

**BOARD OF SUPERVISORS
NAVAJO COUNTY, ARIZONA**

June 16, 2003

Supervisors' Chambers, Holbrook, Arizona - Time: 9:00 a.m.

PRESENT: Pete Shumway, Chairman; J.R. DeSpain, Vice-Chairman; Percy Deal, Member; Jesse Thompson, Member; Jerry Brownlow, Member; Mel Bowers, Jr., County Attorney; Dennis Miller, Interim County Manager; and Judy Jones, Clerk of the Board.

Mr. Deal led the Pledge of Allegiance and offered the Invocation.

CALL TO THE PUBLIC: No comments were offered.

CONSENT AGENDA: Mr. Thompson made a motion to authorize the Chairman to sign the items in the Consent Folder; motion seconded by Mr. DeSpain; vote unanimously carried. The following items were included in the Consent Agenda: 1) Voucher List for Payment; 2) Board of Supervisor Minutes: June 2 & 9, 2003; 3) Constable Reports: (May) Pinetop, Snowflake & Winslow; 4) Justice Court Reports: (May) Snowflake; 5) Planning & Zoning Commission letter for service to Jon Olson; 6) Special Event Liquor License: Blue Ridge Scholarship Fund, July 21, 2003; 7) Bingo License: Juniper Ridge RV Resort.

HOLBROOK FIRE DEPARTMENT: Steve Slade: Annual 4th of July Fireworks Display at the Governmental Complex: Mr. Slade stated the proper insurance and fire protection is in place and that due to the weather and dry conditions, he has extended an invitation to all areas in the county to attend. Mr. DeSpain made a motion to approve the Annual 4th of July Fireworks Display at the Governmental Complex as presented; motion seconded by Mr. Brownlow; vote unanimously carried.

BUREAU OF INDIAN AFFAIRS/DILCON ROAD DEPARTMENT: Franklin Sandoval, Engineer: Financial assistance from District II Road Funds for rental of water truck: At the request of Mr. Sandoval, this matter is postponed until further notice.

CITY OF HOLBROOK : Amber Hill, Finance Manager & J.R. DeSpain, District III Supervisor: 1) Approval of IGA with Navajo County for Cooperative Purchasing Services: Ms. Hill explained this IGA would be beneficial to both the City and the County, and would allow the City to "piggyback" on the County's contracts for construction materia. Mr. DeSpain made a motion to Approve the IGA with Navajo County for Cooperative Purchasing Services; motion seconded by Mr. Thompson; vote unanimously carried.

2) Resolution in support of Joint Application in the Transportation Enhancement Program funds, due July 25, 2004: Ms. Hill advised that a resolution in support from the Board of Supervisors must be attached to the application. Funding will be used for the Holbrook Downtown Streetscape and Revitalization Project. Mr. DeSpain made a motion to adopt Resolution #38-03, in support of Joint Application in the Transportation Enhancement Program funds; motion seconded by Mr. Brownlow; vote unanimously carried.

3) Funding assistance from City of Holbrook for obligation of District III HURF funds for improvements to 3rd Street adjacent to Navajo County Fairground property: Ms. Hill explained that the improvements will include fencing around the parking lot; sidewalk, curb and gutter on the west side of Third Street; and the paving of Third Street from Florida Street to Joy Nevin Blvd. The project will also encompass the entrance to the Navajo County Fairgrounds and landscaping in what is now a parking area inside the fairgrounds.

She noted that the entire project will be done in phases, with the paving of Third Street to be the first phase. Mr. DeSpain advised that the County owns the property east of Third Street (Navajo County Fairgrounds) except for Hunt Park. The City's project will not only enhance the City property, but the fairgrounds as well. He noted that Bill Cox and Dusty Parsons have visited the site and have determined that the project is able to be done. Mr. DeSpain made a motion to approve funding assistance from District III HURF funds, in the amount of \$80,616, for improvements to 3rd Street adjacent to Navajo County Fairground property as presented; motion seconded by Mr. Deal; vote unanimously carried.

