



NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION  
PINAL COUNTY PUBLIC HEALTH SERVICES DISTRICT  
BOARD OF DIRECTORS  
AGENDA  
Wednesday, October 6, 2021

9:30 AM - CALL TO ORDER

PINAL COUNTY ADMINISTRATIVE COMPLEX  
BOARD OF SUPERVISORS HEARING ROOM  
135 N. PINAL STREET  
FLORENCE, AZ 85132

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**BUSINESS BEFORE THE BOARD**

(Consideration/Approval/Disapproval of the following:)

(1) **CONSENT ITEMS:**

All items indicated by an asterisk (\*) will be handled by a single vote as part of the consent agenda, unless a Board Member, County Manager, or member of the public objects at the time the agenda item is called.

- \* A. Discussion/approval/disapproval of retroactive grant application submission to ADHS for \$1,872,078 for working in partnership with Pinal County K-12 Schools affected by COVID-19. Grant application was due August 1, 2021. (Mariana Singletary/Tascha Spears)
- \* B. Discussion/approval/disapproval for the approval of Amendment No. 1 to Contract Number CTR043556 (formerly CTR040479) for Sexually Transmitted Disease (STD) Control Services, between the Arizona Department of Health Services and the Pinal County Public Health District, through the Pinal County Board of Supervisors for \$40,267. The term of the Agreement will be January 1, 2019, to December 31, 2023. The award will be used to pay for personnel, travel, and other operating expenditures related to STD control services. Acceptance requires an amendment to the FY 21/22 budget to transfer reserve appropriation only from Fund 213 (Grants/Project Contingency) to Fund 82 (Health/Grants) to increase revenue and expenditure appropriations. This amendment has no impact on the General Fund. (Mariana Singletary/ Tascha Spears)

- (2) **Public Hearing** and discussion/approval/disapproval of the proposed amendments to the Pinal County Environmental Health Code. (Christopher Reimus/Tascha Spears)

**ADJOURNMENT**

**(SUPPORTING DOCUMENTS ARE AVAILABLE AT THE CLERK OF THE BOARD OF SUPERVISORS' OFFICE AND AT <https://pinal.novusagenda.com/AgendaPublic/>)**

NOTE: One or more members of the Board may participate in this meeting by telephonic conference call.

The Board may go into Executive Session for the purpose of obtaining legal advice from the County's

Attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3).

In accordance with the requirement of Title II of the Americans with Disabilities Act (ADA), the Pinal County Board of Supervisors and Pinal County Board of Directors do not discriminate against qualified individuals with disabilities admission to public meetings. If you need accommodation for a meeting, please contact the Clerk of the Board Office at (520) 866-6068, at least (3) three business days prior to the meeting (not including weekends or holidays) so that your request may be accommodated.

### Meeting Notice of Posting



# PINAL COUNTY

WIDE OPEN OPPORTUNITY

## AGENDA ITEM

October 6, 2021 ADMINISTRATION BUILDING A  
FLORENCE, ARIZONA

### REQUESTED BY:

**Funds #:** 82

**Dept. #:** 359

**Dept. Name:** Public Health

**Director:** Tascha Spears

### BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Discussion/approval/disapproval of retroactive grant application submission to ADHS for \$1,872,078 for working in partnership with Pinal County K-12 Schools affected by COVID-19. Grant application was due August 1, 2021. (Mariana Singletary/Tascha Spears)

### BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

Project will provide \$1.872M to work in partnership with our Pinal County Schools by facilitating resources and referrals (i.e. food, Behavioral Health Wrap around services) for K-12 students with concerns associated with COVID. The project also includes Train the Trainer programs in Mental Health First Aid; and partial salaries of current public health personnel that will be working on this grant project. There are no match requirements and there will be no impact to the general fund.

### BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

This 9 month project aims to work in partnership with our Pinal County Schools by facilitating referrals and resources (i.e. Behavioral Health Wrap around services for concerns such as stresses, anxieties, losses associated with COVID; food boxes) for K-12 students affected by COVID. In addition, "Train the Trainer programs in Mental Health First Aid" offered to school and public health personnel, as well as offset partial salary costs of current public health personnel that will be working on this grant project.

### MOTION:

Approve as presented.

#### History

Time	Who	Approval
9/24/2021 1:40 PM	County Attorney	Yes
9/27/2021 7:35 AM	Grants/Hearings	Yes
9/27/2021 4:46 PM	Budget Office	Yes

9/29/2021 8:18 AM

County Manager

Yes

9/29/2021 3:58 PM

Clerk of the Board

Yes

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**ATTACHMENTS:**

**Click to download**

[Grant Request Form](#)

[Project Description](#)

[Budget Narrative](#)



**PINAL COUNTY**  
WIDE OPEN OPPORTUNITY

## Board of Supervisors Grant Request

Board of Supervisors meeting date: \_\_\_\_\_

Department seeking grant: \_\_\_\_\_

Name of Granting Agency: \_\_\_\_\_

Name of Grant Program: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Match amount, if applicable: \_\_\_\_\_

Application due date: \_\_\_\_\_

Anticipated award date/fiscal year: \_\_\_\_\_

What strategic priority/goal does this project address?: \_\_\_\_\_

Applicable Supervisor District: \_\_\_\_\_

Brief description of project: \_\_\_\_\_

Approval received per Policy 8.20: \_\_\_\_\_ OnBase Grant #: \_\_\_\_\_

Please select one:

- Discussion/Approve/Disapproval consent item \_\_\_\_\_
- New item requiring discussion/action \_\_\_\_\_
- Public Hearing required \_\_\_\_\_

Please select all that apply:

- Request to submit the application \_\_\_\_\_
- Retroactive approval to submit \_\_\_\_\_
- Resolution required \_\_\_\_\_
- Request to accept the award \_\_\_\_\_
- Request to approve/sign an agreement \_\_\_\_\_
- Budget Amendment required \_\_\_\_\_
- Program/Project update and information \_\_\_\_\_

## **Pinal County ELC K-12 School Reopening Project**

Pinal County Public Health Services District (PCPHSD) respectfully requests \$1,872,078 in order to support comprehensive COVID-19 responses in collaboration with Pinal County K-12 partners through the proposed Pinal County ELC K-12 School Reopening Project.

### **Background/Problem Statement**

In late 2019, COVID-19 novel respiratory disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) was identified. The virus quickly became efficient at transmitting readily between humans with rapid global spread.

On March 11, 2020, the World Health Organization declared SARS-CoV-2 a pandemic (<http://www.who.int/dg/speeches/detail>). Health professionals reported the first case of COVID-19 in Pinal County on March 5, 2020. On March 9, 2020, community spread in Pinal County was documented. On March 11, 2020 the Governor of the State of Arizona issued a declaration of Public Health State of Emergency “due to the necessity to prepare for, prevent, respond to and mitigate the spread of COVID-19.” Likewise, on March 20, 2020, Pinal County Board of Supervisors issued a declaration of local health emergency. On March 30, 2020 the Director of the Arizona Department of Health Services (ADHS), “in alignment with the Centers for Disease Control and Prevention guidance” recommended the state “implement enhanced mitigation strategies.”

Successful containment has been challenging due to a multitude of factors. Since the virus was new, researchers were initially focused on basics such as the incubation period and biological details of transmission (Fraser et al., 2020). Initially, it was thought that the impact of COVID on children and youth was mild, however over the course of the pandemic, cases of complications, including multi-system inflammatory disorder were identified. Further, case studies and other forms of research began to emerge on the variability of transmission in various settings, including classrooms in schools and during athletic events.

Pinal County is the third largest geographical county in Arizona, according to the U.S. Census Bureau, 2019 estimates). Further, of the fifteen counties in Arizona, Pinal County is the third highest populated with an estimated population of 462,789. There are ten incorporated towns and cities and sixteen unincorporated communities. The unincorporated community of San Tan Valley (population estimated at 85,000) is currently in the top ten fastest growing communities in the nation. The county has population centers in the cities of Apache Junction, Casa Grande and Maricopa. However, Pinal County is still largely a rural county with most regions having a population density of 500 persons per square mile or less (Pinal County Community Health Needs Survey, 2018).

The racial/ethnic distribution of Pinal County is: White 57.1% followed by Hispanic/Latino 29.9% and American Indian 4.2%, Asian 1.7% with 8.6% of respondents reporting they were some other race or two or more races. Approximately twenty five percent (25.6%) of individuals are under the age of twenty of which 22.1% are less than 18 years of age. Thirty seven (37.8%) are between 20 and 40 years of age. Another 11.2% are in their 50's, 12.6% in their 60's and 12.8% are 70 years or older.

Pinal County boasts 19 public school districts (representing 71 individual schools), 6 private schools, and 31 charter schools. On March 6, 2020, Pinal County had one of the first schools in Arizona to report a confirmed COVID case. Pinal County Public Health then initiated a school-based call center on March 9, 2020 to inform concerned students, parents, school personnel and other community members.

On March 15, 2020 Governor Ducey of Arizona temporarily closed schools through March 17th in an attempt to slow the spread. However with COVID cases surging, on March 30, 2020, Governor Ducey announced that Arizona schools would be closed for the remainder of the 2019-2020 school year for in person learning, however support services still needed to be in place. In an attempt to prevent and control the spread of COVID-19, on November 19, 2020 through Arizona Emergency Measure 2020-04, face coverings were mandated in all schools and charter schools in the state of Arizona. Schools were required to provide mitigation plans for onsite learning and support services. Pinal County public health provided virtual training videos and reviewed and assisted schools with their plans.

Recognizing the critical impact of school closures on the health and wellbeing of youth, ADHS provided school benchmarks and guidance on a roadmap for reopening schools. The plight of students' suffering began to surface, including stresses related to factors such as isolation as well as a multitude of other COVID-related factors such as parental unemployment and loss of income. On May 3, 2021, unemployment insurance for individuals whose employment was affected by COVID 19 ceased (EO 21-12). Most recently, loss and bereavement issues have also been identified with an estimated 43,000 U.S. children having lost a parent to COVID (Smith-Greenway, 2021).

Schools began reopening on August 17, 2020 (E) 20-44). In October, 2020 Pinal County documented its first cluster outbreak in a high school, prompting the closure of that school, in part due to limited mitigation procedures being implemented. Soon to follow, numerous elementary, junior high and high schools worked closely with PCPHSD on weekly and at times daily coordination calls in an effort to quickly identify cases, conduct case investigations and contact tracing. Between November 2020 and January 2021, numerous schools in Pinal County requested the assistance of public health to obtain waivers for in-person learning Governor due not only to confirmed COVID cases but also due to limited staffing with staff and resource personnel in either isolation or quarantine.

On March 3, 2021, Douglas Ducey issued EO 2021-04 mandated that schools return to in-person instruction (with virtual options), with mitigation strategies to be implemented based upon transmission level within the community. On April 9th 2021 Executive Order 2021-10 rescinded the mask order for schools, making them optional.

As of July 20, 2021 Pinal County has documented 55,114 confirmed cases of COVID-19 translating into a rate of 12,107.4/100,000. There are 921 documented COVID-related deaths.

As of this same date (July 20, 2021) 36.2% of Pinal County's population is fully vaccinated. Although 76.9% of persons ages 65 and older are vaccinated, younger age groups such as 20-34 years remain at a lower vaccination rate (31%). Further, the second largest racial/ethnic group (Hispanic/Latino) reflect only 15% vaccinated, however, 20% of vaccinated persons chose not to identify their racial/ethnic origins.

Case distribution since the beginning of the pandemic described a second peak of confirmed cases during the months of December 2020 through February 2021. The ascending phase began

in November and the descending phase levered off around May 2021. Since then, a slow increase in reported and confirmed cases defines an upward trend during the last 6 weeks of surveillance. The percent positivity rate for diagnostic tests has risen weekly from 6% the week of 6/6/21 to 12% the week of 7/18/21, however, it should be noted the total number of tests conducted weekly is significantly lower than during the height of the pandemic. Hospitalizations for COVID related illnesses and the mortality rate have remained low during the same weeks.

In spite of promoting COVID “pool testing” in Pinal County Schools, no schools have signed up as of yet for this program. Cases of COVID-19 continue to trend upwards, particularly most recently with the introduction of both the alpha (U.K.) and Delta variants in Pinal communities. Pinal County Public Health is in need of resources and support to mitigate the risks of COVID-19 in Pinal County K-12 school reopenings during the 2021-2022 year. Schools in Pinal County began opening to in-person learning the week of July 12, 2021.

### **Goal/Project Aims**

The goal of this project is to establish long term disease control and prevention capability for SARS-CoV-2 transmission and COVID-19 in partnership with Pinal County K-12 schools.

This 9 month project (September 1, 2020 to May 31, 2022) aims to enhance the ability of PCPHSD, in partnership with Pinal County K-12 schools to rapidly identify COVID-19 cases, conduct case investigations, complete contact tracing and offer public health awareness and interventions regarding COVID-19 by:

1. Funding resources (e.g. personnel) and supplies to encourage/guide K-12 testing participation and assist with data to drive public health awareness and interventions
2. Offering wrap-around services including hoteling, food and behavioral health services in K-12 populations to those who test positive for COVID-19, and
3. Offering training and education to K-12 community partners, including school nurses, school health liaisons and PCPHSD personnel involved in the comprehensive COVID response in K-12 settings. (This year's conference, tentatively set for September 24th, will focus on how school nurses and health aides will navigate in the midst of the COVID 19 pandemic, including encouraging/guiding K-12 testing participation, COVID public health awareness and interventions). The pandemic has resulted in increased attrition. Many schools have lost long-time employees. The need for quick onboarding will be met by a conference track for new health office staff.

### **Capacity To Perform Proposed work**

Pinal County is one of the largest employers in the County. The Pinal County Board of Supervisors is composed of elected officials from five districts. The Pinal County Public Health Services District (PCPHSD) mission is “cultivating a healthy community where everyone has the opportunity to reach their full potential.” PCPHSD includes nine divisions: Central Appointment Desk/Transportation; Community Health; Emergency Preparedness and Response; Environmental Health; Central Support & Financial Services; Infectious Diseases and Epidemiological Services; Nursing; Women Infants & Children (WIC) and Vital Records.



The epidemiological response to COVID-19 is coordinated by the Infectious Diseases and Epidemiological Services (IDES) in collaboration with Pinal County Public Health Emergency Preparedness Response division.

The Project Director for this application is Dr. Mariana Singletary, IDES Division Manager. Dr. Singletary came to Pinal County in June 2019 as the Division Manager for Infectious Diseases Epidemiology Surveillance. She is a medical epidemiologist, graduated from medical school in 1996 from the University of Valparaiso in Chile. She also studied at the University of Arizona obtaining her Master's in Public Health with an Epidemiology Concentration in 2014 and a Master's in Business Administration in 2017. Dr. Singletary has extensive experience in program management, global health and epidemiology. Dr. Singletary worked at the Arizona Department of Health Services (ADHS) for 7 years with the Office of Border Health, where she served as the Arizona Border Infectious Disease Surveillance Officer. Dr. Singletary is knowledgeable and experienced with the Medical Electronic Disease Surveillance Intelligence System (MEDSIS) used by the state of Arizona to concentrate all data collection done by the counties in one electronic surveillance system. Dr. Singletary has oversight of the IDES team, including the COVID-19 response team specifically assigned to COVID-19 related issues in K-12 schools. Dr. Singletary has oversight of the IDES Team, consisting of 4 epidemiological surveillance positions, 3 epidemiologist assistants, 2 data analysts, one healthcare coordinator and one phone liaison. The Infectious Disease Epidemiology Surveillance division has 2 epidemiologists available, 3 Communicable Disease Investigators and two Communicable Infectious Disease Assistants. She was responsible for the school education and weekly coordination calls with school leadership during the ongoing comprehensive COVID-19 response.

