

**BOARD OF SUPERVISORS MEETING MINUTES
GILA COUNTY, ARIZONA**

Date: June 7, 2016

MICHAEL A. PASTOR
Chairman

MARIAN E. SHEPPARD
Clerk of the Board

TOMMIE C. MARTIN
Vice-Chairman

By: Laurie J. Kline
Deputy Clerk

JOHN D. MARCANTI
Member

Gila County Courthouse
Globe, Arizona

PRESENT: Michael A. Pastor, Chairman; Tommie C. Martin, Vice-Chairman (via telephone); John D. Marcanti, Member; Don E. McDaniel, Jr., County Manager; Jefferson R. Dalton, Deputy Gila County Attorney, Civil Bureau Chief; Marian E. Sheppard, Clerk of the Board; and, Laurie J. Kline, Deputy Clerk

Item 1 – CALL TO ORDER - PLEDGE OF ALLEGIANCE - INVOCATION

The Gila County Board of Supervisors met in a regular session at 10:00 a.m. this date in the Board of Supervisors' hearing room. Jon Cornell led the Pledge of Allegiance and Don McDaniel delivered the invocation.

Item 2 – PRESENTATIONS:

A. Presentation of the University of Arizona's Gila County Cooperative Extension Office Annual Report and 2016-2017 fiscal year budget request to be considered for approval during Gila County's regular budget process.

Richard "Rick" Gibson, University of Arizona (UA) Interim Regional Director over Cooperative Extension (CE) for Gila County, stated that there are three CE offices located in Gila County; one in Payson, Globe, and San Carlos. Mr. Gibson stated that the Gila County CE Advisory Board is responsible for governing the operations of the offices in Gila County and he proceeded to name the Board members. He didn't review the annual report; however, he provided highlights of the programs offered by the UA Gila County CE offices, and some of the statistical information via a slide presentation.

Of special importance, Mr. Gibson stated that he wanted to talk more about the Family Consumer Health Science Programs (FCHSP), which have been "fairly weak." It has been at least 20 years since there has been a FCHSP professional

faculty person that has resided and worked exclusively in the Gila County area. Hope Wilson, the Area Agent from Yavapai County, has been serving Gila County and her FTE (full time equivalent) assigned to Gila County is 15% of her time, which is proven to not be enough time. A request has been submitted to the UA College of Agriculture and Life Sciences Administration for a full-time FCHSP Agent in Gila County, which currently sits as number one on the hiring priority. Mr. Gibson hopes that a decision will be made by the UA Provost in the fall of this year depending upon resources that are available. He added that 3 professional staff have been helping with the programs Countywide. Their total FTE assigned to Gila County is 1.5 which has been supported and sustained by grant funding; however, due to receiving less grant funds late last year and early this year, those 3 positions have been bridged with the use of county monies. In Gila County, a portion of last year's \$60,000 allocation had to be used to fund the 1.5 FTE. Mr. Gibson said that funding is needed to continue to fund the 3 positions until such time as a full-time FCHSP Agent can be hired to oversee Gila County programs. His budget request this year is \$100,000, which is an increase of \$40,000 over last year's budget. He proceeded to break down the current expenses as follows: \$31,500 for Agents' travel throughout Gila County and \$28,500 for operations. The proposed \$40,000 increase would be used for salaries and ERE (employee related expenses) to carry the 1.5 FTE for Gila County partially for fiscal year 2016-2017. The additional \$40,000 along with some grant funding will allow the CE to continue to provide its current programs in Gila County such as the vision and hearing screening program offered to children in Kindergarten and first grade, and health literacy that is being conducted in the schools.

Vice-Chairman Martin commented that there is a very good partnership between Gila County CE and Gila County. Supervisor Marcanti inquired if the additional funds requested would be used to pay for employees to make home visits, to which Mr. Gibson replied that home visits are conducted depending on the program; however, most of the face-to-face contact is made in the schools and public meetings countywide.

