



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR
DATE: AUGUST 7, 2025
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

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

**Thursday, August 7, 2025, at 9:00 a.m.
Microsoft Teams Only**

[Administrative Council Meeting Link](#)

Meeting ID: 270 213 017 964 3

Passcode: qU7Um2xt

The Administrative Council 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 .



ADMINISTRATIVE COUNCIL AGENDA

9:00 A.M., THURSDAY, AUGUST 7, 2025
Microsoft Teams Meeting Only

Link: [Administrative Council Meeting Link](#)

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS	Chair Pauken	
II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)	Chair Pauken	
III. CALL TO THE PUBLIC	Chair Pauken	
IV. ACTION ITEMS		<u>Page No.</u>
1. Consent Agenda	Chair Pauken	1
a. Approval of May 1, 2025, Minutes		
2. Discussion and possible action to approve ACOA Nominations	Celeste Vasquez	10
3. Discussion and possible action to recommend the approval of Resolution 2025-02 SEAGO's Title VI Plan	Chris Vertrees	12
4. Discussion and possible action SEAGO Bylaw Revisions	Chris Vertrees	14
5. Discussion and possible action SEAGO Regional Transportation Coordination Plan	Chris Vertrees	31
6. Discussion and Possible Action SEAGO FY27 RTAC Priority Project List	Chris Vertrees	32
7. Discussion and possible action Administrative Council Meeting Schedule	Chris Vertrees	35
8. Discussion and possible action Updated SEAGO Travel Policy	Chris Vertrees	37
V. INFORMATION ITEMS		
A. Future Meeting Dates	Chris Vertrees	52
B. Graham & Greenlee PSR Nominations	Chris Vertrees	53

C. Quarterly Finance Report	Dina Curtiss	54
D. Community Development Program Updaters	William Osbourne	56
E. CDBG Updates	William Osbourne	57
F. SEAGO Economic Development District Report	Kevin Fowler	59
G. IT Update	John Merideth	61
H. AAA FY26 Subawards	Celeste Vasquez	64
I. AAA Program Updates	Celeste Vasquez	68
J. Transportation Program Updates	Chris Vertrees	73
VI. RTAC REPORT	Kevin Adam	N/A
VII. STAFF ANNOUNCEMENTS/ CURRENT EVENTS	Chair Pauken	N/A
VIII.FUTURE AGENDA ITEMS	Chair Pauken	N/A
IX. ADJOURNMENT	Chair Pauken	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.

**DRAFT SEAGO ADMINISTRATIVE COUNCIL MEETING MINUTES
THURSDAY, MAY 1, 2025 9:00 A.M.
1025 HWY 90, BENSON, AZ AND ZOOM**

OFFICERS PRESENT: Brown, Heath – Chair, Town of Thatcher
Rapier, Derek – Secretary, Greenlee County
Valdez, Jesus – Treasurer, Santa Cruz County

MEMBERS PRESENT: Guerra, Juan – City of Nogales
Hinton, Terry – Town of Duncan
Kirschmann, Robert – City of Willcox
McLachlan, Matt – City of Sierra Vista
Pauken, Stephen – City of Bisbee
Pedroza, Luis – City of Douglas
Volker, Greg – City of Benson
Welker, Dustin – Graham County

STAFF PRESENT: Vertrees, Chris – Executive Director & Transportation
Program Manager
Curtiss, Dina – Accounting Manager
Gibbons, Carrie – AAA Deputy Program Director (Z)
Fowler, Kevin – Economic Development Manager
Merideth, John – Acting IT Manager
Osborne, Will – Community Development Manager
Vasquez, Celeste – AAA Program Director
Glenn, Heather – Administrative Assistant

GUESTS: Kevin Adam – RTAC

Note: With the exception of Carrie Gibbons, the only participants attending in person were Staff; everyone else attended by Zoom.

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS

Chair Brown called the meeting to order at 9:05 a.m. and led members in the Pledge of Allegiance.

II. MEMBER ENTITIES' DISCUSSION

Chair Brown, Thatcher, provided updates regarding the City's ADOT projects, Commercial permits.

Steve Pauken, Bisbee, invited everyone to the Ribbon Cutting Ceremony for their new City Hall on Saturday, May 24 at Noon where it will be combined with an Open House and will end when the last person leaves.

Greg Volker, Benson, thanked SEAGO for their help with cameras on buses and assistance with Lion's Park improvements.

Luis Pedroza, Douglas, advised they will be breaking ground on the commercial Point of Entry background in August 2025, they have several large projects starting soon, downtown revitalization including streetscape in the fall; utility expansion to the west; and the long-awaited Chino Road extension at SR80/191, and the drilling of a new well #18.

Robert Kirschmann, Willcox, stated they are very busy and thanked SEAGO for their help with transit program projects. The new splashpad will have a grand opening on the 24th and he invited everyone. Hosting representatives from the State. Working on upgrading irrigation systems in their parks. Hosted an Earth Day clean-up that filled 11 dumpsters. Southwest Disposal Dumpsters made a \$2,000 donation to the senior high school class towards their senior trip; over 50 seniors participated in the clean-up. Working with ADOT to try to keep commercial truck parking within the city to encourage drivers to spend locally rather than elsewhere. Taco Bell wants to come to Willcox and they are excited about working on the plans with them.

Dustin Welker, Graham County, advised they are working on ADA sidewalks and also a master plan park by the Fairgrounds.

Derek Rapier, Greenlee County, stated that working on a budget during uncertain times has been challenging. Several other members concurred.

III. CALL TO THE PUBLIC

No members of the public were present.

IV. ACTION ITEMS

1. Consent Agenda

a. Approval of the February 6, 2025 Minutes

Chair Brown called for a motion to approve the January 6, 2025 meeting minutes.

MOTION: Steve Pauken, Bisbee

SECOND: Derek Rapier, Greenlee County

ACTION: Unanimous; motion passed

2. Election of Officers for the Administrative Council

Chris Vertrees reviewed SEAGO's Bylaws (Article VII, Section C), saying that they provide for the election of one Administrative Council officer to represent each County in the region, with a rotation schedule to allow each County representative the opportunity to serve as Chair every four years. Per the Bylaws:

- There will be four officers elected – a Chair; a Vice-Chair; a Secretary; and a Treasurer. For the most part, the officer positions ensure there is someone available to chair the Administrative Council meetings. These officers also comprise the Administrative Committee who are authorized to make recommendations on time sensitive, program related business in between regular meetings.

- The Chair position rotates between counties. In FY 2025, the rotation raised the Graham County officer to the Chair position, the Cochise County officer to Vice-Chair, and the Greenlee officer to Secretary. The Santa Cruz County officer dropped to the bottom of the rotation to the Treasurer position. Jesus Valdez replaced Ron Robinson as the Santa Cruz officer.

In the election of your FY 2026 officers, the individuals elected last year (as listed below) can be retained to represent their respective counties, an entirely new group of officers may be elected, or a combination of new officers and existing officers may be elected to represent the four counties. However, regardless of the individuals serving in these positions, the rotation of the Chair, Vice-Chair, Secretary, and Treasurer will need to continue as described above.

The current slate of officers has agreed to continue if confirmed by the Administrative Council, with one exception. Vice Chair Dan Coxworth has left Cochise County. A new officer from Cochise County is needed. As of today's date, I have reached out to potential candidates and have not heard back. I will continue to work on an officer nomination for Cochise County. Note that these stated commitments do not preclude other nominations for the Cochise, Graham, Greenlee and Santa Cruz County officers.

If we continue with our current slate of officers, the following would be the rotation schedule for FY26:

Chair: Cochise County officer (currently vacant)

Vice-Chair: Greenlee County officer (currently Derek Rapier, Administrator, Greenlee County)

Secretary: Santa Cruz County officer (currently Jesus Valdez, Administrator Santa Cruz County)

Treasurer: Graham County officer (currently Heath Brown, Town Manager, Thatcher)

Steve Pauken confirmed that whoever accepts the Cochise County spot would rotate into the Chair position. He stated that he would prefer to see someone younger take the position, but he is willing to step up if no one else from Cochise County does.

Steve Pauken made a motion to elect the following slate of officers for 2025:

Chair:	Steve Pauken, Bisbee
Vice Chair:	Derek Rapier, Greenlee County
Secretary:	Jesus Valdez, Santa Cruz County
Treasurer:	Heath Brown, Thatcher

Dustin Welker seconded the motion.

MOTION: Steve Pauken, Bisbee
SECOND: Derek Rapier, Greenlee County
ACTION: Unanimous; motion passed

3. Fiscal Year 2026 Budget Items

a. Sustainability of Fund Balance (information only)

Chris Vertrees explained that 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.

Chris advised that 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 FY2024'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 year before the minimum level of fund balance is reached.

Chris advised that 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.

Derek Rapier asked where the funds come from? Chris responded that funds are generated by CDBG program administration fees and a few small programs in AAA. Mr. Rapier asked if the fund balance is sustainable if things change? Mr. Vertrees responded affirmatively and explained that an austerity plan is in place and that there is a very streamlined budget this year. Matt McLachlan asked if the CDBG funds are unrestricted

after a certain time. Mr. Vertrees stated that he believes the CDBG funds are not restricted. Mr. Vertrees and Will Osborne answered that SEAGO has an agreement with ADOH whereby fees are generated independently of the approved funding and are passed through towards CDBG Colonias grants. Mr. Osborne elaborated that SEAGO uses the 1% technical assistance fund where we supplement State services in providing consultation to communities pursuing CDBG Colonias grants or State special projects and invoices ADOH for that 1% for reimbursement on those expenditures.

Chair Brown asked for discussion and possible action to approve the FY 2026 Assessment Schedule.

Chris Vertrees directed the Board to the proposed Assessment Schedule for Fiscal Year 2026. He stated that 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.

Chris advised that he 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 grant 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.

Derek Rapier made a motion to approve the Fiscal Year 2026 Assessment Schedule.

MOTION: Derek Rapier, Greenlee County
SECOND: Dustin Welker, Graham County
ACTION: Unanimous; motion passed

- b. Discussion and possible action to recommend approval of the proposed FY 2025 SEAGO Budget

Dina Curtiss presented the SEAGO Fiscal Year 2026 Budget and stated that 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.

Dina Curtiss stated 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.

Chair Brown asked how this year's budget compares to last year's. Ms. Curtiss answered that SEAGO had ARPA funds left over last year that have been used. She stated the budget is tight like last year, but we keep an eye on it regularly. Mr. Vertrees stated that the funds for this year have been confirmed; however, some grants expired from last year to this year. Matt McLachlan asked what the WIFA funds are for? Ms. Curtiss responded that they are reimbursement for conducting labor standards monitoring per the David Bacon Act.

MOTION: Steve Pauken, Bisbee
SECOND: Robert Kirschmann, Willcox
ACTION: Unanimous; motion passed

4. Classification Plan Update

Chris Vertrees stated that 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 the skill set to perform this function and investing 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. The 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.

Derek Rapier asked whether the personnel changes are sustainable? Mr. Vertrees responded affirmatively, stating that SEAGO is working within the current budget. Chair Brown stated he appreciates the scrutinizing done by Mr. Vertrees. Dustin Welker declared it is a tremendous plan and thanked staff for the amount of work that was put into reclassifying positions; he knows how cumbersome it can be.

Dustin Welker made a motion to approve the proposed classification plan updates.

MOTION: Dustin Welker, Graham County
SECOND: Derek Rapier, Greenlee County
ACTION: Unanimous; motion passed

V. INFORMATION ITEMS

A. Future Meeting Dates

Chris Vertrees advised the members that the next Administrative Council Meeting is scheduled for August 7, 2025. He also stated that there is no need for a Joint Committees meeting before then.

B. Quarterly Finance Report

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

C. Community Development Report

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

D. Community Development Block Grant Updates

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

E. SEAGO Economic Development District Report

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

F. AAA Program Updates

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

G. AAA Legislative Updates

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

H. IT Updates

John Merideth gave an update on IT and was available for questions.

I. Transportation Program Updates

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

VI. RTAC REPORT

Kevin Adam provided an update on RTAC issues and was available for questions.

VII. STAFF ANNOUNCEMENTS/ CURRENT EVENTS

Chris Vertrees thanked SEAGO staff for their assistance during his transition. Heath Brown thanked SEAGO staff as well. [REDACTED]

VIII. FUTURE AGENDA ITEMS

Chris Vertrees stated that members will likely see the following items for the next meeting:

- Title VI Plan will need to be approved at our August meeting
- Meeting Calendar Update – He would like to have a discussion about moving the Administrative Council meetings from hybrid to virtual meetings.
- By-Laws Changes – Chris advised he has had some bylaw change recommendations that will be presented at our next meeting.

IX. ADJOURNMENT

Chair Brown moved to adjourn the meeting at 10:52 a.m.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: AUGUST 7, 2025
SUBJECT: ADVISORY COUNCIL ON AGING (ACOA) NOMINATIONS

The Advisory Council on Aging's (ACOA) revised bylaws dated February 21, 2025, state, under Article III – Composition and Membership, Section A.1., that the ACOA consists of eight representatives from Cochise County, four from Graham County, three from Greenlee County, and three from Santa Cruz County.

Section A.1.a. states that at least ten of the eighteen members shall be age sixty or older and that every effort shall be made to ensure the inclusion of persons with the greatest economic or social need, minority individuals, and participants in services funded through the Agency.

Section B.4. states that members appointed by the SEAGO Executive Board shall serve three years (3). Each member shall be limited to two (2) consecutive terms. However, a previous member can be reappointed if a vacancy cannot be filled in 90 days. The Advisory Council on Aging may submit a member to the Executive Board for reappointment for an additional term.

There are currently **five (5) vacant** seats, and members are selected to represent incorporated cities, towns, and the unincorporated portions of each county. The current vacancies apply to the following:

Cochise County (3):

- One (1) seat for Huachuca City
- One (1) seat for the City of Willcox
- One (1) seat for County Unincorporated

Greenlee County (1):

- One (1) seat for the Town of Clifton

Santa Cruz County (1):

- One (1) seat for the City of Nogales

Mr. Frank Montoya's second term representing the **Town of Clifton** expired on March 14, 2025. To date, we have not received any interest from other potential members in filling this seat. Mr. Montoya is willing to serve on the Council if reappointed, as this seat has been

vacant for 90 days.

