

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

Date: January 26, 2016

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; Marian E. Sheppard, Clerk of the Board; and Laurie J. Kline, Deputy Clerk.

There was no County attorney present.

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

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. Robert Hickman led the Pledge of Allegiance.

Item 2 – REGULAR AGENDA ITEMS:

A. Information/Discussion regarding accomplishments and activities of the Public Works Division including administration, operations, and project status.

Don McDaniel, County Manager, complimented and recognized Michael Scannell, Deputy County Manager, and Steve Sanders, Public Works Division Director, for the positive cultural change which has occurred over the last six months by developing a collaborative leadership style involving stakeholders and directors within the Public Works Division and giving them the opportunity to contribute to the decisions that are being made.

Mr. Scannell gave kudos to Mr. Sanders and the entire Public Works Division staff for all of the hard work and dedication that has been demonstrated over the last six months.

Mr. Sanders and his staff provided an update on the following Public Works projects:

On January 5, 2016, the Board of Supervisors approved the use of State Contract No. ADSPO12-013788 with SD Crane Builders, Inc. for the Copper Administration Building (CAB) renovation project. A notice to proceed with the project was issued as of January 18, 2016. It was agreed that the project completion date would be 240 days from the date the notice to proceed was issued. Occupancy is scheduled to take place the week of September 14, 2016, which is the 240-day deadline.

Shannon Coons, Public Works Fiscal Services Manager, stated that it was necessary to decommission the fueling station near the Guerrero Building in order to provide enough room for traffic around the CAB. The determination was made, after analysis, that decommissioning the fueling station would cause minimal impact to the users of fueling station, and that the cost savings would be substantial. Chairman Pastor requested that staff provide information to County employees regarding the fueling station that is located on Besich Boulevard to include the timeline for use, maps and routes. He also inquired as to the cleanup of the fueling station next to the CAB, once it has been closed. Mr. Sanders stated that there are environmental guidelines which will be followed with regard to the cleanup and decommissioning of the fueling station.

Mr. Scannell referred to the next project as the Payson Criminal Justice Center Space Allocation project. This building is located in Payson and since the time it was purchased by the County, it has been referred to as the NAPA auto parts store; however, Mr. Scannell advised that it will be now referred to as Superior Court North. He stated that Caryn Paige, a registered architect, was hired to develop a conceptual design for this project, which will be divided into four design phases. Ms. Paige met with the Superior Court judges and the Clerk of the Court in order to design a set of facilities that will meet their needs and approval. Mr. Scannell explained that a request to expend funds would be presented to the Board prior to commencing each phase of this project.

Phase I will include modifications to Superior Court North to facilitate a new courtroom and office space for the Clerk of the Court's Office staff. Phase II will include modifications to the jail to include improvements being made to the booking area, sally port, and the area where inmates receive medical treatment. Phase III will provide additional space for the Justice Court and Probation Department on the lower level of the existing Payson Courthouse building. Phase IV will address space needs on the upper level of the existing Payson Courthouse building for the County Attorney's Office staff and Probation Department staff. Mr. Scannell stated that in general, this project is a short-

term fix, so in approximately 5-10 years there may be a need for additional design and build work to be completed. He thanked Mr. Sanders and Robert Hickman, Public Works Facilities Manager, for their leadership and guidance as well as staff for their contributions to this project.

The Board members provided comments in support of developing a sally port to provide a safer environment for the public, the intake and transfer of inmates, and County employees with regard to this area. Vice-Chairman Martin inquired as to the timeline to develop a sally port. Chairman Pastor inquired if the floor plan that was shown is the entire footprint of the old NAPA building. Mr. Hickman replied that the floor plan is being expanded to 6,000 square feet, an approximate increase of 25%. Mr. Scannell responded to Vice-Chairman Martin's inquiry regarding the timeline of the sally port by inviting the Board to a Phase II meeting to be held in Payson on January 29th at 10:00 a.m. Mr. Hickman stated that due to collaboration with the Finance Division staff, modifications were completed using the job order method of construction, which enabled the County to resolve health, hygiene, safety and security issues with the kitchen at the jail in Globe at a cost of approximately \$28,000 less than projected. Mr. Hickman stated that the Payson stairs project has also been completed using a "design build" project. The stairs will be constructed of concrete and metal with a wooden façade with elevated landings in order to be ADA (Americans with Disabilities Act) compliant. Autumn Giles, Arizona Silver Belt Newspaper Sports Editor, inquired as to location of the stairs to which Mr. Hickman replied that they are located at the County government offices on the corner of the Beeline Highway and Main Street (714 S. Beeline Highway, Payson). Mr. Hickman added that the steps are built using a product called hydrophobic concrete which repels water.

