



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR  
**DATE:** OCTOBER 22, 2025  
**SUBJECT:** ADMINISTRATIVE COUNCIL MEETING

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

**Thursday, November 6, 2026 at 9:00 a.m.**

**Virtual - Microsoft Teams**

**[November Admin Council Meeting Link](#)**

Meeting ID: 267 385 205 517 6

Passcode: 8BW6e3A8

This meeting will be a virtual meeting only. If you are unable to attend, please send an alternate to ensure that we will have a quorum at the meeting.

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](mailto:cdvertrees@seago.org) .



# ADMINISTRATIVE COUNCIL AGENDA

9:00 A.M., THURSDAY, NOVEMBER 6, 2025  
VIRTUAL ONLY – MICROSOFT TEAMS

<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Chair Pauken	
<b>II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)</b>	Chair Pauken	
<b>III. CALL TO THE PUBLIC</b>	Chair Pauken	
<b>IV. ACTION ITEMS</b>		<u>Page No.</u>
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a. Approval of August 7, 2025, Minutes		
2. Discussion and possible action to recommend approval of the proposed representatives for appointment to fill Advisory Council on Aging vacancies	Celeste Vasquez	10
3. Discussion and possible action to recommend approval of the use of fund balance due to government shutdown	Chris Vertrees	13
4. Discussion and possible action to recommend approval of the 2025 CDBG project applications	William Osborne	18
5. Discussion and possible action to recommend approval of the SEAGO Policy Principles for Calendar Year 2026	Chris Vertrees	20
6. Discussion and possible action to recommend approval of IGA between SEAGO and City of Douglas for technical assistance with Davis-Bacon Labor Standards requirements	Chris Vertrees	23
7. Discussion and possible action to recommend approval of Marina Morales as Greenlee County PSR	Chris Vertrees	32

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G. SEAGO Economic Development District Report	Kevin Fowler	60
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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 MINUTES OF  
THE ADMINISTRATIVE COUNCIL MEETING  
9:00 AM, THURSDAY, AUGUST 7, 2025  
TEAMS ONLINE MEETING**

OFFICERS PRESENT: Steve Pauken, Chair, Cochise County  
Derek Rapier, Vice-Chair, Greenlee County (Phone)  
Jesus Valdez, Secretary, Santa Cruz County  
Heath Brown, Treasurer, Graham Count

MEMBERS PRESENT ONLINE: Greg Volker, Benson  
Jeff Pregler, Sierra Vista  
Terry Hinton, Duncan  
Joel Kramer, Nogales  
Luis Pedroza, Douglas  
Ana Urquijo, Douglas  
Barney Bigman, San Carlos Apache Tribe  
Stephanie Fulton, Huachuca City  
Joe Casey, Cochise County

STAFF PRESENT: Chris Vertrees, Executive Director/Transport Prog Manager  
John Merideth, IT Manager  
Celeste Vasquez, AAA Program Director  
Heather Glenn, Administrative Assistant  
Carrie Gibbons, AAA Deputy Program Director - Virtual

GUESTS PRESENT: Justin Harris, ADEQ

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

Chair Pauken called the meeting to order at 9:04 a.m.

**II. CALL TO THE PUBLIC**

Justin Harris introduced himself as the new Manager who is replacing Aaron Tews as the ADEQ liaison in Graham and Greenlee Counties. He stated he is excited to help in those two counties and is particularly interested in any community events happening. His contact information: [harris.justin@azdeq.gov](mailto:harris.justin@azdeq.gov) (602) 791-1739.

**III. MEMBER ENTITIES' DISCUSSION**

**Stephanie Fulton, Huachuca City** Library and Community Services Manager, stated that there dedication ceremony for the highway pedestrian traffic crossing, July 4<sup>th</sup> and Back to School events were well attended. The Cochise Mobile Market from McNeal made a stop in Huachuca City offering fresh produce which could be purchased with EBT, SNAP and the Double-Up programs. **Steve Pauken, Bisbee**, advised that Camp Naco site work is finishing up and building renovations will be completed next month; they will be busy through December 2026. The

Executive Director for the project answers to a non-profit organization, not the City. He advised road and pedestrian improvements will be starting soon. **Greg Volker, Benson**, shared that individuals are not happy with various political policies. **Derek Rapier, Greenlee County**, shared that they are working on the fairgrounds as they gear up for the County Fair. **Terry Hinton, Duncan**, advised that they are applying for grants for playground equipment and pickleball courts. **Ana Urquijo, Douglas**, announced that they will be breaking ground in September for the new Point of Entry. They are working on pipelines for water/wastewater lines; planning to repave streets and are annexing 60 parcels in the Sunnyside neighborhood to extend the Douglas city limits to the west. **Joe Casey, Cochise County**, announced that Sharon Gilman had been named the new County Administrator, and he and Sharon are in the learning stages. **Barney Bigman, San Carlos Apache Tribe**, stated that they are working on passing lanes on Highway 70, Yellow Jacket Road; Cutter Airport and Highway 80; ADOT projects which include streetlights and street striping. **Jeff Pregler, Sierra Vista**, stated that ADOT completed their pavement improvements through the city; they are working on connecting the multi-use paths along Highway 90 and Buffalo Soldier and working to complete the bike loop; also adding a Department of Energy electronic charging station.

## VI. ACTION ITEMS

### 1. Consent Agenda

#### a. Approval of the May 1, 2025, Minutes

**MOTION:** Derek Rapier  
**SECOND:** Ana Urquijo  
**ACTION:** Unanimous

### 2. Discussion and Possible Action to Approve Advisory Council On Aging (ACOA) Nominations

Celeste Vasquez reviewed the ACOA bylaws requirements regarding representation on the ACOA board and advised that there are currently 5 vacancies:

- **Cochise County:** (3): One (1) seat for Huachuca City; One (1) seat for the City of Willcox; One (1) seat for County Unincorporated. No representatives for these three openings have stepped forward and remain unfilled.
- **Greenlee County:** One (1) seat for the Town of Clifton. 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.
- **Santa Cruz County:** (1): One (1) seat for the City of Nogales. The current representative is NOT willing to serve on the Council and there has been any interest from other potential members in filling this seat, so she is recruiting for this seat.

Additionally, 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:

Nominated representatives will commence their term on the date approved and appointed by the SEAGO Executive Board, which is scheduled for August 15, 2025.

- **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.

**Motion:** Ana Urquijo  
**Second:** Stephanie Fulton  
**Action:** Unanimous

### **3. Discussion and Possible Action to Approve Title VI Plan and Consideration of Resolution 2025-02**

Mr. Vertrees advised that 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.

Derek Rapier thanked SEAGO staff and made a motion to approve Resolution 2025-02.

**Motion:** Derek Rapier  
**Second:** Ana Urquijo  
**Action:** Unanimous

### **4. Discussion and Possible Action SEAGO Bylaws Revision Request**

Mr. Vertrees explained that he received a request to amend the SEAGO bylaws which require the Secretary of the Executive Board to 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 for 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.

He stated that 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.

He 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) has been struck from our Bylaws.

Additionally, he recommended an additional line item in our Executive Board Election of Officers (Section C). He explained that we have very strict requirements involving election and rotation of officers, and 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. He received a recommendation that SEAGO 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.”

Mr. Vertrees shared that since his memo was distributed, he received only 1 comment back that they agreed with the revisions.

Derek Rapier stated that he was the instigator of the request to remove the Administrative Council/Executive Board Joint Committee and appreciated Chris' work to streamline the process. Derek stated when he attended the Joint meetings, it was confusing and even comical, at times, when voting. He believes it is streamlining the process, eliminating redundancy, and being much more efficient with everyone's time.

Steve Pauken has sat in on some of the meetings and agrees that it is an awkward process for everyone. He stated he would be in favor of the change.

Mr. Vertrees stated that when the recruitment of a new Executive Director for SEAGO occurred, there was nothing in the by-laws that addressed special circumstances. Keeping knowledge and experience is the focus. The by-laws say “shall” and that does not leave any wiggle room for circumstances, such as termination, resignation of Executive Director, or a financial situation such as a government shutdown where decisions need to be made to proceed with SEAGO business. Mr. Vertrees stated he added a paragraph to allow time to do recruitment, if necessary. Steve Pauken commented that six months is a long time. Mr. Vertrees responded that the last recruitment for Executive Director took seven months;

however, he is open to shortening the time period. Mr. Pauken recommended shortening the process. Derek Rapier suggested changing the wording to indicate May with the understanding it could go longer, if necessary. Mr. Pauken suggested not prolonging the recruitment process, saying that the Executive Board can address the procedure if it takes longer. Mr. Vertrees is fine with changing the by-laws to May and appreciates the input. Ana Urquijo recommended changing the wording so that it is not so restrictive. Mr. Vertrees said he would change it to “pause election of officers to allow time for the circumstances to be resolved.” Mr. Vertrees also noted that he changed the word “teleconference” to “virtual” in the by-laws.

Ana Urquijo made a motion to approve the August 2025 Bylaws Revision as presented, with the modification on the exceptional circumstance paragraph to remove the language ‘until the August meeting’.

**Motion:** Ana Urquijo  
**Second:** Terry Hinton  
**Action:** Unanimous

## **5. Discussion and Possible Action Regional Transportation Coordination Plan Approval**

Chris Vertrees explained that beginning in 2007, 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.

Greg Volker made a motion to approve the Regional Transportation Plan.

**Motion:** Greg Volker

**Second: Ana Urquijo**  
**Action: Unanimous**

## **6. Discussion and Possible Action of FY27 RTAC Priority Project List**

Chris Vertrees stated that 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 to 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 for programming. 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. He directed members to our FY27 programming plan and stated that 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.

Ana Urquijo asked if non-funded projects will be rolled over and approved next time or if there is a gap. Mr. Vertrees responded that there is a rollover option, and he gives the TAC members the opportunity to roll the unfunded projects over or create a new list. He added that over the past several years, the Committee has unanimously agreed to rollover the list of projects which have already been vetted and identified, especially since some of the projects have already been put into the legislator's agenda for consideration.

Derek Rapier made a motion to approve the SEAGO Region’s Priority Transportation Projects List.

**Motion:** Derek Rapier  
**Second:** Stephanie Fulton  
**Action:** Unanimous

### **7. Discussion and possible action Administrative Council Meeting Schedule**

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 all Hybrid Meetings

Option B – All Virtual Meetings

Option C - 2 Hybrid Meetings Per Year: February Virtual/May Hybrid/August Virtual/November Hybrid

Option D – 1 In-person Meeting Per Year: 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.

Mr. Vertrees stressed that he wants to accommodate members. Stephanie Fulton stated she likes to see people at least once a year, and she prefers Option D, but C would work for her also. Ana Urquijo prefers Option B, but Option C works, too. She prefers virtual meetings, but it would be ok to meet in person once a year, so Option B or D would work. Greg Volker stated he prefers Option B.

Ana Urquijo made a motion to adopt Option B of the SEAGO Administrative Council Meeting Schedule.

**Motion:** Ana Urquijo  
**Second:** Greg Volker  
**Action:** Unanimous

### **8. Discussion and Possible Action to Approve Updated Travel Policy Update**

Mr. Vertrees explained that 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.

Mr. Vertrees highlighted that 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 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.

Ana Urquijo asked what impact the travel policy will have on SEAGO. Mr. Vertrees stated that in order to be reimbursed, employees must be 50 miles or more from the destination. This means that employees won’t get reimbursed for trips to Tombstone, Douglas, Sierra Vista, and other locations within that 50-mile radius shown on the map.

Ana Urquijo made a motion to approve the SEAGO Travel Policy update.

**Motion:** Ana Urquijo  
**Second:** Stephanie Fulton  
**Action:** Unanimous

## V. INFORMATION ITEMS

### A. Future Meeting Dates

Chris Vertrees advised the members that the next Board Meeting is scheduled for November 6, 2025 in Greenlee County.

### B. Quarterly Finance Report

Dina Curtiss gave an update on the quarterly finance report and answered questions.

### C. Community Development Report

William Osbourne gave an update on community development and answered questions.

### D. Community Development Block Grant Updates

William Osbourne gave an update on community development block grant projects and answered questions.

### E. SEAGO Economic Development District Report

Kevin Fowler gave an update on economic development and answered questions.

**F. AAA Program Updates**

Celeste Vasquez gave an update on AAA updates and answered questions.

**G. AAA Legislative Update**

Celeste Vasquez gave an update on legislation affecting AAA and answered questions.

**H. IT Updates**

John Merideth gave an update on IT and answered.

**I. Transportation Program Updates**

Chris Vertrees advised that the date on page 74 of the memo says June 13, but it should be June 12. He then gave an update on Transportation and answered questions.

**VI. RTAC REPORT**

Kevin Adam was not available to give an update on RTAC. Chris Vertrees advised that his priority is the Rural Transit Summit hosted by Sierra vista MPO which is focused on transit in rural Arizona and geared to let legislators know what's important. He requested that everyone reach out to their legislators to encourage their attendance and participation in the Summit.

**VII. STAFF ANNOUNCEMENTS/ CURRENT EVENTS**

Mr. Vertrees shared that he had just received an email from ADOT that they are rescinding the travel policy which the Administrative Council members just voted on.

**VIII. FUTURE AGENDA ITEMS**

Mr. Vertrees stated that he had no outstanding items but will reach out before the next meeting.

**IX. ADJOURNMENT**

Chair Pauken called for adjournment of the meeting at 11:43 a.m.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** NOMINATIONS FOR VACANT COUNCIL MEMBER SEATS

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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

**Santa Cruz County (1):**

- One (1) seat for the City of Nogales
- One (1) seat for County Unincorporated (**previously taken by Mr. Ricky Martinez**)

There is currently one (1) member whose successful second three-year term is due to expire on November 10, 2025. The following member is not eligible for reappointment as he has reached his two-term limit.

**Cochise County:**

**Mr. Gary Clark**, representing the **City of Douglas**

There are currently two (2) members whose successful first three-year term is due to expire on December 1, 2025. The following members may be reappointed for a second three-year term if they wish to continue:

**Cochise County:**

**Ms. Kathy Spangler**, representing the **City of Benson**

Graham County:

**Mr. Arnold Lopez**, representing the **City of Safford**

Nominated representatives will commence their term on the date approved and appointed by the SEAGO Executive Board, which is scheduled for November 21, 2025.

**Attachments:** Council Resignation Letter from Mr. Ricky Martinez

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

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

## Board Resignation Letter

Ricardo Martinez

1843 N. State Drive

Nogales, AZ 85621

[ricardomartinez@azdes.gov](mailto:ricardomartinez@azdes.gov)

520-604-8483

July 15<sup>th</sup>, 2025

Dear Board Members,

I hope this message finds you well. I am writing to formally resign from my position as a board member for the SEAGO Advisory Council effective July 15, 2025.

