



**OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS AND THE  
BOARDS OF DIRECTORS OF THE  
COCONINO COUNTY BOARD OF DEPOSITS AND  
COCONINO COUNTY JAIL DISTRICT**

**REGULAR SESSION MINUTES**

**May 5, 2020**

**10:00 a.m. – Regular Session  
Followed by Discussion Items**

**Present:** Chairwoman Elizabeth C. Archuleta, Vice Chairwoman Lena Fowler, Supervisor Matt Ryan, Supervisor Jim Parks and Supervisor Art Babbott were present virtually via Zoom meeting technology.

**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.

Chairwoman Archuleta called the meeting to order at 10:00 a.m. and led the pledge of allegiance.

**Call to the Public:**

Arizona Wildlife Federation Executive Director Scott Garlid and Arizona Wildlife Federation Outreach Director Nikki Julien presented an award to Chair Archuleta for her leadership in conservation.

Chairwoman Archuleta spoke about her views on conservation and expressed her appreciation of the Wildlife Federations partnership with the County.

**Proclamation:**

1. Consideration and possible action to approve a proclamation designating May 2020 as Mental Health Month. **County Manager**

County Manager Jayne introduced Stronger as One Program Manager Erica Shaw.

Erica Shaw thanked Manager Jayne and the Board for their support and introduced Stronger as One Specialist Julia Diaz.

Ms. Dias read the proclamation into the record.

**Motion:** Approve a proclamation designating May 2020 as Mental Health Month, **Moved by:** Supervisor Matt Ryan, **Seconded by:** Supervisor Lena Fowler. The motion passed unanimously.

Vice Chairwoman Fowler and Supervisor Ryan provided comments in support of the proclamation.

Ms. Kerry Bloom spoke about the importance of recognizing the work being done in mental health awareness and the partnerships to help support Stronger as One.

**Board of Supervisors Consent Agenda:**

**Motion:** Approve Consent Agenda Items 2 through 7, **Action:** approve, **Moved by:** Supervisor Art Babbott, **Seconded by:** Supervisor Lena Fowler. The motion passed unanimously.

2. Consideration and possible action regarding approval of the minutes from the Board of Supervisors meeting conducted April 24, 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>
04/23/2020	EFT – 9216 – 9256	\$516,065.42
04/23/2020	Checks – 92007116 – 92007267	\$1,335,913.62

4. Consideration and possible action to approve Resolution 2020-21, approving the continuance of Coconino County Coverage of Volunteers for Workers' Compensation Insurance and Salary Equivalents for Purposes of Computing Premium and Compensation Benefits. **Human Resources**
5. Consideration and possible action regarding approval of a utility easement for Arizona Public Service Company (APS) on Coconino County real property, on a portion of Fort Tuthill County Park, located at South half of the Southeast Quarter

(S2SE4) of Section 6, Township 20 North, with Coconino County Assessor Number (APN) 116-13-008A. **Parks and Recreation**

6. Consideration and possible action regarding approval of Option Year 1, Grant and Cooperative Agreement supplement number 0001 and 0002, attached to Cooperative Agreement No. A19AC00022 between Coconino County and the Bureau of Indian Affairs, in the amount of \$167,420. **Public Works**
7. Consideration and possible approval of an Intergovernmental Agreement with Maricopa County Sheriff's Office to provide Sworn Officer Basic Training Academy on an as needed basis to Coconino County Sheriff's Office sworn recruits from 05/15/2020 through 06/30/2022. **Sheriff's Office**

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

**Board of Deposits Consent Agenda:**

**Motion:** Approve a Banking Services Agreement Two Year Extension with JP Morgan Chase Bank, as the Board of Deposits, in accordance with A.R.S. § 35-325, item 8 as presented by the Chair **Action:** approve, **Moved by:** Director Art Babbott, **Seconded by:** Director Matt Ryan. The motion passed unanimously.

8. Consideration and possible action to approve a Banking Services Agreement Two Year Extension with JP Morgan Chase Bank, as the Board of Deposits, in accordance with A.R.S. § 35-325. **Treasurer**

Treasurer Benatar explained the purpose of the request for a two-year extension of the Banking Services Agreement with JP Morgan Chase Bank.