PCPHSD Division Manager, Jan Vidimos, oversees the community health division of Pinal County Public Health. She directly supervises seven (7) school health liaisons in Pinal County and will be responsible for oversight of the mental health first aid "train the trainer" efforts, the 2021 school nurse conference and the coordination of continued weekly updates with school leadership.

PCPHSD Finance Manager, Genevieve Ennis oversees the PCPHSD operational budget, along with local, state and federally funded projects and services. Ms. Ennis is supported by the Pinal County Finance Department and procurement divisions. Ms. Ennis will be responsible for tracking grant expenditures and provision of quarterly financial reports. Ms. Ennis has a Bachelor's degree in Accounting from the University of Phoenix and over 15 years' experience in financial management for both government and private sector organizations. Ms. Ennis has been the financial coordinator for several large grant projects including projects through the Arizona Criminal Justice Commission, ADHS, DHHS as well as several state, tribal and local projects.

The PCPHSD Operations Section responding to COVID-19 also receives support from Pinal County departments so that routine IDES activities (e.g. STI testing and control) still can be provided. Investigators from the Pinal County Medical Examiner's Office, victim advocates from the Office of the Pinal County Attorney, and others are volunteering with a variety of COVID-related response activities such as data analysis, public education messaging, transport of specimens to the state lab, follow-up phone calls to release individuals from isolation. The operations section also works closely with Pinal County Emergency management.

The Director of PCPHSD, Tascha Spears, Ph.D., M.Sc. RN be responsible for facilitating progress of the project, ensuring that deliverables are met. Dr. Spears has over twenty years' experience in healthcare, including direct services and management. She has served as project director of local, state, federal "pass through" and federally funded grant projects.

Pinal County leadership has been actively involved from the beginning of the PCPHSD response to COVID-19 with strong support of the Emergency Operations Center (EOC) activation by expeditiously dedicating support from county departments including but not limited to Human Resources, Information Technology and Facilities Management. Pinal County Public Health Services District also enjoys strong partnerships with schools and other community agencies. Overall, the capacity of PCPHSD to perform this work is augmented by experienced and dedicated personnel, strong leadership support, and long-standing community partnerships in serving Pinal County communities.

### **Detailed Outcomes**

1. PCPHSD will build capacity by enhancing resources and support to facilitate and encourage K-12 testing participation and assist with associated data to drive public health awareness and interventions.
  - a. By September 8, 2021, the school nurse health conference planning will be completed and formalized
  - b. By September 30, 2021, the school nurse health conference will have offered training to approximately 150 school nurses and other school health personnel (e.g. health aides) in Pinal County.
  - c. By October 1, 2020 the Communicable Disease Investigator and Assistant will be trained and/or hired/trained to serve as the school health liaison for the K-12 School Reopening project.
  - d. By October 15, 2021 supplies will be purchased allowing for the liaison position to be fully functional. will be trained and/or hired with training to begin school
2. PCPHSD will continue collaboration with K-12 school leadership in order to further the comprehensive COVID-19 response through increased emphasis and understanding on the need for early detection (e.g. testing), along with the need for continued disease surveillance as well as efforts that minimize transmission of the disease and enhance disease prevention as well as to enhance disease prevention.
  - a. Between September 1, 2021 and May 31, 2022, coordination calls with K-12 leadership a minimum of every two weeks as well as on an "as needed" basis
  - b. By April 30, 2022, twenty five groups will have completed the the "Mental Health First Aid" train the trainer programs (adult and child versions)
3. Offer resources and support to the K-12 population and their families for those who test positive for COVID-19

- a. By October 31, 2021 provide to Pinal County School nurses or designees, a list of hotels that will offer “hoteling” for COVID-19 positive K-12 children, adolescents and their families
  - b. By May 31, 2022 provide supplemental food boxes for at least 90% of K-12 children, adolescents and families that request assistance through this project
  - c. Between October 1, 2021 and May 31, 2022 offer behavioral health services and support to K-12 children, adolescents and families for COVID-19 related stresses.
4. Demonstrate the effectiveness of the project activities through an evaluation process with quarterly reports and final report provided to the grantor

### **Addressing Priorities**

For the proposed project to have maximum effectiveness, public health must work in collaboration with school personnel to address children, adolescents and their families (K-12) impacted by COVID-19. The COVID-19 pandemic created crises for many children and families who were vulnerable to multiple stresses outside of the school environment. It has been well documented that exposure to risks like family violence increased for children and youth who were home versus in school settings. Some students fell behind academically, compared with their pre-covid trajectory. Others suffered physical and behavioral health outcomes based on COVID-19 related stresses such as diminished income of families, depression, anxiety, grief and loss issues related to bereavement.

Consequences associated with school closures have included not only socio-emotional and cognitive delays but physical health ailments (e.g. some of which were related to decreased physical activity with limited sports opportunities; results of poor nutrition particularly for those who relied on healthy food and nutrition provided at school).. Further, some researchers estimate that school closures could lead to “falling test scores as much as 25%, particularly in lower secondary aged children already below minimum levels of proficiency” (Azevedo et al., 2020). In order for schools to remain open, public health needs to support teachers, nurses, children and families by encouraging early testing/detection, continuing to support mitigation strategies, offering resources as needed and enhancing COVID prevention efforts. Children and youth are Arizona’s future. Keeping K-12 schools open through enhanced testing, monitoring, surveillance and prevention efforts improves not only the health, well-being and recovery of Pinal County residents - but of all Arizonans.



# ARIZONA DEPARTMENT OF HEALTH SERVICES

## Arizona Department of Health Services Budget Narrative Form

ELC COVID-19 Projects

Revised: 5/11/2021

**Please use this form to complete the budget narrative.**

### **Instructions:**

- \*Please do not change shaded cells.
- \* The sheet protection is on, but not password protected, to reduce unintended deletions of formulas. If you need to change a locked cell you can go to
- \* Please do not make any changes to formulas without making note of the changes in the notes section below.
- \* Review the information in all cells with red text before turning in the application. Once you have edited the text in these cells to be accurate for your grant, please change the color of the text to black, so we know that those fields have been completed
- \* Be sure to edit the Fringe Benefit rate as appropriate for your employees. By default, Fringe will be applied at the same rate for all employees on the budget, but different rates can be applied by overwriting the value in column E.
- \* Note the distinction between P&O Costs and Assistance to Others under Section F. For contractors paid out of the 6200 line, use the P&O section. For those paid out of the 6800 line (pass through funding), use the Assistance to Others section.
- \* Be sure to provide the grant information (grant name, CFDA, etc.) at the top of the worksheet, if applicable.
- \* Please do not include detailed subcontractor budgets in this workbook. If detail is required, submit those budgets in a separate document.

**Notes:**

format on the home tab, then click unprotect sheet



**ELC COVID-19 Projects**  
**April 1, 2021 to July 31, 2022**  
**AZ Detailed Line Item Budget and Justification**  
**CDC RFA: N/A CFDA Number: N/A**

Category	Subtotal	Proposed Budget
A. Salaries and Wages		\$78,794
B. Fringe Benefits		\$31,517
C. Travel		\$0
In-State	\$0	
D. Equipment		\$12,612
E. Supplies		\$0
F. Contractual Costs		\$414,624
6200 - Professional & Outside Services	\$286,000	
6800 - Assistance to Others	\$128,624	
G. Construction		\$0
H. Other		\$1,323,500
Additional Project Costs	\$1,323,500	
<b>I. Total Direct Costs</b>		<b>\$1,861,047</b>
<b>J. Indirect Costs</b>		<b>\$11,031</b>
<b>K. Total Amount Requested</b>		<b>\$1,872,078</b>
<b>A. Salaries and Wages</b>	<b>Total:</b>	<b>\$78,794</b>

Position Title and Name	Salary	FTE	Months	Request
CDI	\$52,000	80.00%	9	\$31,200
Senior Accountant	\$53,500	25.00%	9	\$10,031
School Liaison - High School	\$53,368	50.00%	9	\$20,013
School Liaison - Elementary School	\$46,800	50.00%	9	\$17,550
		0.00%		\$0
		0.00%		\$0

	0.00%	\$0
	0.00%	\$0
	0.00%	\$0
	0.00%	\$0
	0.00%	\$0
	0.00%	\$0
<b>Total FTE/Salaries</b>	<b>2.05 FTE</b>	<b>\$78,794</b>

**Justification of Positions:**

CDI

Job description: The Communicable Disease Investigator - School Liaison will be specifically assigned to facilitate pool testing in Pinal Schools, as well as identify student and family needs related to COVID-19, including offering referrals to relevant resources. The CDI will also arrange for all wrap-around services

Request: \$31,200

Senior Accountant

Job description: The Senior Accountant will be specifically assigned to all aspects of financial tracking and reporting required by the program.

Request: \$10,031

School Liaison - High School

Job description: The school health liaison specifically trained for partnerships with middle and high schools in Pinal County will be specifically assigned 50% of the time to work on this project, facilitating and encouraging early detection through pool testing, as well as offering resources and referrals as needed to

Request: \$20,013

School Liaison - Elementary School

Job description: The school health liaison specifically trained for partnerships with elementary schools in Pinal County will be specifically assigned 50% of the time to work on this project facilitating and encouraging early detection through pool testing as well as offering resources and referrals for COVID-19

Request: \$17,550

\$0

Job description: [insert text here]

Request: \$0

\$0

Job description: [insert text here]	Request:	\$0
<u>\$0</u> Job description: [insert text here]	Request:	\$0
<u>\$0</u> Job description: [insert text here]	Request:	\$0
<u>\$0</u> Job description: [insert text here]oo	Request:	\$0
<u>\$0</u> Job description: [insert text here]	Request:	\$0
<u>\$0</u> Job description: [insert text here]	Request:	\$0
<u>\$0</u> Job description: [insert text here]	Request:	\$0

**B. Fringe Benefits** **Total: \$31,517**



<b>40.00%</b>	of Total Salaries. Does not include contracted staff.			
Position Title and Name	Requested Salary		Fringe Rate	Request
CDI	\$31,200		40.00%	\$12,480
Senior Accountant	\$10,031		40.00%	\$4,012
School Liaison - High School	\$20,013		40.00%	\$8,005
School Liaison - Elementary School	\$17,550		40.00%	\$7,020
\$0	\$0		40.00%	\$0
\$0	\$0		40.00%	\$0
\$0	\$0		40.00%	\$0
\$0	\$0		40.00%	\$0
\$0	\$0		40.00%	\$0
\$0	\$0		40.00%	\$0
\$0	\$0		40.00%	\$0
\$0	\$0		40.00%	\$0
\$0	\$0		40.00%	\$0
				<b>Total: \$31,517</b>

**C. Travel** **Total: \$0**

In-State Travel					
<b>Trip Name</b>		Days:	1	Trips: 1	
3 people (Position 1, Position 2, Position 3)		Nights:	1		
	Rate		Unit		Request
Mileage Reimbursement	\$ 0.445	x	0		\$0
Meal Reimbursement	\$ -	x	0		\$0
Lodging	\$ -	x	0		\$0
<b>Total:</b>					<b>\$0</b>
<b>Justification:</b>					
[insert text here]					
<b>Trip Name</b>		Days:	1	Trips: 1	
3 people (Position 1, Position 2, Position 3)		Nights:	1		
	Rate		Unit		Request
Mileage Reimbursement	\$ 0.445	x	0		\$0
Meal Reimbursement	\$ -	x	0		\$0
Lodging	\$ -	x	0		\$0
<b>Total:</b>					<b>\$0</b>

<b>Justification:</b> [insert text here]					
Trip Name 3 people (Position 1, Position 2, Position 3)		Days:	1	Trips:	1
		Nights:	1		
	Rate		Unit		Request
Mileage Reimbursement	\$ 0.445	x	0		\$0
Meal Reimbursement	\$ -	x	0		\$0
Lodging	\$ -	x	0		\$0
<b>Total:</b>					<b>\$0</b>
<b>Justification:</b> [insert text here]					
Trip Name 3 people (Position 1, Position 2, Position 3)		Days:	1	Trips:	1
		Nights:	1		
	Rate		Unit		Request
Mileage Reimbursement	\$ 0.445	x	0		\$0
Meal Reimbursement	\$ -	x	0		\$0
Lodging	\$ -	x	0		\$0
<b>Total:</b>					<b>\$0</b>
<b>Justification:</b> [insert text here]					
Trip Name 3 people (Position 1, Position 2, Position 3)		Days:	1	Trips:	1
		Nights:	1		
	Rate		Unit		Request
Mileage Reimbursement	\$ 0.445	x	0		\$0
Meal Reimbursement	\$ -	x	0		\$0
Lodging	\$ -	x	0		\$0
<b>Total:</b>					<b>\$0</b>
<b>Justification:</b> [insert text here]					

[insert text here]

<b>Trip Name</b> 3 people (Position 1, Position 2, Position 3)		Days:	1	Trips:	1
		Nights:	1		
	<b>Rate</b>		<b>Unit</b>		<b>Request</b>
Mileage Reimbursement	\$ 0.445	x	0		\$0
Meal Reimbursement	\$ -	x	0		\$0
Lodging	\$ -	x	0		\$0
<b>Total:</b>					<b>\$0</b>

**Justification:**  
[insert text here]

<b>Trip Name</b> 3 people (Position 1, Position 2, Position 3)		Days:	1	Trips:	1
		Nights:	1		
	<b>Rate</b>		<b>Unit</b>		<b>Request</b>
Mileage Reimbursement	\$ 0.445	x	0		\$0
Meal Reimbursement	\$ -	x	0		\$0
Lodging	\$ -	x	0		\$0
<b>Total:</b>					<b>\$0</b>

**Justification:**  
[insert text here]

<b>Trip Name</b> 3 people (Position 1, Position 2, Position 3)		Days:	1	Trips:	1
		Nights:	1		
	<b>Rate</b>		<b>Unit</b>		<b>Request</b>
Mileage Reimbursement	\$ 0.445	x	0		\$0
Meal Reimbursement	\$ -	x	0		\$0
Lodging	\$ -	x	0		\$0
<b>Total:</b>					<b>\$0</b>

**Justification:**

[insert text here]

<b>Trip Name</b> 3 people (Position 1, Position 2, Position 3)		Days:	1	Trips:	1
		Nights:	1		
	<b>Rate</b>		<b>Unit</b>		<b>Request</b>
Mileage Reimbursement	\$ 0.445	x	0		\$0
Meal Reimbursement	\$ -	x	0		\$0
Lodging	\$ -	x	0		\$0
<b>Total:</b>					<b>\$0</b>

**Justification:**

[insert text here]

<b>Trip Name</b> 3 people (Position 1, Position 2, Position 3)		Days:	1	Trips:	1
		Nights:	1		
	<b>Rate</b>		<b>Unit</b>		<b>Request</b>
Mileage Reimbursement	\$ 0.445	x	0		\$0
Meal Reimbursement	\$ -	x	0		\$0
Lodging	\$ -	x	0		\$0
<b>Total:</b>					<b>\$0</b>

**Justification:**

[insert text here]

<b>Trip Name</b> 3 people (Position 1, Position 2, Position 3)		Days:	1	Trips:	1
		Nights:	1		
	<b>Rate</b>		<b>Unit</b>		<b>Request</b>
Mileage Reimbursement	\$ 0.445	x	0		\$0
Meal Reimbursement	\$ -	x	0		\$0
Lodging	\$ -	x	0		\$0
<b>Total:</b>					<b>\$0</b>

**Justification:**

[insert text here]					
Trip Name		Days:	1	Trips:	1
3 people (Position 1, Position 2, Position 3)		Nights:	1		
	Rate		Unit		Request
Mileage Reimbursement	\$ 0.445	x	0		\$0
Meal Reimbursement	\$ -	x	0		\$0
Lodging	\$ -	x	0		\$0
<b>Total:</b>					<b>\$0</b>
<b>Justification:</b>					
[insert text here]					
<b>In-State Total:</b>					<b>\$0</b>

