



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

REGULAR SESSION MINUTES

May 9, 2023

6:00 p.m. – Regular Session

*(Consent business items
were conducted during Regular Session)*

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

Absent/Excused: Supervisor Matt Ryan.

Also Present: County Manager Steve Peru, Deputy County Manager Sue Brown, Deputy County Manager Andy Bertelsen, Deputy County Attorney Monique Coady, Deputy County Attorney Heather Mosher, 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 6:01 p.m.

Call to the Public:

County Manager Peru acknowledged the passing of his good friend and former Board member who represented District 3, Mr. Dick Dever. He spoke about his caring personality and friendship and service on various Boards and Committees.

Clerk Daley provided instructions to attendees on how to provide comment by clicking on the raise hand icon appearing in the lower portion of their computer screen to speak or by pressing *9 if present telephonically. She noted there was no one who indicated they would like to provide public comment.

Chair Horstman spoke about a recognition event that was held this morning in honor of Alta Edison, a former elections employee for the County who passed away.

Proclamation:

1. Consideration and possible action to approve a Proclamation designating May 2023 as Mental Health Awareness Month. **Health and Human Services**

Health and Human Services (HHS) Director Kim Musselman introduced the proclamation and staff members who were present to read the proclamation into the record.

Director Musselman, Deputy Director Eve-Lyn Wolters, Deputy Director Michele Axlund, HHS Division Manager Andrea Merrihew and HHS Division Manager Erica Shaw took turns reading the proclamation into the record.

Chair Horstman asked for a motion to approve a Proclamation designating May 2023 as Mental Health Awareness Month.

Motion: So moved, **Action:** approve, **Moved by:** Supervisor Jeronimo Vasquez, **Seconded by:** Supervisor Lena Fowler. The motion passed unanimously with Chair Horstman, Vice Chair Vasquez and Supervisor Lena Fowler voting “aye.” Supervisor Begay lost connection to the meeting and was not present for the vote; her vote counted as an abstention.

Director Musselman thanked the Board for approving the proclamation and thanked staff for all the work they do.

HHS Division Manager Erika Shaw provided information on upcoming related events.

Individual Board members spoke about the importance of recognizing and supporting mental health and for services that need to continue to be provided.

- 1A. Consideration and possible action to approve a Proclamation designating May 11, 2023 as “Carol Dykes Day” in Coconino County, to honor Carol Dykes for her commitment to the community as President and CEO of United Way of Northern Arizona. **Board of Supervisors**

County Manager Peru spoke about his work experience with Carol Dykes and her contributions to the community and her partnership with the County during emergency responses while working for United Way. He read the proclamation into the record.

Chair Horstman asked for a motion to approve a Proclamation designating May 11, 2023, as “Carol Dykes Day” in Coconino County, to honor Carol Dykes for her commitment to the community as President and CEO of United Way of Northern Arizona.

Motion: So moved, **Action:** approve, **Moved by:** Supervisor Lena Fowler, **Seconded by:** Supervisor Jeronimo Vasquez. The motion passed unanimously with Chair Horstman, Vice

Chair Vasquez and Supervisor Lena Fowler voting “aye.” Supervisor Begay lost connection to the meeting and was not present for the vote; her vote counted as an abstention.

Former District 2 Supervisor and current United Way President and Chief Executive Officer Elizabeth Archuleta thanked the Board for the proclamation and spoke about the important work Carol Dykes did during her service to the community, especially during emergencies.

Kerry Blume spoke about Carol Dykes’ service to the community and their work experiences together. She described Carol’s commitment during her time at United Way, which made it what it is today.

County Manager Peru said Carol Dykes’ work commitment is as a liking to the song “I did it my way.” He wished her well in retirement.

Individual Board members spoke about various work experiences they had with Carol Dykes and expressed their appreciation of her commitment and leadership.

Carol Dykes thanked the Board for their comments and spoke about the partnership between the County and United Way. She added that the Board was very special to her; she thanked them for the recognition.

Board of Supervisors Consent Agenda:

Chair Horstman asked if there were any consent agenda items the Board would like to remove for discussion. She noted County Manager Peru has requested to remove item #7.

Chair Horstman requested a motion to approve the consent agenda items 2 through 10 and removing item 7.

Motion: So moved, **Action:** approve, **Moved by:** Supervisor Jeronimo Vasquez, **Seconded by:** Supervisor Lena Fowler. The motion passed unanimously with Chair Horstman, Vice Chair Vasquez and Supervisor Lena Fowler voting “aye.” Supervisor Begay lost connection to the meeting and was not present for the vote; her vote counted as an abstention.

