



**OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS AND THE  
BOARD OF DIRECTORS OF THE COCONINO COUNTY PUBLIC HEALTH  
SERVICES DISTRICT**

**SPECIAL SESSION MINUTES**

**October 4, 2022**

**9:00 a.m. – Special Session**

*(Consent business items and discussion items were conducted during Special Session; Special Session replaced the Regular Session scheduled at 10:00 a.m.)*

**Present:** Chair Patrice Horstman, Vice Chair Jeronimo Vasquez, Supervisor Lena Fowler were present virtually via Zoom meeting technology. Supervisor Matt Ryan and Supervisor Judy Begay were present telephonically.

**Also Present:** County Manager Steve Peru, Deputy County Manager/Flood Control District Administrator Lucinda Andreani, Deputy County Manager Sue Brown, Deputy County Manager Andy Bertelsen, Deputy County Attorney Monique Coady, Clerk of the Board of Supervisors Lindsay Daley and Deputy Clerk of the Board Valerie Webber were present virtually via Zoom meeting technology.

Chair Horstman called the Special Session to order at 9:07 a.m. and led the pledge of allegiance.

**Call to the Public:**

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

**Recognition:**

1. Recognition of 2022 Call Center Staff who assisted during the 2022 Fires and Flooding events. **County Manager**

County Manager Peru stated he wanted to acknowledge the work done by 2022 call center staff who assisted during the 2022 Fires and Flooding events. He noted all five District Supervisors currently have emergencies going on within their districts. The roll of the call center members is

crucial and it is important to recognize how hard they have worked so diligently as they assess the situation and provide factual information to the citizens.

Deputy County Manager/Flood Control District Administrator Lucinda Andreani noted this is a critical emergency response function as citizens really count on having the ability to speak to a person and receive answers during an emergency situation. She thanked all the individuals that serve and specifically Special Assistant to the County Manager Corey Ringenberg for his management and leadership role. She also thanked Human Resources Analyst Carolyn Kidd and Public Works Culture Engagement and Communications Manager Viviana Reyes for their work.

Corey Ringenberg thanked all the call center staff for their work and dedication and he named all the staff members on the record. He noted this represents Coconino County through their support, guidance and leadership and, each of the participants will receive a recognition certificate.

Chair Horstman and individual Board members expressed their appreciation of staff that manned the call center and spoke about the important work they provide in their service to the citizens.

**Proclamation:**

2. Consideration and possible action to approve a Proclamation designating October 2022 as Domestic Violence Awareness Month in Coconino County.

County Manager Peru introduced Sharon Manor Program Manager Kelly Wells.

Sharon Manor Program Manager Kelly Wells thanked the Board for having the proclamation for consideration and recognized and thanked several partners, Northland Family Health Center, Victim Witness and Northern Arizona Care and Services After Assault (NACASA), who all provide work to support domestic violence, for all their hard work.

Kelly Wells and Sharon Manager Representatives Paige Shoaff, Lucy Amos, Andrea Scully, Matt Bruton, read the proclamation into the record.

Chair Horstman thanked the speakers for the work they do to help make Coconino County a safer place to live and work.

Individual Board members and County Manager Peru expressed their appreciation of the work done by Sharon Manor and partner organizations to make a difference in the community and spoke about the importance of services and support that is provided.

Chair Horstman asked for a motion to proclaim October 2022 as Domestic Violence Awareness Month in Coconino County.

**Motion:** So moved, **Moved by:** Supervisor Jeronimo Vasquez, **Seconded by:** Supervisor Matt Ryan. The motion passed unanimously.

**Board of Supervisors Consent Agenda:**

Chair Horstman asked for a motion to accept Consent Agenda items 3 through 16 and removing items 4 and 10.

**Motion:** So moved, **Moved by:** Supervisor Lena Fowler, **Seconded by:** Supervisor Matt Ryan. The motion passed unanimously.