Dr. Arnoldo Montiel's second term representing the **City of Nogales** expired on March 14, 2025. To date, we have not received any interest from other potential members in filling this seat. Dr. Montiel is **NOT** willing to serve on the Council. I will begin recruitment for this seat.

There are currently two (2) members whose successful first three-year term is due to expire on August 19, 2025. The following members may be reappointed for a second three-year term if they wish to continue:

Graham County:

Mr. Robert Rivera, representing the **Town of Thatcher**. Mr. Rivera is willing to continue to serve on the Council if reappointed.

Ms. Lisa Lane, representing **Graham County Unincorporated**. Ms. Lane is willing to continue to serve on the Council if reappointed.

Nominated representatives will commence their term on the date approved and appointed by the SEAGO Executive Board, which is scheduled for August 22, 2025.

Attachments: none

Action Requested:

Information Only

Action Requested Below:

A motion to recommend the proposed representatives to the SEAGO Executive Board for appointments to fill seat vacancies.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR
DATE: AUGUST 7, 2025
SUBJECT: CONSIDERATION OF RESOLUTION NO. 2025-02

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

While ADOT will accept the minutes of a meeting as evidence of governing board approval, the minutes do not become official until approved at a subsequent meeting. Because meetings of the SEAGO Executive Board occur quarterly, approval of the August 19th meeting minutes will not be considered until November – well after the deadline for ADOT to submit our Title VI plan to FTA. Therefore, I have prepared a Resolution for your consideration which, if adopted, will provide immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated August 1, 2025.

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

<https://www.keepandshare.com/doc12/view.php?id=259064&da=y>

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

Attachments: Resolution No. 2025-02

Action Requested: Information Only Action Requested Below

A motion to recommend approval of Resolution No. 2025-02 to the Executive Board.



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

RESOLUTION NO. 2025-02

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION APPROVING THE ORGANIZATION’S TITLE VI IMPLEMENTATION AND PUBLIC PARTICIPATION PLAN DATED AUGUST 1, 2025

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the SEAGO Executive Board hereby approves the SEAGO Title VI Implementation and Public Participation Plan dated August 1, 2025.

Passed and adopted by the SEAGO Executive Board on this 15th day of August 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
520-432-2528
520-432-9168 Fax

www.seago.org



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR
DATE: AUGUST 7, 2025
SUBJECT: SEAGO BYLAWS REVISION REQUEST

I have received a request to amend the SEAGO bylaws. Our Bylaws require The Secretary of the Executive Board submit the proposed amendment to each Executive Board official representative at least 15 days prior to the next meeting.

The recommendation is to eliminate the Joint Administrative Committee (AC)/Executive Committee (EC) meetings as identified in Section E. The feeling is that it is an unnecessary and cumbersome layer to approve simple program related time-sensitive business. A significant majority of the business is TIP Amendments and AAA subaward approvals that were approved and vetted by other SEAGO standing committees (Transportation Advisory Committee or Area Council on Aging). It is often difficult to get a quorum of the Administrative Committee due to the members' very busy schedules. We routinely proceed without the AC recommendation anyway. It is believed that EC members can reach out to their Administrative Council Member Entity Representative for input as needed.

This does not prevent us from holding a stand-alone Administrative Committee meeting if we have funding issues (use of fund balance) or potentially controversial concerns such as removing a project from the TIP in which a recommendation from the AC is needed and preferred.

I have reviewed the Bylaws of the other Council of Governments (WACOG, CAG, and NACOG). Joint Advisory and Executive Committee meetings are not discussed in their Bylaws.

To reflect these changes above, the responsibilities of the Joint AC/EC meeting have been moved to the Executive Committee (Section D) of our Bylaws and highlighted in yellow. Section E (Joint AC/EC Meetings) have been struck from our Bylaws.

In addition, I have recommended an additional line item in our Executive Board Election of Officers (Section C). We have very strict requirements involving election and rotation of officers. There is no flexibility. When Keith Dennis resigned as Executive Director immediately prior to our annual election of officers, SEAGO was potentially looking at an extended recruitment and selection process for a new Executive Director. I received a recommendation that we postpone the election of officers in order to provide experience and consistency through the process. A review of the bylaws found that it was not feasible. To provide some flexibility during exceptional circumstances, the following paragraph was added to Section C of

our Bylaws:

“In the event of an exceptional circumstance such as the termination/resignation of the Executive Director or financial emergency, the Executive Board may pause the election of officers until the August meeting to allow time for the exceptional circumstance to be resolved.”

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

Attachments: ***August 2025 Recommended Bylaws Revisions***

Action Requested:

Information Only

Action Requested Below

A motion to recommend approval of the August 2025 Bylaws Revision

BYLAWS
OF THE
SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION

ARTICLE I – ESTABLISHMENT; BOUNDARIES OF REGION; ACRONYM

- A. Basis for establishment of the SouthEastern Arizona Governments Organization occurred on July 8, 1970, with the issuance of Executive Order No. 70-2 by the Governor of the State of Arizona.
- B. Geographic limits of the SouthEastern Arizona Governments Organization are as defined by the Executive Order cited above and described as comprising the Counties of Cochise, Graham, Greenlee, and Santa Cruz, State of Arizona, and identified as State of Arizona Planning District VI.
- C. The SouthEastern Arizona Governments Organization is known also by the acronym: SEAGO.

ARTICLE II – STATEMENT OF PRINCIPLES

- A. The principles on which the SouthEastern Arizona Governments Organization (SEAGO) are founded are as follows:
 - 1. Elected public officials of towns, cities, counties, and Native American Tribal Governments should exercise basic initiative and leadership in the conduct of community governmental affairs, and these officials should have primary responsibility for dealing with the problems and needs which concern their constituencies jointly.
 - 2. A regional organization is appropriate for coordinating the mutual interests of towns, cities, counties, and Native American tribal governments in the SEAGO region.
 - 3. Constructive and workable policies and programs for dealing with intra-community affairs can be most effectively and expeditiously developed by regular meetings of governmental entity members in a region wide association designed for handling such matters.
 - 4. The SouthEastern Arizona Governments Organization’s Member Entities have equality of membership, and nothing in these Bylaws shall be construed as authority for SEAGO to intervene or to interfere in any matters which essentially are within the jurisdiction or prerogative of the individual Member Entities without the express consent of the particular member’s governing body.

5. SEAGO is not, nor is it intended to be, a substitute for local government. It is, however, an organization through which individual units of government can communicate, cooperate, and coordinate.

B. These principles are guidance for all elements of SEAGO's operations.

ARTICLE III – FUNCTIONS

A. Functions of SEAGO include:

1. Providing a forum for study and discussion of matters of mutual interest to the governments within the region.
2. Promoting, through cooperation and pooling of common resources, maximum efficiency and economy in governmental operations which will provide citizens with the utmost value of their tax monies.
3. Identifying, clarifying, and preparing comprehensive plans for reducing and eliminating regional problems which are multi-jurisdictional in scope.
4. Facilitating agreements among governmental units for specific projects for accomplishment of certain programs which interrelate or for adopting particular policies which serve the needs of Member Entities.
5. Preparing for future growth and development of SEAGO and the community interests it represents.
6. To adopt Bylaws, rules of procedure, and other rules and regulations if and as the same may appear necessary or advisable in carrying out the purposes and powers of SEAGO.

B. Other functions, which may be identified from time-to-time by the Executive Board, appropriate to the organization and operation of SEAGO.

ARTICLE IV – DEFINITIONS

A. The following definitions are provided for proper understanding of words common to the operations of SEAGO:

1. **Administrative Council:** The collective grouping for organizational and operational purposes of the managers of the cities and towns, or the clerks of incorporated municipalities; the county managers (or in any county not having a manager, the clerk of the board of supervisors), or the chief administrative officer of any other governmental unit which is a Member Entity of SEAGO.
2. **Administrative Committee:** The collective grouping for organizational and operational purposes of the officers of the Administrative Council as provided in Article VII.

3. **Chair of the Board or Council:** The individual identified as the presiding officer of the Executive Board or the Administrative Council, respectively.
4. **Executive Board:** The collective grouping for organizational and operational purposes of the publicly-elected representatives of the Member Entities and other representatives approved by the Executive Board within the categories as provided in Article V.
5. **Executive Committee:** The collective grouping for organizational and operational purposes of the officers of the Executive Board as provided in Article VI.
6. **Executive Director:** That individual who serves at the pleasure of the Executive Board as the chief administrative executive for SEAGO as provided in Article IX.
7. **Functional Committees:** Those groups whose members are appointed by the Executive Board from the public and private sector to provide advice and counsel on particular concerns within the SEAGO region as provided in Article VIII.
8. **Member Entity:** Those local government jurisdictions who have met the requirements for membership in SEAGO as provided in Article V.
9. **Member Entity Representative:** That representative of a Member Entity who shall have been properly certified as a member of the Executive Board or of the Administrative Council of SEAGO as provided in Article V.
10. **Organization:** Equal in meaning to SEAGO when used as a capitalized word herein.
11. **Private Sector Representative:** An individual who is neither an elected official of a county or municipality nor an employee of such who has been appointed to represent that government.
12. **Secretary:** That individual designated by the Executive Board as having responsibility for preparation and maintenance of records and files of the Board as provided in Article IX.
13. **Treasurer:** That individual designated by the Executive Board as an overseer of the financial books and accounts of SEAGO as provided in Article VI.

ARTICLE V – MEMBERSHIP AND REPRESENTATIVES

- A. The following jurisdictions are presently eligible for membership in SEAGO: Cochise County, Graham County, Greenlee County, and Santa Cruz County, all of the incorporated city and town governments which presently exist or may be incorporated within these counties, and all Native American Tribal Governments whose reservations occur, entirely or in part, within these counties.
- B. Upon passage of resolutions of intent to join SEAGO, an eligible governmental unit shall be admitted to membership provided that it has complied with all requirements of membership as determined by the Executive Board, including the payment of any fees or assessments. Any Member Entity Representative whose fees or assessments have not been paid within four

months after those fees or assessments have become due shall be considered delinquent and shall not be entitled to vote or participate in any subsequent meeting until such charges are paid by the Member Entity. Notice of a Member Entity's delinquency shall be mailed, faxed, and/or e-mailed to its Member Entity Representatives. Subject to approval of the Executive Board, twelve months after such delinquency, unless it be cured, such Member Entity shall cease to be a SEAGO Member Entity. Notice of the Executive Board's decision to cancel a Member Entity's membership in SEAGO shall be mailed to its Member Entity Representatives via certified or registered mail. Membership will be automatically reinstated upon the payment of the canceled Member Entity's allocated fees or assessments.

- C. Each Member Entity shall be entitled to delegate to one of its elected officials the duties of service on the Executive Board, and this Member Entity Representative is limited to an individual who has been elected by the voters of the jurisdiction which he represents.
- D. In addition to the Member Entity Representatives, the Executive Board shall appoint one (1) individual from each county area to serve as a Private Sector Representative from that county area. These Private Sector Representatives shall be appointed from the nominations submitted by the Member Entity Representatives from that county area. The Private Sector Representatives shall 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. Private Sector Representatives shall serve at the will of the Executive Board and shall serve a two (2) year term, with the option of being appointed to a second term.
- E. An additional Private Sector Representative, representing low income or minority groups or representative organizations, shall also be appointed by the Executive Board from each county with a population greater than 100,000. This Representative or Representatives shall be selected from nominations submitted by the Member Entity Representatives of those counties with a population greater than 100,000 within the SEAGO region.
- F. The membership of SEAGO may be augmented by a majority vote of the total Executive Board.
- G. Member Entities may designate alternates to serve as a representative on the Executive Board or on the Administrative Council, provided the alternate meets the same qualifications specified for membership on those respective bodies.

ARTICLE VI – EXECUTIVE BOARD

- A. The Executive Board shall be comprised of the Member Entity Representatives of the Member Entities of SEAGO and five Private Sector Representatives, as provided in Article V.
- B. The Executive Board's powers and functions shall include:
 - 1. Formulation of policy for the Organization.
 - 2. Review and adoption of a budget and the establishment of fees and/or assessments.

3. Approving or rejecting or deferring action on any matter its members determine to be properly within their purview.
 4. Employment of and dismissal of an Executive Director.
 5. The responsibility of conducting an annual evaluation of the Executive Director. The Executive Board may schedule a special meeting, an executive session, or both for the purpose of performing the evaluation, and shall present the results of the evaluation to the Executive Director.
- C. The Executive Board shall elect from among its members, who are representatives of Member Entities and subject to election by the voters of their respective jurisdictions, a (1) Chair, who shall preside over meetings of the Executive Board, (2) a First Vice Chair, who shall preside over meetings of the Executive Board in the absence of the chair, (3) a Second Vice Chair, who shall preside over meetings of the Executive Board in the absence of the chair and First Vice Chair, and (4) Treasurer, who shall preside over meetings of the Executive Board in the absence of the chair, First Vice Chair and Second Vice Chair. The officers' terms shall be co-terminus for one year each. These officers of the Executive Board shall comprise the SEAGO Executive Committee. Service on the Executive Committee shall be subject to the following terms:
1. Election of officers of the Executive Board shall be held at the first regularly scheduled meeting of the Executive Board in each calendar year. Newly-elected officers shall take their seats at the conclusion of the meeting at which they were elected. The time between the seating of newly-elected officers is one year and the successive year's seating of officers shall be considered one annual term.
 2. Officers of the Executive Board shall serve a single annual term in each of the officer's position with annual advancement to the next highest seat on the Executive Committee, i.e. Treasurer to Second Vice Chair to First Vice Chair to Chair, provided said officers meet all further requirements as set forth in these Bylaws for service on the Executive Committee.
 3. Beginning with the election of Executive Board officers for calendar year 2004 not more than one officer shall represent Member Entities in one of SEAGO's member counties. The rotation for service among counties shall be as follows: Cochise, Santa Cruz, Greenlee, and Graham Counties. An exception to this would be allowed in instances where a Board member from a given county is not available to serve as an officer of the Executive Board, in which case the Executive Board shall elect a member to that seat from among their members. Such action will not impact upon the rotation order as stated here beyond the continued service of that "at large" Executive Committee member. This individual, selected "at large" for Executive Committee service, would then be considered by the members from their respective county along with their "regular" (that position coming from that county in normal rotation to the Executive Committee) in determining which should be that member county's representative after their one year of service as an "at large" Executive Committee member. This manner would allow any county to have more than one member of the Executive Committee for no more than one year.

