



NOTICE AND AGENDA OF REGULAR MEETING OF THE PINAL COUNTY OPEN SPACE AND TRAILS ADVISORY COMMISSION (OS&T)

Pursuant to Arizona Revised Statutes § 38-431.02, notice is hereby given to the members of the Pinal County Open Space and Trails Advisory Commission (OS&T) and the general public that the OS&T will hold a regular meeting open to the public at 6:00 p.m. on Tuesday, January 12, 2016 in the Emergency Operations Center (EOC), Pinal County Administrative Complex, Building F, 135 N. Pinal Street, Florence, AZ 85132. Members of the OS&T will attend either in person or by telephone conference call.

The OS&T may go into executive session for purposes of obtaining legal advice from the county's attorney(s) on any of the agenda items below pursuant to Arizona Revised Statutes § 38-431.03(A)(3).

The agenda for the regular meeting is as follows:

Regular Meeting

- I. Call to Order – OS&T Chairman
- II. Roll Call – OS&T Chairman
- III. Introduction of New Commissioner
 - Ernie Feliz
- IV. Meeting Action Report:
 - October 13, 2015
- V. Call to the Public (For information only)

This is the time for public comment. Members of the OS&T may not discuss items that are not on the agenda. Therefore, action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date. Please note that time, place, and manner restrictions may be imposed.
- VI. Director's Report (Attached)
- VII. Old Business (None)
- VIII. New Business
 - a. Discussion/Approval/recommendation on the Regional Trail Logo Contest Selection (OS&T Director)



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- b. Discussion/approval/disapproval of meeting days and times for the upcoming calendar year. (OS&T Director)
 - c. Discussion/recommendations (to the Board of Supervisors) on changes to the Commission Bylaws (OS&T Vice Chair)
 - d. Presentation of "Maximizing Economic Benefits and Natural Values in Pinal County: Tools to Identify and Protect Riparian Areas" whitepaper. (OS&T Director)
 - e. Discussion of the "Guide to Commission Roles, Responsibilities and Opportunities" (OS&T Chairman)
 - f. Update on Palo Verde Regional Park (Regional Park #4) Master Plan process (OS&T Director)
- IX. Call to Commission: Oral comments, suggestions or announcements from individual Commission Members. This is not intended to allow discussion or action on any item.
- X. Discussion of Possible future agenda items
- a. Update on Palo Verde Regional Park Master Plan
 - b. Update on Tortolita Regional Park trails
 - c. Selection of Chair and Vice Chair
 - d. Bylaw amendments recommendations, if further discussion needed
- XI. Adjournment – OS&T Chairman

Persons with disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Kent Taylor at 520-866-6910 or kent.taylor@pinalcountyz.gov. Requests should be made as early as possible to arrange the accommodation.



**PINAL COUNTY OPEN SPACE AND TRAILS ADVISORY COMMISSION
REGULAR MEETING
Action Report of October 13, 2015**

PRESENT: Ms. Johnson, Vice Chair Mr. Brown, Member
Ms. D'Abella, Chair Mr. Standage, Member
Ms. Ruehl, Member Ms. Butler, Member
Mr. Kavathas, Member (lost connection prior to vote on Item VII a.)

LEGAL STAFF PRESENT: Mr. Costello

OPEN SPACE AND TRAILS STAFF PRESENT:

Mr. Taylor, Open Space and Trails Director
Ms. Mack, Administrative Manager

The meeting was called to order at 6:00 p.m., this date by Chairman D'Abella in the Pinal County emergency Operations Center (EOC) Hearing Room, Building F, Florence, Arizona.

Action Report Presentation:

- July 14, 2015

Director's Report:

Discussion of Director's report as presented in agenda packet.

New Business:

Discussion/Recommendation(s) on the Peralta Regional Park Draft Master Plan

Motion:

Commissioner Ruehl made a motion to recommend to the Board of Supervisors approval of the Peralta Regional Park Master Plan as presented, deleting the section titled "Adjacent Trail System". Commissioner Brown seconded the motion. Motion passed unanimously, 6-0

Discussion/Recommendation(s) on the CAP Recreational Trail Draft Master Plan

Motion:

Commissioner Brown made a motion to recommend to the Board of Supervisors approval of the Master Plan for the Pinal County Segment of the CAP National Recreation Trail as presented except changing the name of the "Queen Creek" segment, to "San Tan Valley" segment. Commissioner Standage seconded the motion. Motion passed unanimously, 6-0

Discussion/Recommendation(s) on the Pinal County Regional Trail Logo Contest

Motion:

Commissioner Ruehl made a motion for the Open Space and Trails Department to launch a Pinal County Regional Trail Logo contest, as presented. Commissioner Standage seconded the motion. Motion passed unanimously, 6-0



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Call to Commission: Oral comments, suggestions or announcements from individual Commission Members. This is not intended to allow discussion or action on any item.

