

**BOARD OF SUPERVISORS MEETING MINUTES  
GILA COUNTY, ARIZONA**

Date: April 21, 2015

**MICHAEL A. PASTOR**  
Chairman

**MARIAN E. SHEPPARD**  
Clerk of the Board

**TOMMIE C. MARTIN**  
Vice-Chairman

By: Laurie J. Kline  
Deputy Clerk

**JOHN D. MARCANTI**  
Member

Gila County Courthouse  
Globe, Arizona

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PRESENT: Michael A. Pastor, Chairman; Tommie C. Martin, Vice-Chairman (via ITV); John D. Marcanti, Member; Don E. McDaniel, Jr., County Manager; Bryan B. Chambers, Deputy County Attorney/Civil Bureau Chief; Jacque Griffin, Assistant County Manager/Librarian; Marian E. Sheppard, Clerk of the Board; and Laurie J. Kline, Deputy Clerk.

**Item 1 – CALL TO ORDER - PLEDGE OF ALLEGIANCE - INVOCATION**

The Gila County Board of Supervisors met in a regular session at 10:00 a.m. this date in the Board of Supervisors' hearing room. Minister Robert Howard of the First Christian Church in Globe delivered the invocation, and Bryan Chambers led the Pledge of Allegiance.

**Item 2 – REGULAR AGENDA ITEMS:**

**A. Information/Discussion/Action to adopt Proclamation No. 2015-07 to proclaim May 7, 2015, as the National Day of Prayer in Gila County.**

Jerry Green, in Payson (via ITV), provided information regarding the history of the National Day of Prayer and then he read aloud the proclamation. He requested that the Board adopt the proclamation. Mr. Green briefly talked about some of the scheduled events in Gila County on May 7<sup>th</sup>. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously adopted Proclamation No. 2015-07 to proclaim May 7, 2015, as the National Day of Prayer in Gila County. **(A copy of the Proclamation is permanently on file in the Board of Supervisors' Office.)**

**B. Information/Discussion/Action to authorize the electronic submittal of the Arizona Department of Emergency Management 2015 Application for the Emergency Management Performance Grant Funds in the amount of \$160,000 with a General Fund match of \$110,000 and a soft match of**

**volunteer hours of \$50,000 for the period of October 1, 2015, to September 30, 2016, which, if approved, will enable the Health and Emergency Services Division to continue to provide and improve its response and recovery activities through implementation of emergency response plans, communications, and emergency operations center coordination during and after emergencies.**

Michael O'Driscoll, Health and Emergency Services Division Director, stated that if approved, this renewal grant funding will be used primarily for the following: 1) completing the update of the northern and southern Gila County wildfire protection plans, 2) developing a tactical interoperability plan, 3) updating the emergency operations plan, 4) beginning the process of stakeholder engagement toward continuity of operations programs, 5) rebuilding the County's communication systems and processes for emergencies, and 6) selecting, purchasing, and implementing a community wide mass notification system. He added that the soft-match of volunteer hours was not used previously by the County as a portion of this grant match requirement. Chairman Pastor inquired if additional County personnel would need to be hired in order to administer this grant. Mr. O'Driscoll replied that recently two positions were eliminated in the Health and Community Services Division and two new positions were created, which are now filled. One of the recently filled positions is that of a Communications Coordinator, which is 100% funded by this grant, so there will not be a need to add any new positions for this grant. Chairman Pastor inquired if the two newly created positions were in effect for one year or if they were permanent positions, to which Mr. O'Driscoll replied that the new positions paid for by this grant funding are permanent positions. Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously authorized the electronic submittal of the Arizona Department of Emergency Management 2015 Application for the Emergency Management Performance Grant Funds in the amount of \$160,000 with a General Fund match of \$110,000 and a soft match of volunteer hours of \$50,000 for the period of October 1, 2015, to September 30, 2016, which, if approved, will enable the Health and Emergency Services Division to continue to provide and improve its response and recovery activities through implementation of emergency response plans, communications, and emergency operations center coordination during and after emergencies.

