



**OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS AND THE
BOARDS OF DIRECTORS OF THE BOARD OF EQUALIZATION, FLOOD
CONTROL DISTRICT, COCONINO COUNTY JAIL DISTRICT AND
COCONINO COUNTY PUBLIC HEALTH SERVICES DISTRICT**

EXECUTIVE SESSION AND SPECIAL SESSION MINUTES

September 8, 2020

4:00 p.m. –Executive Session

5:30 p.m. – Special Session

**(6:00 p.m. – Regular Session was canceled, replaced
with the Special Session beginning at 5:30 p.m.)**

Present: Supervisor Matt Ryan, Supervisor Jim Parks and Supervisor Art Babbott were present virtually via Zoom meeting technology.

Absent/Excused: Chairwoman Elizabeth C. Archuleta and Vice Chairwoman Lena Fowler.

Also Present: County Manager James Jayne, Deputy County Manager/Public Works Director Lucinda Andreani, Deputy County Manager Joanne Keene, Deputy County Manager Marie Peoples, Deputy County Attorney Rose Winkeler, Public Affairs Director Eric Peterson, Clerk of the Board of Supervisors Lindsay Daley and Deputy Clerk of the Board Valerie Webber were present virtually via Zoom meeting technology.

Acting Chair Supervisor Ryan called the meeting to order at 4:02 p.m. and led the pledge of allegiance.

Upon inquiry from Supervisor Ryan, Deputy County Attorney Rose Winkeler recommended the Board enter executive session.

Motion: Enter executive session, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Jim Parks. The motion passed unanimously.

The Board entered executive session at 4:10 p.m.

Executive Session:

1. Discussion of purchase, sale or lease of real property and contract negotiations. The Board of Supervisors may convene in executive session pursuant to Ariz. Rev. Stat. 38-431.03(A)(7) and (A)(4) to discuss or consult with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property and to instruct its attorneys regarding the Board's position on contracts that are subject of negotiations. **County Manager**

Present: Interim Chair Matt Ryan (via Microsoft Teams), Vice Chair Lena Fowler (via telephone), Supervisor Jim Parks (via Microsoft Teams) and Supervisor Art Babbott (via Microsoft Teams).

Absent/Excused: Chair Elizabeth C. Archuleta.

Also Present: County Manager James Jayne, Deputy County Manager Joanne Keene, Deputy County Manager Dr. Marie Peoples, Deputy County Manager Lucinda Andreani, Deputy County Attorney Rose Winkeler, Deputy County Attorney Brian Furuya, Deputy Public Works Director Eslir Musta, Interim Health and Human Services Director Kim Musselman, Deputy Health and Human Services Director Mike Oxtoby, Deputy Health and Human Services Director Michelle Axlund, Facilities Director Sue Brown, Contracted Broker Dennis Kelly, Clerk of the Board of Supervisors Lindsay Daley were present virtually via Microsoft Teams.

The discussion on this item began at 4:11 p.m.

Interim Chair Matt Ryan adjourned executive Session at 5:10 p.m.

Special Session – 5:30 p.m.

Present: Supervisor Matt Ryan, Supervisor Jim Parks and Supervisor Art Babbott were present virtually via Zoom meeting technology. Vice Chairwoman Lena Fowler appeared telephonically at 5:41 p.m.

Absent/Excused: Chairwoman Elizabeth C. Archuleta.

Also Present: County Manager James Jayne, Deputy County Manager/Public Works Director Lucinda Andreani, Deputy County Manager Joanne Keene, Deputy County Manager Marie Peoples, Deputy County Attorney Rose Winkeler, Public Affairs Director Eric Peterson, Clerk of the Board of Supervisors Lindsay Daley and Deputy Clerk of the Board Valerie Webber were present virtually via Zoom meeting technology.

Acting Chair Supervisor Ryan called the meeting to order at 5:33 p.m. and led the pledge of allegiance.

Call to the Public:

There were no comments from the public for items not on the agenda.

Proclamation:

2. Consideration and possible action to approve a Proclamation Celebrating the First Inaugural Matthew J. Broehm Memorial Williams Stand Down and Patriot Day Parade. **Board of Supervisors**

Acting Chair Supervisor Ryan introduced the proclamation.

Supervisor Parks read the proclamation into the record.

Motion: Approve a Proclamation Celebrating the First Inaugural Matthew J. Broehm Memorial Williams Stand Down and Patriot Day Parade, **Action:** approve, **Moved by:** Supervisor Jim Parks, **Seconded by:** Supervisor Art Babbott. The motion passed unanimously.

