "Building a Native Plant Program in the Borderlands: Successes and Next Steps " presentation at the Trinalsonal Sonoran Desert Symposium. Ajo, AZ, 2018.
- "Restoration as an Embodied Arts Practice: Engaging Communities in Land Stewardship" presentation at the Society for Ecological Restoration, Southwest Chapter conference. Albuquerque, NM, 2017.

## PERSONAL SKILLS

- Organized
- Positive attitude
- Passionate
- Problem solving
- Detail-oriented
- Strong written and verbal communication
- Great time management skills
- Adaptive team player
- Quick learner

## INTERESTS

- Ecological restoration
- Seed-based revegetation in arid ecosystems
- Cross-border collaboration
- Grassroots, community-based conservation
- Transitioning abandoned agricultural land into productive native seed sources
- Viable land-based livelihoods for rural communities
- Watershed health and restoration practices
- Fire management in semi-desert grasslands
- Rangeland management for grassland health



### Field Botany

Botanical identification and herbarium specimen voucher preparation skills



### General: Field Work

Extensive experience in working outdoors in a variety of challenging conditions to complete tasks safely and successfully



### Office Software

Proficiency in Google suite, Microsoft Office suite, Loomly, etc.



### General: Leadership

Extensive experience in training and supervising a crew in and out of the field

## LANGUAGES



### English

Native Speaker



### Spanish

Intermediate Speaker

## CERTIFICATIONS

- Certification in Permaculture Design, Living Routes, 2008

## REFERENCES

- Francesca Claverie, Native Plant Program Director at Borderlands Restoration Network  
760-996-0893, afclaver@gmail.com
- James Kidd, Founder of Pieter Performance Space  
646-750-5375, jameskiddstudio@gmail.com



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**FROM:** CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 16, 2025  
**SUBJECT:** CLASSIFICATION PLAN UPDATE

---

In November 2023, an update to SEAGO's Classification and Compensation Plan was approved by the SEAGO Executive Board. Since that time, it has become necessary to realign that plan in response to program/administrative requirements, to provide upward mobility, and to be more reflective of the actual duties performed by staff. In addition, we have found the need to adjust pay grades to address severe retention issues involving case management staff. As a result, the following changes to our Classification and Compensation Plan are being requested:

## ***Information Technology Services***

**IT Manager:** As you are aware, our previous Executive Director (Randy Heiss) performed IT management for SEAGO for many years. His successor (Keith Dennis) also had a skill set that allowed him to assume some IT management duties with the assistance of an IT consultant and our GIS Analyst II. I lack that skill set to perform this function and to invest time in learning those functions would be cost prohibitive and time consuming. With 21 active positions, SEAGO has grown to the point that an IT Manager is needed to address the IT needs of the agency and staff. John Merideth our GIS Analyst II has a skill set that allows him to transition into the position of IT Manager. The cost will be minimal as John will maintain GIS Analyst duties.

**Technical Services Coordinator:** With moving John Merideth to IT Manager, the reassignment of his current duties is necessary. Those duties include our Pavement Management Assessment project, our traffic counting program, and our population data collection requirements. These duties fit in nicely with our Training Coordinator position that includes the upkeep of our Transit Asset Management and Training databases. No new costs are anticipated as they have already been included in our transportation and mobility management work program and budgets.

**GIS Analyst I and II:** These job classes have been moved from transportation to Information Technology Services.

## **Area Agency on Aging**

**Case Manager:** SEAGO has experienced extremely high turnover rates in our case management positions. The starting salary for the position is \$17.80 per hour. This is significantly less than other like positions in the Region as most case managers are starting above \$20.00 per hour. It is recommended that the pay grade be shifted from 102 to 105. This will shift the starting salary to \$20.60 per hour.

**Case Manager Supervisor:** To align duties with the position title and provide an upward mobility opportunity it is requested that this position be retitled from Case Manager Coordinator to Case Manager Supervisor. To avoid salary compression with the Case Managers, it is recommended that the pay grade be shifted from 105 to 107. This will result in a pay increase of .50 cents per hour.

**Health and Nutrition Program Coordinator:** SEAGO has tried for years to fill this position with very little luck. No one has held this position for more than a few months. Our current Ombudsman Program Coordinator has supported this program for several years. We are recommending eliminating this position and combining it into one position **Ombudsman/HPR Coordinator**. This better aligns with the duties being performed by the Ombudsman Program Coordinator. To address the additional duties, it is recommended that the pay grade be shifted from 104 to 107. This will result in a salary increase of \$2.58 per hour.

**Office Specialist II:** To provide upward mobility and to align current duties with the position title, it is recommended that this position be changed to **AAA Administrative Assistant**. It is recommended that the pay grade be shifted from 102 to 103. This will result in a pay increase of .50 cents per hour.

**Office Specialist I:** This position is split between 2 staff that perform information and referral services for the Area Agency on Aging. It relieves case managers from performing these services. It is recommended that the position title be changed to **Information and Referral Specialist**. Pay grade for the position will be 102.

From a budget standpoint, the elimination of the **Health and Nutrition Program Coordinator** position eliminates a salary of \$40,810 and ERE costs of \$14,283 from our operating budget. This more than covers the costs of the AAA salary recommendations above and will generate cost savings of \$19,205.

Job descriptions for active positions within the classification plan have been updated or are in the process of being updated to reflect the incumbents' current responsibilities. When we encounter a need to fill inactive positions in the classification plan, we intend to seek authority to do so through the budget process or request position specific action by the Board. Job descriptions for vacant, inactive or new positions will be updated or created as authority to fill them is granted. Updating job descriptions does not require Board approval, whereas updating our classification plan does.

***At their meeting on May 1, 2025, the Administrative Council unanimously recommended approval of the Classification Plan Update to the Executive Board.***

Attachments: **Proposed Classification Plan updates.**

#### **Updated Organization Chart**

Action Requested: ☐ Information Only ☒ Action Requested Below:

**A motion to approve the proposed classification plan updates.**

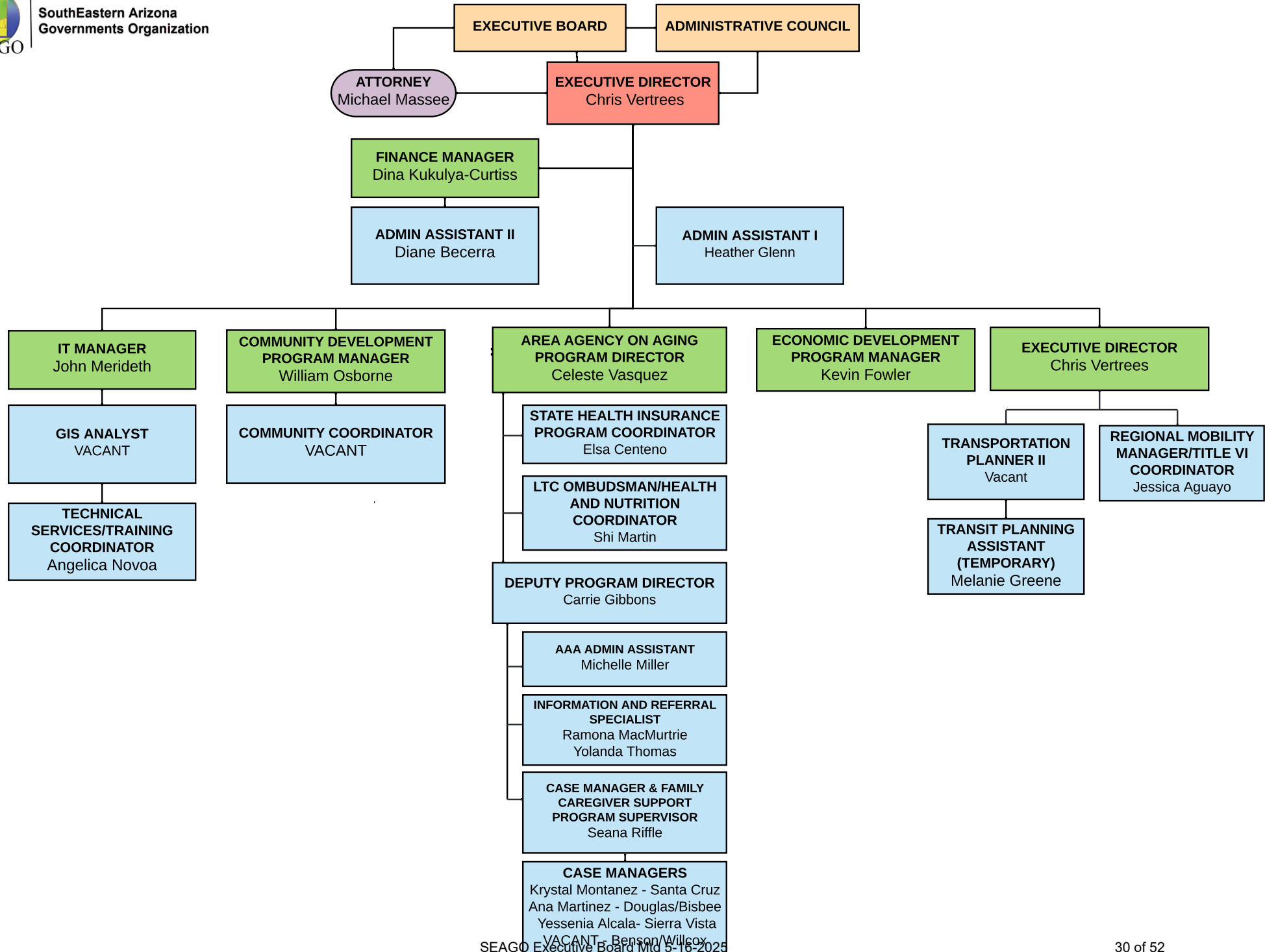
<b>Job Code</b>	<b>Job Families and Job Classes</b>	<b>Current / FLSA</b>	<b>Incumbent</b>
<b>Management</b>			
101	Executive Director	Exempt	Chris Vertrees
102	Area Agency on Aging Program Director	Exempt	Celeste Vasquez
103	Community Development Program Manager	Exempt	William Osborne
104	Economic Development Program Manager	Exempt	Kevin Fowler
105	Housing Program Manager	Exempt	Vacant
106	Transportation Program Administrator	Exempt	Vacant
<b>Administrative Services</b>			
155	Accounting Manager	Exempt	Dina Curtiss
175	Executive Assistant	Non-Exempt	Vacant
180	Community Coordinator	Non-Exempt	Vacant
190	Administrative Assistant II (FT)	Non-Exempt	Diane Becerra
195	Administrative Assistant I (PT)	Non-Exempt	Heather Glenn
<b>Information Technology Services</b>			
107	IT Manager	Exempt	John Merideth
630	GIS Analyst II	Non-Exempt	Vacant
635	GIS Analyst I	Non-Exempt	Vacant
640	Technical Services Coordinator	Non-Exempt	Angelica Novoa
<b>Area Agency on Aging</b>			
205	Deputy AAA Program Director	Exempt	Carrie Gibbons
210	Management Analyst I	Non-Exempt	Vacant
215	Care Coordinator	Non-Exempt	Vacant
220	Case Management Supervisor	Exempt	Seana Riffle
222	Case Manager II	Non-Exempt	Krystal Montanez
225	Case Manager I	Non-Exempt	Multiple
230	Health Insurance Assistance Program Coordinator	Non-Exempt	Elsa Centeno
240	Ombudsman/HPR Coordinator	Non-Exempt	Shira Martin
290	AAA Administrative Assistant	Non-Exempt	Michelle Miller
295	Information and Referral Specialist	Non-Exempt	Multiple
<b>Community Development</b>			
305	Planner II – Community Development	Non-Exempt	Vacant
310	Planner I – Community Development	Non-Exempt	Vacant
390	Senior Planning Specialist – CDBG (FT)	Non-Exempt	Vacant
395	Planning Specialist – CDBG (PT)	Non-Exempt	Vacant
<b>Economic Development</b>			
405	Planner II – Economic Development	Non-Exempt	Vacant
410	Planner I - Economic Development	Non-Exempt	Vacant
415	Economic Recovery Coordinator	Non-Exempt	Vacant
<b>Housing</b>			
505	Senior Housing Program Specialist	Non-Exempt	Vacant
590	Housing Program Specialist	Non-Exempt	Vacant
595	Housing Assistant (PT)	Non-Exempt	Vacant
<b>Transportation</b>			
605	Planner II – Transportation	Non-Exempt	Vacant
610	Planner I – Transportation	Non-Exempt	Vacant

615	Regional Mobility Manager	Non-Exempt	Jessica Aguayo
620	Assistant Regional Mobility Manager	Non-Exempt	Angelica Novoa
625	Training – Title VI Coordinator	Non-Exempt	Vacant

Class Code	Job Families and Job Classes	Salary Grade	Salary Range		
			Minimum	Midpoint	Maximum
		135	\$181,432	\$222,254	\$263,077
		134	\$172,793	\$211,671	\$250,549
		133	\$164,564	\$201,591	\$238,618
		132	\$156,728	\$191,992	\$227,256
		131	\$149,265	\$182,849	\$216,434
		130	\$142,157	\$174,142	\$206,127
		129	\$135,387	\$165,850	\$196,312
		128	\$128,940	\$157,952	\$186,964
		127	\$122,800	\$150,431	\$178,061
		126	\$116,953	\$143,267	\$169,582
		125	\$111,384	\$136,445	\$161,506
		124	\$106,080	\$129,948	\$153,815
		123	\$101,028	\$123,760	\$146,491
		122	\$96,217	\$117,866	\$139,515
101	Executive Director	121	\$91,636	\$112,254	\$132,872
		120	\$87,272	\$106,908	\$126,544
		119	\$83,116	\$101,817	\$120,518
		118	\$79,158	\$96,969	\$114,779
		117	\$75,389	\$92,351	\$109,314
		116	\$73,295	\$87,954	\$102,613
106	Transportation Program Administrator	115	\$69,804	\$83,765	\$97,726
102	Area Agency on Aging Program Director	115	\$69,804	\$83,765	\$97,726
155	Accounting Manager	114	\$66,480	\$79,777	\$93,073
107	IT Manager	113	\$60,300	\$72,360	\$84,420
103	Community Development Program Manager	111	\$57,428	\$68,914	\$80,400
205	Deputy AAA Program Director	110	\$54,494	\$65,632	\$76,571
605	Planner II – Transportation	110	\$54,694	\$65,632	\$76,571
615	Regional Mobility Manager	110	\$54,694	\$65,632	\$76,571
104	Economic Development Program Manager	109	\$52,089	\$62,507	\$72,925
105	Housing Program Manager	109	\$52,089	\$62,507	\$72,925
630	GIS Analyst II	109	\$52,089	\$62,507	\$72,925
220	Case Management Supervisor	108	\$49,609	\$59,530	\$69,452
610	Planner I – Transportation	108	\$49,609	\$59,530	\$69,452
635	GIS Analyst I	108	\$49,609	\$59,530	\$69,452
415	Economic Recovery Coordinator	107	\$47,246	\$56,696	\$66,145
640	Technical Services Coordinator	107	\$47,246	\$56,696	\$66,145
210	Management Analyst I	106	\$44,997	\$53,996	\$62,995
390	Senior Planning Specialist – CDBG (FT)	106	\$44,997	\$53,996	\$62,995
625	Training – Title VI Coordinator	106	\$44,997	\$53,996	\$62,995
222	Cas Manager II	106	\$44,997	\$53,996	\$62,995
175	Executive Assistant	105	\$42,854	\$51,425	\$59,995
305	Planner II – Community Development	105	\$42,854	\$51,425	\$59,995
405	Planner II – Economic Development	105	\$42,854	\$51,425	\$59,995
505	Senior Housing Program Specialist	105	\$42,854	\$51,425	\$59,995
620	Assistant Mobility Manager	105	\$42,854	\$51,425	\$59,995