**C. Information/Discussion/Action to authorize the electronic submittal of the Arizona Department of Health Services Ebola Phase 2 Funding Application in the amount of \$28,193.25 for the period of April 2015 to September 2016 which, if approved, will enable the Health and Emergency Services Division improve its public health planning and preparedness for novel diseases like Ebola.**

Mr. O'Driscoll stated that since the Ebola outbreak in 2014, the Centers for Disease Control and Prevention (CDC) are taking precautions to prevent this from happening in the United States. This grant, if awarded, will enhance the County's total preparedness grant award by approximately 10% and thereby increase the overall ability to prepare for and respond to emerging infectious diseases such as Ebola.

Jon Cornell of KQSS radio inquired if this grant would be used in connection with a countywide mass communication system as recently presented to this Board. Mr. O'Driscoll replied that utilization of this grant funding integrates with the countywide mass notification system. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously authorized the electronic submittal of the Arizona Department of Health Services Ebola Phase 2 Funding Application in the amount of \$28,193.25 for the period of April 2015 to September 2016 which, if approved, will enable the Health and Emergency Services Division improve its public health planning and preparedness for novel diseases like Ebola.

**D. Information/Discussion/Action to approve a Customer Purchase Agreement between Gila County and Empire CAT for the purchase of one 2015, CT660S SBA 6x4 roll-on/roll-off truck in the total amount \$196,197.41; and authorize the Chairman's signature on the Customer Purchase Agreement.**

Jeff Hessenius, Finance Division Director, stated that this request for purchase was previously presented to the Board with a lease-purchase option in addition to a purchase option. Upon further research by staff, it was determined that an outright purchase of the roll-on/roll-off truck would be most beneficial to the County. He added that this would be a purchase utilizing the existing contract that Empire CAT has between the City of Tucson and the National Intergovernmental Cooperative Purchasing Agreement, which would provide a cost savings to the County. Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously approved a Customer Purchase Agreement between Gila County and Empire CAT for the purchase of one 2015, CT660S SBA 6x4 roll-on/roll-off truck in the total amount \$196,197.41; and authorized the Chairman's signature on the Customer Purchase Agreement.

**E. Information/Discussion/Action to approve Agreement No. 032615-1 between Gila County and the Gila County Rodeo Committee to provide an economic development grant in the amount of \$10,000 that will be used to offset the costs incurred for the 2015 Copper Dust Stampede Rodeo on May 8-9, 2015.**

Mr. Hessenius stated that, historically, the County has issued contracts to individual contractors that provide services associated with the annual Copper Dust Stampede Rodeo. In August 2014, the Gila County Rodeo Committee was

granted 501(C) (3) tax exempt status by the Internal Revenue Service and classified as a public charity. In accordance with County policy, an economic development grant may now be provided to the GCRC directly for the Copper Dust Stampede Rodeo as it is a non-profit organization.

Chairman Pastor inquired if part of the \$10,000 would be used to replace the sand washed dirt to improve footing and to hold moisture better at the County's fairgrounds arena as stated in the letter of request. Steve Stratton, Public Works Division Director, replied that the \$10,000 would cover the expenses of the rodeo including the sand washed dirt, and the County would also assist in the installation of the dirt. Vice-Chairman Martin made a motion to approve Agreement No. 032615-1 between Gila County and the Gila County Rodeo Committee to provide an economic development grant in the amount of \$10,000 to the Gila County Rodeo Committee, which was seconded by Supervisor Marcanti. Before the Chairman called for the vote on the motion, he inquired of Mr. Hessenius if the \$10,000 would be funded from the County's Community Agency Economic Development fund. He also inquired if this amount was included in the County's current fiscal year budget and, if so, he wanted to know the remaining balance of the fund after the money has been allocated. Mr. Hessenius replied that he would obtain that information and provide it to the Board after the meeting. There being no further questions or comments, Chairman Pastor asked for the vote on the motion, which passed unanimously.

