

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

Date: December 6, 2016

**MICHAEL A. PASTOR**

Chairman

**MARIAN E. SHEPPARD**

Clerk of the Board

**TOMMIE C. MARTIN**

Vice-Chairman

By: Marian Sheppard

Clerk of the Board

**JOHN D. MARCANTI**

Member

Gila County Courthouse  
Globe, Arizona

---

PRESENT: Michael A. Pastor, Chairman; Tommie C. Martin, Vice-Chairman; John D. Marcanti, Member; Don E. McDaniel, Jr., County Manager; Jefferson R. Dalton, Deputy Gila County Attorney, Civil Bureau Chief; and, Marian E. Sheppard, Clerk of the Board.

GUESTS: Tim Humphrey, Supervisor-elect for Supervisorial District 2, and Woody Cline, Supervisor-elect for Supervisorial District 3.

**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. Jeff Dalton led the Pledge of Allegiance and Father Edward Lucero of St. Philip the Apostle Catholic Church in Globe delivered the invocation.

**Item 2 - PRESENTATIONS:**

**A. Presentation of information pertaining to the Southern Gila County Economic Development Corporation's grant award from the United States Department of Agriculture to conduct a food hub feasibility study.**

Karalea Cox, Executive Director of the Southern Gila County Economic Development Corporation (SGCEDC), advised that the SGCEDC applied for a U.S.D.A. (United States Department of Agriculture) grant last spring to conduct a food hub feasibility study. The grant was awarded to the SGCEDC and the study began this fall. Ms. Cox introduced Kate Radosevich of Local First Arizona and they both shared in presenting information to the Board of Supervisors. Ms. Radosevich provided the U.S.D.A.'s definition of a food hub and she stated that the purpose for conducting the feasibility study is to better understand the current supply of local food in the Copper Communities and the potential to increase production; and, to investigate local opportunities to

connect producers with a reliable market, and connect buyers with a reliable local food supply through the creation of a food hub. Phase I of the study will be to collect data and do outreach during November 2016, through March 2017. Phase II will take place from March-June 2017, and it will consist of data aggregation, development of a food hub tool kit and recommendations for producers. Ms. Cox showed a map of the Copper Corridor Region, which would be the area for the local food hub. Vice-Chairman Martin commented that she is in favor of locally produced food and she wanted to know the definition of "local" as it applies to Gila County. Ms. Radosevich responded that within a 15-mile radius of Globe, 75 producers have been identified. Don McDaniel, County Manager, inquired if the program would include meat, poultry and dairy products to which Ms. Cox responded that would be included in the program. She then proceeded to explain that grazing allotments dictate beef production and she stated, "Obviously with locally produced beef, we are looking for a continual market and with the ability to diversify the producer's schedule." At present they are looking for small producers. Vice-Chairman Martin inquired if fresh frozen beef would be accepted as it would expand the ability of the producers and she feels the public should be educated as to the value of fresh frozen products. Ms. Cox agreed that fresh frozen food products should be included and she added that having a processing facility that actually moves to the location of the producer should also be explored to keep the food fresh. She stated that there are many options which will be explored to determine those that are most viable to this region. John Cornell, news reporter for KQSS radio station, advised that the state of Vermont has a similar program and a "Vermont seal of quality" is placed on every food product that is locally produced so it can be easily recognized in local supermarkets, etc. Chairman Pastor stated that Mr. Cornell's suggestion should be presented at local meetings. He then thanked Ms. Cox and Ms. Radosevich for today's presentation.

