



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

REGULAR SESSION AND EXECUTIVE SESSION MINUTES

April 14, 2020

**6:00 p.m. – Regular Session
Immediately followed by Discussion Items
and Executive Session Item**

**The Board of Supervisors meeting was held via virtual Microsoft Teams
at the following this link:**

<https://bit.ly/2RlhiJD>

Present: Chairwoman Elizabeth C. Archuleta, Vice Chair Lena Fowler, Supervisor Jim Parks, Supervisor Matt Ryan and Supervisor Art Babbott were present via virtual technology, Microsoft Teams Meeting.

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

Chairwoman Archuleta called the meeting to order at 6:07 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:

1. Consideration and possible action to approve a Proclamation designating April 2020 as Fair Housing Month. **Health and Human Services**

County Manager James Jayne introduced the item.

Health and Human Services Division Manager Michele Axlund and Sandi Flores, Sarah Darr and Devonne McLaughlin read the proclamation into the record.

Motion: Approve a Proclamation designating April 2020 as Fair Housing Month, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Vice Chair Lena Fowler. The motion passed unanimously.

Board of Supervisors Consent Agenda:

Motion: Approve Consent Agenda Items 2 through 10, including 7a, separating items 4 and 7, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Matt Ryan.

There was discussion on the motion.

Supervisor Ryan complimented the Public Works Department on the work they've done on item #10, regarding the installation of cluster mail box units in Bellemont.

Chairwoman Archuleta called for the question; the motion passed unanimously.

2. Consideration and possible action regarding approval of the minutes from the Board of Supervisors meetings conducted March 24, 2020 and March 31, 2020.
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>
03/31/2020	Check – 92006642	\$269,677.42
04/02/2020	EFT – 9090 – 9124	\$68,885.76
04/02/2020	Check – 92006643 – 92006766	\$198,336.16

4. **Separated:** Consideration and possible action to approve a Budget Adjustment from District 1 to Coconino County Flood Control District Mount Elden Estates Museum Fire Flood Mitigation - Wildrose Basins Project, in the amount of \$15,000, for basin cleanout. **Board of Supervisors**

Supervisor Babbott expressed his appreciation of flood mitigation efforts being made by the Public Works Department on the affects if the Museum Fire in Mount Elden Estates.

County Engineer Chris Tressler noted the project would being within a week to mitigate sediment removal in the area.

Motion: Approve Board of Supervisor Consent Agenda Item #4, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Matt Ryan. The motion passed unanimously.

5. Consideration and possible action to approve Resolution 2020-11, amending the Final Plat for 1.89 acres in Grenehaven Commercial Subdivision, property is located at 101 West Glen, approximately 225 feet northeast of US Highway 89, at the intersection of N Wahweap Drive and W Glen; combining Assessor's Parcel Number 601-39-002C, 601-44-001, 601-44-002, 601-44-003, 601-44-004 and 601-44-006, the applicant is Grenehaven Holdings, LLC, Beaver, Utah.
Community Development
6. Consideration and possible action to approve Resolution 2020-25, approving the Ponderosa Acres II Final Plat on 67.91 acres in the G (General, 10-acre Minimum Parcel Size) Zone in Parks, the property is located north of Route 66 on Three Bears Loop and also identified as APN 203-28-019B, the applicant is the Tieman Family Trust of Phoenix, Arizona. **Community Development**
7. **Separated:** Consideration and possible action to approve an amendment to the contract with DBADGUY, LLC doing business as Hotel Aspen Flagstaff, located at 1008 E. Route 66, Flagstaff, Arizona, for use of the building as a quarantine housing unit in response to the COVID-19 pandemic. **County Manager**

Supervisor Babbott inquired if the passage of the amendment is required for Federal reimbursement.

Dr. Marie Peoples noted staff is reviewing reimbursement to individuals housed at Hotel Aspen.

Special Initiatives Director Kim Musselman said there are no material changes to the contract, but the amendment is required for Federal reimbursement. This will bring the County into compliance.

Vice Chair Fowler asked if people being quarantined include only Flagstaff residents or people throughout the County.

Dr. Marie Peoples stated the patients are primarily referred through hospitals in the County. There have been no inquiries from shelters in the County trying to get someone entered into the hotel facility.

Supervisor Babbott complimented staff for setting up testing facilities at the beginning of the quarantine and felt there should be a utilization-based contract. Now it being a month in, there should be recalculation of the people using the rooms. We should explore more sustainable options as there is a lot of hotel capacity in the City of Flagstaff at this time.