**F. Information/Discussion/Action to review all bids submitted for Invitation for Bids No. 121014-2 - Copper Administration Building Roof Replacement; award to the lowest, most responsive, responsible and qualified bidder; and authorize the Chairman's signature on the award contract for the winning bid.**

Mr. Hessenius stated that this Invitation for Bids was advertised in the Arizona Silver Belt newspaper on March 4, 2015, and March 11, 2015, with a bid due date of March 18, 2015. A mandatory pre-bid walk-through was conducted on March 10, 2015. Three bids were received by the due date, and Custom Roofing Company, Inc. was the lowest, most responsive and qualified bidder. Supervisor Marcanti advised that Custom Roofing, Inc.'s base bid is \$129,385.45; however, he inquired about the unit pricing that was quoted to maintain roofing warranty for a completed roof system. He wanted to know if the added unit pricing included work to be completed at a later time, such as plumbing and HVAC (heating, ventilation and air conditioning) with regard to the penetration of the roof. He asked if the extra pricing that is included in the contract is for each penetration. Mr. Stratton replied that additional roof penetration warranty work is included in the contract and will be used only if necessary and added that most of the HVAC units for the Copper Administration Building are on the side of the building which reduces the need for additional roof penetrations. He stated that there may be a need for an

additional roof penetration in the area of the roof under which the Information Technology Department will be located. Chairman Pastor inquired as to the number of contractors that were present for the walk-through, to which Mr. Hessenius stated that he would provide the list of all of the contractors that attended the walk-through after the meeting. Upon motion by Supervisor Marcanti, seconded by Vice Chairman Martin, the Board unanimously awarded a contract for Invitation for Bids No. 121014-2 - Copper Administration Building Roof Replacement to Custom Roofing Company, Inc. with a base bid amount of \$129,385.45, and authorized the Chairman's signature on the award contract.

**G. Information/Discussion/Action to authorize the advertisement of Request for Qualifications No. 121714 for the design-build of new metal steps and landings for the Payson Courthouse.**

Mr. Hessenius stated that a need has been identified by County staff to replace the steps and landings at the Payson Courthouse as the existing steps are made of wood and are quite old. He added that the new steps will be constructed of metal. Mr. Stratton added that although the Payson Courthouse is not ADA (Americans with Disabilities Act) compliant, the new handrails and stairs will be ADA compliant. Chairman Pastor and Mr. Stratton briefly discussed a few clarifying details regarding the steps and landings project for the Payson Courthouse. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously authorized the advertisement of Request for Qualifications No. 121714 for the design-build of new metal steps and landings for the Payson Courthouse.

**H. Information/Discussion/Action to authorize the advertisement of Request for Proposals No. 032615 - Food and Laundry Services for the Gila County Detention Center to replace the expiring contract which provides meals and laundry services to Gila County inmates.**

Mr. Hessenius stated that the existing contract to provide food and laundry services at the Gila County Detention Center will be expiring soon; therefore, the Sheriff's Office is requesting the issuance of a new Request for Proposals (RFP) for the provision of these services. He added that the Finance Department and County Attorney's Office staff reviewed the RFP and, as a result, some modifications were made. Justin Solberg, Detention Commander, added that the RFP is straight-forward and he requested the Board's approval to move forward with the advertisement of the RFP. Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously authorized the advertisement of Request for Proposals No. 032615 - Food and Laundry Services for the Gila County Detention Center to replace the expiring contract which provides meals and laundry services to Gila County inmates.

**I. Information/Discussion/Action to approve sale for \$1.00 to the Friends of the Tonto Natural Bridge State Park, as follows: 1) guard rails - 18 pieces, various lengths 6 feet to 16 feet to total the 179 feet required; and, 2) railroad ties or guard rail posts - 19 four foot, 4 five foot, 6 six foot in order to improve and help maintain the Tonto Natural Bridge State Park.**

Steve Stratton, Public Works Division Director, stated that the requested items are in stock, and initially they were given to the County by ADOT (Arizona Department of Transportation). The County doesn't have a need for these items as they are outdated. Mr. Stratton mentioned that the Friends of the Tonto National Bridge State Park also requested T-posts (steel fence posts); however, the County does not have T-posts in stock. He added that Friends of the Tonto Natural Bridge State Park have been notified about the T-posts. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously approved sale for \$1.00 to the Friends of the Tonto Natural Bridge State Park, as follows: 1) guard rails - 18 pieces, various lengths 6 feet to 16 feet to total the 179 feet required; and, 2) railroad ties or guard rail posts - 19 four foot, 4 five foot, 6 six foot in order to improve and help maintain the Tonto Natural Bridge State Park.