The decision has been a difficult one, as I have truly valued the opportunity to contribute to our shared goals and work alongside such a dedicated and talented team. However, due to increasing responsibilities at work, I find that I must step down to fulfill my professional obligations effectively.

I am grateful for the experiences and growth I have gained during my tenure and am proud of the progress we have made together. I would be happy to assist in any way I can during this time to ensure that the board continues to thrive after my departure.

Thank you once again for the opportunity to serve on the board. I wish the organization continued success and growth.

Warm regards,

Ricardo Martinez



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** APPROVAL TO USE FUND BALANCE

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As you know, we are approaching the 5<sup>th</sup> week of the Federal government shutdown. SEAGO is heavily dependent on Federal funding to operate most of our programs. The following is an update involving our major funding partners:

**Transportation (FTA and FHWA):** Funding should continue to be available because much of the funding is not subject to annual appropriations and is financed by the Highway Trust Fund or advance appropriations under the Infrastructure Investment and Jobs Act (IIJA). However, reimbursements and other activities may be slowed down due to other shutdown constraints at USDOT.

**Area Agency on Aging (AAA):** The Area Agency on Aging (AAA) is funded through the Older Americans Act, administered by the Arizona Department of Economic Security, Division of Aging and Adult Services (DAAS). On September 26, 2025, DAAS Leadership announced that they could hold the Area Agencies on Aging in Arizona for a minimum of two weeks, meaning they have funding to reimburse expenditures for at least two weeks following the shutdown. We have been advised that we will be notified when funding is close to being exhausted. We have been reimbursed for our October payment request. However, if the shutdown extends into November, we will need fund balance support to ensure our programs continue uninterrupted.

**Economic Development Administration (EDA):** EDA staff have been furloughed and SEAGO has no current federal contact available. It is assumed that funding will not be available until the conclusion of the shutdown.

**Environmental Protection Agency (EPA):** The EPA funds our large Brownfields Assessment grant. EPA staff have been furloughed and SEAGO has no current federal contact available. Prior to being furloughed our EPA contact advised that funding was available for an October drawdown of the grant. However, delays in processing should be expected.

**Community Development:** We have been advised by ADOH to continue with normal operations.

To ensure we conserve our funding to the maximum extent possible the following steps have been taken:

- Work activities are limited to grant required and contractual responsibilities.
- Travel will be limited to mission essential travel only.
- No conferences or workshops will be allowed unless they were paid for prior to September 30, 2025.
- Out-of-state travel, even for pre-paid conferences, must be approved by the Executive Director.
- All purchases must be mission essential and approved by a supervisor.
- Any purchases exceeding \$500 will be deferred until the shutdown is over.
- Any new outside service contracts must be approved by the Executive Director.
- Special projects will be delayed until post shutdown.
- Cost of living and performance pay increases have been paused.
- Outreach events have been paused.
- AAA has established additional protocols to conserve funds involving program services. Their plan is attached to this report.

***Our goals are to maintain base services, meet contractual responsibilities, and avoid staff furloughs. To support these goals and to provide sufficient cash flow for our daily financial needs, use of fund balance will be necessary if the shutdown continues into November.***

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. 50% of FY2024's operating expenditures is \$1,084,281. Fund balance (\$2,416,323) minus 50% operating expenditures (\$1,084,281) makes \$1,332,042 available for use.***

We have conducted an analysis of all expenses essential to sustain the operations of all SEAGO programs during funding interruption (analysis is attached). Worst case scenario would be the use of \$188,447 in fund balance each month of the shutdown. This scenario assumes no program income whatsoever. Under the worst-case scenario, SEAGO could maintain operations for 7 months. The more likely scenario is that program income will be delayed but will continue to trickle in reducing the use of fund balance.

This recommendation would not be made unless we were confident that our costs will be reimbursed and fund balance replenished once the shutdown is over. SEAGO will provide the Administrative Council and Executive Board with monthly reports concerning the use of fund balance through the end of the shutdown.

Attachments: AAA Austerity Plan  
Statement of Expenditures (Shutdown Cost Analysis)

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend that the Executive Board approve the Use of Fund Balance During the Federal Government Shutdown.**



# SEAGO Area Agency on Aging Austerity Plan

October 1, 2025

## Overview

SouthEastern Arizona Governments Organization - Area Agency on Aging is immediately implementing the following austerity plan.

This project is of utmost importance, as it serves as a cornerstone for the program's continued provision of vital service offerings. With multiple programs to navigate, it demands a diverse array of resources, skilled staffing, and substantial financial awareness to ensure its successful execution and ultimate impact on the organization.

## Individual Programmatic Details

Program:	Action Taken:	Responsible Staff:
Attendant Care; Respite Care; Home Delivered Meals	<ul style="list-style-type: none"> <li>No increase in units</li> <li>New clients to be placed on waitlist</li> </ul>	Seana Riffle, Case Manager Supervisor
Case Management	<ul style="list-style-type: none"> <li><b>No changes</b></li> </ul>	
Central Intake	<ul style="list-style-type: none"> <li><b>No changes</b></li> </ul>	
Congregate Meals	<ul style="list-style-type: none"> <li><b>No changes</b></li> </ul>	
Family Caregiver Support	<ul style="list-style-type: none"> <li>No increase in units</li> <li>New clients to be placed on waitlist</li> <li>No Appreciation Event</li> </ul>	Seana Riffle, Case Manager Supervisor
Health & Nutrition	<ul style="list-style-type: none"> <li>No new classes</li> <li>No new volunteer enrollment</li> </ul>	Shi Martin, Health & Nutrition Program Coordinator
Long Term Care Ombudsman	<ul style="list-style-type: none"> <li>Site visits quarterly</li> </ul>	Shi Martin, Long Term Care Ombudsman Coordinator
Senior Medicare Patrol	<ul style="list-style-type: none"> <li>No outreach events/education</li> </ul>	Elsa Centeno, State Health Insurance Coordinator
State Health Insurance Program	<ul style="list-style-type: none"> <li><b>No changes</b></li> </ul>	
Transportation	<ul style="list-style-type: none"> <li><b>No changes</b></li> </ul>	



# SEAGO Area Agency on Aging Austerity Plan

October 1, 2025

## Funding Source Detail

The SouthEastern Arizona Governments Organization (SEAGO) - Area Agency on Aging (AAA) is funded through the Older Americans Act, administered by the Arizona Department of Economic Security, Division of Aging and Adult Services (DAAS).

On September 26, 2025, DAAS Leadership announced that they could hold the Area Agencies on Aging in Arizona for a minimum of two weeks, meaning they have funding to reimburse expenditures for a full two weeks. Celeste Vasquez, AAA Director, is responsible for obtaining ongoing funding updates from DAAS and reporting these to Christopher Vertrees, Executive Director, to discuss edits to this plan.

## Additional Expenditure Reduction Detail

With the anticipation that this Federal Government Shutdown may last longer than the two weeks, DAAS can reimburse. SEAGO-AAA has implemented the detailed departmental changes detailed on page one of this document, as well as the following:

- No merit increases
- Travel is limited to mission-critical needs
- No conferences or out-of-state travel
- No purchases of over \$500
- All outreach events are cancelled
- No participation in activities that are not strictly mission and grant-funded

Right now, there's no indication that a staff evaluation is necessary. SEAGO has reserves that can cover staff salaries and benefits for approximately six months.

SEAGO  
Statement of Expenditures - Unaudited  
August 2025

	August 2025
Expenses	
Salary/Wages	89,297.58
ERE	28,749.93
Operating Expenditures	
Outside Services	48,954.28
Depreciation	1,709.49
Supplies	1,973.59
Postage	168.72
Copy	215.92
Travel	7,262.14
Rent	593.37
Phone	1,497.21
Internet	554.00
Utilities	761.49
Equipment Purchase	2,143.24
Dues/Subscriptions	2,824.05
Insurance	1,019.43
Conferences/Workshops	<u>723.00</u>
Total Operating Expenditures	<u>70,399.93</u>
Total Expenses	<u>188,447.44</u>
Unrestricted Fund Balance as of FY24	1,332,042.00
Months Sustainable	7.07



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT PROGRAM MANAGER  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** 2025 CDBG APPLICATIONS – ACTION

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The CDBG application process began months ago with the required public participation process. From the start of the process to the conclusion of a project often requires up to three years. As of this meeting one of four FY 2025 Regional Account CDBG communities have had applications submitted for this year's round. Counties may submit up to three (3) implementation/construction project applications, while towns and cities may submit one (1) such project in a cycle.

The following are the CDBG applications SEAGO has submitted or will be submitting to the Arizona Department of Housing this year:

**Clifton:** Clifton selected project (Regional Account) \$9,000 in SEAGO fees for Technical Assistance & Application Preparation, Administration and Environmental Review Record preparation.

**Graham County:** Fairgrounds ADA Parking Connectivity Improvements (Regional Account) \$37,950 in SEAGO fees for Technical Assistance & Application Preparation, Administration and Environmental Review Record preparation.

**Santa Cruz County:** Robert Damon Recreation Complex Improvements (Regional Account) \$77,500 in SEAGO fees for Technical Assistance & Application Preparation, Administration and Environmental Review Record preparation; and

Pierson Field Playground Improvements (Regional Account) \$37,500 in SEAGO fees for Technical Assistance & Application Preparation, Administration and Environmental Review Record preparation.

**Tombstone:** Food Bank Construction (Regional Account) \$67,500 in SEAGO fees for Technical Assistance & Application Preparation, Administration and Environmental Review Record preparation.

For a FFY 2025 total of \$229,450.00, all in Regional Account funding, SEAGO intends to enter into our standard Technical Assistance Contracts with these communities to administer their CDBG.

Our bylaws require Executive Board approval of fees and/or assessments such as those charged for application preparation or administration of new CDBG contracts by SEAGO for member entities. As such, we seek your recommendation for approval of these applications to our Executive Board. Please contact me if you have any questions.

**Attachments:** None

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

**A motion to recommend approval of the 2025 CDBG project applications to the Executive Board.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**DATE:** OCTOBER 22, 2025  
**SUBJECT:** SEAGO POLICY PRINCIPLES BROCHURE

---

The SEAGO team has updated the attached document identifying Policy Principles (or positions) for each program for Calendar Year 2026.

The proposed SEAGO Policy Principles are intended to empower staff in supporting (or opposing) legislation, policies or various initiatives at the state and federal level that impact delivery of SEAGO programs and/or our effectiveness in serving member entities and your constituents. It can also be used by our member entities and elected officials as talking points when speaking to policy makers relating to these positions.

Policy developments and emerging needs have resulted in some minor updates to the document, but many of the prior year's principles remain unchanged. Once approved, the positions will be used in a three-fold flyer that can be distributed as needed.

As Administrative Council members, your wisdom, thoughts and suggestions are valued and we hope you will help us further refine this document before presenting it to the Executive Board for consideration. I look forward to discussing the proposed Policy Principles with you in detail and will try to answer any questions you may have at the meeting.

Attachments: SEAGO Policy Principles Calendar Year 2026

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend that the Executive Board approve (amend or reject) the SEAGO Policy Principles for Calendar Year 2026 presented by staff.**

**SEAGO POLICY PRINCIPLES  
CALENDAR YEAR 2026**

**Administration:**

- Support applications to public and private grant funding sources that can further SEAGO Strategic Plan initiatives and expand services for the SEAGO Region as a whole, and for individual SEAGO member entities.
- Support legislation or intergovernmental agreements that would enable SEAGO as a public agency to participate in insurance pools or trusts pursuant to A.R.S. § 11-952.01. As healthcare costs continue to rise, the ability to offer and maintain competitive healthcare benefits is an important tool to recruit and retain high-quality employees.

**Area Agency on Aging:**

- Support the reauthorization of the Older Americans Act of 1965. Reauthorization of the Older Americans Act clarifies and reaffirms the roles of State and Area Agencies on Aging in coordinating community-based services, and in maintaining accountability for the funding of national priority services. (Note: The act was due for reauthorization in September 2024)
- Support initiatives to increase funding allocated for home and community-based services (HCBS). It is estimated that 77% of people wish to remain in their homes for as long as possible. HCBS are critical to achieving this goal. HCBS includes adult day health, assistance with bathing and dressing, meal preparation, shopping, bedlinen changing, laundry, caregiver respite, home nursing, and home delivered meals. An independent analysis from the Arizona State University School of Public Affairs states that the 60+ population in Arizona will triple in size by 2050, representing 26% of the population. Much of that population growth has occurred over the past 10 years, with minimal increases in funding from both the state and federal level to ensure access to services for older adults in greatest social and economic need.
- Support legislation or other initiatives to permanently fund housing assistance for older adults. The 2022 State of Homelessness Report from the Arizona Department of Economic Security states, “today, the largest age group of those experiencing or at risk of experiencing homelessness is still over age 55.” Older adults experience specific challenges surrounding mobility, affordability, and asset retention that other age demographics do not. These specific challenges require specialized intervention, including funding ancillary services to keep older adults stably housed. For older adults that are unable to stay housed, there are few alternatives to live. Though sometimes an older adult can move in with family or friends, move into a costly assisted living facility - often paid for by Medicaid. More often than not, they become one of the many who experience homelessness throughout our state. All these alternatives to helping older adults maintain affordable, safe, and stable housing are costly.

**Community Development:**

- Support sufficient and sustained funding for proven programs within the U.S. Department of Housing and Urban Development (HUD), such as the Community Development Block Grants (CDBG) and HOME Partnerships Investment Programs that support housing and sustainable community development for rural areas.
- Increase HUD funding to allow for expansion of economic and community development programs in both rural and urban areas, including those that promote regional approaches.
- Support SEAGO’s vision and initiatives to increase available housing stock and address homelessness and housing affordability in the region.
- Support efforts to expand SEAGO’s and local Brownfields Assessment Programs.

- Advocate to the Arizona Department of Housing for increased capacity building funding to be directed to the development of rural Community Housing Development Organizations (CHDOs). Due to a lack of operational capacity, no rural CHDOs exist in Arizona to address the serious deficit of affordable housing in rural communities across Arizona.

**Economic Development:**

- Support increased funding for the “Partnership Planning” program to at least \$40 million in FY 20246 appropriations legislation. *(Note: While costs and complexity of operating Economic Development Districts have increased considerably, the annual allocation for the EDA’s Partnership Planning remains stuck at \$35 million since 2018.*
- Support measures to promote, expand and enhance Arizona’s competitiveness in international trade and commerce with Canada and Mexico.
- Support collaboration and data sharing with state agencies, local governments, universities, COGs and MPOs to develop and enhance data analytics necessary to advance regional and state economies.
- Support continued efforts to bring new broadband infrastructure construction projects to our Region.