Dr. Peoples agreed that it is an economic hit, but there is a purpose for a re-pivot. At this time other hotels have offered to provide services.

Supervisor Ryan agreed that staff set up the hotel very quickly, but now we need to pause for a moment and consider other options available. If the state stepped in, that would be helpful although we are not sure when that will happen or what our reimbursement will be.

Supervisor Parks stated he has a problem with the cost and that staff needs to evaluate other options.

Chairwoman Archuleta agreed and asked for a motion to the amendment to the contract.

Motion: Approve an amendment to the contract with DBADGUY, LLC doing business as Hotel Aspen Flagstaff, located at 1008 E. Route 66, Flagstaff, Arizona, for use of the building as a quarantine housing unit in response to the COVID-19 pandemic, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Matt Ryan.

Chairwoman Archuleta called for the question; **the motion passed** with Chairwoman Archuleta, Vice Chair Fowler, Supervisor Ryan and Supervisor Babbott voting “aye” and Supervisor Parks voting “naye.”

- 7a. Consideration and possible action to accept Chief Health Officer/Health and Human Services Director Thomas Pristow’s resignation and affirm the appointment of Michael Oxtoby as the Interim Chief Health Officer/Interim Health and Human Services Director. County Manager
8. Approval by the Coconino County Board of Supervisors to enter into the Funding Agreement for the Court Appointed Special Advocate (CASA) program with the Arizona Supreme Court, Administrative Office of the Courts, and budget adjustment decrease of \$2,508.00 for the operation of the CASA program, in the total amount of \$213,421.46. **Juvenile Court**
9. Funding Agreement for the Juvenile Justice Services Division Funds with the Arizona Supreme Court, Administrative Office of the Courts and budget adjustment of an increase of \$321,934 for the operation of the Juvenile Intensive Probation Supervision (JIPS), Standard Probation, Juvenile Probation Services Fund Treatment (JPSF), Diversion Intake, and Diversion Consequences programs in the amount \$2,262,260 for Fiscal Year 2020. **Juvenile Court**

10. Consideration and possible action to approve Resolution 2020-29 that commits to three agreements, one between the County and Flagstaff Meadows Property Owners' Association (POA), the second between the County and the Townhomes at Flagstaff Meadows Homeowners Association (HOA) and the third between the County and SGB Investments, LLC (SGB), in which the County will purchase and install Cluster Box Units for the purpose of facilitating mail delivery that reduces vehicular and pedestrian safety concerns in the Bellemont community, and the POA, HOA and SGB will be responsible for maintenance. **Public Works**

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

Health District Consent Agenda:

Motion: Approve Health District Consent Agenda, **Action:** approve, **Moved by:** Director Art Babbott, **Seconded by:** Director Supervisor Matt Ryan. The motion passed unanimously.

11. Consideration and possible approval of a Fiscal Year 2020 Budget adjustment for one position, reallocating a mandated service in position control to an existing Program Coordinator (Grade 11), to position control Healthcare Forensic Interviewer I (Grade 12), to fulfill the mandated service of child forensic interviews and allow Coconino County to secure outside contracts with the FBI and BIA, with a budget increase request for the position of \$18,881.90. **Health and Human Services**

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

Motion: Resolve as the Library District Board of Directors, **Action:** approve, **Moved by:** Supervisor Matt Ryan, **Seconded by:** Supervisor Lena Fowler. The motion passed unanimously.

Library District Action Items:

12. Consideration and possible action to approve additional spending capacity of \$10,000 and a corresponding budget adjustment for tenant improvements at the Tuba City Public Library located at 78 Main Street in Tuba City, Arizona, to Woodruff Construction, on behalf of the Coconino County Library District, for a total spending capacity of \$130,000 for the project. **Library District**

Deputy County Manager Joanne Keen briefly introduced the item and noted that Heidi Hanson with the City of Flagstaff was also present.

Facilities Management Director Sue Brown noted this is the final request for additional funding to complete a bookshelf that was ordered late in the tenant improvement process.

Coconino County Library Director Jared Tolman requested the Boards consideration of the improvements.

Director Fowler thanked staff and everyone involved for improvements to the Tuba City Library.

Motion: Approve additional spending capacity of \$10,000 and a corresponding budget adjustment for the tenant improvements at the Tuba City Public Library located in Tuba City, **Action:** approve, **Moved by:** Director Lena Fowler, **Seconded by:** Director Jim Parks. The motion passed unanimously.