**J. Information/Discussion/Action regarding changes in the Arizona Local Government Employee Benefit Trust for Gila County's employee insurance and benefit plans to be effective as of July 1, 2015, as follows: 1) Adopt Schedule A - Employee Insurance Contributions FY 2016 (attached to the agenda item); and, 2) approve the addition of Flexible Spending Accounts to the insurance and benefit options available to employees through the Arizona Local Government Employee Benefit Trust.**

Jacque Griffin, Assistant County Manager/Librarian, stated that for fiscal year 2016, the cost of the health insurance premiums will increase approximately 2.25% or about \$11 per month for employee only coverage and \$24 per month for family coverage. This is the first year that County employees are being asked to share the increase in premiums. She added that in past years, particularly during the five years (2010-2014) when there were no base salary across-the-board adjustments, Gila County absorbed the increase in premiums. The exception was in 2012, when all rates increased by \$20 per month, with the opportunity for a \$20 per month earned reduction for those employees who chose to participate in the Wellness Program's annual Health Risk Assessment. For fiscal year 2016, there will be no increases to deductibles or medical co-pays. Ms. Griffin advised that the Arizona Local Government Employee Benefit Trust (AZGLEBT) is also adding Flexible Spending Accounts to its plan options to better serve the employees and covered dependents. She emphasized that other government employers in the area have experienced 15% increases, so the 2.25% increase shows that AZLGEBT manages its health plan very well. Staff recommends the following:

increase employee contributions for medical insurance coverage by \$5 per month for single coverage and \$10 per month for family coverage for both the Preferred Provider Organization and the High Deductible Health Plan. Ms. Griffin then briefly explained the proposed changes as stated above relating to County employees. Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously approved to take action regarding changes in the Arizona Local Government Employee Benefit Trust for Gila County's employee insurance and benefit plans to be effective as of July 1, 2015, as follows: 1) Adopt Schedule A - Employee Insurance Contributions FY 2016 (attached to the agenda item); and, 2) approve the addition of Flexible Spending Accounts to the insurance and benefit options available to employees through the Arizona Local Government Employee Benefit Trust.

**Item 5 – CONSENT AGENDA ACTION ITEMS: (Any matter on the Consent Agenda will be removed from the Consent Agenda and discussed and voted upon as a regular agenda item upon the request of any member of the Board of Supervisors.)**

**A. Approval of five separate Amendments to five separate Professional Services Contracts, which are between Gila County and various attorneys who are utilized by the Superior Court to increase the contract amounts in order to ensure that adequate funds are available through the remainder of the contracts, all of which expire on June 30, 2015.**

**B. Authorization for the Sheriff's Office electronic submission of a FY2016 Drug, Gang and Violent Crime Control Grant Application in the amount of \$547,411.00 which includes a 25% match requirement, to the Arizona Criminal Justice Commission to renew grant funding that will be used for the salaries and benefits of the Gila County Sheriff's Office Drug, Gang, and Violent Crimes Task Force.**

**C. Approval of the Gila County Rodeo Committee's request to use the Fairgrounds' Rodeo Arena for the Copper Dust Stampede Rodeo on May 7-9, 2015, and the Exhibit Hall on May 7, 2015, for the Sponsors' Dinner, with a waiver of fees.**

**D. Approval of a Special Event Liquor License Application submitted by the Gila County Rodeo Committee to serve liquor at the Copper Dust Stampede Rodeo at the Gila County Fairgrounds on May 7-9, 2015.**