Class Code	Job Families and Job Classes	Salary Grade	Salary Range		
			Minimum	Midpoint	Maximum
310	Planner I - Community Development	104	\$40,813	\$48,976	\$57,139
410	Planner I - Economic Development	104	\$40,813	\$48,976	\$57,139
180	Community Coordinator	103	\$38,870	\$46,644	\$54,418
190	Administrative Assistant II (FT)	103	\$38,870	\$46,644	\$54,418
215	Care Coordinator	103	\$38,870	\$46,644	\$54,418
230	Health Insurance Assistance Program Coord.	105	\$42,854	\$51,425	\$59,995
590	Housing Program Specialist	103	\$38,870	\$46,644	\$54,418
195	Administrative Assistant I (PT)	102	\$37,019	\$44,423	\$51,826
225	Case Manager I	105	\$42,854	\$51,425	\$59,995
240	Ombudsman/HPR Coordinator	107	\$47,246	\$56,696	\$66,145
290	AAA Administrative Assistant	103	\$38,870	\$46,644	\$54,418
395	Planning Specialist – CDBG (PT)	102	\$37,019	\$44,423	\$51,826
295	Information and Referral Specialist	102	\$37,019	\$44,423	\$51,826
595	Housing Assistant (PT)	101	\$35,256	\$42,307	\$49,358







# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 16, 2025  
**SUBJECT:** ARIZONA RURAL POLICY FORUM - RESOLUTION 2025-01

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Each August, the Arizona Rural Policy Forum convenes rural and tribal economic development professionals, community leaders, business owners, nonprofits, and other stakeholders and advocates to harness their collective experience, knowledge and power to sustain rural and tribal communities.

The multi-day forum includes capacity-building sessions, networking receptions, and focused breakouts, such as the funders' roundtable, where communities and nonprofits can connect their visionary projects and local needs to grant-makers who are potential future partners.

This year the forum will be held August 6-8, 2025, in Thatcher at Eastern Arizona College. The address is 615 N. Stadium Avenue, Thatcher, AZ 85552.

The forum is hosted by Local First Arizona. Below is the link for more information involving the forum:

[Rural Policy Forum — Local First Arizona](#)

I have received a request from Board Member (David Budd) to formalize our support for this year's Rural Policy Forum in the form of a resolution.

Attachments: **Resolution 2025-01**

**Action Requested:**

☐ Information Only

☒ Action Requested Below:

**A motion to approve Resolution 2025-01.**



## SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

### RESOLUTION NO. 2025-01

#### A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION SUPPORTING THE 18TH ANNUAL RURAL POLICY FORUM

**WHEREAS**, the SouthEastern Arizona Governments Organization (SEAGO) whose core function is to assist local governments in seeking cooperative solutions to area wide problems; to provide a forum for regional policy development; and to serve as a coordinating link between municipal, county, tribal, state, and federal agencies; and

**WHEREAS**, SEAGO has been designated by the Economic Development Administration (EDA) as an Economic Development District (EDD) for the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

**WHEREAS**, SEAGO is desirous of supporting, promoting, and expanding activities to advance the economic development of these four counties; and

**WHEREAS**, the Arizona Rural Policy Forum annually convenes rural and tribal economic development professionals, community leaders, business owners, nonprofits, and other stakeholders and advocates to harness their collective experience, knowledge and power to sustain our rural and tribal communities; and

**WHEREAS**, the multi-day forum includes capacity-building sessions, networking opportunities, and focused breakouts, where communities and nonprofits can connect their local needs and economic development activities to policymakers who are potential future partners.

**NOW, THEREFORE, BE IT RESOLVED THAT** the SEAGO Executive Board hereby supports the 18th Annual Rural Policy Forum, to be held at Eastern Arizona College in Thatcher, Arizona on August 8 and 9 of 2025.

Passed and adopted by the SEAGO Executive Board on this 16<sup>th</sup> day of May 2025.

\_\_\_\_\_  
Arnold Lopez  
Executive Board Chair

\_\_\_\_\_  
Christopher Vertrees  
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*

*520-432-5301*

*520-432-9168 Fax*

**www.seago.org**



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**FROM:** CHRIS VERTREES, INTERIM EXECUTIVE DIRECTOR  
**DATE:** MAY 16, 2025  
**SUBJECT:** FUTURE MEETING DATES

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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 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
February 6, 2025	February 21, 2025 - Cochise County
May 1, 2025	May 16, 2025 – Graham County
August 7, 2025	August 22, 2025 – Greenlee County
November 6, 2025	November 21, 2025 – Santa Cruz County

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

Combined Administrative and Executive Committee Meetings (telephonic)
April 3, 2025 – 9:00 a.m.
May 29, 2025 – 9:00 a.m.
October 2, 2025 – 9:00 a.m.
December 4, 2025 – 9:00 a.m.

**Attachments:** None.

**Action Requested:** ☒ Information Only ☐ Action Requested Below:



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** DINA CURTISS, FINANCE MANAGER  
**DATE:** MAY 16, 2025  
**SUBJECT:** FINANCE REPORT

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The SEAGO Statement of Revenues and Expenditures for the quarter ending March 31, 2025, is attached for your review.

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

**Attachment:** Statement of Revenues and Expenditures, Quarter Ending 03/31/2025.

**Action Requested:** ☒ Information Only ☐ Action Requested Below

**SEAGO**

Statement of Revenues and Expenditures - R&E that ties to Budget - Unposted Transactions Included In Report

From 1/1/2025 Through 3/31/2025

(In Whole Numbers)

		Cur Pd Actual	YTD Actual	Total Budget	% of Budget Used
<b>Revenue</b>					
General Fund	101	21,089	72,898	150,000	48.59%
Agency Response	301	(8,008)	60,647	45,302	133.87%
Community Development Block Grant	302	13,000	108,229	370,000	29.25%
Economic Development	303	26,758	76,262	110,358	69.10%
Public Transit	308	903	16,264	20,000	81.31%
State Planning & Research	309	39,970	136,963	143,250	95.61%
Area Agency on Aging	310	301,438	911,453	2,008,803	45.37%
Regional Mobility Management	311	49,205	123,269	162,500	75.85%
RMM Training	314	15,340	75,333	87,500	86.09%
Nogales Area Transit Feasibility Study	351	3,673	39,034	95,000	41.08%
United Way of Graham and Greenlee Counties	356	0	65,130	65,130	100.00%
Regionwide Pavement Assessment Project P...	357	33,448	99,667	111,801	89.14%
Bisbee Route Efficiency Study ADOT	358	16,168	36,379	75,000	48.50%
Santa Cruz Cnty Elgin School Remodel LSM	359	0	8,000	8,000	100.00%
BSERC Environmental Review	360	0	2,500	5,000	50.00%
<b>Total Revenue</b>		<b>512,983</b>	<b>1,832,029</b>	<b>3,457,643</b>	<b>52.98%</b>
<b>Expenses</b>					
General Fund	101	0	0	150,000	0.00%
Agency Response	301	6,547	34,615	45,302	76.41%
Community Development Block Grant	302	38,300	119,382	370,000	32.26%
Economic Development	303	37,845	71,419	110,358	64.71%
Public Transit	308	903	16,264	20,000	81.31%
State Planning & Research	309	39,970	136,963	143,250	95.61%
Area Agency on Aging	310	292,804	890,081	2,008,803	44.30%
Regional Mobility Management	311	49,205	123,269	162,500	75.85%
RMM Training	314	15,340	75,333	87,500	86.09%
Nogales Area Transit Feasibility Study	351	3,673	39,034	95,000	41.08%
United Way of Graham and Greenlee Counties	356	0	1,472	65,130	2.26%
Regionwide Pavement Assessment Project P...	357	33,448	99,667	111,801	89.14%
Bisbee Route Efficiency Study ADOT	358	16,168	36,379	75,000	48.50%
Santa Cruz Cnty Elgin School Remodel LSM	359	0	1,082	8,000	13.52%
BSERC Environmental Review	360	0	331	5,000	6.62%
<b>Total Expenses</b>		<b>534,202</b>	<b>1,645,292</b>	<b>3,457,643</b>	<b>47.58%</b>
<b>Balance</b>		<b>(21,219)</b>	<b>186,737</b>	<b>0</b>	<b>0.00%</b>



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT  
PROGRAM MANAGER  
**DATE:** MAY 16, 2025  
**SUBJECT:** COMMUNITY DEVELOPMENT PROGRAM UPDATES

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## **Graham County Housing Feasibility Study**

The Graham County Housing Feasibility Study Steering Committee held its first meeting on January 29, 2025, and met February 26<sup>th</sup>, March 26<sup>th</sup>, and April 23<sup>rd</sup>. SEAGO's consultants, Grow America and Norris Designs, held a pair of Community Meetings the afternoon and evening of April 30<sup>th</sup>, presenting findings and gathering public input, to set course with next steps toward recommendations and implementation.

