



BOARD OF TRUSTEES

Meeting Minutes

Date: October 13, 2016

Lehi City Offices

153 N 100 E

Lehi, UT

Board of Trustees Members in Attendance:

Jason Bond, Alpine City, Alternate  
Mike Geddes, Town of Cedar Hills  
Dale Bigler, Elk Ridge City  
Seth Perrins, Spanish Fork City  
Mark Christensen, City of Saratoga Springs  
Larry Ellertson, Utah County Commissioner  
Greg Graves, Utah County Commissioner  
James O. Tracy, Utah County Sheriff  
Mike Forshee, Utah County Undersheriff  
Jacob McHargue, Town of Vineyard  
Wendy Pray, City of Woodland Hills, Vice-Chairperson

Absent Board of Trustees Members:

Don Nay, Utah County, Alternate  
Richard Nelson, Alpine City  
Craig Whitehead, American Fork City  
Howard Anderson, Town of Cedar Fort  
Ikani Taumoepeau, Eagle Mountain City  
Brad Gurney, Town of Fairfield  
Lonny Ward, Town of Genola  
Josh Cummings, Town of Goshen  
Ed Dennis, Highland City  
Jason Walker, Lehi City  
Scott Spencer, Payson City  
Terry Ficklin, Salem City  
Benjamin Reeves, Santaquin City, Chairperson

Others in Attendance:

Deborah Mecham, UVDSSD Executive Director  
Suzee Anderson, UVDSSD Administrative Specialist  
Junior Baker, Spanish Fork City  
Craig Northup, Fire Chief, City of Woodland Hills

1. Call to Order: *Wendy Pray, Vice-Chair*
2. Consent Calendar: *Wendy Pray, Vice-Chair*
  - 2.1 Meeting Minutes for September 8, 2016
  - 2.2 Warrant register for July-September 2016

**Motion to approve the Consent Agenda by Seth Perrins  
Second by Jacob McHargue  
Voting unanimous, motion passed**

3. Business and Action Items:

3.1 Facility progress – *Deborah Mecham, Executive Director*

Deborah Mecham reported that the facility is progressing well. The sidewalks and flooring are being put in. The landscaping plants are nearing completion. There might be a need to hold in bond some of the trees due to not being able to plant them during this time of year. The substantial completion date is October 22. The operations floor is substantially complete and furniture consoles are being installed. After the substantial completion date, there will be 6-7 weeks of systems installations. There are still concerns about the retention pond. The contractor and architect are still concerned about the the holding water issue. It has been wet all year and the plan is to watch it to make sure there are no problems and to identify any additional work that may need to be done.

3.1.1 Change Order #035 – Additional network cables

Deborah Mecham informed that there is a need for an additional junction box for power for the tower obstruction light and additional data cabling for the dispatch consoles. The amount of this change order is \$3,461.27.

3.1.2 Change Order #042 – Printer and software for access control

Deborah Mecham explained that the printer, software, installation/programming and training for access control system was not included in the original bid because it was thought to be an extension of the county's system currently in place. In order for the district to have its own access control system, the cost would be \$5,285.43.

3.1.3 Change Orders to date

Deborah provided the board members with total change orders to date. The total board approved change orders was \$152,757.00. Deborah's approval section totaled \$10,496.96. The total change orders to date are reported at \$163,254.01 with \$121,692.47 coming from fund balance. Mark Christensen reported that the total change orders were less than 3%. Deborah reported the only thing that she was aware of was the need for a mailbox. Discussion ensued as to whether the post office would deliver and

the specifics of the mailbox. The post office confirmed the need for, and provided specifications regarding a mailbox.

**Motion to approve the change orders by Jacob McHargue**

**Second by Seth Perrins**

**Voting unanimous, motion passed**

### 3.2 Janitorial Service Agreement

Deborah reported that the district put out a RFP for bid for janitorial services. Four bids were received. The bids were thoroughly reviewed and it was decided to award the bid to Absolute Janitorial Services. Legal counsel provided the agreement. Mark Christensen suggested being more specific on the amounts of chemicals used and the frequency of the cleaning in the Janitorial Service Agreement. Jacob McHargue reported that Vineyard uses Absolute Janitorial Services. Deborah Mecham reported that each employee would have to have a background check to enter our facility. The contract terms are until the end of the Fiscal Year. The other bid amounts were discussed.