- 3. 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>
9/22/2022	EFT – 17127 – 17198	\$1,522,996.17
9/22/2022	Checks – 93201174 – 93201274	\$680,781.60

- 4. **Removed:** Consideration and possible action to approve a Funding Agreement with Flagstaff Family Food Center, for the County to provide Community Initiative Funds in the amount of \$2500 from District 1, \$2500 from District 2, \$2500 from District 3, and \$2500 from District 4, in the total amount of \$10,000, to assist in replacing a deteriorating 30+ year old freezer. **Board of Supervisors**

Chair Horstman read the agenda title into the record and asked for a motion to approve the item as read into the record.

**Motion:** So moved, **Moved by:** Supervisor Lena Fowler, **Seconded by:** Supervisor Matt Ryan. The motion passed unanimously.

Sylvia Johnson with Flagstaff Family Food Center stated the Flagstaff Family Food Center Board of Directors sincerely appreciates the support of the Board of Supervisors. She spoke about the continued needs of the community, which was specifically increased during the COVID-19 pandemic.

Individual Board members spoke about the important work done by the Flagstaff Family Food Center in providing food to the community.

Chair Horstman noted for the record that JB DeWitt provided a statement in the Zoom chat message that said “my microphone isn’t working, I would love to say thank you all for the kind words and for the support.”

- 5. Consideration and possible action to approve Resolution 2022-48, approving the Final Plat Amendment of Rancho Shangri-La subdivision to reconfigure Lots 8-11 to create two lots and one utility tract, subject properties are located at 1260, 1320, 1400 Shangri-

La Drive in Oak Creek Canyon and are identified as Assessor's Parcel Numbers 405-21-022, 405-21-023 and 405-21-024A; Case No. SUB-22-022. **Community Development**

6. Consideration and possible action to approve a Spousal Maintenance Fund 1166 Budget Amendment to increase Fiscal Year 2022 expenditure budget by \$1,118 to cover increased temp wages. **Courts**
7. Consideration and possible action to accept the Administrative Office of the Courts Fiscal Year 2023 Drug, Gang and Violent and Crime Control Program Grant and Agreement (DGVCCP) for the Recovery Court program totaling \$63,920 and corresponding budget amendments to adjust revenue and budget appropriations for increase in grant. **Courts**
8. Consideration and possible action to approve the cancellation of the Election for the Flagstaff Ranch Fire District, a special district, which was eligible to have an Election on November 8, 2022 and had no candidates file for the board positions. **Elections**
9. Consideration and possible action to approve the On-Call Architectural Services Contract, Johnson Walzer Associates, LLC, for County construction projects up to \$500,000.00, from the term of the date of approval by the County through June 30, 2023; upon mutual agreement, this contract may be renewed for four additional one-year options. **Facilities**
10. **Removed:** Consideration and possible action to approve an Independent Contractor Agreement with Witt O'Brien's to provide sub-recipient monitoring for contracts awarded under RFP 2022-107 American Rescue Plan Act/Coconino County Community-Based Investments and Partnerships in an amount not to exceed \$125,000. **Finance**

Supervisor Fowler spoke about the work done on internal distribution of American Rescue Plan Act (ARPA) funding and noted this contract will oversee funding distributed. She asked for additional information for the public.

County Manager Peru briefly explained that currently there are over 30 applications for community partnership funding and this is a federal requirement for monitoring the use of ARPA funding.

Finance Director Siri Mullaney explained Kristin Curtis was recently hired as an ARPA coordinator and she has been transferred to a different position in the Finance Department and this is an opportunity to hire Witt O'Brien, who are experts in federal sub-recipients monitoring and they will monitor funds awarded to low -risk and newer organizations.

Deputy County Manager Sue Brown described the status of the current phase being addressed in monitoring compliance of the distribution of ARPA funding.

Chair Horstman read the agenda title into the record and asked for a motion to approve.

**Motion:** So moved, **Moved by:** Supervisor Matt Ryan, **Seconded by:** Supervisor Lena Fowler. The motion passed unanimously.