**D. Equipment Total: \$12,612**

Item Requested	Unit Cost		Quantity (ea.)		Request
Computers	\$ 1,500.00	x	3		\$4,500
Computer Peripherals (monitors,	\$ 1,000.00	x	3		\$3,000
Computer Software (Microsoft	\$ 1,200.00	x	3		\$3,600
Cell phone	\$ 756.00	x	2		\$1,512
	\$ -	x	0		\$0
	\$ -	x	0		\$0
<b>Total:</b>					<b>\$12,612</b>
<b>Justification of Equipment:</b>					
Three Dell Inspiron laptop computers at a cost of \$4,500 along with computer peripherals costing \$3,000 and software with licenses costing \$3,600 totaling \$12,612 are needed by the CDI school liaisons and senior accountant in order to complete work on this project. A cell phone and cell phone package will cost \$756 each for two school liaisons totaling \$1,512 in order for quick and timely access and responses on this					

**E. Supplies Total: \$0**

Item Requested	Unit Cost		Quantity (ea.)		Request
	\$ -	x	0		\$0



<p><b>No. Days of Consultation: 220 days</b>  <b>Expected Rate of Compensation:</b> federal rate hourly rate of \$81.25 for professional counseling services  <b>Method of Accountability:</b> Monthly Invoices</p>	
<p><b>Behavioral Health - Wrap around services K-12 Trauma Informed - TBD</b>  <b>Organizational Affiliation:</b> TBD</p>	\$143,000
<p><b>Nature of Services to be Rendered: Counseling and support services for children and family members</b>  <b>Relevance of Service to the Project: wrap around support services for children and families K-12</b>  <b>No. Days of Consultation:</b> 220  <b>Expected Rate of Compensation:</b> federal hourly rate of \$81.25 for professional counseling services for 8  <b>Method of Accountability:</b> Monthly Invoices</p>	
<p><b>(Name)</b>  <b>Organizational Affiliation:</b> [insert text here]  (Address Line 1)  <b>Nature of Services to be Rendered:</b> [insert text here]  <b>Relevance of Service to the Project:</b> [insert text here]  <b>No. Days of Consultation:</b> [insert text here]  <b>Expected Rate of Compensation:</b> [insert text here]  <b>Method of Accountability:</b> [insert text here]</p>	\$0
<p><b>(Name)</b>  <b>Organizational Affiliation:</b> [insert text here]  (Address Line 1)  <b>Nature of Services to be Rendered:</b> [insert text here]  <b>Relevance of Service to the Project:</b> [insert text here]  <b>No. Days of Consultation:</b> [insert text here]  <b>Expected Rate of Compensation:</b> [insert text here]  <b>Method of Accountability:</b> [insert text here]</p>	\$0
<p><b>(Name)</b>  <b>Organizational Affiliation:</b> [insert text here]  (Address Line 1)  <b>Nature of Services to be Rendered:</b> [insert text here]  <b>Relevance of Service to the Project:</b> [insert text here]  <b>No. Days of Consultation:</b> [insert text here]  <b>Expected Rate of Compensation:</b> [insert text here]  <b>Method of Accountability:</b> [insert text here]</p>	\$0

<p><b>(Name)</b></p> <p><b>Organizational Affiliation:</b> [insert text here]</p> <p>(Address Line 1)</p> <p><b>Nature of Services to be Rendered:</b> [insert text here]</p> <p><b>Relevance of Service to the Project:</b> [insert text here]</p> <p><b>No. Days of Consultation:</b> [insert text here]</p> <p><b>Expected Rate of Compensation:</b> [insert text here]</p> <p><b>Method of Accountability:</b> [insert text here]</p>	\$0
<p><b>(Name)</b></p> <p><b>Organizational Affiliation:</b> [insert text here]</p> <p>(Address Line 1)</p> <p><b>Nature of Services to be Rendered:</b> [insert text here]</p> <p><b>Relevance of Service to the Project:</b> [insert text here]</p> <p><b>No. Days of Consultation:</b> [insert text here]</p> <p><b>Expected Rate of Compensation:</b> [insert text here]</p> <p><b>Method of Accountability:</b> [insert text here]</p>	\$0
<p><b>(Name)</b></p> <p><b>Organizational Affiliation:</b> [insert text here]</p> <p>(Address Line 1)</p> <p><b>Nature of Services to be Rendered:</b> [insert text here]</p> <p><b>Relevance of Service to the Project:</b> [insert text here]</p> <p><b>No. Days of Consultation:</b> [insert text here]</p> <p><b>Expected Rate of Compensation:</b> [insert text here]</p> <p><b>Method of Accountability:</b> [insert text here]</p>	\$0
<b>Consultant (Professional &amp; Outside Services) Total:</b>	
	<b>\$286,000</b>

<b>Contractual (Assistance to Others)</b>	
<i>(6800 line expenses)</i>	
<p><b>Hotel Sheltering Services - Commercial TBD</b></p> <p>Pinal County</p> <p><b>Method of Selection:</b>Hotels that accept COVID positive children and families</p> <p><b>Period of Performance:</b> 273 days</p> <p><b>Scope of Work:</b> sheltering</p> <p><b>Method of Accountability:</b> Daily Invoices with number accomodated as well as daily rate</p> <p><b>Itemized Budget:</b>Federal hotel rate in Pinal County of \$96.00 per night x 3 rooms per night for 273</p>	\$78,624



**Food Boxes - commercial supplements**

\$50,000

Pinal County

**Method of Selection:** WIC management to obtain and/or facilitate along with coordination with

**Period of Performance:** 273 days

**Scope of Work:** food for children and families affected by COVID-19; Pinal County has some of the

**Method of Accountability:** Receipts and tracking of all food boxes dispersed

**Itemized Budget:**Based on food box supplement purchases through WIC during the 2020-2021 fiscal

**Name**

\$0

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]

**Itemized Budget:** [insert text here]

**Name**

\$0

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]

**Itemized Budget:** [insert text here]

**Name**

\$0

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]

**Itemized Budget:** [insert text here]

**Name**

\$0

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]

**Itemized Budget:** [insert text here]

**Name**

\$0

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]

**Itemized Budget:** [insert text here]

**Name**

\$0

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]

**Itemized Budget:** [insert text here]

**Name**

\$0

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]

**Itemized Budget:** [insert text here]

**Name**

\$0

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]

**Itemized Budget:** [insert text here]

**Name**

\$0

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]  
**Itemized Budget:** [insert text here]

**Name**

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]

**Itemized Budget:** [insert text here]

\$0

**Name**

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]

**Itemized Budget:** [insert text here]

\$0

**Name**

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]

**Itemized Budget:** [insert text here]

\$0

**Name**

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

**Scope of Work:** [insert text here]

**Method of Accountability:** [insert text here]

**Itemized Budget:** [insert text here]

\$0

**Name**

Address Line 1

**Method of Selection:** [insert text here]

**Period of Performance:** [insert text here]

\$0

Scope of Work: [insert text here]	
Method of Accountability: [insert text here]	
Itemized Budget: [insert text here]	
<b>Name</b>	\$0
Address Line 1	
Method of Selection: [insert text here]	
Period of Performance: [insert text here]	
Scope of Work: [insert text here]	
Method of Accountability: [insert text here]	
Itemized Budget: [insert text here]	
<b>Name</b>	\$0
Address Line 1	
Method of Selection: [insert text here]	
Period of Performance: [insert text here]	
Scope of Work: [insert text here]	
Method of Accountability: [insert text here]	
Itemized Budget: [insert text here]	
<b>Contractual (Assistance to Others) Total: \$128,624</b>	

**G. Construction** **Total: \$0**

**H. Other** **Total: \$1,323,500**

Additional Charges- Otherwise not listed					
Item Requested	Unit Cost		Quantity (ea.)		Request
School Nurse Conference - COVID	\$ 18,000.00	x	1		\$18,000
Train the Trainer - Mental Health	\$ 25,000.00	x	25		\$625,000
Train the Trainer - Mental Health	\$ 25,000.00	x	25		\$625,000
Certified Clinical Trauma Specialist	\$ 185.00	x	300		\$55,500
	\$ -	x	0		\$0
	\$ -	x	0		\$0
	\$ -	x	0		\$0
	\$ -	x	0		\$0
	\$ -	x	0		\$0
	\$ -	x	0		\$0

	<b>Total:</b>	<b>\$1,323,500</b>
<b>Justification of Additional Charges:</b>		
School Nurse Conference on COVID-19 with approximately 150 attendees requires \$12,000 for venue that has multiple breakout rooms along with \$6,000 for printing, handouts and venue AV equipment/facilitation as well as the federal rate for honorariums. The train the trainer mental health first aid packages cost \$25,000 apiece and would benefit a large number of teachers and students throughout Pinal County.		
	<b>Additional Charges Total:</b>	<b>\$1,323,500</b>

<b>I. Total Direct Costs</b>	<b>\$1,861,047</b>
------------------------------	--------------------

<b>J. Indirect Rate and Costs</b>	<b>\$11,031</b>
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<b>10.00%</b>	of Salaries and Fringe Benefits.	<b>Total Request:</b>	<b>\$11,031</b>
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<b>K. Total Amount Requested</b>	<b>\$1,872,078</b>
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**PINAL COUNTY**  
WIDE OPEN OPPORTUNITY

AGENDA ITEM

October 6, 2021 ADMINISTRATION BUILDING A  
FLORENCE, ARIZONA

**REQUESTED BY:**

**Funds #:** 82

**Dept. #:** 359

**Dept. Name:** Public Health

**Director:** Tascha Spears

**BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:**

Discussion/approval/disapproval for the approval of Amendment No. 1 to Contract Number CTR043556 (formerly CTR040479) for Sexually Transmitted Disease (STD) Control Services, between the Arizona Department of Health Services and the Pinal County Public Health District, through the Pinal County Board of Supervisors for \$40,267. The term of the Agreement will be January 1, 2019, to December 31, 2023. The award will be used to pay for personnel, travel, and other operating expenditures related to STD control services. Acceptance requires an amendment to the FY 21/22 budget to transfer reserve appropriation only from Fund 213 (Grants/Project Contingency) to Fund 82 (Health/Grants) to increase revenue and expenditure appropriations. This amendment has no impact on the General Fund. (Mariana Singletary/ Tascha Spears)

**BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:**

The award will be used to pay for personnel, travel, and other operating expenditures related to STD control services. Acceptance requires an amendment to the FY 21/22 budget to transfer reserve appropriation only from Fund 213 (Grants/Project Contingency) to Fund 82 (Health/Grants) to increase revenue and expenditure appropriations. This amendment has no impact on the General Fund.

**BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:**

To enhance the prevention and control of STDs by supporting and improving the ability of Pinal County Public Health Services District to mitigate the spread of STD's through prevention measures such as education, testing, treatment, and contact investigations.

**MOTION:**

Approve as presented.

History

Time

9/24/2021 3:17 PM

9/27/2021 7:42 AM

Who

County Attorney

Grants/Hearings

Approval

Yes

Yes

9/27/2021 4:54 PM

Budget Office

Yes

9/29/2021 8:21 AM

County Manager

Yes

9/29/2021 3:58 PM

Clerk of the Board

Yes

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**ATTACHMENTS:**

Click to download

[Grant Request Form](#)

[Contract](#)

[Budget Appropriation](#)



**PINAL COUNTY**  
WIDE OPEN OPPORTUNITY

## Board of Supervisors Grant Request

Board of Supervisors meeting date: \_\_\_\_\_

Department seeking grant: \_\_\_\_\_

Name of Granting Agency: \_\_\_\_\_

Name of Grant Program: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Match amount, if applicable: \_\_\_\_\_

Application due date: \_\_\_\_\_

Anticipated award date/fiscal year: \_\_\_\_\_

What strategic priority/goal does this project address?: \_\_\_\_\_

Applicable Supervisor District: \_\_\_\_\_

Brief description of project: \_\_\_\_\_

Approval received per Policy 8.20: \_\_\_\_\_ OnBase Grant #: \_\_\_\_\_

Please select one:

- Discussion/Approve/Disapproval consent item \_\_\_\_\_
- New item requiring discussion/action \_\_\_\_\_
- Public Hearing required \_\_\_\_\_

Please select all that apply:

- Request to submit the application \_\_\_\_\_
- Retroactive approval to submit \_\_\_\_\_
- Resolution required \_\_\_\_\_
- Request to accept the award \_\_\_\_\_
- Request to approve/sign an agreement \_\_\_\_\_
- Budget Amendment required \_\_\_\_\_
- Program/Project update and information \_\_\_\_\_





# INTERGOVERNMENTAL AGREEMENT (IGA)

**ARIZONA DEPARTMENT  
OF HEALTH SERVICES**  
150 18<sup>th</sup> Ave Suite 530  
Phoenix, Arizona 85007

## Amendment

Agreement No.: **CTR043556**  
(formerly CTR040479)

IGA Amendment No.: **1**

Procurement Officer  
**Karla Varela**

### STD CONTROL SERVICES

1. Effective upon signature by all parties and pursuant to the Terms and Conditions, Provision Six (6), Contract Changes, Section 6.1, Amendments, Purchases Orders and Change Orders it is mutually agreed that the Intergovernmental Agreement referenced is amended as follows under this Amendment One (1):

- 1.1 The Scope of Work is revised and replaced;
- 1.2 The Price Sheet is revised and replaced; and
- 1.3 Exhibit One (1) has been added.

ALL CHANGES ARE REFLECTED BELOW IN **RED**.

**All other provisions of this Agreement remain unchanged.**

#### PINAL COUNTY PUBLIC HEALTH DEPARTMENT

Contractor Name:

**971 N. JASON LOPEZ CIRCLE, BLDG. D**

Address:

**FLORENCE**

**ARIZONA**

**85132**

City

State

Zip

Authorized Signature

Print Name

Title

Pursuant to A.R.S. § 11-952, the undersigned public agency attorney has determined that this Intergovernmental Agreement is in proper form and is within the powers and authority granted under the laws of Arizona

This Intergovernmental Agreement Amendment shall be effective the date indicated. The Public Agency is hereby cautioned not to commence any billable work or provide any material, service or construction under this IGA until the IGA has been executed by an authorized ADHS signatory.

State of Arizona

Signature

Date

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

Print Name

Procurement Officer

Contract No.: **CTR043556**, which is an Agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney, who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

Signature

Date

Assistant Attorney General

Print Name

	<b>INTERGOVERNMENTAL AGREEMENT (IGA)</b>  <b>Amendment</b>		<b>ARIZONA DEPARTMENT OF HEALTH SERVICES</b> 150 18 <sup>th</sup> Ave Suite 530 Phoenix, Arizona 85007
	Agreement No.: <b>CTR043556</b> (formerly CTR040479)	IGA Amendment No.: <b>1</b>	Procurement Officer <b>Karla Varela</b>

### SCOPE OF WORK

#### 1. Background

- 1.1. 2017 Arizona statistics demonstrate an ongoing Sexually Transmitted Disease (STD) syndemic: The State of Arizona reported 39,635 cases of chlamydia (CT), 12,514 cases of gonorrhea (GC), and 2,424 cases of syphilis. Furthermore, in September 2018, ADHS declared the first statewide outbreak of syphilis in women and babies. Of the reported cases, Pinal County accounted for 1,607 CT cases, 527 GC cases, and 123 syphilis cases.
- 1.2. To address this syndemic, Pinal County Public Health Department (PCPHD) and Arizona Department of Health Services (ADHS) must build upon the current infrastructure that provides surveillance, epidemiology, disease investigation, prevention, policy and communication to expand and identify new interventions that include: screening and treatment, partner services, outreach, community collaborations, linkage to care, and health promotions that address the target populations and geographical areas of high prevalence in Pinal County. The changing health care landscape and information technology advances present opportunities and challenges to improve STD prevention programs. The public health landscape is shifting from direct individual patient care and individual-level interventions to population health.