## **Better Cities Resilience Action Planning & Freeport McMoRan**

FMI has been considering directly commissioning the update of the Greenlee County Housing Feasibility Study to expedite procurement and minimize compliance and reporting requirements outside of core document update tasks. FMI Greenlee staff invited SEAGO Community Development to attend a Chamber of Commerce meeting on February 12, 2025 where discussions about funding opportunities, events and shareable resources to advance resilience in the business community were discussed.

## **Brownfields Assessment Grant & Rural Energy for America Program Grant – Coordination with New Economic Development Staff**

Community Development staff, Economic Development staff and Admin staff discussed the status of funding and administration of two ED grant projects – the Brownfield Assessment Grant (BAG) and Rural Energy for America Program Technical Advisory Grant (REAP- TAG). REAP is on-hold, and the BAG is focusing on administration and documentation for currently approved applicants.

## **WIFA Projects**

Staff have been coordinating with WIFA Environmental staff on existing contracted projects. A review of the 2022 SEAGO contract with WIFA may require review and future

amendment, particularly considering real costs of publication, procurement tasks, and travel related to labor standards interviews likely exceeds contracted amounts.

**Attachments:** None

**Action Requested:** ☒ Information Only ☐ Action Requested Below





# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT  
PROGRAM MANAGER  
**DATE:** MAY 16, 2025  
**SUBJECT:** CDBG Updates

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## **CDBG Funding Continuity Inquiries**

SEAGO Community Development staff continues to communicate with ADOH regarding the status of Community Development Block Grant (CDBG) funding and awarded projects. Currently, funding remains obligated for the past and current years' CDBG Method of Distribution (MOD) communities. Notably, the president's proposed FY2026 budget eliminates the CDBG program.

## **Regional Account Updates**

SEAGO staff forwarded the Town of Duncan adopted Housing Rehabilitation Guidelines (HRG) and resolution for homeowner relocation assistance that would be applicable for some home rehabilitation activities. ADOH should soon be notifying the Town of acceptability of the resolutions.

In another project, Duncan is gathering certifications of employee labor hours on the Water System Improvements (Hunter Estates) project (121-24) toward receiving reimbursement on a final Request for Payment.

With an approved environmental review, the funded Bisbee Senior Center (CDBG #139-25) project is soon going out for construction bids.

The comment period for the environmental review for the Town of Thatcher High School Avenue Sidewalks & ADA Improvements project should be concluded by the time of this meeting. Once the Environmental Review Record (ERR) receives ADOH approval, the project could be funded.

As the scope of funded ADOT improvements for Main Street have expanded to make original plans redundant, the Town of Pima may be considering an amendment of its funded CDBG project (124-24) to focus originally scoped street improvements for another

street located within the Low-Moderate Income-qualified Census Block Group of Pima (6711-2).

The City of Nogales had one bid for its Camino Del Sol Phase 2 water and wastewater improvements project (123-24). ADOH expects a signed contract soon, after the City has considered scope changes based on different leverage funding sources.

Seven weeks of construction activity have been completed for the City of Benson Lion's Park Improvements (150-23) project. Labor Standards interviews continue with the invaluable assistance of Heather Glenn.

Clifton, Graham County, Santa Cruz County and Tombstone have held their initial CDBG public participation public hearings in February 2025. The resolution of application public hearings for each community are expected in the next couple of months.

The Town of Patagonia and Santa Cruz County have passed resolutions to transfer the availability of the Town of Patagonia's FY2024 Regional Account funds to Santa Cruz County.

### **Colonias CDBG: Continued Progress in Duncan and Patagonia, with Contractors Working On-Sites – Bisbee Close-Out Ahead**

Step-Up Bisbee/Naco completed construction on the 2<sup>nd</sup> group of owner-occupied homes and obtained completely authorized Project Closure Agreements in early March 2025 with the City of Bisbee and all Homeowner-Clients. The Saginaw Owner-Occupied Housing Rehabilitation (OOHR) project (134-24) end date is May 30, 2025.

KE&G was selected by Patagonia for the Rothrock Alley Water System Improvements Colonias project (119-25), and construction began on April 14, 2025. Labor Standards interviews are on-going to ensure all laborers of every contractor are interviewed to align with subsequently submitted payrolls for certification.

KE&G was selected by Duncan for the Wastewater Lift Station Improvements Colonias project (118-25), and construction began on April 14<sup>th</sup>, and Labor Standards interviews have begun.

Please contact me if you have any questions, especially if you represent one of the communities expecting to receive Regional Account CDBG funds next year. It is never too early to begin planning and putting together a timeline for public outreach and project scoping and cost estimating.

Attachments: None

Action Requested: ☒ Information Only ☐ Action Requested Below



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** KEVIN FOWLER, ECONOMIC DEVELOPMENT PROGRAM MANAGER  
**DATE:** MAY 16, 2025  
**SUBJECT:** ECONOMIC DEVELOPMENT PROGRAM UPDATES

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## **CEDS FIVE YEAR 2025-2030 UPDATE AND EDA REVIEW**

Staff has begun the CEDS five year update. The CEDS are due on April 30, 2026 to the U.S. EDA-Economic Development Administration. A draft report will be submitted on or about October 30th, 2025 for review and consideration. Any proposed changes or modifications requested will be implemented into the final draft to be submitted on or about December 15, 2025.

A project kick-off meeting will be held with stakeholders in late May/early June. Our first meeting will be held via Zoom. SEAGO is pursuing funding opportunities to bring on a consultant to lead our public outreach efforts.

Relevant Socioeconomic and Demographic data is under development. It will be assembled and incorporated into the new CEDS version as data becomes available.

## **BROWNFIELD ASSESSMENT GRANT- BAG**

SEAGO will continue working on the above-mentioned Grant which is assisting Nogales and Clifton with two projects and is being coordinated by the SEAGO Community Development and Economic Development teams.

These assessments are designated Economic Development tools created to assist communities in Downtown Revitalization efforts. Property assessments are currently underway in Safford, Nogales, and Clifton with stage one completed in each locality.

Redevelopment of public and private structures and spaces are also part of the process.

## **RURAL ENERGY FOR AMERICA PROGRAM – REAP**

Work on this project was paused while the Federal government reviewed the program's contracts for DEI compliance. Work is expected to re-start by May 1, 2025.

Prior to stopping work, SEAGO has processed eight REAP applications in conjunction with our consultant Venture Catalyst in Cochise and Greenlee counties. The REAP program is funded by the USDA and supports Weatherization including Windows, Insulation, Caulking, Damp proofing, etc. to provide greater energy efficiency, conservation, resilience, and lower utility costs.

Renewable energy options covered by the program include Solar, Wind, and Geothermal options which help ensure greater resiliency and sustainability in the SEAGO region. Further federal funding for this program will be determined during the current 119th U.S. Congress. Further information will be provided as it becomes available.

## **ECONOMIC DEVELOPMENT ACTIVITIES**

The following economic development activities have occurred since our last meeting:

1) A meeting was held with Bisbee regarding affordable housing projects which included the Hillcrest property comprised of 36 units and land for additional units. Had meeting with the City of Bisbee regarding the proposed Hillcrest property into 36 Affordable Housing units in the near future.

Also discussed the Sierra Cobre property with 56 lots however there are Water approval issues with ADWR which forestalled a potential offer on property.

2) Traveled to Clifton for a meeting with the Hispanic Chamber of commerce to discuss Affordable Housing issues and ideas in Greenlee County and Clifton area. A plan for possible development in the area was presented by SEAGO.

3) Applied for additional funding from EDA to expand outreach in the region regarding Economic Development and enhanced community outreach over the next two years to supplement the new updated CEDS which is in the process of the 2025-2030 term updating with region wide meeting coming this summer after EDA review and comment.