11. Consideration and possible action to approve an Independent Contractor Agreement Amendment number One (1) between Arizona Community Action Association, dba Wildfire (Contract No. 07012022-23) and Coconino County Health and Human Services for Fiscal Year 2023 for a budgeted redistribution amendment. **Health and Human Services**
12. Consideration and possible action to approve 1.0 Full-time Employee (FTE) for the Communications Director position, and corresponding budget amendment. **Human Resources**
13. Consideration and possible action to approve an increase and transfer to the Legal Defender's departmental general fund budget of \$9,848 to cover increased payroll expenditures caused by the attorney pay plan implemented in Fiscal Year 2022 and corresponding budget amendment. **Legal Defender**
14. Consideration and possible action to approve the purchase of tires and supplies from Bridgestone Firestone Authorized Dealers, based on AZ State Contracts CTR042117 in the total amount not to exceed \$250,000.00 for Fiscal Year 2023. **Public Works**
15. Consideration and possible action to approve the WEX Fleet Card for fuel credit card services based on Arizona Participating Contract No. CTR053708, not to exceed \$250,000 for Fiscal Year 2023. **Public Works**
16. Consideration and possible action to approve Resolution 2022-51, authorizing the Coconino County Recorder to use emergency voting centers and ballot drop boxes and drive up/ ballot drop off locations and appoint early voting board members for the November 8, 2022 General Election. **Recorder**

**Motion:** Resolve as the Health District Board of Directors, **Moved by:** Supervisor Lena Fowler, **Seconded by:** Supervisor Jeronimo Vasquez. The motion passed unanimously.

**Public Health District Consent Agenda Items:**

Chair Horstman read the agenda title into the record and asked for a motion to approve.

**Motion:** Move to approve the Consent Agenda, **Moved by:** Director Matt Ryan, **Seconded by:** Director Jeronimo Vasquez. The motion passed unanimously.

17. Consideration and possible action to approve funding Contract #2023-PS-001, in the amount of \$3,563.00 between the Governor's Office of Highway Safety and Coconino County Public Health District for the period October 1, 2022 to September 30, 2023, for the purchase of bicycle helmets and related program supplies and approve a corresponding budget amendment.

**Motion:** Resolve as the Board of Supervisors, **Moved by:** Director Matt Ryan, **Seconded by:** Director Jeronimo Vasquez. The motion passed unanimously.

**Discussion and Possible Action Items:**

18. Discussion and update regarding state and/or federal legislative and/or administrative matters. **Public Affairs**

Chair Ryan requested to move to item 21 at this time.

Chair Horstman noted the Board would move at this time to item 21; 10:15 a.m.

Public Affairs Manager Greg Nelson provided a brief update on the events to take place at the County Supervisors Association (CSA) Annual Legislative Summit.

Supervisor Begay and Supervisor Fowler lost connection to the meeting at approximately 10:32 a.m.

The Board provided feedback on the information provided.

19. Discussion, review and possible direction regarding the Board of Supervisors planning calendar. **County Manager**

*The Board did not address this item.*

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

Emergency Management Director Wes Dison described the notification and designation of an EF1 tornado event in the Williams area yesterday afternoon. He spoke about assessments that were done and continue to be done on the impacts of the tornado as well as, emergency response deployments that were made to assist the communities affected and management of site clean-up that is being done logistically and cost tracking.

Human Resources Director Kim Musselman noted they began working with Red Cross and working on a list of citizens affected in order to reach out to them to assess their needs.

Supervisor Ryan spoke about the incident in Bellemont ten years ago and the amount of debris that resulted from yesterday's event. He noted there will be a need for inspectors and debris clean-up and support for the community.

Chair Horstman thanked Emergency Management and HHS for their support. She noted the Board would move back to item 18 at 10:21 a.m.