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

Discussion and Possible Action Items:

13. Presentation, discussion and possible action to approve proposed updated Coconino County Fair Fees. **Parks and Recreation**

Parks and Recreation Director Cynthia Nemeth highlighted the process used to update the County Fair Fees; including a 60-day public hearing period notice. She suggested the Board may want to consider a delay in the implementation of the fees due to the effects of the COVID-19 virus.

Coconino County Parks and Recreation Ricky Conway provided an overview of the proposed update to County Fair fees.

Supervisor Ryan moved to approve proposed updated Coconino County Fair Fees update pursuant to ARS 11- 251(24) and A.R.S. 11-935, with a delay of the implementation of the fees, with a determination of one year from now as to when to implement the fees.

Supervisor Parks seconded the motion.

Vice Chairwoman Fowler expressed her appreciation of the work staff and the Parks and Recreation Commission did in consideration of an update to the fees.

Chairwoman Archuleta called for the question; the motion passed unanimously.

14. Presentation and discussion with Coconino County Emergency Management and regional partners regarding preparation for the upcoming fire season. **Emergency Management**

Presenters: Deputy County Manager/Public Works Director Lucinda Andreani and Emergency Management Director Todd Whitney.

Powerpoint: 2020 Fire Season Outlook for Northern Arizona.

Deputy County Manager/Public Works Director Lucinda Andreani noted fire season is approaching. The County must be diligent in its approach. The forthcoming fire restrictions from the Forest Service may reflect effects of the COVID-19 virus.

Emergency Management Director Todd Whitney introduced various representatives that will speak to the upcoming fire season.

National Weather Service Representative Meteorologist Brian Klimowski provided an update on the current weather pattern in Coconino County.

Kaibab National Forest Fire Staff Officer Arthur Gonzales reviewed potential forest restrictions in order to mitigate exposure of impacts to fire risks.

Coconino National Forest Service Deputy Staff Fire Officer James Petit spoke about collaborated efforts being done to mitigate fire risks; including elevated fire severity planning with various agencies in Northern Arizona.

Supervisor Ryan expressed interest in fire bans discussions sooner than later.

Kaibab Nation Forest Service Supervisor Heather Provencio said they are working through fire restrictions in the State of Arizona.

There was discussion between various Board members related to dispatch services and potential alternative communication abilities.

Vice Chair Fowler spoke about the complexity of the need for social distancing and the need to address fire precautions that address public and employee safety at this time. She inquired about the seriousness of educating the public.

Supervisor Parks said this is a reality. He spoke about decisions that will have to be made by everyone involved.

Coconino County Sheriff's Office Chief Deputy Brett Axlund spoke about the Ready-Set-Go Program and the Sheriff's support for any Forest Service's campfire restrictions.

Arizona Department of Forestry and Fire Management District Manager Rick Miller spoke about the impacts of COVID-19 and related best management practices. There are limited resources for response, but there is still engine staff ready to respond. By Thursday there will be two tankers and staff ready to go. They are ongoing decisions being considered related to fire restrictions.

Supervisor Ryan stated he agrees there should be a restriction to campfires. Due to resource limitations, there should be a state-wide ban on fire restrictions, with the exception of propane ignited fires.

Red Cross Disaster Action Team Program Manager Brooke Clanton stated they are working closely to ensure the safety of open disaster shelters; including health screening, isolation care areas, masks, social distancing, extra spacing, handwashing stations and health checks. These practices will take place before and after sheltering incidences.

Arizona Public Service (APS) Community Affairs Manager Janet Dean provide an update on APS's fire mitigation efforts; highlighting safety and reliability related to fire mitigation. She spoke about fuel and fire breaks and response efforts during this time. There could be prolonged outages during the summer in order to put eyes on the line during fire season.

Emergency Management Director Todd Whitney noted he will provide a summary of additional operations that have been put in place at this time.

Deputy County Manager/Public Works Director Lucinda Andreani spoke about plans to work with partners in response to potential disasters during this COVID-19 time of social distancing and response to preparing for fires.

Supervisor Ryan expressed his appreciation of partnerships with local and state fire efforts. The Board should consider a proclamation in consideration of banning fires statewide. In addition, there needs to be consideration for fire wise community clean-ups; including a letter of support at the state level.

Supervisor Parks felt it would be wrong to do a proclamation to require statewide compliance with a fire ban; the state lands department should make that decision. As far as banning fires on local land, that should be up to local jurisdictions.