PUBLIC WORKS: Bill Cox, Director: IGA with cities to provide Internet mapping services and fund position in Assessor's office: Mr. Cox stated that the IGA would encompass the incorporated cities/towns in Navajo County. (Holbrook, Winslow, Snowflake, Taylor, Show Low and Pinetop-Lakeside). The County would provide the mapping services to the cities/towns for an agreed upon \$7000 per year. The fee would include the training on the software application and GPS survey instrument, procedures on collecting the data and the appropriate format for entering the data into the system. This IGA would provide \$42,000 a year in net value to the County. These funds would be used to pay the salary of an employee in the Assessor's office, who would otherwise be laid off in July. This employee would ensure timely updates to the parcel layer for the County GIS and maintain the layer for the cities/towns when the IGA is ready to be launched. Mr. Cox noted that if a city or town wanted to implement the program on its own, the costs would be: software-\$32,000; server/hardware-\$7,000 to \$10,000; and internet fees-\$6000/year (approximately). Navajo County Assessor Frank Turley stated that he is in complete agreement with this program. Mr. Deal asked that information regarding this program be sent to Kayenta for review and possible inclusion in the program. Mr. DeSpain made a motion to approve IGA with cities/towns to provide Internet mapping services, to fund position in Assessor's office and to send information to Kayenta, as presented; motion seconded by Mr. Deal; vote unanimously carried.

LOCAL TRANSPORTATION AUTHORITY FUND (LTAF): Jerry Brownlow, District V and J.R. DeSpain, District III and Jesse Thompson, District II: 1) Financial assistance to Pinetop-Lakeside Senior Center to assist with assistance to members who use their own vehicles to transport: Mr. Brownlow made a motion to approve financial assistance to Pinetop-Lakeside Senior Center, in the amount of \$1018.91, from District V LTAF funds to assist with maintenance expenses for Senior Center van; motion seconded by Mr. Shumway; vote unanimously carried.

2) Financial assistance to Winslow Council on Aging, First Step Workshop and Holbrook Senior Citizens to assist with maintenance expenses for the center vans: Mr. DeSpain made a motion to approve financial assistance to Winslow Council on Aging, First Step Workshop, and Holbrook Senior Citizens Association, in the amount of \$6345.50, from District III LTAF funds (\$2115 to each entity), to assist with maintenance expenses for center vans; motion seconded by Mr. Shumway; vote unanimously carried.

3) Financial assistance to Teesto Chapter Senior Center to assist with maintenance expenses for the Senior Center van: Mr. Thompson made a motion to approve financial assistance to Teesto Chapter Senior Center, in the amount of \$377.79, from District II LTAF funds, to purchase tires for the Senior Center van; motion seconded by Mr. Deal; vote unanimously carried.

CLERK OF THE SUPERIOR COURT: Juanita Mann, Clerk: Permission to extend temporary position for 90 days: Ms. Mann explained she is three positions short (one position eliminated due to budget cuts)

and may have another employee leaving at the end of the month. She has a temporary employee now, who is trained as a court clerk, and she is requesting the extension of this temporary employee for a period of 90 days. She added that funding will come from the vacancy savings. She also noted that should all the vacant positions be filled, the temporary position will end. Mr. Thompson made a motion to authorize the extension of temporary position for 90 days as presented; motion seconded by Mr. Deal; vote unanimously carried

SHERIFF'S OFFICE: Gary Butler, Sheriff: Purchase of previously owned jail transport bus using Jail Enhancement Funds: Sheriff Butler explained that he is currently sending two transport vans and four officers at least twice a month to pick up anywhere from 14 to 20 BOP prisoners at a time. He believes this costs the county an additional \$18,000 a year (wages for the two additional officers, fuel costs for the extra van, etc.) He is requesting approval to purchase a used, late model, diesel powered minivan which can transport at least 20 inmates at a time. He has found several on the Internet, with prices ranging from \$19,900 to \$39,000. Having this minivan would eliminate the need for the second van and the two additional officers, which will save \$18,000 a year. The vehicle he would like to purchase is a 1999 Starcraft, Ford E -450 diesel. The asking price was \$22,900, but they have accepted our offer of \$19,000. The Sheriff noted that he would have to send an officer to Philadelphia to pick the van up. (The Sheriff advised that there were no vans available in Arizona.) Funds for this purchase will come from the Jail Enhancement Fund. Mr. DeSpain made a motion to approve purchase of previously owned jail transport bus, using Jail Enhancement Funds in the amount of \$19,000; motion seconded by Mr. Brownlow; vote unanimously carried.