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, updates from county staff:

- District 1 – Supervisor Patrice Horstman
- District 2 – Supervisor Jeronimo Vasquez
- District 4 – Supervisor Judy Begay
- District 5 – Supervisor Lena Fowler

- District 3 – Supervisor Matt Ryan
- Chair's Report

***The Board did not address this item.***


22. Presentation and discussion regarding preparation for the County Supervisors Association (CSA) Annual Legislative Summit, including review and discussion of legislative proposals. **County Manager**

***The Board did not address this item.***

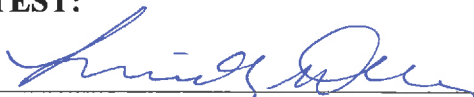
There being no further discussion, Chair Horstman adjourned the meeting at 10:36 a.m.

**COCONINO COUNTY BOARD OF SUPERVISORS**

(SEAL)

  
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Patrice Horstman, Chair

**ATTEST:**

  
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Lindsay Daley, Clerk of the Board of Supervisors





Warrant listing for 9/22/2022 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.

<b>Check</b>	<b>Vendor</b>	<b>Amount</b>
<a href="#">17128</a>	AGTS INC	1,620.00
<a href="#">17133</a>	CANDELEN	5,318.00
<a href="#">17138</a>	COCONINO COUNTY	9,200.85
<a href="#">17139</a>	COCONINO COUNTY	15,183.86
<a href="#">17140</a>	COCONINO COUNTY	475,404.83
<a href="#">17141</a>	COCONINO COUNTY	42,934.78
<a href="#">17142</a>	COCONINO COUNTY	82,864.67
<a href="#">17143</a>	COCONINO COUNTY	34,351.47
<a href="#">17144</a>	COCONINO COUNTY	393,697.66
<a href="#">17145</a>	COCONINO COUNTY	226,962.05
<a href="#">17146</a>	COCONINO COUNTY	69,767.46
<a href="#">17147</a>	COCONINO COUNTY	25,420.51
<a href="#">17148</a>	COCONINO COUNTY	4,375.85
<a href="#">17149</a>	COCONINO COUNTY	4,750.00
<a href="#">17151</a>	CRAIG WILLIAMS ATTORNEY AT LAW PLLC	5,627.00
<a href="#">17152</a>	CRM OF AMERICA LLC	3,179.87
<a href="#">17156</a>	TYRRELL-MARXEN CHEVROLET CADILLAC INC	4,060.84
<a href="#">17159</a>	J & G ENTERPRISES INC	1,550.00
<a href="#">17160</a>	MICHAEL M GOLIGHTLY AND ASSOCIATES, INC	27,945.15
<a href="#">17161</a>	GRAND CANYON FOOD PANTRY INC	2,665.55
<a href="#">17164</a>	INGERSOLL-RAND INDUSTRIAL U.S., INC	4,174.19
<a href="#">17165</a>	THE J STREIFF LAW FIRM PC	9,500.00
<a href="#">17166</a>	DANIEL KAISER	6,400.00
<a href="#">17167</a>	PARTS WEST HEAVY DUTY LLC	1,420.58
<a href="#">17169</a>	MATTHEW JAMES SILVERMAN	1,495.78
<a href="#">17172</a>	NORTHERN ARIZONA INTERGOVERNMENTAL	3,298.00
<a href="#">17173</a>	NAVAJO TRIBAL UTILITY AUTHORITY	6,100.00
<a href="#">17174</a>	NILES RADIO COMMUNICATIONS	1,373.34
<a href="#">17175</a>	NORTHERN LIGHT TREE COMPANY & LANDSCAPE MAINT LLC	3,000.00
<a href="#">17183</a>	SAFETY-KLEEN CORPORATION	1,068.00
<a href="#">17184</a>	DIOCESAN COUNCIL FOR THE SOCIETY OF ST. VINCENT DE	2,334.78
<a href="#">17186</a>	WESTERN SKIES AGGREGATE	7,983.36
<a href="#">17187</a>	SHAMROCK FOODS	11,430.85
<a href="#">17189</a>	STS OPERATING INC	4,473.31
<a href="#">17190</a>	SUPERIOR PROPANE INCORPORATED	1,200.00
<a href="#">17195</a>	CAROLINE PILKINGTON	8,320.44
<a href="#">17196</a>	AMANDA J WILLEY	1,422.20
<a href="#">93201174</a>	AFLAC PREMIUM HOLDING	1,250.55

