

**MINUTES OF THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL HELD ON TUESDAY, MARCH 20, 2018 AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA**

1. Call to Order.

Mayor Seymore called the meeting to order at 7:00 p.m.

2. Roll Call.

**COUNCIL MEMBERS PRESENT:** Mayor Seymore, Councilman Allsop, Councilman Crittenden, Councilwoman Kakavas, Councilman Kelley,

**COUNCIL MEMBERS ABSENT:** Vice Mayor Hatch and Councilman Leech.

**STAFF MEMBERS PRESENT:** Ed Muder, City Manager, F. Morgan Brown, City Attorney; Justen Tregaskes, Planning and Zoning Director; Bill Kopp, Public Works Director; Joe Shelley, Police Chief; Justin Johnson, Administrative Services Director; Jay Brimhall, Community Services Director; Tom Bahr, Airport Manager; Tamra Reidhead, Deputy City Clerk; and Ann Kurasaki, City Clerk.

**GUESTS:** Greg Smith, Mike Krebs, Laura Singleton, Linda Haynes, and others.

3. Invocation.

Mayor Seymore gave the invocation.

4. Pledge of Allegiance.

Councilman Crittenden led the Council and audience in the pledge of allegiance.

5. **CALL TO THE PUBLIC:**

Any citizen desiring to speak on a matter that IS NOT scheduled on this agenda may do so at this time. Comments may be limited to three minutes per person and shall be addressed to the City Council as a whole, and not to any individual member. Issues raised shall be limited to those within the jurisdiction of the City Council. Pursuant to the Arizona Open Meeting Law, the City Council cannot discuss or act on items presented at this time. At the conclusion of the call to the public, individual City Council members may (1) respond to criticism made by those who have spoken, (2) ask staff to review a matter, and (3) ask that a matter be put on a future agenda.

None.

6. **CONSENT CALENDAR:**

- A. Consideration of Acceptance of Snow Creek, Unit 2, Phase I. (Justen Tregaskes)
- B. Consideration of Minutes of Show Low City Council meetings:
  - (1) Regular Meeting of March 6, 2018.

**COUNCILMAN CRITTENDEN MOVED TO APPROVE THE CONSENT CALENDAR AS PRESENTED; SECONDED BY COUNCILWOMAN KAKAVAS; PASSED UNANIMOUSLY.**

7. **NEW BUSINESS:**

- A. Consideration of Award of Contract for Supervisory Control and Data Acquisition (SCADA) Control System. (Bill Kopp)

Mr. Kopp said the approved five-year Capital Improvements Program (CIP) included funding for necessary upgrades to the Supervisory Control and Data Acquisition (SCADA) system for the City's water system. The City owned and operated an extensive potable water distribution system, consisting of wells, storage reservoirs, and booster pump stations. These facilities provided drinking water and fire protection to the residents of the City and surrounding areas. The fiscal year 2017-18 budget included \$130,000 to begin making upgrades to the SCADA system.

Mr. Kopp said it had taken many years to install the SCADA system incorporating various technologies and multiple integration companies and platforms. Technological advances made it necessary to upgrade the system to consolidate and standardize electrical, control, instrumentation, and communication systems into a common, modern, and reliable control platform. This project would be completed in phases to fund the work over five years and funding for the remaining four years was included in the CIP plan.

Mr. Kopp said in December 2017, staff prepared a request for qualifications and received responses from six interested companies. A seven-member selection committee reviewed the statements of qualifications, and PACE Advanced Water Engineering was determined to be the highest-ranked firm. PACE, with whom the City had established a very good working relationship, was also the design firm that worked on the City's wastewater treatment plant upgrades. PACE also demonstrated a complete understanding of the existing SCADA system, and the company's approach included using as much of the existing system as possible.

Mr. Kopp said staff intended to use a single contract for this year and the subsequent four years. Future work would be presented to the Council for approval as contract amendments. The estimated total cost of this project over five years was \$687,000.

Mr. Kopp said staff recommended awarding the contract for the Supervisory Control and Data Acquisition (SCADA) control system to PACE Advanced Water Engineering in an amount not to exceed \$129,796.

Mr. Kopp introduced Mike Krebs from PACE Advanced Water Engineering. Mr. Krebs said the City's existing water system was spread over a large area, with some locations as far as five miles from the City's public works facility. City crews spent extensive time and manpower to perform individual site inspections. The SCADA system would decrease the time staff spent doing site inspections because they would see what was happening at each location.

