

**MINUTES OF  
THE JOINT  
EXECUTIVE COMMITTEE AND ADMINISTRATIVE COMMITTEE  
NOVEMBER 30, 2011  
CONFERENCE CALL**

**EXECUTIVE COMMITTEE OFFICERS PRESENT:** Chair Drew John  
First Vice Chair Sam Lindsey  
Treasurer David Gomez

**ADMINISTRATIVE COMMITTEE OFFICERS PRESENT:** Chair Steve Pauken  
Vice Chair Kay Gale

**EXECUTIVE BOARD MEMBERS:** Tom Reardon, City of Sierra Vista  
Mark Schmitt, Cochise County Private Sector Rep.

**ADMINISTRATIVE COUNCIL MEMBER:** Marvin Mull, San Carlos Apache Tribe

**STAFF PRESENT:** Randy Heiss, Executive Director  
Yolanda Urbina, Executive Assistant  
Chris Vertrees, Transportation Planner

**GUEST:** Melanie Greene, SEAGO Transit Consultant

**CALL TO ORDER/INTRODUCTIONS**

Executive Committee Chair Drew John called the meeting to order at 3:33 p.m. There was a quorum of the Administrative and Executive Committees.

**BRIEF EXPLANATION OF ADMINISTRATIVE AND EXECUTIVE COMMITTEES' ROLES/DUTIES IN CONDUCTING SEAGO BUSINESS IN BETWEEN REGULARLY SCHEDULED MEETINGS**

Randy explained for those persons who joined the telephonic conference call the purpose of the role of the Administrative and Executive Committees. The Administrative Committee and Executive Committee (officers of the Administrative Council and Executive Board) were delegated to take care of business (not policy) in between regularly scheduled meetings that are held three times a year. It is easier to get a quorum for a meeting from 3-4 members (officers) out of the 19 members. These proceedings are ratified at the full Administrative Council and Executive Board meetings. The Administrative Committee makes recommendations on business matters to the Executive Committee. Officers of both committees would make the motions to approve action items (two separate votes). He asked that after each action item was discussed that the Administrative Committee make a motion to recommend approval to the Executive Committee. The Executive Committee would consider the Administrative Committee's recommendation when voting. Everyone on the conference call can participate, ask questions,

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and take part in the discussion but only the officers of both committees may make a motion. Randy offered to answer any questions.

Request for Amendment of Transit Consulting Contract

**Administrative Committee Vice Chair Kay Gale made a motion and the second was made by Chair Steve Pauken to recommend approval of the Transit Consulting Contract with Melanie Greene as presented. Motion carried unanimously (2/0). Executive Committee First Chair Sam Lindsey made a motion and the second was made by Treasurer David Gomez to approve the Transit Consulting Contract with Melanie Greene as presented. Motion carried unanimously (3/0).**

Request for Approval of the Traffic Count Proposal

**Administrative Committee Vice Chair Kay Gale made a motion and the second was made by Chair Steve Pauken to recommend approval of the Traffic Count Contract with Works Consulting, LLC as proposed. Motion carried unanimously (2/0). Executive Committee Treasurer David Gomez made a motion and the second was made by First Chair Sam Lindsey to approve the Traffic Count Contract with Works Consulting, LLC as proposed. Motion carried unanimously (3/0).**

Request for Approval of the 2012-2016 TIP Amendment #2

**Administrative Committee Vice Chair Kay Gale made a motion and the second was made by Chair Steve Pauken to recommend approval of the 2012-2016 TIP Amendment #2. Motion carried unanimously (2/0). Executive Committee First Chair Sam Lindsey made a motion and the second was made by Treasurer David Gomez to approve the 2012-2016 TIP Amendment #2. Motion carried unanimously (3/0).**

Call to the Public

There was none.

**ADJOURNMENT**

**Administrative Committee Vice Chair Kay Gale made a motion and the second was made by Chair Steve Pauken to adjourn the meeting. Motion carried unanimously (2/0). Executive Committee Treasurer David Gomez made a motion and the second was made by First Chair Sam Lindsey to adjourn the meeting. Motion carried unanimously (3/0). Executive Committee Chair Drew John adjourned the meeting at 3:52 p.m.**