Chairman Pastor stated that the funding request would be considered; however, he had a concern regarding the duplication of services provided by the County Health Department and CE. Mr. Gibson replied that he is not familiar with all of the programs offered by the County Health Department and would not want to compete from an educational standpoint; however, he stated that the strength of CE is in its ability to provide teaching using basis research and applied research to bring key information to help change the lives of individuals, so he didn't think there would be any type of conflict between the two agencies. Chairman Pastor inquired if the program currently in place would be affected if the additional funding is not received, to which Mr. Gibson affirmed that it would be affected due to the loss of a federal grant. Chairman Pastor also asked Mr. Gibson to provide a breakdown of what UA provides for CE, to which Mr. Gibson stated that UA focuses on faculty salaries and

employee related expenses. He didn't recall if it covered travel or operations; however, he promised to provide that information to the Board.

Chairman Pastor asked Mr. McDaniel to conduct a study to determine what the County could provide with respect to funding assistance, to which Mr. McDaniel agreed to do so. Mr. Gibson thanked the Board for its consideration of the budget request.

Jon Cornell, KQSS radio station reporter, asked for a breakdown of the number of staff and time spent in each location. Mr. Gibson replied that there are two full time staff positions currently housed in San Carlos which are funded from a national funding source and there are two faculty housed in Globe. He stated that UA is currently in the process of hiring a replacement for Dr. Jim Sprinkle. Chairman Pastor thanked Mr. Gibson for the presentation.

Item 3 – PUBLIC HEARINGS:

A. Information/Discussion/Action to adopt Resolution No. 16-06-02 designating Gambel Drive, located in Central Heights, as a Country Dirt Road and accepting the road into the Gila County Maintained Roadway System.

Steve Sanders, Public Works Division Director, stated that Gambel Drive is a road in Central Heights off of E. Roberts Drive, which provides access to nine different properties. Easements from the property owners along Gambel Drive have been granted to the County. The public hearing notice has been advertised in the Arizona Silver Belt; the road meets all of the requirements for a Country Dirt Road; and, providing maintenance on this road will not reduce the level of service to other roads in the County's Maintained Roadway System. Chairman Pastor opened the public hearing; however, there were no comments, so he closed the public hearing and asked for a motion from the Board. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously adopted Resolution No. 16-06-02. **(A copy of the resolution is attached to the minutes and permanently on file in the Board of Supervisors' Office.)**

B. Information/Discussion/Action to adopt Order No. LL-16-01, an application submitted by James Aldo Bruzzi for a new Series 13 Farm Winery License for Bruzzi Vineyard located in Young.

Marian Sheppard, Clerk of the Board, stated that this is an application for a new Series 13 Farm Winery License for Bruzzi Vineyard located in Young. The internal review process consists of the application being sent to the Planning and Zoning Department, Health Department, and the Treasurer to determine if the applicant owes any back taxes, or any if there are any issues between the applicant and the County regarding County permits. It was confirmed that

there aren't any pending issues related to this application. Ms. Sheppard stated that she has not received any written objections received with regard to this application and all of the requirements have been met. Chairman Pastor opened the public hearing; however, there were no comments, so he closed the public hearing and asked for a motion from the Board. Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously adopted Order No. LL-16-01.

Item 4 – REGULAR AGENDA ITEMS:

A. Information/Discussion/Action to approve a contract between Triplet Mountain Communications, Inc. and Gila County in the total amount of \$319,892.10 to provide broadband Internet speeds of 150Mbps and point-to-point service speeds of 1Gbps from the Gila County Courthouse to the Central Heights and Public Works Administration facilities for a period of five years, from July 1, 2016, through June 30, 2021.

Kelly Riggs, Information Technology Director, explained that currently, the County shares a 20 megabits-per-second (Mbps) Internet connection, and it has become more than evident over the last several years that it is not sufficiently providing proper Internet access across all County facilities. Consequently, it has become increasingly difficult for County employees outside of the Courthouse to perform required duties in a timely manner. There are issues with the network connections from the Central Heights and Public Works facilities that connect to the Courthouse and provide not only Internet access but network access for all employees in those buildings. Those facilities currently connect to the Courthouse with a 10 Mbps connection and staff can find it hard to work efficiently. Consequently, IT staff is proposing an increase in both Internet access bandwidth and the point-to-point network connections that feed Central Heights and Public Works. Mr. Riggs stated that he has reviewed Cable-One, the current provider, and Triplet Mountain Communications, Inc., (TMCI) quotes and believes that TMCI has the most cost effective offering to meet the needs of the County.