### **Item 3 - PUBLIC HEARINGS:**

#### **A. Information/Discussion/Action to repeal the previously adopted Gila County Building Code Ordinance No. 2014-03 and any other previously adopted Building Code Ordinances for unincorporated areas of Gila County; and, adopt Ordinance No. 2016-03, the Building Code Ordinance for Unincorporated Areas of Gila County Arizona.**

Scott Buzan, Chief Building Official and Interim Community Development Division Director, advised that he met with Jeff Dalton, Deputy County Attorney and Civil Bureau Chief, and was advised that the Board of Supervisors could not take any action at this time because a public hearing before the Gila County Planning and Zoning Commission was not scheduled and publicly noticed prior to today's hearing. Since the agenda item has been advertised as a public hearing, Mr. Buzan requested Chairman Pastor to ask for public comments regarding this issue. Chairman Pastor asked the

audience in Globe and Payson (by ITV) if anyone would like to comment; however, no one responded. Mr. Buzan stated that he is in the process of scheduling the public hearing before the Planning and Zoning Commission and will come back to the Board of Supervisors at a future meeting for Board action on this item. Chairman Pastor then suggested that the Board vote to continue this agenda item to a future meeting. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously continued this agenda item to a future Board meeting.

#### **Item 4 - REGULAR AGENDA ITEMS:**

##### **A. Supervisors' Annual Property Tax Sale/Auction for the sale of real property deeded to the State of Arizona by Treasurer's Deed in the year 2016.**

Chairman Pastor asked Marian Sheppard, Clerk of the Board, to address this item. Ms. Sheppard advised that typically very few properties are sold at the Board's annual property tax sale, so the process was changed this year. She stated that when individuals filled out their bidder registration form earlier this morning, she requested the parcel number of which that person was interested in submitting a bid. Ms. Sheppard advised that four parcels were identified, so she stated that the Board would call for bids individually on each of those properties and then the Chairman would ask the audience if anyone else was interested in placing a bid for the remaining properties. Before the auction began, Ms. Sheppard advised that there were initially 54 parcels listed for sale. The Arizona Revised Statutes allow the County to offer for sale any of the listed properties to a county, city, town or special taxing district for a public purpose for transportation or flood control. She further advised that 3 parcels have been struck from the auction list because the City of Globe has sent written notice of its intent to purchase them for flood control. Ms. Sheppard advised that the amount listed under "Total Lien" on the auction list would be the minimum acceptable bid.

The auction results are as follows:

Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously accepted a bid from bidder number 9 for the total lien amount of \$4,713.06 for the purchase of parcel number 206-09-031A.

Parcel number 207-17-011 was addressed next by Chairman Pastor because an individual indicated his interest in bidding on this parcel during the bid registration; however, no one bid, so Chairman Pastor moved to the next identified parcel.

Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously accepted a bid from bidder number 7 in the amount of

\$1,150 for the purchase of parcel number 207-17-060. The total lien amount for this property was \$684.41.

Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously accepted a bid from bidder number 6 for the total lien amount of \$4,619.53 for the purchase of parcel number 302-36-465.

Chairman Pastor called for bids on any of the remaining listed parcels. A man in the audience indicated that he wanted to bid on parcel number 208-03-382 and he held up his bid number. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously accepted a bid from bidder number 10 for the total lien amount of \$9,530.06 for the purchase of parcel number 208-03-382.

Chairman Pastor called for bids on any of the remaining listed parcels and there was no response, so he concluded this agenda item.

**B. Information/Discussion/Action to approve Service Agreement No. 110916-1 between the Gila County Community Services Division, Housing Services, and Rodriguez Constructions, Inc. for Major Rehabilitation Project No. HH#9908, whereby Rodriguez Constructions, Inc. will provide housing rehabilitation services to a single family household unit located in Payson, Arizona, for a fee of \$57,250 with all work to be completed by June 30, 2017.**

Malissa Buzan, Community Services Division Director, advised that after the scope of work and the testing were completed on this proposed project, the cost escalated above the \$50,000 limit of which the County Manager is authorized to approve, so this agreement must be approved by the Board. Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously approved Service Agreement No. 110916-1.

