



BOARD OF TRUSTEES

Meeting Minutes

Date: Thursday, January 12, 2017

Utah Valley Dispatch

3047 North 400 West

Spanish Fork, Utah 84660

Board of Trustees Members in Attendance:

Jason Bond, Alpine City, Alternate
Mike Geddes, Town of Cedar Hills
Jeff Weber, Eagle Mountain City
Josh Cummings, Town of Goshen
Ed Dennis, Highland City
Scott Spencer, Payson City
Terry Ficklin, Salem City
Benjamin Reeves, Santaquin City, Chairperson
Seth Perrins, Spanish Fork City
Mark Christensen, City of Saratoga Springs
Greg Graves, Utah County Commissioner
Don Nay, Utah County, Alternate
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:

Howard Anderson, Town of Cedar Fort
Dale Bigler, Elk Ridge City
Brad Gurney, Town of Fairfield
Lonny Ward, Town of Genola
Jason Walker, Lehi City

Others in Attendance:

Deborah Mecham, UVDSSD Executive Director
Suzee Anderson, UVDSSD Administrative Specialist
Junior Baker, Spanish Fork City
C. Nathan Ivie, Utah County Commissioner
Bud Poduska, City of Saratoga Springs
Dana Howell, Osborne Robbins & Buhler PLLC

1. Call to Order: *Ben Reeves, Chair*

*****In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call the Utah Valley Dispatch Special Service District at 801-794-3941 at least 24 hours prior to the meeting.*****

Ben Reeves called the meeting to order, stating it would be a work meeting until a quorum was available. At 9:03 am the meeting was officially called to order.

2. Consent Calendar: *Ben Reeves, Chair*

2.1 Meeting Minutes for October 13, 2016

Motion to approve the Meeting Minutes by Jacob McHargue

Second by Greg Graves

Voting unanimous, motion passed

2.2 Operations Procedure E-2016-016 öVehicle Pursuitsö

Motion to approve Operations Procedure E-2016-016 by Mark Christensen

Second by Terry Ficklin

Voting unanimous, motion passed

3. Business and Action Items:

3.1 FY 2016 Audit report öOsborne Robbins & Buhler PLLC

Dana Howell presented the results of the Utah Valley Dispatch SSD audit. She stated that UVDSSD was in compliance with GAAP. The finding of the audit stated that the district was in compliance and had the necessary internal controls over compliance. Ms. Howell reported that at the end of FY2016 the facility was still a work in progress. She highlighted pension liabilities and net position. Ms. Howell complimented the Administration team on their handling of finances and cooperation on the audit.

3.2 Report on facility move and pending matters öDeborah Mecham, Executive Director

Deborah Mecham reported on the cutover on December 7, 2016. The event happened at 2:00 am and she felt that it was smooth and relatively seamless. She stated that there are still pending issues with the facility i.e. the security gate freezing closed, the front door will not unlock, water issues in the hallway by the data room. Questions were asked regarding the water issue and the amount of damage occurring. Deborah indicated that the contractor was working on a solution and it would be forthcoming. She also stated that the mow strip was not able to be installed and would be delayed until Spring. Deborah reported that there are a few issues with the radio system, causing the radio to lose resources occasionally. The resolution would be to create a redundant pathway to the sheriff's office. Deborah stated that there have been adjustments with employees and that time is needed to find the new normal. Deborah thanked her staff and all others involved in the process including vendors, contractors and the architect.

3.3 Facility change orders öDeborah Mecham, Executive Director

3.3.1 Review of Director approved change orders (#043, #044, #045, #046, #048)

Deborah reviewed the change orders that she signed on due to time constraints. There was discussion regarding the liability for the change orders. Suggestion was made to have the legal counsel review all change orders to ensure correct placement of liabilities. A request was made to bring all change orders in totality prior to a motion to approve the change orders.

3.3.2 COR #047 ö Electric baseboard heater for mechanical room

Deborah explained that the mechanical room does not have heat currently and there is concern of the main water line and the fire suppression pipes freezing.

3.3.3 COR #049 ö Intercom at main entry

Deborah stated that there was not the ability to allow entrance into the front door after hours. She stated that an intercom at the main entry would allow visitors to contact the operations floor when administration was not available. Discussion ensued as to the importance of maintaining employee safety.

Motion to ratify change orders 043, 044, 045, 046 and 048 and approve change order 049 with closer examination of costs on 047 by Wendy Pray

Second by Greg Graves

Voting unanimous, motion passed

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3.3.4 Change orders to date - Deborah provided the board with a running order of change orders. It was stated that the change orders were only 3.3% of total project costs and Deborah was commended in her ability to control the costs.

3.4 Report on Juab County request for dispatch services ó *Deborah Mecham, Executive Director*
Deborah reminded the board of previous discussions held regarding providing services for Juab County. She stated that an estimate had been given. Juab County is now interested in joining Utah Valley Dispatch. Discussions have taken place with Motorola and UCA to discuss the process. The board discussed benefits and issues with adding Juab County to the district and costs associated with this move. Suggestions were made to further investigate the possibility of contracting with Juab County.

3.5 2017 meeting schedule

Suggestion was made to alternate meetings between the dispatch facility and north end cities.

Motion to accept the meeting schedule with the addition of rotating locations made by Terry Ficklin

Second by Mark Christensen

Voting unanimous, motion passed

3.6 Elections for board officers

Motion to keep all officers the same as 2016 by Mark Christensen

Second by Greg Graves

Voting unanimous, motion passed.

4. Other Business:

4.1 Open forum and next meeting agenda items

5. Adjournment

5.1 Next meeting ó February 9, 2017

Motion to adjourn by Seth Perrins

Second by Jacob McHargue

Voting unanimous, meeting adjourned.

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