#### 2. Objective

In accordance with the cooperative agreement with the Center for Disease Control and Prevention (CDC) Strengthening Sexually Transmitted Disease Prevention and Control for Health Departments (STD PCHD) Grant number CDC-RFA-PS19-1901 (<https://www.cdc.gov/std/funding/pchd/default.htm>), PCPHD shall:

- 2.1. Prevent and control the incidence of CT, GC, and syphilis;
- 2.2. Eliminate congenital syphilis;
- 2.3. Reduce primary and secondary syphilis;
- 2.4. Prevent antibiotic resistant gonorrhea;
- 2.5. Effectively respond to STD-related outbreaks;
- 2.6. Prevent STD-related reproductive health problems;
- 2.7. Reduce STD-related health disparities;
- 2.8. Improve surveillance capacity;
- 2.9. Provide appropriate treatment and linkage to care for persons infected with STDs and their partners;
- 2.10. Promote CDC-recommended screening, diagnosis and treatment;
- 2.11. Disseminate local data to the healthcare community and general public;
- 2.12. Monitor and develop STD-related policy;
- 2.13. Develop and strengthen partnerships to support STD prevention and control;
- 2.14. Support Human Immunodeficiency Virus (HIV) prevention goals; and
- 2.15. Analyze and use data for increased program insight and development.

	<b>INTERGOVERNMENTAL AGREEMENT (IGA)</b>  <b>Amendment</b>		<b>ARIZONA DEPARTMENT OF HEALTH SERVICES</b> 150 18 <sup>th</sup> Ave Suite 530 Phoenix, Arizona 85007
	Agreement No.: <b>CTR043556</b> (formerly CTR040479)	IGA Amendment No.: <b>1</b>	Procurement Officer <b>Karla Varela</b>

**3. Scope of Service**

The PCPHD shall:

- 3.1. In addition to the reporting, prevention and control measures stated in the Arizona Revised Statutes, Title 9, Chapter 6, Articles 1 through 11, the PCPHD shall build upon the current infrastructure that provides surveillance, epidemiology, disease investigation, prevention, policy and communication to expand and identify new interventions that include: screening and treatment, partner services, outreach, community collaborations, linkage to care, and health promotions that address the target populations and geographical areas of high prevalence in Pinal County;
- 3.2. Collaborate with ADHS STDCP Epidemiologists and other community stakeholders to identify and conduct community outreach and activities to educate and screen high risk populations; and
- 3.3. Conduct patient care and partner services in accordance with the current CDC STD Treatment Guidelines and STD Program Operations Guide which can be found at <https://www.cdc.gov/std/tg2015/default.htm>, and updates as published in the Morbidity and Mortality Weekly Report (MMWR), available at [www.cdc.gov/std](http://www.cdc.gov/std).

**4. Tasks/Activities**

The PCPHD shall:

- 4.1. Within thirty (30) days of IGA execution and in collaboration with the ADHS STDCP develop a five (5) year Work Plan for 2019-2023 to meet the required activities as noted in the above-mentioned STD PCPHD grant and in accordance with the CDC-approved Work Plan for Arizona. It is highly recommended that PCPHD use the ADHS provided templates. In this work plan, the contract shall describe strategies related to the following areas;
  - 4.1.1. **Surveillance**
    - 4.1.1.1. Increase the percent of STD records with complete data for key epidemiological fields; and
    - 4.1.1.2. Increase the percent of STD records dispositioned within thirty (30) days.
  - 4.1.2. **Disease Investigation and Intervention**
    - 4.1.2.1. Increase the percent of early syphilis cases that have at least one partner treated in thirty (30) days of initial test; and
    - 4.1.2.2. Increase the percent of syphilis cases that are screened for HIV/AIDS within thirty (30) days of initial syphilis test.
  - 4.1.3. **Promote CDC-recommended screening, diagnosis, and treatment**
    - 4.1.3.1. Increase the proportion of target populations (youth, gay bisexual and other men who have sex with men, and women of childbearing age) who receive at least annual STD screening; and
    - 4.1.3.2. Reduce the percent of gonorrhea cases that receive non-CDC recommended treatment.
  - 4.1.4. **Promote STD prevention and policy**
    - 4.1.4.1. Improve health department policies for STD prevention by using data to inform policy change and development.

	<b>INTERGOVERNMENTAL AGREEMENT (IGA)</b>  <b>Amendment</b>		<b>ARIZONA DEPARTMENT OF HEALTH SERVICES</b> 150 18 <sup>th</sup> Ave Suite 530 Phoenix, Arizona 85007
	Agreement No.: <b>CTR043556</b> (formerly CTR040479)	IGA Amendment No.: <b>1</b>	Procurement Officer <b>Karla Varela</b>

4.1.5. **Analyze and use data for program improvement**

- 4.1.5.1. Improve surveillance efficiency through automation to increase the frequency of layered analysis by core epidemiological variables; and
- 4.1.5.2. Utilize surveillance data to inform resource allocation.

4.2. From 2019 through 2023, submit a six (6) month and annual progress report. These reports should build upon the five (5) year work plan. It is recommended that PCPHD use the ADHS provided templates;

PCPHD shall:

- 4.2.1. Review timeliness of case disposition canned report in PRISM at least twice annually and include this metric in the semiannual report to ADHS STDCP,
  - 4.2.2. If PCPHD has fewer than seventy (70) percent of syphilis cases dispositioned in thirty (30) days, then PCPHD shall include strategies to improve this metric in semi-annual/annual work plan,
  - 4.2.3. Include activities and metrics for promoting quality STD care in the STD Specialty Clinics on their semi-annual/annual work plans,
  - 4.2.4. Submit lists of STD Specialty Clinics in their semi-annual/annual work plan,
  - 4.2.5. Include provider education metrics in their semi-annual/annual work plan (e.g. number/type of providers educated, scope of education, number of training events, etc.),
  - 4.2.6. Include activities to improve STD screening in men who have sex with men in their semi-annual/annual work plans and metrics to monitor progress in this area,
  - 4.2.7. Include percent positivity for all screening conducted using RFA-PS19-1901 funds,
  - 4.2.8. Include strategies for improving data security in their work plan if gaps are identified in the data security and confidentiality checklist, and
  - 4.2.9. If PCPHD is not on track to spend down funds by July 31st, PCPHD shall also include a spend-down plan in their semi-annual report.
- 4.3. Utilize the comprehensive database, PRISM, for state-mandated STD reporting and complete the following activities to assure accurate data entry, and quality surveillance activities;
- 4.3.1. Ensure that staff using PRISM access adhere to the current PRISM Policies and Procedures, and
  - 4.3.2. Ensure that staff using PRISM attends at least two (2) quarterly PRISM meetings and receive the slides and attachments from any missed meetings.
- 4.4. Adhere to the most current version of the ADHS reactor grid for case prioritization. **Syphilis cases are the highest priority for case investigation and partner services.** PCPHD may request to opt out of certain activities related to gonorrhea/chlamydia investigations in their work plans, if such activities are limiting capacity to provide timely and appropriate disease intervention services to syphilis cases. Request shall be noted and justified in the workplan and approved by the ADHS STD Control Program Manager;
- 4.5. Conduct prompt case management activities including field investigations, internet-based partner notification, patient interviews and case closure for patients diagnosed with early, primary, and secondary syphilis per CDC

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program standards and the ADHS checklist;

PCPHD shall

- 4.5.1. Initiate case investigation within one (1) business day of notification for syphilis cases that meet one or more of the following criteria,
  - 4.5.1.1. Pregnant female;
  - 4.5.1.2. Possible congenital case; and
  - 4.5.1.3. Female under the age of forty-five (45).
- 4.5.2. PCPHD shall initiate case investigation within three (3) business days of notification for syphilis cases that meet one or more of the following criteria:
  - 4.5.2.1. Titer  $\geq$  One to Eight (1:8)
  - 4.5.2.2. Contact to a primary, secondary, or early case (denoted as T4 in PRISM).
- 4.5.3. PCPHD shall prioritize pregnant syphilis case investigations by following-up with partner(s), prenatal care providers, birthing centers, and neonatal care providers as needed to ensure adequate maternal treatment and education to prevent reinfection,
- 4.5.4. PCPHD shall complete thorough investigation of all congenital syphilis cases, and note any possible missed opportunities for prevention in PRISM. This information is also required for babies that are determined to not be a congenital syphilis case,
- 4.5.5. PCPHD shall prioritize syphilis cases occurring in women of childbearing age for partner services to verify staging and treatment, obtain pregnancy status, elicit partners, and collect other relevant risk factors and submit case information within thirty (30) days of notification,
- 4.5.6. PCPHD shall prioritize cases of syphilis in persons with a titer  $\geq$  one to eight (1:8) for partner services to verify staging and treatment, elicit partners, and collect other relevant risk factors and case information within thirty (30) days of notification,
- 4.5.7. PCPHD shall prioritize case investigation of contacts (cases marked as T4 in PRISM) of pregnant, primary, secondary, and/or suspect early, syphilis cases for testing, treatment (or epi-treatment if initially negative), staging (if positive), partner elicitation, risk factors, etc. within thirty (30) days of notification of original patient. This applies to contacts identified by other jurisdictions,
- 4.5.8. PCPHD shall ensure appropriate treatment and follow-up with partners of primary, secondary, and suspected early cases of syphilis within thirty (30) days of notification of original patient,
- 4.5.9. For syphilis cases that occur on tribal lands, PCPHD shall work directly with the tribe, where possible, to coordinate case investigation and follow-up activities, and
- 4.5.10. PCPHD shall provide education to any provider failing to appropriately screen for congenital syphilis.
- 4.6. Provide timely and accurate entry of all state mandated information on laboratory and Communicable Disease Reports and Laboratory Reports for *Treponema pallidum* (syphilis), *Neisseria gonorrhoea*, *Chlamydia trachomatis*, and *Haemophilus ducreyi* (chancroid);

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- 4.6.1. Complete required training for data entry staff, epidemiologists, disease investigators, reporters and their supervisors. At minimum, STD disease investigators, epidemiologists, and public health nurses working with STD data should complete the modules available on [learnpartnerservices.org](http://learnpartnerservices.org) within thirty (30) days of hire and should attend at least two (2) quarterly PRISM trainings a year and receive the materials for any quarterly trainings they miss.
- 4.6.2. Follow up with reporting physicians to obtain missing data, particularly for fields that require: birthdate, gender, pregnancy status, HIV status, treatment given, staging (if syphilis), patient address, provider information and specimen source.
- 4.6.3. Enter all Communicable Disease Reports (CDRs) into PRISM a timely manner, this includes reports for cases that occur on tribal lands if the Tribe does not have access to PRISM. Tribes with PRISM access are expected to enter their own CDRs.
  - 4.6.3.1. PCPHD may request assistance with CDR entry for tribal cases from ADHS. Assistance must be approved by the ADHS STDCP Manager.
- 4.7. Reduce the threat of antibiotic resistance by providing CDC Treatment Guidelines to physicians that are flagged as consistently failing to treat gonorrhea according to these guidelines;
- 4.8. Annually review data security by using the CDC Data Security and Confidentiality Guidelines available here: <https://www.cdc.gov/nchhstp/programintegration/docs/pcsidatasecurityguidelines.pdf>, to identify program gaps (if any). If gaps are identified, the contractor shall include strategies for improving security and confidentiality on the semi-annual and annual progress reports;
- 4.9. Conduct priority investigations and partner service delivery on HIV co-infected individuals and insuring these clients are enrolled in care services;
- 4.10. Ensure that persons rectally positive for gonorrhea are screened for HIV and syphilis;
- 4.11. Contractor shall use ADHS reports and canned PRISM reports to inform resource allocation and other program planning efforts; and
- 4.12. Ensure 340B Drug Pricing Program integrity and maintain accurate records documenting compliance with all 340B Program requirements.

## 5. Requirements

The PCPHD shall:

- 5.1. Have internet access to the ADHS Portal where PRISM resides and training webinars are held; change rest below
- 5.2. Abide by all HIPAA guidelines and CDC's Data Security and Confidentiality Guidelines;
- 5.3. Abide by all PRISM Data Use agreements;
- 5.4. Consult ADHS STDCP before pursuing publication of PRISM data;
- 5.5. Submit all reports described in this contract in a timely manner; and
- 5.6. Ensure that new staff conducting STD case investigations complete the training modules available on <https://learnpartnerservices.org/> within thirty (30) days of hire. Proof of training completion shall be required for

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staff who are at least partially funded by RFA-PS-19-1901 and submitted along with the monthly CER for new staff.

## 6. Funding Restrictions

- 6.1. Funds may only be used for reasonable program purposes (personnel, travel, supplies, and services).
- 6.2. Funds cannot be used for:
  - 6.2.1. Research,
  - 6.2.2. Furniture,
  - 6.2.3. HIV Pre-exposure Prophylaxis (PrEP) medications or family planning medications;
  - 6.2.4. Clinical services (unless otherwise noted, see section 6.4),
  - 6.2.5. Publicity or propaganda for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body, and
  - 6.2.6. The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive Order proposed or pending before any legislative body.
- 6.3. STD-related HIV prevention activities can be conducted under this IGA; however, they should not exceed ten percent (10%) of program effort and allocation.
- 6.4. Up to ten percent (10%) of total award can be used to safety-net STD clinical preventive services provided the contractor can document ability to provide safety-net SD services as per CDC guidance.
- 6.5. Personnel funds shall only be used for staff conducting STD investigation, partner services, STD data entry, STD analysis, or contributing to any of the other deliverables outlined in this contract.
- 6.6. Personnel funds cannot be claimed for jurisdictions that lack the capacity to conduct syphilis case investigations and syphilis partner services activities. PCPHD shall prioritize personnel funds to ensure adequate capacity for conducting syphilis disease investigation before allocating personnel funds for other STD prevention related activities.
- 6.7. PCPHD shall receive a budget increase to fully fund one (1) communicable disease investigator to perform STD case investigation.
- 6.8. PCPHD shall also receive an increase of travel funds to send two (2) of their disease investigators to conferences.

## 7. Reference Documents

- 7.1. Internet Guidelines for Online STD Prevention and Communication – available at <http://www.cdc.gov/std/program/>
- 7.2. Recommendations for Partner Services Programs for HIV Infection, Syphilis, Gonorrhea, and Chlamydia Infection – available at <http://www.cdc.gov/std/program/>
- 7.3. CDC's Data Security and Confidentiality Guidelines:

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<http://www.cdc.gov/nchhstp/programintegration/docs/PCSIDataSecurityGuidelines.pdf>

- 7.4. CDC five (5) year work plan template: <https://www.cdc.gov/std/funding/docs/std-pchd-work-plan-template-5-year-plan.xlsm>
- 7.5. CDC one (1) year work plan template: <https://www.cdc.gov/std/funding/docs/std-pchd-work-plan-template-year-1-plan.xlsm>
- 7.6. CDC Treatment Guidelines: <https://www.cdc.gov/std/tg2015/default.htm>
- 7.7. Learn Partner Services for Disease Investigator Training: <https://learnpartnerservices.org/>

**8. State Provided Items**

ADHS shall:

- 8.1. Provide an annual security and confidentiality training during at least one PRISM quarterly webinar;
- 8.2. Provide PCPHD with local data reports to inform program planning;
  - 8.2.1. PCPHD may request additional data from ADHS to inform program planning. It is recommended that PCPHD allow for a minimum of two (2) weeks for the development of customized reports.
- 8.3. Maintain and manage the data system, PRISM. This includes acting as the liaison between the developer and the county; and
  - 8.3.1. Perform bi-monthly edit checks and quality assurance review,
  - 8.3.2. Maintain PRISM through regular system updates as provided by the developer and required by CDC,
  - 8.3.3. Provide technical support for the use of PRISM,
  - 8.3.4. Monitor the helpdesk requests in PRISM daily,
  - 8.3.5. Monitor the PRISM helpdesk email ([prism.helpdesk@azdhs.gov](mailto:prism.helpdesk@azdhs.gov)) daily for all other requests, and
  - 8.3.6. Provide quarterly PRISM trainings and release materials to all invitees.
- 8.4. Provide epidemiology and technical support with respect to syphilis case investigation.
  - 8.4.1. Coordinate provider trainings by working with the State Medical Director and California Prevention Training Center.