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

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

**Jail District Consent Agenda:**

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

9. Consideration and possible action to approve a purchase order with Shamrock Foods Company, utilizing Arizona State Contract CTR043423, to provide food products to the detention facility in the estimated amount of \$227,000 in Fiscal Year 2021. **Jail District**

10. Consideration and possible action to approve the award of RFP 2019-106 to US Corrections, LLC, to provide extradition services in an amount estimated not to exceed an annual amount of \$115,000 in FY20 and FY21. **Jail District**
11. Consideration and possible approval of a contract with US Corrections, LLC, and associated budget adjustment, to provide extradition services, in an estimated annual amount not to exceed \$115,000 in FY20 and FY21. **Jail District**

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

**Discussion and Possible Action Item:**

12. Update, discussion, and possible action regarding the novel (new) coronavirus, COVID-19, including but not limited to the possible issuance of a Proclamation restricting the use of certain public establishments. **County Manager**

County Manager Jayne expressed concerns regarding the public health situation in the County and the importance to continue showing strong support in relaying on public health expertise moving forward in response to the COVID-19 virus.

Deputy County Manager/Incident Commander Marie Peoples introduced Northern Arizona Healthcare's Chief Quality Officer and Hospitalist Medical Director Dr. John Mouglin.

Dr. Mouglin spoke about the County's fast response to COVID-19; specifically by providing housing for homeless patients that need released but quarantined for recovery. He urged the Board to continue providing said housing. He answered questions asked by individual Board members related testing of patients being housed at Aspen Hotel and the criteria used to determine housing someone.

Individual Board members presented feedback on the information presented.

Deputy County Manager/Incident Commander Marie Peoples continued with an update on continued operations and responses to the COVID-19 virus and statistical data related to cases in the County.

Special Initiatives Director Kim Musselman provided an update on efforts being made in search of alternative care site facilities. She answered questions asked by individual Board members related to said search.

Individual Board members spoke about the need to continue with operations as they have been in response to COVID-19.

Deputy County Attorney Rose Winkeler noted the current proclamation can be changed if the Board's desire is to model changes just made by Governor Ducey to his executive order.

Several members of the Board requested to readdress item #12 at the end of the agenda in order to possibly enter executive session for legal advice.

**Discussion Item:**

13. Discussion and possible direction regarding the continuation of active contracts for services and goods related to the COVID-19 pandemic, including but not limited to contracts associated with the use of Aspen Motel as an isolation and quarantine facility. **County Manager**

Deputy County Manager/Incident Commander Marie Peoples provided an overview of the use of Aspen Motel as an isolation and quarantine facility as well as, associated contracts being utilized for services and goods.

Individual Board members provided feedback on the information presented. They expressed the importance of continuing to search for an additional care site facility.

Upon inquiry from Supervisor Archuleta, Dr. Peoples spoke about opportunities to collaborate with various other charities and facilities.

Upon inquiry from Chairwoman Archuleta, Public Affairs Director Eric Peterson noted staff would explore more information on a proposal for possible purchase of real property.

Chairwoman Archuleta called for a break at 12:54 p.m.; she noted the meeting would resume at 2:00 p.m. instead of 1:15 p.m.

Chairwoman Archuleta reconvened open session at 2:02 p.m. with Supervisor Babbott and Supervisor Ryan present virtually. Vice Chair Fowler and Supervisor Parks joined the meeting at approximately 2:05 p.m.

**Discussion Items Continued -1:15 p.m.:**

14. Presentation and discussion regarding the upcoming Fiscal Year 2021 Budget and continuing conversations with the Board of Supervisors on the FY21 budget accounting for the impacts of COVID-19 while continuing to provide services to the residents of Coconino County. **Finance**

**Presenters:** County Manager James Jayne and Interim Finance Director Megan Cunningham.

**PowerPoint:** Coconino County FY21 Budget Discussion – May 5, 2020.

County Manager Jayne introduced the item.

Siri Mullaney highlighted the recent budget discussion conversation and the Board's preference to move forward with a Long Recovery Revenue Model, so the County is prepared for worse-case financial situation due to economic challenges resulting from the COVID-19 pandemic.

County Manager Jayne provided a presentation that highlighted key challenges for the Board's considerations moving forward with the budget. He further reviewed direction that was given by the Board during the meeting on April 28, 2020.

Interim Finance Director Megan Cunningham provided a presentation that reflected changes made to the Long Recovery Model following the Board's direction on April 28, 2020, assumptions to be unchanged in the FY21 budget and revised 10 Year Plan and, revenue offsets and expenditures. She answered questions asked by individual Board members related to same.

Deputy County Manager/Public Works Director Lucinda Andreani spoke about the difficulty with determining a sense of trend until later in the year.

County Manager Jayne and Interim Finance Director Cunningham presented closing comments.

Individual Board members provided feedback on the information presented.

Chairwoman Archuleta read questions into the record that were submitted during the Town-Hall held for staff input yesterday morning.

She called for a break at 3:54 p.m. and noted the Board would be moving to enter an executive session at approximately 4:10 p.m.