4. Candidates for Executive Board officers shall be chosen from among the member cities, towns, counties and Native American Tribal Governments in each county by the SEAGO members in that county.
5. In order to be elevated to the position of Chair of the Executive Board, the member representative must have served at least one year on the Executive Board. In instances where the First Vice Chair is subject to rotation to Board Chair has not served at least one year on the Executive Board, the Board shall elect an eligible representative from among their membership. The Board could elect from among these three options to fill the Chair's seat for that term:
 - Option 1 The Board could elect to have the current Chair hold office for no more than one additional annual term.
 - Option 2 The next lower officer in the rotation having at least one year of service on the Executive Board would be elevated to Chair.
 - Option 3 The Board could elect a Chair from among its membership provided they have served at least one year on the Board.

Such action will not impact upon the rotation order set forth in Paragraph 3., above.

6. In the event of an exceptional circumstance such as the termination/resignation of the Executive Director or financial emergency, the Executive Board may pause the election of officers until the August meeting to allow time for the exceptional circumstance to be resolved.

D. Officers of the Executive Board, the Chair, First Vice Chair, Second Vice Chair, and Treasurer, shall comprise the Executive Committee and shall have the following powers and such other powers as may be delegated by the Executive Board:

1. Conduct meetings and take action in between regularly scheduled meetings of the Executive Board, except that any actions that set or have the effect of setting SEAGO policy shall only be made by the Executive Board. All members of the Executive Board are encouraged to participate in the discussion, but only the Executive Committee is authorized to vote on the matters under consideration. Meetings may be held in a location deemed suitable by the Executive Committee or by virtual meeting. The posting for the meeting will indicate the structure of the meeting and identify a location that will allow the public to attend and/or listen. The Secretary of the Executive Board shall report all actions taken by the Executive Committee to the Executive Board within 45 days of the date such actions were taken.
2. Addressing time-sensitive program related business that must be taken care of between regular meetings.
3. These meetings may be held at regular intervals in accordance with an annual schedule approved by the Executive Board during the first meeting of the calendar year. If there is no pending business that meets the criterion in Paragraph 1 or 2 above, such meetings will be cancelled by notice from the Executive Director.

4. Any member of the Executive Board may affect the postponement of business proposed for consideration by the Committee by attending the meeting and expressing their concerns to the Committee. Any member wishing to defer an action under consideration of the Committee shall, at a minimum, state the reasons the proposed business is not program related, is not time sensitive, and why no hardship will come from delaying the proposed action until the next regular meeting, or why taking the proposed action would be detrimental to the best interests of the region. If the Committee determines that the reasons for deferring the proposed business are valid, they shall, by motion and vote, table the subject business until the next regular meeting of the Executive Board.
5. Approval of the emergency use of fund balance should it become necessary to do so in order to sustain essential program operations due to a temporary interruption of funding from the Federal or State government in accordance with Article XII, Section G of these Bylaws.

E. Quorum and Voting of the Executive Committee

1. For official action to be taken by the Executive Committee to be taken, a quorum of three members must be present and voting.
2. In the instance of a tie vote among the Executive Committee, the question will be subject to majority vote of the full Executive Board.

ARTICLE VII – ADMINISTRATIVE COUNCIL

A. The Administrative Council shall be comprised of the managers of the cities and towns, or the clerks of incorporated municipalities, the county managers (or in any county not having a manager, the clerk of the board of supervisors), or the chief administrative officer of a Native American Tribal Government, or any other Member Entity of SEAGO.

B. The Administrative Council’s powers and functions shall include:

1. Recommendation to the Executive Board of any matters its members deem appropriate for consideration by the Board or which require Executive Board approval.
2. Coordination of Functional Committees and review of reports and recommendations of these committees without power to reject any of these committees’ recommendations, and referring to the Executive Board any Functional Committee proposals, commenting in support of or against any such proposals or passing on without comment any proposals submitted by Functional Committees.
3. Responding to the Executive Board’s requests for recommendations, reports, studies, or other information pertinent to the operations of SEAGO.
4. Each member shall act as liaison to their respective mayor or Member Entity representative with regard to material and information supplied by the Executive Director and shall brief their respective Mayor or Member Entity representative on upcoming action items, Bylaws’ changes, and reports that may require follow-up review.

- C. The Administrative Council shall elect from among its members, (1) a Chair, who shall preside over meetings of the Administrative Council, (2) a Vice Chair, who shall preside over meetings of the Administrative Council in the absence of the Chair, (3) a Secretary, who shall preside over meetings of the Administrative Council in the absence of the Chair and Vice Chair, and (4) Treasurer, who shall preside over meetings of the Administrative Council in the absence of the Chair, Vice Chair and Secretary. The officers' terms shall be co-terminus for one year each. These officers of the Administrative Council shall comprise the SEAGO Administrative Committee. Service on the Administrative Committee shall be subject to the following terms:
1. Election of officers of the Administrative Council shall be held at the second regularly scheduled meeting of the Administrative Council in each calendar year. Newly-elected officers shall commence their terms on July 1 of each year. The time between the seating of newly-elected officers and the successive year's seating of officers shall be considered one annual term.
 2. Officers of the Administrative Council shall serve a single annual term in each of the officer's position with annual advancement to the next highest seat on the Administrative Committee, i.e. Treasurer to Secretary to Vice Chair to Chair, provided said officers meet all further requirements as set forth in these Bylaws for service on the Administrative Committee.
 3. Beginning with the election of Administrative Council officers for fiscal year 2023, not more than one officer shall represent Member Entities in one of SEAGO's member counties. The rotation for service among counties shall be as follows: Cochise, Santa Cruz, Graham, and Greenlee Counties. An exception to this would be allowed in instances where a Council member from a given county is not available to serve as an officer of the Administrative Council, in which case the Administrative Council shall elect a member to that seat from among their members. Such action will not impact upon the rotation order as stated here beyond the continued service of that "at large" Administrative Committee member. This individual, selected "at large" for Administrative Committee service, would then be considered by the members from their respective county along with their "regular" (that position coming from that county in normal rotation to the Administrative Committee) in determining which should be that member county's representative after their one year of service as an "at large" Administrative Committee member. This manner would allow any county to have more than one member of the Administrative Committee for no more than one year.
 4. Candidates for Administrative Council officers shall be chosen from among the member cities, towns, counties and Native American Tribal Governments in each county by the SEAGO members in that county.
- D. Officers of the Administrative Council, the Chair, Vice Chair, Secretary, and Treasurer, shall comprise the Administrative Committee and shall have the following powers and such other powers as may be delegated by the Administrative Council subject to the approval of the Executive Board:
1. To provide recommendations as needed to the Administrative Council on pending policy decisions and actions.

2. To serve as an advisory group to the Executive Director pertaining to programs, services, management and conflicts that may arise.
3. Conduct meetings and take action in between regularly scheduled meetings of the Administrative Council. All members of the Administrative Council are encouraged to participate in the discussion, but only the Administrative Committee is authorized to vote on the matters under consideration. Meetings may be held in a location deemed suitable to the Administrative Committee or by conference call. The posting for the meeting will indicate the structure of the meeting and identify a location that will allow the public to attend and/or listen. The Secretary of the Executive Board shall report all actions taken by the Administrative Committee to the Administrative Council within 45 days of the date such actions were taken.
4. Recommend approval of the emergency use of fund balance should it become necessary to do so in order to sustain essential program operations due to a temporary interruption of funding from the Federal or State government in accordance with Article XII, Section G of these Bylaws.

E. Quorum and Voting of the Administrative Committee

1. For official action to be taken by the Administrative Committee, a quorum of three members must be present and voting.
2. In the instance of a tie vote among the Administrative Committee, the question will be subject to majority vote of the Executive Committee.

ARTICLE VIII – COMMITTEES

A. Standing and Special Committees may be created by the Executive Board and the Administrative Council from among their respective memberships.

1. Chairs of the Executive Board and the Administrative Council shall be empowered to:
 - a. Define the purpose and responsibilities of committees they create.
 - b. Appoint the Chair of any committee they create.
2. Committees created by the Executive Board and Administrative Council shall have terms of service corresponding to their appointing authority and shall serve at the pleasure of their appointing authority.
3. Chairs of Standing and Special Committees may choose their own Vice Chairs.

B. Functional Committees shall be created and members appointed to these committees by the Executive Board.

1. Functional Committees shall be concerned with special and particular needs of the community of interests represented in the SEAGO region in such matters as, for example, Housing, Transportation, Aging, Social Services, and Economic Development.
 2. Membership of Functional Committees may be drawn from both the public and private sectors, and representation from the various geographic areas within the SEAGO region will be a factor for consideration by the Executive Board when appointing members.
 3. Member entity staff designated by their respective communities to serve on SEAGO Functional Committees do not require formal appointment by the Executive Board.
- C. Committees have no power or authority to commit SEAGO to any action, nor are they empowered to set policy for the organization, such powers being reserved to the Executive Board. All SEAGO Committee meetings shall be open to the public.

ARTICLE IX –EXECUTIVE DIRECTOR; SECRETARY

- A. The Executive Board shall appoint a person or an agency to serve as the Executive Director of SEAGO and as Secretary for the Executive Board.
1. The Executive Director shall employ necessary staff support for the Organization and shall function as the principal administrative executive with duties and responsibilities involving financial and personnel management and operational authority over the programs administered by the Organization.
 2. The Executive Director shall further be responsible for maintaining the archives and records of the Organization and for conducting the correspondence of the Organization.
- B. The Executive Director shall present to the Executive Committee (the officers of the Executive Board) for review and concurrence the positions to be created and salaries to be paid employees of SEAGO.

ARTICLE X – QUORUM AND VOTING; PROXIES; VACANCIES

A. Quorum

1. The number of members who must be present at any meeting of the Executive Board or the Administrative Council for the purpose of conducting business of a permanent or binding nature shall be one-third plus one of the Member Entity Representatives who are members of each respective body.
2. The number of members who must be present at any SEAGO committee meeting for the purpose of conducting business shall be those present with the exception of a committee which consists of only two members, in which case both members must be present to have a quorum, or the Executive Committee, in which case a majority must be present to have a quorum.

3. For quorum purposes only, in the event of three (3) successive absences by any Member Entity Representative, the third absence will automatically cancel its membership in SEAGO and the required quorum at such meeting will reflect the reduced membership. However, such cancellation shall not affect the payment of funds which have, prior to the time of such cancellation, been committed or allocated to such Member Entity or committed or allocated for use within the jurisdictional limits of such Member Entity. Membership will automatically be reinstated upon that Member Entity's presence at a subsequent meeting.

B. Voting

1. Each Member Entity Representative and Private Sector Representative shall be entitled to cast one vote on the Executive Board; each Member Representative on the Administrative Council shall be entitled to cast one vote; each committee member shall be entitled to cast one vote.
2. Any duly authorized member unable to be present or to have his alternate present at any meeting of the Executive Board or Administrative Council meeting may provide any other representative of his same group, i.e., the entities, with written credentials, i.e. a proxy, containing instructions as to how he wishes his representation to be expressed at the meeting.
3. Each voting Member Entity representative shall have one (1) vote, provided the Member Entity is not delinquent in paying assessments established by the Executive Board as set forth in Article V., B., above.
4. When a quorum is present at any meeting of bodies described herein, the yeas or nays of a majority of the members present, or represented by proxy, shall decide matters brought to a vote.
5. The Chairs of the Executive Board, the Administrative Council, and the committees shall have the same voting privileges as any member of their respective bodies.

C. Vacancies

1. Upon a vacancy occurring in the office of Chair of any of the bodies described herein, the next highest ranked officer of the particular body shall serve as Chair for the balance of the unexpired term. In the case of a vacancy occurring in the office of Chair of the Executive Board and the First Vice Chair has not served at least one year on the Executive Board, the First Vice Chair shall preside over meetings of the Executive Board until such time as the Board has elected an eligible representative in accordance with Article VI, C., 5., above. Such action shall not impact upon the rotation order set forth in Article VI., C., 3., above.
2. Upon a vacancy occurring in any other elected office of any of the bodies described herein, the members of the particular body shall elect a new officer from a Member Entity of the same county to serve the balance of the unexpired term.