Jeff Dalton, Deputy County Attorney, Civil Bureau Chief, provided a memo to the Board prior to the meeting which states, "The proposed contract may be a great deal but it is not a legally permissible deal because it has not been arrived at by the statutorily required process: 'All purchases of . . . contractual services except professional services, made by the county having an estimated cost in excess of ten thousand dollars per transaction . . . shall be based on sealed competitive bids.' (Italics added.) Because the requirement of sealed, competitive bids was not followed, the county attorney's office cannot approve this transaction." He stated that a safer procedure would be to advertise an invitation for bid in order for there to be a written record of what the County was asking for as well as written response(s) from any bidders.

Don McDaniel, County Manager, suggested that based on the County Attorney's concern, the Board may want to continue this item to the June 21st Board meeting in an effort to work out the details and concerns and not move to advertise an invitation for bid. Chairman Pastor inquired of Mr. Riggs if this determination was all communicated verbally, to which Mr. Riggs replied that there has also been email communication. Vice-Chairman Martin stated that whatever the Board decides to do, she would like to see it happen in a timely manner. Supervisor Marcanti stated that he agreed that the County needs to move forward with this issue; however, he agreed with the County Attorney that the County should advertise an invitation for bid.

Mr. McDaniel stated that in light of Board comments, his suggestion would be to table this item until such time as County staff could prepare and advertise an invitation for bid, expeditiously, and present the item to the Board for consideration in approximately 30 to 45 days. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously tabled this agenda item in order to complete the competitive bidding process.

B. Information/Discussion/Action to approve Intergovernmental Agreement No. 030916 (Economic Development Grant) between Gila County and the Tonto Natural Resource Conservation District (Tonto NRCD) whereby the County will disburse \$30,000 to the Tonto NRCD to oversee the administration of the Regional Payson Area Project operations of two brush pits in northern Gila County so that residents may take and dispose of natural or green materials surrounding their properties, thereby minimizing the effect of potential forest fires near their properties.

Jeff Hessenius, Finance Division Director, stated that this funding would assist the Tonto Natural Resource Conservation District (NRCD) with fire suppression at no cost to the residents by allowing residents to utilize brush pits for natural or green material waste in the northern region of the County. The Board members commented favorably.

Mr. Cornell inquired if the County had an estimate of how much material would be used at the brush pits. Mr. Hessenius stated that he would obtain that information from the NRCD. Chairman Pastor added that the NRCD is supposed to provide a written report to the Board, so he requested that the next report include that information and that it needs to be submitted to the Board, to which Mr. Hessenius agreed to follow through on the request. Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously approved Intergovernmental Agreement No. 030916.

C. Information/Discussion/Action to review all bids submitted for Invitation for Bids No. 031416-Timber Region Asphalt Patching Project; award to the lowest, most responsive, responsible and qualified bidder;

and authorize the Chairman's signature on the award contract for the winning bid.

Mr. Hessenius stated that on April 19, 2016, the Board approved a Request to Advertise for the Timber Region Asphalt Patching Project. Subsequently, the Invitation for Bids was advertised in the Arizona Silver Belt on April 27, 2016, and May 4, 2016. During that time, five bids were received and then opened on the bid due date of May 18, 2016. Hatch Construction and Paving, Inc. was determined to be the lowest, most qualified bidder and staff recommends awarding the contract to said bidder. Chairman Pastor asked for clarification that this portion of the project would be to repair the road to be chip sealed. Mr. Sanders affirmed that this portion of the project was to repair the road, and it's too late to chip seal the road this year; therefore, that portion of the project will go through the bidding process for completion next summer. He added that it didn't make sense to chip seal a failing road and that the road should be good for approximately ten years after it is chip sealed. Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously awarded a contract for Invitation for Bids No. 031416 to Hatch Construction and Paving, Inc. in the amount of \$118,947.87.

D. Information/Discussion/Action to approve Attachment A to this agenda item, which is the annual adjustment to the Compensation Plan based upon the annual increase in the Consumer Price Index equal to 2.0% and adjust all employees' salaries by 2.0% effective June 27, 2016.