Mr. Krebs said the City's existing water system included nine tanks, nine booster stations, and 16 wells of varying capacity and quality. The system included systems purchased from several private water companies with many different types of pumps, valves, and controls. Each had been programmed separately and used different operational approaches. The SCADA system would provide consistency among all the systems.

Mr. Krebs said the proposed water system improvements would include evaluating the existing system to identify reusable equipment, required replacements, and needed hardware upgrades. Programming upgrades would be made to develop standard sub-routines for wells, booster pumps, tanks, and reservoirs.

Mr. Krebs said the proposed SCADA upgrades would save time and money with updated hardware, provide ease of operations, and establish virtual monitoring and automated reporting. The system also would provide alarm programming and configuration.

Councilman Kelley asked what part of the system would be included for \$129,796. Mr. Krebs said the system would be phased over a five-year period. The first phase would include changing processors and programming. The phases were developed to work within the CIP budget.

Councilman Kelley asked if staff would continue to visit the well and pump sites to make sure everything was functioning properly even after the SCADA system was completely installed. Mr. Kopp said yes, regular rounds would never be eliminated.

Councilman Kelley said he liked the fact that water from wells with low selenium levels could be blended with water from wells with high selenium levels.

Mayor Seymore asked when staff would see benefits of the SCADA upgrades. Mr. Krebs said staff would see benefits right away in the first phase. He would spend a lot of time programming and working with staff to develop programs for the tanks, booster systems, and wells so they operated the way staff wanted.

Mayor Seymore asked if the newer technology would extend the life of the wells. Mr. Krebs said he didn't have an example of well life. In general, however, the SCADA provided a more efficient operation for the City's wastewater treatment plant with better monitoring capabilities.

Councilman Kelley said the contract would require the City to provide data to PACE in a very specific format. He asked if the City was capable of providing the data to them in the format they required. Mr. Kopp said yes, the City could provide them with the required information in the correct format. City staff had completed a months-long process to update all well information and files regarding existing hardware and electronics.

**COUNCILMAN CRITTENDEN MOVED TO AWARD THE CONTRACT FOR THE SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) CONTROL SYSTEM TO PACE ADVANCED WATER ENGINEERING IN AN AMOUNT NOT TO EXCEED \$129,796; SECONDED BY COUNCILMAN KELLEY; PASSED UNANIMOUSLY.**

- B. Consideration of Policy for Lease Reversions and Terms for Non-Commercial Hangars at Show Low Regional Airport. (Tom Bahr)

Mayor Seymore said Item 7-B was being pulled and would be considered at a future meeting.

- C. Consideration of Concession Agreement with Recreation Resource Management of America, Inc. for Operation of Show Low Lake Park. (Jay Brimhall)

Mr. Brimhall said after the City acquired Show Low Lake Park in 2005, staff reviewed past agreements for its operation and analyzed how best to upgrade services and facilities. In March 2006, staff advertised a Request for Qualifications for companies interested in operating the campground and food and boat rental concession at Show Low Lake Park. Only one response was received from Recreation Resource Management, the same concessionaire that managed Show Low Lake Park for Navajo County.

Recreation Resource Management was awarded the contract in April 2006 and had been operating the park for the past 12 years.

Mr. Brimhall said with the current concession agreement expiring in April 2018, staff advertised a Request for Proposals for operating Show Low Lake Park. Only one proposal was received from Recreation Resource Management. Recreation Resource Management was a national company that managed many park and campground facilities in Arizona and throughout the western United States.

Mr. Brimhall said per the terms of the concession agreement, the City would receive 10% of the concessionaire's adjusted gross receipts, less refunds and sales and rental taxes, from operating the campground and park. The City would receive 5% of the adjusted gross receipts, less refunds and sales and rental taxes, from boat rentals and food and beverage sales. Funding raised from usage fees was reinvested into projects at the campground. The two most recent projects consisted of constructing fire pits throughout the campground and repainting the main concession building and two medium-sized pavilions. The terms of the agreement included two five-year terms with two additional one-year renewal options.

**COUNCILMAN ALLSOP MOVED TO APPROVE THE CONCESSION AGREEMENT WITH RECREATION RESOURCE MANAGEMENT OF AMERICA, INC. TO OPERATE THE CAMPGROUND AND FOOD AND BOAT RENTAL CONCESSION AT SHOW LOW LAKE PARK; SECONDED BY COUNCILWOMAN KAKAVAS; PASSED UNANIMOUSLY.**

8. **SUMMARY OF CURRENT EVENTS:**

A. Council Members

Councilman Allsop said he attended the Meals on Wheels and Senior Center board meeting. A traditional St. Patrick's Day meal was served at the Senior Center, and several other events were being planned. He thanked City staff for the nice job they did preparing the Little League field and City Park for installing the new playground equipment.