4) Met with Greenlee County Board of Supervisors to discuss a possible new Workforce Housing development near the Y in the Clifton area. Presented a planning document and budgetary outline for their initial review. Further conversations to be undertaken after Board/Staff discussions.

5) Met with the Graham County Manager to discuss Affordable Housing ideas for the Safford area and options for funding and implementation on possible existing properties currently unused. Further discussions to take place. Identifying possible public/Private Partnerships.

6) Reviewing possible new Grant Funding sources from State partners such as GADA and private entities that are community minded and housing focused. Striving to diversify funding sources as directed by new Executive Director to make SEAGO more Resilient and Diversified to better weather Federal funding limits, freezes, or eliminations.

7) Reached out to over 20 various businesses for possible relocation/expansion for the SEAGO region focusing on low Water use entities. Looking to expand variety of restaurants and other services to provide additional jobs and service sector/ retail options for residents and visitors.

**Action Requested:**

☒ Information Only

☐ Action Requested Below



# EXECUTIVE BOARD PACKET

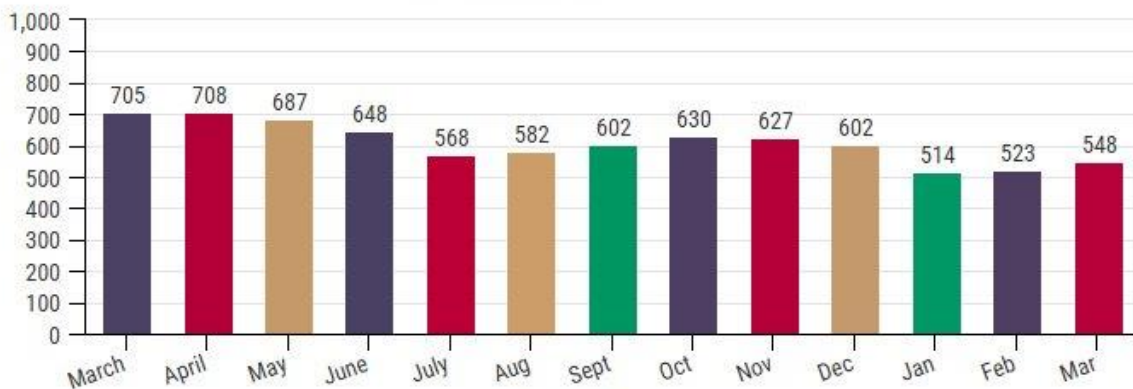
**MEMO TO:** EXECUTIVE BOARD  
**FROM:** CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR  
**DATE:** MAY 16, 2025  
**SUBJECT:** AREA AGENCY ON AGING PROGRAM UPDATES

## Administration:

We currently have one vacancy within the program. This position is the Benson/Willcox Case Manager position. Ana Martinez, who has worked with children with special needs for over twenty-five years, has filled the Douglas Case Manager position. Yessenia Alcala, who has worked as a caregiver for over ten years, has filled the Sierra Vista Case Manager position. We are very lucky and happy to have them both on board.

## Case Management:

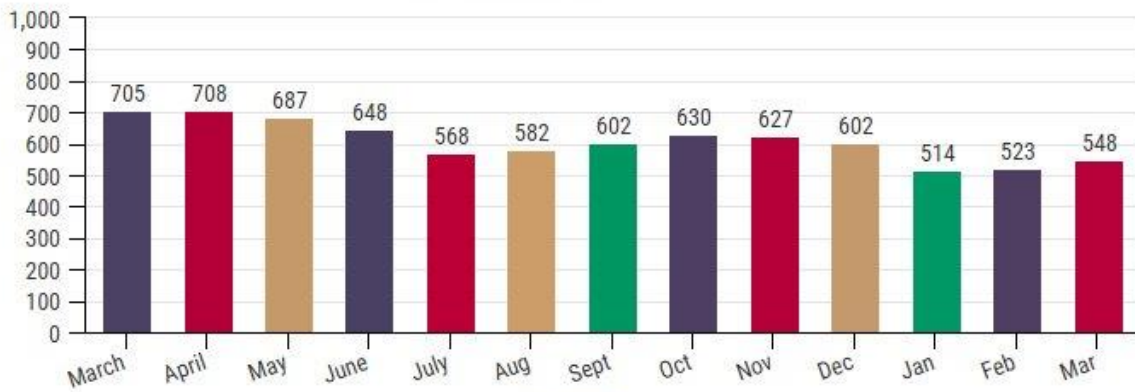
Total Monthly Case Load



## UPDATE

- SEAGO AAA serves 548 clients in case management for home and community-based services. We have 6 case managers. 4 in-house(1 vacant), 2 subcontracted, and a Case manager coordinator.
- Current Caseloads are below 120 clients per case manager
- SEAGO AAA has no plans to waitlist Case management