**Transportation:**

- Support legislation to modernize and expand transportation funding mechanisms to include equitable user fees for alternative fuels vehicles, indexing funding mechanisms to inflation, increasing the existing gasoline tax, and exploring alternative funding mechanisms at both the State and Federal levels.
- Support local efforts to form Regional Transportation Authorities.
- Oppose the transfer of Highway User Revenue Funds to the State General Fund above the statutory limit of \$20 million.
- Support Arizona General Fund budget legislation to fund Greater Arizona’s Rural Transportation Priority Projects.
- Support legislation in the Arizona General Fund budget to continue funding the AZ SMART program.
- Oppose legislation that would lower the Title 34 limitation on use of local forces to construct street, road, bridge, water or sewer projects, or include specific types of maintenance activities and equipment purchases without advertising bids.
- Support projects and initiatives throughout the State that expand and enhance the movement of freight and international commerce.
- Support initiatives that maximize the role of public transit within the broader transportation system to improve mobility, enhance system capacity, and improve system efficiency.



# EXECUTIVE COMMITTEE PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF DOUGLAS

---

The City of Douglas is implementing the West Expansion Utilities Project that will extend water from Douglas City limits to Cochise College and sewer from Douglas City limits to Kings Highway. Douglas has reached out to SEAGO to provide technical assistance to ensure compliance with Davis-Bacon Labor Standards requirements for construction projects.

SEAGO has significant experience in Labor Standards Monitoring and capacity to provide the technical services needed. SEAGO experience in this area makes a natural partner to provide the technical services needed to successfully support the project. To formalize this partnership an Intergovernmental Agreement between the City of Douglas and Southeastern Arizona Governments Organization is needed. The agreement will be for 6-month period and will not exceed \$10,543. If the project extends beyond the 6-month period, the agreement may be extended upon mutual written agreement between the Douglas City Manager and the SEAGO Executive Director.

I'll look forward to answering your questions at the meeting.

Attachments: Intergovernmental Agreement between SEAGO and City of Douglas

Action Requested:  Information Only  Action Requested Below

**A motion to recommend approval of the Intergovernmental Agreement between SEAGO and City of Douglas to the Executive Board.**

## INTERGOVERNMENTAL AGREEMENT

**Between  
CITY OF DOUGLAS  
And  
SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION  
For  
TECHNICAL ASSISTANCE – WEST EXPANSION UTILITIES PROJECT**

THIS AGREEMENT made and entered into by and between the City of Douglas, an Arizona municipal corporation (hereinafter, “Douglas”), and the SouthEastern Arizona Governments Organization, the regional Council of Governments for Cochise, Graham, Greenlee, and Santa Cruz Counties (hereinafter, “SEAGO”).

### SECTION 1: RECITALS

**WHEREAS**, Douglas is implementing the West Expansion Utilities Project that will extend water from Douglas City limits to Cochise College and sewer from Douglas City limits to Kings Highway; and

**WHEREAS**, Douglas is in need of technical assistance to ensure compliance with all Davis-Bacon Labor Standards requirements for construction projects; and

**WHEREAS**, SEAGO possesses professional expertise, staffing, organizational capacity, and the intent to assist Douglas in performing specific activities and services relating to Davis-Bacon Labor Standards Compliance; and

**WHEREAS**, SEAGO is agreeable to provide such assistance; and

**WHEREAS**, Douglas is agreeable to purchasing such technical assistance; and

**WHEREAS**, SEAGO has submitted a budget proposal included in this AGREEMENT (hereinafter, “Exhibit B”), for the scope of services to be completed consistent with the deliverables identified in Exhibit A; and

**NOW, THEREFORE**, pursuant to Arizona Revised Statutes §11-952, authorizes contracts and agreements between public agencies or public procurement units for cooperative actions, and pursuant to 2 CFR §200.318(e), encouraging state and local intergovernmental agreements or inter-entity agreements for procurement of common goods and services, in consideration of the mutual promises contained in this AGREEMENT, and of the mutual benefits to result therefrom, the parties agree as follows:

### SECTION 1: RECITALS

The above recitals are incorporated herein and are a material part of this AGREEMENT.

### SECTION 2: TERM

The term of this AGREEMENT shall be from **November 21, 2025**, to **May 21, 2026**, or project completion whichever comes first, unless otherwise terminated in accordance with this Agreement.

### SECTION 3: PURPOSE AND SCOPE

The purpose of this AGREEMENT is to secure the expertise of SEAGO to perform activities and services necessary to assist Douglas in ensuring that the project contractor and subcontractors comply with all Davis-Bacon Labor Standards requirements. SEAGO shall perform the services described in Exhibit A of this Agreement consistent with the Parties' Recitals in Section 1, above.

### SECTION 4: FINANCING AND COMPENSATION

Douglas will compensate SEAGO for its performance, and SEAGO agrees to accept as complete payment for such full performance, the sum of **ten thousand, five hundred and forty-three dollars (\$10,543.00)** over the six (6) month term of this AGREEMENT. Charges for additional services that constitute a requested increase in scope of services may be negotiated. Such additional work shall be requested in writing by SEAGO or Douglas and must be approved, in writing, by the Douglas City Manager and the SEAGO Executive Director pursuant to SECTION 14 of this AGREEMENT.

### SECTION 5: TERMINATION

Either party may terminate this AGREEMENT without cause upon providing thirty (30) days written notice to the other party. In the event either party is in breach of this AGREEMENT, this AGREEMENT may be terminated after providing written notice with twenty (20) days to correct or remedy the breach. If said breach is not remedied, this AGREEMENT shall terminate at the expiration of the twenty (20) day period. SEAGO will not be responsible to provide services after the date of termination. Douglas will not be responsible for any payments after the date of termination unless attributable to services provided prior to the date of termination.

This AGREEMENT may be terminated for a conflict of interest as set forth in A.R.S. § 38-511, the relevant portions of which are hereby incorporated by reference.

### SECTION 6: PERFORMANCE OF SERVICES

SEAGO promises and agrees to provide the services, as described in this AGREEMENT in a good, competent and professional manner, and as specifically indicated in Exhibit A and Exhibit B, which are incorporated herein by this reference and made a part of this AGREEMENT as if the same were fully set forth herein. In the event that any incorporated term or provision conflicts with this AGREEMENT, this AGREEMENT controls.

### SECTION 7: INVOICING AND PAYMENTS

Prior to submitting an invoice, SEAGO shall submit to Douglas a completed and current Form W-9. **SEAGO shall invoice the Douglas on a monthly basis during the 6-month term of this AGREEMENT.** The invoice shall show SEAGO's name, address, phone number, the amount due, the tasks completed for each service performed during the fiscal quarter of the invoice, and any other necessary information. All invoices are subject to review and certification of Douglas's authorized representative prior to payment. Upon receipt of SEAGO's completed Form W-9, and subject to the availability of funds, Douglas shall remit payment to SEAGO within thirty (30) days of the invoice date.

Every payment obligation of Douglas under this AGREEMENT is conditioned upon the availability of funds, appropriated, or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this AGREEMENT, this AGREEMENT may be terminated by Douglas at the end of the period for which the funds are available. No liability shall accrue to Douglas in the event this provision is exercised, and Douglas shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

SECTION 8: RESPONSIBILITY

Each party agrees to assume responsibility for the conduct of its employees, officials, and agents and for all claims, demands, suits, damages, and loss which result from the negligence or intentional torts of such party or its agents, officials, and employees in the performance of this AGREEMENT. The extent of the foregoing liabilities shall be limited to, and determined by, the respective fault of the parties in comparison with others, including, but not limited to the other party who may have contributed to, or in part caused any such claim to arise.

SECTION 9: ADMINISTRATION OF AGREEMENT

Each party shall designate a representative or representatives, notice of the same to be provided to the other party, who shall be jointly responsible for developing procedures to be utilized in fulfilling this AGREEMENT and providing other administrative services as necessary.

Either party may perform an inspection of the other party's books and records, related to this AGREEMENT, upon reasonable notice in order to verify that monies spent on the services as described were done so in accordance with this AGREEMENT. The records shall be kept for a period of five (5) years after completion of this AGREEMENT.

SECTION 10: DISPUTE RESOLUTION

Any disputes arising under this AGREEMENT shall be referred to the Douglas City Manager and the SEAGO Executive Director for joint resolution. Disputes that cannot be resolved at this level may be subjected to arbitration pursuant to A.R.S. §12-133 et. seq. If either party is unwilling to participate in such arbitration, they may notify the other party of their intent to terminate this AGREEMENT pursuant to SECTION 5 of this AGREEMENT.

SECTION 11: NOTICES

Unless otherwise specified herein, any notice or communication required or permitted under this AGREEMENT shall be in writing and sent to the address given below for the party to be notified.

SEAGO:  
Chris Vertrees  
Executive Director  
1403 W. Highway 92  
Bisbee, Arizona 85603  
Phone: (520) 432-5301 ext. 202

Douglas:  
Luis Pedroza  
Deputy City Manager  
425 10<sup>th</sup> Street  
Douglas, AZ 85603  
(520) 417-7319

SECTION 12: ASSIGNMENT

Neither party shall assign the rights nor duties under this AGREEMENT to a third party without the written consent of the other party. Any such assignment in violation of this AGREEMENT may become grounds for termination of the AGREEMENT.

#### SECTION 13: APPROVAL BY PARTIES

Before this AGREEMENT becomes effective and binding upon the parties, the appropriate governing authorities of each party must approve it, unless the governing authorities have delegated the authority to enter into such agreements to the organization's chief executive officer. In the event that such appropriate authority or officer fails or refuses to approve this AGREEMENT, it shall be null and void with no effect whatsoever.

#### SECTION 14: REVISIONS

Procedural and administrative changes to this AGREEMENT may be made upon mutual written agreement between the Douglas City Manager and the SEAGO Executive Director.

#### SECTION 15: CONDUCT OF OPERATIONS

City and SEAGO agree to be responsible for the conduct of its operations, performance of contract obligations and the actions of its own personnel while performing services under this AGREEMENT, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding payment of taxes and social security), workers' compensation and disability benefits. In addition, both parties agree to maintain adequate professional and general liability insurance coverage at all times while this AGREEMENT is in effect. Prior to commencing work or services under the contract, SEAGO shall furnish the City with certificates of insurance or formal endorsements as evidence that adequate coverage, conditions and limits are in full force and effect.

#### SECTION 16: INDEMNIFICATION

To the fullest extent permitted by law, each party to this AGREEMENT agrees (as indemnitor) to indemnify, defend and hold harmless the other party, its officers, officials, agents, employees or volunteers, (as indemnitee) from and against any and all claims, losses, liability, costs or expenses (including reasonable attorneys' fees) arising out bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious or derivative liability to the indemnitee, are caused by the act, omission or negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees or volunteers.

#### SECTION 17: NON-DISCRIMINATION

To the extent applicable, the parties shall comply with all laws and regulations, including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order 2009-09 which mandates all persons, regardless of race, religion, handicap, color, age, sex, political affiliation or national origin shall have equal access to employment opportunities. All parties shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap, with all federal regulations regarding equal employment opportunity, with relevant orders issued by the U.S. Secretary of Labor and with all applicable provisions of the Americans with Disabilities Act, Public Act 101-336, 42 U.S.C.

Sections 12101-12213, and all applicable Federal Regulations under the Act, including 28 C.F.R. Parts 35 & 36.

SECTION 18: MANDATORY PROVISIONS

All provisions required by law to be incorporated into this AGREEMENT shall be a part of this AGREEMENT as if fully written out herein.

SECTION 19: RIGHTS OF PARTIES

The provisions of this AGREEMENT are intended only to define the respective rights and obligations of the parties. Nothing expressed herein shall create any rights or duties of any nature or kind in favor of any third party.

SECTION 20: SEVERABILITY

The provisions of this AGREEMENT are severable to the extent any provision or application held to be invalid shall not affect any other provision or application of the AGREEMENT, which may remain in effect without the invalid provision, or application.

SECTION 21: GOVERNING LAW

This AGREEMENT shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order. All statutes and regulations referenced in this AGREEMENT are incorporated herein as if fully stated in their entirety in the AGREEMENT. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this AGREEMENT. Any action at law or in equity brought by either party for the purpose of enforcing a right or rights provided for in this Agreement, shall be tried in a court of competent jurisdiction in Cochise County, State of Arizona. The parties hereby waive all provisions of law providing for a change of venue in such proceeding to any other county. In the event either party shall bring suit to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition in this Agreement, it is mutually agreed that the prevailing party in such action shall recover all costs including: all litigation and appeal expenses, collection expenses, reasonable attorneys' fees, necessary witness fees and court costs to be determined by the court in such action.

***[Signatures on following page]***

IN WITNESS WHEREOF, two (2) identical counterparts of this AGREEMENT, each of which shall for all purposes be deemed an original thereof, have been duly executed by the parties hereinabove named on the date and year first below written.

SouthEastern Arizona Governments Organization

\_\_\_\_\_  
Arnold Lopez,  
Executive Board Chair, SEAGO

\_\_\_\_\_  
Date

City of Douglas

\_\_\_\_\_  
Jose Grijalva,  
Mayor, City of Douglas

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Alma Andrade, City Clerk

Pursuant to A.R.S. § 11-952, this AGREEMENT has been reviewed by legal counsel for SEAGO to determine it is in proper form and is within the power and authority granted under the laws of the State of Arizona to the respective client agency.

APPROVED AS TO FORM:

\_\_\_\_\_  
Legal Counsel for SEAGO

Pursuant to A.R.S. § 11-952, this AGREEMENT has been reviewed by legal counsel for the City of Douglas to determine if it is in proper form and is within the power and authority granted under the laws of the State of Arizona to the respective client agency.

APPROVED AS TO FORM:

\_\_\_\_\_  
Legal Counsel for City of Douglas

# EXHIBIT A

## Scope of Services

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### Project Services

The Davis-Bacon Act requires interviews to determine if the contractor is complying with the Federal Davis-Bacon prevailing wages. To ensure compliance, the following services will be provided by SEAGO.