**C. Information/Discussion/Action to approve a Memorandum of Understanding between the County of Gila and the Gila County Superior Court for the provision of information technology support to the Courts Group.**

Kelly Riggs, Information Technology (IT) Department Director, advised that until now, the Gila County Superior Court had a separate IT department; however, about one year ago some problems were encountered with the Superior Court's IT personnel so the County IT Department was contacted to assist the Superior Court, which was done. Mr. Riggs stated that he and the Superior Court Administrator agreed that it would be beneficial to combine the IT services provided to the Superior Court with the IT Department that is overseen by Mr. Riggs. As a result, one IT position was eliminated from the Superior Court's budget and added to the County IT Department's budget and

recently that position has been filled with a person who will assist the Superior Court. Vice-Chairman Martin expressed her pleasure in this consolidation and she stated, "This makes us more efficient and we finally are one IT Department." Supervisor Marcanti also commented favorably on the consolidation. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously approved the Memorandum of Understanding as stated in this agenda item.

**D. Information/Discussion/Action to elect a Chairman and Vice-Chairman for the Board of Supervisors (BOS), which will become effective immediately after the BOS meeting on December 6, 2016.**

Chairman Pastor called on Mr. McDaniel to address this agenda item. Mr. McDaniel stated that the Board elects a Chairman and Vice-Chairman on a regular basis. He pointed out that this agenda item is improperly stated because two of the current members will not be serving another term of office, so they cannot elect a Vice-Chairman; the newly elected members with Supervisor Martin would be responsible for electing a Vice-Chairman. Supervisor Marcanti made a motion to elect Vice-Chairman Martin as Chairman effective after today's Board meeting, which was seconded by Chairman Pastor.

Before the vote was taken, Vice-Chairman Martin requested to make some comments for the benefit of Supervisors-elect Humphrey and Cline. She commented that the Board could vote for a new Chairman at any time and she stated the reason for taking an action today is "so that we have the continuity from one Board to the next." She stated that the Board has historically elected a Chairman for 16 months, so that all 3 members could act as Chairman during a 4-year term of office. She explained that the 16-month cycle was bypassed several times whereby Chairman Pastor continued to act as Chairman to the present due to her busy schedule. She added, "It's up to us to decide, when the time comes, what we want to do and how we want to do it." Chairman Pastor then called for the vote, which passed unanimously.

**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.)**

Chairman Pastor asked the Board if there were any Consent Agenda items that needed to be moved to the regular agenda for discussion to which the Board members indicated there were none; however, Mr. Dalton asked to address a couple of items before a motion for approval was made by the Board.

Mr. Dalton addressed Consent Agenda item 5C and stated that whenever a grant is awarded to the County, a grant agreement document usually follows.

With this grant award, he advised that only a letter was sent by the Arizona Companion Animal Spay and Neuter Committee notifying the County of the grant award and it does not contain the mandatory statutory language required in all agreements. Mr. McDaniel replied, "This might be one of those rare times where the County Attorney's advice is spot on, but will have no impact on the Board's ability to receive this money. In fact, the money has already been spent. That (language) is not required by the grantee's agency. My advice is if you want to turn the \$5,000 back and not spend it on the Spay and Neuter Program, then that certainly is an option, but the granting agency is going to do no more than what they have already done. They've given us the money; we've spent it; and, they have given us the letter. There are, in my opinion, no down side risks to that approach." Chairman Pastor advised that Mr. Dalton's concerns would be noted in the record of this meeting.

Mr. Dalton then addressed Consent Agenda item 5F. He advised that the Arizona Revised Statutes require Industrial Development Authority governing board members to serve a six-year term of office; however, the reappointment of Stanley Gibson is only 5½ years. (For the record, Mr. Gibson's term of office is 19 days short of 6 years.) Chairman Pastor replied that the circumstances behind Mr. Gibson's term of office was explained to him in an earlier conversation this morning with him and Ms. Sheppard and the reason for the adjusted term is to correct some past errors. He did advise that Mr. Dalton's concerns would be noted in the record of this meeting.

Chairman Pastor asked for a motion from the Board. Vice-Chairman Martin made a motion to approve Consent Agenda Action items 5A-5N with notations in the record of Mr. Dalton's concerns, which was seconded by Supervisor Marcanti and unanimously approved.

