

**MARICOPA COUNTY FLOOD CONTROL DISTRICT BOARD OF DIRECTORS MINUTE BOOK**

**February 20, 2002**

The Board of Directors of the Flood Control District of Maricopa County, Arizona, convened at 9:00 a.m., February 20, 2002, in the Board of Supervisors' Auditorium, 205 W. Jefferson, Phoenix, Arizona, with the following members present: Don Stapley, Chairman; Fulton Brock, Vice Chairman; Andy Kunasek, Max W. Wilson and Mary Rose Wilcox. Also present: Fran McCarroll, Clerk of the Board; Shirley Million, Administrative Coordinator; David Smith, County Administrative Officer and Paul Golab, Deputy County Attorney. Votes of the Members will be recorded as follows: (aye-no-absent-abstain)

**MINUTES**

Motion was made by Supervisor Brock, seconded by Supervisor Wilcox, and unanimously carried (5-0) to approve minutes of meetings held January 3, 14, and 16, 2002.

**PERSONNEL**

Motion was made by Supervisor Brock, seconded by Supervisor Wilcox, and unanimously carried (5-0) to approve Personnel Agenda. (List on file in the Clerk of the Board's Office.)

**EASEMENTS, RIGHT-OF-WAY DOCUMENTS**

Motion was made by Supervisor Brock, seconded by Supervisor Wilcox, and unanimously carried (5-0) to approve easements, right-of-way documents, relocation assistance, and appraisal services contracts under \$5,000 per resolution FCD 87-12; escrow instructions per resolution FCD 87-13; license procedures and fee schedules per resolution FCD 97-02; and payment of tax notices per resolution FCD 97-07 for Flood Control purposes. (ADM1910)

**Guadalupe Highline Canal Drainage Project (Per: Resolution FCD 95-12)**

Item GHC-2-ROE, Right-of-Entry Easement and Agreement for Flood Control Purposes from D.J. Roth, L.L.C., an Arizona limited liability company to the Flood Control District of Maricopa County for the sum of \$500.00.

**FLOOD CONTROL DISTRICT VEHICLE REPLACEMENT POLICY (B4002)**

Motion was made by Supervisor Brock, seconded by Supervisor Wilcox, and unanimously carried (5-0) to adopt the Policy for Vehicle Replacement (B4002) that provides guidelines to the Flood Control District so that existing vehicles can be replaced in a timely and cost-effective manner. (This item continued from meeting of February 6, 2002.) (C49020346) (ADM1918)

**Policy for Vehicle Replacement (B4002)**

**A. Introduction**

The purpose of this Policy is to provide County Departments/Special Districts with guidelines so that existing vehicles can be replaced in a timely and cost-effective manner.

**B. Background**

Equipment replacement must be planned and approval for replacement received through the budget

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process. The Equipment Services Department has the responsibility to plan for replacement needs in conjunction with the County Departments/Special Districts. During development of each fiscal year's budget, the Office of Management and Budget (OMB) reviews requests received from Departments/Special Districts for replacement of existing vehicles. In determining the amount of funding required, only the cost to replace existing vehicles with their equivalents is considered. Upgrades and additional new vehicles may not be charged to the appropriate vehicle replacement budget.

Sheriff's Office Only: The Sheriff's Office equipment replacement schedule will be discussed and approved during the annual budget process. Due to the unique nature of the functions of the Sheriff's Office, the equivalent replacements and upgrades may be changed to meet departmental needs, if the costs remain within budget targets. However, these changes will be discussed with OMB prior to proceeding to ensure costs are appropriate.

**C. Guidelines**

1. The Department/Special District, working with Equipment Services, prepares a needs assessment to determine which vehicles require replacement for upcoming fiscal years.
2. Vehicle replacement will be funded only for the current equivalent equipment class, make, model and equipment extras.
3. Upgrades are not funded under the appropriate vehicle replacement budget. If a Department/Special District determines upgrades are necessary, the Department/Special District has two options: (a) pay for the upgrades from the Department's/Special District's current operating budget; or (b) request upgrades and additions during the development of the Department/Special District budget.
4. If the full cost of replacement is actually lower than originally estimated, the savings will revert to the appropriate fund.
5. Possible cost overruns will be absorbed by the appropriate vehicle replacement budget.
6. OMB must approve all charges to the vehicle replacement budget.