### Contractor and Subcontractor Employee Interviews:

- SEAGO will conduct random employee interviews of 50% of all general laborers and 20% of all skilled laborers, including subcontractor employees.
- SEAGO will interview at least one employee of each job classification on site.
- Interviews to be conducted once a week for the first four (4) weeks of project kick-off.
- Thereafter, interviews to be conducted once a month until the project is completed; and when subcontractors are on site.
- Information gathered from the interviews will be used to verify payrolls.
- All Employee Interviews will be documented on a Record of Employee Interview for Davis-Bacon Standards and will be maintained by SEAGO for a period of 5 years.
- SEAGO will monitor payrolls for compliance thereafter through the completion of the project.

### Payroll Monitoring:

- SEAGO will collect payroll reports covering the week during which the interviews were conducted.
- Once the corresponding payroll reports are received, the information on the interview form will be compared to the payroll reports. Specifically, the payroll checker will verify that:
  - The payroll report is consistent with the dates and hours the employee worked.
  - The payroll report indicates that the employee's job classification is the same as that indicated by the employee.
  - The payroll report indicates that the employee received the wages as s/he stated.
  - The payroll report indicates that the employee received the fringe benefits in the amount and as stated
- SEAGO will work with each contractor to resolve any discrepancies noted between the interview form and payroll reports.
- The City of Douglas will be notified immediately if any discrepancies cannot be resolved.

## EXHIBIT B

### Project Budget Proposal

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**Total Project Budget**

Total cost of services shall not exceed thirty-one thousand two hundred dollars (\$10,543).

**Assumptions**

City of Douglas West Expansion Utilities Project - Davis-Bacon Compliance Monitoring					
Cost per Hour	Miles	Mileage	Hours	Description	Amount
\$65.00	0	0	70 (2.5 hours per week+ 5 hour contingency)	Payroll Monitoring	\$4,550.00
\$65.00	0	0	78 (2hrs X 26 visits + 1 hour travel per visit)	Employee Interviews/Labor Standards Monitoring	\$5,070.00
	53	\$.67 per mile		Mileage (x 26 visits)	\$923.00
				<b>Total</b>	<b>\$10,543.00</b>



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** VACANCY – GREENLEE COUNTY PRIVATE SECTOR REPRESENTATIVE ON THE EXECUTIVE BOARD

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

In August, Mr. Steve Ahman reached the end of his second term of office and is therefore ineligible to continue serving as a PSR. Greenlee County Supervisor David Gomez has nominated Marina Morales to fill the vacancy.

Ms. Morales is currently employed as a Resource Aid / Business Service Representative & Center Coordinator for Arizona@Work. She is actively involved in her community. Her community involvement and leadership roles include service as a board member of the Greenlee County Chamber of Commerce; Ambassador, Southern Arizona Hispanic Chamber of Commerce – Greenlee County; Committee Member, United Way Community Grant Advisory Committee; and is a member of the Greenlee County Resiliency Team.

Ms. Marina is exceptionally qualified and meets the EDA PSR requirements. She is very capable of filling the vacancy for the Greenlee private sector representative.

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

**Attachments:** Marina Morales - Bio and Resume

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

**A motion to recommend the appointment of Ms. Marina Morales to serve a two-year term as the Greenlee County Private Sector Representative on the Executive Board.**

## Biography – Marina Morales

Born in Deming, New Mexico, and raised in Morenci, Arizona, I have always considered Greenlee County my true home. After graduating from Morenci High School in 2001, I attended Western New Mexico University, where I studied Criminal Justice with a minor in Communications.

I later returned to Morenci and began my career with the Clifton Police Department as a 911 Dispatcher. In 2004, I met my husband, Mason, and together we have been blessed with two daughters—Gracie, born in January 2006, and Mila, who completed our family in July 2016.

While my passion has always been rooted in public safety and law enforcement, in 2023 I transitioned into a role that allowed me to better balance my professional life with my daughters' schedules and activities. That change led me to join Arizona@Work, where I continue to serve the public by connecting individuals and businesses with valuable resources and employment opportunities.

Beyond my career, I am deeply committed to my community. I actively serve on several local boards and committees, help organize and run the Greenlee County Girls Youth Fast-Pitch Softball League, and teach religious education classes at Holy Cross Catholic Church.

In my free time, I enjoy reading, traveling to Phoenix to visit my daughter at ASU, and vacationing in Ruidoso, New Mexico—where my husband and I plan to retire one day.



In recognition of my dedication to community service and leadership, I was nominated as one of the 2025 Gila Valley Most Influential Women.

### Community Involvement & Leadership Roles

- Vice President, Greenlee County Girls Youth Fast-Pitch Softball League
- Member, Greenlee County Task Force for Domestic Violence (with Mt. Graham & Greenlee County Safe House)
- Board Member, Greenlee County Chamber of Commerce
- Ambassador, Southern Arizona Hispanic Chamber of Commerce – Greenlee County
- Committee Member, United Way Community Grant Advisory Committee
- Event Coordinator, Clifton Social Club
- Chairperson, Clifton Social Club Festival of Lights
- Kindergarten Religious Education Teacher, Holy Cross Catholic Church
- Altar Server Coordinator, Holy Cross Catholic Church
- Member, Greenlee County Resiliency Team

# Marina Morales

128 Tamarisk Rd • Morenci, AZ 85540

 928-965-3815 •  moralesfamily.03@gmail.com

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## Professional Summary

Dedicated and dependable professional with over 14 years of experience in 911/Police and EMS dispatch. Skilled in customer service, administrative support, and handling multi-line phone systems. Strong communication abilities, people-oriented, organized, and a fast learner who thrives in high-pressure environments.

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## Core Skills

- Police, Fire & EMS Dispatch Procedures
  - Critical & Confidential Information Management
  - Customer Service & Administrative Support
  - Microsoft Office, Excel, Windows, and Office Equipment
  - English & Spanish Communication (Bilingual)
  - Dependable, Organized, and Detail-Oriented
  - Excellent Verbal and Written Communication
  - Team Collaboration & Independent Work
- 

## Professional Experience

**Arizona@Work – Resource Aid / Business Service Representative & Center Coordinator**  
*February 2023 – Present*

- Answer and manage multi-line telephone system.
  - Greet clients, determine service needs, and help with job searches, resumes, job applications, SNAP, and UI benefits through DES.
  - Maintain and update the job board with local opportunities.
  - Perform administrative tasks including faxing, copying, and printing client materials.
  - Coordinate job fairs and on-site interviews.
  - Engage with local businesses to help fill open positions and staffing needs.
  - Schedule and coordinate monthly meetings.
  - Operate independently five days per week, ensuring consistent office support.
-

**Clifton Police Department – 911, EMS & Police Dispatcher**  
*2004–2006, 2010–2016, 2017–January 2023*

- Operated multi-line phone consoles and surveillance systems.
  - Received and prioritized emergency and non-emergency calls; dispatched police, fire, and medical units.
  - Entered data accurately into the Computer-Aided Dispatch (CAD) system and EForce/JWI databases.
  - Handled confidential records and sensitive information.
  - Assisted with audits and reporting for the Department of Public Safety.
  - Supported Town Hall personnel with administrative and coordination tasks.
  - Provided excellent customer service to the public and department visitors.
  - Utilized Microsoft Office, Excel, and other administrative tools.
- 

**Morenci Unified School District – Recess & Cafeteria Aide**  
*March 2014 – April 2016*

- Supervised students during recess and lunch periods.
  - Assisted with organizing lunch schedules and maintaining safety during transitions.
  - Supported teachers and ensured a positive, respectful environment.
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**Education**

**Morenci Jr./Sr. High School** – *High School Diploma*  
**Western New Mexico University** – *General Studies & Communication Studies*  
**Eastern Arizona College** – *Communication Studies*

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**References**

**Sarah Camacho** – Preschool Teacher

 sarahmariestacey@gmail.com |  480-760-3714

**Ricky Varela** – Clifton Fire Department Chief

 rvarela@fmi.com |  480-229-5637

**Terri Ortega** – Homemaker/Retiree

 oarizcat@aol.com |  602-526-2479



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** FUTURE MEETING DATES

The Administrative Council normally meets virtually at 9:00 a.m. on the first Thursday of February, May, August and November via MS Teams. 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
November 6, 2025	November 21, 2025 – Santa Cruz County
February 5, 2026	February 20, 2026 - Cochise County
May 7, 2026	May 22, 2026 – Graham County
August 6, 2026	August 21, 2026 – Greenlee County
November 5, 2026	November 20, 2025 – Santa Cruz County

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

Executive Committee Meetings (Virtual)
December 4, 2025 – 9:00 a.m.
April 2, 2026 – 9:00 a.m.
June 4, 2026 – 9:00 a.m.
October 1, 2026 – 9:00 a.m.
December 3, 2026 – 9:00 a.m.

**Attachments:** None.

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



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** CHRISTOPHER VERTREEES, EXECUTIVE DIRECTOR  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** IMPLEMENTATION OF STRATEGIC PLAN GOALS

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The [Five-Year SEAGO Strategic Plan FY 2024 - 2028](#) was approved by the Administrative Council and Executive Board at our August 2023 meetings and became effective retroactively on July 1, 2023.

Attached is a comprehensive report on the progress each program has made toward accomplishing the Objectives, Tactics, and associated activities that were outlined to advance the goals of our Strategic Plan.

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

**Attachments:** Strategic Plan Progress Reports for:

- Central Administration
- Area Agency on Aging
- Transportation
- Community Development / Economic Development

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

**STRATEGIC PLAN PROGRESS REPORT**

CENTRAL ADMINISTRATION	
Goal 1: Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents	
Objective 1: Preserve Institutional Knowledge, Trust & Commitment to Excellence (Executive Director Recruitment)	
Strategy / Tactics	Progress to date (10/22/25):
<b>A. Meet with Executive Board; receive initial direction on recruitment procedure</b>	<i>Tactic completed at November 18, 2022, Executive Board meeting.</i>
<b>B. Establish Recruitment Committee</b>	
i) Review/update ED job description as needed	<i>Task completed in February 2023 in anticipation of the first meeting of the Recruitment Committee and the kickoff of the SEAGO compensation study. No major revisions were necessary.</i>
ii) Send invitation to serve on Recruitment Committee and ED job description to EB	<i>Task completed - Initial invitation sent December 6, 2022. Subsequent reminders sent December 28, 2022, and January 27, 2023.</i>
iii) Receive/confirm commitments from three at-large Board members	<i>Task completed on January 27, 2023.</i>
iv) Hold elections of EB officers to establish 2023 Executive Committee	<i>Task completed at the February 24, 2023, meeting of the Executive Board. <b>This was the final Task needed to complete Tactic B.</b></i>
<b>C. Recruit Executive Director</b>	
i) Internal Recruitment Option	
a) Send invitation to apply to all SEAGO employees/receive resumes	<i>Activity completed on December 6, 2022.</i>
b) Review of internal applicants by Recruitment Committee (if needed)	<i>Not Applicable</i>
c) Prepare interview questions; schedule interviews with internal candidates (Q1 CY2023)	<i>Activity completed on February 28, 2023, in anticipation of the first meeting of the Recruitment Committee.</i>
d) Prepare offer and employment contract/hire internal applicant, OR explore external recruitment option	<i>Not Applicable</i>
ii) External Recruitment Option	
a) Prepare/publish job announcement	<i>Activity completed April 3, 2023, and again on July 27, 2023.</i>
b) Create benchmark evaluative conditions to identify needs based on current performance (weaknesses, strengths, gaps, opportunities)	<i>The recruitment committee chose to focus on the education, experience and transferable skills of applicants related to the Executive Director job description rather than create benchmarks based on the incumbent's performance.</i>
c) Review of external applicants by Recruitment Committee; create short list (Q2 CY2023)	<i>Activity completed May 18, 2023, and again on August 24, 2023.</i>
d) Schedule Executive Board interviews with external candidates (Q2 CY2023)	<i>Activity was completed on July 10, 2023 and again on September 11, 2023.</i>
e) Prepare offer and employment contract/hire preferred candidate (Q3 CY2023)	<i>Activity initially completed September 14, 2023. Note: Keith Dennis resigned as Executive Director in January 2025, Christopher Vertrees was appointed on February 21, 2025, meeting of the Executive Board. Contract was finalized in March 2025. <b>Tactic is now complete.</b></i>
<b>D. Document Administrative Tasks and Responsibilities</b>	
i) Parse out essential, trainable, delegable, outsourceable	<i>Complete</i>

ii) Create Chart of Tasks	<i>Outlook reminders have been substituted for creating a chart of tasks.</i>
iii) Deliver Chart of Tasks to next Executive Director and set up Outlook reminders	<i>Outlook reminders were set up on the new Executive Director PC to flag any recurring tasks with critical deadlines. <b>Objective 1 is now complete.</b></i>
<b>Objective 2: Enhance Administrative Services</b>	
<b>Strategy / Tactics</b>	<b>Progress to date (10/22/2025):</b>
<b>A. Deliver Timely (monthly), Accurate Financial Reports</b>	
i) Train Administrative Assistant on monthly tasks that can be delegated	<i>Task completed and ongoing. Training on primary monthly tasks that can be delegated has been completed and training is ongoing as needed.</i>
ii) Seek advice and assistance from external CPA on monthly reconciliations needed to generate accurate reports	<i>Task completed. In 2023 an External CPA was contracted to assist with monthly reconciliations typically needed for month-end entries. CPA assistance ended in 2024 as Finance Manager became more comfortable with fund accounting. This was evident in our FY2024 audit when no findings were identified.</i>
iii) Produce reports and train Program Managers on how to utilize	<i>Not started – Task was put on hold pending updates to accounting software. Now that it has been completed, this will be a priority in calendar year 2026. Finance Manager and SEAGO Management Team will identify data needed to better manage program budgets.</i>
<b>B. Upgrade Financial Reporting Software</b>	
i) Research most beneficial modules and costs	<i>Complete – Finance Manager and IT Manager researched and selected software upgrade to upgrade our financial reporting software.</i>
ii) Include costs of upgrades in budget	<i>Upgrade to Financial Reporting Software was incorporated into the FY 25 budget. Software upgrade was purchased prior to the close of the 2025 fiscal year.</i>
iii) Purchase and activate modules	<i>On October 17, 2025, the IT department, in collaboration with the Finance team and the accounting software vendor, successfully migrated from the local server-based version of MIP Abilia to its cloud-based platform. All historical data was migrated to the cloud and is now accessible from any internet-connected device. The system performs automatic nightly backups, ensuring data security and availability.</i>
<b>C. Keep Program Billing Current</b>	
i) Interview Program Managers, staff, funding agencies and providers; identify problems	<i>Task completed and ongoing.</i>
ii) Identify solutions and strategies	<i>Task completed and ongoing.</i>
iii) Implement solutions; produce timely billings	<i>Task completed and ongoing.</i>
<b>D. Expand Member Entity Services</b>	
i) Provide options for grant seeking, training and writing services	<i>In progress – In 2025 multiple SEAGO staff participated in grant writing training opportunities. SEAGO will continue to make the training available to staff.</i>
a) Research costs of shared grant search engine subscription; develop equitable member entity assessment	<i>Effort is currently paused. Many grant programs were paused at the Federal level to evaluate contract alignment to Federal policy priorities. Costs will be researched and contemplated in the FY 2026 budget.</i>
b) Research costs of Grant Information Coordinator; develop equitable member entity assessment	<i>Not started – costs will be researched and contemplated in the FY 2026 budget if feasible.</i>
ii) Increase Administrative capacity to provide resources for general member entity advocacy, relationship facilitation, leadership work sessions,	<i>Task in process and 50% complete. SEAGO added a Community Coordinator position that was filled in October 2023. The position was tasked with providing administrative support to the Executive Director in organizing meetings, publishing meeting notices, creating and</i>