Supervisor Ryan clarified that the proclamation should be for local fire bans with the addition of a letter to the state for recommendation of same.

Chairwoman Archuleta noted there is a majority of the Board to move forward with a proclamation to consider a fire ban.

Supervisor Ryan requested a proclamation at the next Board meeting but also, a letter to the State that suggests banning campfires.

Supervisor Parks stated he would vote against a proclamation and also, they should be careful of usurping state authority. They have the right to make the decision for their own localities.

Chairwoman Archuleta noted Supervisor Ryan was asking for a proclamation for Coconino County.

Supervisor Parks apologized that he did not hear the part that it was a proclamation only for Coconino County.

15. Update, discussion and possible action regarding the novel (new) coronavirus, COVID-19, and response and advocacy efforts. **County Manager**

Deputy County Manager/Incident Commander Dr. Marie Peoples highlighted statistics related to positive COVID-19 cases in Coconino County, deaths associated with same and the recorded matrix of Arizona Department of Health Services cases within zip code communities.

Vice Chairwoman Fowler thanked Dr. Peoples and County staff for the work they do working through difficult and emotional times on a daily basis.

Dr. Peoples continued to highlight information received from Northern Arizona University and the T-Gen laboratory as well as, specimen kit availability.

Supervisor Babbott inquired about backordered tests and turnaround time at T-Gen versus private labs and protocol about projecting the virus moving towards community wide testing.

Dr. Peoples spoke about collaboration with willing partners and turnaround times between local and commercial laboratories. She continued with an update related to the safety of first responders and protocols related to same, quarantine in the isolated Aspen Hotel rooms, Arizona Army National Guard support and personal protection equipment. She also spoke about local models that reflect the effects of social distancing in the Northern Arizona region.

Special Initiatives Director Kim Musselman spoke about alternative care sites. The next top priority for the County is the Walgreens Distribution facility. There is also a concern for bed spaces, medical and nursing staff.

Upon inquiry from Supervisor Babbott, Director Musselman said she is inquiring about potential opportunities in addition to Hotel Aspen.

Supervisor Ryan asked about the risk matrix associated with personal protection equipment and rapid testing. Director Musselman noted personal protection equipment is a top priority and is continued to be advocated.

Dr. Peoples said she has not received additional information related to rapid testing nor how placement will be determined by the state. Also, the County has not received any information related to antibody testing at this time.

Upon inquiry from Supervisor Parks, Dr. Peoples affirmed she has not received any information as to deployment of antibody testing machines.

Upon inquiry from Vice Chair Fowler, Dr. Peoples explained there is limited staffing at multiple sites. There is a need to identify cases in other areas of the County due to lack of providers and specimen collection and testing.

There was discussion among Board members related to the information presented.

Public Affairs Director Eric Peterson briefly spoke about considerations being reviewed with regards to federal and state funding to help with funding streams dedicated to the County's COVID-19 response.

Individual Board members expressed their appreciation of staff's response to the current pandemic.

Executive Session:

- 15a. Consultation with attorneys for the Board to obtain legal advice regarding the HIPAA Privacy Rule and its application to sharing COVID information with first responders. Pursuant to A.R.S. 38-431.03(A)(3) the Board may vote to enter executive session for this item. County Attorney

This item was not addressed by the Board.

Discussion Items:

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

Public Affairs Director Eric Peterson further spoke about the request that a letter drafted by staff to Speaker of the House of Representatives Nancy Pelosi and Senator Chuck Schumer; specifically addressing the disparity of federal funding that is not allocated for counties under the population of 500,000 as well as, closure of national recreation areas and, a letter regarding closure of Glen Canyon National Recreation Area.

Supervisor Babbott said the challenge he has with closure of national recreation areas is the disconnect with their support of local residents being allowed to go to the recreation areas.

Remaining Board members agreed with Supervisor Babbott's position of same.

Upon majority consensus of the Board, staff was directed to proceed with a letter to Glen Canyon National Recreation Area.

There was further discussion between the Board and staff related to state revenue losses.

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

County Manager James Jayne provided an update related to upcoming budget discussions and considerations as well as, Families First Corona Virus Leave Act and various projects that County staff is working to facilitate.

18. 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 brief updates regarding various projects, COVID-19 virus issues and meetings related to their committee appointments and respective Districts.

There being no further discussion, Chairwoman Archuleta adjourned the meeting at 10:39 p.m.