Supervisor Jim Parks highlighted events and services being provided at the Matthew J. Broehm Memorial Williams Stand Down and Patriot Day Parade.

Board of Supervisors Consent Agenda:

Motion: Approve Consent Agenda Items 3 through 12, separating items **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Lena Fowler. The motion passed unanimously.

3. Consideration and possible action regarding approval of the minutes from the Board of Supervisors meeting conducted August 25, 2020.
4. Consideration and possible action to ratify and/or approve warrants, electronic fund transfers, and other payments as listed on the agenda. An itemized list of the below-numbered claims is filed in the official records of the Coconino County Board of Supervisors.

<u>Run Date</u>	<u>Warrant Numbers</u>	<u>Computer Register Totals</u>
08/26/2020	EFT – 9869 – 9899	\$1,270,371.84
08/26/2020	Checks – 92101047 – 92101130	\$2,265,300.39

5. Consideration and possible action to approve Resolution 2020-64, approving an Intergovernmental Agreement (IGA) with Gila County to provide building inspection services for Coconino County. **Community Development**

6. Consideration and possible action to approve the FY21 Victim Compensation grant agreement with the Arizona Criminal Justice Commission in the amount of \$114,542 for the period of July 1, 2020 - June 30, 2021; and the corresponding budget amendment, a decrease of \$29,618, to align the approved budget for fund 1229 with the approved grant funding. **County Attorney**
7. Consideration and possible action regarding approval of the FY21 independent contractor agreement with Victim/Witness Services for Coconino County to provide criminal justice advocacy services to victims of crime in cases prosecuted by the County Attorney's Office, at a cost not to exceed \$163,000. **County Attorney**
8. Consideration and possible action to approve Intergovernmental Agreement CTR043231, Amendment No. 5 between the Arizona Department of Health Services (ADHS) and Coconino County Health and Human Services (CCHHS) for the period of October 1, 2020, through September 30, 2021, and budget adjustment, for a total amount of \$525,572 to provide WIC (\$459,072) and Breastfeeding Peer Counseling (BFPC) (\$66,500) services; this IGA is amended for FFY2021 to revise the FFY2021 Price Sheet and Scope of Work. **Health and Human Services**
9. Consideration and possible action to approve Resolution 2020-63, approving an Intergovernmental Agreement between Navajo County and Coconino County for the use of the Coconino County Juvenile Detention Facility. **Juvenile Court**
10. Consideration and possible action to approve the third amendment to the contract with Nexxus Consulting, LLC, for an amount not to exceed \$96,257, for federal advocacy consulting services. **Public Affairs**
11. Consideration and possible action regarding approval for Public Works to submit a FEMA Building Resilient Infrastructure and Communities Grant Program application in the amount of \$75,000 for a Coconino County Resilient Communities Program, to significantly increase long-term community resilience and response to natural disasters such as wildfires and flooding by building community leadership and increasing the capacity within County communities identified as high risk to these and other threats. **Public Works**
12. Consideration and possible action to approve the carryover of \$2,404.42 from FY20 to FY21 and associated budget adjustment from the Governor's Office of Highway Safety (GOHS) grant to fund the equipment purchase of scanners, in-car printers, and installation to be used with the Arizona Traffic and Criminal Software (AzTraCS). **Sheriff**

Motion: Resolve as the Board of Equalization, **Action:** approve, **Moved by:** Supervisor Jim Parks, **Seconded by:** Supervisor Art Babbott. The motion passed unanimously.

Board of Equalization Consent Agenda:

13. Consideration and possible action to approve Board of Equalization Resolution 2020-01, receiving and accepting the Hearing Officer's recommendation to correct the Limited Property Value of APN 101-11-016A (Account #R0017678) for Tax Years 2018, 2019 and 2020. **Board of Equalization**

Clerk of the Board Lindsay Daley introduced the item and explained the Parties' agreements.

Attorney Patrice Horstman provided brief comments related to the Board's statutory requirements for consideration and approval of the item.

Hearing Officer Chuck Johnson confirmed he conducted the hearing and spoke about the Parties' equitable stipulation.

Motion: Approve Board of Equalization Resolution 2020-01, receiving and accepting the Hearing Officer's recommendation to correct the Limited Property Value of APN 101-11-016A (Account #R0017678) for Tax Years 2018, 2019 and 2020, **Action:** approve, **Moved by:** Director Art Babbott, **Seconded by:** Director Jim Parks. The motion passed unanimously.