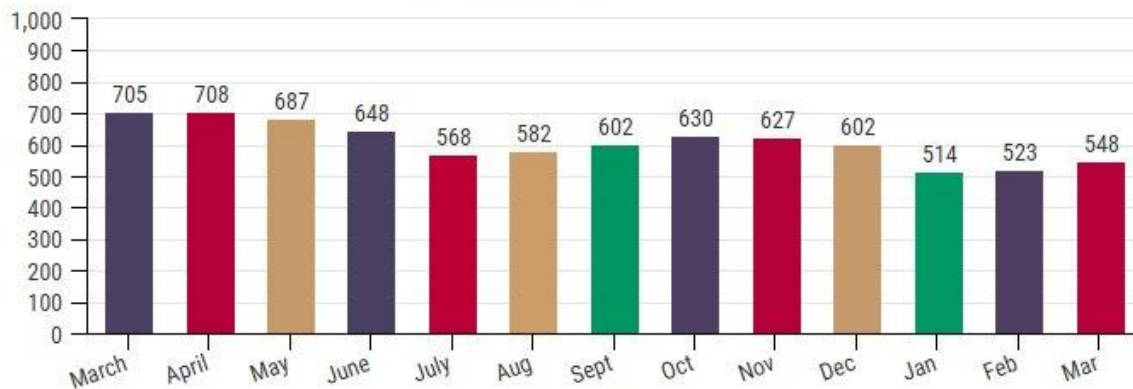
### Total Monthly Case Load



#### UPDATE

- SEAGO AAA serves 548 clients in case management for home and community-based services. We have 6 case managers. 4 in-house(1 vacant), 2 subcontracted, and a Case manager coordinator.
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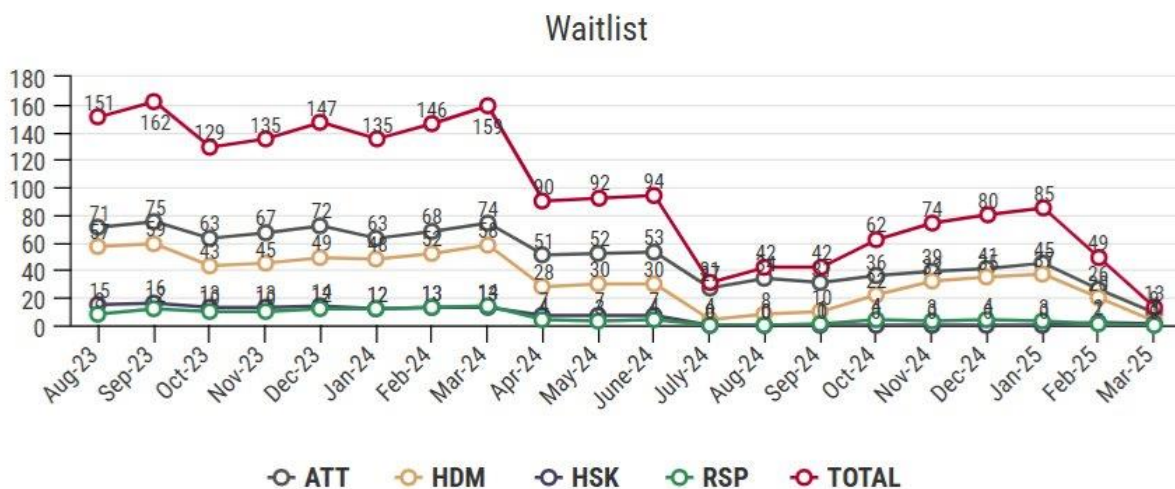
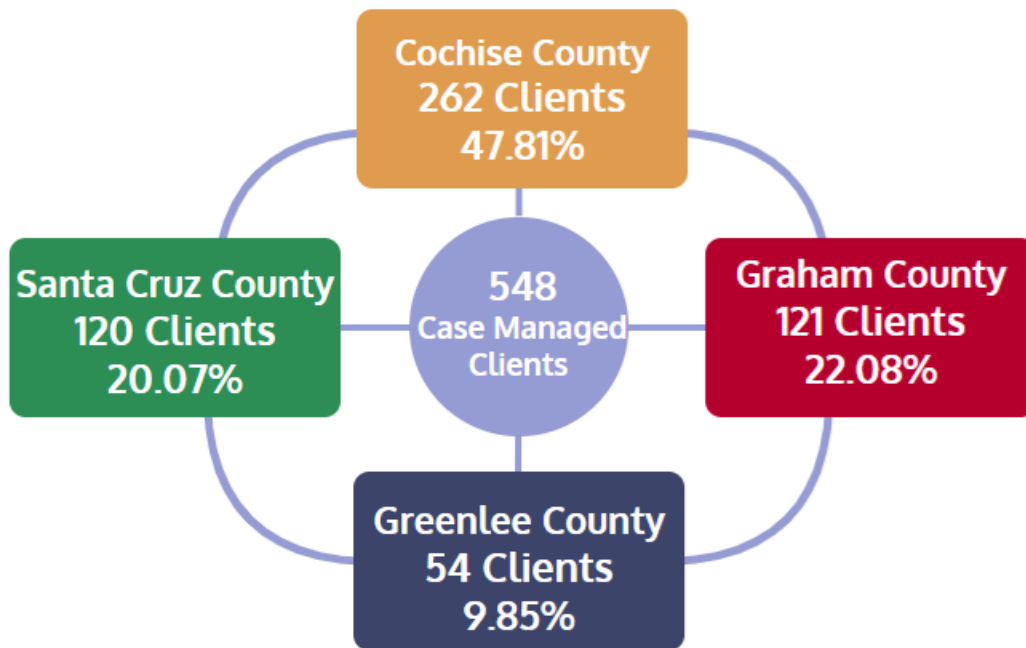
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## WAITLIST

- As of April 1st, we have 13 clients on the waitlist. 11 are there due to insufficient Provider staffing, and 2 are there due to being in a SNIF
- We are closely watching unit utilization, As all new Enrollments are going into active service.
- Our focus is on quality of service rather than the quantity of clients.

Central Intake - Information and Referral:

Top 3 Ways I&R Received



Phone  
63.1%

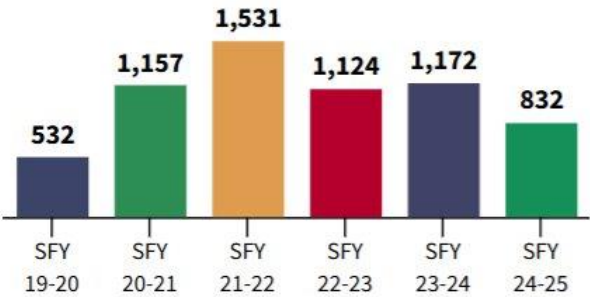


Email  
34.7%

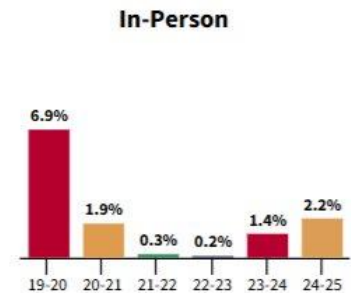
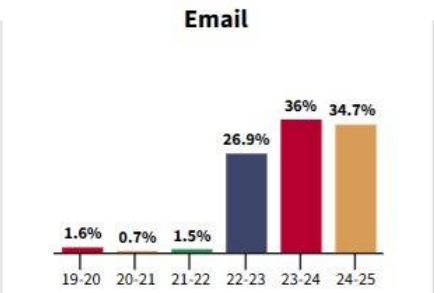
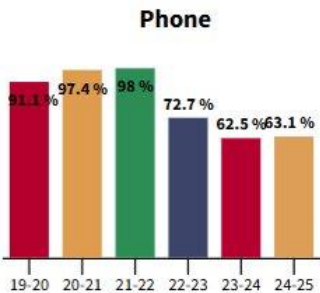


In-Person  
2.2%

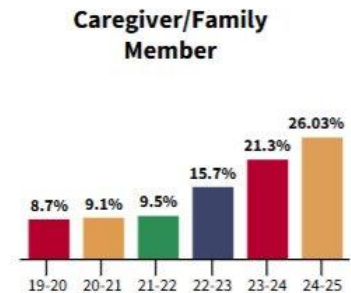
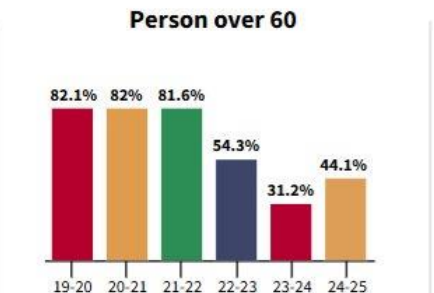
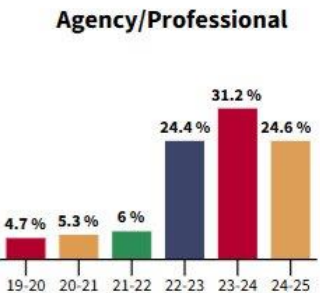
I&R Calls Per SFY