**A. Approval of the Rental Housing Bridge Subsidy Program Agreement - Close-Out Version between Health Choice Integrated Care, LLC and Gila County DBA Gila County Public Housing Authority, which will allocate funds in the amount of \$19,200 to be used to help Gila County residents who meet the program qualifications for the period of July 1, 2016, through June 30, 2017.**

**B. Approval of Amendment No. 14 to an Agreement for Energy Wise Low-Income Weatherization Program Implementation between the Gila County Division of Community Services and Arizona Public Service Company extending the term of the agreement to December 31, 2017, with a not to exceed amount of \$106,429 for calendar year 2017 and to make some other minor changes.**

**C. Acceptance of a grant award from the Arizona Companion Animal Spay and Neuter Committee in the amount of \$5,000 that will be used to**

expand Gila County's discounted spay/neuter services in Gila County for a period of one year.

**D. Authorization of the Chairman's signature on Intergovernmental Agreement No. 091216 between Gila County and the Town of Payson whereby Gila County will provide an economic development grant in an amount not to exceed \$8,500 to the Town of Payson to begin phase I of the grading and landscaping for the American Gulch Project as approved by the Board of Supervisors at its September 6, 2016, meeting.**

**E. Approval of Professional Services Contract No. 071014-2 with the Bose Public Affairs Group to provide consulting and lobbying services for Gila County at the federal government level in a not to exceed amount of \$75,000 for the period November 17, 2016, to November 18, 2020.**

**F. Approval to reappoint Stanley Gibson to the Gila County Industrial Development Authority Board of Directors for another six-year term retroactive from January 20, 2016 to December 31, 2021 (with a one-time adjustment to the term of office); and, approval to reappoint Trena Grantham to said Board for the term beginning January 1, 2017, through December 31, 2022.**

**G. Acknowledgment of the October 2016 monthly activity report submitted by the Clerk of the Superior Court's Office.**

**H. Acknowledgment of the October 2016 monthly activity report submitted by the Payson Regional Justice of the Peace's Office.**

**I. Acknowledgment of the October 2016 activity report submitted by the Payson Regional Constable's Office**

**J. Acknowledgment of the October 2016 monthly activity report submitted by the Globe Regional Justice of the Peace's Office.**

**K. Approval of the November 15, 2016, November 22, 2016, and November 29, 2016 Board of Supervisors' meeting minutes.**

**L. Acknowledgment of the Human Resources reports for the weeks of November 1, 2016, November 8, 2016, November 15, 2016, November 22, 2016, and November 29, 2016.**

#### **NOVEMBER 1, 2016**

##### **DEPARTURES:**

1. Michael Burdess – Sheriff's Office – Public Health Nurse – 10/24/16 – General Fund – DOH 04/04/16

2. Michael Halbert II - Health and Emergency Services – Animal Control Officer – 11/04/16 – Rabies Control Fund – DOH 08/22/16

NEW HIRES:

3. Felicia Smith – Sheriff’s Office – 911 Dispatcher – 11/07/16 – General Fund – Replacing Stephanie Szpotowski

END PROBATIONARY PERIOD:

4. Amy Loyd – Assessor’s Office – Property Appraiser 1 – 11/09/16 – General Fund

REQUEST TO POST:

5. Health and Emergency Services – Animal Control Officer – Vacated by Michael Halbert II

**NOVEMBER 8, 2016**

DEPARTURES:

1. Lucinda Campbell – Health and Emergency Services – Public Health Nurse – 12/30/16 – Health Service(.95)/Family Planning(.05) Funds – DOH 11/13/06

2. Jessica Lopez – Assessor’s Office – Property Appraiser 1 – 11/10/16 – General Fund – DOH 03/09/15

3. Barbara Guthrey – Assessor’s Office – Property Appraiser 2 – 11/18/16 – General Fund – DOH 09/16/83

NEW HIRES:

4. Ragnheidur McCormack – Administrative Services – Administrative Clerk – 11/14/16 – General Fund – Replacing Ginger Dunning

5. Christine Lopez – School Superintendent’s Office – Administrative Assistant – 11/14/16 – General Fund – Replacing Christie Jung