Motion: Resolve as the Board of Supervisors, **Action:** approve, **Moved by:** Director Lena Fowler, **Seconded by:** Director Jim Parks. The motion passed unanimously.

Motion: Resolve as the Jail District Board of Directors, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Jim Parks. The motion passed unanimously.

Jail District Consent Agenda:

Motion: Approve the Jail District Consent Agenda, **Action:** approve, **Moved by:** Director Art Babbott, **Seconded by:** Director Jim Parks. The motion passed unanimously.

14. Consideration and possible action to approve and accept a grant award from Arizona Community Foundation (ACF) Flagstaff in the amount of \$18,000.00, and corresponding budget adjustment to provide transitional housing bed rentals, transportation, and emergency clothing for released inmates from 09/11/20 through 09/11/21. **Jail District**

Motion: Resolve as the Board of Supervisors, **Action:** approve, **Moved by:** Director Jim Parks, **Seconded by:** Director Art Babbott. The motion passed unanimously.

Motion: Resolve as the Health District Board of Directors, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Jim Parks. The motion passed unanimously.

Health District Consent Agenda:

Motion: Approve the Health District Consent Agenda, **Action:** approve, **Moved by:** Director Art Babbott, **Seconded by:** Director Jim Parks. The motion passed unanimously.

15. Consideration and possible action regarding approval of the Independent Contractor Agreement (ICA) Amendment Four, between the Coconino County Public Health Services District (CCPHSD) and Timberline Dental, from July 1, 2020 to June 30, 2021, for an estimated amount of \$60,600.00, in order to provide emergent and preventative dental services for uninsured adult Coconino County residents. **Health District**

Motion: Resolve as the Board of Supervisors, **Action:** approve, **Moved by:** Director Art Babbott, **Seconded by:** Director Lena Fowler. The motion passed unanimously.

Discussion and Possible Action Items:

16. Update, discussion and possible action regarding the Coconino County Response to the COVID-19 pandemic and continued discussion on the organizational path forward. **County Manager**

County Manager James Jayne provided a brief introduction of the item.

Interim Health and Human Services Director Kim Musselman provided a presentation that highlighted current COVID-19 testing and various other data related to the pandemic.

Deputy County Manager Marie Peoples and Interim Director Musselman answered questions related to flu vaccines and how the flu season is predicted.

Deputy County Manager continued with an update that explained the County's current landscape of telecommuting and a contemplated path moving forward; whether or not to bring back County employees into the traditional workplace or continue with phasing back to work with considerations related to family matters and increased cases.

Information Technology Director Matt Fowler spoke about the pro's and challenges of working from home; specifically, internet capacity and infrastructure issues.

Community Development Director Jay Christelman spoke about operational adjustments that were made within the Community Development Department to continue to provide services throughout the COVID pandemic. All services are available online, but initial challenges included the lack of customer portal accounts, customer preference and loss of physical workspace.

Individual Board members provided feedback on the information presented.

Facilities Director Sue Brown spoke about discussions held regarding space and operations, successes and managing re-entry.

Treasurer Sarah Benatar spoke about operation transitions that were made due to the pandemic and alternative services made to accommodate customers.

Human Resources Director Erika Philpot spoke about changes made in service levels to accommodate the pandemic in order to meet customer needs.

Acting Chair Ryan called for a break at 7:24 p.m. and reconvened open session at 7:31 p.m.

At approximately 9:42 p.m., the Board re-visited this item (agenda item 16) to continue discussion.

Supervisor Babbott spoke about COVID-19 data that was presented earlier and expressed his feelings that the County should move forward with working towards providing public access to County buildings, while maintaining safety of the employees.

Vice Chair Fowler noted staff is working towards re-opening but need to re-evaluate what offices may be able to provide more access while protecting employees.

Supervisor Parks agreed with Supervisor Babbott that County buildings need to start opening up to the public.

Supervisor Ryan noted staff needs to bring back a balance, through baby steps, of opening up County buildings. Also, there needs to be consideration for the schools' plans for re-opening and organizational plans.

County Manager Jayne affirmed he understands the Board's direction to move forward with outlining specific re-entry plans as things have changed. Staff will revise plans to move forward with access to County facilities by reviewing which offices can open, while reviewing the level of staffing; staff will bring back information.