**9. Reporting Requirements/Deliverables and Schedule**

PCPHD shall submit:

- 9.1. Within thirty (30) days of IGA execution, a five (5) year work plan for 2019-2023 to meet the required activities as noted in the abovementioned PS-19-1901 grant and in accordance with the CDC-approved Work Plan for Arizona;
- 9.2. A six (6) month progress report by July 31st, each year of the grant cycle (2019-2023) to summarize progress toward the five-year work plan;





## INTERGOVERNMENTAL AGREEMENT (IGA)

**ARIZONA DEPARTMENT  
OF HEALTH SERVICES**  
150 18<sup>th</sup> Ave Suite 530  
Phoenix, Arizona 85007

### Amendment

Agreement No.: **CTR043556**  
(formerly CTR040479)

IGA Amendment No.: **1**

Procurement Officer  
**Karla Varela**

- 9.3. An annual data security and confidentiality checklist by January 31st, each year of the grant cycle (2019-2023). If gaps in data security and confidentiality are identified on the checklist then additional strategies to address these gaps should be identified on the annual progress report;
- 9.4. An annual progress report by January 31st, each year of the grant cycle (2019-2023) to summarize progress toward the five-year work plan;
- 9.5. An annual itemized budget by January 31st, each year of the grant cycle (2019-2023); and
- 9.6. An Expenditure Report that includes a summary of all positions, filled or vacant, with the breakdown of associated costs incurred with each position should be submitted monthly and shall not exceed the total budget.
  - 9.6.1. Staff that are at least partially funded by this IGA are required to complete the modules available at [learnpartnerservices.org](http://learnpartnerservices.org) within thirty (30) days of hire and proof of completion should be submitted along with the CER for any new staff.
- 9.7. Reports Schedule:

Report	Time Period	Due to ADHS
5-year work plan	January 1, 2019 - December 31, 2023	Thirty (30) Days upon execution of IGA. This is a one-time report.
Six-month progress report	January 1 - June 30	This report shall be submitted annually on July 31st. The first six (6) month progress report will be due July 31st, 2019.
Data Security and Confidentiality Checklist	January 1 - December 31	This checklist should be submitted annually by January 31st along with the Annual Progress Report. If gaps in data security and confidentiality are identified then strategies for improving data security should be noted on the Annual Progress Report.
Annual progress report	January 1 - December 31	This report shall be submitted annually on January 31st to summarize the work of the previous year. The first annual progress report will be due Jan. 31st, 2020.
Annual itemized budget	January 1 - December 31	The budget shall be submitted annually on Jan. 31st. The first budget shall be due Jan. 31st, 2019.
Monthly CER's and Finance Reports	Monthly	Thirty (30) days after the end of the month.

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**10. Notices, Correspondence, Reports, Payments and Invoices**

10.1. Notices, Correspondence and Reports from the Contractor to ADHS shall be sent to:

Arizona Department of Health Services  
Attention: STDC Program Manager  
150 N. 18th Avenue, Suite 110  
Phoenix, Arizona 85007

10.2. Invoices shall be sent electronically to:

[Rebecca.scranton@azdhs.gov](mailto:Rebecca.scranton@azdhs.gov) and [letty.medina@azdhs.gov](mailto:letty.medina@azdhs.gov)

10.3. Notices, Correspondence, and Payments from ADHS to the Contractor shall be sent to:

Pinal County Public Health Services District  
Genevieve Ennis, Financial Manager  
971 N. Jason Lopez Circle, Bldg. D  
PO Box 2945  
Florence, AZ 85132  
Phone: 520.866.7304 | Fax: 520.866.7066  
[Genevieve.Ennis@pinal.gov](mailto:Genevieve.Ennis@pinal.gov)



**INTERGOVERNMENTAL AGREEMENT (IGA)**  
**Amendment**

**ARIZONA DEPARTMENT  
OF HEALTH SERVICES**  
150 18<sup>th</sup> Ave Suite 530  
Phoenix, Arizona 85007

Agreement No.: **CTR043556**  
(formerly CTR040479)

IGA Amendment No.: **1**

Procurement Officer  
**Karla Varela**

**PRICE SHEET**

**Effective through December 31, 2023**

<b>COST REIMBURSEMENT LINE ITEMS</b>	<b>BUDGETED AMOUNT</b>
1. Personnel Services	\$50,000
2. Employee Related Expenses (ERE)	\$18,300
3. Professional & Outside Services	\$0
4. Travel	\$5,000
5. Other Operating	\$2,154
6. Occupancy Expense	\$0
7. Capital Outlay Expenses	\$0
8. Other	\$0
9. Indirect	\$0
<b>TOTAL (Not to Exceed)</b>	<b>\$75,454</b>

**NOTE:** With prior approval from the Program Manager, PCPHD is authorized to transfer up to a maximum of thirty percent (30%) of the total budget amount between line items. Transfers of funds are only allowed between funded line items. Transfers exceeding thirty percent (30%) or to a non-funded item shall require a written Amendment.

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**EXHIBIT ONE (1)**

**Exhibit - 2 CFR 200.332**

**§ 200.332**

**Requirements for pass-through entities.**

**All pass-through entities must:**

**(a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward.**

**Prime Awardee:**

**Arizona Department of Health Services**

**DUNS #**

**804745420**

Federal Award Identification (Grant Number):

1 NH25PS005157-01-00

Subrecipient name (which must match the name associated with its unique entity identifier):

Pinal County Health Department

Subrecipient's unique entity identifier (DUNS #):

79642194

Federal Award Identification Number (FAIN, sometimes it's the same as the Grant Number):

NH25PS005157

Federal Award Date (see the definition of Federal award date in § 200.1 of this part) of award to the recipient by the Federal agency;

3/11/2021

Subaward Period of Performance Start and End Date;

1/1/2021 - 12/31/2022

Subaward Budget Period Start and End Date:

1/1/2021 - 12/31/2022

Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient (this is normally the contract amount):

\$ 75,454.00

Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation (how much is available for contracts):

\$ 75,454.00

Total Amount of the Federal Award committed to the subrecipient by the pass-through entity

\$ 75,454.00



# INTERGOVERNMENTAL AGREEMENT (IGA)

ARIZONA DEPARTMENT  
OF HEALTH SERVICES  
150 18<sup>th</sup> Ave Suite 530  
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## Amendment

Agreement No.: **CTR043556**  
(formerly CTR040479)

IGA Amendment No.: **1**

Procurement Officer  
**Karla Varela**

Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)

Strengthening Sexually Transmitted Disease Prevention and Control in Arizona

Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity

Centers for Disease Control and Prevention

Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement:

93.977 - Preventive Health Services Sexually Transmitted Diseases Control Grants

Identification of whether the award is R&D

No

Indirect cost rate for the Federal award (including if the de minimis rate is charged) per § 200.414

0%

**DEPARTMENT/FUND  
APPROPRIATION ADJUSTMENT FORM**

Fiscal Year	Agenda Item needed (yes/no)	Anticipated Meeting Date if applicable	Memo Attached if Board item
2021/22	Yes	10/6/2021	<input checked="" type="checkbox"/>

Please use one form per agenda item.

Sources (Fund Balance, Revenues, Transfers In, etc...)							
Fund	Input "yes" if change in Fund Balance (2511)	Cost Center	Sub Ledger	Object Code	Current Budget	Adjustment Add/ (Subtract)	New Revised Budget
82		3592031		421000	\$35,187	\$40,267	\$75,454
213		3311003		457990	\$19,468,013	(\$40,267)	\$19,427,746
Insert rows above this line and copy New Revised Budget formula down							
<b>Net Source Adjustment</b>						\$0	

Uses (Expenditures, Transfers Out, etc....)							
Fund		Cost Center	Sub Ledger	Object Code	Current Budget	Adjustment Add/ (Subtract)	New Revised Budget
82		3592031		511010	\$25,523	\$24,477	\$50,000
82		3592031		512010	\$1,772	\$3,628	\$5,400
82		3592031		512020	\$2,078	\$4,222	\$6,300
82		3592031		512060	\$2,428	\$3,872	\$6,300
82		3592031		512070	\$103	\$197	\$300
82		3592031		540211	\$350	\$1,150	\$1,500
82		3592031		540212	\$279	\$1,221	\$1,500
82		3592031		540213	\$500	\$1,500	\$2,000
213		3311003		599500	\$19,468,013	(\$40,267)	\$19,427,746
Insert rows above this line and copy New Revised Budget formula down							
<b>Net Use Adjustment</b>						\$0	

<b>Net Change</b>	\$0
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Prepared by: Genevieve Ennis	Date: 9/24/2021
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Explanation:	The award will be used to pay for personnel, travel, and other operating expenditures related to STD control services.
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**TYPE OF REQUEST:**

- Transfer within same Cost Center
- Transfer between Cost Centers within same Fund
- Transfer between Funds or Transfer In/Out adjustments
- Transfer from/to of Reserve/Contingency (e.g., new grant, change in special revenue projection, new projec
- Change in Fund Balance Appropriation

**For Budget Office Use Only**

BUDGET OFFICE APPROVAL  BY: _____  DATE: _____	COUNTY MANAGER APPROVAL  BY: _____  DATE: _____	POSTED  BY: _____  DATE: _____
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**PINAL COUNTY**  
WIDE OPEN OPPORTUNITY

AGENDA ITEM

October 6, 2021 ADMINISTRATION BUILDING A  
FLORENCE, ARIZONA

**REQUESTED BY:**

**Funds #:** 257

**Dept. #:** 359

**Dept. Name:** Public Health

**Director:** Tascha Spears

**BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:**

**Public Hearing** and discussion/approval/disapproval of the proposed amendments to the Pinal County Environmental Health Code. (Christopher Reimus/Tascha Spears)

**BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:**

The fee schedule for the Pinal County Environmental Health Code was adopted in 2014 and is consistent with the proposed revisions to the Pinal County Environmental Health Code. Fees are unchanged in this proposal.

**BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:**

These are required changes to ensure that Pinal County Environmental Health Code is consistent with State rules. Pinal County Environmental Health anticipates that these changes will increase effectiveness and efficiency due to the simplification of the permitting structure.

**MOTION:**

Approve as presented.

History	Who	Approval
Time		
9/24/2021 12:39 PM	County Attorney	Yes
9/24/2021 5:09 PM	County Manager	Yes
9/27/2021 8:29 AM	Clerk of the Board	Yes

**ATTACHMENTS:**

Click to download

[Environmental Health Code](#)



**PINAL COUNTY  
PUBLIC HEALTH**

**PINAL COUNTY ENVIRONMENTAL  
HEALTH CODE**



## FORWARD

This Code is adopted under authority vested in the Pinal County Public Health Services District and Pinal County Board of Supervisors by A.R.S. §36-161 et.seq., A.R.S. §36-181 et seq., and A.R.S. §11-251.

The provisions of this Code are applicable to all areas within the boundaries of Pinal County  
EXCEPT AS PROVIDED BY LAW.

The effective date of this Health Code shall be January 1, 2022.

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RULES AND REGULATIONS**

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**CHAPTER I**  
**GENERAL PROVISIONS**

**REGULATION 1.      DEFINITIONS**

The following definitions shall apply throughout this Environmental Health Code, unless a different meaning is clearly indicated by the context or is stated in any of the several chapters:

- a. "Approved" means acceptable to the Department and so stated in writing.
- b. "Department" means the Pinal County Public Health District, Environmental Health Services.
- c. "District" means the Pinal County Public Health District.
- d. "Environmental Health Code" or "PCEHC" means all of the Rules and Regulations which are adopted by the Pinal County Public Health District and the Pinal County Board of Supervisors pursuant to A.R.S. § 36-183.02.
- e. "Health Officer" means the Director of the Pinal County Public Health District or his/her authorized agent.
- f. "Law" means applicable local, state, and federal statutes, regulations, and ordinances.
- g. "Municipality" means any incorporated area within Pinal County.
- h. "Nuisance" means a public nuisance dangerous to the public health as declared in A.R.S. § 36-601 et seq or an environmental nuisance as declared in A.R.S. § 49-141 et seq.
- i. "Permit" means a written permit, license, stamp or seal of approval issued by the Department.
- j. "Person" includes any natural individual, firm, trust, partnership, association, institution, public body, corporation, or any other entity and includes the plural as well as the singular, feminine, as well as the masculine.
- k. "Pinal County Development Services Code" or "PCDSC" means all of the development services ordinances as codified and named the Pinal County Development Services Code. [Ord. 021010-DSC § 1].
- l. "Rating Card" means a placard issued by the Department, designating the sanitary level of the establishment at the time of inspection.
- m. "Regulations" means the regulations in this Environmental Health Code.

## **REGULATION 2. PURPOSE**

The Rules and Regulations adopted and contained herein, and the enforcement thereof by the Department, are designed and intended to provide minimum standards for the protection of the health of the people of Pinal County and to prevent the creation or maintenance of unhealthful, insanitary conditions or public health nuisances, and shall be liberally construed to accomplish these purposes.

## **REGULATION 3. DUTIES**

The owner, person in charge or control, lessee, tenant and occupant of every building, establishment, premises, place, potable water supply, sewerage or drainage system has the duty to and shall keep, place and preserve the same in such a condition, and to conduct and maintain the same in such a manner that it shall not be dangerous to the public health or in violation of the Rules and Regulations in this Environmental Health Code.

## **REGULATION 4. PERMITS AND OTHER REQUIREMENTS**

- a.** No person shall conduct an operation for which a permit is required without holding the necessary and valid permit to do so.
- b.** Permit applications shall be made on forms provided by the Department and shall be completed in all pertinent detail.
- c.** No application for permit shall receive approval:
  1. Until a Pre-Opening Inspection has been made and all sanitary deficiencies corrected to the satisfaction of the Department.
  2. The applicant demonstrates compliance with law.
  3. Temporary Food Booths may receive permit approval via routine inspection.
  4. Mobile Food Establishments may receive permit approval without inspection if in accordance with law.
- d.** In cases where the submission of plans and specifications is required:
  1. No construction shall commence unless the required plans have been approved.
  2. Construction shall be in conformance with the approved plans and specifications.
  3. Should it be necessary or desirable to make any material change in the approved plans and specifications, revised plans and specifications shall be submitted to the Department for review, and approval shall be obtained before the work affected by the change is undertaken.

4. Structural changes or minor revisions not affecting health and sanitation may be permitted during construction without further approval.
  5. The approval of plans and specifications shall lapse and become invalid one year from the date of approval if a substantial portion of the work described in the plans and specifications has not commenced by such anniversary date.
- e.** Permits are valid for a period of one year from the date of issuance unless suspended or revoked by the Department for violation of this Environmental Health Code. No permit is transferable from person to person or place to place. The following permits may be issued for durations as specified:
1. Temporary Food Booth permits are valid for the duration of the Department approved Special Event, not to exceed 14 consecutive days.
  2. Seasonal Food Establishment permits are valid for a Department specified duration not to exceed 180 consecutive days.
- f.** Every permit must at all times be kept on the premises or vehicle designated and displayed in a conspicuous place, visible to the public, thereon. Where practicable, permits shall be framed and protected against soiling and shall be open to inspection by the Department. Location of posted permit shall be at the option of the Health Officer.
- g.** No permit shall be issued and no permit is valid until the bona fide permit fee is received by the Department. Fees shall be paid according to the attached schedule. (See Regulation 8)
- h. Permit Types**
1. Bathing Place – a permit to operate any artificially constructed or modified natural structure where the general public is exposed to water intended for recreational purpose, as detailed in Chapter IX of this Environmental Health Code.
    - i. Pool – A permit to operate a public or semi-public pool.
    - ii. Pool/Spa (one location) – A permit to operate a semi-public pool and a semi-public spa, where the pool and the spa share one enclosure.
    - iii. Spa – A permit to operate a public or semi-public spa.
  2. Campground– a permit to operate a tract of land where the public may camp for a fee or a camp or picnic ground as otherwise determined by the department.
  3. Children’s Camp – a permit to operate any tract of land with permanent



buildings, tents or other structures established or maintained as living quarters where both food and lodging or the facilities therefore are provided for minors, operated continuously for a period of five days or more each year for religious, recreational or vacation purposes, whether the use of the camp is offered either free of charge or for payment of a fee. It shall not include any camps owned or leased for individual or family use, penal or correctional camps, or places operated solely for the education, care or treatment of children.