2. 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>
04/27/2023	EFT – 19419 – 19491	\$393,087.93
04/27/2023	Checks – 93204340 – 93204467	\$455,819.13

3. Consideration and possible action to approve a budget amendment to transfer \$20,000 from the General Fund to Fund 1412 to support the implementation of the Northern Arizona Latinx Leadership Academy. **County Manager**

4. Consideration and possible action to approve the First Amendment to extend the Independent Contractor Agreement with Runbeck Elections Services to provide ballot printing and mailing services for Coconino County through December 31, 2026, for a cost not to exceed \$250,000 each year. **Elections**
5. Consideration and possible action to approve the First Amendment to the Independent Contractor Agreement with TK Elevator Corporation, for the replacement of the elevator at the 219 E. Cherry Administration Building, to extend the term through June 30, 2024. **Facilities**
6. Consideration and possible action to approve the Award of RFQ 2023-104 “Job Order Contracting (JOC) General Construction Services/Vertical Construction” to Kinney Construction Services, Loven Contracting, FCI, Inc., Willmeng, Woodruff Construction and Caliente Construction for a five-year term for projects up to \$2,000,000.00 for Coconino County Departments. **Facilities**
7. **Removed for discussion:** Consideration and possible action to approve and accept the Affordable Connectivity Outreach Grant, between the Federal Communications Commission (FCC) and Coconino County Health and Human Services (CCHHS), in the amount of \$228,266 with an in kind County match of \$7,200 for the period May 1, 2023 to April 30, 2024, and approve a Fiscal Year 2023 budget amendment with the addition of one (1) limited appointment Full Time Employee (FTE) for the grant period. **Health and Human Services**

Health and Human Services (HHS) Director Kim Musselman explained this is a grant that Division Manager Andrea Merrihew pursued for additional help navigating a program that has been around for some time but like a lot of federal and state assistance programs, the technology, application and portal processes are daunting to the public. She added that the County was the only recipient of the grant in Arizona. She thanked Division Manager Andrea Merrihew for her work obtaining the grant. She described the benefits to the community that will be provided because of the grant.

HHS Division Manager Andrea Merrihew said this was something staff was very excited to apply for because of the navigator model already utilized by HHS. She added that staff felt they would like to do more for each client if they could, especially in a county that already has broadband challenges.

Motion: Move to approve, **Action:** approve, **Moved by:** Supervisor Lena Fowler, **Seconded by:** Supervisor Jeronimo Vasquez.

Chair Horstman noted we have a motion to approve and accept the Affordable Connectivity Outreach Grant, between the Federal Communications Commission (FCC) and Coconino County Health and Human Services (CCHHS), in the amount of \$228,266 with an in kind County match of \$7,200 for the period May 1, 2023 to April 30, 2024, and approve a Fiscal Year 2023 budget

amendment with the addition of one (1) limited appointment Full Time Employee (FTE) for the grant period.

Chair Horstman called for the question; the motion passed unanimously (Supervisor Begay was present and voted on the question).

Individual Board members thanked HHS Division Manager Andrea Merrihew for applying for the grant and spoke about the importance of the service it will provide to communities.

8. Consideration and possible action to approve an agreement with Trittech Software Systems, A CentralSquare company, to purchase a software license and professional services for the Enterprise Management Asset (EAM) software application which replaces the Lucity software and supports the County's Road Maintenance, Computerized Maintenance and Asset Management System (CMAMS) for a term through June 30, 2027, with the cost for the first year of \$67,250. **Public Works**
9. Consideration and possible action to approve a budget adjustment of \$90,000 for parts and \$32,000.00 for outside services for the mechanical services shop due to increased vendor costs, increase in fleet accidents and an unpredictable supply chain. **Public Works**
10. Consideration and possible action to approve a budget adjustment of \$28,000.00 for outside repair services for the heavy equipment shop due to increased vendor costs, a record-breaking snow season, an unpredictable supply chain and a shortage of Full Time Employees within the heavy shop. **Public Works**

Chair Horstman asked for a motion to resolve as the Health District Board of Directors.

Motion: So moved, **Action:** approve, **Moved by:** Supervisor Lena Fowler, **Seconded by:** Supervisor Jeronimo Vasquez. The motion passed unanimously.

Public Health District Consent Agenda:

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

Motion: Move to approve, **Action:** approve, **Moved by:** Director Lena Fowler, **Seconded by:** Director Jeronimo Vasquez. The motion passed unanimously.

11. Consideration and possible action to approve Amendment 1 of the Intergovernmental Agreement Contract Number CTR060268 between the Arizona Department of Health Services and Coconino County Public Health Services for immunization services to replace Exhibits 3 and 5 to reduce the indirect cost rate from 10% to 0%. **Health District**

Chair Horstman asked for a motion to resolve as the Board of Supervisors.