advocacy for water policy, and other member entity priorities	<i>distributing agenda packets and meeting reminders, establishing meeting quorums, taking meeting notes, drafting meeting minutes, other pre and post-meeting logistics, as well as a host of other administrative tasks for Central Administration and the Community and Economic Development Programs. The person in that position left in January 2025. Due to Federal grant issues and stability concerns, the position has been filled on a part-time basis to support Administration and CDBG programs. SEAGO will be pursuing another part-time position to support CDBG/Economic Development Programs in 2026.</i>
<b>Objective 3: Improve Operational Efficiencies</b>	
<b>Strategy / Tactics</b>	<b>Progress to date (10/22/2025):</b>
<b>A. Improve Core Competencies</b>	
i) Promote post-secondary education (CPA, Fund Accounting, MPA)	<i>Not started due to budget concerns involving several of our Federal Grant Programs. Once grant funding is stabilized, our SEAGO Management Team will evaluate the budget implications and possibly implement this effort this incoming calendar year.</i>
ii) Mandate leadership, supervisory and personnel management training for new Program Managers	<i>In progress, the AAA Director, the Deputy AAA Program Director, and the Case Management Supervisor are currently enrolled in the AGTS Benson Supervisor's Academy. These efforts will continue next calendar year.</i>
iii) Implement time management training for program staff	<i>Not started due to budget concerns involving several of our Federal Grant Programs. Once grant funding is stabilized, our SEAGO Management Team will evaluate the budget implications and possibly implement this effort this incoming calendar year.</i>
<b>B. Enhance HR Services</b>	
i) Improve on-boarding practices	<i>In progress - On-boarding has been streamlined and reassigned from the Executive Director to our Administrative Assistant.</i>
ii) Improve evaluation tools	<i>In progress – Executive Director is currently researching HR Outsourcing Providers to provide technical assistance to SEAGO to address evaluation tools, standardize exit interviews and to improve employee grievance processes.</i>
iii) Standardize exit interviews	<i>See Objective 3, Tactic A, Task ii) above.</i>
iv) Implement employee recognition	<i>In progress. SEAGO Management team is in the process of developing an employee recognition program.</i>
<b>C. Expand IT Capacity</b>	
i) Develop troubleshooting checklist for common problems/issues	<i>Task is complete. Prior to retirement, Randy Heiss developed multiple checklists to assist staff in troubleshooting common IT problems.</i>
ii) Upgrade equipment	<i>Task in process and approximately 90% complete. In 2025, a majority of SEAGO computers were upgraded. All employee desktops and laptops have been successfully upgraded to Windows 11. In August 2025, SEAGO secured two Mobile Beacon 5G hotspots to serve as backup internet connections for both the Main Office and AAA Office.</i>
iii) Procure IT support	<i>The task is complete. In December 2025, IT support was secured, and an IT On-call Service Agreement was finalized. In addition, John Merideth was promoted to IT Manager following Board approval at our May 2025 meeting.</i>
iv) Implement paperless solutions (Google Docs; SharePoint; DocuSign)	<i>Task is Complete – In April 2025, SEAGO completed a migration to Microsoft 365. Employee training on Microsoft 365 applications continues on an as-needed, one-on-one basis. Cloud-based backups are now performed every 10 minutes for all data stored in Exchange (Outlook email), OneDrive, and SharePoint.</i>
<b>D. Increase Administration Capacity</b>	

i) Examine duties of existing staff in view of their strengths and weaknesses	<i>In progress and ongoing. See Tactic ii) below.</i>
ii) re-allocate job responsibilities to better align with staff strengths if feasible; OR	<i>Approximately 75% complete. At our May 21, 2025, Executive Board meeting, the Board approved multiple classification plan updates that realigned the job responsibilities in response to program/administrative requirements, to provide upward mobility, and to be more reflective of the actual duties performed by staff.</i>
iii) update Community Coordinator job description and job announcement; post, advertise, recruit, train new employee	<i>See Objective 2, Tactic D, Task ii).</i>
<b>Objective 4: Position SEAGO for Future</b>	
<b>Strategy / Tactics</b>	<b>Progress to date (10/22/2025):</b>
<b>A. Develop conceptual site use plan for undeveloped portion of SEAGO Highway 92 property</b>	
i) Apply for assistance from Drachmann Institute, OR	<i>Not started – In 2026, the SEAGO Management Team will evaluate future facility needs and lead this effort in the future if warranted.</i>
ii) Seek proposals for landscape architectural firms	<i>See Objective 4, Tactic A, Task i) above.</i>
a) Explore cooperative purchasing opportunities, OR	<i>See Objective 4, Tactic A, Task i) above.</i>
b) Develop/publish RFP; evaluate proposals; select most qualified firm	<i>See Objective 4, Tactic A, Task i) above.</i>
<b>B. Select preferred site plan; identify development costs</b>	<i>See Objective 4, Tactic A, Task i) above.</i>
<b>C. Explore financing options for site development</b>	
i) Formalize SEAGO as a separate legal entity pursuant to A.R.S. §11-952.02 Subsection B.	<i>See Objective 4, Tactic A, Task i) above.</i>
a) Seek bond financing for site development	<i>See Objective 4, Tactic A, Task i) above.</i>
ii) Explore federal grant and loan opportunities	<i>See Objective 4, Tactic A, Task i) above.</i>
iii) Investigate commercial financing	<i>See Objective 4, Tactic A, Task i) above.</i>
<b>D. Construct site improvements and facilities</b>	<i>See Objective 4, Tactic A, Task i) above.</i>
<b>Goal 2: Build awareness of SEAGO and the value of our services</b>	
<b>Objective 5: Improve the Visibility of SEAGO Through Partnerships</b>	
<b>Strategy / Tactics</b>	<b>Progress to date (10/22/2025):</b>
<b>A. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through partnerships with local news media (ongoing)</b>	<i>Task is pending – SEAGO Executive Director is in the process of developing a public outreach and communication plan that will outline how SEAGO will engage with its stakeholders and the broader community. The plan will identify outreach objectives, key messages, target audiences, communication channels, and methods for evaluating the effectiveness of outreach efforts. It is expected that the plan will be presented for approval at our February AC and EB meetings.</i>
<b>B. Monthly press releases and/or "did you know" ads via print and social media</b>	<i>See Objective 5 Tactic A above.</i>

<b>highlighting SEAGO efforts in partnerships with member communities</b>	
<b>C. Member entities highlight SEAGO collaborations within jurisdiction (mentions at governing body meetings; member entity websites and/or social media pages; newsletters, etc.)</b>	<i>See Objective 5 Tactic A above.</i>
<b>D. Links to member entities on SEAGO website and links to SEAGO on member websites (rekindle efforts)</b>	<i>See Objective 5 Tactic A above.</i>
<b>E. Bi-annual survey of constituencies regarding SEAGO awareness and impact</b>	<i>See Objective 5 Tactic A above.</i>
<b>F. Increase time spent promoting services to local businesses, health care providers, and local Chambers of Commerce to cultivate partnerships</b>	<i>See Objective 5 Tactic A above.</i>

**STRATEGIC PLAN PROGRESS REPORT**

<b>AREA AGENCY ON AGING</b>	
<b>Goal 1: Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents</b>	
<b>Objective 1: Fill Program Vacancies</b>	
<b>Strategy / Tactics</b>	<b>Progress to date (10/20/2025):</b>
<b>A. Complete Case Management Transition</b>	
i) Continue recruitment efforts for Benson Case Management position	Completed, position has been filled.
ii) Recruit permanent Douglas Case Manager	Completed, position has been filled.
iii) Train, and equip new staff	In process, two new case managers are within their first 90 days of employment and are receiving one-on-one training.
iv) Secure permanent Case Management office space	Completed, Sierra Vista case managers are housed out of SouthEastern Arizona Behavioral Health Services (SEABHS).
v) Redistribute case load between Sierra Vista, Bisbee, Douglas, Willcox, and Benson Case Managers	Completed, the caseloads have been distributed evenly considering case load and geographical area covered.
<b>B. Recruit, orient and train for Health and Nutrition Program Coordinator position</b>	
i) Update Job Description and Job announcement	This objective has been re-evaluated and eliminated due to program size, funding and need. The current Long-Term Care Ombudsman has been assigned the duties of this program.
ii) Publish Job Announcement; collect and review applications; create short list; interview candidates	Please see B.i.
iii) Recruit, orient and train new HNP Coordinator	Please see B.i.
<b>Objective 2: Increase Measures to Gauge Level of Need for Services Based on the Area Plan</b>	
<b>Strategy / Tactics</b>	<b>Progress to date (10/20/2025):</b>
<b>A. Educate staff through attendance of conferences and informational webinars</b>	
i) Identify AAA training priorities	Ongoing. Training priorities and objectives are constantly changing due to program changes or improvements.
<b>B. Increase CDSMP, Caregiver Support activities, SHIP-SMP counseling, Case Management, LTC Ombudsman program, Community partnerships, events, workshops, presentations and media outlets</b>	Ongoing. The entire department has prioritized this objective and has increased the number of community partners, allowing us to attend new events and provide education and presentations on our programs. In addition, we were featured numerous times in the local news and media outlets.
<b>C. Increase daily social media outreach</b>	Completed, our coordinators post education, events, and resources on our social media daily.
<b>D. Each program develop one new community partnership in each service area (Graham, Greenlee, Cochise and Santa Cruz Counties) and deliver AAA presentation</b>	Completed, our coordinators and Director have established relationships with new community partners throughout the year. There have been over 10 presentations throughout the region this year.
<b>Goal 2: Build awareness of SEAGO and the value of our services</b>	
<b>Objective 1: Improve the Visibility of SEAGO Through Partnerships</b>	

Strategy / Tactics	Progress to date (10/20/2023):
<b>A. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through partnerships with local news media (ongoing)</b>	Ongoing. This objective has been completed this reporting period and will continue to be an ongoing objective.
<b>B. Monthly press releases and/or "did you know" ads via print and social media highlighting SEAGO efforts in partnerships with member communities</b>	Ongoing. There is not a specific "did you know" ad printed or published, however, all presentations, events and outreach efforts as well as community partnerships are shared on our social media.
<b>C. Member entities highlight SEAGO collaborations within jurisdiction (mentions at governing body meetings; member entity websites and/or social media pages; newsletters, etc.)</b>	Ongoing.
<b>D. Links to member entities on SEAGO website and links to SEAGO on member websites (rekindle efforts)</b>	Ongoing.
<b>E. Bi-annual survey of constituencies regarding SEAGO awareness and impact</b>	Completed. This year SEAGO AAA participated in the State Area Plan Update Survey and held a Public In-put session in August.
<b>F. Increase time spent promoting services to local businesses, health care providers, and local Chambers of Commerce to cultivate partnerships</b>	Ongoing. SEAGO AAA has joined the Douglas Business Network. We continue to be part of the Nogales-Santa Cruz Chamber of Commerce and are exploring other committees to join.
<b>Objective 2: Increase Community Awareness Throughout Region</b>	
Strategy / Tactics	Progress to date (10/20/2025):
<b>A. Expand presence and participation in community events</b>	Ongoing. We hosted three major events this year that brought in over 100 participants to each event by bringing Attorney General Kris Mayes to educate our seniors on scams and abuse.
<b>B. Increase education and outreach to stakeholders</b>	
i) Increase Chronic Disease Self-Management presentations	Ongoing. We continue to look for partners in the healthcare/public health sector to assist in this effort.
ii) Continue robust connections with hospitals and organizations to disseminate vital care transition resources	Completed. We are now partnered with all the hospitals and community health centers in our regions. We have presented our services and have received referrals regularly from them.
iii) Join community coalitions and organize intergroup meetings to share educational knowledge with our partners	Ongoing. We join and present to as many community coalitions and groups as possible. We ensure to share the program's services.
iv) Present at least once per year to Member Entities' governing bodies	Ongoing. The AAA Director presents to the Aging Council on Aging annually about the programs' services. In addition, any time we are invited to present at any other member entity governing board, we will ensure that it is completed.