ARTICLE XI – MEETINGS

- A. Regular meetings of the Executive Board and of the Administrative Council shall be held at least four times during the period from July 1 to June 30; and of the committees at least once each calendar year.
1. The Executive Board’s annual meeting (which may be considered also a regular meeting) shall be held the first meeting of the calendar year, at which time officers shall be elected. They will begin their term at the conclusion of the meeting at which they were elected.
 2. The Administrative Council’s annual meeting (which may be considered also a regular meeting) shall be held within the last two months of each fiscal year, at which time officers shall be elected for the ensuing year. They will begin their term the first meeting of the fiscal year.
- B. Special meetings of the Administrative Council and Executive Board may be called at the discretion of their Chairs or at the request of the member or members required for a quorum of the respective bodies.
- C. Time, date, and location of regular meetings of the Executive Board shall be determined by a simple majority of its members present for a meeting or a simple majority of those polled by mail, e-mail or telephone, and regular meetings of other bodies provided for herein shall be held as their members determine.
- D. No regular or special meetings of the Executive Board and the Administrative Council shall be held without proper notice having been provided to all official representatives. Proper notice shall be construed as having been issued by:
1. A written announcement being placed in the mail, faxed, or e-mailed to all official representatives at least five days in advance of the date of the meeting.
 2. An agenda of the topics to be considered accompanying the mailed notice.
 3. If a condition arises that requires immediate action by the Executive Board, Executive Committee, Administrative Council, or Administrative Committee the Executive Director will notify the Chair of the appropriate body, who may call a special meeting by authorizing the posting, faxing and/or e-mailing a notice and agenda of such meeting to all members of the Administrative Council and Executive Board. Such notice will be provided at least one week in advance of the meeting whenever possible. Individuals may also request that meeting materials be sent to them via regular mail, however, timely receipt of such materials is not guaranteed.
- E. ~~Meetings of the Administrative and Executive Committee (the Committees) shall be subject to the following requirements:~~
- ~~1. Meetings shall be exclusively for the purpose of taking action on program related, time sensitive business that must be taken care of in between regular meetings of the Administrative Council and Executive Board.~~

- ~~2. Committee meetings may be held at regular intervals in accordance with an annual schedule approved by the Administrative Council and Executive Board. If there is no pending business that meets the criterion in Paragraph 1 above, such meetings will be cancelled by notice from the Executive Director.~~
- ~~3. The Executive Director or any member of the Administrative Council or Executive Board may request an agenda item for a meeting of the Committees by providing written information to the Chairs of the respective bodies describing the nature of the proposed business. Such information shall, at a minimum, state the specific program to which the request relates, why it is considered time sensitive, and what consequences may result from delaying action on the proposed business until the next regular meeting of the Administrative Council and Executive Board. The Committee Chairs shall consider the information provided and determine if a meeting is necessary. If it is determined that the proposed business is program related, time sensitive, and therefore necessary, the Committee Chairs shall authorize the Executive Director to prepare a notice of meeting and distribute it, along with any related material, in accordance with Section D., 3., above.~~
- ~~4. Any member of the Administrative Council or Executive Board may affect the postponement of business proposed for consideration by the Committees by attending the meeting and expressing their concerns to the Committees. Any member wishing to defer an action under consideration of the Committees shall, at a minimum, state the reasons the proposed business is not program related, is not time sensitive, and why no hardship will come from delaying the proposed action until the next regular meeting, or why taking the proposed action would be detrimental to the best interests of the region. If the Committees determine that the reasons for deferring the proposed business are valid, they shall, by motion and vote, table the subject business until the next regular meeting of the Administrative Council and Executive Board.~~

- F. Committees described herein shall adopt their own rules with respect to meetings, abiding, nonetheless, by that proviso for frequency noted above (Section A).
- G. All meetings of the SEAGO Executive Board, Executive Committee, Administrative Council, and Administrative Committee shall be held in accordance with the Arizona Open Meeting Law.

ARTICLE XII – FINANCES

- A. The fiscal year of SEAGO shall commence on July 1.
- B. The Executive Board shall have the power to receive bequests, gifts, grants, and donations, of all kinds of property, in fee simple, and with the approval of these Bylaws, authorizes the Executive Director to do all acts necessary to carry out the purposes of such bequests, gifts, grants, and donations, with power to manage, sell, convey, contract, lease, or otherwise dispose of the same in accordance with the terms thereof, or absolutely in case such bequest, grant, gift, or donation be unconditional. Assets with a current value of more than five thousand dollars (\$5,000.00) may only be disposed of upon approval of the Executive Board.

C. Assessment Dues

1. Annual assessment dues for all Member Entities shall be established on a per capita basis, with such charges for cities and towns being based on population within their corporate limits, and assessment dues for counties being based on population of their unincorporated areas. Assessment dues assessed any Native American Tribal Government shall reduce the dues assigned the county or counties within which that Tribe's boundaries are situated.
2. Any Member Entity that is more than one year delinquent in paying its assessment will lose its SEAGO membership as set forth in Article V., B., above.

D. The Executive Board may establish a special assessment for any Member Entity of the Organization in connection with administering special projects or undertaking special studies as may be authorized by the Member Entity in accordance with any agreement the Executive Board may enter into with the governing body of the Member Entity.

E. The Executive Board may contract with various agencies, public and private, to have certain staff services and administration performed in furtherance of programs and projects deemed suitable to the Organization's region and to receive funds into the Organization's treasury.

F. Annual Audit

1. The Executive Board shall cause an annual audit of the fiscal accounts and records of the Organization to be performed as soon after the close of the various programs' fiscal year as practicable.
2. The audit report shall be presented to the Executive Board and made available to all official representatives on the Board.

G. Emergency Funding

1. In the event of a temporary interruption of funding provided by the Federal, State or Local governments, for operation of any programs approved in the annual budget process or by other action taken by the Executive Board, the Executive Director shall perform an analysis of the essential operating costs to sustain said programs for a period of thirty (30) days. The Executive Director shall provide an estimate of the duration of the temporary funding interruption, the amount of funding needed to sustain essential program operations until the next regular meeting of the Administrative Council and Executive Board, and any other relevant information, to the Chairs of the Administrative and Executive Committees.
2. The Chairs of the Administrative and Executive Committees shall review the information received from the Executive Director, and determine if a special meeting is necessary. If it is determined that a condition exists that requires a special meeting of the Committees, the Committee Chairs shall authorize the Executive Director to prepare a notice of combined meeting of the Administrative and Executive Committees and distribute it, along with any related material, in accordance with Article XI, Section D., Paragraph 3.

3. After consideration of the information presented by the Executive Director at a special meeting called for purposes of this Section, the Administrative and Executive Committees shall have the authority, on a case by case basis, to approve the use of fund balance, if available. The amount of fund balance used shall be the minimum amount necessary to sustain essential program operations until the next regular meeting of the Administrative Council or Executive Board, and approval shall be subject to the fund balance being reimbursed by the funding source after the funding interruption has ended.

ARTICLE XIII – WITHDRAWAL

- A. Any Member Entity may withdraw from SEAGO by providing a copy of a resolution, passed by its governing body, stating the reason for the withdrawal.
- B. The withdrawal shall become effective upon receipt by the Secretary of the Executive Board and any outstanding obligations attaching to the Member Entity by the Organization shall be due and payable at the time of withdrawal.

ARTICLE XIV – AMENDMENTS

- A. Amendments to these Bylaws may be proposed by one or more official representatives on the Executive Board and may be amended by a majority vote of the total members of the Board, provided:
 1. The proposed amendment shall have been submitted in writing at least 30 days prior to the meeting at which the amending proposal is to be voted upon, and
 2. The Secretary of the Executive Board shall submit the proposed amendment to each Executive Board official representative at least 15 days prior to said meeting.

ARTICLE XV – EFFECTIVE DATE

These Bylaws shall become effective immediately upon acceptance of a majority of the official representatives of the Member Entities of the SouthEastern Arizona Governments Organization.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: CHRIS VERTREES, EXECUTIVE DIRECTOR
DATE: AUGUST 7, 2025
SUBJECT: REGIONAL TRANSPORTATION COORDINATION PLAN APPROVAL

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

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

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

Due to the size of the Coordination Plan it has not been included in your packet. The plan is available at: <https://www.keepandshare.com/doc12/258495/seago-2025-26-coordinated-public-transit-plan-04-07-25-a?da=y>

Attachments: None

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the SEAGO 2025-2026 Regional Transportation Coordination Plan to the Executive Board.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: CHRIS VERTREES, EXECUTIVE DIRECTOR
DATE: AUGUST 7, 2025
SUBJECT: APPROVAL OF FY27 RTAC PRIORITY PROJECT LIST

The last several years, the Rural Transportation Advisory Council (RTAC) has requested that Greater Arizona COGs and MPOs develop a list of regional priorities consisting of the top projects to be put forward by all the COGs/MPOs in Greater Arizona to the State Legislature for funding. The SEAGO Region was very successful during the FY24 budget cycle. We secured almost \$30 million in projects. Last year we developed a FY25 Priority Project List that included \$36,102,142 in projects. Unfortunately, due to significant budget deficits the State Legislature did not fund any projects from the RTAC list.

This year, we were once again successful in seeing some projects on our list get funded. The following projects were funded:

Frank Reed Road Improvements – City of Nogales - \$1.5 million

Industrial Park Road Improvements – City of Nogales - \$2.9 million

La Quinta Road Improvements – City of Nogales - \$1.8 million

RTAC has again requested that each Greater Arizona COG/MPO develop a list of Regional Transportation Priority Projects be submitted to the State Legislature for funding in the FY27 budget cycle. SEAGO had a total of \$43,322,570 to program. Unfunded projects from our FY26 list were carried over for FY27. This left us approximately \$10.2 million to include in our FY27 list.

On May 16, 2025, SEAGO issued a Call for Projects. The call closed on June 20, 2025. SEAGO received 4 applications with 3 which were able to be included in our FY27 RTAC list. Those projects were:

8th Street Improvement Project – Graham County - \$2.535 million

Western Avenue/Target Range Road Paving Project – City of Nogales - \$6,927,573

SR 80/Washington Avenue Turn Lane Improvements – City of Douglas - \$1.5 million

A second Nogales application (Commercial Roads Paving Project) could not be included in this year's list. This does not preclude Nogales or any other member agency pursuing

direct legislative awards. ***The Western Avenue/Target Range Road Paving Project was the top priority for Nogales.***

As we have done in past years, construction contingency line items were not included in the funding recommendations.

Attached is our FY27 programming plan. We do not rank these projects in priority order. Historically, project ranking has not played a role in project selection as legislatures prioritize and select projects based upon the needs of their district. It is incumbent on each applicant to reach out to your state legislature and get their support for your project.

The SEAGO TAC reviewed and approved the Priority Project List at our July 17, 2025, TAC Meeting.

I will be glad to answer any question you may have at our meeting.

Attachments: SEAGO FY27 Priority Project List

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the list representing the SEAGO Region’s Priority Transportation Projects List to our Executive Board.

Project Sponsor	Project Name	Project Cost	Local Contribution	Recommended Funding
San Carlos Apache Tribe	Peridot Siding Road Pavement Overlay Project	\$3,143,000	\$179,151	\$2,963,849
Santa Cruz County	West Frontage Road at Camino Ramanote Roundabout	\$1,170,000	\$66,690	\$1,103,310
City of Douglas	Douglas Downtown Revitalization Streetscape Project	\$7,549,804	\$430,339	\$7,119,465
Graham County	Reay Lane Improvements	\$3,955,058	\$225,438	\$3,729,620
Cochise County	Davis Rd- MP 5 & 13 Improvements	\$6,000,000	\$342,000	\$5,658,000
Town of Duncan	High Street Improvements	\$1,962,611	\$111,869	\$1,850,742
Cochis County	Davis Rd – Central Hwy to US-191	\$7,555,013	\$430,636	\$7,124,377
Graham County	8th Street Improvement Project	\$2,535,000	\$144,495	\$2,390,505
City of Nogales	Western Avenue- Target Range Road Paving Project	\$6,927,573	\$394,872	\$6,532,701
City of Douglas	SR 80 - Washington Turn Lane Improvements	\$1,500,000	\$250,000	\$1,250,000
Cochise County	Moson Road - Transfer to SVMPO	\$3,600,000	\$0	\$3,600,000
			Total Cost	\$43,322,570

New Projects
Carry Over Projects



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: CHRIS VERTREES, EXECUTIVE DIRECTOR
DATE: AUGUST 7, 2025
SUBJECT: ADMINISTRATIVE COUNCIL MEETING CALENDAR UPDATE

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. All meetings have a virtual option.

I have reviewed in-person attendance of our last 8 meetings. We had a total of 13 member-entity representatives attending in-person for an average of about 1.6 people per meeting. Each meeting costs SEAGO approximately \$1,000 per meeting in room rental fees, mileage, travel time, and breakfast meal.

I understand that you are extremely busy. I respect your time and would like to accommodate your busy schedules. As briefly discussed at our last meeting, it may be time to shift from hybrid to virtual meetings. Below are 4 options for your consideration:

Option A – Keep Current Schedule

Meeting Month	Meeting Location
February	Hybrid
May	Hybrid
August	Hybrid
November	Hybrid

Option B – All Virtual Meetings

Meeting Month	Meeting Location
February	Virtual
May	Virtual
August	Virtual
November	Virtual

Option C - 2 Hybrid Meetings Per Year

Meeting Month	Meeting Location
February	Virtual
May	Hybrid
August	Virtual
November	Hybrid

Option D – 1 In-person Meeting Per Year

Meeting Month	Meeting Location
February	Virtual
May	In-person
August	Virtual
November	Virtual

May has been selected as the in-person meeting due to **Election of Officers** being a primary activity.

Attachments: None.

Action Requested: Information Only Action Requested Below:

A motion to adopt schedule A, B, C, or D.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR
DATE: AUGUST 7, 2025
SUBJECT: TRAVEL POLICY UPDATE

As a condition of receiving federal transportation funds, recipients must comply with the current Federal General Services Administration (GSA) travel requirements identified in Title 41 of the Federal Code of Federal Regulations (CFR), Section 300.

SEAGO strictly follows the State of Arizona Accounting Manual (SAAM) Travel Policy which aligns with the GSA travel requirements. A review by ADOT and the State of Arizona General Accounting Office (GAO) who develops and oversees the State Travel Policy found that to be eligible for reimbursement of travel expenses a traveler must be in travel status. The GAO defines travel status as being more than fifty (50) miles from both the traveler's residence and the regular duty post. Travel expenses that are subject to the 50-mile rule include lodging, meals, and mileage reimbursement. **I have attached the memo from ADOT clarifying the 50-mile rule for travel status requirement.**

The Arizona Department of Transportation has required all COGs and MPOs to develop a travel policy that adheres to the 50-mile travel status in order receive federal transportation funding. Since all our programs follow the SAAM Travel Policy, the GAO interpretation of the 50-mile rule impacts all our programs.

Note: This will have a significant impact on some of SEAGO's lowest paid employees, especially our case managers who must drive significant miles within the 50-mile boundary to visit their clients. To address this issue, SEAGO has worked with the Department of Economic Security Division of Aging and Adult Services to secure funding for case management vehicles with no SEAGO matching costs. As mileage reimbursement has climbed to .67 cents per mile, it is estimated that we will save over \$10,000 annually. We are developing a fleet management policy for review and approval at our November meeting.

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

Attachments: SEAGO Updated Travel Policy
SEAGO Offices 50-mile Radius Map
ADOT Clarification on the 50-mile Rule for Travel Status Memo

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

Action Requested: Information Only Action Requested Below:

A motion to recommend the approval of the updated Travel Policy to the Executive Board.

Purpose

The purpose of this policy is to ensure that Travel expenses incurred while conducting business for the SEAGO are authorized, necessary, reasonable, and appropriate and must comply with State of Arizona Accounting Manual (SAAM).