Discussion of Possible future agenda items:

- a. Regional Trail Logo selection (Select winning logo entry)
- b. Suggestions/discussion of Bylaw changes, if applicable/necessary
- c. Presentation of "Maximizing Economic Benefits and Natural Values in Pinal County: Tools to Identify and Protect Riparian Areas" whitepaper.
- d. Update on Palo Verde Regional Park Master Plan.
- e. Discussion of OS&T Commission Roles and Responsibilities.

Page Break, VI Director's Report



Date: January 12, 2016

To: Open Space and Trails Advisory Commission

Cc: Greg Stanley, County Manager

From: **Kent Taylor, Open Space and Trails Director**

RE: Director's Report-January 2015

Attachments: 1st Quarter OS&T PCPM Report

2-5 Year Priorities

San Tan Mountain Regional Park

- Pinal County staff is working with Maricopa County staff to improve the trailhead facilities at the Goldmine Trailhead. Pinal County has committed some staff and resources towards the design and construction improvements. Pinal County Public Works staff is working on preliminary design layouts.

Tortolita Mountain Park

- Staff has contracted for the first phase of trail mapping for trails in the Tortolitas. This would include both the GPS data and the GIS layers for trails and possible trailheads. This will help us to begin the ROW acquisition process with Arizona State Land Department and BLM (if necessary).
- Once we have the "on the ground" data, staff can begin to formulate an implementation timeline and projected costs.

CAP Recreational Trail

- Staff and staff from the Bureau of Reclamation is still passing drafts of the Recreation agreement back and forth.
- OS&T staff met with Community Development staff regarding the necessary steps for inclusion of the CAP master plan in the County Comprehensive Plan. Staff will keep the Commission up to date on that process.

Regional Park #4-Palo Verde

- The first working group meeting was held in November. Chairperson D'Abella and Vice Chairperson Johnson are representing the OS&T Commission on this working group.
- County staff and the OS&T Chairperson led a tour of the proposed park area for elected officials and staff of the City of Maricopa in mid November.
- The first public open house for this project was held on December 10, 2015 and there were 34 visitors who signed in.
- The possible activity survey we have on the website will be active through January 18th.
- Next public open house is tentatively scheduled for late March.

Regional Park #5-Peralta

- Staff is working on the development of an implementation timeline. This will be based on the master plan and the BLM approval process.
- OS&T staff met with Community Development staff regarding the necessary steps for inclusion of the Peralta master plan in the County Comprehensive Plan. Staff will keep the Commission up to date on that process.
- Staff has been working with the County Legislative consultants to address current issues with environmental health requirements for parks in primitive/remote areas. The idea is to get some flexibility into current state rules in relation to requirements for providing water, sewer and trash service to remote park areas such as Peralta.

Existing Park and Trail Inventory

West Pinal

- Staff is working with our Facilities Management Department to repair/update the “group ramada”. This is the last of the large deferred maintenance items for this park.

Dudleyville

- Staff is looking to complete two remaining deferred maintenance items at this location before the end of the fiscal year. The projects are: a) improved entry way and b) new drip irrigation for park trees.

Oracle (two parks)

- Nothing new to report.

Randolph

- Future Florence Foundation (3F) has gotten the site fenced and started some small plantings. They are still working on some needed infrastructure and expect a full planting in February

Arizona National Scenic Trail

- As part of the Forest Service Resource Management Plan process, Pinal County has partnered with the Arizona Trail Association to gather user data from some on the ANST in Pinal. In addition to some register boxes added to some locations (for sign in), we will have an electronic trail counter installed at the Florence/Kelvin TH in January. This will be up for 10 weeks. Staff is going to evaluate the process and equipment to see if a future investment for our other trails is worthwhile.
- Pinal County partnered with the Arizona Trail Association and the MBAA (Mountain Bike Association of Arizona) on the design and installation of Natural Ramadas at two trailheads (Florence/Kelvin Hwy and Freeman Road)
- Pinal County applied for, and the Board of Supervisors approved, a Special Land Use Permit for commercial permitting activity along the Arizona National Scenic Trail. Staff anticipates that this will allow small commercial tour operators the opportunity to continue, or expand services along the AZT in Pinal County.