4. Food Establishment – a permit to operate an establishment that stores, prepares packages, serves, or vends food directly to the consumer or otherwise provides food for human consumption as detailed in Chapter II of this Environmental Health Code. A food establishment permit applies to a single kitchen or similar facility which may receive one or more of the following endorsements, which sanction the activities indicated.
  - i. Bakery –a food establishment that prepares bakery items for immediate service on-site, directly to a consumer, and/or for resale or redistribution by a retail merchant.
  - ii. Bottled Water/Beverage Plant –a beverage plant or bottled water facility.
  - iii. Daycare Food Service –a food establishment which prepares food for immediate service on-site, directly to a consumer, where the consumers are the population of a child day care facility, individuals highly susceptible to foodborne illness.
  - iv. Drinking Establishment – a food establishment which is limited to preparation of open drinks and/or ice for immediate service on site, directly to a consumer. A bar or soda fountain.
  - v. Eating Establishment - a permit to operate a food establishment which prepares food for immediate service on-site, directly to a consumer. A restaurant.
  - vi. Food Bank - a food establishment in conjunction with a bona-fide charitable organization that solely provides packaged foods which has been acquired through purchase or donation, directly to a consumer.
  - vii. Food Catering - a food establishment where a pre-arranged amount of food is prepared at one premise for immediate service and consumption at another pre-arranged location.
  - viii. Food Processor - a food processing plant which includes wholesale food preparation.
  - ix. Health Care - a food establishment which prepares food for immediate service on-site, directly to a consumer, at a hospital or similar facility where the consumers are individuals highly

susceptible to foodborne illness.

- x. Ice Manufacturer - a food establishment where ice is manufactured and bagged for retail sale directly to a consumer or processed for wholesale distribution for ultimate human consumption.
  - xi. Meat/Seafood Market – a food establishment where raw meats, poultry and/or seafood are processed for sale directly to a consumer.
  - xii. Retail Outlet - a food establishment which provides packaged food, whole fresh produce, and similar food items on-site directly to a consumer. A grocery store and/or convenience store.
  - xiii. School Eating - a food establishment owned by a school district or similar entity which prepares food for immediate service on-site, directly to a consumer and/or which prepares food for delivery to an off-site feeding location, such as an after school or summer lunch program.
  - xiv. Seasonal Food Establishment - a food establishment that operates on a seasonal basis, less than 180 consecutive total days per year.
  - xv. Senior Citizen Center Food Service - a food establishment which solely prepares food for immediate service on-site, directly to a consumer, at a senior center or similar facility where the consumers are primarily senior citizens, individuals highly susceptible to foodborne illness.
  - xvi. Serving Kitchen - a food establishment which is ancillary to another food establishment, where limited preparation occurs for service to consumers.
  - xvii. Variance/HACCP Plan – a food establishment conducting food service of significant complexity requiring a Variance or HACCP plan.
  - xviii. Vending - a vending operation. Examples include vending machine locations, micro markets, water kiosks and similar unstaffed self-service establishments.
  - xix. Warehouse/Locker - a refrigerated warehouse or similar wholesale facility where food, not manufactured on the premises, is distributed for ultimate human consumption.
5. Lodging Establishment – a permit to operate a lodging establishment as defined in A.A.C Title 9, Chapter 8, Article 13.
6. Recreational Vehicle Park – a permit to operate a Recreational Vehicle

Park as defined in A.A.C. Title 9, Chapter 8, Article 5.

7. Mobile Food Establishment – a permit to operate a food establishment that is a mobile food unit as defined in ARS § 36-1751. Examples include and food peddlers (Type I), pushcarts (Type II), and mobile food units (Type III).
8. Public School – a permit to operate a public school (K-12).
9. Temporary Food Booth – a permit to operate a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration on an annual or semi-annual basis. Temporary Food Service permits are not intended as a substitute for other food establishment permits for establishments that operate more frequently than semi-annually or on a persistent or ongoing basis.

#### **REGULATION 5. REJECTION OF APPLICATION – RIGHT TO HEARING**

A person who has been denied a permit may within 15 days of notification thereof request a hearing before the Health Officer to show cause why a permit should be issued.

#### **REGULATION 6. SUSPENSION OF PERMITS**

When the Department determines that a permit holder has failed to comply with this Environmental Health Code such that there exists on the permitted premises an imminent health hazard, the Department may summarily and immediately suspend the permit without prior notice to the permit holder.

- a. Notice of Suspension shall be served on the permit holder or his representative by personal delivery or mailed by certified mail to the permit holder's last known address.
- b. Within 15 days of being served with the Notice of Suspension, the permit holder may file a motion to vacate the suspension order with the Department and the Health Officer shall hear such motion within five (5) days.
- c. A Notice of Suspension shall remain in effect for no more than 25 days. If the violation is not corrected to the Department's satisfaction within the 25 days the Department may issue another Notice of Suspension or pursue further enforcement action.
- d. Upon suspension of a permit, the Department may close the permitted establishment and post a Department issued sign informing the public of the closure. The premises shall remain closed and the sign shall remain in place, unobstructed, in the location where originally posted until the violation is corrected to the satisfaction of the Department and the suspension order is lifted, modified, or compliance is achieved.

**REGULATION 7. NOTICE TO APPEAR**

Peace officers and the Health Officer, shall have the authority to issue a Notice to appear under the same conditions and procedures as set for in A.R.S. §§ 13-3903 and 36-183.06 for any violation of this Environmental Health Code.

**REGULATION 8. SERVICE OF NOTICE AND HEARINGS**

Unless otherwise provided in this Environmental Health Code, all Notices provided for in this Environmental Health Code are deemed served and received on the date the Notice is personally delivered to the permit holder, or on the date it is sent by registered or certified mail, return receipt requested, to the permit holder's last known address or to the address shown on the permit holder's driver's license. A copy of the Notice shall be filed in the Department's record.

- a. When a Notice is served on the permit holder, the Department may post a Department issued sign informing the public of the Department's action. If posted, the sign shall be posted to be clearly visible to the public. The sign shall remain in place until the violation is corrected, the fee is paid, the Notice is vacated, or removal is authorized by the Department.
- b. Hearings
  - 1. Hearings held pursuant to this Environmental Health Code shall be conducted in the same manner as hearings are conducted pursuant to A.R.S. §§ 41-1061 to -1066.
  - 2. A Notice of a hearing from the Department to a permit holder shall include:
    - i. A statement of the time, place and nature of the hearing.
    - ii. A statement of the legal authority and jurisdiction under which the hearing is to be held.
    - iii. A reference to the particular sections of the statutes and regulations involved.
    - iv. A short, plain statement of the matters asserted. If the Department is unable to state the matters in detail at the time the Notice is served, then the Notice may be limited to a statement of the issues involved. If the permit holder requests a more definite statement, the Department shall, if it is able, provide a more definite and detailed statement to the permit holder prior to the hearing.

## **REGULATION 9. CONSTITUTIONALITY OR VALIDITY**

Should any section, sentence, clause, phrase or word of this Environmental Health Code be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of said Code shall not be affected thereby.

## **REGULATION 10. VIOLATION**

- a.** Violations of this Environmental Health Code may be redressed by proceedings pursuant to A.R.S. §§ 36-183.04, 36-183.05, 36-183.06, 36-601.B, 36-602, 49-142 or 49-143; by injunctive relief in Superior Court; or by any other applicable remedies provided by law. The available remedies are cumulative. In addition, persons who violate a provision of this Environmental Health Code are guilty of a Class 3 Misdemeanor if the person holds a valid permit or a Class 2 Misdemeanor if the person does not hold a valid permit under this article as provided in A.R.S. §§ 36-183.03 and 36-191 and may be punished accordingly.
- b.** Each day a person fails to comply with the Environmental Health Code is a separate violation. For purposes of determining the number of days of violation for which a civil penalty may be assessed under this code, if the Environmental Officer has notified the source of the violation and makes a prima facie showing that the conduct or events giving rise to the violation are likely to have continued or recurred past the date of Notice, the days of violations shall be presumed to include the date of such Notice and each day thereafter until the violator establishes that continuous compliance has been achieved, except to the extent that the violator can prove by a preponderance of the evidence that there were intervening days during which no violation occurred or that the violation was not continuing in nature.
- c.** Notice under this section is accomplished by the issuance of a Cease and Desist Order, Notice of Violation, Permit Revocation, or by filing a complaint in Superior Court.

## **REGULATION 11. CEASE AND DESIST**

- a.** If the Health Officer has reasonable cause to believe from information furnished to the Department or from investigation made by the Department that any person is maintaining a nuisance or engaging in any practice contrary to the health laws of this state, the Health Officer shall promptly serve on that person by certified mail a cease and desist order requiring the person, on receipt of the order, promptly to cease and desist from that act. Within fifteen days after receipt of the order, the person to whom it is directed may request the health officer to hold a hearing. The Health Officer, as soon as practicable, shall hold a hearing, and if the health officer determines the order is reasonable and just and that the practice engaged in is contrary to the health laws of this state, the Health Officer shall order the person to comply with the cease and desist order.
- b.** If a person fails or refuses to comply with the order of the Health Officer, or if a person to whom the order is directed does not request a hearing and fails or

refuses to comply with the cease and desist order served by mail under subsection a, the Health Officer may file an action in Superior Court, restraining and enjoining the person from engaging in further acts. The court shall proceed as in other actions for injunctions.

## **REGULATION 12. REMOVAL OR ABATEMENT OF NUISANCES**

- a.** A public health official who is investigating a nuisance, source of filth or cause of sickness may issue a 24 hour Order to Comply to the property owner in accordance with A.R.S. § 36-602(A) or may issue a notice of violation and demand for compliance in accordance with A.R.S. 36-183.04.
- b.** The notice of violation and demand for compliance may be sent by certified or registered mail or by hand delivery to the respondent. The notice of violation and demand for compliance must state with reasonable specificity the nature of the violation and the deadline for compliance. The notice of violation shall also state that the respondent may request a hearing.
  1. Should the property owner not comply within the specified deadline of the notice of violation and demand for compliance or request a hearing, a compliance order may be issued in accordance with A.R.S. 36-183.04.
  2. Should the situation warrant, the Department, through the County Attorney, may file an action in the superior court for a temporary restraining order, a preliminary or permanent injunction or any other appropriate relief necessary to enjoin the person from further violations and to protect public health or the environment, including a lien against the property for the actual cost of removal and/or abatement, including any inspections by the Department staff and applicable recording fees, and at the discretion of the Health Officer a civil penalty pursuant to A.R.S. § 36-183.04.
- c.** The 24 hour order may be delivered to the owner or occupant personally or left at the owner or occupant's normal place of abode or served on the owner or occupant in the same manner as provided for service of process under the Arizona rules of civil procedure. The Order shall require the owner or occupant to remove or abate the nuisance, source of filth or cause of sickness within twenty-four hours at the expense of the owner or occupant.
  1. Should the property owner/occupant not comply with the 24 hour Order and Pinal County needs to remove the public health nuisance, and the property owner/occupant or other person who caused the nuisance refuses to pay the cost of removal and/or abatement of the nuisance, a lien against the property for the actual cost of removal and/or abatement, including any inspections by Department staff,

and applicable recording fees, and at the discretion of the Health Officer a civil penalty pursuant to A.R.S. § 36-183.04, shall be created.

2. The lien placed pursuant to A.R.S. § 36-602(B) may be appealed within 30 days of the removal of the public health nuisance before recordation with the Pinal County Recorder's office. If the lien is appealed it must be done before the Pinal County Board of Supervisors or their designee in accordance with A.R.S. § 36-602(8)(1 ) by filing a written appeal with the Clerk of the Board who will either place it on the agenda for the next scheduled board meeting or make arrangements for a hearing before the designee. If the lien is not appealed within 30 days of the removal it may be recorded with the Pinal County Recorder's office in accordance with A.R.S. § 36-602(8).

- d. Notice of a lien must be given to all lien holders of record.
- e. Costs of inspections shall be assessed as a Re-inspection for Unsanitary Conditions.
- f. The assessment, from the date of its recording in the office of the county recorder in the county where the lot or tract of land is located, is a lien on the lot or tract of land until paid. Any assessment recorded is prior and superior to all other liens, obligations or other encumbrances, except liens for general taxes and prior recorded mortgages.
- g. The Department may bring an action to enforce the lien in the Superior Court through the County Attorney's office at any time after the recording of the assessment, but failure to enforce the lien by this action does not affect its validity. The recorded assessment is prima facie evidence of the truth of all matters recited in the assessment and of the regularity of all proceedings before the recording of the assessment.
- h. A prior assessment is not a bar to a subsequent assessment or assessments for these purposes, and any number of liens on the same lot or tract of land may be enforced in the same action.

**REGULATION 13. FEE SCHEDULES**

**a. Environmental Health Services Fees**

(Pinal County Resolution No. 120413-EHF approved December 4, 2013)

<b>Permit Required</b>	<b>Type</b>	<b>Fee</b>
Bathing Place - Pool		\$192.00
Bathing Place - Pool/Spa (One Location)		\$192.00
Bathing Place - Spa		\$192.00
Campground		\$54.00
Children's Camp		\$54.00
Food Establishment	1	\$64.00
Food Establishment	2	\$145.00
Food Establishment	3	\$266.00
Food Establishment	4	\$266.00
Food Bank	1	\$0.00
Mobile Food	1	\$29.00
Mobile Food	2	\$29.00
Mobile Food	3	\$29.00
Recreational Vehicle Park		\$47.00
Lodging Establishment		\$58.00
Public School		\$54.00
Senior Citizen Center Food Service	4	\$0.00
Temporary Food Booth		\$0.00

<b>Plan Review Fee Schedule</b>	<b>Fee</b>
Food Establishment	\$185.00
Food Establishment Minor Remodel	\$93.00
Food Processor	\$185.00
HACCP Plan	\$46.00
Mobile Food Unit - Mobile Food Unit	\$185.00
Mobile Food Unit - Pushcart	\$93.00
Motel/Hotel	\$185.00
Other Facility Plans	\$33.00
Request for Variance	\$46.00



<b>Other Services</b>	<b>Fee</b>
Duplicate Permit	\$25.00
Duplicated Copy (per page)	\$0.00
Food Establishment Consultation	\$250.00
Pre-Opening Inspection	\$80.00
Re-inspection for Unsanitary Conditions	\$69.00

**b. Other Fees**

(Pinal County Resolution No. 10902-EHF approved January 9, 2002)

	<b>Fee</b>	
<b>PERMIT REQUIRED</b>		
Liquid Waste Hauler	\$94	
Refuse Hauler	\$94	
<b>INDIVIDUAL ON-SITE SEWAGE DISPOSAL</b>		
	<b>Initial</b>	<b>Maximum</b>
Septic tank system (<2999 gallons/day) <sup>1</sup>	\$296	\$296
Septic tank system (>3000 gallons/day) <sup>1</sup>	\$400	\$1800
Alternative On-site system	\$400	\$1000
Additional Construction Inspections (red tag)	\$75	\$75
ISDS Permit Renewal	\$55	\$55
ISDS Alteration	\$100	\$100
ISDS Permit Transfer	\$50/transfer	\$50/transfer
Site Investigation/Evaluation	\$94	\$94
Observe Percolation/Seepage Pit Performance Test	\$94	\$94
<b>SERVICE FEES</b>		
ADEQ Form 113 Review	\$55	\$55
ADWR Well Site Endorsement/Approval	\$55	\$55
Subdivision Plat Review	\$55	\$500
Manufactured Home/RV/School Plan Review	\$55	\$500
<b>MISCELLANEOUS FEES</b>		
FHA/VA/Conventional Sewage-Water Approval	\$55	

<sup>1</sup> Includes up to two construction inspections.