Don McDaniel, County Manager, stated that in November 2012, the Board approved a lump-sum payment to employees based on the increase in the Consumer Price Index (CPI). Said lump-sum payment was the first pay increase in approximately seven years. Since that time, a Classification and Compensation Study has been completed and implemented. It is important to keep the Classification and Compensation Plan (Plan) structure current and relevant by adjusting the Plan annually, based upon the change in the CPI. According to the Bureau of Labor Statistics, the cost of living has increased from March 2015 to March 2016 by 2%. Sufficient funds have been budgeted in the County's Fiscal Year 2016-2017 Tentative Budget; therefore, the recommendation from County Administration is that the Board implement the annual CPI adjustment of a 2% increase to all employees' salaries effective the pay period beginning June 27, 2016, for inclusion in the July 15, 2016 paychecks. Upon motion by Supervisor Marcanti, seconded by Vice-Chairman Martin, the Board unanimously approved Attachment A to this agenda item, which is the annual adjustment to the Compensation Plan based upon the annual increase in the Consumer Price Index equal to 2.0% and adjusted all employees' salaries by 2.0% effective June 27, 2016.

Item 5 – CONSENT AGENDA ACTION ITEMS: (Any matter on the Consent Agenda will be removed from the Consent Agenda and discussed and voted

upon as a regular agenda item upon the request of any member of the Board of Supervisors.)

A. Approval of an Application for Fireworks Display submitted by Fireworks Productions of Arizona and sponsored by Freeport-McMoRan, Inc., to provide a fireworks display on Monday, July 4, 2016, at the Miami Operations mine site of Freeport-McMoRan, Inc.

B. Approval to adopt Resolution No. 16-06-01 authorizing Gila County Probation Department's participation in the FY 2016-2017 Family Counseling Program through the Arizona Supreme Court, Administrative Office of the Courts, Juvenile Justice Services Division, and certifying that a matching fund requirement of \$1,713 for the program will be provided by the County. (A copy of the resolution is attached to the minutes and permanently on file in the Board of Supervisors' Office.)

C. Acknowledgment of the April 2016 monthly activity report submitted by the Clerk of the Superior Court's Office.

D. Acknowledgment of April 2016 monthly activity report submitted by the Payson Regional Justice of the Peace's Office.

E. Approval of the May 17, 2016, May 24, 2016, and May 31, 2016, Board of Supervisors' meeting minutes.

F. Acknowledgment of the Human Resources reports for the weeks of May 3, 2016, May 10, 2016, May 17, 2016, May 24, 2016, May 31, 2016.

MAY 3, 2016

DEPARTURES:

1. Germain Bohrn – Finance – Payroll Specialist – 05/11/16 – General Fund – DOH 08/12/13
2. Wayne Sukosky – Sheriff's Office – Detention Officer – 04/26/16 – General Fund – DOH 07/27/15

NEW HIRES:

3. Amy Loyd – Assessor's Office – Property Appraiser 1 – 05/09/16 – General Fund – Replacing Richard Dwyer

END PROBATIONARY PERIOD:

4. Jessica Palmer – Health and Emergency Services – Community Health Specialist – 05/02/16 – Teen Pregnancy Prevention Services Fund
5. John Digman – Public Works – Road Maintenance and Equipment Operator Senior – 05/01/16 – Public Works Fund

REQUEST TO POST:

6. Purchasing – Contracts Administrator – Vacated by Dana Sgroi

MAY 10, 2016

DEPARTURES:

1. Janice Cook – Board of Supervisors – Administrative Services Manager – 06/03/16 – General Fund – DOH 12/05/88
2. Jann Durst – Payson Justice Court – Temporary Justice Court Clerk Associate – 05/02/16 – General Fund – DOH 02/08/16
3. David Tavares – Sheriff’s Office – Detention Officer – 04/29/16 – General Fund – DOH 11/09/15
4. Anita Yanora – Community Services – Community Services Worker – 04/30/16 – GEST Fund – DOH 06/07/12
5. Matthew Archuleta – Probation – Juvenile Detention Officer – 05/07/16 – General Fund – DOH 09/21/15

NEW HIRES:

6. Christy Buchanan – Sheriff’s Office – Detention Officer – 05/16/16 – General Fund – Replacing Wayne Sukosky

END PROBATIONARY PERIOD:

7. Manuel Abeyta – Health and Emergency Services – Public Health Nurse – 05/20/16 – Immunization(.95)/TB (.05) Funds

REQUEST TO POST:

8. Board of Supervisors – Administrative Services Manager – Vacated by Janice Cook

MAY 17, 2016

DEPARTURES:

1. Dezirae Williams – Health and Emergency Services – PHEP Coordinator – 05/20/16 – PHEP Fund – DOH 12/29/14

NEW HIRES:

2. Jay Heisler – Public Works – Building Maintenance Technician – 05/23/16 – Facilities Management Fund – Replacing M. Reyes Barajas
3. Haleigh Osborn – Sheriff’s Office – 911 Dispatcher – 05/16/16 – General Fund – New position
4. Mark Joerns – Sheriff’s Office – Detention Officer – 05/16/16 – General Fund – Replacing Brandon Burgener
5. James Rottnek – Sheriff’s Office – 911 Dispatcher – 05/16/16 – General Fund – New position

TEMPORARY HIRES TO COUNTY SERVICES:

6. Savannah Barajas – Clerk of Court – Temporary Court Clerk – 05/23/16 – Document Conversion Superior Court Fund – Replacing Charlene Pizano

END PROBATIONARY PERIOD:

7. Stella Gore – Health and Emergency Services – Administrative Clerk Senior – 05/16/16 – Immunization Fund

OTHER ACTIONS:

8. Mark Essary – Sheriff’s Office – Deputy Sheriff – 06/24/16 – General Fund – Extending probationary period an additional 6 months
9. Matthew Binney – Sheriff’s Office – Deputy Sheriff – 06/24/16 – General Fund – Extending probationary period an additional 6 months

10. Guadalupe Aldape – Constituent Services 2 – Temporary Laborer – 05/30/16 – General Fund – Extending temporary employment an additional month

REQUEST TO POST:

11. Health and Emergency Services – PHEP Coordinator – Vacated by Dezirae Williams

12. Probation – Chief Probation Officer – Vacated by Kendall Rhyne

MAY 24, 2016

DEPARTURES:

1. Marquis Clark – Sheriff’s Office – Deputy Sheriff – 05/21/16 – General Fund – DOH 03/21/01

2. Gilbert Olivarez – Sheriff’s Office – Deputy Sheriff – 05/31/16 – General Fund – DOH 01/30/1989

3. Vanessa Amairia – Sheriff’s Office – Administrative Clerk – 05/16/16 – General Fund – DOH 06/24/13

4. Shawn Campbell – Sheriff’s Office – Detention Officer – 06/17/16 – General Fund – DOH 05/16/05

5. Mark Essary – Sheriff’s Office – Deputy Sheriff – 05/17/16 – General Fund – DOH 06/24/15

6. Hannah Moore – Health and Emergency Services – Animal Control Officer – 05/13/16 – Rabies Control Fund – DOH 02/16/16

7. Patty Comstock – Public Fiduciary – Public Fiduciary Services Specialist – 06/24/16 – General Fund – DOH 08/02/12

8. Gabriel Lagunas – Sheriff’s Office – Detention Officer – 05/13/16 – General Fund – DOH 09/01/14

NEW HIRES:

9. Sarah Roberts – Probation – Administrative Clerk Senior – 05/31/16 – Diversion Consequences (.20)/General(.80) Funds – Replacing Lorraine Fowler

10. Christine Elmer – Public Works – Administrative Clerk Specialist – 05/31/16 – Public Works Fund – Replacing Mary Brunson

11. David Kell – Sheriff’s Office – Detention Officer – 05/30/16 – General Fund – Replacing Gabriel Lagunas

12. Walter Wyrick – Public Works – Building Maintenance Technician – 06/06/16 – Facilities Management Fund– Replacing Jace Johnson

13. Patricia Valenzuela – Public Works – Administrative Clerk Specialist – 05/31/16 – Public Works Fund – Replacing Patti Dremmler

14. Gilbert Lopez – Public Works – Custodian (.85) – 05/31/16 – Facilities Management Fund – Replacing John Bacon

TEMPORARY HIRES TO COUNTY SERVICES:

15. Gordon Gartner – Sheriff’s Office – From Professional Standards Investigator – To Temporary Professional Standards Investigator – 05/23/16 – General Fund

16. Lieneke Mellema – Sheriff’s Office – From Accounting Clerk Specialist – To Temporary Accounting Clerk Specialist – 06/02/16 – General Fund

END PROBATIONARY PERIOD:

17. Gerald Irish – Public Works – Construction Projects Manager – 06/14/16 – Public Works Fund
 18. Audrey Schmitt – Recorder’s Office – Recorder’s Clerk – 05/30/16 – General Fund
 19. Kassandra Seaver – Recorder’s Office- Recorder’s Clerk Senior – 06/16/16 – General Fund
 20. Jordon Montgomery – Recorder’s Office – Recorder’s Clerk – 06/03/16 – General Fund
 21. Zachary Navarro – Public Works – Recycling and Landfill Operations Worker Senior – 06/07/16 – Recycling and Landfill Management Fund
- REQUEST TO POST:
22. Public Fiduciary – Public Fiduciary Services Specialist – Vacated by Patty Comstock
 23. Health and Emergency Services – Animal Control Officer – Vacated by Hannah Moore
 24. Board of Supervisors – Temporary Laborers – Vacated by Destinee Barajas and Savannah Barajas

MAY 31, 2016

DEPARTURES:

1. Christie Jung – School Superintendent’s Office – Administrative Assistant – 05/19/16 – General Fund – DOH 05/16/16
2. Emma Yeoman – Superior Court Division 2 – Judicial Assistant – 07/08/16 – General Fund – DOH 01/22/90
3. Thersea Mikeworth – Superior Court – Calendar Administrator – 06/10/16 – General(.904)/Superior Court Cost of Prosecution(.096) Funds – DOH 08/06/01

NEW HIRES:

4. Benjamin Rowe – Public Works – Recycling and Landfill Operations Worker Senior – 06/13/16 – Recycling and Landfill Management Fund – Replacing James Gibson

REQUEST TO POST:

5. Sheriff’s Office – Professional Standards Investigator – Vacated by Gordon Gartner
6. Sheriff’s Office – Administrative Clerk – Vacated by Vanessa Amairia
7. Health and Emergency Services – PHEP Assistant – New position
8. Superior Court Division 2 – Judicial Assistant – Vacated by Emma Yeoman
9. Superior Court – Calendar Administrator – Vacated by Thersea Mikeworth
10. Health and Emergency Services – Executive Administrative Assistant – New position

G. Acknowledgment of Contracts under \$50,000 which have been approved by the County Manager for the Weeks of May 03, 2016, through May 06, 2016; and May 09, 2016 through May 13, 2016.

H. Approval of finance reports/demands/transfers for the weeks of April 25-May 1, 2016, in the amount of \$199,660.28; May 2-8, 2016, in the amount of \$2,272,927.69; May 9-15, 2016, in the amount of \$564,152.52; May 16-22, 2016, in the amount of \$2,140,880.90; May 23-29, 2016, in the amount of \$742,660.41. (An itemized list of disbursements is attached to the minutes and permanently on file in the Board of Supervisors' Office.)

Upon motion by Vice-Chairman Martin, seconded by Supervisor Marcanti, the Board unanimously approved Consent Agenda action items 5A – 5H.

Item 6 – CALL TO THE PUBLIC: Call to the Public is held for public benefit to allow individuals to address the Board of Supervisors on any issue within the jurisdiction of the Board of Supervisors. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), at the conclusion of an open call to the public, individual members of the Board of Supervisors may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda for further discussion and decision at a future date.

There were no comments from the public.

Item 7 – At any time during this meeting pursuant to A.R.S. §38-431.02(K), members of the Board of Supervisors and the County Manager may present a brief summary of current events. No action may be taken on information presented.

Each Board member and the County Manager presented information on current events.

There being no further business to come before the Board of Supervisors, Chairman Pastor adjourned the meeting at 11:07 a.m.

APPROVED:

Michael A. Pastor, Chairman

ATTEST:

Marian Sheppard, Clerk of the Board