Any employee of SEAGO may claim expenses within the limits provided by law when in travel status on official SEAGO business away from his/her designated post of duty under the authority of the Executive Director or the employee's supervisor. Consultants under contract with SEAGO shall comply with this policy. Travel expenses for Executive Board members attending conferences may be reimbursed as authorized in advance by the Board.

- Travel: Travel, which requires employees to commonly use private automobile or public transportation, does not include transportation to and from work or parking associated with attendance at work.
- Means of Travel: Travel will be conducted in the most economical way possible, given due consideration of employees' time and convenience, as well as SEAGO expense. Group travel is required whenever practicable.
- Travel Status: To be in "travel status", a traveler must travel 50 miles or more from both the place of residence and from their duty location.

1.0 Reimbursement for Travel

Reimbursement for travel is limited to the expense of travel by the most direct and usually traveled route. Indirect route for pleasure and convenience will not be reimbursed. Any expenditure related to travel must be:

- For a valid public purpose.
- Required to conduct the business of SEAGO.
- An employee must be in travel status for six (6) hours or more to receive meal reimbursement.
- SEAGO will reimburse mileage only. SEAGO will not reimburse fuel costs without the prior approval of the Executive Director.
- The amounts allowable by statute for travel are the maximums that may be claimed. In no event may any claim be for more than actual expenses incurred, or allowed, as set forth. Receipts shall be required as documentation of actual expenses incurred.

2.0 Designated Post of Duty

The post of duty of each SEAGO employee is defined as the place where the employee spends the largest portion of his or her regular workday, or the place to which he or she returns on completion of special assignments or when not in travel status.

- The designated post of duty of members of boards, commissions, authorities, councils, and committees is deemed to be their place of residence.

- Where the major portion of an employee's working time is spent within a specifically assigned or limited geographical area, travel expenses shall not be allowed to any location less than 50 miles from any point on this assigned area as determined by the most direct and usually travelled route mileage.

3.0 Residence

A place of residence shall be designated for each SEAGO employee. A residence is defined as the actual dwelling place of the employee and shall be determined without regard to any other legal or mailing address. No reimbursement for travel or other subsistence expenses shall be allowed on the premises of an employee's residence.

- When an employee is approved for teleworking, the SEAGO Executive Director or Program Manager may designate an employee's residence as their Post of Duty. However, travel expenses shall not be allowed to any location less than 50 miles from any point on this assigned area as determined by the most direct and usually travelled route mileage.

4.0 Conventions, Conference and Meetings

Conferences, conventions and meetings frequently involve travel and travel related expenses such as meals and lodging. Travel related to conventions, conferences and meetings shall comply with the SAAM Section 40. The following are the general requirements for SEAGO employees:

- Attendance at these events should be arranged to minimize the cost of travel, meals and lodging.

In-state: SEAGO departments are requested not to schedule more employees for attendance at the same conference or meeting that is necessary and appropriate or as the budget will allow.

Out-of-state: Representation of employees at a convention or meeting outside of the state is to be held to a minimum, usually 1 person. It shall be at the discretion of the Executive Director to approve additional employees' attendance at an out-of-state meeting or convention.

- No reimbursement shall be made for recreational or social activities that may be offered in connection with the conference.
- Lodging reimbursements related to these events may not exceed the least expensive single room rate published in the conference brochure (or other official publication of the event, such as its website or solicitation correspondence) for the conference designated lodging.

Expenses incurred in attending conferences and meetings of associations or organizations must be supported by a program or literature showing the opening and closing dates. Receipts for any registration fees must be attached to the request for reimbursement.

5.0 Authorization to Incur Travel Expense

Submitted travel reimbursement requests require written approval from the Executive Director or the employee's supervisor on the approved form.

All travel arrangements, including flight and room reservations, will be made by the employee or the supervisor and the required documentation will be included with the travel reimbursement request.

- **In-State Travel:** Each Department is responsible for the direction of personnel traveling within the state, subject to the limitations on the form of travel and expense allowances outlined below.

- **Out-of-State Travel:** All travel requests shall be subject to an approved travel itinerary. A request for out-of-state travel must be prepared in writing and routed through the immediate supervisor, as applicable. Any Out-of-State travel within 100 miles of the Arizona border will be considered In-State travel.
- **Out-of-Country:** Any out-of-country travel requests must be approved by the Executive Director and shall be subject to an approved travel itinerary. A request for out-of-country travel must be prepared in writing and routed through the immediate supervisor to the Executive Director for approval.

6.0 Subsistence

In-state and out-of-state travel reimbursement rates and guidelines are listed below. These guidelines are intended to be consistent with guidelines established and used by the state of Arizona. These guidelines will update as the state guidelines are updated, regardless of whether this policy has been updated.

Allowances:

Air Fare	Actual (Coach or economy only) with receipt
Auto Mileage	Current rates used by the State with route map
Parking	Actual with receipt
Airport Parking	Current State rates with receipt
Tolls	Actual with receipt
Cab	Actual with receipt
Motel	Current State rates with receipt
Other	Actual with receipt

Any Out-of-State travel within 100 miles of the Arizona border will be considered In-State travel.

For **Out-of-Country Rates**, SEAGO shall follow the guidance provided in the SAAM Section 95 for Out-of-Country rates:

- SEAGO will use the US Department of Defense (DoD) website. The following directions provided by SAAM will be followed:
- Go to the GAO Website Travel Information page at <https://gao.az.gov/travel/welcome-gao-travel> and click on the "Current Alaska, Hawaii and Overseas Rates - Lodging and Meal Index" link found under Contiguous and Non-Contiguous Travel (Alaska, Hawaii, and Out-of-Country) in the Additional Travel Information section to find the rates for the appropriate location.
- To determine the allowable reimbursement rates using the DoD website, the following adjustments and computations must be made:
- Lodging rates, as posted on the DoD website, apply as room rate without further modification. To these rates may be added any taxes or other charges imposed by local governmental jurisdictions.
- To determine the reimbursement limitations on meals and incidentals in Alaska, Hawaii and out-of-country locations, add the DoD Local Meal Rate (not the Proportional Meal Rate) to the Local Incidental Rate and subtract ten dollars (\$10) from that sum.

- The breakdown for partial day meals for Alaska, Hawaii and out-of-country locations can be done using the following percentages of the full-day limitations:
 - Breakfast 20%
 - Lunch 25%
 - Dinner 55%
- Meal & Incidental Expense Reimbursement Rate for Travel in the Continental Us:
 - When travel involves an entire day, the full day meal reimbursement may be used without allocation between breakfast, lunch and dinner. When a meal is provided, the amount allowed for the meal provided is to be subtracted from the full day rate. For days of departure involving an overnight stay, the meal and incidental reimbursement limitation is 75% of the full day rate of the night's destination; for days of return, the meal and incidental limitation is 75% of the full day rate for the location in which the traveler stayed the previous night.
 - The Single and Extended Day Meal Reimbursement Limits may be used without allocation between breakfast, lunch or dinner. The Single and Extended Day Meal Reimbursement Limits are reduced by any meals provided to the traveler (using the amounts set forth in Meal & Incidental Expense Reimbursement Rates, by Meal, for Travel in the Continental US).
 - The Meal Reimbursement Limits for Days of Departure and Return for Travel Involving an Overnight Stay equal seventy-five percent (75%) of the applicable Full Day Meal and Incidental Expense Reimbursement Limits. For days of departure, the applicable Full-Day Meal and Incidental Expense Limit is the rate in effect for that day's final destination (where one will sleep for the night), whether that destination is in-state, out-of-state, or out-of-country; for days of return, the rate in effect is the rate for the location in which the traveler last stayed the night, prior to his returning to his regular duty post and/or home. Days of Departure and Return Reimbursement Limits may be used without allocation between breakfast, lunch or dinner.
- For details relating to partial day travel reimbursement and reimbursement rates for Meals and Incidentals, employees should refer to the State of Arizona Accounting Manual, Section 5025, Meals and Incidentals Section 5030, Hotels, Motels and Lodging, Section 5040, Conferences, Conventions and Meetings, and/or Section 5095, Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates. If a person is traveling to a city with a particularly high cost of living, the Executive Director may approve a higher subsistence.

7.0 Transportation

Transportation expenses consist of the charges for common carrier fares; private car mileage; parking; bridge and road tolls; necessary taxi, bus, or streetcar fares; and certain other charges essential to travel to and from the post of duty for SEAGO business.

The following transportation limitations apply:

- Reimbursement will be made only for the method of transportation, which is in the best interest of SEAGO, considering expense and claimant's time.
- Expense arising from travel between residence and the designated post of duty shall not be allowed unless the residence has been designated as the employees' Post of Duty. When a trip commences or is terminated at claimant's home, the distance traveled shall be computed from either the designated post of duty or residence, whichever is less.

- In the determination of fares or mileage paid for transportation by airplane, the point of origin or return shall be an appropriate airport facility serving the area of the employee's designated post of duty or residence, whichever results in the lesser distance or amount.

Travel within the state or out-of-state may be by common carrier, or private owned or rented automobile as follows:

- **Airlines.** Claims for transportation by scheduled airlines shall be allowed at the lowest fare available in conformity with the regular published tariffs for scheduled airlines in effect on the date of origination of the flight. This means for conducting SEAGO business, coach or economy fares can be reimbursed; first class or its equivalent shall not be reimbursed except as otherwise provided and properly approved.
- **Railroad.** Travel is permitted by statute and sleeping accommodations are considered as transportation. However, because of the scarcity of rail transportation within the state, other methods should be used.
- **Bus Lines.** Regularly scheduled intercity buses may be used where other means are inconvenient or uneconomical.
- For details pertaining to limitations and restrictions applicable to travel by airline, railroad, and bus lines, please refer to the State of Arizona Accounting Manual, Section 5010, Travel by Way of Common Carrier.
- **Privately-Owned Automobile.** When use of a privately-owned automobile is authorized, mileage will be reimbursed **at the current per mile rate set by the state of Arizona** based on miles traveled by way of the most direct regularly traveled route between points. For details pertaining to limitations and restrictions applicable to travel by privately-owned automobiles, please refer to the State of Arizona Accounting Manual, Section 5015, Travel by Individually Operated Motor Vehicle, Subsection 3.
- **Rental Car.** Rented automobiles or other chartered means of transportation may be used when other means of travel cannot be used economically or conveniently. Reimbursement claims shall be allowed at the lowest rental/charter rate and, when applicable, based on miles traveled by the most direct route. When more than one claimant travels in the same private or rented conveyance, only one claim for reimbursement of expense(s) shall be allowed. For details pertaining to limitations and restrictions applicable to travel by rental car, please refer to the State of Arizona Accounting Manual, Section 5015, Travel by Individually Operated Motor Vehicle, Subsection 4.
- **Parking.** When a claimant is in official travel status, necessary parking charges may be claimed. Receipts are required for day and overnight parking. For details pertaining to limitations and restrictions applicable to reimbursement of parking charges, please refer to the State of Arizona Accounting Manual, Section 5095, Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates.

8.0 Use of Privately-Owned Vehicle

Employees will frequently use their privately owned vehicles in business travel for SEAGO. Mileage for the use of these vehicles will be reimbursed in accordance with other sections of this policy.

- Each employee that uses his or her privately owned vehicle is expected to maintain insurance on that vehicle. Each employee is required to provide a copy of the vehicle insurance card for any vehicle that may be used for business purposes at any time that the insurance is changed. This includes policy renewals, policy updates, vehicle changes and all other changes that result in a change in insurance.

- In the event of an accident, the employee and the employee's insurance company are responsible for all damage and repair to the employee's vehicle and are primary for all other claims. For details pertaining to limitations and restrictions applicable to travel by privately-owned automobiles, please refer to the State of Arizona Accounting Manual, Section 5015, Travel by Individually Operated Motor Vehicle, Subsection 3.

9.0 Other Allowable Expenses

Certain other expenses incurred while in travel status, as set forth below, may be claimed.

- **Telephone:** Local and long-distance calls for SEAGO business only, and when claimed, should be indicated on requests for reimbursement. Charges for these calls are allowable if it can be demonstrated and documented that the hotel telephone needed to be used and was used for SEAGO business and the charges for which reimbursement is sought were for SEAGO business. (For example, a phone call back to the office would be reimbursable, but a phone call home would not.)
- **Hotel FAX, Internet or Wi-Fi Connections:** Hotel charges for fax transmittals and copies may be allowable. Copies of faxes sent on SEAGO business must be attached to the request for reimbursement and corresponding charges for fax and/or copies must be detailed on the hotel bill. Charges for hotel Internet, Wi-Fi or hot spot connections are allowable if it can be demonstrated and documented that the Internet needed to be used and was used for SEAGO business.
- For details pertaining to limitations and restrictions applicable to telephone, fax, internet, and other hotel-related charges, please refer to the State of Arizona Accounting Manual, Section 5030, Hotels, Motels and Lodging.

10.0 Application and Exceptions

All authorized SEAGO travel expenses must comply with A.R.S. §38-621 through §38-627, Reimbursement for Expenses, and with the State of Arizona Accounting Manual, Section 5025, Meals and Incidentals, Section 5030, Hotels, Motels and Lodging, Section 5040, Conferences, Conventions and Meetings, Section 5065, Vendor and Other Non-employee Travel, and Section 5095, Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates, as it currently exists or as it may be amended in the future. The rules relating to travel expenses and the instructions contained therein apply to all, except where other express statutory authority governs. The guidelines set forth below are intended to be consistent with guidelines established and used by the State of Arizona.

- The guidelines used by SEAGO shall be considered updated as the state guidelines are updated, regardless of whether the written guidelines of this policy manual have been updated.
- **ADOT Travel:** The SEAGO-ADOT Work Program includes a high-level summary of anticipated travel that aligns with the planned work activities / planning responsibilities of the SEAGO. Any Work Program related travel by an individual or by event of \$5,000 or more must receive approval from the ADOT Regional Planner and federal funding agency"
- **Hotel Rates:** There may be times when hotel rates exceed the published rates allowable in SAAM Section 95. When an allowable rate cannot be found within 30 miles of the event/meeting location employees may request an exception. An exception request shall be submitted in writing and shall include a comprehensive list of all options researched and documentation that clearly indicates that the traveler could not obtain a room within the allowable rate. The request shall include what actions were taken to help reduce the cost to SEAGO. The request shall be submitted to the Executive Director. The Executive Director may approve the higher rate, However, SEAGO will absorb any costs that exceed the SAAM published rate.