<a href="#">93201176</a>	THE HILLER COMPANIES INC	2,270.00
<a href="#">93201178</a>	ARIZONA PUBLIC SERVICE	5,238.00
<a href="#">93201185</a>	CACTUS TRANSPORT INC	200,360.87
<a href="#">93201188</a>	QWEST COMMUNICATIONS COMPANY LLC	2,575.34
<a href="#">93201189</a>	CHERYLEE W FRANCIS	1,500.00
<a href="#">93201193</a>	DESERT CONSTRUCTION INC	4,319.20
<a href="#">93201195</a>	DRIVER DISPATCH INC	17,980.00
<a href="#">93201198</a>	EMPIRE SOUTHWEST LLC	5,375.28
<a href="#">93201199</a>	FIRST CLASS ENTERPRISES LLC	2,533.81
<a href="#">93201200</a>	FLAGSTAFF PUBLISHING COMPANY	3,481.07
<a href="#">93201201</a>	FM SOLUTIONS MANAGEMENT LLC	12,500.00
<a href="#">93201202</a>	FM SOLUTIONS MANAGEMENT LLC	12,500.00
<a href="#">93201203</a>	FLAGSTAFF MEDICAL CENTER	4,586.25
<a href="#">93201210</a>	ANTHONY CHOI	2,920.00
<a href="#">93201214</a>	KAESER & BLAIR INC	2,970.58
<a href="#">93201217</a>	KIMBALL RENTALS LLC	18,407.35
<a href="#">93201218</a>	KONICA MINOLTA BUSINESS SOLUTIONS USA INC	1,058.11
<a href="#">93201225</a>	ROBERT EUGNE MAURER	1,648.00
<a href="#">93201227</a>	MINNESOTA LIFE INSURANCE COMPANY	15,947.25
<a href="#">93201228</a>	NORTHERN ARIZONA UNIVERSITY	31,500.00
<a href="#">93201229</a>	NET TRANSCRIPTS INC	1,394.74
<a href="#">93201232</a>	O'NEIL PRINTING INC	15,230.37
<a href="#">93201235</a>	CEQUEL COMMUNICATIONS LLC	3,505.26
<a href="#">93201237</a>	ORION ENERGY INC	1,800.00
<a href="#">93201239</a>	PALLET & LUMBER SUPPLY, LLC	172,529.40
<a href="#">93201241</a>	THE PITNEY BOWES BANK INC	10,057.47
<a href="#">93201243</a>	POWERDMS INC	5,341.79
<a href="#">93201245</a>	RED ROCK TABLE ROCK ASSOCIATES LLC	1,320.00
<a href="#">93201246</a>	RHINEHART OIL CO LLC	3,917.68
<a href="#">93201249</a>	RYDER TRUCK RENTAL INC	7,018.89
<a href="#">93201251</a>	SAM'S CLUB DIRECT	1,289.73
<a href="#">93201253</a>	SEPTIC SERVICES LLC	2,800.00
<a href="#">93201255</a>	STATE OF ARIZONA	3,836.72
<a href="#">93201258</a>	SUNSTATE EQUIPMENT CO LLC	21,713.79
<a href="#">93201259</a>	SUPPORT PAYMENT CLEARINGHOUSE	3,184.21
<a href="#">93201264</a>	TITAN POWER INC	2,990.00
<a href="#">93201265</a>	TOWN OF FREDONIA	5,859.44
<a href="#">93201266</a>	UNS GAS INC	1,240.00
<a href="#">93201268</a>	UNS GAS INC	7,259.42
<a href="#">93201270</a>	US CORRECTIONS LLC	24,055.00
<a href="#">93201272</a>	CELLCO PARTNERSHIP	3,591.07
<a href="#">93201273</a>	CELLCO PARTNERSHIP	3,108.80
<a href="#">93201274</a>	VISION SERVICE PLAN-CONNECTICUT	8,033.72