

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

Date: September 30, 2014

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

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

Item 1 – CALL TO ORDER - PLEDGE OF ALLEGIANCE

The Gila County Board of Supervisors met in a work session at 10:00 a.m. this date in the Board of Supervisors' hearing room. Steve Sanders led the Pledge of Allegiance.

Chairman Pastor moved regular agenda item 2-E directly after regular agenda item 2B.

Item 2 – REGULAR AGENDA ITEMS:

A. Information/Discussion/Action to approve an Intergovernmental Agreement-Economic Development Grant between Gila County and the Town of Star Valley in an amended amount of \$10,000 to assist the Park Water Well Improvement Project which will allow the development of the B. Diane McDaniel Park and provide a back-up water supply for the citizens of Star Valley; and further the Board determines this is for the benefit of the public and will improve or enhance the economic welfare of the inhabitants of Gila County.

Don McDaniel, County Manager, introduced Shelley McPherson, the County's new Human Resources/Risk Management Director.

Mr. McDaniel then stated that this item is a request for economic development funds in order to upgrade a well-site in the Town of Star Valley and create an uninterrupted water supply in the event of a mechanical failure with the

current water systems. It is the recommendation of management staff to fund this request in the amount of \$10,000 rather than the entire fund request of \$26,329.

Supervisor Marcanti stated that he was contacted by the Timothy Grier, Town of Star Valley Manager, to discuss that there is only one primary water well site for the Town of Star Valley with a 160,000 gallon water storage tank. If the water well fails, there is an approximate two-day water supply. He added that these funds are being requested in order to bring the water well up to good working condition which will benefit the community. Supervisor Marcanti broke down the funding request as shown below and stated that he was in favor of funding the amount requested at this time.

Well rehabilitation - \$ 1,810; new pump, wire, & pipe - \$ 2,500; ADEQ new source water test - \$ 2,769; connection plumbing & seal - \$ 4,250; establish electricity - \$15,000; TOTAL - \$ 26,329

Chairman Pastor clarified that the Town of Star Valley has an upper and a lower water system to supply water to the community. The lower system utilizes the Milky Way and Quail Valley well sites which have been improved in capacity and efficiency with funding from Community Development Block Grants. The upper water system will utilize the Knolls, Pine Ridge the Knolls (PRTK) and the PRTK back up well sites to provide an adequate water supply. Chairman Pastor stated that he didn't have an issue granting this funding request in the amount of \$10,000 as recommended by management staff; however, he would have an issue if the County is later asked to fund any further portions of the Town of Star Valley Park Water Well Improvement Project. Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously approved an Intergovernmental Agreement-Economic Development Grant between Gila County and the Town of Star Valley in the amount of \$26,329 to assist the Park Water Well Improvement Project, which will allow the development of the B. Diane McDaniel Park and provide a back-up water supply for the citizens of Star Valley; and further the Board determines this is for the benefit of the public and will improve or enhance the economic welfare of the inhabitants of Gila County.

B. Information/Discussion/Action to amend Policy No. BOS-FIN-003, Procurement-Purchasing, for immediate implementation to allow Gila County to use U.S. General Services Administration (GSA) contracts from time to time.

Jeff Hessenius, Finance Division Director, stated that this amendment will allow the County to have the option to utilize U.S. General Services Administration (GSA) contracts when it is prudent and beneficial to the County. Supervisor Marcanti was concerned that this may affect the local contractors' ability to participate in the competitive bidding process currently in use by the County. Steve Stratton, Public Works Division Director, replied

that the use of GSA contracts would be for the convenience of the County and not used as a common practice.

Mr. Hessenius concurred and stated that the GSA contracts would only be utilized when it would be financially advantageous to the County.

Chairman Pastor verified that this additional paragraph would be added to the existing County policy with regard to purchasing. Mr. Hessenius affirmed that Chairman Pastor was correct. Chairman Pastor asked Mr. Hessenius to send an email to County management staff for further review of the policy. He also requested Mr. Hessenius to email the newly amended policy to County employees to which Mr. Hessenius agreed. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously amended Policy No. BOS-FIN-003, Procurement-Purchasing, for immediate implementation to allow Gila County to use U.S. General Services Administration (GSA) contracts from time to time.

E. Information/Discussion regarding Amendment No. 3 to the Gila County Long Range Facilities Management Plan.

Mr. McDaniel provided a recap of the direction the Board has provided with regard to the Gila County Long Range Facilities Management Plan and the progress that has been made thus far. The NAPA building in Payson is to be used for court rooms, hearing rooms, offices or all of the above. Also, that the assistance of Caryn Paige, the County's internal architect, is needed to develop a sally port and a jail booking room on the north side of the jail in Payson. Additionally, it was recommended to obtain a price quote to install a modular building at the old auto shop location in Globe to house the Probation Department; it was discussed to order a formal appraisal of the Four Amigos property in Globe; and finally to confirm the appraisal of the Michaelson building that had previously been completed. These items have been completed and Steve Stratton, Public Works Division Director, is present to provide the Board with an update.

Mr. Stratton provided a slide presentation with the layout of the existing NAPA building for the Payson Courts site, the old shop area, and Globe new administration building. The Board had a discussion regarding the changes with regard to the Courts in Payson. He stated that he is aware of a couple of issues that have arisen with regard to the Courts in Payson which are being addressed. Chairman Pastor indicated that he was aware of a concern regarding "sight and sound" if juveniles are present. Vice-Chairman Martin stated that currently there are no juveniles housed in Payson. Another request was to have all of the courts in the same building including the Clerk of the Court, to which Mr. Stratton stated that the concern is being addressed and will be accommodated.