11.0 Travel Cancellations or Changes to Travel Arrangements

Charges relating to the cancellation of or a change to a flight or hotel reservation are generally the responsibility of the party initiating or at fault for the cancellation or change. The following guidelines will apply:

- If the change or cancellation is initiated by the SEAGO, then SEAGO will be responsible for paying the charge.
- If the traveler initiates the change or cancellation, the traveler will be responsible for paying the charge.
- If the charge results from a change in travel plans because of a documented personal emergency (e.g., hospitalization or death in the family, fire or burglary at home, etc.), SEAGO will be responsible for paying the charge.
- If the charge results from a change initiated by the traveler for his convenience and does not produce an overall savings to the State, the traveler will be responsible for paying the charge.

Whenever the SEAGO pays the charges relating to the cancellation or change of travel arrangements, the circumstances must be fully documented and the documentation retained with the travel claim.

12.0 Requests for Reimbursement

All requests for reimbursement shall be submitted on a SEAGO Travel and Expense Report form. It is highly recommended that travel claims be filed within five (5) days and not later than thirty (30) days after the return from travel.

- In all cases, travel claims should be filed not later than ten (10) calendar days after the end of the fiscal year in which the travel is completed.
- Claims less than \$10 total for a travel expense shall not be presented for reimbursement more than once a month.
- Travel claims that are not filed on a timely basis are delinquent. The Executive Director must review and approve payment for delinquent travel claims.
- SEAGO will reimburse actual costs up to the rates allowed in SAAM.
- All travel claims shall be accompanied with receipts.
- SEAGO uses the AAA TripTik trip planning tool. A TripTik report showing starting and ending destination and trip miles must be submitted with the travel claim for mileage reimbursement. SEAGO will only reimburse mileage at the rate identified in SAAM Section 95.
- For details pertaining to limitations and restrictions applicable to claims for reimbursement, please refer to the State of Arizona Accounting Manual, Section 5055, Travel Claims, and/or Section 5056, Delinquently Filed Employee Travel Claims.

When approved, the completed form shall be submitted to the finance office at least two (2) weeks before advance is required. Advances shall constitute a lien upon the wages of an employee.

A travel advance must be settled by submitting a SEAGO Travel and Expense Report and an excess advance within 5 days after the travel period ends.

13.0 Travel Advance

In general, the issuance of travel advances should be avoided and, under certain circumstances, may not be issued. Employees going into travel status where travel expenses will be claimed for a period exceeding three (3) or more consecutive days may request a temporary travel advance in an amount not to exceed eighty (80) percent of estimated lodging and meals. In applying for an advance, the employee shall complete and sign a SEAGO Employee Travel Advance Request form and submit it to their supervisor for approval. The travel authorization form will be forwarded to the Executive Director for consideration and possible approval

MEMORANDUM

TO: Arizona COGs/MPOs/TMAs

FROM: Jason James, ADOT MPD Planning Section Manager

DATE: May 15, 2025

RE: Clarification on the 50-Mile Rule for Travel Status

Dear COG/MPO/TMA Partners:

The purpose of this memorandum is to clarify the 50-mile rule required for travel status.

Per the current Federal General Services Administration (GSA) Travel requirement (5 CFR Section 551.422(d)) and Title 41 of the Federal Code of Federal Regulations (CFR), Section 300, page 19: to be in travel status, a traveler must be more than fifty (50) miles from both the traveler's residence and the regular duty post. Travel status is a defined period when an employee or traveler is away from their official duty station or home on ***authorized business travel***, eligible for reimbursement of travel expenses. This status typically begins at the start of the travel and ends upon return to the official duty station or home. ***Travel expenses*** include lodging, meals, and mileage reimbursement. The current State of Arizona Accounting Manual (SAAM) Policy on defining travel status distance (Topic 50, Section 30 - Travel for Hotels, Motels, and Lodging issued on 7/29/19) is in line with the current Federal GSA Travel requirement and Title 41 of CFR Section 300.

ADOT MPD has reached out to FHWA AZ Division on this topic (to see if there are any exceptions to this rule, specifically for COG/MPO partners). As of the time of this memorandum issuance, ADOT MPD has not received guidance or rulemaking that defines an exception to the 50-mile rule required for travel status. If any exceptions to this rule are identified (and Federal language to support the exception), then ADOT MPD will notify the COGs/MPOs.

As we understand that covering travel expenses within the 50-mile travel eligibility threshold can be challenging, ***here are some options to consider:***

1. Contracting rental vehicles

- Rather than owning a fleet, COGs/MPOs may contract rental vehicles to maintain flexibility and reduce operational overhead.
- Follow state & federal procurement guidelines in procuring a rental vehicle contract.
- Common rental sources:
 - National car rental companies with government contracts (e.g., Enterprise, Hertz).
 - State or regional vehicle rental contracts (cooperative purchasing agreements).
 - Local small business or DBE (Disadvantaged Business Enterprise) vendors, if applicable.

2. Budgeting Local Travel Reimbursement to Charge Member Agencies Rather than Federal Aid

- Local jurisdictions (cities, counties, transit agencies, etc.) provide matching funds or direct support.
- Charging local travel to member agency contributions:
 - Avoids triggering federal audit thresholds.
 - Reduces administrative burden.
 - Speeds up reimbursement processes.

3. Justified Exceptions for Lodging or Meals

- Exceptions to the distance rule ***may be*** granted for the following situations:
 - Travel involves overnight work-related obligations (e.g., night meetings, early morning events).
 - Safety or practicality concerns (e.g., multiple days of early/late meetings).
 - Lodging is more cost-effective than repeated commuting.

- **Important Note:** Document justification clearly and have advance documented approval from the appropriate authority (e.g., COG/MPO Executive Director), MPD Regional Planner, ADOT Finance, and FHWA/FTA.

4. Incorporating Travel Costs in Grant Budgets

- If an MPO receives funding through a **specific grant**, travel expenses (even local) may be covered if:
 - **Budgeted and approved** in the proposal.
 - Travel is **clearly necessary** to meet project goals.
 - Example: A regional strategic transportation safety plan includes multiple site visits, and local travel is a documented line item.

5. Stipends or Per-Trip Allowances Using Local Funding (non-Federal)

- While less common, some organizations can provide:
 - **Flat stipends or travel allowances.**
 - **Reimbursable allowances per trip** for recurring travel inside the 50-mile range.
- These must be:
 - Approved by the Executive Board or Regional Council.
 - Included in the Travel Policy.
 - Consistent with IRS rules to avoid taxable income.

6. Memorandums of Understanding (MOUs) or Interlocal Agreements

- If MPO staff travel is for multi-agency coordination, travel costs may be:
 - Shared or reimbursed by partner agencies (e.g., transit authorities, counties).
 - Built into the terms of an MOU.

ADOT MPD staff will continue to work with our FHWA partners and the State Comptroller on this topic. If any updates arise, we will notify our COG/MPO partners.

If you have any questions, please contact your ADOT MPD Regional Planner.

Respectfully,



Jason James

PLANNING SECTION MANAGER/P2P MANAGER - MULTIMODAL
PLANNING DIVISION (MPD)

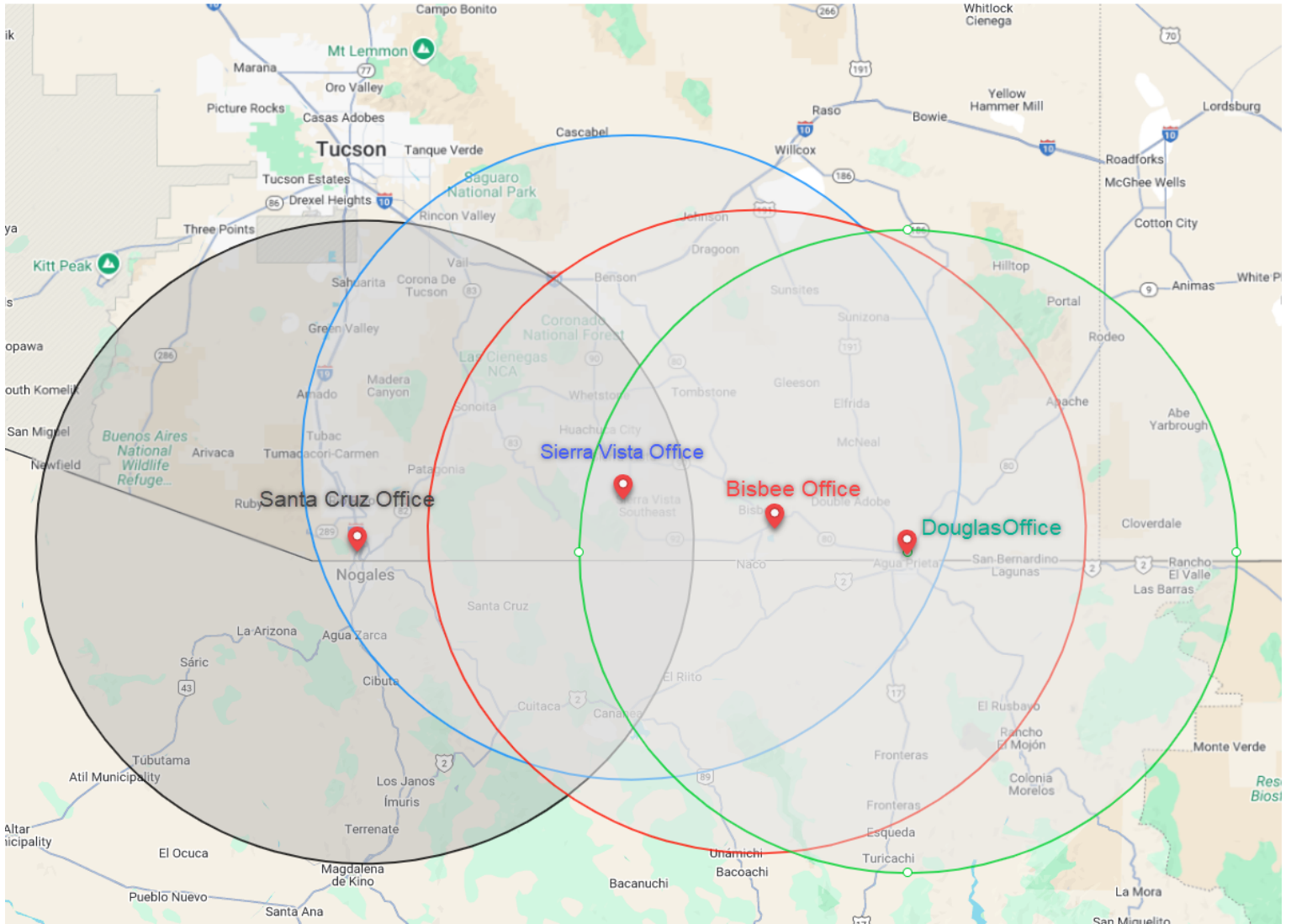
**ARIZONA DEPARTMENT
OF TRANSPORTATION**

1611 West Jackson Street, MD 310B
Phoenix, AZ 85007

602.712.6166

Website: azdot.gov

Attachment A: SEAGO Offices 50 Mile Radius Map





ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: CHRIS VERTREES, INTERIM EXECUTIVE DIRECTOR
DATE: AUGUST 7, 2025
SUBJECT: FUTURE MEETING DATES

The Administrative Council normally meets at 9:00 a.m. on the first Thursday of February, May, August and November at the Cochise College Benson Center, located at 1025 Highway 90 in Benson, Arizona. The Executive Board normally meets at 10:00 a.m. on 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 15, 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:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR

DATE: AUGUST 7, 2025

SUBJECT: GRAHAM COUNTY AND GREENLEE COUNTY EXECUTIVE BOARD
PRIVATE SECTOR REPRESENTATIVE

As you may be aware, our Executive Board must include private sector representation as a requirement of the Economic Development Administration (EDA). Per SEAGO's Bylaws, Private Sector Representatives are appointed from the nominations submitted by the Member Entity Representatives from each county area that represents 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, agriculture, or labor.

The second term of office for Graham County Private Sector Representative, Edmund Lopez, will expire following our August meeting. It has been a great pleasure working with Edmund, but since Edmund is ineligible for another contiguous term, there is a need to find someone to replace him on the Executive Board.

The second term of office for Greenlee County Private Sector Representative, Steve Ahman, will expire following our August meeting. It has been a great pleasure working with Steve, but since Steve is ineligible for another contiguous term, there is a need to find someone to replace him on the Executive Board.

Ensuring that there is representation on our Board from many of the various sectors noted above is important to EDA. Therefore, SEAGO is accepting nominations for Graham and Greenlee Private Sector Representatives for approval at our November meeting. We are required to provide the resumes of our private sector representatives to the EDA. Nominations will need to include a resume from the nominee.

Please submit nominations via email to cdvertrees@seago.org by October 23, 2025, so that they may be considered by our Administrative Council at their November 6, 2025, meeting.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: CHRIS VERTREES, EXECUTIVE DIRECTOR
FROM: DINA CURTISS, FINANCE MANAGER
DATE: AUGUST 7, 2025
SUBJECT: FINANCE REPORT

Attached is a copy of SEAGO's Statement of Revenues and Expenditures for the quarter ending June 30, 2025, for your review.