END PROBATIONARY PERIOD:

6. Donna Krah – Probation – Surveillance Officer – 10/26/16 – General (.50)/Adult Probation Service Fees (.50) Funds

7. Sharon Listiak – Health and Emergency Services – PHEP Assistant – 11/01/16 – Public Health Emergency Preparedness Fund

REQUEST TO POST:

8. Sheriff’s Office – Nurse – Vacated by Michael Burdess

9. Assessor’s Office – Provisional Appraiser – Vacated by Jessica Lopez

10. Assessor’s Office – Property Appraiser 1 – Vacated by Barbara Guthrey

**NOVEMBER 15, 2016**

DEPARTURES:

1. Jared Peden – Sheriff’s Office – Detention Officer – 11/03/16 – General Fund – DOH 05/02/16

2. Vincent Hillard – Sheriff’s Office – Detention Officer – 11/04/16 – General Fund – DOH 08/10/15

NEW HIRES:

3. Guy Peterson – Sheriff’s Office – Detention Officer – 11/21/16 – General Fund – Replacing Johnie Brake

END PROBATIONARY PERIOD:

4. Christine Elmer – Public Works – Administrative Clerk Specialist – 11/30/16 – Public Works Fund
5. Valerie Pizano – Clerk of Superior Court – Court Clerk – 09/08/16 – General Fund
6. Kristin Chism – Clerk of Superior Court – Courtroom Clerk Technician – 11/23/16 – General Fund

**OTHER ACTIONS:**

7. Dorothy Little – Payson Justice Court – Justice of the Peace – 12/26/16 – General Fund – Salary adjusted per ARS §22-125
8. Jesse Bolinger – Globe Justice Court – Justice of the Peace – 12/26/16 – General Fund – Salary adjusted per ARS §22-125
9. Lucinda Campbell – Health and Emergency Services – Public Health Nurse – 11/14/16 – From Health Service (.95)/Family Planning (.05) Funds – To Health Service (.85)/Family Planning (.15) Funds – Change in fund codes

**NOVEMBER 22, 2016**

**DEPARTURES:**

1. Melissa Kennedy – Sheriff’s Office – 911 Dispatcher – 11/27/16 – General Fund – DOH 07/05/11
2. Laurie Kline – Clerk of Board – Deputy Clerk of Board – 12/02/16 – General Fund – DOH 02/22/11
3. Brian Havey – Sheriff’s Office – Deputy Sheriff Sgt. – 11/14/16 – General Fund – DOH 06/27/83
4. Heather Boyer – Probation – Probation Manager – 12/16/16 – Various Funds – DOH 12/02/96
5. Ginger Chester – Probation – Administrative Clerk Senior – 11/18/16 – Diversion Intake (.50)/Juvenile Standards (.50) Funds – DOH 08/15/16

**NEW HIRES:**

6. Monica Boyce – Probation – Administrative Clerk Senior – 11/28/16 – Diversion Intake (.50)/Juvenile Standards (.50) Funds – Replacing Ginger Chester

**TEMPORARY HIRES TO COUNTY SERVICES:**

7. Manuel Rodriguez – Constituent Services 2 – Temporary Laborer – 11/21/16 – General Fund – Replacing Destinee Barajas

**END PROBATIONARY PERIOD:**

8. Ridge Halenar – Sheriff’s Office – Deputy Sheriff – 07/14/16 – General Fund
9. Danny White – Sheriff’s Office – Deputy Sheriff – 07/14/16 – General Fund
10. Patricia Valenzuela – Public Works – Administrative Clerk Specialist – 11/30/16 – Public Works Funds
11. James Bonnie – Sheriff’s Office – Deputy Sheriff – 12/14/16 – General Fund
12. Matthew Binney – Sheriff’s Office – Deputy Sheriff – 12/24/16 – General Fund
13. Eliana Cabrera – Sheriff’s Office – 911 Dispatcher – 12/21/16 – General Fund
14. Marylyn Lee – Sheriff’s Office – Records Clerk – 12/14/16 – General Fund