Lost Goldmine Trail

- Staff is working with SALT (Superstition Area Land Trust) to improve trail signage this year, installing numerous trail signs along the route. Also, new trailhead rules signs have been installed at both the Cloudview and LGT East trailhead. They replaced damaged/vandalized signs and updated County contact information.
- Once again, Pinal County partnered with Central Arizona College to host a volunteer work event, this year on the Lost Goldmine Trail. We had a total of 42 volunteers and completed maintenance on 1.5 miles of trail.

- In partnership with the adjacent grazing lessee, a new gate and related signage has been added at the Cloudview Trailhead. The gate will prevent grazing cattle from exiting grazing areas and wandering in the adjacent neighborhoods. The new gate is also equestrian friendly.

Other
Impact Fees

- The Board of Supervisors is scheduled to address this item at their meeting on February 3, 2016.

Fairgrounds

- Staff has scheduled two items for the January 20th Board of Supervisor's meeting. One is an item to repeal the Fair Advisory Commission and the second is to update management agreement. Since the management agreement was put in place, the Fair Commission no longer meets nor conducts any business.

Planning and Zoning Commission

- The Department Director gave a presentation to the P&Z Commission in December to update them on the recently approved CAP Trail and Peralta Regional Park Master plans.

Budget

- Early estimates for FY 16/17 budget are pointing to another challenging year financially for the County. At this time, possible scenarios include a 5% reduction compared to this fiscal year.

Pinal County Performance Management Quarterly Report

FY 2015-2016: 1st Quarter

| Status (FY16 Target to YE Est) | | | | |
|--------------------------------|----|----|----|-----|
| Q1 | Q2 | Q3 | Q4 | YTD |

OPEN SPACE AND TRAILS

R
SBP % increase in facility use fees collected

| | Q1 | | Q2 | | Q3 | | Q4 | FY16 YTD | Status (FY16 Target to YE Est) | | | | | |
|--|-------------|--------|--------|--------|--------|--------|--------|----------|--------------------------------|----|----|----|----|-----|
| | FY16 Target | Actual | YE Est | Actual | YE Est | Actual | YE Est | Actual | Actual | Q1 | Q2 | Q3 | Q4 | YTD |
| | 10.00% | 0.00% | 10.00% | | | | | | 0.00% | | | | | |

This year's target is to collect \$4,950 in use fees. We currently collect fees at two locations, West Pinal Park for camping fees and the Dudleyville Multi-Generational Center for building rentals.

Our fee collection season is typically busier in the second and third quarters of the fiscal year. This is an annual measurement, we will monitor fee collections in the second quarter and analyze the year end estimate at the end of that time frame.

R
SBP % increase in volunteer hours provided

| | Q1 | | Q2 | | Q3 | | Q4 | FY16 YTD | Status (FY16 Target to YE Est) | | | | | |
|--|-------------|--------|--------|--------|--------|--------|--------|----------|--------------------------------|----|----|----|----|-----|
| | FY16 Target | Actual | YE Est | Actual | YE Est | Actual | YE Est | Actual | Actual | Q1 | Q2 | Q3 | Q4 | YTD |
| | 10.00% | 0.00% | 10.00% | | | | | | 0.00% | | | | | |

Our last fiscal year was exceptional for volunteer hours, increasing over 53%. We have ongoing volunteer efforts for both the Lost Goldmine Trail and the Arizona National Scenci Trail.

This year we will also see an expanded trail steward program at the Lost Goldmine trail.

At this time we anticipate meeting our target. Our volunteer season starts in October, so we will be monitoring our progress in the second quarter in comparison to last year's numbers.

R
SBP % of neighborhood park inventory locally and/or 3rd party managed

| | Q1 | | Q2 | | Q3 | | Q4 | FY16 YTD | Status (FY16 Target to YE Est) | | | | | |
|--|-------------|--------|--------|--------|--------|--------|--------|----------|--------------------------------|----|----|----|----|-----|
| | FY16 Target | Actual | YE Est | Actual | YE Est | Actual | YE Est | Actual | Actual | Q1 | Q2 | Q3 | Q4 | YTD |
| | 20.00% | 20.00% | 20.00% | | | | | | 20.00% | | | | | |

We have 5 park properties which fall into this category. In July 2015 we executed a lease agreement with a local non-profit organization for the Randolph Park facility.