Motion: So moved, **Action:** approve, **Moved by:** Director Jeronimo Vasquez, **Seconded by:** Director Lena Fowler. The motion passed unanimously.

Public Hearing:

12. Public Hearing, consideration, and possible recommendation to the Arizona Department of Liquor Licenses and Control regarding a location/owner transfer liquor license application (#238693), Series 009 (Liquor Store), for Winona Station, located at 13673 Townsend Winona Road, Flagstaff, AZ, 86004, Agent Shaileshkumar Jayantibhai Patel Winona Station, located in District 4. **Board of Supervisors**

Chair Horstman read the agenda item title into the record.

Clerk of the Board Lindsay Daley presented information about the request for location/owner transfer liquor license application (#238693), Series 009 (Liquor Store), for Winona Station, located at 13673 Townsend Winona Road, Flagstaff, AZ, 86004, Agent Shaileshkumar Jayantibhai Patel Winona Station and the business is located in District 4. She noted the Health Department, Risk Manager, Community Development Department and Sheriff's Office have no concerns with the application and staff posted the notice of public hearing on the property for twenty days and the Clerk's Office has not received any comments from the public.

Chair Horstman opened the public hearing to receive public comment at 7:05 p.m.

Clerk Daley provided instructions to attendees on how to provide comment, by clicking on the raise hand icon appearing in the lower portion of their computer screen to speak or by pressing *9 if present telephonically.

The applicant Shaileshkumar Jayantibhai described the location of the business.

Chair Horstman closed the public hearing at 7:08 p.m.

Chair Horstman noted there have been no comments received from the public and the request has been reviewed by staff from various departments who had no concerns.

Chair Horstman asked for a motion to recommend approval to the Arizona Department of Liquor Licenses and Control regarding the location/owner transfer liquor license application (#238693), Series 009 (Liquor Store), for Winona Station, located at 13673 Townsend Winona Road, Flagstaff, AZ.

Motion: So moved, **Action:** approve, **Moved by:** Supervisor Judy Begay, **Seconded by:** Supervisor Jeronimo Vasquez. The motion passed unanimously.

Supervisor Begay wished the applicants well.

13. Public Hearing, consideration and possible adoption of Ordinance 2023-08, approving a zone change from RR-5 (Rural Residential, 5-acre minimum parcel size) to RR-1 (Rural Residential, 1-acre minimum parcel size) on a 1.07 acre parcel one mile west of the Flagstaff City limits along W Route 66; the property is located at 7175 W Naval Observatory Road and is also identified as West Peak, Tract B and Assessor's Parcel Number 116-62-014; the applicant is Brandon Richards of Flagstaff. **Community Development – The public hearing is being continued based on the stipulation between the applicant and the County to continue this item.**

Chair Horstman read the agenda title into the record and noted she received information from the Deputy County Attorney that she would like to provide some advice on the item.

Deputy County Attorney Monique Coady explained that Community Development and the applicant have requested to continue the item. In discussions with the Clerk of the Board, rather than just removing the item from the agenda and posting a revised agenda along with the fact this was posted for a public hearing, a revised agenda was posted yesterday that this hearing is being continued. She added that there was no action needed from the Board as it has been removed from the agenda, but it was left on to inform the public, and if it appears on a future agenda there will be some level of notice given to the public.

Chair Horstman asked for clarification – if this is because the continuance was based on a stipulation between the applicant and the County. Deputy County Attorney Coady affirmed that is correct, it was a stipulated continuance.

Chair Horstman thanked legal counsel for the advice and said no action is necessary.

There being no further discussion, Chair Horstman adjourned the meeting at 7:12 p.m.

COCONINO COUNTY BOARD OF SUPERVISORS

(SEAL)




Patrice Horstman, Chair

ATTEST:


Lindsay Daley, Clerk of the Board of Supervisors

Warrant listing for 4/27/2023 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	Vendor	Amount
19426	CARDINAL HEALTH INC	1,398.41
19428	COCONINO COMMUNITY COLLEGE	4,202.00
19431	CHURCH FOR THE NATIONS FLAGSTAFF	2,773.16
19432	CIRCLE OF PAGE	6,169.28
19433	CITY OF WILLIAMS	1,135.81
19435	CRM OF AMERICA LLC	19,157.01
19437	DECONCINI MCDONALD YETWIN & LACY PC	3,740.00
19438	DETAILED PLUMBING AZ LLC	1,045.00
19442	PSYCHEDEL-INK DREAMS INC	1,368.38
19446	J & G ENTERPRISES INC	5,810.00
19447	MICHAEL M GOLIGHTLY AND ASSOCIATES, INC	5,482.88
19448	THE GUIDANCE CENTER INC	4,514.07
19451	INTERIM PUBLIC MANAGEMENT LLC	6,340.31
19462	NORTH COUNTRY HEALTHCARE INC	1,900.00
19463	NORTHERN LIGHT TREE COMPANY & LANDSCAPE MAINT LLC	2,000.00
19467	PAW PLACEMENT OF NORTHERN ARIZONA	41,250.00
19468	PEAK ENGINEERING INC	38,706.50
19469	PERFORMANCE STRATEGIES	1,605.23
19470	CLIPPER PINEHURST FLAGSTAFF LLC	2,528.00
19471	PITNEY BOWES INC	10,776.20
19472	PRO PETROLEUM LLC	159,178.83
19481	SHAMROCK FOODS	9,334.69
19483	SHI INTERNATIONAL CORPORATION	5,109.82
19484	CAROL HENDERSON-DAHMS	5,615.00
19488	UNITED INFORMATION SERVICES, INC	34,028.53
19490	AMANDA J WILLEY	1,251.90
93204342	ARIZONA PUBLIC SERVICE	7,427.70
93204343	ARIZONA PUBLIC SERVICE	4,942.83
93204344	ARIZONA PUBLIC SERVICE	7,373.60
93204345	ARIZONA PUBLIC SERVICE	9,065.96
93204347	THE ARIZONA PARTNERSHIP FOR IMMUNIZATION	4,722.72
93204349	ARIZONA COUNTIES INSURANCE POOL	188,669.28
93204351	B2B/AMW ACQUISITION COMPANY, INC	1,088.80
93204360	BUD GRIFFIN CUSTOMER SUPPORT - ARIZONA LLC	4,195.00
93204362	CAPLUCK	3,700.00
93204367	CITY OF FLAGSTAFF	22,077.98
93204370	CITY OF FLAGSTAFF	5,899.90
93204371	CLIMATEC LLC	5,420.00
93204373	COCONINO COUNTY REGIONAL ACCOMMODATION SCHOOL DIST	5,479.98
93204376	L.N. CURTIS & SONS	1,718.57

<u>93204382</u>	EMPIRE SOUTHWEST LLC	8,451.54
<u>93204383</u>	ENTELLUS INC	3,875.48
<u>93204385</u>	CJF ARIZONA LLC	7,500.00
<u>93204387</u>	EMILY EGERTON FISHER	2,500.00
<u>93204389</u>	FLAGSTAFF NATIVE PLANT & SEED	23,160.00
<u>93204396</u>	GRAINGER	1,023.35
<u>93204407</u>	EPK INC	1,310.68
<u>93204412</u>	AMANDA JOLYNN MARSHALL	1,127.15
<u>93204415</u>	ALEJANDRA MAYORAL	1,000.00
<u>93204419</u>	KIRSTEN MELLINGER	2,482.44
<u>93204421</u>	WILLIAM MILLER	1,000.00
<u>93204422</u>	MATTHEW MINISTER	1,000.00
<u>93204423</u>	ALEX MONTOYA	1,000.00
<u>93204425</u>	DENISE MURPHY	1,207.50
<u>93204426</u>	NORTHERN ARIZONA UNIVERSITY	1,040.00
<u>93204429</u>	NATIONAL INSTITUTE FOR JAIL OPERATIONS	6,205.00
<u>93204434</u>	LVA PROPERTIES LLC	4,500.00
<u>93204435</u>	PROGRESSIVE ROOFING	2,829.24
<u>93204437</u>	RHINEHART OIL CO LLC	10,874.46
<u>93204438</u>	DON SANDERSON FORD, INC	1,050.80
<u>93204439</u>	VAN NGUYEN	2,800.00
<u>93204442</u>	SHEPHARD-WESNITZER INC	10,547.50
<u>93204444</u>	IHT ENTERPRISES LLC	6,923.12
<u>93204446</u>	SPS SELECT PORTFOLIO SERVICING, INC	1,078.33
<u>93204448</u>	STATE OF ARIZONA	4,220.00
<u>93204450</u>	STATE OF ARIZONA	30,163.00
<u>93204451</u>	JOSIE TEEGARDIN	1,000.00
<u>93204454</u>	UNS GAS INC	1,618.47
<u>93204455</u>	UNS GAS INC	11,864.05
<u>93204458</u>	US GEOLOGICAL SURVEY	2,460.00
<u>93204462</u>	WAXIE SANITARY SUPPLY	4,044.00