15. Jonica Flores – Sheriff’s Office – Detention Officer – 12/14/16 – General Fund
16. Walter Wyrick – Public Works – Building Maintenance Technician – 12/06/16 – Facilities Management Fund
17. Duane Dowler – Public Works – Recycling and Landfill Operations Worker Senior – 12/19/16 – Recycling and Landfill Management Fund
18. Benjamin Rowe – Public Works – Recycling and Landfill Operations Worker Senior – 12/13/16 – Recycling and Landfill Management Fund
19. Roy Bruno – Probation – Juvenile Detention Officer – 11/23/16 – General Fund

DEPARTMENTAL TRANSFERS:

20. Mark Warden – Public Works – From Building Maintenance Technician Lead – To Construction Project Manager – 11/28/16 – Facilities Management Fund – FY17 position
21. Robert Deck – Probation – From Juvenile Detention Officer – To Surveillance Officer – 11/21/16 – From General Fund – To General(.50)/Adult Probation Service Fee(.50) Funds – Replacing Marcos Diaz
22. Betty Hurst – Finance – From Purchasing Agent – To Contracts Administrator – 11/28/16 – General Fund – Replacing Dana Sgroi

OTHER ACTIONS:

23. Rubin Mays – Sheriff’s Office – Detention Officer – 12/14/16 – General Fund – Extending probationary period an additional six months

REQUEST TO POST:

24. Public Works – Building Maintenance Technician Lead – Vacated by Mark Warden
25. Clerk of Board – Deputy Clerk of Board – Vacated by Laurie Kline

**NOVEMBER 29, 2016**

DEPARTURES:

1. Gordon Gartner – Sheriff’s Office – Temporary Professional Standards Investigator – 11/16/16 – General Fund – DOH 05/23/16

END PROBATIONARY PERIOD:

2. Terry Phillips – Payson Constable’s Office – Deputy Constable(.48) – 10/04/16 – General Fund

DEPARTMENTAL TRANSFERS:

3. Juliane DeSpain – Probation – From Juvenile Detention Officer – To Administrative Clerk Senior – 11/28/16 – From General Fund – To Adult Intensive Probation Supervision Fund – Replacing Therese Berumen
4. Nicole Weaver – From Public Works – To Finance – From Administrative Clerk Specialist – To Accounting Associate – 12/12/16 – From Public Works Fund – To General Fund – Replacing Germain Bohrn

OTHER ACTIONS:

5. Celena Cates – Health and Emergency Services – Executive Administrative Assistant – 11/21/16 – From Health Service Fund – To Public Health Accreditation Fund – Change in fund codes for twelve months

REQUEST TO POST:

6. Finance – Purchasing Agent – Vacated by Betty Hurst

**M. Acknowledgment of contracts under \$50,000 which have been approved by the County Manager for the weeks of October 31, 2016 through November 4, 2016; and, November 7, 2016 through November 11, 2016.**

**N. Approval of finance reports/demands/transfers for Oct. 24-30, 2016, in the amount of \$(135.00); Oct. 31-Nov. 6, 2016, in the amount of \$2,121,442.26; Nov. 7-13, 2016, in the amount of \$368,988.88; and, Nov. 14-20, 2016, in the amount of \$1,832,297.00.**

**Item 6 - 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 7 - 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 and the County Manager presented information on current events.

**Item 8 - EXECUTIVE SESSION ITEMS: (The Board of Supervisors may vote to go into executive session on one or all of the items listed in this section. No action will be taken by the Board while in executive session.)**

At this time Chairman Pastor asked for a motion to go into executive session in order to address agenda items 8A and 8B. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously voted to go into executive session at 11:05 a.m.

Chairman Pastor reconvened the regular meeting at 11:39 a.m. and he asked for a motion on item 8A.