The Future Forward Foundation is going to use this facility as a production garden to produce locally grown product for donation to food banks, senior centers and other non-profit organizations.

We have one other park property (Oracle Liberty) which we have targeted to find a local or 3rd party management opportunity for, but have been unsuccessful to date.

R
SBP % of neighborhood park maintenance/safety checklists completed within designated timeframes

| | Q1 | | Q2 | | Q3 | | Q4 | FY16 YTD | Status (FY16 Target to YE Est) | | | | | |
|--|-------------|---------|--------|--------|--------|--------|--------|----------|--------------------------------|----|----|----|----|-----|
| | FY16 Target | Actual | YE Est | Actual | YE Est | Actual | YE Est | Actual | Actual | Q1 | Q2 | Q3 | Q4 | YTD |
| | 80.00% | 100.00% | 90.00% | | | | | | 100.00% | | | | | |

We continue to focus staff time on consistent management and operations of our park facilities. Our checklist system allows us to keep our level of service consistent throughout the year.

We finished last year above 90% and have increased our year end estimate to reflect that trend.

R
SBP % of Regional Trail Miles maintained annually

| | Q1 | | Q2 | | Q3 | | Q4 | FY16 YTD | Status (FY16 Target to YE Est) | | | | | |
|--|-------------|--------|--------|--------|--------|--------|--------|----------|--------------------------------|----|----|----|----|-----|
| | FY16 Target | Actual | YE Est | Actual | YE Est | Actual | YE Est | Actual | Actual | Q1 | Q2 | Q3 | Q4 | YTD |
| | 50.00% | 0.00% | 50.00% | | | | | | 0.00% | | | | | |

SBP - In SBP

R - Result

O - Output

D - Demand

S - Statement

E - Efficiency

OT - On Track

NOT - Not On Track



| Status (FY16 Target to YE Est) | | | | |
|--------------------------------|----|----|----|-----|
| Q1 | Q2 | Q3 | Q4 | YTD |

OPEN SPACE AND TRAILS

We count approximately 54 miles of trail in our regional trail inventory. Our target is to maintain all of those miles on an every two year cycle.

We continue to work with our partners, the Arizona Trail Association and the Superstition Area Land Trust to ensure that this happens.

R SBP Objective 2.4: % increase in Regional Park Acreage by 2017

| FY16 Target | Q1 | | Q2 | | Q3 | | Q4 | FY16 YTD | Status (FY16 Target to YE Est) | | | | | |
|-------------|--------|--------|--------|--------|--------|--------|--------|----------|--------------------------------|----|----|----|-----|--|
| | Actual | YE Est | Actual | YE Est | Actual | YE Est | Actual | Actual | Q1 | Q2 | Q3 | Q4 | YTD | |
| 10.00% | 0.00% | 0.00% | | | | | | 0.00% | | | | | | |

While we do not anticipate adding any regional park acreage in this fiscal year, we have two ongoing projects which should assist is in reaching our long term goal. .

We are just completing a site specific master plan for Peralta Regional Park. Once completed this will assist us in moving forward with the BLM process necessary to begin design and implementation for that regional park.

We have also just begun the master plan process for Palo Verde Regional Park. Again, a completed master plan is needed to drive this process forward.

R SBP Objective 2.4: % increase in Regional Trail miles acquired by 2017

| FY16 Target | Q1 | | Q2 | | Q3 | | Q4 | FY16 YTD | Status (FY16 Target to YE Est) | | | | | |
|-------------|--------|--------|--------|--------|--------|--------|--------|----------|--------------------------------|----|----|----|-----|--|
| | Actual | YE Est | Actual | YE Est | Actual | YE Est | Actual | Actual | Q1 | Q2 | Q3 | Q4 | YTD | |
| 49.00% | 0.00% | 0.00% | | | | | | 0.00% | | | | | | |

Again, while we do not anticipate adding any regional trail miles this fiscal year, we are working on projects which will assist us in reaching our long term goals.