**CHAPTER II**  
**FOOD ESTABLISHMENTS**

**REGULATION 1. ADOPTION OF FOOD CODE**

Title 9, Chapter 8, Article 1, Sections 101 through 119 of the Arizona Administrative Code (“A.A.C.”), including all revisions, technical corrections, and supplements published as of September 20, 2020 are hereby adopted as, the Food Code of Pinal County; for regulating management and operation of Food Establishments and the issuance of permits and collection of fees therefore, subject to the additions, insertions and changes set forth in Regulation 2 below. Copies of the Copies of the above-described A.A.C. rules, adopted by reference herein, are available from the Arizona Secretary of State.

**REGULATION 2. INSERTIONS AND CHANGES**

The material incorporated by reference in Section 1 is modified as follows:

- a. Paragraph 2-103.11(N) is modified by adding the following at the end of the paragraph to read:

“(N) EMPLOYEES are properly trained in FOOD safety, including FOOD allergy awareness, as it relates to their assigned duties; <sup>Pf</sup>

(1) And Except as specified in subparagraphs (2) of this Section, within 30 days of hire, FOOD EMPLOYEES have obtained current food service worker certification by completing a food service worker sanitation course or test approved by the REGULATORY AUTHORITY, or show evidence of having completed a substantially similar course via an ACCREDITED PROGRAM.

(2) FOOD EMPLOYEES at temporary events or seasonal food establishments shall obtain current food service worker certification prior to working as FOOD EMPLOYEES.”;

- b. Section 5-402.12 is modified to read:

**“5-402.12 Grease Trap**

If a grease trap is used, it shall be:

(A) Located to be easily accessible for cleaning.

(B) Located so it does not contaminate food, equipment, utensils, linens, and single-service and single-use articles.”;

c. Section 8-405.11 is modified by adding the following at the end of the Section:

"(C) The Department shall not provide the LICENSE HOLDER an opportunity to correct Priority or Priority Foundation Code violations or HACCP PLAN deviations after the date of inspection if the Department determines that the deficiencies are:

- (1) Committed intentionally;
- (2) Not correctable within a reasonable period of time;
- (3) Evidence of a pattern of noncompliance; or
- (4) A risk to any PERSON; the public health, safety, or welfare; or the environment.

(D) If the Department allows the LICENSE HOLDER an opportunity to correct violations or deviations after the date of inspection, they shall inspect the FOOD ESTABLISHMENT within 24 hours after the deadline for correction has expired. If the Department determines that the violations or deviations have not been corrected, the Department may take any enforcement action authorized by LAW, based upon those violations or deviations.

(E) A decision made under subparagraph 8-405.11(C) or subparagraph 8-405.11(D) by the Department is not an appealable agency action, as defined by A.R.S. § 41-1092.";

d. Subpart 8-407 Rating Cards is added to read:

**"8-407.11 Rating and Rating Cards**

A rating card displaying the adjective rating may be issued by the Health Officer at the conclusion of the inspection, and when issued, the rating card shall be posted and displayed as the Health Officer directs. Rating scores and sanitation levels are grouped as follows:

- (A) Excellent – No priority or priority foundation items observed out of compliance at time of inspection.
- (B) Satisfactory – One or more priority or priority foundation items observed out of compliance at time of inspection when all priority items corrected at the time of inspection.
- (C) Needs Improvement – One or more priority violations or priority foundation items observed out of compliance at time of

inspection where at least one priority violation is not corrected at the time of inspection.

(1) When violations are corrected to the satisfaction of the Department as confirmed on a follow-up inspection, a Satisfactory rating will be given.

(D) Unsatisfactory – One or more violations observed at the time of inspection which are IMMEDIATE HEALTH HAZARDS as described in 8-404.11.

(1) When violations are corrected to the satisfaction of the Department as confirmed on a follow-up inspection, a Satisfactory rating will be given.

### **REGULATION 3. PERMIT REQUIRED**

No person shall operate a food establishment without a valid permit to do so from the Department, or other than in compliance with this code and any other applicable State or County regulation.

### **REGULATION 4. PLANS REQUIRED**

No food establishment shall be constructed, nor shall any major alteration or addition be made thereto, until detailed plans and specifications for the premises have been submitted to and approved by the Department; nor shall any construction, alteration, or addition be made except in accordance with approved plans and specifications. The owner, operator, or his authorized agent shall certify in writing that the plan documents comply with these regulations.

**CHAPTER III**  
**AQUATIC HEALTH CODE**

**REGULATION 1. ADOPTION OF AQUATIC HEALTH CODE**

Title 9, Article 8, Sections 801 through 813 of the Arizona Administrative Code (“A.A.C.”), including all revisions, technical corrections, and supplements published as of August 19, 2014 are hereby adopted as, the Aquatic Health Code of Pinal County; for regulating management and operation of Public and Semi-Public Swimming Pools and Bathing Places and the issuance of permits and collection of fees therefore, subject to the additions, insertions and changes set forth in Regulation 2 below. Copies of the Copies of the above-described A.A.C. rules, adopted by reference herein, are available from the Arizona Secretary of State.

**REGULATION 2. INSERTIONS AND CHANGES**

The material incorporated by reference in Section 1 is modified as follows:

- a. Specific definitions noted below in Paragraph R9-8-801 are modified or added as follows:
  1. “Aquatic Facility” means a physical place that contains one or more aquatic venues and support infrastructure.
  2. “Aquatic Venue” means an artificially constructed structure or modified natural structure where the general public is exposed to water intended for recreational or therapeutic purpose. Such structures do not necessarily contain standing water, so water exposure may occur via contact, ingestion, or aerosolization. Examples include public and semipublic swimming pools, wading pools, wave pools, lazy rivers, surf pools, public and semipublic spas (*including spa pools and hot tubs*), waterslide landing pools, spray pads, and other interactive water venues.
  3. “Barrier” means a fence, wall, building, or landscaping that obstructs access to an Aquatic Venue, Aquatic Facility, public or semipublic swimming pool or spa.
  4. “Department” means the Pinal County Public Health District, Environmental Health Services.;
  5. “Enclosure” means an uninterrupted constructed feature or obstacle used to surround and secure an area that is intended to deter or effectively prevent unpermitted, uncontrolled, and unfettered access. It is designed to resist climbing and to prevent passage through it and under it. Enclosure can apply to aquatic facilities or aquatic venues.
  6. “Qualified Operator” means an individual responsible for the operation

and maintenance of the water and air quality systems and the associated infrastructure of the aquatic facility and who has successfully completed a department-recognized operator training course to operate an aquatic facility offered by a department-recognized training agency and holds a current certificate for such training.

7. "Renovated" means a major modification to an existing public or semipublic swimming pool or spa any other condition as defined in A.A.C R18-5-203 requiring design approval.

**b. Additional Regulations**

1. Barriers and Enclosures

- i. General Requirements – All required barriers and enclosures shall be maintained to prevent unauthorized entry to the protected space.
- ii. Gates and Doors
  1. All primary public access gates or doors serving as part of an enclosure shall have functional self-closing and self-latching closures.
  2. Required self-closing and self-latching gates or doors serving as part of a guarded enclosure may be maintained in the open position when the Aquatic Venue is open and staffed as required.

2. Qualified Operators

- i. A qualified operator of an aquatic facility shall have completed an operator training course that is recognized by the Department.
- ii. A qualified operator shall have a current certificate or written documentation acceptable to the Department showing completion of an operator training course.
  1. Originals or copies of such certificate or documentation shall be available on site for inspection by the Department for each qualified operator employed or contracted by the site.
  2. Originals shall be made available on request by the Department.
- iii. Qualified Operator Availability
  1. A Qualified Operator shall be on site or immediately available within two hours during all hours of operation at an aquatic facility which includes:

- a. Is a public swimming pool.
  - b. Is a public spa.
  - c. Has a variance.
  - d. Has a history of non-compliance with this code.
2. All other aquatic facilities shall have a contract with a qualified operator for a minimum of weekly visits and assistance whenever needed.
  3. Written documentation of these visits for contracted qualified operators shall be made available on request by the Department.

### **REGULATION 3. PERMIT REQUIRED**

No person shall operate a Public or Semi-Public Swimming Pool or Bathing Place without a valid permit to do so from the Department, or other than in compliance with this code and any other applicable State or County regulation.

- a. Before a permit to operate is issued, the following procedures shall be completed:
  1. Applicants for a permit for a newly constructed or renovated Aquatic Venue, Public or Semi-Public Swimming Pool or Bathing Place shall demonstrate compliance with Title 18, Chapter 5, Article 2, Sections 201 through 251, by providing:
    - i. An Engineer's Certificate of Completion, or equivalent notification, issued by the Arizona Department of Environmental Quality, or;
    - ii. Other Department approved means.



**CHAPTER IV**  
**RECREATIONAL VEHICLES AND PARKS**

**REGULATION 1. ADOPTION OF RECREATIONAL VEHICLES AND PARKS CODE**

- b.** Title 9, Chapter 8, Article 5 Sections 501 through 507 of the Arizona Administrative Code (“A.A.C.”), including all revisions, technical corrections, and supplements published as of September 30, 2020 are hereby adopted as, the Recreational Vehicles and Parks Code of Pinal County; for regulating management and operation of Recreational Vehicles and Parks and the issuance of permits and collection of fees therefore, subject to the additions, insertions and changes set forth in Regulation 2 below. Copies of the Copies of the above-described A.A.C. rules, adopted by reference herein, are available from the Arizona Secretary of State.

**REGULATION 2. PERMIT REQUIRED**

No person shall operate a Recreational Vehicle Park without a valid permit to do so from the Department, or other than in compliance with this code and any other applicable State or County regulation.

**REGULATION 3. PLANS REQUIRED**

- a.** A permit application for approval by the Department shall be filed at the time the plans and specifications are submitted to appropriate regulatory authority (e.g. municipal agency or Pinal County Community Development Department) for approval. The application must include:
- b.** A park plan showing all building locations and Recreational Vehicle Spaces.
- c.** The distance to the nearest public water supply main and to a sewer main of a municipal or community system.
- d.** A permit for a Recreational Vehicle Park will not be issued to a newly constructed Recreational Vehicle Park until applicable zoning clearance and approval is verified. The applicant must be in compliance with all other regulations and requirements, including the Community Development Department’s approval for unincorporated Pinal County.
- e.** No change or modification of water supply or sewage disposal in any existing Recreational Vehicle Park shall be made without approval of the Department.
- f.** The minimum size of Recreational Vehicle Spaces shall be in compliance with regulations of local planning boards and other official agencies.

**CHAPTER V**  
**PUBLIC SCHOOLS**

**REGULATION 1. ADOPTION OF PUBLIC SCHOOL CODE**

Title 9, Chapter 8, Article 7, Sections 701 through 711 of the Arizona Administrative Code (“A.A.C.”), including all revisions, technical corrections, and supplements published as of August 19, 2014 are hereby adopted as, the School Code of Pinal County; for regulating the design, construction, management, and operation of public school faculties and the issuance of permits and collection of fees therefore, subject to the insertions and changes set forth in Regulation 2 below. Copies of the Copies of the above-described A.A.C. rules, adopted by reference herein, are available from the Arizona Secretary of State.

**REGULATION 2. INSERTIONS AND CHANGES**

The material incorporated by reference in Section 1 is modified as follows:

- a. Specific definitions noted below in Paragraph R9-8-701 are modified as follows:

“Department” means the Pinal County Public Health District,  
Environmental Health Division.

**REGULATION 3. PERMIT REQUIRED**

No person shall operate a Public School without a valid permit to do so from the Department, or other than in compliance with this code and any other applicable State or County regulation.

**REGULATION 4. PLANS REQUIRED**

No Public School shall be constructed, nor shall any major alteration or addition be made thereto, until detailed plans and specifications for the premises have been submitted to and approved by the Department; nor shall any construction, alteration, or addition be made except in accordance with approved plans and specifications. The owner, operator, or his authorized agent shall certify in writing that the plan documents comply with these regulations.

## **CHAPTER VI**

### **CAMPGROUNDS AND CHILDREN'S CAMPS**

#### **REGULATION 1. ADOPTION OF CAMPGROUNDS CODE**

Title 9, Chapter 8, Article 6, Sections 601 through 617 and Title 9, Chapter 8, Article 4, Sections 401 through 403 of the Arizona Administrative Code ("A.A.C."), including all revisions, technical corrections, and supplements published as of September 30, 2020 are hereby adopted as, the Campgrounds and Children's Camps Code of Pinal County; for regulating the design, construction, management, and operation of Camps and Campgrounds and the issuance of permits and collection of fees therefore, subject to the insertions and changes set forth in Regulation 2 below. Copies of the Copies of the above-described A.A.C. rules, adopted by reference herein, are available from the Arizona Secretary of State.

#### **REGULATION 2. PERMIT REQUIRED**

No person shall operate a Campground or Children's Camp without a valid permit to do so from the Department, or other than in compliance with this code and any other applicable State or County regulation.

#### **REGULATION 3. PLANS REQUIRED**

No Campground or Children's Camp shall be constructed, nor shall any major alteration or addition be made thereto, until detailed plans and specifications for the premises have been submitted to and approved by the Department; nor shall any construction, alteration, or addition be made except in accordance with approved plans and specifications. The owner, operator, or his authorized agent shall certify in writing that the plan documents comply with these regulations.

**CHAPTER VII**  
**LODGING ESTABLISHMENTS**

**REGULATION 1. ADOPTION OF LODGING ESTABLISHMENTS CODE**

Title 9, Chapter 8, Article 13, Sections 1301 through 1338 of the Arizona Administrative Code (“A.A.C.”), including all revisions, technical corrections, and supplements published as of September 30, 2020 are hereby adopted as, the Hotels, Motels, and Tourist Courts Code of Pinal County; for regulating the design, construction, management, and operation of hotels, motels, and tourist courts and the issuance of permits and collection of fees therefore, subject to the insertions and changes set forth in Regulation 2 below. Copies of the above-described A.A.C. rules, adopted by reference herein, are available from the Arizona Secretary of State.

**REGULATION 2. INSERTIONS AND CHANGES**

The material incorporated by reference in Section 1 is modified as follows:

- a. Specific definitions noted below in Paragraph R9-8-1312 are modified as follows:

“Department” means the Pinal County Public Health District, Environmental Health Division.

**REGULATION 3. PERMIT REQUIRED**

No person shall operate a Lodging Establishment, such as a hotel or motel, without a valid permit to do so from the Department, or other than in compliance with this code and any other applicable State or County regulation.

**REGULATION 4. PLANS REQUIRED**

No Lodging Establishment shall be constructed, nor shall any major alteration or addition be made thereto, until detailed plans and specifications for the premises have been submitted to and approved by the Department; nor shall any construction, alteration, or addition be made except in accordance with approved plans and specifications. The owner, operator, or his authorized agent shall certify in writing that the plan documents comply with these regulations.

**CHAPTER VIII**  
**RODENTS, INSECTS AND VERMIN**

**REGULATION 1. DEFINITIONS**

- a. "Infestation" means that the presence of vermin is sufficient to materially affect public health and safety.
- b. "Vermin" means rodents, lice, bedbugs, roaches, flies or other animals or arthropods of public health significance.