NAVAJO NATION/LOW MOUNTAIN SENIOR CENTER: Gerald Ahasteen, Manager: Financial assistance from District II Special Project Funds for the 1st Annual Navajo/Hopi Elderfest: (Mr. Ahasteen was not present) Mr. Thompson explained that the Low Mountain Center hosted this Elderfest in Keams Canyon on June 12, 2003. He would like to provide a monetary donation to help defray their expenses. Mr. Thompson made a motion to approve financial assistance in the amount of \$200, from District II Special Project Funds, for the 1st Annual Navajo/Hopi Elderfest; motion seconded by Mr. Deal; vote unanimously carried

BOARD OF SUPERVISORS: 1) Review and approval of County Manager job description: Ms. Jones presented the proposed job description for the County Manager position. She also presented sample job descriptions from Cochise County, Apache County, Yavapai County and Santa Cruz County. Discussion began. Mr. Thompson requested that the job description include (under "Knowledge, Skills and Abilities") knowledge of Tribal Government rules and regulations. Mr. Bowers responded to a question regarding a severance package by explaining that such a package would kick in if the county terminated the manager without cause prior to the end of the contract period. However, should the manager choose to leave before the end of the contract period, the county really has no recourse. Discussion continued regarding county manager versus county administrator. Mr. Miller noted that the major difference is how much authority the appointee would exercise over the department heads. Generally, the manager would have the department heads report to him; with an administrator, the department heads would report directly to the Board of Supervisors. He recommends against the administrator because the Board would then have to become involved in the day-to-day operation of each department. It is better to have the manager do that. The ICMA recommends the stronger manager over the administrator. Mr. Miller said that for purposes of interviewing and hiring, the proposed job description is probably adequate. However, we

may want to have a broader description of the departments to be supervised by the appointee, instead of specific departments. A brief discussion ensued regarding the Board's involvement in the hiring/firing of department heads. It was noted that the county currently has a policy regarding this matter; the county manager screens the applicants and the Board makes the final decision. The Board directed Mr. Smith to redraft the job description to include the changes suggested, and possibly consolidate it to make it a bit shorter. He should then provide the Board members with copies for review. No action taken at this time.

2) Discussion regarding time frame for beginning job announcement for Finance Director: Mr. DeSpain said he wants to have the county manager hired before we begin the search for a finance director. This way, the manager can have input in the hiring of that person. It was noted that the advertisement could still go out, and applications could be taken. Interviews could be done after the manager is hired. Mr. Smith noted that if we advertise now and take applications, but hold off interviewing until the manager is hired (which could take two months), we could lose qualified applicants in the interim. He suggested that the advertisement for finance director not go out until mid-July. Mr. DeSpain suggested that Ms. Mickle, do a study of the department's weaknesses and strengths, and present a report to the Board as to what direction she feels the department should go. He said he trusts her opinion. Mr. Deal has no problem with this suggestion, but he feels the advertisement for the finance director should be sent out now. Noting that the advertisement will cost approximately \$3000, Mr. DeSpain again requested we hold off until we get a report from Ms. Mickle. Mr. Miller advised that there are significant problems facing the Board, including the budget. His recommendation is to go ahead with the advertisement, but if the Board wishes to wait for in-house recommendations from Ms. Mickle, it should wait until after the tentative budget is adopted on July 21, as the budget is the priority. Ms. Mickle said she does want the opportunity to present recommendations to the Board because she feels it could save the county money. However, she agrees the budget needs to be finished first. No action taken at this time.

3) Review and approval of Finance Director job description and salary range: Continued to the next meeting.

4) Letter to Department of Housing (CDBG Programs) regarding contact for Navajo County: Mr. Deal made a motion to approve letter to Department of Housing (CDBG Programs) appointing Joan Mickle as the contact person for Navajo County; motion seconded by Mr. Brownlow; vote unanimously carried.

5) Appointment of replacement for ECO/EECO Treasurer position: Mr. Thompson made a motion to appoint Supervisor J.R. DeSpain as replacement for ECO/EECO Treasurer position; motion seconded by Mr. Brownlow; vote unanimously carried

BOARD OF SUPERVISORS: Judy Jones, Clerk: Bid Award #B03-05051, County Newspaper Services: Ms. Jones read the three responsive bid as follows: White Mountain Publishing-\$0.75 Per Column Inch (PCI) for first publication and \$0.75 PCI each additional publication; Holbrook Tribune News-\$1.10 first publication and \$1.00 each additional; Winslow Mail-\$4.00 first publication (legals only), \$3.75 each additional (legals only) and \$4.74 for classified. She recommended awarding the annual county newspaper contract to the low bidder, White Mountain Publishing. Mr. DeSpain made a motion to award the County Newspaper Services contract to White Mountain Publishing as presented; motion seconded by Mr. Deal; vote unanimously carried.