**D. Exceptions**

If, during the replacement process, the Department/Special District requires changes to the original vehicle replacement request, the Department/Special District must request reconsideration of their initial vehicle replacement plan. The criteria OMB will consider during the review of the Department's/Special District's revised plan includes funding and the impact on current and future costs for maintenance, operation and replacement. To assist OMB in performing a full analysis of the revised replacement plan, Departments/Special Districts are requested to provide:

1. A justification statement which supports changes to be in the best interest of Maricopa County citizens, enhances services provided to the citizens and benefits the County/County Special District overall. This statement can also include information on changes in service levels which require the use of a different vehicle class, the impact on current and future costs for maintenance, operation and replacement as well as information on funding.
2. A spreadsheet which reflects the current vehicle replacement schedule with costs and the proposed vehicle schedule with costs. The spreadsheet needs to reflect the increase or decrease of cost for each vehicle and an explanation for the cost change.

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3. A complete justification for any equipment additions to the replacement vehicles and how these equipment additions enhance the service levels being provided to Maricopa County citizens.
4. OMB will review the request and provide the Department/Special District and Equipment Services with final approval or disapproval of the proposed change to the Department's/Special District's equipment vehicle replacement plan within three working days of receipt.

#### **CHANGE ORDER TO CONTRACT FOR SANTAN COLLECTOR CHANNEL PROJECT**

Motion was made by Supervisor Brock, seconded by Supervisor Wilcox, and unanimously carried (5-0) to approve Change Order No. 13 to Contract FCD 99-05 with Meadow Valley Contractor, Inc., for the Santan Collector Channel Project (Project No. 490 Gilbert Chandler Area Drainage Master Plan), for the third and final phase of the Southeast Valley Regional Drainage System. This contract is a joint project between the Flood Control District of Maricopa County (District), Arizona Department of Transportation (ADOT), and the City of Chandler. Change Order No. 13 increases the contract amount by \$23,431.60 and establishes a new contract amount of \$14,018,361.19. The contract completion date remains February 28, 2002. This agenda item constitutes a budget adjustment in that the request for approval of an additional \$23,000 of spending will increase the total Fiscal Year Project expenditures to an amount that exceeds prior Board approvals for the project by more than 10% (prior approved amount \$61,000). Consequently, it is also requested that the Board approve a transfer of \$23,000 from the District's CIP Project Reserve to Project No. 490 Gilbert Chandler Area Drainage Master Plan. (C6900008501)

#### **CONTRACT WITH HDR ENGINEERING, INC.**

Motion was made by Supervisor Brock, seconded by Supervisor Wilcox, and unanimously carried (5-0) to award Contract FCD 2001C018 to HDR Engineering, Inc. to provide professional engineering services for the Aguila Area Drainage Master Plan (Project No. 345 Aguila Mitigation). The contract includes providing services to conduct a Phase I for a lump sum fee of \$362,321, plus a not-to-exceed allowance of \$57,987 for surveying the finish floor elevations and 12 miles of floodplain delineation. The contract also includes Phase II for a lump sum fee of \$298,898, plus a not-to-exceed allowance of \$17,078 for a HEC-RAS model of the Aguila Farm Channel. The total contract amount shall not exceed \$736,284. The performance period for Phase I is 365 calendar days following the Notice-to-Proceed. The performance period for Phase II is 240 calendar days after the Notice-to-Proceed. It is further requested that the Board of Directors approve a change to the title of Project No. 345 in the Districts FY 2002 Capital Improvement Projects (CIP). The present title is "Aguila Mitigation" and District Management desires to change the title to "Aguila ADMP" which is considered more descriptive of the effort being performed. (C69020645)