First, we are almost complete with our Central Arizona Project Recreational Trail Master Plan. We are also working with the Bureau of Reclamation on a Recreation Agreement. Once each of these is completed, we will be able to focus on implementation and development of the CAP recreational trail.

O SBP \$ of grant funding received (measured when grant funding is received, not awarded)

| FY16 Target | Q1 | | Q2 | | Q3 | | Q4 | FY16 YTD | Status (FY16 Target to YE Est) | | | | |
|-------------|--------|--------|--------|--------|--------|--------|--------|----------|--------------------------------|----|----|----|-----|
| | Actual | YE Est | Actual | YE Est | Actual | YE Est | Actual | Actual | Q1 | Q2 | Q3 | Q4 | YTD |
| 0 | 0 | 0 | | | | | | 0 | | | | | |

At this time we do not have any pending grant applications outstanding. We attempt to be strategic in applying for grant opportunities where it aligns with our long term goals and objectives.

We will continue to evaluate these opportunities as they present themselves.

S SBP San Tan Mountain Park operational framework approve by Board of Supervisors by December 31, 2015

| FY16 Target | Q1 | | Q2 | | Q3 | | Q4 | FY16 YTD | Status (FY16 Target to YE Est) | | | | |
|-------------|--------|--------|--------|--------|--------|--------|--------|----------|--------------------------------|----|----|----|-----|
| | Actual | YE Est | Actual | YE Est | Actual | YE Est | Actual | Actual | Q1 | Q2 | Q3 | Q4 | YTD |
| | NOT | | | | | | | NOT | | | | | |

We continue to have discussions with our partners, Maricopa County and the Town of Queen Creek to move an agreement forward.

We also recently briefed our Board of Supervisors on this work and feel confident that we can move forward on a new agreement. We are targeting completion of this agreement by the end of this fiscal year.

E SBP Open Space and Trails Department budget per capita

| FY16 Target | Q1 | | Q2 | | Q3 | | Q4 | FY16 YTD | Status (FY16 Target to YE Est) | | | | |
|-------------|--------|--------|--------|--------|--------|--------|--------|----------|--------------------------------|----|----|----|-----|
| | Actual | YE Est | Actual | YE Est | Actual | YE Est | Actual | Actual | Q1 | Q2 | Q3 | Q4 | YTD |
| \$1.06 | \$0.00 | \$1.06 | | | | | | \$0.00 | | | | | |

SBP - In SBP

R - Result

O - Output

D - Demand

S - Statement

E - Efficiency



OT - On Track

NOT - Not On Track

OPEN SPACE AND TRAILS

This is an annual measure reporting at the end of the year to account for any midyear budget changes.

This measure is useful in comparing how Pinal County compares to other county and municipal open space, trail and park operations.

We will provide data at the end of the fiscal year which compares Pinal County with national data supplied by the National Recreation and Park Association.

SBP - In SBP



Below

R - Result



Falling

O - Output



Meets

D - Demand



Above

S - Statement



Exceeds

E - Efficiency

OT - On Track

NOT - Not On Track

Page Break, VIII (b) Commissioner Request to change meeting dates/times.

Kent Taylor

From: Michael Carnes <michaelc@minersunbasin.com>
Sent: Wednesday, December 09, 2015 11:59 AM
To: Kent Taylor
Subject: OS&T

After more reflection, I feel that the meeting decision needs to be made by the commission as a whole.

While the decision might not change, I feel it is more democratic and transparent to at least allow the Commission to decide how this matter is handled.

I think my greater involvement in local affairs makes me a better commissioner. I would like to continue my service to the County, if possible.

I would like the item added to an agenda or at least the Commissioners polled via email to see if flexibility is possible. If not, then I can make a decision based on my priorities.

I am not attempting to be difficult, but I value this Commission would like to continue as a fully participating member.

Thank you,

Michael Carnes

San Manuel Miner
Copper Basin News
Superior Sun
Southeast Valley Ledger
Oracle Towne Crier
Nugget
www.copperarea.com

Page Break, VIII (c) Commission Bylaws

Pinal County

**Open Space and Trails Advisory
Commission
BYLAWS**

ARTICLE I: Name

Section 1. The name of this organization shall be the “**Pinal County Open Space and Trails Advisory Commission**”, hereinafter referred to as the (“**OS&T Commission**”).

ARTICLE II: Authority

Section 1. The OS&T Commission is established pursuant to the authority provided by A.R.S. § 11-934D.