COCONINO COUNTY BOARD OF SUPERVISORS

(SEAL)



Elizabeth C. Archuleta, Chair

ATTEST:



Lindsay Daley, Clerk of the Board of Supervisors

Warrant listing for 3/31/20 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
92006642	6493 - DBADGUY LLC	269,677.42

Warrant listing for 4/2/20 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
9091	1683 - ROSSANA K BAKER	1,209.20
9094	1251 - COCONINO COMMUNITY COLLEGE	25,100.00
9098	6136 - ELEVATION HEALTH SERVICES, LLC	2,040.00
9100	1009 - GOODMAN'S INTERIOR STRUCTURES	4,025.68
9101	4577 - GOODWILL OF CENTRAL AND NORTHERN ARIZONA	1,833.01
9115	4447 - PERSONNEL SAFETY ENTERPRISES/ZEE MEDICAL	3,117.75
9119	1324 - TREATMENT ASSESSMENT SCREENING CENTER INC	3,772.15
9124	2808 - YAVAPAI COUNTY GOVERNMENT	21,000.00
92006649	1310 - APS SERVICES INC SOURCECORP	5,246.39
92006650	2342 - EDUCATIONAL FURNISHINGS OF ARIZONA LLC	2,552.49
92006651	6483 - SOUTHERN ARIZONA GRAPHIC ASSOCIATES, INC	1,156.28
92006664	1050 - CENTRAL ARIZONA SUPPLY INC	1,528.89
92006669	6258 - CITY OF FLAGSTAFF	2,205.32
92006672	1019 - COCONINO COUNTY	5,000.00
92006674	4049 - BUSY BEING BORN CONSULTING, LLC	2,377.00
92006678	1239 - MARPALM OF FLORIDA	2,817.51
92006685	4344 - FEDEX EXPRESS CORPORATION	1,231.57
92006688	1140 - FLAGSTAFF MEDICAL CENTER	11,577.72
92006689	1496 - FOREST LAKES FIRE DISTRICT	5,000.00
92006690	1401 - FOR FUN AND FOR FREE	1,000.00
92006691	5128 - GLAXO SMITH KLINE PHARMACY INC	2,598.32
92006696	3008 - HOUSING SOLUTIONS OF NORTHERN ARIZONA INC	1,000.00
92006697	3008 - HOUSING SOLUTIONS OF NORTHERN ARIZONA INC	1,000.00
92006698	6484 - MICHAEL R BERRY	1,500.00
92006699	5855 - INTERVIEWSTREAM, INC	2,025.00
92006700	5318 - THE J STREIFF LAW FIRM, PC	6,650.00
92006704	1924 - DANIEL KAISER	18,725.00
92006705	5434 - KNOWINK, LLC	1,860.00
92006706	2401 - KONICA MINOLTA BUSINESS SOLUTIONS USA INC	3,618.24
92006707	5015 - LAKE POWELL CHRONICLE	3,042.20
92006708	2892 - LANCASTER LEADERSHIP	6,600.00
92006712	4932 - MATTHEW BENDER & COMPANY INC	2,583.55
92006723	6462 - PRIVATE NATIONAL MORTGAGE ACCEPTANCE CO LLC	1,690.00
92006725	1782 - PENSKE TRUCK LEASING CO LP	3,188.31
92006726	1243 - PERFORMANCE STRATEGIES	2,942.24
92006727	2632 - PIONEER TITLE AGENCY INC	10,000.00
92006728	1773 - QC OFFICE	2,611.90
92006729	2596 - RESOURCE ARIZONA	1,517.00
92006730	5172 - SANOFI PASTEUR INC	2,701.44

92006731	4461 - SHAMROCK FOODS	4,916.49
92006732	1762 - KENNETH W SHEFFIELD	2,150.00
92006736	1469 - SOUTHWEST TRUCK DRR TRAINING INC	15,980.00
92006737	3809 - STATE FARM MUTUAL AUTOMOBILE INSURA	2,349.62
92006745	1080 - SUNSTATE EQUIPMENT CO LLC	1,380.63
92006746	1108 - SUPERIOR PROPANE INCORPORATED	2,105.55
92006748	1479 - THE HOME DEPOT	1,403.40
92006749	1690 - THOMSON REUTERS-WEST PAYMENT CENTER	5,891.93
92006758	1755 - UNS GAS INC	10,210.51
92006759	4971 - US POSTMASTER	4,724.79
92006760	3303 - VETERANS OF FOREIGN WARS POST 1709	3,500.00
92006766	1297 - WILLIAMS UNIFIED SCHOOL DISTRICT #2	6,500.00