**STRATEGIC PLAN PROGRESS REPORT**

**TRANSPORTATION**

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

**Objective 1: Expand and Complete the SEAGO Regional Road Pavement Assessment Project**

Strategy / Tactics	Progress to date (10/27/2025):
<b>A. Data Collection/Reporting</b>	
i) Identify Data Collection Priorities with Local Agencies	<i>Complete. Reviewed Data Collection Progress with TAC at 9/21/23 TAC meeting. Collected information as to collection priorities from member agencies. 1) Complete collection of the SEAGO Region full road network. 2) Collect data to support agency grant applications. 3) Collect data to support road safety issues. 4) Collect data to support RTAC Priority Project list. 5) Collect data on resurfaced roads.</i>
<b>B. Regional/Local Traffic counting</b>	
i) Review Road Assessment Data with TAC to develop agency specific traffic counting priorities	<i>Complete. Invited ADOT Traffic Data Section to present at our 5/15/25 TAC meetings to coordinate traffic count data collection for FY25. Obtained traffic count gap data from ADOT for FY25 Highway Performance Monitoring System (HPMS) reporting cycle. TAC agreed to focus on HPMS reporting gaps.</i>
ii) Conduct traffic counting	<i>Ongoing. In July, SEAGO contracted with Kalibrate to provide real time traffic data for the SEAGO Region. ADOT has been provided with access to the data portal to support future HPMS data collection.</i>
<b>C. Safety identification</b>	
i) Review roads with poor pavement condition data.	<i>Complete. SEAGO partnered with SVMPO to update our FY17 Strategic Highway Safety Plan (SHSP). Kimley Horn has been selected as the consultant. Kimley Horn was provided access to our pavement data portal as a cross-referencing tool.</i>
ii) Identification of regional safety project priorities	<i>Complete. The SEAGO-SVMPO Regional Transportation Safety Plan was approved by the SEAGO Executive Board in December 2024. The Plan has identified over 30 regional safety projects.</i>
iii) Identify potential Road Safety Assessment (RSA) Applications	<i>SHSP helped with identification of further Safety Data needs including RSAs. SEAGO assisted Pima and Clifton submit SS4A grant applications for RSAs.</i>
iv) Submission of HSIP applications if supported by data	<i>Kimley Horn developed an HSIP application for Thatcher/Safford for 20<sup>th</sup> Avenue safety improvements. Focused then shifted to SS4A applications. To date, 7 SS4A for applications have been submitted.</i>
<b>D. Project report to ADOT</b>	
i) Develop an ADOT reporting template	<i>Pending - Road Assessment Project extended through May 2026.</i>
ii) Review project for successes, challenges and gaps.	<i>Pending - Road Assessment Project extended through May 2026.</i>
<b>Objective 2: Expand public transportation service in Santa Cruz County (in process)</b>	
Strategy / Tactics	Progress to date (10/27/25):
<b>A. Apply for ADOT Transit Planning funds</b>	<i>Complete –SEAGO applied in November 2022.</i>
<b>B. Secure planning funds</b>	<i>Complete –SEAGO awarded \$95,000 for feasibility study in March 2023.</i>
<b>C. Conduct feasibility study</b>	
i) Develop Scope of Work	<i>Complete – Submitted with grant application.</i>
iii) Develop Public Participation Plan	<i>Complete</i>
iv) Conduct Public meetings	<i>Complete</i>
v) Develop service options	<i>Complete</i>
vi) Identify potential service operator	<i>Complete</i>
vii) Identify preferred service option	<i>Complete</i>

<b>D. Develop implementation plan (if feasible)</b>	
i) If feasible apply for Implementation Plan Funding (Phase 2)	<i>Complete: Plan available at <a href="#">nogales-area-transit-feasibility-study-2024-pdf-6-8-meg</a>.</i>
ii) Develop Service Plan	<i>Complete: Plan available at <a href="#">nogales-area-transit-feasibility-study-2024-pdf-6-8-meg</a>.</i>
iii) Develop Staffing/Capital Plan	<i>Complete: Plan available at <a href="#">nogales-area-transit-feasibility-study-2024-pdf-6-8-meg</a>.</i>
iv) Develop 2 & 5 year budget	<i>Complete: Plan available at <a href="#">nogales-area-transit-feasibility-study-2024-pdf-6-8-meg</a>.</i>
v) Provide ADOT 5311 application TA	<i>Pending – Next ADOT 5311 cycle expected in February 2026</i>
<b>Objective 3: Analyze current business processes to integrate new technology to streamline data collection and reporting</b>	
<b>Strategy / Tactics</b>	<b>Progress to date (10/27/25):</b>
<b>A. Identify transportation processes that can be digitized</b>	
i) Develop study group with AAA/ Transportation Staff to identify and update data collection/compliance forms	<i>Met with AAA in July/August to streamline data collection documents. Have completed an update of collection and compliance forms. Digitizing data collection forms/templates in progress.</i>
<b>B. Prioritize the above processes</b>	
i) Identify and eliminate duplication of forms and reporting; identify forms that will be digitized	<i>The transportation section has identified priorities for digital processes. This includes expansion of the capabilities of our Transit Asset Management Data (TAM) base, developed a SEAGO training portal to house data from our Transit Training Program, and transitioned the TAC from paper project scoring forms to a digital process.</i>
<b>C. Create digital templates</b>	<i>In progress</i>
<b>D. Implement collection portals</b>	<i>Expanded our TAM database, developed a Transit Training database, expanded the capabilities of our Pavement Assessment Data portal, and providing training on our Traffic Data Management System (TDMS) to expand local agency reporting capabilities. SEAGO in July 2025, added the Kalibrate Traffic Count Data Porta to our available collection tools.</i>
<b>Objective 4: Support Local Agency Transportation Infrastructure Funding Efforts</b>	
<b>Strategy / Tactics</b>	<b>Progress to date (10/27/25):</b>
<b>A. Identify transportation infrastructure funding opportunities</b>	
i) Forward all transportation and transit funding opportunities to the SEAGO TAC and City Transit Managers.	<i>On-going - SEAGO forwards all FHWA grant notices to the TAC. FTA/ADOT grant opportunities are forwarded to transit managers.</i>
ii) Register for funding notices with FHWA, FTA, RTAC, ADOT, Congress, and private foundations.	<i>SEAGO Transportation has subscribed to the Rural Opportunities to Use Transportation for Economic Success (ROUTES) Newsletter from FHWA. ROUTES program tracks grant opportunities of interest to rural communities. SEAGO Transportation has registered with the FTA TAMS database to receive opportunity notices for transit grant opportunities.</i>
iii) Develop and maintain a grant opportunity matrix that identifies annual grant opportunities.	<i>Pending</i>
<b>B. Upon request, provide technical assistance in grant development</b>	
i) Provide Letters of Support	<i>Ongoing – In the past 6 months, SEAGO has provided over 30 Letters of Support for Congressional Designated Spending Project applications, FHWA discretionary grants, AZ SMART fund grants, ADOT</i>
<i>Transportation Alternatives, and FTA Capital grants.</i>	

ii) Provide information and assistance in developing AZ SMART Fund applications to support Federal grant applications	<i>Ongoing - SEAGO provides AZ SMART Grant information updates at all TAC meetings, SEAGO has provided technical assistance to multiple agencies that have secured over \$8 million in SMART funding.</i>
iii) Provide technical services support to grant applicants including, GIS mapping, traffic counting, road pavement assessment condition reports, crash data, and transit asset management data	<i>Ongoing - SEAGO has provided technical assistance to several member agencies to develop Congressional Designated Spending Project applications, RTAC Project applications, FHWA discretionary grants, AZ SMART fund grants, ADOT Transportation Alternatives, and FTA Capital grants. This includes project initiation packets, Functional Classification maps, crash data reports, letters of support, grant application reviews, traffic count data, pavement condition data, transit route maps, transit asset management data, and cost estimates.</i>
iv) Develop a library of best practice grant application samples to be made available to applicants	<i>Pending</i>
v) Utilize SEAGO TIP Future Project Section to support grant applications	<i>Ongoing – The Future Projects Section of the TIP has become the parking lot to support agency grant applications.</i>
vi) Review and update functional classification of projects to ensure Federal funding eligibility	<i>Ongoing – SEAGO invited the ADOT Traffic Data Section to present at our 5/15/25 TAC meeting to review the ADOT/FHWA Functional Classification change request process. SEAGO reviews all grant applications to verify Functional Classification eligibility.</i>
vii) Review grant applications and provide comments	<i>Ongoing – SEAGO consistently reviews grant applications and provides technical assistance in the development of grant applications.</i>

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

**Objective 1: Improve the Visibility of SEAGO Through Partnerships**

<b>Strategy / Tactics</b>	<b>Progress to date (10/27/25):</b>
<b>A. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through partnerships with local news media (ongoing)</b>	SEAGO developed the RTAC Regional Priority Project brochure that was made available to the public at the Rural Transportation Summit (RTS) and hosted table at the RTS to promote our regional priority projects.
<b>B. Monthly press releases and/or "did you know" ads via print and social media highlighting SEAGO efforts in partnerships with member communities</b>	SEAGO provides technical assistance and participates in public transportation provider public meetings, provides support to transit providers to develop newspaper ads and other resources to promote their programs
<b>C. Member entities highlight SEAGO collaborations within jurisdiction (mentions at governing body meetings; member entity websites and/or social media pages; newsletters, etc.)</b>	N/A
<b>D. Links to member entities on SEAGO website and links to SEAGO on member websites (rekindle efforts)</b>	The SEAGO Mobility Management Programs developed and maintains a transit database that promotes local transit programs, transit schedules, resource materials, and links to local transit websites.
<b>E. Bi-annual survey of constituencies regarding SEAGO awareness and impact</b>	N/A
<b>F. Increase time spent promoting services to local businesses, health care providers, and local Chambers of Commerce to cultivate partnerships</b>	<i>The SEAGO Mobility Management Program sets up tables at area health fairs, job fairs, and veteran resource fairs to promote SEAGO and area transit partnerships.</i>

**STRATEGIC PLAN PROGRESS REPORT**

<b>COMMUNITY AND ECONOMIC DEVELOPMENT</b>	
<b>Goal 1: Identify, provide, and enhance services and resources to address the sustainability of our communities and constituents</b>	
<b>Objective 1: Create a responsive Housing program that includes home ownership support services, housing rehabilitation, and new construction</b>	
<b>Strategy / Tactics</b>	<b>Progress to date (10/20/2025):</b>
<b>A. Provide Housing Land Use TA to Member Entities (18mo)</b>	
i) Identify challenges, opportunities and land use best practices (9mo)	Completed: Meeting held with staff from Graham County, Pima, Safford and Thatcher October 11, 2023 to introduce SEAGO’s new Strategic Plan goals/objectives re: housing. Similar conversations with Cochise and Santa Cruz communities to follow.
ii) Study zoning regulations and barriers impacting housing affordability and identify national best practices to (1yr):	Completed: Safford staff agreed to share draft zoning regulation changes with fellow Gila Valley communities. Similar conversations with Cochise and Santa Cruz communities to follow. <i>RFP for housing consultant to be published November 2023.</i> Consultant will assist SEAGO in fulfilling strategies/tactics under Objective 1.
a) Accommodate infill and facilitate auxiliary housing units	See i and ii, above.
b) Allow for higher density development	In progress: In March of 2024, SEAGO was awarded a grant from the United Way of Graham and Greenlee Counties for delivery of a Housing Feasibility Study for Graham County. Grow America was selected to conduct the study. Study is nearing completion. In addition, SEAGO has actively participated in Resilience Action Planning projects in Bisbee, Graham County, and Greenlee County.
c) Facilitate multi family housing	In progress: See Tactic B above.
d) Provide for placement of tiny homes	In progress: See Tactic B above.
iii) Draft report/deliver to member entities/publish to website (18mo)	In progress: See Tactic B above.
<b>B. Develop Region-Wide Owner Occupied Housing Rehabilitation Program (2yr)</b>	
i) Apply for OOHR with CDBG Funds (9mo)	This tactic is complete: Bisbee awarded Colonias Set-Aside CDBG for OOHR pilot program. Project completed in 2025.
ii) Develop scalable model program for region-wide implementation using multiple funding sources (CDBG, Home, USDA, other) (18mo)	In progress: In FY24 and FY26, SEAGO pursued and received special appropriations from the State General Fund to provide housing assistance to the elderly and disabled. Total funding was approximately \$480,000. SEAGO made the funding available in each County. SEAGO piggy-backed on Bisbee OOHR project to increase the overall capacity of the project. SEAGO will be looking to advance this model with future OOHR projects around the Region.
iii) Implement Region-Wide OOHR Program (2yr)	Pending: See ii, above.
<b>C. Re-establish SEAGO’s Housing Program including re-establishment of SEAGO as a Community Housing Development Organization (2yr)</b>	
i) Evaluate other Rural Housing Programs in CA, AZ, and NM (9mo)	Pending: Once the Community Coordinator position is filled, the person selected will conduct best practice research.

ii) Research CHDO requirements (1 yr)	In progress—SEAGO has been in contact with ADOH to discuss opportunities to start CHDO small CHDO pilot project in Bisbee. SEAGO has held meetings with FMI, City of Bisbee, and Step-up Bisbee-Naco to begin the framework to pursue CHDO status. If successful, SEAGO will be looking to expand the project in other areas of the Region.
iii) Deliver report on opportunities/challenges and staff recommendations Administrative Council and Executive Board for consideration; receive direction (18mo)	See ii, above.
<b>Objective 2: Support Member Entity Efforts Towards Infrastructure Development</b>	
<b>Strategy / Tactics</b>	<b>Progress to date (10/20/2025):</b>
<b>A. Reduce blight to support infill development (1yr)</b>	Meeting held with staff from Graham County, Pima, Safford and Thatcher October 11, 2023 to introduce SEAGO’s new Strategic Plan goals/objectives re: blight reduction. Deliverables for this Strategy must be community-driven.
<b>B. Provide Technical Assistance for Water and Wastewater Projects (1-2yrs)</b>	Progress here is ongoing; Duncan and Nogales implemented CDBG-funded water system improvements in 2024. We are currently contracted with WIFA to provide labor monitoring and procurement technical assistance on 5 regional water infrastructure projects. SEAGO and Douglas are finalizing an IGA to provide labor monitoring technical assistance on their West Expansion Utilities Project.
<b>C. Implement Brownfields Assessment Grant (6mo – 2yr)</b>	Complete: SEAGO completed the RFP process and selected Stantec as the contractor in 2024. To date, 9 Phase 1 ESAs, 2 Phase 2 ESAs, and 7 RBM surveys have been completed. Another 5 are in progress. SEAGO has exceeded requirements to apply for a larger Coalition Assessment Grant in the amount of \$1.5 million as soon as the government shutdown is over.
<b>Objective 3: Expand Broadband Infrastructure &amp; Digital Navigator Services</b>	
<b>Strategy / Tactics</b>	<b>Progress to date (10/20/2025):</b>
<b>A. Leverage awarded Technical Assistance Grant to support regional broadband expansion efforts</b>	
i) Gather Regional Data to produce accurate maps and identify gaps in broadband coverage	Complete.
ii) Complete Scope of Work to produce final feasibility study and report providing guidance on closing broadband infrastructure gaps	Complete.
<b>B. Provide Technical Assistance to community libraries and other anchor institutions that are implementing the Affordable Connectivity Pilot Program (9mo)</b>	
i) Create and Provide Marketing, Training and other Onboarding Materials (6mo)	These efforts are currently ongoing. Completion of ACP related Tactics is a top priority for Economic Development at this time.
ii) Develop Systems to guide anchor institutions through the ACP onboarding process (6mo)	These efforts are currently ongoing. Completion of ACP related Tactics is a top priority for Economic Development at this time.
iii) Conduct workshops to train anchor	These efforts are currently ongoing. Completion of ACP related Tactics is

institutions on how to complete ACP onboarding process (3-9mo)	a top priority for Economic Development at this time.
iv) Work with ISP's on providing patrons with help desk services once ACP is completed and the individuals have device and service (9mo)	These efforts are currently ongoing. Completion of ACP related Tactics is a top priority for Economic Development at this time.
<b>C. Apply for Broadband Construction Funding to address broadband infrastructure gaps identified in TA funded study (1yr)</b>	
i) Coordinate with Broadband Coalition to target funding opportunity (3mo)	Efforts to engage with this Tactic are underway. This and other tactics under this Strategy will accelerate once our CEDS is delivered to EDA.
ii) Engage funding agency and request application assistance (6mo)	Pending
iii) Submit application to funding agency (9mo)	Pending
<b>Objective 4: Support regional entrepreneurship and workforce incubation programs</b>	
<b>Strategy / Tactics</b>	<b>Progress to date (10/20/2025):</b>
<b>A. Create an Incubator Coalition with regional organizations currently working to build incubators (18mo)</b>	
i) Join Economic Development groups such as AAED, Huachuca 50, and others (6mo)	Complete
ii) Form Coalition; secure commitments on scope of activities and roles of coalition members (9mo)	Pending: SEAGO's primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
iii) Facilitate concept and grant development through the Coalition (1yr)	Pending: SEAGO's primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
iv) Apply for an Incubator grant that has had 3 additional inputs from other departments (1yr)	Pending: SEAGO's primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
v) Develop a Coalition Engine that includes Campaign Management, Project Management, Hosting Meetings/Workshops stations (18mo)	Pending: SEAGO's primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
<b>B. Identify funding source(s) to perform a Bi-National Workforce Program study (18mo)</b>	
i) Form a campaign to raise private funds (9mo)	Pending: SEAGO's primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
ii) Work with border region agencies to procure data around US citizens potentially looking to work in southeastern Arizona region (1yr)	Pending: SEAGO's primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
iii) Propose Technical Assistance contracts with private businesses to support developing a talent pipeline for their organization (18mo)	Pending: SEAGO's primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.