**Motion:** Enter executive session, **Action:** approve, **Moved by:** Supervisor Matt Ryan, **Seconded by:** Supervisor Lena Fowler. The motion passed unanimously.

Chairwoman Archuleta reconvened open session at 5:22 p.m. and stated the Board would re-address agenda item #12 at this time.

12. Continued: Update, discussion, and possible action regarding the novel (new) coronavirus, COVID-19, including but not limited to the possible issuance of a Proclamation restricting the use of certain public establishments. **County Manager**

Public Affairs Director Eric Peterson noted he drafted a statement in relation to the public health management of the COVID-19 response, reflecting disappointment with Governor's preemption of local control on COVID-19 issues. He read the draft statement into the record.

Individual Board members provided feedback on the draft statement.

Upon majority consensus of the Board, staff was directed to re-draft a statement to the Governor that reflects the County's successes in response to the pandemic, the challenges faced, sacrifices made to protect vulnerable populations and a request for the Governor to address a protocol for when the surge comes back; addressing local control but softening the response and including that Navajo Nation is part of Coconino County.

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

Public Affairs Director Eric Peterson spoke about the CARES Act and provided a brief update on state and federal legislature.

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

County Manager Jayne reviewed items on next Tuesday's agenda and the Elected Leadership/Leadership Team meeting next week.

Public Affairs Director Peterson provided a brief overview of the Town Hall meeting planned for tomorrow night.

17. 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

Chairwoman Archuleta briefly spoke about the staff Town Hall held yesterday morning.

There being no further discussion, Chairwoman Archuleta adjourned the meeting at 5:58 p.m.

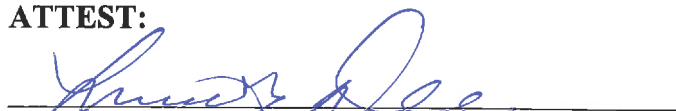
**COCONINO COUNTY BOARD OF SUPERVISORS**

(SEAL)



Elizabeth C. Archuleta, Chair

**ATTEST:**

  
Lindsay Daley, Clerk of the Board of Supervisors





Warrant listing for 4/23/20 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
9255	6119 - TRC VERMILLION VIEW, LLC	1,600.00
9252	1324 - TREATMENT ASSESSMENT SCREENING CENTER INC	2,841.60
9251	3614 - SUNEDISON HOLDINGS CORPORATION	7,317.57
9250	2257 - SUN MOUNTAIN PROPERTIES RENTAL	1,000.00
9249	2851 - PRO PETROLEUM INC	29,738.79
9247	3065 - GREGORY THOMAS PARZYCH	2,699.00
9246	4445 - PAGE UTILITY ENTERPRISES	1,008.86
9244	5059 - NORTH COUNTRY HEALTHCARE INC	6,563.60
9243	2451 - NATURAL CHANNEL DESIGN INC	10,917.00
9242	1137 - NORTHERN ARIZONA COUNCIL OF GOVERNMENTS	5,000.00
9236	4997 - THE GUIDANCE CENTER INC	6,555.00
9232	6136 - ELEVATION HEALTH SERVICES, LLC	1,515.00
9231	3045 - CRAIG WILLIAMS ATTORNEY AT LAW PLLC	4,362.50
9229	2737 - COCONINO PLATEAU WATER ADVISORY COUNCIL	1,250.00
9228	1019 - COCONINO COUNTY	59,572.76
9227	1019 - COCONINO COUNTY	175,743.01
9226	1019 - COCONINO COUNTY	333,576.88
9225	1019 - COCONINO COUNTY	102,799.86
9224	1019 - COCONINO COUNTY	88,574.40
9223	1019 - COCONINO COUNTY	39,328.04
9222	1019 - COCONINO COUNTY	410,824.70
9220	1019 - COCONINO COUNTY	11,524.21
9219	1019 - COCONINO COUNTY	9,723.01
9218	1743 - CIVILTEC ENGINEERING INC	15,198.62
92007264	4584 - THE WEBB LAW GROUP	1,012.50
92007263	5169 - VOYA INSTITUTIONAL TRUST COMPANY	6,265.83
92007262	2522 - VOLOGY INC	2,667.93
92007261	5173 - CELLCO PARTNERSHIP	7,464.53
92007260	5173 - CELLCO PARTNERSHIP	11,611.24
92007258	8 - VANTAGEPOINT TRANSFER AGENTS 303590	4,278.94
92007257	4971 - US POSTMASTER	31,550.00
92007252	6026 - TRACE3, LLC	61,266.52
92007251	4349 - TOWN OF FREDONIA	1,200.00
92007250	1690 - THOMSON REUTERS-WEST PAYMENT CENTER	3,907.05
92007249	6520 - STEVEN L THOMPSON	1,480.77
92007247	6454 - TELEVISION EQUIPMENT ASSOCIATES, INC	6,474.52
92007245	10 - SUPPORT PAYMENT CLEARINGHOUSE	4,690.73
92007244	2518 - CEQUEL COMMUNICATIONS LLC	4,663.70
92007243	2518 - CEQUEL COMMUNICATIONS LLC	3,504.82