THE BREAKDOWN

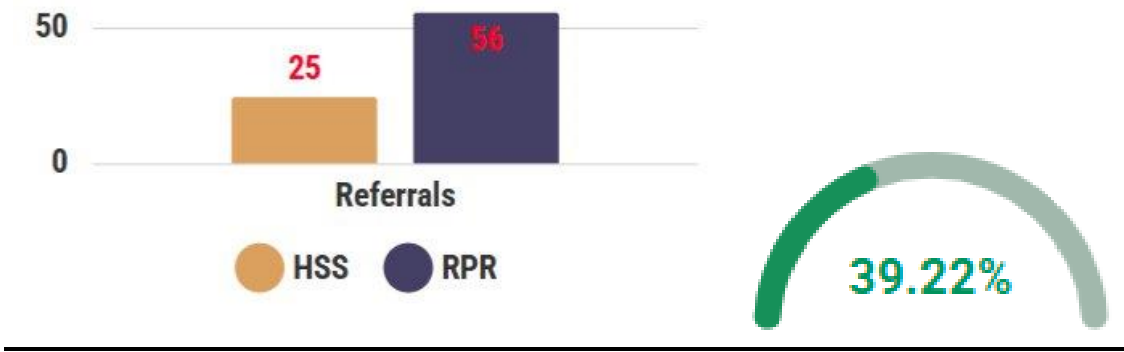
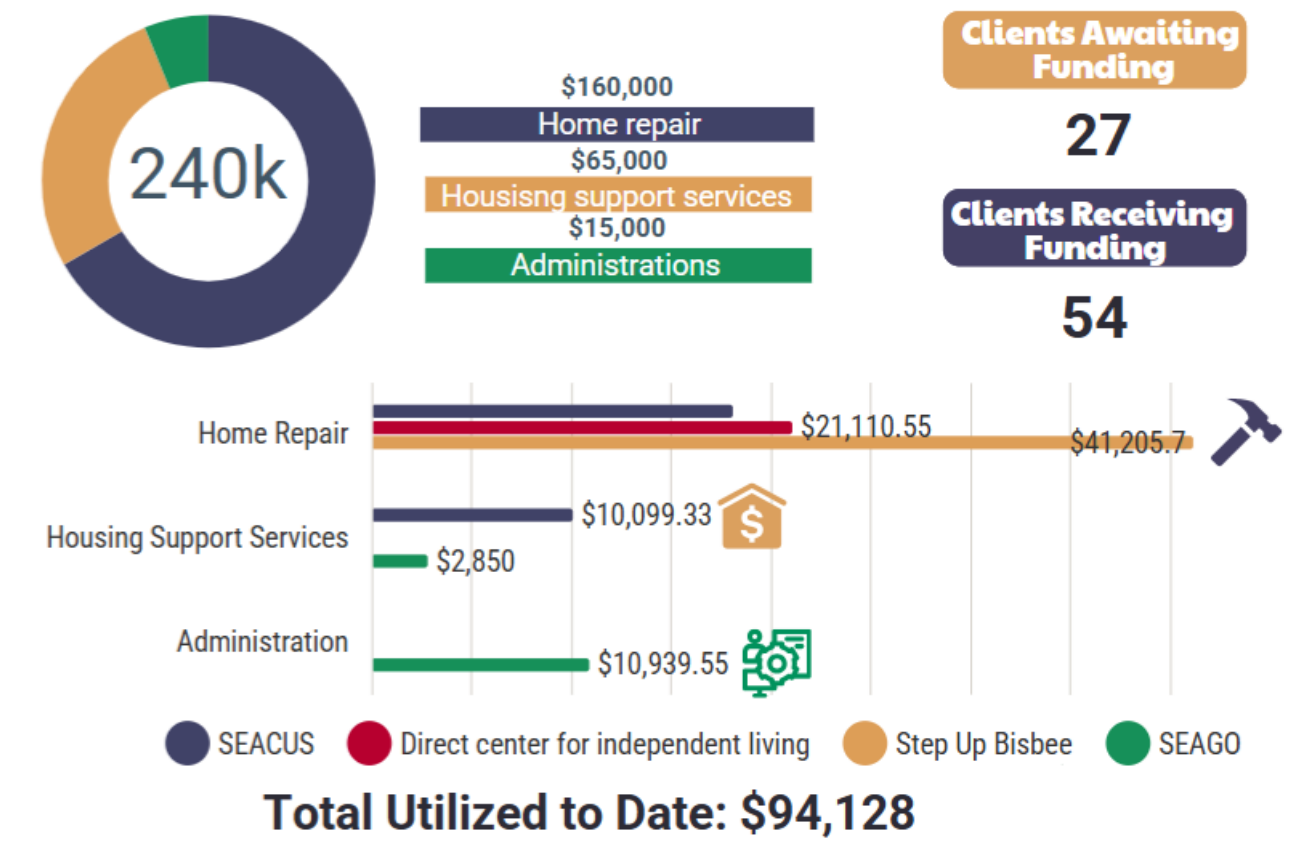


Types of Callers





**Housing Assistance Program:**



**Long-Term Care Ombudsman:**

Abuse, neglect, or exploitation can happen anywhere and can have lasting physical, emotional, financial, and behavioral effects on victims and economic and moral costs for our communities. The SEAGO AAA team will be attending and presenting at the Seventh Annual World Elder Abuse Awareness Day (WEAAD) Conference on Monday, June 16, 2025, in Phoenix. Additionally, we will host events at regional sites to educate and raise awareness about this issue among our seniors and communities.

SEAGO AAA will be holding the following events for WEAAD:

**Santa Cruz Council on Aging**  
Tuesday, June 3, 2025, at 10:30 am

**Safford Senior Citizen Center**  
Thursday, June 5, 2025, at 10:30 am

**Clifton Senior Center**  
Friday, June 6, 2025, at 10:30 am

**Douglas: Location pending**  
Tuesday, June 10, 2025, at 10:30 am

**State Health Insurance Program & Senior Medicare Patrol:**

Elsa Centeno has continued to collaborate with local health care providers. From this time last year, there has been an increase of 17% in health care provider referrals to our SHIP. In correlation with the increase in referrals, there has also been a 25% increase in processed applications for low-income subsidies in our region.

In continued collaboration with local agencies, SEAGO AAA and the City of Douglas partnered to bring the Arizona Attorney General to Douglas on April 22. She unfortunately had to cancel but will soon reschedule a Town Hall focused on Elder Scams.

Every May, the Administration for Community Living (ACL) leads the nation's observance of Older Americans Month (OAM), a time to recognize older Americans' contributions, highlight aging trends, and reaffirm our commitment to serving older adults.

The 2025 theme, Flip the Script on Aging, focuses on transforming how society perceives, talks about, and approaches aging. It encourages individuals and communities to challenge stereotypes and dispel misconceptions. This year, join us in honoring older adults' contributions, exploring the many opportunities for staying active and engaged as we age, and highlighting the opportunities for purpose, exploration, and connection that come with aging.

SEAGO AAA will be holding the following celebrations for OAM:

**Bisbee Senior Center**  
Friday, May 2, 2025, at 11 am

**Santa Cruz Council on Aging**  
Friday, May 16, 2025, at 11 am

**Safford Senior Citizen Center**  
Wednesday, May 21, 2025, at 11 am

**Duncan Senior Center**  
Thursday, May 22, 2025, at 11 am

**Action Requested:**                      ☒ Information Only                      ☐ Action Requested Below:



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**FROM:** CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR  
**DATE:** MAY 16, 2025  
**SUBJECT:** LEGISLATIVE UPDATE

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On Friday, March 14, 2025, the Senate passed a six-month continuing resolution (CR) that funds the government until the end of September. The CR level funds the Older Americans Act (OAA) programs. The bill also included extended funding for Medicare Improvements for Patients and Providers (MIPPA) programs for Area Agencies on Aging (AAAs) to continue outreach efforts to enroll low-income Medicare beneficiaries in cost-saving Medicare programs. This, however, is not a “clean” CR where every spending item remains frozen at the prior year’s level. The bill increases some programs and cuts others, and it leaves out the directive language that further spells out congressional intent for a portion of the spending.

Under this final FY 2025 CR, the OAA and other aging programs remain level-funded at Fiscal Year (FY) 2024 levels. Funding for State Health Insurance Assistance Programs (SHIPs) was specifically called out in the measure and is, again, level-funded.

In good news, language was added to the CR to extend funding for MIPPA programs for AAAs, SHIPs, and Aging and Disability Resource Centers (ADRCs) to continue outreach to enroll low-income Medicare beneficiaries in cost-saving Medicare programs until the end of FY 2025, which is September 30. A longer extension of the MIPPA program was, like OAA reauthorization, dropped from a year-end spending package in December.

On Thursday, March 27, Secretary Kennedy announced a massive reorganization of the Department of Health and Human Services (HHS), which included a plan to split the functions of the Administration for Community Living (ACL) into three other, existing agencies (the Administration for Children and Families, the Centers for Medicare & Medicaid Services, and the Assistant Secretary for Planning and Evaluation). It is unclear at this time if any specific programs currently administered by ACL will be cut or eliminated, but the HHS reorganization includes a deep reduction in HHS staff members.

**Attachments:** None

**Action Requested:** ☒ Information Only ☐ Action Requested Below:



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** JOHN MERIDETH, ACTING IT MANAGER  
**DATE:** MAY 16, 2025  
**SUBJECT:** INFORMATION TECHNOLOGY UPDATES

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The following provides a summary of current Information Technology initiatives at SEAGO:

**Office 365 Migration:** In January 2025, SEAGO began migrating to Microsoft Office 365, transitioning from SmarterMail for email and calendar services. The migration was completed and became fully effective on April 1, 2025. Users will retain access to the previous system through the end of April to facilitate the transition.