**E. Approval of a Special Event Liquor License Application submitted by Arizona State Parks Foundation to serve liquor during a fund-raiser event for Friends of Tonto Natural Bridge State Park, an affiliate of Arizona State Parks Foundation, to be held on October 3, 2015.**

**F. Acknowledgment of the March 2015 monthly activity report submitted by the Globe Regional Constable's Office.**

**G. Acknowledgment of the February 2015 monthly activity report submitted by the Recorder's Office.**

**H. Acknowledgment of the March 2015 monthly activity report submitted by the Globe Regional Justice of the Peace's Office.**

**I. Approval of the March 10, 2015; March 17, 2015; and March 31, 2015, Board of Supervisors' meeting minutes.**

**J. Acknowledgment of the Human Resources reports for the weeks of March 3, 2015, March 10, 2015, March 17, 2015, March 24, 2015, and March 31, 2015.**

**MARCH 3, 2015**

**DEPARTURES:**

1. Robin Miller – County Attorney's Office – Legal Secretary Senior – 02/20/15 – General Fund – DOH 12/08/08
2. Jose Frayrez – Probation – Juvenile Detention Officer – 02/26/15 – General Fund – DOH 04/07/14

**NEW HIRES:**

3. Lydia Morales – Community Services – Administrative Clerk Senior – 03/09/15 – Various Funds – Replacing Adrian Marks
4. Jessica Lopez – Assessor's Office – Property Appraiser 1 – 03/09/15 – General Fund – Replacing Carol Branch

**END PROBATIONARY PERIOD:**

5. Arthur Power IV – Public Works – Building Maintenance Technician – 03/15/15 – Facilities Management Fund
6. Nicole Weaver – Public Works – Administrative Clerk Specialist – 03/08/15 – Public Works Fund

**DEPARTMENTAL TRANSFERS:**

7. Karrie Powers – Globe Regional Justice Court – From Justice Court Clerk – To Justice Court Clerk Senior – 03/09/15 – General Fund – Replacing Mary Mendez
8. Shayla Rincon – Globe Regional Justice Court – From Justice Court Clerk Associate – To Justice Court Clerk – 03/09/15 – General Fund – Replacing Judith Moss

**REQUEST TO POST:**

9. Globe Regional Justice Court – Justice Court Clerk Associate – Vacated by Shayla Rincon
10. County Attorney's Office – Legal Secretary Senior – Vacated by Robin Miller
11. Globe Regional Justice Court – Justice Court Clerk – Vacated by Karrie Powers

**MARCH 10, 2015**

**DEPARTURES:**

1. Mary Lee – Community Development – Permit Technician – 04/01/15 – General Fund – DOH 09/18/06

**TEMPORARY HIRES TO COUNTY SERVICES:**

2. Patricia Freeman – Community Services – Temporary WEX Participant – 03/16/15 – Workforce Investment Act IV Fund

3. Kevan Ford – Community Services – Temporary WEX Participant – 03/16/15 – Workforce Investment Act IV Fund

**END PROBATIONARY PERIOD:**

4. Shelley McPherson – Human Resources – Director of Human Resources and Risk Management – 03/22/15 – General Fund

5. Samantha Jerome – Health and Emergency Services – Nutrition Manager – 02/25/15 – WIC Fund

**OTHER ACTIONS:**

6. Daniel Sterling – Public Works – Automotive Mechanic – 03/23/15 – Public Works Fund – Extending probationary period an additional 6 months

**REQUEST TO POST:**

7. County Attorney's Office – Legal Secretary – Vacated by Robin Miller

8. Community Development – Permit Technician – Vacated by Mary Lee

**MARCH 17, 2015**

**NEW HIRES:**

1. Austin Stratton – Sheriff's Office – Detention Officer – 03/23/15 – General Fund – Replacing James Payne

**END PROBATIONARY PERIOD:**

2. Penni Padgett – Sheriff's Office – Nurse – 03/10/15 – General Fund

3. Marcus Teague – Sheriff's Office – Detention Officer – 03/28/15 – General Fund

4. Heather Lutye – Probation – Administrative Clerk Senior – 03/17/15 – General (.80)/ Diversion Consequences (.20) Funds