<b>C. Support growth and capacity building in Future 8 Industries (Manufacturing, Mechatronics, Cybersecurity, Natural Resource Preservation, Renewable Energy, Housing, Transportation, Health Services) (2yr)</b>	
i) Provide ACA updates to members regarding business relocation announcements and resource opportunities (3mo – 2yr)	Pending: SEAGO’s primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
ii) Identify current gaps in regional site selection process to attract investors (9mo)	Pending: SEAGO’s primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
iii) Develop Industry briefings for at least 1 of the target industries (18mo)	Pending: SEAGO’s primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
iv) Coordinate with stakeholders and provide investors with specific industry briefings & thought leadership (1yr)	Pending: SEAGO’s primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
v) Coordinate with event planners and other stakeholders to support the growth and development of trade fairs, tourism events, tech parks and innovation hubs, cultural fairs, sporting events, and 'buy local' campaigns (9mo)	Pending: SEAGO’s primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
vi) Explore corporate structures like Industrial Development Authorities as vehicles to accomplish industrial development in these key sectors (18mo)	Pending: SEAGO’s primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
vii) Acquire and leverage data sources and technology, including AI, to develop industry briefings and provide reports to stakeholders (9mo)	Pending: SEAGO’s primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
viii) Explore funding opportunities and creative finance to support deal underwriting (2yr)	Pending: SEAGO’s primary Economic Development Activity at this time is to update and deliver the CEDS to EDA by March 2026.
<b>Goal 2: Build awareness of SEAGO and the value of our services</b>	
<b>Objective 1: Improve the Visibility of SEAGO Through Partnerships</b>	
<b>Strategy / Tactics</b>	
<b>A. Continue promoting news and announcements about program initiatives, accomplishments and upcoming events through partnerships with local news media (ongoing)</b>	<i>Task is pending – SEAGO Executive Director is in the process of developing a public outreach and communication plan that will outline how SEAGO will engage with its stakeholders and the broader community. The plan will identify outreach objectives, key messages, target audiences, communication channels, and methods for evaluating the effectiveness of outreach efforts. It is expected that the plan will be presented for approval at our February AC and EB meetings.</i>
<b>B. Monthly press releases and/or "did you know" ads via print and social media</b>	See Tactic A above.

<b>highlighting SEAGO efforts in partnerships with member communities</b>	
<b>C. Member entities highlight SEAGO collaborations within jurisdiction (mentions at governing body meetings; member entity websites and/or social media pages; newsletters, etc.)</b>	See Tactic A above.
<b>D. Links to member entities on SEAGO website and links to SEAGO on member websites (rekindle efforts)</b>	See Tactic A above.
<b>E. Bi-annual survey of constituencies regarding SEAGO awareness and impact</b>	See Tactic A above.
<b>F. Increase time spent promoting services to local businesses, health care providers, and local Chambers of Commerce to cultivate partnerships</b>	See Tactic A above.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** DINA CURTISS, FINANCE MANAGER  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** FINANCE REPORT

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The SEAGO Statement of Revenues and Expenditures for the quarter ending September 30, 2025 is attached for your review.

Colby & Powell have been scheduled for the FY2025 audit the week of November 3, 2025.

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

**Attachment:** Statement of Revenues and Expenditures, Quarter Ending 09/30/2025

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

**SEAGO**

Statement of Revenues and Expenditures - R&E that ties to Budget - Unposted Transactions Included In Report  
From 7/1/2025 Through 9/30/2025

(In Whole Numbers)

		<u>Cur Pd Actual</u>	<u>YTD Actual</u>	<u>Total Budget</u>	<u>% of Budget ...</u>
<b>Revenue</b>					
General Fund	101	20,225	20,225	150,000	13.48%
Agency Response	301	74,690	74,690	45,302	164.87%
Community Development Block Grant	302	86,156	86,156	370,000	23.28%
Economic Development	303	24,719	24,719	110,358	22.39%
Public Transit	308	7,021	7,021	20,000	35.10%
State Planning & Research	309	46,508	46,508	172,272	26.99%
Area Agency on Aging	310	277,877	277,877	2,125,654	13.07%
Regional Mobility Management	311	40,496	40,496	162,500	24.92%
RMM Training	314	13,857	13,857	87,500	15.83%
Nogales Area Transit Feasibility Stu...	351	0	0	95,000	0.00%
United Way of Graham and Greenle...	356	0	0	65,130	0.00%
Regionwide Pavement Assessment ...	357	22,726	22,726	201,864	11.25%
Bisbee Route Efficiency Study ADOT	358	2,508	2,508	75,000	3.34%
Santa Cruz Cnty Elgin School Rem...	359	0	0	8,000	0.00%
BSERC Environmental Review	360	0	0	5,000	0.00%
COB City of Bisbee MOU	362	11,800	11,800	11,800	100.00%
<b>Total Revenue</b>		<u>628,583</u>	<u>628,583</u>	<u>3,705,379</u>	<u>16.96%</u>
<b>Expenses</b>					
General Fund	101	0	0	150,000	0.00%
Agency Response	301	9,826	9,826	45,302	21.69%
Community Development Block Grant	302	31,696	31,696	370,000	8.56%
Economic Development	303	24,719	24,719	110,358	22.39%
Public Transit	308	7,594	7,594	20,000	37.96%
State Planning & Research	309	46,508	46,508	172,272	26.99%
Area Agency on Aging	310	277,877	277,877	2,125,654	13.07%
Regional Mobility Management	311	40,496	40,496	162,500	24.92%
RMM Training	314	13,857	13,857	87,500	15.83%
Nogales Area Transit Feasibility Stu...	351	0	0	95,000	0.00%
United Way of Graham and Greenle...	356	0	0	65,130	0.00%
Regionwide Pavement Assessment ...	357	22,726	22,726	201,864	11.25%
Bisbee Route Efficiency Study ADOT	358	2,508	2,508	75,000	3.34%
Santa Cruz Cnty Elgin School Rem...	359	0	0	8,000	0.00%
BSERC Environmental Review	360	0	0	5,000	0.00%
COB City of Bisbee MOU	362	8,567	8,567	11,800	72.60%
<b>Total Expenses</b>		<u>486,375</u>	<u>486,375</u>	<u>3,705,379</u>	<u>13.13%</u>
<b>Balance</b>		<u>142,209</u>	<u>142,209</u>	<u>0</u>	<u>0.00%</u>



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** JOHN MERIDETH, IT MANAGER  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** INFORMATION TECHNOLOGY UPDATES

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

### Office 365 Migration

Employee training on Microsoft 365 applications continues on an as-needed, one-on-one basis. Cloud-based backups are now performed every 10 minutes for all data stored in Exchange (Outlook email), OneDrive, and SharePoint. As a result, SEAGO will not need to renew its existing iDrive backup service, which expires in March 2026 and costs \$500 annually.

### Windows 11 Device Upgrades

All employee desktops and laptops have been successfully upgraded to Windows 11, with no reported issues.

### MIP Abilia Software Cloud Migration

On October 17, 2025, the IT department, in collaboration with the Finance team and the accounting software vendor, successfully migrated from the local server-based version of MIP Abilia to its cloud-based platform. All historical data was migrated to the cloud and is now accessible from any internet-connected device. The system performs automatic nightly backups, ensuring data security and availability.

### Website Analytics:

The following table presents monthly unique page visits for each SEAGO website, along with the number of Google searches referencing "SEAGO":

	Google Interactions	seago.org	seagomobility.org	seagotam.org	southeastarizonaeconomy.com
Jul-25	100	756	47	31	16
Aug-25	77	795	60	12	507
Sep-25	116	943	47	16	72

### Phone System Upgrades

The new 8x8 VoIP phone system went live on August 1, 2025. The transition was smooth, with minimal issues, and employee feedback has been overwhelmingly positive. Below is a summary of call volume.

	Inbound	Outbound	Total
Jul-25	n/a	n/a	n/a
Aug-25	755	559	1314
Sep-25	938	707	1645

**Asset Management Database:** Work is ongoing to populate the IT asset management database with all SEAGO-owned technology equipment.

**IT Help Desk Ticketing System:** An internal IT help desk ticketing system was developed and implemented on August 25, 2025, streamlining the process for tracking and resolving technical support requests.

**Backup Internet:** In August 2025, SEAGO secured two Mobile Beacon 5G hotspots to serve as backup internet connections for both the Main Office and AAA Office. Each device supports up to 10 users with unlimited data. The equipment was provided at no cost through a nonprofit program, with an annual service cost of \$240 for both devices.

### *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.

**Action Requested:**

X Information Only

Action Requested Below



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT PROGRAM MANAGER  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** COMMUNITY DEVELOPMENT PROGRAM UPDATES

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## **Graham County Housing Feasibility Study**

Grow America is finalizing its housing development opportunities site analysis and housing demand analysis. 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. Community Development staff will begin outreach ahead of a regional housing forum that will include Freeport McMoRan communities.

## **Brownfields Assessment Grant (BAG)**

The first BAG grant is nearly finished, and SEAGO is preparing an application for another grant to support our communities that have successfully completed first round site-assessments and area-wide assessments.

## **WIFA Projects**

Staff completed the bid procurement process on the wastewater system improvement project for the WIFA Sweet Springs Community Mobile Home Park in St. David. SEAGO has prepared a cost estimate for a labor standards compliance-focused scope of work on the Douglas (2<sup>nd</sup>) Commercial Port of Entry infrastructure improvements near the Cochise Community College – Douglas campus.

**Attachments:** None

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



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** WILLIAM D. OSBORNE, AICP, COMMUNITY DEVELOPMENT PROGRAM MANAGER  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** CDBG Updates

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## **CDBG Funding Continuity Inquiries**

SEAGO Community Development staff continues to communicate with ADOH regarding the status of Community Development Block Grant (CDBG) funding and awarded projects. Currently, funding remains obligated for the past years. Applications for Fiscal Year 2025 Method of Distribution (MOD) communities needed to be filed by November 1<sup>st</sup>, 2025, and any community without a resolution of application and submittal to ADOH would need to have provided a detailed plan with a specific timeline for activities leading to application submittal.

## **Regional Account Updates**

The Town of Duncan and ADOH are finalizing funds transfers to the Colonias Wastewater Lift Station Improvements (CDBG #118-25) project, which has been successfully completed in construction, but SEAGO will provide assistance in documentation for procurement, finances and expenditures for project close-out.

The City of Bisbee will soon execute a contract for construction for the Bisbee Senior Center Improvements (139-25) project.

The Town of Thatcher High School Avenue Sidewalks & ADA Improvements project has been funded by ADOH, and SEAGO will soon execute a technical assistance contract (TAC) with the Town of Thatcher for work that has been done and will be done to ensure the success of this project.

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 (124-24) to another street located within the Low-Moderate Income-qualified Census Block Group of Pima (6711-2).

The City of Nogales Camino Del Sol Phase 2 water and wastewater improvements project (123-24) has been in construction since mid-August, with an expected end-date in December

or early January.

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.

One final visit to the City of Benson Lion's Park Improvements (150-23) project remains, to capture labor standards compliance for the crane placement crew of prefabricated restrooms and concessions buildings.

Graham County, Santa Cruz County and Tombstone have held their second CDBG public participation public hearings, and applications are being prepared. SEAGO staff will coordinate with Clifton staff to prepare and send a brief detailed plan for application submittal soon after the Town's November Council Meeting and resolution of application adoption.

**Colonias CDBG: Finished in Duncan, Patagonia, and Bisbee**

SEAGO staff worked with ADOH staff to close-out the City of Bisbee's Saginaw Colonias Owner-Occupied Housing Rehabilitation (OOHR) project (134-23).

The Rothrock Alley Water System Improvements Colonias project (#119-25) in the Town of Patagonia finished construction in early August. SEAGO has begun project close-out.

The critical groundwater issues were addressed for the Town of Duncan Wastewater Lift Station Improvements Colonias project (#118-25) using two (2) other sources of available Town of Duncan CDBG funds. SEAGO has begun project close-out.

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, or if you have reason(s) to believe there are shovel-ready projects that could qualify for Colonias and/or State Special Projects CDBG funding in your community. 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

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**FROM:** KEVIN FOWLER, ECONOMIC DEVELOPMENT PROGRAM MANAGER  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** ECONOMIC DEVELOPMENT PROGRAM UPDATES

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## EDA PLANNING PROGRAM AND GRANT UPDATE

I recently completed the second biannual report for EDA due by October 31, 2025 and covering all activities relevant to the grant award #ED 23SEA3020016 scheduled for 04.30/2026 renewal.

I have had regular and ongoing communication with Jeff Hays, our Arizona rep, and Sharon Metiva, EDA Manager in the Seattle Regional Office. Pursuant to those communications the most recent update complies with their requests for information and determinations regarding the CEDS and the 2026-2030 CEDS update.

I am working on draft six after recent communications with the CEDS Strategy Committee both on TEAMS and with AD HOC discussions and am updating the CEDS accordingly including SWOT revisions per their input in compliance with EDA requests.