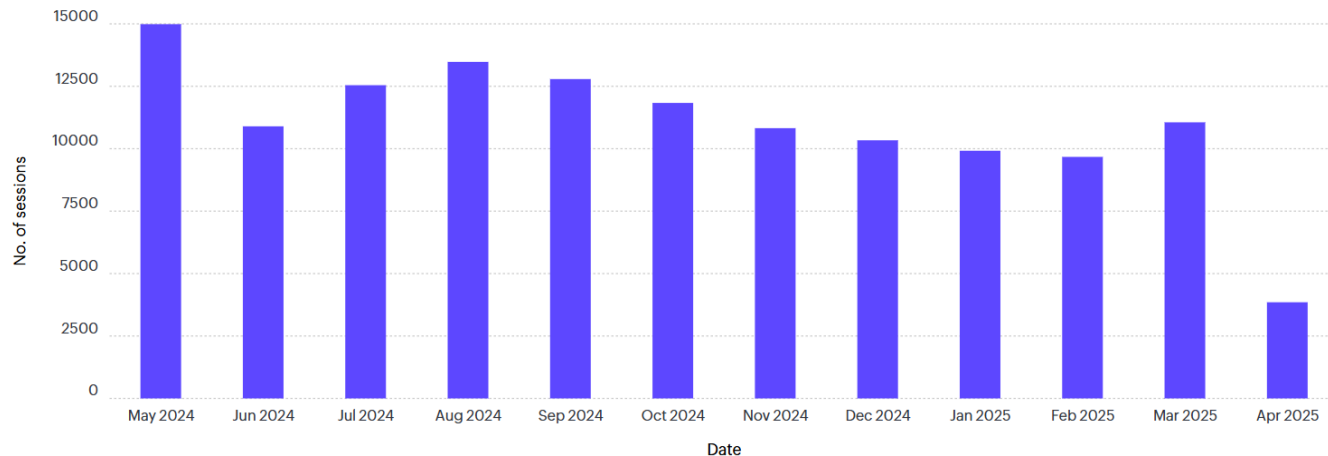
**Windows 11 Upgrades:** In preparation for Microsoft's end of support for Windows 10 on October 14, 2025, SEAGO is actively upgrading all desktop and laptop devices to Windows 11. The upgrade process is approximately 85% complete.

## **Website Analytics:**

The table below displays year-to-date page visits for each SEAGO website, along with the number of Google searches referencing SEAGO:

	Google searches	seago.org	seagomobility.org	seagotam.org	southeastarizonaeconomy.com
Jan-25	106	9,918	1,154	2,338	Coming soon
Feb-25	111	9,672	1,397	2,312	
Mar-25	106	11,057	1,698	3,014	

The following chart shows the monthly visits to [www.seago.org](http://www.seago.org) for the previous 12 months:



**Asset Management Database:** A centralized asset database has been developed to track equipment inventory. The system currently includes desktop PCs and laptops, and will soon be expanded to cover mobile phones, hotspots, tablets, and printers.

**Security:** In early March we installed a new security camera system that includes 4 outdoor solar cameras and 2 inside cameras (1 each in the main building and AAA building).

### ***IT Roadmap: Upcoming Projects***

- Windows Server Installation – Deploy a local Windows Server to improve user, device, and group policy management.
- Office 365 Training – Launch in-house weekly training sessions to enhance user proficiency.
- Phone System Replacement – Replace the existing 2012 phone system with a modern, cost-effective solution (planned for Q3 2025).
- Disaster Preparedness – Evaluate and implement backup solutions for internet connectivity and power.
- Website Updates – Refresh website content and design for improved user experience.
- Help Desk Ticketing System – Develop a service ticket tracking database to log and manage technical support requests by user and program.

**Action Requested:**

☒ Information Only

☐ Action Requested Below



# EXECUTIVE BOARD PACKET

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**MEMO TO:** EXECUTIVE BOARD  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**DATE:** MAY 16, 2025  
**SUBJECT:** TRANSPORTATION PROGRAM UPDATES

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The following is a brief update regarding the Transportation and Transit planning projects that SEAGO is currently involved in:

**SEAGO Road Pavement Assessment Project.** The SEAGO Administrative Council and Executive Board approved this project in August 2021 for \$200,000 Federal (STBG). This project utilizes new artificial intelligence (AI) road assessment technologies that convert a cell phone into a data collection device that can conduct pavement assessments, pavement marking assessments, road condition inventories, as well as traffic sign inventories, and sign condition assessments for SEAGO member jurisdictions. SEAGO staff performs the groundwork of driving local roadways and collecting roadway data. The data is uploaded to Vaisala AI system. The system then analyzes the data, establishes a roadway inventory, and assigns condition assessments to multiple segments of the roadway. The data is available to all our jurisdictions through a licensed database. All paved public roads not on the State system will be evaluated.

***Update: To date, SEAGO has completed over 80% of our local road network. SEAGO used this technology to support our Safety Plan and RTAC Priority Projects. Multiple SEAGO member agencies have used the database to develop road maintenance plans and view specific road issues. At our February 21, 2025, the SEAGO Executive Board approved a 1 year extension of the project.***

**RTAC Priority Project List:** Since 2022, the SEAGO TAC has developed a list of local projects for submission by RTAC to the State Legislature for consideration in State Budget. In FY24, the SEAGO Region did very well securing over \$30 million in projects. In addition, SVMPO planning area secured almost \$10 million in projects. RTAC requested that Greater Arizona COGs/MPOs develop a project list for FY25 budget discussions. Unfortunately, due to a significant budget deficit, our FY25 list went unfunded. RTAC once again requested Greater Arizona COGSs/MPOs submit a list for the FY26 budget year.

***Update: After discussions with TAC, SEAGO has re-submitted last year's list. Costs were updated to include a 20% inflation factor. A project booklet was completed and distributed to legislators at the Rural Transportation Summit. The booklet can be accessed at this link: <https://www.keepandshare.com/doc12/view.php?id=258072&da=y> House Transportation Chair Biasiucci is sponsoring this year's RTAC priority project legislation. Bill # is 2304.***

**Nogales Area Transit Feasibility Study:** The Nogales/Rio Rico area is the largest remaining community in Arizona that does not have a Public Transit Program. To explore the demand for a

transit system, SEAGO applied for a transit planning grant through ADOT last December. On March 30, 2023, SEAGO received a \$95,000 award to conduct Phase 1 of the Study. If a strong need/demand for service is identified, we will apply for Phase 2 (Implementation Plan) in ADOT's next transit planning grant cycle. The goal is to have a plan in place by January 2026 FTA Section 5311 application cycle.

**Update:** *The Draft Plan has been completed and has been posted for public comment. It is available at: <https://www.keepandshare.com/doc12/258268/nogales-area-transit-feasibility-study-2024-pdf-6-8-meg?da=y>.*

**SVMPO/SEAGO Joint Regional Highway Safety Plan:** In 2016, SEAGO and SVMPO partnered on a Regional Safety Plan. The project resulted in almost \$6 million in regional safety projects. The plan has exceeded its useful life as crash data in the plan was over 8 years old. SEAGO and SVMPO once again partnered on a plan update. ADOT Traffic Safety Section approved the project and ADOT/FHWA authorized funding for the project. Kimley-Horn was selected as the project consultant. The Southeast Arizona Transportation Safety Plan (SEAZ TSP) has been completed. It was approved by our Administrative and Executive Committees on December 12, 2024. It will be an active plan that will be updated as new data or project priorities change. The plan is available at: <https://www.keepandshare.com/doc12/258174/svm-po-seago-safety-plan-final-report-11-25-2024-pdf-29-4-meg?da=y>.

**Update:** *The Department of Transportation has released the fiscal year (FY) 2025 Notice of Funding Opportunity (NOFO) for the Safe Streets and Roads for All (SS4A) program. Established by the Infrastructure Investment and Jobs Act (IIJA), the Safe Streets and Roads for All grant program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. Over \$982 million is made available for FY26.*

**Our Southeast Arizona Transportation Safety Plan (SEAZ TSP) was developed to be SS4A compliant. If a project was identified in the plan, it can be used to pursue an Implementation Grant application. In addition, the Resolution by the SEAGO Executive Board approving the plan can also be used to support a SS4A grant application**

**Bisbee Transit Route Efficiency Study:** In December 2024, SEAGO with support from the City of Bisbee and City of Douglas applied for an FTA Section 5305 Planning grant to conduct the Bisbee Transit Route Efficiency Study. In March, SEAGO was advised that we received a grant for \$75,000. The study will review the current Bisbee Bus route structure and schedule in effort to make it more efficient and cost effective.

**Update:** *The Public Involvement Plan for the project has been completed. SEAGO hosted a project planning meeting with Bisbee and Douglas in September. A study TAC has been identified. Our planning team has ridden the Bisbee system on multiple occasions and a rider survey has been completed. The data collected is being analyzed and the draft report should be available in May. A public meeting to share the study findings is being planned for late May.*

**Action Requested:**

☒ Information Only

☐ Action Requested Below