5. Juliane DeSpain – Probation – Juvenile Detention Officer – 04/07/15 – General Fund

6. Leitha Griffin – Community Services – Administrative Assistant – 03/22/15 – Various Funds

7. Ramona Scales – Health and Emergency Services – Health Services Program Manager – 02/25/15 – Health Service Fund

**MARCH 24, 2015**

**DEPARTURES:**

1. Guadalupe Aldape – Probation – Juvenile Detention Officer – 03/11/15 – General Fund – DOH 02/23/15

**NEW HIRES:**

2. Stephanie Hunsaker – Payson Regional Justice Court – Part-Time Justice Court Clerk Associate – 03/30/15 – General Fund – Replacing Sabil Fitzhugh

**DEPARTMENTAL TRANSFERS:**

3. Glen Farnham – Public Works – From Vehicle and Equipment Mechanic Lead – To Vehicle and Equipment Maintenance Supervisor – 03/30/15 – Public Works Fund – Replacing Lee Austin Jones

**MARCH 31, 2015**

**DEPARTURES:**

1. Bruce Myers – County Attorney’s Office – Detective – 04/03/15 – General Fund – DOH 05/13/14
2. Christine Lopez – Community Services – Grants Administrator (.88) – 03/27/15 – Various Funds – DOH 08/21/84
3. Gabriella Virgil – Finance – Accountant – 03/20/15 – General Fund – DOH 11/04/13

**NEW HIRES:**

4. Natalie Lister – School Superintendent’s Office – Administrative Assistant – 04/06/15 – General Fund – Replacing Susan O’Connor
5. Ruth Burke – Clerk of Superior Court – Courtroom Clerk Technician – 04/06/15 – General Fund – Replacing Cassie Durnan
6. Shaunae Casillas – Health and Emergency Services – Community Health Specialist – 04/13/15 – Tobacco Free Environment Fund – Replacing Lexie Nosie
7. Austin Livingood – Public Works – Road Maintenance Worker – 04/06/15 – Public Works Fund – Replacing Larry Perez

**DEPARTMENTAL TRANSFERS:**

8. K. Todd Baty – County Attorney’s Office – Detective – 04/06/15 – From Cost of Prosecution Reimbursement Fund – To General Fund – Replacing Bruce Myers

**REQUEST TO POST:**

9. Public Works – Automotive Mechanic – Vacated by Glen Farnham

**K. Acknowledgment of contracts under \$50,000 which have been approved by the County Manager for the weeks of March 16, 2015, to March 20, 2015; March 23, 2015 to March 27, 2015; and March 30, 2015 to April 03, 2015.**

**L. Approval of finance reports/demands/transfers for the weeks of April 14, 2015, and April 21, 2015.**

**April 14, 2015**

\$1,960,561.74 was disbursed for County expenses by check numbers 269417 through 269573.

**April 21, 2015**

\$446,461.04 was disbursed for County expenses by check numbers 269574 through 269690. **(An itemized list of disbursements is permanently on file in the Board of Supervisors' Office.)**

Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously approved Consent Agenda action items 3-A through 3-L.

**Item 4 – CALL TO THE PUBLIC: Call to the Public is held for public benefit to allow individuals to address the Board of Supervisors on any issue within the jurisdiction of the Board of Supervisors. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), at the conclusion of an open call to the public, individual members of the Board of Supervisors may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda for further discussion and decision at a future date.**

There were no requests to speak from the public.

**Item 5 – At any time during this meeting pursuant to A.R.S. §38-431.02(K), members of the Board of Supervisors and the County Manager may present a brief summary of current events. No action may be taken on issues presented.**

Each Board member and the County Manager presented information on current events.

There being no further business to come before the Board of Supervisors, Chairman Pastor adjourned the meeting at 10:59 a.m.

APPROVED:



Michael A. Pastor, Chairman

ATTEST:



Marian Sheppard, Clerk of the Board