## NEW ED ACTIVITIES

Clifton has a new Interim Town Manager. I have been assisting her with information on a new package Wastewater Plant that can service about 200 residents and businesses. I have also referred her to our website and Brownfield for funding and support suggestions.

Mescal is undertaking a new Fire Station and Community Center as well as a new alternative route for ingress and egress into Mescal which will be required by Cochise County as a standard practice. I have created a draft Development Plan and have been assisting them with contacts at USDA for funding options. The department is currently negotiating a land purchase for the project. Work has been suspended by the Executive Director during the shutdown.

## BROWFIELD TRAINING SEMINAR

I recently attended a Brownfield event in Prescott on October 22-24, 2025, sponsored by AAED where Dave Laney was in attendance which updated most recent information on funding and programs proposed for the current and next calendar year contingent on available federal funding. Any FY 2026 awards most likely will be delayed as EPA offices are currently closed due to the federal shutdown. FY26 applications and

awards will be delayed until EPA reopens.

**HILLCREST DEVELOPMENT IN BISBEE**

I have located a national consulting firm Goman and York to do an initial Pro Bono Feasibility Study for the City of Bisbee to determine how best to proceed with long anticipated development of the Historic property. I spoke with them on October 24, 2025, in Prescott and they indicated they are nearing completion of their assessment. The study will help guide the City of Bisbee on how to proceed with development of the Hillcrest property which has been tried for many years without success.

**ASBA SEMINAR**

Arizona Small Business Association and I organized a seminar in Bisbee on October 7, 2025, to discuss business startup and expansion issues pursuant to ideas submitted to EDA for a Business Incubator grant for the region. Presentations on Business Plans, financing options, planning, grants, employment, taxes, and SEAGO assistance were topics of discussion.

**USDA SEMINAR**

The Economic Development and Community Development managers attended a seminar in Benson with the state USDA Director to discuss various funding options available for projects and developments in the SEAGO region. They were unsure as to funding for their programs until a final federal budget was approved.

There are many options available to the region depending on final allotted federal funds and approved programs and departments as determined by Congress.

**SEADG AND SEAGO COLLABORATION**

A meeting was recently held by myself and George Scott with SEADG regarding ways for both groups to work together to avoid duplication of efforts, cooperation, regular joint planning and strategy meetings, and overall improved communication between the groups. A joint meeting at SEAGO offices was proposed and is in the planning stages for the near future. Anything that can be done to maximize effectiveness of both organizations should be entertained.

**Attachments:** None

**Action Requested:**

Information Only

Action Requested Below



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRISTOPHER VERTREES, EXECUTIVE DIRECTOR  
**FROM:** CELESTE VASQUEZ, AREA AGENCY ON AGING DIRECTOR  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** AREA AGENCY ON AGING PROGRAMS & AREA PLAN UPDATE

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## Administration:

- We had our AZ State Plan Public Input Session on August 8th. The virtual session was live-streamed at a congregate site in each region. The participation and input received were not as responsive as I had hoped; however, we are hopeful that we had more involvement on the survey than we did in the virtual session.
- Attorney General Kris Mayes has now visited all the counties in our region by holding an Elder Scams Town Hall. The last Town Hall was held in Nogales on August 12, 2025. We are very thankful for their partnership and support.
- We are now fully staffed in case management after several months of vacancies. Marlon Marshall, a seasoned direct care worker, has been appointed to the Benson Case Manager position. Manuel Mungarro, who has extensive experience in case management and adult protective services investigations, has accepted the Douglas Case Manager position.
- We have conducted several outreach events educating the communities on the programs available, as well as Medicare Open Enrollment.
- We continue the partnership with Arizona Community Health Workers Association (AzCHOW) with the "Comiendo Fresco" (Eating Fresh) grant implementation. The program will continue to provide vouchers to seniors, enabling them to purchase fresh produce at local stores.
- We attended the USAging Conference in Chicago in July and had the opportunity to visit the Chicago Senior Center. It was an excellent opportunity to see how other AAAs partner with their local communities.



### **Case Management & Family Caregiver Support Program:**

- 2.1.A- CMG/FCSP receives strong support through central intake in onboarding new caregivers and connecting them to appropriate programs and resources, ensuring they have the guidance and tools needed to access services effectively.
- 3.1.D - Case Managers continue to participate in ongoing monthly training to maintain up-to-date knowledge and skills, ensuring efficient service delivery. Although a minimal waitlist currently exists, Case Managers continue to evaluate high-need clients and advocate for services as funding becomes available.
- 3.2.C - CMG/FCSP will continue working with SEAGO's transportation program and local city transit services to raise awareness of AAA programs among transit riders. Staff will continue promoting TSP vouchers through Dial-A-Ride partners and provide information via outreach efforts and social media to encourage participation in available programs.
- 3.2.E - CMG/FCSP will continue partnering with Central Intake and medical facilities to help caregivers sign up for Trualta. FCSP staff will work alongside case managers during trainings to ensure caregivers receive targeted tools and guidance that support their well-being and mitigate the effects of caregiving demands.
- 3.5. A - CMG/FCSP continues to engage with PCOA and SAGE trainings and will continue to do so to strengthen their cultural competence and better serve LGBTQ+ older adults and other diverse community members.

### **Health Promotion and Disease Prevention Program:**

- 1.2B-1.2C The coordinator is actively engaging in community outreach efforts to recruit volunteers for the Tai Chi and A Matter of Balance programs. The primary focus is on recruiting volunteers to cater to the needs of the rural population. Currently, we have three prospective volunteers in Graham County and three prospective volunteers in Cochise County.
- 2.1 C The HPR Program currently has two Tai Chi classes ongoing in Santa Cruz County, with both ending in October. Additionally, the HPR Volunteers are starting a new class in Duncan at the end of October.

**Information & Referral/ Central Intake:**

**Top 3 Ways I&R Received**



**Phone**  
73.6%

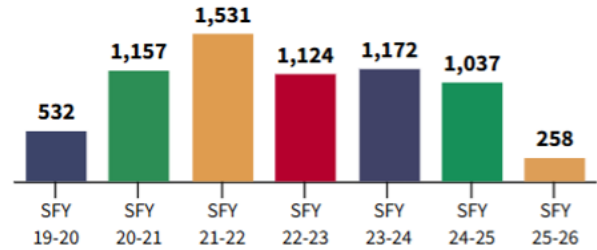


**Email**  
18.8%

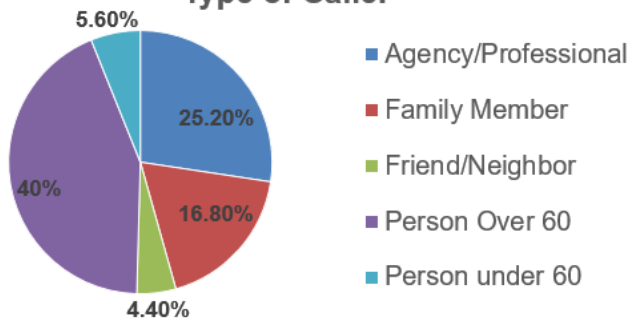


**In-Person**  
0.8%

**I&R Calls Per SFY**



**Type of Caller**

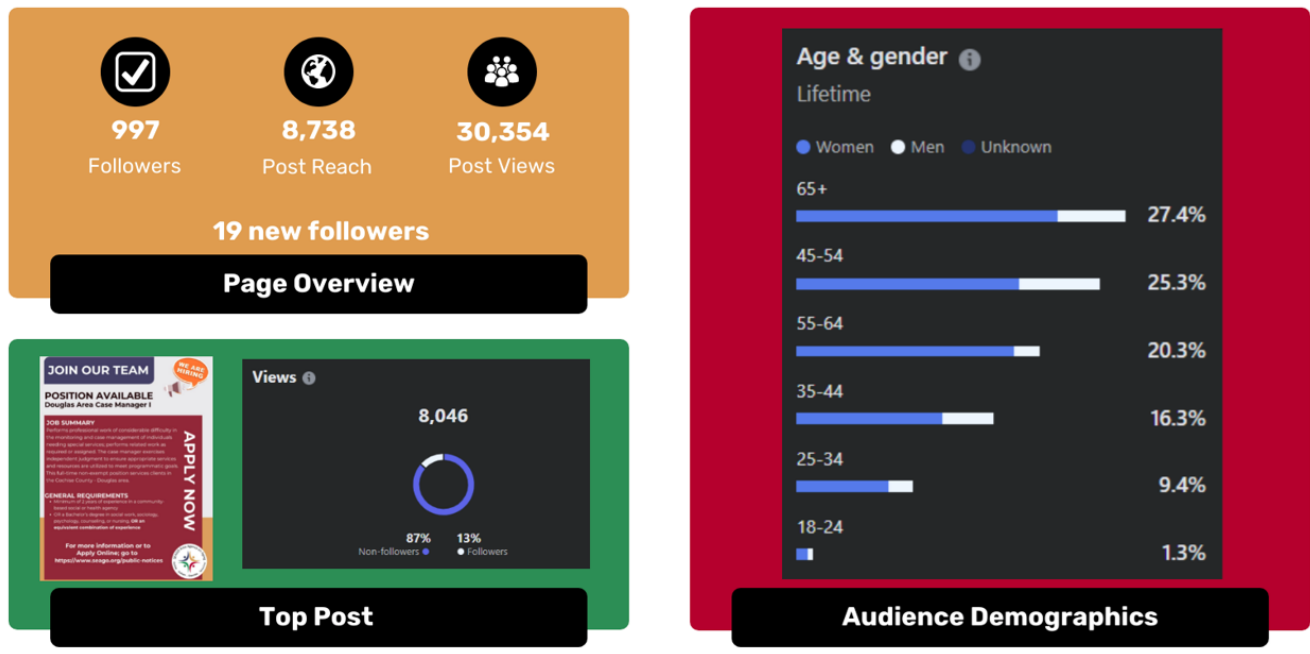


**TOP 3 REASONS for calls**  
 1. Medicare 30%  
 2. Home-delivered Meals 16%  
 3. Attendant Care 14%

**Long-Term Care Ombudsman:**

- The Long-Term Care Ombudsman and program Volunteers are consistently providing support to residents in long-term care settings. Graham County has experienced the closure of two assisted living facilities. Essential Care 1 and 2, with an expansion of beds at The Beehive.
- 3.3 B A trained and designated long-term care Ombudsman has joined our team. This extraordinary Volunteer Ombudsman has extensive experience in long-term care and brings invaluable skills to the Ombudsman program.
- 2.1B The SouthEastern Arizona Elder Abuse Taskforce (SEAEAT) has been consistent in providing education to rural areas in Arizona.

## Social Media:



## State Health Insurance Program and Senior Medicare Patrol:

- 2.1A-SHIP counselors offer details regarding coverage alternatives and can specify any annual benefits available for dental care with each plan. Please note that these specifics are subject to change within the following year. Benefits, including dental, vision, hearing, transportation, and other features tied to Medicare Advantage, could see restrictions.
- 1.3B-The SouthEastern Arizona Elder Abuse Taskforce (SEAEAT) has been consistent in providing education to rural areas in Arizona. The goal is to capture the community's attention and share information about the services offered by the Area Agency on Aging (AAA), while also raising awareness among seniors. We must partner with the Attorney General, police departments, mayors, and other prominent community members.
- 2.1B-The SHIP-SMP Coordinator has involved current volunteers and partners to enlist more volunteers during community events and within their local areas. Currently, the SHIP/SMP-AAA staff are organizing an annual training session and a volunteer appreciation event to close out the year. This effort will enhance volunteers' skills through training and provide them with acknowledgment and information, keeping them updated on areas that require improvement.
- 3.2C-SHIP-SMP continues to supply information regarding insurance transportation coverage. Limitations remain a concern for transportation needs; other options are being considered, and we continually seek future solutions, such as exploring possible VA transit options and investigating volunteer transit organizations like ViCap and Social Sisters.

**Attachments:** none

**Action Requested:**

Information Only

Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** CHRIS VERTREES, EXECUTIVE DIRECTOR  
**DATE:** NOVEMBER 6, 2025  
**SUBJECT:** TRANSPORTATION PROGRAM UPDATES

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

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

***Update: To date, SEAGO has completed over 80% of our local road network. SEAGO used this technology to support our Safety Plan and RTAC Priority Projects. Multiple SEAGO member agencies have used the database to develop road maintenance plans and view specific road issues. 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. At our November meeting, the TAC will begin discussions on extending the project for an additional year***

**RTAC Priority Project List:** Since 2022, the SEAGO TAC has developed a list of local projects for submission by RTAC to the State Legislature for consideration. The SEAGO Region was very successful during the FY24 budget cycle. We secured almost \$30 million in projects. RTAC requested that Greater Arizona COGs/MPOs develop a project list for FY25 budget discussions. Unfortunately, due to a significant budget deficit, our FY25 list went unfunded. SEAGO resubmitted the list for FY26. Three SEAGO projects in the amount of \$6.2 million were funded from the list. RTAC once again requested Greater Arizona COGs/MPOs submit a list for the FY27 budget year.

***Update: At our July TAC meeting, the TAC finalized a list of projects totaling \$39,557,600. Our Administrative Council and Executive Board approved the project list at their August meetings. This year, SEAGO led efforts to develop a project booklet for distribution to legislators and attendees at the Arizona Rural Transportation Policy Summit. The booklet can be accessed at this link: <https://www.keepandshare.com/doc12/259490/fy26-rtac-project-booklet-to-svmpo-pdf-42-0-meg?da=y>***

**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](https://www.keepandshare.com/doc12/258174/svm-po-seago-safety-plan-final-report-11-25-2024-pdf-29-4-meg?da=y) . Nogales is now eligible to apply for FTA Section 5311 funding when the application cycle opens in late January/early February.*

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

**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 reviewed the current Bisbee Bus route structure and schedule in effort to make it more efficient and cost effective.

**Update:** *The study has been completed and can be found at: <https://www.keepandshare.com/doc12/258983/bisbee-bus-transit-route-efficiency-study-2025-pdf-6-0-meg?da=y> . Funding recommendations will be included in Bisbee's FTA Section 5311 application cycle that opens in late January/early February.*

**On-Demand Traffic Counting Pilot Project:** SEAGO has added an On-Demand Traffic Counting Pilot Project to our FY26 ADOT Work Program. This pilot project will utilize a traffic counting subscription service that collects and combines data from multiple publicly available sources as well as vehicles connected with embedded smart devices to provide real time traffic count data. This project will provide our agencies with real-time traffic data instead of data that is often more than 4 years old.

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