**Motion to approve the janitorial service agreement by Mark Christensen**

**Second by Seth Perrins**

**Voting unanimous, motion passed**

### 3.3 Cutover plan for move into new facility – *Deborah Mecham*

Deborah informed the board that the actual cutover date is scheduled for 3:00 a.m. on December 7, 2016. She reported that 3:00 a.m. was chosen to have the least impact on public safety. She stated that the administration staff will move 1 week prior to the cutover date. All of the vendors that need to be there for the actual cutover are informed and will be onsite. The plan to cutover was discussed as to covering shifts in each facility and the telephone process.

### 3.4 Ribbon Cutting Ceremony / Open House – *Deborah Mecham*

Details regarding a bronze plaque were discussed with special detail given to spelling of names and entities represented and project advisors. The date that was agreed upon for the ribbon cutting ceremony was January 12, 2017 at 10:00 a.m. Deborah requested all board member's presence. She stated that all city councils, board members, police and fire chiefs in Utah County would be invited along with Legislators and other dispatch centers in the area.

### 3.5 911 Revenue and funding of study – *Seth Perrins*

Seth Perrins reported that he and Jacob McHargue had met with a group of city managers with agencies with PSAPS in Utah County and also Bountiful City to discuss the 911 Revenue study. They wanted to fund a study to propose alternate ways to distribute the funding. Concerns were addressed as to the timeline of getting a study done. It was decided to have a resolution drawn up by the Utah County

Attorney stating that as a whole, we do not dispute the funding needs to be changed, but an unbiased study needs to be commissioned and done correctly.

3.6 Woodland Hills siren system request – *Deborah Mecham*

Deborah Mecham addressed the Fire alert siren of Woodland Hills. The alarm is activated upon request of the Fire Chief or Incident Commander to notify residents to evacuate. She stated that special requests going into the new facility are only allowed if they are determined to be a true public safety matter. Chief Northup addressed the board and explained his city's evacuation plan and the need for the alarm. Woodland Hills agreed to pay the costs associated with connecting, installing and maintaining the system, and any future repairs or maintenance.

**Motion to approve Woodland Hills siren request by Mike Forshee**

**Second by Seth Perrins**

**Voting unanimous, motion passed**

3.7 Approval of surplus property – *Deborah Mecham*

Deborah Mecham reported that in preparation for the move, the presented inventory list will not be moved. She stated that she would like to use the public surplus program to move the items that are no longer necessary. She recognized that other items, which belong to Utah County, will remain and are not included in the surplus list.

**Motion to approve the surplus by Jacob McHargue**

**Second by Greg Graves**

**Voting unanimous, motion passed**

4. Other Business:

4.1 Operations Board report – *Scott Spencer, Chairman*

Chairman Spencer was not in attendance and there was not an operations board held in October.

4.2 Directors report – *Deborah Mecham, Executive Director*

Deborah reported that she had met with the north end agencies in order to split the North Channel. After some discussion, an agreement was made. A discussion ensued as to the processes and hiring timeline necessary to split the channel. Deborah expressed her appreciation to all the chiefs of the north end entities and their input in the process. Deborah also thanked Jacob McHargue for ensuring that Vineyard's 911 revenues were being directed to the district.

Junior Baker addressed the board and explained what steps would need to be taken if the district were to become a taxing entity. He stated that the district would need to convert to a local district. A local

district can become a taxable entity. It would require half of the board to be elected officials. He reiterated that this is not a decision, but a basis for a future discussion.

4.3 Open forum and next meeting agenda items

Jason Bond, Alpine's alternate, introduced himself and announced Richard Nelson's retirement in November. It was decided that unless a critical issue arose, the November and December board meetings could be cancelled.

5. Adjournment

5.1 Next meeting – January 12, 2017 - Utah Valley Dispatch Special Service District Training Room

**Motion to approve adjourn by Larry Ellertson**

**Second by Mark Christensen**

**Voting unanimous, meeting adjourned.**