Deputy County Manager Marie Peoples noted staff will discuss the Board's direction tomorrow during the Elected Official/Leadership Team. She stated she doesn't feel that staff is that far off from being able to initiate opening doors.

17. **Presentation and discussion regarding the Fort Tuthill County Park Water Advisory Committee's Draft Fort Tuthill County Park Sustainable Water Management Plan. Parks and Recreation**

Public Works Director Lucinda Andreani introduced the item.

Parks and Recreation Director Cynthia Nemeth expressed her appreciation of the Water Advisory Committee and many partners, community members and stakeholders for their work on the Draft Fort Tuthill County Park Sustainable Water Management Plan.

Sustainability Manager Amanda Acheson provided an overview of the water conservation initiative, committee goals and highlights of the draft Sustainable Water Management Plan.

Individual Board members provided feedback regarding the information presented and expressed their appreciation of everyone involved in working on the draft plan.

Motion: Resolve as the Flood Control District Board of Directors, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Jim Parks. The motion passed unanimously.

18. Update, discussion and possible direction on Forest Restoration activities and possible reallocation of forest restoration funds (\$1,030,000) that had been allocated to match the REPI grant. **Flood Control**

Public Works Director Lucinda Andreani introduced the item, explaining this is an update regarding forest restoration activities and opportunities.

Forest Restoration Director Jay Smith presented a powerpoint that provided updates on industry, forest service, post-wildfire risk studies, Bill Williams Mountain thinning update, Mormon Mountain prioritization and financing on projects.

Individual Board members provided feedback on the information presented.

Forest Restoration Director Jay Smith answered questions asked by individual Board members related to funding sources, allocations and prioritizations.

Arizona Program Manager for the National Forest Foundation Sasha Stortz spoke about potential impacts and various issues to be considered with relation to the Mormon Mountain restoration project.

Upon consensus of the Board, staff to proceed with their recommendations.

Motion: Resolve as the Board of Supervisors, **Action:** approve, **Moved by:** Director , **Seconded by:** Director . The motion passed unanimously.

19. Discussion, update and possible direction to staff regarding state and/or federal legislative and/or administrative matters. **Public Affairs**

Public Affairs Director Eric Peterson briefly spoke about new, disturbing information received on FEMA reimbursement on COVID-19 specimen collections.

20. Discussion and update from the County Manager regarding possible community, regional and/or administrative matters. **County Manager**

County Manager James Jayne briefly spoke about upcoming meetings as well as County events and projects.

21. Roundtable: To be discussed. Pursuant to A.R.S. § 38-431.02(H), these matters will not be acted upon: Reports from Supervisors; updates on new projects, district budgets, requests for services and initiatives, updated from county staff:
- District 1 – Supervisor Art Babbott
 - District 3 – Supervisor Matt Ryan
 - District 4 – Supervisor Jim Parks
 - District 5 – Supervisor Lena Fowler
 - District 2 – Supervisor Elizabeth Archuleta

- Chair's Report

Individual Board members provided a brief update on current projects and information related to their respective districts, as well as, meetings they've attended related to their various committee appointments.

There being no further discussion, Acting Chair Supervisor Ryan adjourned the meeting at 10:20 p.m.


COCONINO COUNTY BOARD OF SUPERVISORS

(SEAL)



Matt Ryan, Acting Chair

ATTEST:



Lindsay Daley, Clerk of the Board of Supervisors

Warrant listing for 8/26/20 as required by ARS-11-217.D

The minutes shall include all demands and warrants approved by the board in excess of one thousand dollars and multiple demands and warrants from a single supplier or individual under one thousand dollars whose cumulative total exceeds one thousand dollars in a single reporting period.