**REGULATION 2. INFESTATION OR HARBORAGE**

Infestation by or harborage of vermin in or about any premises is hereby declared to be dangerous to public health. Any condition or place that constitutes a feral colony of honeybees that is not currently maintained by a beekeeper and that poses a health or safety hazard to the public is hereby declared to be a public nuisance dangerous to the public health. No person shall cause, maintain, or within his control, permit such infestation or harborage. The owner, occupant, or person in control of any place or premises shall take all reasonable measures to prevent such infestation or harborage and, upon notification from the Department to do so, shall take all necessary and proper steps to eliminate the infestation or harborage and to prevent its recurrence.

**REGULATION 3. MOSQUITOES**

No person shall cause, maintain or, within his control, permit any accumulation of water in which mosquitoes breed or are likely to breed. The owner, occupant, or person in control of any place where mosquitoes are breeding, or which constitutes a breeding place for mosquitoes shall take all necessary and proper steps to eliminate the mosquito breeding and to prevent its recurrence through the elimination of or the institution of necessary control measures at mosquito breeding sites.

## CHAPTER IX

### ANIMALS

#### REGULATION 1. DEFINITIONS

- a. "Animal" means all mammals (excepting man), livestock, birds, fowls, and reptiles.
- b. "Animal Venue" means fair, educational farm, petting zoo, or similar event where public contact with animals may occur.
- c. "Piggery" means a place where swine are kept, such as a pigsty.
- d. "Populous District" means a neighborhood with an average density of two or more families per acre.

#### REGULATION 2. KEEPING OF ANIMALS

- a. All animals shall be kept and maintained in such manner that shall not constitute a nuisance.
- b. Piggeries
  - 1. No piggery shall be built or maintained on marshy ground or land subject to overflow, nor within 200 feet of any stream, canal or other or other source of water supply, nor within 300 feet of an inhabited house or public meeting house on an adjoining property;
  - 2. When garbage is fed to swine, it must be heat treated in accordance with Law. All unconsumed garbage shall be removed daily and disposed of in accordance with law.;
  - 3. No organic material offering harborage for flies shall be allowed to accumulate on the premises;
  - 4. All garbage shall be handled and fed upon platforms of concrete or other impervious material;
  - 5. Unslaked lime, hypochlorite of lime, borax, mineral oil, or other approved measures shall be used daily sufficiently to prevent nuisances.
- c. In populous districts, any corral, barn enclosure or other structure for the purpose of housing, keeping or caring for any animal or animals shall be 50 feet away from all property lines unless it is a fly-tight enclosure approved by the department, and any animal weighing in excess 100 pounds shall be restricted from coming within 100 feet of any dwelling or any person or persons on adjacent properties.

### **REGULATION 3. ANIMAL VENUES**

- a.** The following species of animals are prohibited from display in an animal venue:
  - 1. Non-human primates;
  - 2. Deer mice, or other wild mice of the genus *Peromyscus*;
  - 3. Wild or feral animals such as bats, skunks, raccoons, foxes, wolf-hybrids or coyotes, except when used for an educational display, as defined in R12-4-401, by a person who has complied with provisions in 12 A.A.C. 4, Article 4, obtained a permit or license issued by the Arizona Game and Fish Department, and is experienced in handling the animal.
  - 4. Any other animal as determined by the department based on an existing public health concern.
- b.** All animals shall be kept and maintained in such a manner such manner that shall not constitute a nuisance.
- c.** Animals must have up to date vaccinations appropriate to their species.
  - 1. If the animal is a dog, cat or ferret, it must have current immunization against rabies, as documented by:
    - i. A dog license issued by a state or county agency;
    - ii. A rabies immunization certificate from a veterinarian licensed under 3 A.A.C. 11;
    - iii. A receipt for veterinary services, showing the administration of a rabies vaccine; or
    - iv. A written statement attesting to the current immunizations of the animals against rabies.
- d.** Animals must be provided with adequate food and potable water.
- e.** Guidelines
  - 1. The venue shall be designed with designated animal areas, non-animal areas, and transition areas.
  - 2. Signs shall be posted in transition areas informing visitors of the following:
    - i. The location of hand-washing sinks.
    - ii. Contact with animals, animal areas, and/or feces may be associated with an increased risk of disease, especially for young

children.

- iii. Eating and Drinking is prohibited in animal areas.
3. Staff members shall be assigned to monitor animal contact areas.
  4. Animal areas shall be kept clean to limit public contact with manure and animal bedding.
  5. Feeding of animals should only occur where it can be controlled (i.e. over a barrier).
  6. Hand-washing stations shall be located at the exit of animal areas and meet the following requirements:
    - i. Be provided with potable water, soap, and approved hand drying devices such as disposable paper towels or air dryers.
    - ii. Be accessible to children.
    - iii. Approved hand sanitizer may be provided in addition to hand-washing stations, but not in lieu of hand-washing stations.

#### **REGULATION 4. MANURE STORAGE AND DISPOSAL**

- a. Manure must be completely removed from stables, yards, or other animal enclosures once weekly, or as often as necessary to maintain a sanitary premise. Manure shall be disposed of by sanitary landfill, composting, incineration, or used as fertilizer in such a manner as not to create insect breeding or a nuisance.
- b. Adequate fly-tight containers approved by the local Health Department must be provided for the storage of manure unless it is completely removed from the premises once weekly or in a manner approved by the Department.
- c. Manure shall not be accumulated in any place where it can affect a source of drinking water or be a source of a nuisance.

#### **REGULATION 5. WATER AND FEED**

- a. Drinking water troughs must be provided with overflow drainage and the overflow drainage must not constitute a nuisance.
- b. Spillage and leftovers from animal feeding must be disposed of in a manner that shall not constitute a nuisance.



## **REGULATION 6. DISPOSAL OF DEAD ANIMALS**

Routine disposal of dead animals shall occur in accordance with A.A.C. R18-13-311. A carcass must be disposed of within seventy-two hours so as to avoid constituting a nuisance. The following are acceptable methods for the routine disposal of carcasses:

### **a. Burial**

1. A carcass may be disposed of by burial on the property where the animal died if done with the approval of the property owner. Animals that have died off the owner's property may be moved onto the owner's property for disposal purposes.
2. A carcass must be buried to a depth so that no part of the carcass is nearer than three feet to the natural surface of the ground. Every part of the carcass must be covered with at least three feet of soil within twenty-four hours of placement in the ground.
3. Carcass burial must be:
  - i. At least one hundred feet from any well, spring, or body of surface water, such as a river, stream, lake, or pond, or fifty feet from an intermittent stream;
  - ii. At least one hundred feet from any residence not owned by the owner of the livestock animal;
  - iii. At least fifty feet from any property line; and
  - iv. Not in a low-lying area subject to seasonal flooding or within a hundred year flood plain or in a manner that will impact ground water.
  - v. Each burial site is limited to one thousand pounds of carcasses or one livestock animal weighing more than one thousand pounds.

### **b. Rendering**

### **c. Other Methods as Approved by the Department.**

## CHAPTER X

### HANDLING AND DISPOSITION OF GARBAGE, RUBBISH, AND REFUSE

#### REGULATION 1. DEFINITIONS

- a. "Garbage" means all animal and vegetable wastes resulting from the processing, handling, preparation, cooking and serving of food or food materials.
- b. "Manure" means animal excreta, including cleanings from barns, stables, corrals, pens, or conveyances used for stabling, transporting, or penning of animals or fowls.
- c. "Rubbish" means non-putrescible solid wastes, excluding ashes, consisting of both combustible and noncombustible wastes, such as paper, cardboard, waste metal, tin cans, yard clippings, wood, glass, bedding, crockery, and similar materials.
- d. "Refuse" means all putrescible and non-putrescible solid, and semi-solid wastes, except human excreta, but including garbage, rubbish, ashes, manure, street cleaning, dead animals, abandoned automobiles and industrial wastes.
- e. "Solid Waste Permit" means a written permit, stamp or seal of approval issued by Pinal County.

#### REGULATION 2. STORAGE

Garbage, manure, rubbish, refuse, offal, stinking or noxious material shall be kept, stored and handled in such a manner, and by such means that it shall not affect a source of drinking water or be a source of a nuisance.

#### REGULATION 3. BURNING OF GARBAGE

The burning of garbage is prohibited.

#### REGULATION 4. DISPOSAL OF GARBAGE, RUBBISH OR REFUSE

No garbage, rubbish or refuse shall be placed or deposited along any roadside, in any ditch, river, stream, lake, pond, or on the banks thereof, or in any gulch, ravine, excavation, anywhere, where it is or becomes a nuisance or where it can affect a source of drinking water.

**REGULATION 5. STORAGE OR REMOVAL OF GARBAGE**

Garbage of other putrescible material shall be stored in durable, liquid-tight containers provided with fly-tight covers. Containers shall be of size and shape such as to be lifted readily for the purposes of disposal or removal, and shall be constructed of metal or other easily cleaned material. Each container shall have a maximum capacity of 20 gallons.

- a. Where facilities are available, such stored material shall be removed from the premises, or otherwise properly disposed of, at least twice a week. In other areas, where removal facilities are not readily available, such stored material shall be removed from the premises, or otherwise disposed of, at least once a week.

**REGULATION 6. SOLID WASTE PERMIT REQUIRED**

No person, firm or corporation shall haul, remove or dispose of garbage, rubbish or refuse as defined in this Regulation, for hire or for a consideration, without a valid solid waste permit to do so from the Department, or other than in compliance with this code and any other applicable State or County regulation.

## CHAPTER XI

### ON-SITE WASTEWATER TREATMENT FACILITIES

#### REGULATION 1. PURPOSE

The purpose of this ordinance is to preserve the health and welfare of the citizens of Pinal County and to protect land, water, groundwater and other natural resources within Pinal County through regulation of minimum requirements related to site investigation for and proper design and installation of on-site wastewater treatment facilities.

#### REGULATION 2. DEFINITIONS

- a. "On-site Wastewater Treatment Facility" means a conventional septic tank system or alternative system installed at a site to treat and dispose of wastewater, predominately of human origin, generated at the site.
- b. "On-site Wastewater Permit" means a written permit, stamp or seal of approval issued by Pinal County.

#### REGULATION 3. ON-SITE WASTEWATER PERMIT REQUIRED

- a. No person shall begin construction of a new on-site wastewater treatment facility or the repair or alteration of an existing on-site wastewater treatment facility without an on-site wastewater permit from Pinal County.
- b. Before an on-site wastewater permit for construction of an on-site wastewater system to be located in an unincorporated area of the county is issued, zoning clearance approval must be obtained from Pinal County.
- c. Before an on-site wastewater permit for construction of an on-site wastewater treatment facility to be located in an incorporated area of the county or within a community facilities district, wastewater improvement district or a sanitary district is issued, written approval from the agency or district responsible for wastewater disposal must be presented to Pinal County.

#### REGULATION 4. SITE INVESTIGATION

- a. All site investigations, including surface and subsurface site and soil characterizations, shall be conducted in accordance with requirements contained in Arizona Administrative Code Title 18, Chapter 9, Articles 1 and 3.
- b. Site investigations shall only be performed by individuals having knowledge and competence in the subject area and who are licensed in good standing or otherwise qualified in one of the following categories:

1. Arizona-registered professional engineer,
  2. Arizona-registered geologist,
  3. Arizona-registered sanitarian,
  4. A certificate of training from a course recognized by the Arizona Department of Environmental Quality, or
  5. Qualified under another category designated in writing by the Arizona Department of Environmental Quality or the Health Officer.
- c. A person performing a site investigation pursuant to the requirements contained in Arizona Administrative Code R18-9-A310 shall:
1. Notify Pinal County 48 hours prior to conducting a site investigation.
  2. Provide the location of the site investigation, the time the site investigation is scheduled to begin and a telephone contact number as part of the site investigation notification.
- d. Site investigation activities that are performed and reported without prior notification to Pinal County are considered invalid and cannot be used to fulfill the site investigation submittal requirements found in Arizona Administrative Code R18-9-A309(B)(1).

**REGULATION 5. ALTERNATIVE SYSTEMS**

Pinal County may expressly require a person requesting an alternative feature of design, installation, or operation under Arizona Administrative Code R18-9-A312(G) to submit written documentation prepared by a Professional Engineer, a Registered Geologist with a background in hydrology, or other qualified professional as necessary to Demonstrate conformance with Arizona Administrative Code Title 18, Chapter 9, Articles 1 and 3.

**REGULATION 6. APPROVAL TO DISCHARGE**

No on-site wastewater treatment facility shall be covered or operated until a final construction inspection has been conducted and an approval to discharge from the on-site wastewater treatment facility has been issued by Pinal County.

**REGULATION 7. OPERATIONAL RESPONSIBILITY**

- a. A person shall operate a permitted on-site wastewater treatment facility so that:
1. Flows to the facility consist of typical sewage and do not include any motor oil, gasoline, paint, varnish, solvent, pesticide, fertilizer, or other material not generally associated with toilet flushing, food preparation,

laundry, or personal hygiene;

2. Flows to the facility do not contain hazardous wastes or hazardous substances;
3. If the sewage contains a component of nonresidential flow such as food preparation, laundry service, or other source, the sewage is adequately pretreated by an interceptor or other approved device;
4. Flow to the facility does not exceed the design flow specified in the approval to discharge;
5. The facility does not create an unsanitary condition or a public or environmental nuisance.



# PINAL COUNTY

WIDE OPEN OPPORTUNITY

## AGENDA ITEM

October 6, 2021 ADMINISTRATION BUILDING A  
FLORENCE, ARIZONA

**REQUESTED BY:**

**Funds #:**

**Dept. #:**

**Dept. Name:** Clerk of the Board

**Director:** Natasha Kennedy

**BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:**

Meeting Notice of Posting

**BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:**

**BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:**

**MOTION:**

History	Who	Approval
Time		

**ATTACHMENTS:**

<p>Click to download</p> <p><input type="checkbox"/> <a href="#">Notice of Posting</a></p>
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**PINAL COUNTY**  
WIDE OPEN OPPORTUNITY

**MEETING NOTICE OF POSTING**

**STATE OF ARIZONA**

**COUNTY OF PINAL**

I, Natasha Kennedy, being duly sworn upon her oath, says as follows:

I am the appointed Clerk of the Pinal County Board of Supervisors.

In my position as Clerk of the Board of Supervisors and Board of Directors, I am responsible for posting all Agendas.

Pursuant to A.R.S. 38-431.02 notice is hereby given that the Pinal County Board of Supervisors and Pinal County Board of Directors will hold a Regular meeting on **Wednesday, October 6, 2021 at 9:30 a.m.** in the Board Hearing Room, 1891 Historic Courthouse, Administrative Complex, located at 135 N. Pinal Street, Florence, Arizona 85132.

Board Meetings are broadcasted live and the public may access the meeting at <https://www.pinalcountyaz.gov/bos/Pages/LiveStreaming.aspx>

Board Agendas are available at <https://pinal.novusagenda.com/AgendaPublic/>

At any time during business hours, citizens may reach the Clerk of the Board Office at (520) 866-6068 or via email at [ClerkoftheBoard@pinal.gov](mailto:ClerkoftheBoard@pinal.gov) for information about Board meeting participation.


**Note:** One or more members of the Board may participate in this meeting by telephonic conference call.

I hereby further certify that I caused to be posted this Friday, October 1, 2021, around 11:00 AM the Regular Agenda, Public Health Services District Agenda, and Executive Session at the following locations:

1. A kiosk located outside the front entrance to The Old Historical Courthouse, Administrative Complex Building, 135 North Pinal Street, Florence, Arizona 85132
2. County website under Meetings located at [www.pinal.gov](http://www.pinal.gov)
3. Emailed the NOVUS Agenda Distribution List and Clerk of the Board Notification Distribution List

**WITNESS** my official signature and corporate seal of Pinal County, Arizona this 1<sup>st</sup> day of October, 2021.



  
 \_\_\_\_\_  
**Natasha Kennedy**  
 Clerk of the Board  
 Board of Supervisors of Pinal County, Arizona