Mr. Stratton then briefly discussed the Globe facility changes. Chairman Pastor advised Mr. Stratton to work out the logistical issues with the Courts in Globe as well.

Supervisor Marcanti wanted clarification regarding the storage space. Mr. Stratton indicated that the County is exploring areas for off-site storage as well as a place to store microfilm for the County.

C. Information/Discussion/Action to approve the purchase of a 20,160 square-foot used modular building from Modular Solutions, Ltd. in the amount of \$482,094.87, thereby reducing the amount of private office space currently being rented by Gila County because the Probation, Finance, Human Resources and Library District departments and personnel will be relocated to the newly acquired modular building.

Mr. Hessenius stated that Mr. Stratton was thorough in explaining the logistics and positive results of this phase of the Long Range Facilities Management Plan in the previous agenda item, and then stated that he would answer any questions. The Board had a discussion and agreed that this is a necessary action which will save the County money. There was further discussion regarding the method and terms of payment and Mr. Hessenius stated that it was decided to finance the modular building rather than pay cash because the amount of money saved by the Probation Department being moved from rented office space would pay for the modular building in a short period of time.

Chairman Pastor inquired as to the time frame of completion of this phase of the project. Mr. Stratton replied that there is a great deal of demolition and preparation work that is currently being completed. Bids are being received with regard to relocating the fuel tank in the old shop area, and the Finance Department staff is working on getting three quotes for that portion of the preparation work. He stated that the goal is to have this phase of the project completed in 6 to 8 months to avoid paying rent and an installment payment on the modular building.

Chairman Pastor inquired as to the meaning of "METRO" seam to which Mr. Stratton replied that line item is to put the modular building together at the seam. Chairman Pasto also verified that the total amount of \$482,094.87 was all inclusive. Mr. Stratton stated that the amount, as stated, is all inclusive and the attachment to the agenda item is a breakdown of those costs.

Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously approved the purchase of a 20,160 square-foot used modular building from Modular Solutions, Ltd. in the amount of \$482,094.87, thereby reducing the amount of private office space currently being rented by Gila County because the Probation, Finance, Human Resources and Library District departments and personnel will be relocated to the newly acquired modular building.

D. Information/Discussion/Action to approve Modification 1 to Road Project Agreement No. 14-RO-11031200-022 between the United States Department of Agriculture, Forest Service, Tonto National Forest, and Gila County to extend the expiration date from September 30, 2014, to December 31, 2015, which will allow the County to use \$342,644 in the Spring of 2015 to complete the aggregate resurfacing of Forest Road 512 (Young Road).

Mr. Hessenius stated that this item is for the County to remain in compliance with the end of the fiscal year time frame of United States Department of Agriculture, Forest Service, Tonto National Forest, and to extend the contract currently in place.

Steve Sanders, Public Works Deputy Director, added that there was some confusion as to the deadline of the submission of the agreement as described above; therefore, the agreement has been signed by the Chairman in order to meet the deadline of submission of the agreement to the Forest Service. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously approved Modification 1 to Road Project Agreement No. 14-RO-11031200-022 between the United States Department of Agriculture, Forest Service, Tonto National Forest, and Gila County to extend the expiration date from September 30, 2014, to December 31, 2015, which will allow the County to use \$342,644 in the Spring of 2015 to complete the aggregate resurfacing of Forest Road 512 (Young Road).

F. Information/Discussion regarding the following Countywide Operational policy to be included in the Countywide Policy Manual: Policy No. BOS-ADM-001, Development, Review & Approval of Policies & Procedures.

Mr. McDaniel stated that this is a necessary policy in order to outline the expectations in terms of the format and the content of each policy that is brought before the Board. The policy clearly defines the importance of having policies and procedures that are uniform and consistent before they are brought to the Board for final adoption. It also outlines the policy review process; specifically, any new or revised policy is presented to the Countywide Policies Committee, followed by the management team and the County Attorney. It is then reviewed with the Board during a work session and finally brought to the Board for final adoption.

Supervisor Marcanti stated that he thought it was the responsibility of the Clerk of the Board to set up the policy format and that it would take too much time to get a policy ready for adoption by the Board. Vice-Chairman Martin stated that she agreed that it may take quite some time to get a policy adopted by the Board using this method. Mr. McDaniel explained that the final end product is far superior when using this procedure because the time has been invested by management staff to formulate a more complete, comprehensive,

and well-thought out policy to present to the Board. He advised that process has been followed for the past four years, but the formal policy is now being presented to the Board for adoption.

Marian Sheppard, Clerk of the Board, agreed that this procedure has been in place for approximately four years and she believes that it works very well to maintain uniformity and consistency, but more importantly it allows for a review by County staff at many levels.

Item 3 – 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.

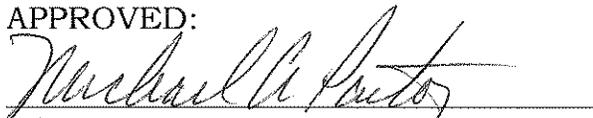
There were no comments from the public.

Item 4 – 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 presented information on current events.

There being no further business to come before the Board of Supervisors, Chairman Pastor adjourned the meeting at 11:32 a.m.

APPROVED:


Michael A. Pastor, Chairman

ATTEST:


Marian Sheppard, Clerk of the Board