**A. Information/Discussion/Action to vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(3) and 38-431.03(A)(4) to receive legal advice from the Board of Supervisors' attorney regarding the lawsuit of Strawberry Ridge Estates LLC v. Gila County, 1 CA-TX-14-0004; consider its position in the lawsuit; and, after the regular meeting has been reconvened, move to direct the County Attorney's Office to proceed as directed in the executive session regarding this agenda item.**

Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously instructed the County Attorney's Office to proceed as directed in executive session on item 8A.

Chairman Pastor asked for a motion on item 8B.

**B. Information/Discussion/Action to vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(3) and 38-431.03(A)(4) regarding the offer extended by the Arizona Attorney General's Office to represent Gila County's interests in the matter of Sunrun Inc. v. Gila County, et. al., TX 2016-001025, and, after the regular meeting has been reconvened, move to direct the County Attorney's Office to proceed as directed in the executive session regarding this agenda item.**

Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously instructed the County Attorney's Office to proceed as directed in executive session on item 8B.

#### **Item 9 - WORK SESSION ITEMS:**

**A. Information/Discussion regarding the powers and duties, financial responsibilities, personnel requirements, open meeting law restrictions, and decision making process of the Gila County Board of Supervisors.**

Mr. McDaniel advised that there are six different topics that will be covered under this agenda item for the benefit of Supervisors-elect Humphrey and Cline. Part 1 of the Board of Supervisors' (BOS) Orientation was presented at a BOS Work Session on November 29, 2016, and this presentation is Part 2 of the BOS Orientation. Part 3 of the BOS Orientation will take place during the County Manager's Leadership Meeting on December 13, 2016.

Jacque Sanders, Assistant County Manager/Librarian, advised that all of the information presented today has been included in the BOS Orientation Binders. She provided a summary of Arizona Open Meeting Law and she explained how public records requests are handled by her department.

Ms. Sheppard reviewed the role and responsibilities of the Clerk of the Board's (COB) Department as follows: Board of Supervisor's (BOS) yearly meeting

calendar; the process for submitting items on a BOS meeting agenda which includes agenda review meetings; the dates and times to finalize and publish a meeting agenda; the AgendaQuick™ electronic agenda system that is used to create a BOS meeting agenda; the COB's role as Administrator of AgendaQuick™; the AgendaQuick™ Schedule, which includes the timeline for entering agenda items, agenda review meetings, timeline to submit hard copies of documents and timelines for the publication of the agenda; COB's role during and after BOS meetings, which includes the recording and taking of meeting minutes, and documenting, distributing and recording legal documents; OML as it relates to BOS agendas and meetings and assistance provided to boards, commissions and committees (BCCs) under the purview of the BOS; BOS Countywide Policy Manual, oversight for all BCCs under the purview of the BOS; liquor license applications; franchises; and state-owned land.

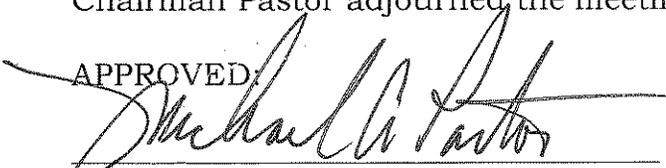
Shelley McPherson, Human Resources and Risk Management Director, and Ms. Sheppard reviewed the County's Declaration of Conflict of Interest Policy and the annual review process which requires all employees to fill out a questionnaire and, if necessary, a Conflict of Interest Statement form.

Mr. McDaniel and Ms. Sheppard briefly reviewed the various BCCs under the purview of the BOS and the purpose for each BCC.

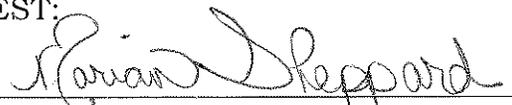
Mr. McDaniel and the Board members reviewed each of the external boards, committees and organizations that the Board members serve as a governing board member and their role serving on that particular board, etc.

There being no further business to come before the Board of Supervisors, Chairman Pastor adjourned the meeting at 1:20 p.m.

APPROVED:

  
Michael A. Pastor, Chairman

ATTEST:

  
Marian Sheppard, Clerk of the Board