ARTICLE III: Functions, Duties, and Responsibilities

Section 1. The OS&T Commission shall act as a recommending body to the Pinal County Board of Supervisors (“**BOS**”) on:

- A. Implementation of the Pinal County Open Space and Trails Master Plan and/or Chapter 6 (Open Spaces and Places) of the Pinal County Comprehensive Plan.
- B. Long-range policies and procedures related to development and maintenance necessary to assure maximum public benefit of open space, trails and parks within Pinal County;
- C. The financial plans for operation and development programs including but not limited to the annual department budget, capital improvement plans and fees and charges;

Section 2. The OS&T Commission shall assist in developing and maintaining public understanding and encouraging citizen participation in support of the open space, trails and parks in Pinal County, including communicating with and obtaining input from constituent groups, elected and appointed officials, and other members of the public.

Section 3. The OS&T Commission shall make policy or programmatic recommendations, as appropriate, to the BOS to best serve the open space, trail and park needs of the County.

Pinal County OS&T Advisory Commission

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Section 4. Prior to and in conjunction with its recommendations, the OS&T Commission shall seek and consider information and advice, including factual information and technical advice and recommendations from County Staff, industry professionals, Pinal County residents and other interested parties.

Section 5. The OS&T Commission may research and provide support for available funding sources that assist the County in achieving goals and objectives as they relate to open space, trails and parks.

ARTICLE IV: Membership

Section 1. The OS&T Commission shall consist of ten members who shall be residents of the county or business and/or property owners within the county. Two members shall be appointed, at large, by each supervisor. Members of the OS&T Commission shall serve without compensation except for reasonable travel expenses.

Section 2. Members shall be appointed to serve four years, except for the initial appointments where one of each supervisory appointments will serve four years and one of each supervisory appointments will serve two years. Members may serve no more than two consecutive full terms. Any resignation or removal of a member shall be filled by a new member appointed for the remaining term of the resigning or removed member. Any member may be appointed, removed or their resignation accepted by the appointing supervisor.

Section 3. The OS&T Commission Chairman shall notify the OS&T Commission member and corresponding member of the BOS when any member has two consecutive, unexcused absences from regular/special meetings. An excused absence is one that is pre-arranged with and approved by the Chairman 5 business days prior to the meeting or caused by illness or family emergency.

Section 4. Commission members serve at the discretion of the BOS and may be removed at any time by the appointing supervisor.

Section 5. Prospective new OS&T members will file an application with the Clerk of the Board. The Clerk will supply copies to the appropriate supervisor for review.

ARTICLE V: Officers and Duties

Section 1. OS&T Commission Officers.

- A. The Officers of the OS&T Commission shall be the Chairman and Vice-Chairman.
- B. The Officers shall be elected by the members of the OS&T Commission to serve a one-year (1) term.

Section 2. OS&T Commission Officer Duties.

- A. The OS&T Commission Chairman shall:
 - 1. Call all meetings.
 - 2. Preside at all meetings.
 - 3. Appoint the Chairmen of all sub-committees.
 - 4. Be an ex-officio member of all sub-committees.
 - 5. Represent the OS&T Commission at various meetings and activities.
 - 6. Rule on all procedural questions.
 - 7. Oversee the voting process for officers of the OS&T Commission.
 - 8. The Chairman may limit the number of people permitted to speak on any matter before the OS&T Commission and may limit the time allotted to each speaker provided that such procedure shall result in a full hearing of all relevant issues, and is uniformly and fairly applied. The Chairman may direct that a study session meeting or a workshop meeting may be scheduled without public comment or input, if so Noticed and stated on the Agenda.
 - 9. Any ruling of the Chairman shall be subject to reversal by a majority of the OS&T Commission Members present.
- B. The OS&T Commission Vice-Chairman shall:
 - 1. Act in the absence of the Chairman.
 - 2. Perform other duties as assigned by the Chairman.
 - 3. Bi-annually review the Bylaws and make recommendations for revisions as needed.

Section 3. Election of OS&T Commission Officers.

- A. The Chairman and Vice-Chairman shall be elected by members of the OS&T Commission at the initial meeting of the OS&T Commission, and then annually thereafter.
- B. Persons receiving the majority of votes shall be elected as Chairman and Vice-Chairman, respectively.
- C. Vacant offices may be filled when needed by an election conducted at a regular or special meeting.