COUNTY ATTORNEY: Melvin R. Bowers, Attorney: Approve Temporary Clerk position for a period of 90 days, out of grant funds: Mr. Bowers advised he has an employee out on FMLA, and would like a temporary employee authorized for a period of 90 days. Funding will come from grant monies. Mr. DeSpain made a motion to approve a temporary Clerk position for a period of 90 days, utilizing grant funds; motion seconded by Mr. Brownlow; vote unanimously carried.

NAVAJO COUNTY FLOOD CONTROL DISTRICT: Bill Cox, Floodplain Manager, Tom Hieb, Division Director, Mel Bower, County Attorney, Lance Payette, Deputy County Attorney and Bill Hardy, Arizona County Insurance Pool (ACIP): Board of Directors Session: Mr. Thompson made a motion to enter into a Board of Directors Session; motion seconded by Mr. DeSpain; vote unanimous approving the motion. 1) Executive Session pursuant to ARS §38-431.03(A)(3)-(4) for discussion or consultation for legal advice with the Board's attorney and/or discussion or consultation with and instructions to the Board's attorneys in pending, threatened or contemplated litigation concerning the status and condition of the Winslow Levee: Mr. Shumway made a motion to enter into an Executive Session for legal advice; motion seconded by Mr. DeSpain; vote unanimous approving the motion. Present in the session were: Chairman Pete Shumway; Vice-Chairman J.R. DeSpain; Members Jerry Brownlow, Jesse Thompson, Percy Deal; County Attorney Mel Bowers; Deputy County Attorney Lance Payette; County Engineer Bill Cox; Deputy Director Flood Control Tom Hieb; Bill Hardy (ACIP); Judy Jones, Clerk. Mr. Thompson made a motion to return to regular session; motion seconded by Mr. Brownlow; vote unanimously carried. No action taken at this time. Mr. DeSpain made a motion to return to regular session; motion seconded by Mr. Brownlow; vote unanimous approving the motion.

2) Status and condition of the Winslow Levee, engineering recommendations and associated costs: This matter was continued to the next meeting.

HUMAN RESOURCES: Approval of Payroll Actions: Mr. DeSpain made a motion to approve the Payroll Changes as presented; motion seconded by Mr. Brownlow; vote unanimously carried. (Mr. DeSpain declared a conflict as to payroll change #7 and did not vote as to that item)

BOARD BUSINESS: Mr. Miller requested a budget discussion be placed on the next agenda. Following a brief discussion, the next Board meeting was scheduled for Wednesday, June 25, 2003 at 9:00 a.m.

There being no further business to come before the Board of Supervisors, the meeting was adjourned until Wednesday, June 25, 2003, upon a motion made by Mr. DeSpain; motion seconded by Mr. Brownlow; vote unanimously carried. The meeting adjourned at 1:10 p.m.

APPROVED:

Pete Shumway, Chairman

DATE:

ATTEST:

Judy Jones, Clerk of the Board

The following Navajo County demands were audited, approved and ordered paid by the Board: Alleys Lmbr\$1159.41; AzTrck\$183103.80; ACIP\$2145.64; DPS\$1005.71; Bnk1\$53900.05; Bnk1Trst\$434710; Bnk1Trst\$3075; BearCat\$4739.16; BrinHall\$13448.39; CellOne\$1549.73; CentralAz\$12851.46; CitGas\$1509.52; Comm1stBnk\$37254.21; DMiller\$2186.42; DiamondPharm\$6081.58; DrakeTrck&Trlr\$9566.85; E&ESrvc\$5093; EnPointe\$1267.01; FleetSol\$7418.17; Grainger\$2609.44; Hughes\$1963.12; ITINScale\$2538.05; JurySystm\$4097.50; NCRF\$2050.07; OwensEnrgy\$1609.21; PageSteel\$2722.46; PetroleumTrdrs\$6643.44; Qwest\$1102.13; RevegSrvs\$1088.67; T&JBody\$1556.22; OfcMrkt\$1062.08; PrintPlc\$1060.10; ThompsonsCstm\$1595.72; TwnP/L\$1916.55; Unisource\$3614.86; USDA\$97463.92; Versatech\$7332; WBCntrctng\$3000; WestGroup\$3590.07; WhtMtnCathChar\$5089.65; WhtMtnCnsIng\$3955; WnslwHumSoc\$2587; WMH\$1285.18; LogicCntr\$2023.10; Wlmrt\$1746.32; JFish\$6000