B. Mayor

No report.

C. City Manager

Mr. Muder said a city contractor had begun constructing a sewer line extension on the east side of South White Mountain Road from Ellsworth Road to Hidden Way. Work would be done during daytime hours, requiring closing the outside lane along the northbound section of the roadway for the duration of the project. This was the first of a two-phased project, and phase 1 was expected to take approximately 90 days (with estimated completion in mid- to late June).

Mr. Muder said in recreation events, the aquatic center was hosting a Glow in the Dark egg hunt on March 23 for teens 11 to 17. On March 24 a 2K Bunny Dash would be held at the Senior Field at City Park, followed by the annual candy scramble for ages 0 to 10 years old.

Mr. Muder said the library would teach teens, ages 13 to 18, to create poems using text from a Harry Potter book at “Black Out Poetry” on March 29.

Mr. Muder said the recreation staff was selling tickets for Show Low Night at Chase Field on April 21, when the Arizona Diamondbacks would play the San Diego Padres. Tickets in the all-you-can-eat seats were \$42 each.

9. **SCHEDULING OF MEETINGS:**

Scheduling of meetings, which may be brought up at this time.

Mayor Seymore said a joint study session with the Show Low School District board would be held Thursday, March 22, at 6:00 p.m. in the Deuce of Clubs Room at city hall.

Mr. Muder said the Council would begin a series of meetings to discuss the proposed budget for fiscal year 2019 at a study session on Tuesday, April 3, at 6:00 p.m. A budget town hall for citizen input would be held Thursday, April 5, at 6:00 p.m., followed immediately by a Council study session. All meetings would be held in Council Chambers and citizens were welcome to attend. A complete meeting schedule was available on the City’s website.

**COUNCILWOMAN KAKAVAS MOVED TO RECESS INTO EXECUTIVE SESSION FOR THE CITY ATTORNEY’S ANNUAL EVALUATION AND TO REVIEW THE EXECUTIVE SESSION MINUTES OF MARCH 6, 2018; SECONDED BY COUNCILMAN ALLSOP; PASSED UNANIMOUSLY.**

The Show Low City Council recessed into Executive Session at 7:34 p.m.

10. **EXECUTIVE SESSION.**

A. Confidentiality Statement.

B. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of a public officer, appointee, or employee of any public body. Pursuant to A.R.S. Section 38-431.03(A)(1).

(1) Annual Evaluation of City Attorney.

C. Discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law. Pursuant to A.R.S. Section 38-431.03(A)(2).

(1) Executive Session Minutes of March 6, 2018.

11. **POST EXECUTIVE SESSION.**

Consideration of any item on the Executive Session portion of this agenda, which the Council may wish to take action upon in Open Session.

The Show Low City Council reconvened into Open Session at 7:50 p.m.

**COUNCILMAN KELLEY MOVED TO APPROVE THE SAME PERCENTAGE INCREASE FOR THE CITY ATTORNEY AS RECEIVED BY OTHER CITY EMPLOYEES, RETROACTIVE TO JULY 3, 2017; SECONDED BY COUNCILWOMAN KAKAVAS; PASSED UNANIMOUSLY.**

A. Consideration of Approval of the Minutes of the Executive Session of the Show Low City Council Held on March 6, 2018.

**MAYOR SEYMORE MOVED TO APPROVE THE MINUTES OF THE EXECUTIVE SESSION OF THE SHOW LOW CITY COUNCIL HELD ON MARCH 6, 2018; SECONDED BY COUNCILWOMAN KAKAVAS; PASSED UNANIMOUSLY.**

12. **ADJOURNMENT.**

There being no further business to be brought before the Council, **MAYOR SEYMORE ADJOURNED THE REGULAR MEETING OF THE SHOW LOW CITY COUNCIL OF MARCH 20, 2018 AT 7:51 P.M.**

ATTEST:

APPROVED:

\_\_\_\_\_  
Ann Kurasaki, City Clerk

\_\_\_\_\_  
Daryl Seymore, Mayor

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the **REGULAR MEETING** of the City Council of Show Low held on March 20, 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Ann Kurasaki, City Clerk