#### **CHANGES TO FY 2002 CAPITAL IMPROVEMENT PROGRAM (CIP)**

Motion was made by Supervisor Brock, seconded by Supervisor Wilcox, and unanimously carried (5-0) to approve and authorize changes to the Flood Control District of Maricopa County (District) FY 2002 Capital Improvement Program (CIP) that are required due to project schedule changes, current revenue resources, and the uncertain fiscal position presently being experienced by the District's current and future potential cost share partners. Due to the above, some of the current CIP Projects are anticipated to require the expenditure of funds, during the current fiscal year, greater than 10% of the original, approved budgeted amount. Other CIP project schedules have been delayed and less than the original budgeted expenditures are now anticipated to be required during FY 2002. (C69020658) (ADM1900)

#### **INTERGOVERNMENTAL AGREEMENT WITH CITY OF PEORIA**

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Motion was made by Supervisor Brock, seconded by Supervisor Wilcox, and unanimously carried (5-0) to approve Intergovernmental Agreement FCD 2001A016 between the Flood Control District of Maricopa County and the City of Peoria for an Easement for Recreational Use of District Property Project. The purpose of this IGA is to identify and define the roles, responsibilities, liabilities, and rights of the District and the City regarding recreational use and maintenance of District property in the area shown on Exhibit "A" for the City trails and recreation features. The IGA also authorizes preparation of an Easement allowing the City use of District-owned property and authorizing the Chief Engineer and General Manager of the District to approve plans for the City's development of a trail systems along the New River and Skunk Creek using existing maintenance and access roads. The Project will take place on the area defined in the Easement. (C69020692)

**CONTRACT WITH LOGAN SIMPSON DESIGN**

Motion was made by Supervisor Brock, seconded by Supervisor Wilcox, and unanimously carried (5-0) to award Contract FCD 2001C057, On-Call General Landscaping and Irrigation Design, to Logan Simpson Design (Consultant). The contract is for the not-to-exceed amount of \$40,000 or for one year, whichever occurs first. This contract will be effective for a period of one year from the date of execution or until the contract expenditure of \$40,000, whichever occurs first. The Flood Control District of Maricopa County (District) and the Consultant will mutually agree to a detailed scope of work for each work assignment prior to the commencement of any work. A not-to-exceed fee will be negotiated for each work assignment prior to the notice to proceed with each assignment. This negotiated fee will be in accordance with the rates included as Exhibit B to the contract. (C69020725)

**CONTRACT WITH KENNY AERIAL MAPPING, INC.**

Motion was made by Supervisor Brock, seconded by Supervisor Wilcox, and unanimously carried (5-0) to award Contract FCD 2001C020, Mapping Services for Buckeye/Sun Valley Area Drainage Master Plan (Project 211)(ADMP), to Kenny Aerial Mapping Inc., in the lump sum of \$790,156. The contract performance 360 days effective the date of the Notice-to-Proceed. (C69020735)

**CONTRACT WITH URS CORPORATION**

Motion was made by Supervisor Brock, seconded by Supervisor Wilcox, and unanimously carried (5-0) to award Contract FCD 2001C050, On-Call Structures Assessment Services and Special Studies, Phase II Structures Assessment Dam Safety Program (050), to URS Corporation. This contract will be effective for a period of two years from the date of execution or until the contract expenditure of \$500,000, whichever occurs first. The Flood Control District of Maricopa County (District) and URS Corporation will mutually agree to a detailed scope of work for each work assignment prior to the commencement of any work. A not-to-exceed fee will be negotiated for each work assignment prior to the notice to proceed for each assignment. This negotiated fee will be in accordance with the rates included as Exhibit B to the contract. (C69020755)

**MEETING ADJOURNED**

There being no further business to come before the Board, the meeting was adjourned.

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Don Stapley, Chairman of the Board

ATTEST:

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Fran McCarroll, Clerk of the Board