Check Number	Vendor	Check Amount
9865	2534 - WHISPERING SANDS APARTMENTS	1,044.00
9863	6119 - TRC VERMILLION VIEW, LLC	1,500.00
9862	1406 - KATHY A TURNER	2,768.51
9861	1512 - TIFFANY CONSTRUCTION COMPANY	14,090.69
9860	1257 - TERRY MARXEN CHEVROLET CADILLAC	5,927.94
9859	2496 - CAROL HENDERSON-DAHMS	1,772.10
9858	4461 - SHAMROCK FOODS	19,285.90
9856	2851 - PRO PETROLEUM INC	26,675.36
9855	4447 - PERSONNEL SAFETY ENTERPRISES/ZEE MEDICAL	1,867.40
9853	2451 - NATURAL CHANNEL DESIGN INC	8,049.00
9852	1984 - NORTHERN ARIZONA PUBLIC EMPLOYEES BENEFIT TRUST	869,375.08
9850	1968 - LOOKING GLASS ANALYTICS INC	43,200.00
9845	4350 - GOLIGHTLY TIRE	4,589.05
9842	6532 - TAYLOR W FOX, PC	3,762.50
9840	5018 - DATABANK IMX LLC	73,309.87
9839	1371 - KIMBERLY K CONLEY	1,393.00
9831	1149 - ARIZONA COUNTIES INSURANCE POOL	7,500.00
92101045	6579 - JANET G WONG	1,100.00
92101041	1546 - VISION SERVICE PLAN-CONNECTICUT	8,144.58
92101040	1264 - VICTIM WITNESS SERVICES FOR COCONINO COUNTY	20,760.91
92101036	1755 - UNS GAS INC	2,473.49
92101035	3028 - TIMOTHY JOHN SAVAGE	1,418.54
92101034	4813 - TRIFECTA NETWORKS LLC	4,815.00
92101033	1378 - DOUGLAS TOWNSEND	1,512.62
92101029	2518 - CEQUEL COMMUNICATIONS LLC	12,648.10
92101021	2378 - SATELLITE TRACKING OF PEOPLE LLC	2,406.75
92101018	1414 - RUSH TRUCK CENTERS OF ARIZONA, INC	1,194.73
92101016	5721 - RHINEHART OIL CO, LLC	1,201.54
92101015	5320 - RAVE WIRELESS, INC	15,742.38
92101003	2250 - NORTHLAND INVESTIGATIONS LLC	3,150.00
92101002	1664 - NORTHERN LIGHT TREE COMPANY & LANDSCAPE MAINT LLC	3,250.00
92101000	2567 - NELSON L ERIN	3,200.00
92100994	6516 - MOUNTAINSIDE MAR LLC	1,500.00
92100991	2223 - MINNESOTA LIFE INSURANCE COMPANY	15,549.87
92100990	1596 - MILLPOND VILLAGE APARTMENTS LLC	2,620.00
92100989	6708 - FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION	10,000.00
92100988	5014 - MCMASTER CARR SUPPLY COMPANY	3,268.68
92100980	2056 - LABORATORY CORPORATION OF AMERICA	1,278.07
92100971	5318 - THE J STREIFF LAW FIRM, PC	2,150.00
92100967	1453 - HIGHLANDS FIRE DISTRICT	15,300.00

92100966	1899 - HIGHLAND VILLAGE PARTNERS LLC	6,743.69
92100963	2315 - GOVERNMENTJOBS.COM	38,129.60
92100956	1783 - FLAGSTAFF PROPERTY MANAGEMENT INC	1,500.00
92100954	6679 - MELISSA KOVACS	13,775.00
92100953	1716 - EMPIRE SOUTHWEST LLC	9,124.86
92100952	2923 - VEDURA ELEVATION LLC	1,705.00
92100951	5952 - ELECTION SYSTEMS & SOFTWARE, LLC	12,356.17
92100950	5125 - ECLINICALWORKS LLC	1,791.32
92100949	4084 - DH PACE COMPANY INC	3,307.17
92100948	4944 - DELTA DENTAL PLAN OF ARIZONA	62,732.40
92100944	1982 - COCONINO COUNTY REGIONAL ACCOMODATIONS	40,000.00
92100942	1019 - COCONINO COUNTY	6,000.00
92100941	2023 - ATL, INC	2,242.74
92100940	6739 - MARY MAYS	1,500.00
92100939	6531 - CLASSIC AUTO BODY, LLC	6,461.54
92100937	6258 - CITY OF FLAGSTAFF	2,708.01
92100935	2530 - QWEST COMMUNICATIONS COMPANY LLC	4,840.57
92100934	2530 - QWEST COMMUNICATIONS COMPANY LLC	5,885.73
92100931	2786 - QWEST CORPORATION	3,795.65
92100920	3129 - BENSON SECURITY SYSTEMS INC	1,876.62
92100911	1895 - ARIZONA PUBLIC SERVICE	5,053.17
92100910	1895 - ARIZONA PUBLIC SERVICE	8,680.62
92100903	6551 - MERCEDES ACEDO	1,400.00
92100902	1874 - AMERICAN CONSERVATION EXPERIENCE	11,720.50