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

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 4/1/2025 Through 6/30/2025

(In Whole Numbers)

		Cur Pd Actual	YTD Actual	Total Budget	% of Budget Used
Revenue					
General Fund	101	18,772	91,670	150,000	61.11%
Agency Response	301	(15,345)	45,302	45,302	100.00%
Community Development Block Grant	302	97,344	205,573	370,000	55.56%
Economic Development	303	34,095	110,357	110,358	99.99%
Public Transit	308	2,338	18,601	20,000	93.00%
State Planning & Research	309	23,271	162,763	172,272	94.48%
Area Agency on Aging	310	416,614	1,329,989	2,052,376	64.80%
Regional Mobility Management	311	47,895	174,424	162,500	107.33%
RMM Training	314	16,726	93,023	87,500	106.31%
Nogales Area Transit Feasibility Study	351	0	38,882	95,000	40.92%
United Way of Graham and Greenlee Counties	356	0	65,130	65,130	100.00%
Regionwide Pavement Assessment Project P...	357	25,277	125,366	201,864	62.10%
Bisbee Route Efficiency Study ADOT	358	35,024	71,735	75,000	95.64%
Santa Cruz Cnty Elgin School Remodel LSM	359	0	8,000	8,000	100.00%
BSERC Environmental Review	360	2,500	5,000	5,000	100.00%
Total Revenue		<u>704,511</u>	<u>2,545,815</u>	<u>3,620,301</u>	<u>70.32%</u>
Expenses					
General Fund	101	11,371	11,371	150,000	7.58%
Agency Response	301	9,952	44,568	45,302	98.37%
Community Development Block Grant	302	51,041	170,424	370,000	46.06%
Economic Development	303	34,138	105,557	110,358	95.64%
Public Transit	308	3,736	20,000	20,000	100.00%
State Planning & Research	309	23,271	162,763	172,272	94.48%
Area Agency on Aging	310	411,355	1,307,714	2,052,376	63.71%
Regional Mobility Management	311	47,895	174,424	162,500	107.33%
RMM Training	314	16,726	93,023	87,500	106.31%
Nogales Area Transit Feasibility Study	351	0	38,882	95,000	40.92%
United Way of Graham and Greenlee Counties	356	33,000	34,472	65,130	52.92%
Regionwide Pavement Assessment Project P...	357	25,277	125,366	201,864	62.10%
Bisbee Route Efficiency Study ADOT	358	35,024	71,735	75,000	95.64%
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%
Total Expenses		<u>702,787</u>	<u>2,361,712</u>	<u>3,620,301</u>	<u>65.24%</u>
Balance		<u>1,724</u>	<u>184,103</u>	<u>0</u>	<u>0.00%</u>



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: CHRIS VERTREES, EXECUTIVE DIRECTOR
FROM: WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: AUGUST 7, 2025
SUBJECT: COMMUNITY DEVELOPMENT PROGRAM UPDATES

Graham County Housing Feasibility Study

The Graham County Housing Feasibility Study is approaching its conclusion. Grow America is finalizing its housing development opportunities site analysis, and Grow America, Norris Designs and SEAGO will coordinate on presentation of the findings, conclusions, and next steps.

Better Cities Resilience Action Planning & Freeport McMoRan

FMI continues to consider options for refreshing the Greenlee County Housing Feasibility Study as it refines a proposed scope of work.

Brownfields Assessment Grant (BAG)

Community Development staff have been in contact with Stantec for coordination and support of the BAG with a focus on administration and documentation for currently approved applicants, and consideration of new assessments for our communities.

WIFA Projects

Staff are coordinating with WIFA staff on a wastewater system improvement project for the Sweet Springs Community Mobile Home Park in St. David, and for improvements related to the Douglas (2nd) Commercial Port of Entry near the Cochise Community College – Douglas campus.

Attachments: None

Action Requested: Information Only Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: CHRIS VERTREES, EXECUTIVE DIRECTOR
FROM: WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT PROGRAM MANAGER
DATE: AUGUST 7, 2025
SUBJECT: CDBG UPDATES

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 years and FY2025 CDBG Method of Distribution (MOD) communities.

Regional Account Updates

The Town of Duncan is coordinating with SEAGO staff and ADOH on transferring funds remaining from its Water System Improvements (Hunter Estates) project (CDBG) and the funds awarded for their Owner-Occupied Housing Rehabilitation (OOHR) project to the Colonias Wastewater Lift Station Improvements project.

The City of Bisbee will soon open bid proposals from construction contractors for the Bisbee Senior Center Improvements project on August 6, 2025.

The Town of Thatcher High School Avenue Sidewalks & ADA Improvements project is almost ready for award of funding. SEAGO staff will submit a date-signed Notice of Intent/Request for Release of Funding (NOIRROF).

SEAGO staff will submit an Amendment to ADOH on behalf of the Town of Pima regarding a change of location to focus originally scoped street improvements to another street located within the Low-Moderate Income-qualified Census Block Group of Pima.

The City of Nogales Camino Del Sol Phase 2 water and wastewater improvements project can proceed with contracted construction once an Amendment for an extension is approved by ADOH. SEAGO staff have been communicating with the city to acquire the date-signed Amendment application.

The Town of Patagonia and Santa Cruz County both passed resolutions to allow for the transfer of Patagonia FY2024 funding (\$440,128) to Santa Cruz County to support their FY2025 applications.

Nineteen (19) weeks of construction activity have been completed for the City of Benson Lion's Park Improvements project. Labor Standards interviews continue, with weather and overall project scope considerations requiring another Amendment application for extension.

Clifton, Graham County, Santa Cruz County and Tombstone have held their second CDBG public participation public hearings, and applications are being prepared.

Colonias CDBG: Complications in Duncan, Continued Progress in Patagonia, Bisbee Close-Out Ahead

SEAGO staff The Saginaw Owner-Occupied Housing Rehabilitation (OOHR) project end date is May 30, 2025.

The Rothrock Alley Water System Improvements Colonias project in the Town of Patagonia continues with construction. Labor Standards interviews are on-going.

The Town of Duncan Wastewater Lift Station Improvements Colonias project was considered complete, but soon afterward, critical groundwater issues were identified that could undo the improvements. The Town, SEAGO, and ADOH have discussed opportunities to shift existing available Town of Duncan CDBG funds, as well as other funding sources that might be applied to ensure the improvements will be made to protect the Town's water quality.

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



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: KEVIN FOWLER, ECONOMIC DEVELOPMENT MANAGER
DATE: August 7, 2025
SUBJECT: ECONOMIC DEVELOPMENT PROGRAM UPDATES

The following provides a summary and updates of Economic Development programs at SEAGO:

CEDS (Comprehensive Economic Development Strategy)

Staff continues work on the 2026-2030 CEDS update. We are on draft five and have been working with EDA on the project. We have recently added the latest Socioeconomic and Demographic data to the document. We are working on updating relevant information where applicable for review by the CEDS Committee prior to having public meetings.

We anticipate partner meetings by Teams prior to public meetings in the four counties. Proper meeting notices will be sent prior to any public meetings in compliance with SEAGO Public Notice procedures.

Staff are researching the use of a CEDS consultant to assist us with conducting outreach meetings and surveys.

We recently met with EDA to discuss our progress and deadlines they want. We anticipate a draft being sent to them by fall 2025.

Finally, EDA will notify SEAGO when the 2029-2029 CEDS Grant application is coming due. We have been working on the application so when they contact us, we will already be in process.

BROWNFIELD ASSESSMENTS

SEAGO is continuing to work with Nogales on their assessments for the downtown area and anticipates working with Clifton on a water system evaluation in downtown Clifton. These help local communities to evaluate properties and determine if development is feasible. Just getting an assessment doesn't require entities to perform remediation.

Brownfield just completed a Lead and Asbestos abatement project for the Hillcrest property in Bisbee to enable the city to attempt to sell the property.

These Brownfield Grants assist in promoting Economic Development and provide resources and tools to aid rural areas in planning and remediation of older properties.

REAP – RURAL ENERGY FOR AMERICA PROGRAM

The REAP program has been terminated in part due to federal equity restrictions. It has been removed for the SEAGO website.

We anticipate that this program will not be part of the FY 2025/26 federal budget.

WILCOX PERFORMING ARTS CENTER

The project is currently underway, and it is anticipated that it will be completed by late Fall 2025, pending weather and progress exceptions.

Community Development is still conducting wage assessments and Labor Standards interviews on the project in conjunction with ADOH.

The project was funded by EDA in 2023.

PROPOSED NEW PROJECTS

New EDA Grant Applications

SEAGO has been working with the EDA to secure additional planning funds. Three projects are under consideration:

1. A Tradeport Feasibility Study
2. A Region-wide Business Incubator Project
3. CDS PIO project for region wide education of CEDS.

Action Requested:

Information Only

Action Requested
Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: JOHN MERIDETH, IT MANAGER
DATE: AUGUST 7, 2025
SUBJECT: INFORMATION TECHNOLOGY UPDATES

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

Office 365 Migration

In January 2025, SEAGO began transitioning from SmarterMail to Microsoft Office 365 for email and calendar services. As part of the migration, a series of staff training sessions were conducted to support adoption of key applications:

- May 7, 2025 – SharePoint
- May 14, 2025 – Microsoft Teams
- May 21, 2025 – OneDrive
- May 28, 2025 – Outlook

Windows 11 Device Upgrades

To prepare for Microsoft’s scheduled end of support for Windows 10 on October 14, 2025, SEAGO is actively upgrading all desktop and laptop devices to Windows 11. As of July 2025, the upgrade process is approximately 98% complete.

Website Analytics:

The following table presents monthly unique 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
Apr-25	91	656	39	24	4
May-25	102	751	67	39	7
Jun-25	68	718	46	35	5

Phone System Upgrade

In early June 2025, SEAGO was notified by its current phone system vendor (Blackpoint) that the existing contract—set to expire on **August 1, 2025**—could not be renewed, and that the aging system would no longer be supported. The existing system was installed in 2008 at a cost of

\$23,079. As a result, the planned Q3 phone system replacement was expedited.

Following a vendor proposal and internal analysis, SEAGO entered into a **36-month agreement** with Blackpoint for a modern, cloud-based VoIP system powered by **8x8**.

Key Benefits of the New 8x8 System:

1. **Cloud-Based Flexibility**
 - Eliminates on-premise hardware requirements
 - Scalable for hybrid or remote work environments
 - Accessible from any internet-connected device
2. **Unified Communications Platform**
 - Integrates voice, video, messaging, SMS, and fax into a single platform
3. **High Reliability**
 - 99.999% uptime
 - Built-in redundancy and failover systems
4. **Advanced Features**
 - Auto-attendant, call forwarding, voicemail-to-email
 - Call recording, real-time analytics, and dashboards
 - Video conferencing and team chat
5. **Cost Efficiency**
 - Lower costs compared to traditional PBX systems
 - Transparent pricing with unlimited domestic calling
6. **Robust Security & Compliance**
 - End-to-end encryption
 - HIPAA compliant
7. **Simplified Administration**
 - Centralized web-based management portal
 - Easy administration of users, devices, and permissions
8. **Comprehensive Analytics**
 - Quality of Service (QoS) monitoring
 - Detailed call logs and performance metrics
9. **24/7 Support**
 - Phone, chat, and ticketing support
 - Access to a self-service knowledge base and training library

In addition, the system allows staff to make and receive calls on mobile phones, computers and desktop phones. All users with existing desk phones will receive new compatible phones at no additional cost to SEAGO. Employees with existing SEAGO mobile numbers will be ported to the new platform, eliminating the need for separate cellular service and devices. Users will be able to make and receive work calls on their personal cell phones using the 8x8 app. The main SEAGO and AAA incoming phone lines will also be ported from our current provider (Sparklight).

Approximate Monthly Savings:

- Cellular and legacy phone services eliminated: **\$900/month**
- New 8x8 system cost: **\$550/month** (24 users)
- Old Blackpoint contract expires 8/1/25: **\$135/month**

Go-Live Date: August 1, 2025

Asset Management Database: Work continues on populating the database with all IT related equipment.

IT Roadmap: Upcoming Projects

- Windows Server Installation – Deploy a local Windows Server to improve user, device, and group policy management.
- 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:

X Information Only

Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: AUGUST 7, 2025
SUBJECT: AAA FISCAL YEAR 2025-2026 SUBAWARDS

Background:

SEAGO AAA completed the SFY2025-2026 Subawards by June 30, 2025. Attached is a summary of the funds awarded to our contractors/providers. Please note that we closely monitor the use of these funds, and if needed, we may reassign funds to another service or provider to fully utilize what we have been awarded by the state. In addition, if additional funds become available, we will evaluate the needs within the region and request them as needed.

Attachments: SEAGO AAA Fiscal Year 2025-2026 Subawards

Action Requested: Information Only Action Requested Below:

SEAGO AAA Fiscal Year 2025-2026 Subawards			
Case Management			
Available Funding Graham and Greenlee:			\$ 45,000
Provider	Service	Service Area	Contract Amount
Cochise County			
SEAGO-Area Agency on Aging	Case Management		\$ 103,120
Graham/Greenlee County			
Southeastern Arizona Community Unique Services	Case Management	Graham County - All	\$ 45,000
Santa Cruz County			
SEAGO-Area Agency on Aging	Case Management		\$ 58,120
Home Care Cluster			
Available Funding By County:			
			Cochise: \$ 473,200
			Graham: \$ 179,500
			Greenlee: \$ 43,000
			Santa Cruz: \$ 175,618
Provider	Service	Service Area	Contract Amount
Cochise County			
Accent Care	Attendant Care	Cochise County - All	\$ 213,200
	Attendant Care-SSBG		\$ 57,000
	In-home Respite		\$ 67,000
Lutheran Social Services	Attendant Care	Cochise County - All	\$ 86,000
	Attendant Care-SSBG		\$ 36,000
	In-home Respite		\$ 14,000
Graham County			
Accent Care	Attendant Care	Graham County - All	\$ 14,000
	In-home Respite		\$ 6,500
Southeastern Arizona Community Unique Services	Attendant Care	Graham County - All	\$ 134,000
	In-home Respite		\$ 20,000
	Home Repair	Graham/Greenlee	\$ 3,000
	Adaptive Aids	Graham/Greenlee	\$ 2,000
Greenlee County			
Greenlee County Health Department	Attendant Care	Greenlee County - All	\$ 40,000
	In-home Respite		\$ 3,000