Section 4. OS&T Commission Clerk. The Open Space and Trails Director, or their designee, shall serve as the Clerk of the OS&T Commission. The Clerk shall prepare and post notices, prepare and distribute agendas, back-up material, other documents, and shall be present at all meetings to record, transcribe and/or otherwise memorialize minutes of the meeting, including motions, actions, resolutions, and shall distribute such for review, revision, approval and/or adoption of such and the maintenance of such items as required by law, subject to the review and final approval of the County Attorney.

Section 5. Protocol of Communications. Any written communication proposed to be sent and any oral statement intended to be communicated by a OS&T Commission member or officer as a OS&T Commission position, which has not been prior expressly acted upon and expressly approved by the OS&T Commission as its official position, must first be presented and must first be affirmatively approved by the OS&T Commission, in its discretion, prior to the transmission or communication of such writing or oral statement as an official position of the OS&T Commission.

Section 6. Recommendations. OS&T Commission recommendations to the BOS are not final determinations of the County, unless or until affirmatively accepted, approved or adopted by the BOS at a regular or special meeting. Neither the OS&T Commission nor its members shall represent or characterize recommendations of the OS&T Commission to the BOS as being final County determinations.

ARTICLE VI: Meetings

Section 1. Regular meetings of the OS&T Commission shall be held in January, April, July and October of each year. Schedules and agendas will be posted in accordance with the Arizona Open Meeting Law in a locked bulletin board located outside the east entrance to Administration Building A, and the Development Services Building at 31 N. Pinal, Florence, Arizona; and on the web page for the Pinal County Open Space and Trails Department. Regular meetings will be scheduled for 6:00 p.m., and study sessions and workshop meetings (if scheduled) will be held prior to the regular sessions. These meetings will be held at the County seat in

Florence, Arizona. However, remote meetings may be scheduled at other locations, within Pinal County, as determined by the OS&T Commission.

- Section 2.** All meetings of the OS&T Commission shall comply with the Arizona Open Meeting Law, and therewith be open to the public with the exception of executive sessions as permitted by applicable laws.
- Section 3.** Special OS&T Commission meetings may be scheduled as needed at the call of the Chairman or upon the written or oral request of at least three members. All Members shall receive due notification in compliance with all applicable regulations and statutes.
- Section 4.** Advance notice of OS&T Commission meetings will be posted in compliance with all applicable regulations and statutes.
- Section 5.** Any OS&T Commission Member and/or the Open Space and Trails Director may place an item on a future agenda according to the agenda schedule prepared by the Clerk.
- Section 6.** OS&T Commission meeting agendas and supportive material will be distributed to all members at least five business days prior to regularly scheduled meetings. Additional supportive material may be presented up to the time an item is heard and considered.
- Section 7.** OS&T Commission open meetings shall be conducted based on the basic principles of parliamentary procedure using Robert's Rules of Order as a guide. ~~in accordance with Robert's Rules of Order.~~ In any case where there is a conflict between these Bylaws and Robert's Rules of Order, these Bylaws shall control.
- Section 8.** OS&T Commission members must be present to vote unless participating in the meeting telephonically.
- Section 9.** A quorum shall consist of a majority of the currently appointed members. A majority vote of the quorum is required for any official action.
- Section 10.** The Open Space and Trails Director or their designee, within the parameters of their statutory duties and applicable County policies, should be present at the OS&T Commission meetings in their advisory position. The Planning Director, the Public Works Director, the County Attorney or their designees, and other County personnel and/or officials, may also be present at the Commission meeting, in their advisory capacities, as may be appropriate.

Section 11. The OS&T Commission Clerk or designee shall ~~prepare~~ make a recording

Pinal County OS&T Advisory Commission

Bylaws
2014

April 2016 January

~~of all minutes of all meetings, which shall be made available to the public in accordance with A.R.S. § 38-431.01(B). Meeting recordings will be transcribed into written form and posted on the County website prior to the next regularly scheduled meeting. transcribed into a written form, and thereafter, at a subsequent duly noticed meeting, shall be reviewed, corrected, and approved. Approved minutes shall be signed by the Chairman, and in the Chairman's absence, the Vice Chairman, and by the Clerk.~~

ARTICLE VII: Committees

At the discretion of the Chairman or by majority vote of the OS&T Commission members a Sub-Committee may be established as needed.