Mr. Sanders then spoke about the Roads Department within Public Works. He stated that Terry Doolittle, a consultant, was hired to prepare an audit or best management practices of the Roads Department. Late last summer, Mr. Doolittle issued a written report with 24 recommendations for change and some of those recommendations have already been implemented. One of the recommendations was to outsource crack-sealing of the roads rather than performing this work in-house. Another recommendation was to create a capital equipment replacement program, which is now being started by identifying unnecessary equipment and exploring options to sell that equipment for the best price in order to build funds for a capital replacement program. Mr. Sanders then explained and described the implementation of a comprehensive road blading maintenance schedule for both the Timber Region (northern Gila County) and the Copper Region (southern Gila County). The next step to be implemented will be to document and track the frequency of the maintenance that has been performed on certain roads. Vice-Chairman Martin stated that she would like to see cross training in the Roads Department so the

Roads Department's employees are familiar with all of the County roads. Chairman Pastor inquired if weed abatement and vegetation cleanup is included in the maintenance of the small roads and creeks in the County. Mr. Sanders replied stated that prison inmate labor is used for this type of work in the Copper Region. There is a full time vegetation crew, so vegetation work can be scheduled in the Copper Region. The Timber Region only has the Roads Department crew to perform this type of maintenance; however, the maintenance schedule will be an effective planning tool for the roads crew. Chairman Pastor was pleased to receive this information which will also be made available to constituents.

Ms. Coons spoke about the County's fleet program and she stated that Public Works is trying to reduce the number of County-owned vehicles. The Community Services Division, Health and Emergency Services Division, Elections Department and the Public Fiduciary's Department have volunteered to participate in a pilot fleet program whereby a motor pool has been established. The first data set will be available on February 1st and at that time there will be a meeting with all of the users. The data will be collected and examined to determine if the number of vehicles in the motor pool may be reduced. Supervisor Marcanti inquired if fuel usage and costs are tracked, and if the cost is within budget. Ms. Coons replied that the fuel cost is under budget.

Mr. Sanders stated that the City of Globe has offered to provide approximately three acres of land in order to develop an animal shelter facility. A formal agreement will be presented to the City of Globe Council and the Board of Supervisors in the near future. He stated that Mr. Scannell has been working to partner with the High Desert Humane Society (HDHS). Mr. Scannell stated that on a monthly basis he has met with HDHS President Cheryl Brazell and Treasurer Jane Hale resulting in a positive, collaborative working relationship. He added that over the past six months, the animal euthanasia rate has declined and the adoption rate has increased. Jon Cornell, KQSS news reporter, offered to use the radio station to promote adoption efforts.

Mr. Scannell spoke about formalizing a capital replacement plan and a capital improvement plan. He talked about a template that has been developed which will provide a long-term view for the replacement of capital equipment and also for capital improvement projects that will extend beyond yearly projections. Mr. Scannell and other staff will be working close with Finance Division staff to utilize this type of document during the annual budget process. Chairman Pastor inquired if the timeline for future capital equipment replacement and capital improvement projects would be five years or longer. Mr. Scannell replied that at present the projections would be for five years; however, it will depend on the input provided from the Finance Director, Mr. Hickman, Mr.

Sanders, and Mr. McDaniel if the timeline could be longer. Mr. Sanders advised that Public Works staff is still collecting data on the equipment in order to determine the best time to replace it and they are reviewing various companies' equipment replacement programs. Mr. Scannell added that, in the near future, staff will also need to meet with the Board to discuss various financing options for capital replacement and capital improvement projects. He provided an explanation on the two financing methods that are used; the "pay as you go" method and the "pay as you use" method of financing and the advantages and disadvantages related to both methods. He stated that typically Gila County and other counties use the "pay as you go" method of financing, such as was recently utilized for the purchase of the County's Copper Administration Building.

Mr. Sanders concluded the presentation by stating that the Public Works Division is endeavoring to develop a team concept of operations. Mr. Scannell acknowledged the vast positive change in management leadership that has occurred in recent times within the Public Works Division.

Vice-Chairman Martin stated that she appreciates the direction and leadership that has been demonstrated and is glad the County is moving in a positive direction. Supervisor Marcanti stated that he would like to see a better storage facility of evidence records for the Sheriff's Office. He also stressed the importance of resolving the safety issues with transporting prisoners to and from the jail in Payson. Vice-Chairman Martin stated that she wants to see a three-, five-, and ten-year timeline so there are short-, mid-, and long-term goals to work toward. Chairman Pastor stated that the information provided today was excellent and he thanked the group for the presentation. He added that he would like the Board to receive updates as to the progression of these projects.

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 information presented.

Each Board member presented information on current events. The County Manager advised that he had no comments.

There being no further business to come before the Board of Supervisors, Chairman Pastor adjourned the meeting at 11:36 a.m.

APPROVED:



Michael A. Pastor, Chairman

ATTEST:



Marian Sheppard, Clerk of the Board