Home Care Cluster (continued)			
Provider	Service	Service Area	Contract Amount
Santa Cruz County			
Accent Care	Attendant Care	Santa Cruz County - All	\$ 3,400
	Attendant Care-SSBG		\$ 15,518
	In-home Respite		\$ 6,000
Consumer Direct	Attendant Care	Santa Cruz County - All	\$ 57,000
	Attendant Care-SSBG		\$ 22,000
	In-home Respite		\$ 500
Lutheran Social Services	Attendant Care	Santa Cruz County - All	\$ 65,000
	Attendant Care-SSBG		\$ 3,000
	In-home Respite		\$ 3,200
Meals Programs			
Available Funding By County:			
Cochise: \$ 463,423			
Graham: \$ 222,731			
Greenlee: \$ 143,731			
Santa Cruz: \$ 310,461			
Provider	Service	Service Area	Contract Amount
Cochise County			
City of Tombstone	Congregate Meals	Tombstone	\$ 70,000
Douglas ARC	Congregate Meals	Douglas	\$ 12,500
	Home Delivered Meals	SE Cochise County	\$ 200,000
Mom's Meals	Home Delivered Meals	Rural Cochise County	\$ 180,923
Graham County			
Mom's Meals	Home Delivered Meals	Rural Graham County	\$ 45,231
Southeastern Arizona Community Unique Services	Congregate Meals	Safford	\$ 48,500
	Home Delivered Meals	Graham	\$ 129,000
Greenlee County			
Mom's Meals	Home Delivered Meals	Rural Greenlee County	\$ 45,231
Southeastern Arizona Community Unique Services	Congregate Meals	Clifton and Duncan	\$ 48,500
	Home Delivered Meals	Greenlee	\$ 50,000
Santa Cruz County			
Mom's Meals	Home Delivered Meals	Rural Santa Cruz County	\$ 90,461
Santa Cruz Council on Aging	Congregate Meals	Nogales	\$ 150,000
Senior Citizens of Patagonia	Congregate Meals	Patagonia	\$ 70,000

Transportation			
		Cochise:	\$ 150,000
		Graham:	\$ 30,000
		Greenlee:	\$ 26,000
		Santa Cruz:	\$ 5,000
Provider	Service	Service Area	Contract Amount
Cochise County			
City of Benson	Transportation	Benson Area	\$ 42,500
City of Bisbee	Transportation	Bisbee Area	\$ 32,500
City of Douglas	Transportation	Douglas - Cochise Cnty	\$ 30,000
City of Willcox	Transportation	Willcox Area	\$ 25,000
Volunteer Interfaith Caregiver Program (VICAP)	Transportation	Cochise County -All	\$ 20,000
Graham County			
Easter Seals Blake Foundation	Transportation	Graham County	\$ 30,000
Greenlee County			
Easter Seals Blake Foundation	Transportation	Greenlee - Clifton	\$ 10,500
		Greenlee - Duncan	\$ 15,500
Santa Cruz County			
Valley Assistance Services-Tentative	Transportation	Santa Cruz County	\$ 5,000.00
Unobligated Funds			
Available Funding All Counties:			\$ 218,112
Provider	Service	Service Area	Contract Amount
WAIVED	Legal Services	All Counties	\$ -
TBD	Housekeeping	Cochise, Graham, Greenlee and Santa Cruz Counties	\$ 2,000
TBD	CNG-HDM	All Counties	\$ 216,112
Grand Total - All			\$ 2,485,776



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR
DATE: AUGUST 7, 2025
SUBJECT: AREA AGENCY ON AGING PROGRAMS UPDATE

Administration:

I was invited to present at Community & Legislative Partners on Aging at the Arizona House of Representatives in Phoenix on May 22, 2025. I focused my presentation on educating them on the services offered through the Older Americans Act and the adverse effects it would have on the State if the programs were not funded federally.



We currently have one vacancy within the department. This is for the Benson area Case Manager. We are actively recruiting and attempting to fill that position immediately.

SEAGO AAA has partnered with the Arizona Community Health Workers Association (AzCHOW) to develop a program called "Comiendo Fresco" (Eating Fresh), which will provide vouchers to seniors to purchase fresh produce at local stores. Our Douglas Case Manager works with them to identify clients needing additional food and nutritional assistance. The vouchers will be \$20 weekly. This is phase one of the program, and the grant AzCHOW received was awarded for two years.

The Arizona Division of Aging and Adult Services is gathering public input to update the State Plan on Aging. SEAGO is scheduled to host the Region VI Public Input Session on

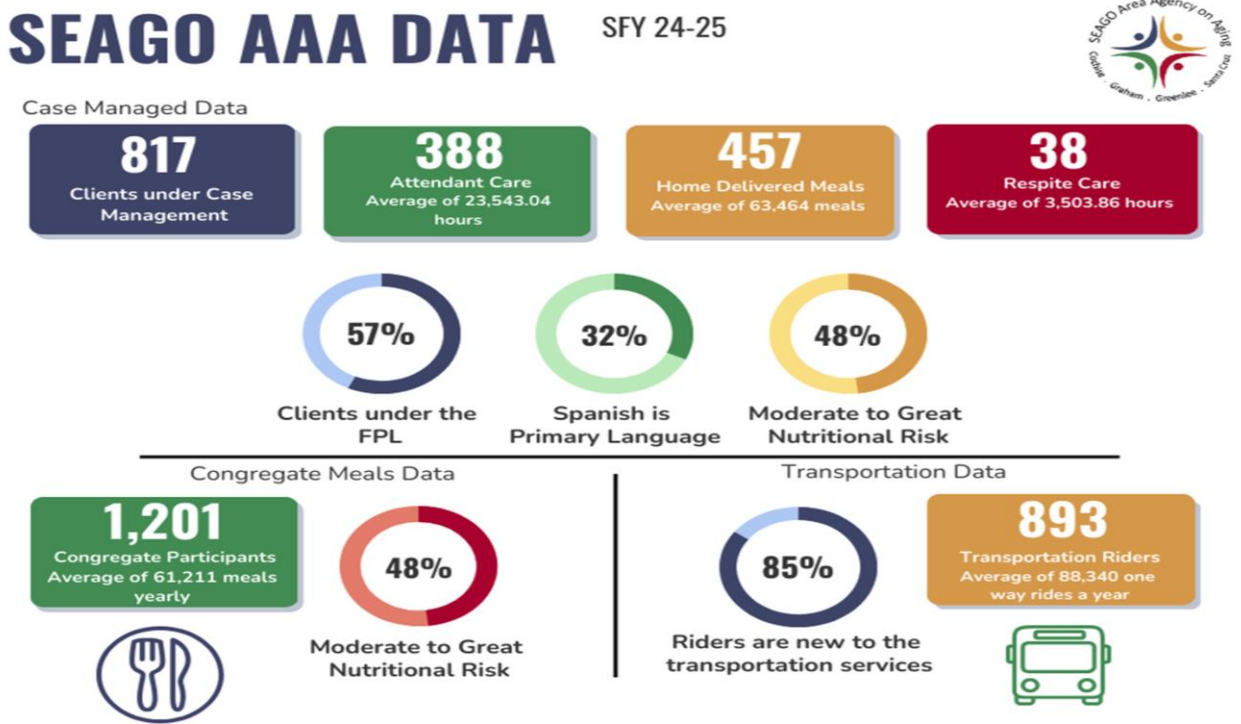
Friday, August 8, 2025, at 10:00 am. This session is available via zoom utilizing this link:

<https://us06web.zoom.us/j/86032840490?pwd=dXsok7s2xe01brXOt7lphSasey2Etr.1#success>

In addition to joining the session, we encourage everyone to participate in a brief survey that will allow the state to identify the needs of our communities. The survey can be found at the following link:

https://mslsgov.gov1.qualtrics.com/jfe/form/SV_bpjhG0aJ0ptMg2a

Case Management:



Please note that this data is missing the final report for June 2025.

Family Caregiver Support Program:

In April, the team was interviewed by Alexis Ramanjulu from [KGUN9 News Tucson](#) (click this link to view the story). The story focused on “Resources for seniors in jeopardy because of federal funding cuts.” Seana Riffle did a fantastic job recognizing a Family Caregiver who benefited from our services and was willing to give testimony.

SEAGO AAA was a vendor at Bisbee Pride this June. It allowed for direct connection with the community and showed awareness of services tailored to meet the needs of all individuals.

Health Promotion and Disease Prevention Program:

The HPR Program is thriving, featuring two vibrant Tai Chi classes in Santa Cruz County and Spanish classes for the A Matter of Balance (AMOB) program in Nogales. In an exciting development, our HPR volunteers will launch a new AMOB class in Nogales at the end of August, creating more opportunities for community wellness and engagement. We hope for a Matter of Balance class in Duncan, AZ, soon. Additionally, there is interest in AMOB in Sierra Vista, along with potential new coach volunteers joining our team.

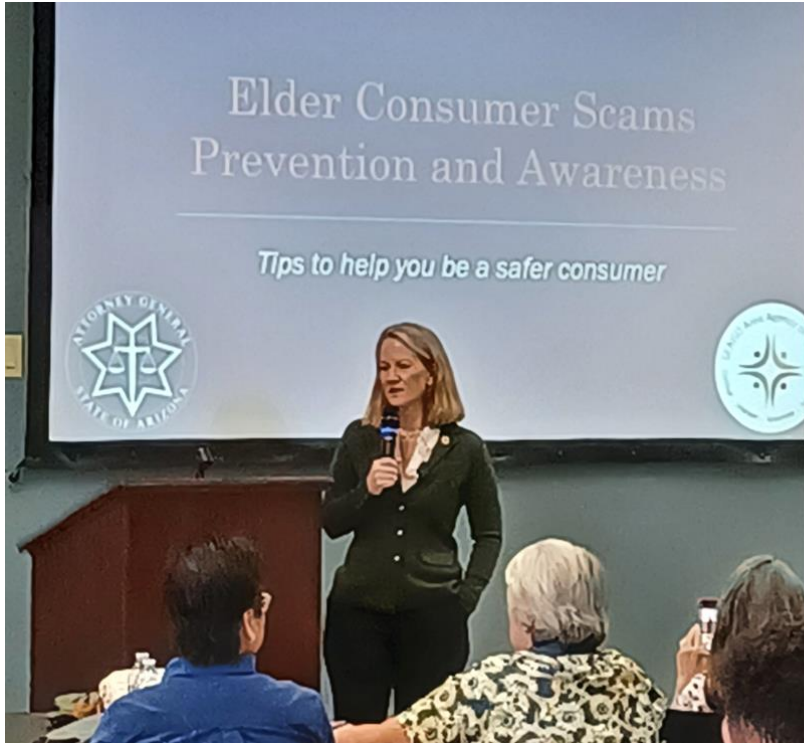
Long-Term Care Ombudsman:

Recently, the Long-Term Care Ombudsman Program (LTCOC) participated in the Department of Economic Security's (DES) inspiring World Elder Abuse Awareness Day (WEAAD) event in Phoenix. Looking ahead, we are eager to attend the US Aging conference in July, where we will deepen our knowledge and enhance our skills. Our commitment to community outreach remains strong, as we strive to connect and educate.

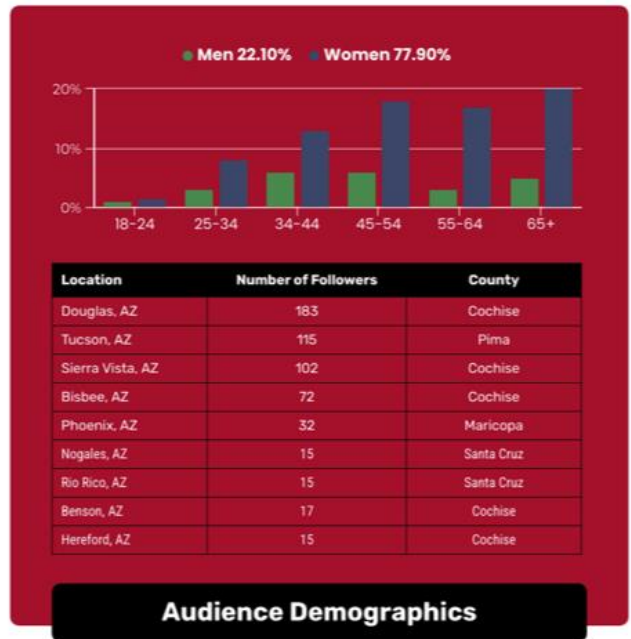
Southeastern Arizona Elder Abuse Taskforce's (SEAEAT) mission to raise awareness and provide education continues to flourish. June marked World Elder Abuse Awareness Month (WEAAM), and we proudly hosted four impactful events. In Nogales, we welcomed around 100 attendees and vendors; in Safford, we engaged about 60 passionate participants; in Clifton, we attracted roughly 20 attendees and vendors; and in Douglas, we celebrated a gathering of approximately 103 attendees and vendors. Each event was an excellent opportunity to foster community connection and awareness.

SEAGO AAA brought Attorney General Kris Mayes to Douglas for an Elder Abuse Town Hall. The event and media coverage were successful. You may view the videos and articles by clicking on the links below:

- [KGUN 9 Tucson](#)
- [KVOA 4 Tucson](#)
- [Douglas Dispatch](#)



Social Media:



State Health Insurance Program and Senior Medicare Patrol:

SHIP-SMP is collaborating with Region VI Health Centers to establish primary care physician (PCP) offices. The SHIP/SMP Coordinator has been working closely with the Attorney General and various political candidates to raise awareness about SMP services

related to fraud and scams. Chiricahua Community Health Center's AHCCCS department has partnered with SHIP/SMP to identify beneficiaries with Low-Income Subsidy (LIS) needs. Chiricahua Medical Center has successfully reinstated a significant percentage of its LIS beneficiaries with AHCCCS and has also assisted in exploring potential applications for the Medicare Savings Program (MSP).

In May, we celebrated Older Americans Month (OAM) by providing education and socializing activities, such as OAM Bingo, with our seniors in all four counties. The turnout was a great success.



Attachments: none

Action Requested:

Information Only

Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: CHRIS VERTREES, EXECUTIVE DIRECTOR
DATE: AUGUST 7, 2025
SUBJECT: TRANSPORTATION PROGRAM UPDATES

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. On February 21, 2025, the SEAGO Executive Board approved a 1-year extension of the project. TAC member training of the data portal was held on July 17, 2025.

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 Plan has been completed. The study found an estimated demand of 44,100 annual 1-way passenger trips. The study was submitted to ADOT in June. The study can be found at [nogales-area-transit-feasibility-study-2024-pdf-6-8-meg](#)

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/svmpo-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. Over \$982 million is made available for FY26. The application cycle closed in June.

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. A total of 4 SS4A applications were submitted by SEAGO member entities.

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 draft plan has been completed. A public meeting to share the study findings was held on June 13, 2025. The Study has been posted for public comment. It can be found at [bisbee-bus-transit-route-efficiency-study-2025-pdf-6-0-meg](#) .

Action Requested:

Information Only

Action Requested Below