ARTICLE VIII: Amendments of Bylaws

Section 1. It is the duty of the Vice-Chairman to bi-annually review and, if applicable, recommend formal amendments to the OS&T Commission Bylaws.

Section 2. Amendments to the Bylaws must be approved by a majority affirmative vote of a quorum of the members, followed by an affirmative action of the BOS.

ARTICLE IX: Conflict of Interest

Any OS&T Commission Member who has substantial conflict of interest in the outcome of any matter brought before the OS&T Commission (as set forth in A.R.S. Sections §§38-502 through 38-505 and/or 38-509) shall make that interest known and the minutes of that meeting shall record that the member made such fact known. The member shall refrain from discussion or voting and in any way participating in that matter.

DATED this _____ day of _____, 2014.

PINAL COUNTY BOARD OF SUPERVISORS

~~Todd House, Chairman Stephen Q. Miller, Chairman~~

(SEAL)

ATTEST:

Pinal County OS&T Advisory Commission
Bylaws
2014

~~April 2016~~ January

APPROVED AND ADOPTED

I, Sheri Cluff, Clerk of the Pinal County Board of Supervisors, hereby certify that said Board on the _____ day of _____ 20164, approved and adopted the foregoing bylaws for the OS&T Commission of Pinal County on behalf of Pinal County, a body politic and corporate of the State of Arizona, for the purposes stated therein.

Sheri Cluff, Clerk of the Pinal County Board of Supervisors

(Seal)

DRAFT

Page Break, VIII (e) Guide to Commission Roles, Responsibilities and Opportunities.

PINAL COUNTY
OPEN SPACE AND TRAILS ADVISORY COMMISSION (OS&T)
GUIDE TO ROLES, RESPONSIBILITIES & OPPORTUNITIES

OBJECTIVE OF THIS SUMMARY: Provide a brief description of the roles and responsibilities ~~expected~~^{required} of and opportunities available for Open Space and Trails Advisory Commissioners to influence open space and trails decisions in Pinal County.

ROLES, RESPONSIBILITIES & OPPORTUNITIES:

1. Familiarize yourself with the following documents:

- a. OS&T Bylaws.
- b. Pinal County Open Space and Trails Master Plan.
- c. Pinal County Comprehensive Plan (Chapter 6 in particular).
- d. Pinal County Strategic Plan 2014-2017 (Objective 2.4).
- e. Pinal County Open Space and Trails Department Strategic Business Plan.

2. Participate in quarterly meetings

- a. Review all meeting materials provided by the OS&T Department and guest presenters.
- b. Provide the Chairman with advance notice of any anticipated absences.
- c. Propose future agenda items to Commission Officers or Open Space and Trails Department Director.
- d. Propose special meetings as needed (schedule requests can be made by the Chairman and/or at least 3 Commissioners). Note: any special meeting must follow State open meeting laws and regulations, including any necessary staff support.
- e. Suggest the establishment of a Sub-Committee as needed for special projects. Note: any sub-committee meetings must follow State open meeting laws and regulations including any necessary staff support.-
- f. Consider becoming a Commission Officer (Chairman or Vice-Chairman) during your term.

3. Review, approve and make recommendations to the Board of Supervisors

- a. Review meeting materials and come prepared to discuss all draft recommendations.
- b. Seek and consider information and advice from County Staff, industry professionals, residents and other interested parties as it relates to the recommendation.
- c. Share concerns, request clarification of information and make edit suggestions.
- d. Make amendment suggestions for the OS&T Bylaws (Vice-Chairman reviews the Bylaws bi-annually).

4. Assist the County in achieving objectives as they relate to open space, trails and parks

- a. Develop and maintain public understanding and encourage citizen participation in support of the open space, trails and parks in Pinal County.
- b. Make recommendations to the Board of Supervisors, OS&T staff on long-range policies, planning and procedures to assure maximum public benefit of open space, trails and parks within Pinal County.
- c. Research and provide support for available funding sources for implementation and maintenance of open space and trails programs.
- d. Communicate with and share input from constituent groups, elected and appointed officials, and other members of the public; Commissioners should be communicating with the Department important related information they come across in their discussions across the County.
- e. Suggest presenters, expert opinions and topics of discussion to assist with decision-making.

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- f. Share upcoming opportunities for advocacy, outreach and education.

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