92007241	5099 - STATE OF ARIZONA	35,388.75
92007235	4461 - SHAMROCK FOODS	3,555.77
92007234	6518 - JESSE SENSIBAR	1,311.71
92007233	6330 - SEDONA TERRACE APARTMENTS, LLC	1,020.00
92007232	4243 - SEDONA RENTALS & PROPERTY MANAGEMENT INC	1,335.00
92007231	2380 - LAURENCE SCHIFF MD	5,650.00
92007230	1085 - SANTA FE REALTY INC	1,240.26
92007227	2403 - JEFFREY J RICE	1,300.00
92007226	5721 - RHINEHART OIL CO, LLC	2,194.03
92007225	4052 - NORTHERN PEAK PROPERTIES LLC	1,061.99
92007223	5267 - QUALTRICS LLC	5,612.25
92007221	1995 - FLAGSTAFF PRECISION RESTORATION SERVICES LLC	12,000.00
92007217	6379 - CURTIS PEERY	1,708.00
92007211	4442 - NILES RADIO COMMUNICATIONS	1,212.00
92007209	35 - NATIONWIDE RETIREMENT SOLUTIONS	11,008.72
92007208	35 - NATIONWIDE RETIREMENT SOLUTIONS	4,457.86
92007206	35 - NATIONWIDE RETIREMENT SOLUTIONS	1,286.97
92007205	35 - NATIONWIDE RETIREMENT SOLUTIONS	3,755.10
92007202	4858 - PRCP-FLAGSTAFF A, LLC	4,293.49
92007197	2351 - ROBERT EUGNE MAURER	3,296.00
92007195	6537 - LS CODING & EDUCATION LLC	2,710.00
92007194	4972 - LOREN VICKERS OVERHEAD DOOR INC	2,895.64
92007190	3255 - LEICA GEOSYSTEMS INC	69,936.24
92007188	6278 - MELISSA A LAGIES	1,017.00
92007186	1924 - DANIEL KAISER	3,350.00
92007184	5318 - THE J STREIFF LAW FIRM, PC	1,200.00
92007178	5349 - HIGHGROUND, INC	12,500.00
92007175	6525 - THOMAS A GORMAN	1,500.00
92007174	4989 - GLOBAL MANAGEMENT LLC	1,050.00
92007173	4981 - FOREST RIDGE LLC	2,649.97
92007171	1140 - FLAGSTAFF MEDICAL CENTER	1,191.03
92007170	1140 - FLAGSTAFF MEDICAL CENTER	33,470.60
92007169	2628 - FLAGSTAFF SHELTER SERVICES INC	10,000.00
92007168	1783 - FLAGSTAFF PROPERTY MANAGEMENT INC	1,500.00
92007165	2251 - FLAGSTAFF DOWNTOWN BUSINESS ALLIANCE	2,500.00
92007164	2923 - VEDURA ELEVATION LLC	1,420.00
92007162	4778 - ELEVATED ADVOCACY LLC	11,000.00
92007160	6541 - DRY CREEK ARTS FELLOWSHIP	4,000.00
92007159	5471 - L.N. CURTIS & SONS	3,751.44
92007157	1584 - FLAGSTAFF TERRACE PARTNERS LP	1,152.54
92007156	6524 - KATHLEEN CORAK	1,480.20
92007154	1655 - CONNECTION INC	6,786.69
92007150	5873 - CLIMATEC LLC	5,162.50
92007144	2530 - QWEST COMMUNICATIONS COMPANY LLC	5,670.55
92007141	2786 - QWEST CORPORATION	2,735.83
92007140	2786 - QWEST CORPORATION	2,343.54
92007133	6528 - CAPITAL EQUITY INVESTMENTS, LLC	1,215.00

92007129	4429 - BIG BROTHERS BIG SISTERS OF FLAGSTAFF	1,412.51
92007127	2624 - MOSS AUBREY	4,987.70
92007126	2900 - STEVE KIRCHNER	2,000.00
92007120	1310 - APS SERVICES INC SOURCECORP	8,824.34
92007118	6506 - ANDERSON SECURITY AGENCY LTD	20,554.26
92007116	1 - AFLAC PREMIUM HOLDING	1,964.87

