



BOARD OF TRUSTEES

Meeting Minutes

Date: November 13, 2014

Lehi City Offices

153 North 100 East

Lehi, Utah

Board of Trustees Members in Attendance:

Rich Nelson, Alpine City  
Craig Whitehead, American Fork City  
Daniel Zappala, City of Cedar Hills  
Aaron Palmer, Highland City  
Derek Todd, Lehi City  
Terry Ficklin, Salem City  
Mark Christensen, City of Saratoga Springs, via phone  
David Oyler, Spanish Fork City, Chairman  
Wendy Pray, City of Woodland Hills, Vice Chair

Absent Board of Trustees Members:

Nyle Jacobsen, Town of Cedar Fort  
Ifo Pili, Eagle Mountain City  
Paul Squires, Elk Ridge City  
No Current Representative, Town of Fairfield  
Hale Robinson, Town of Genola  
No Current Representative, Town of Goshen  
Scott Spencer, Payson City  
No Current Representative, Santaquin City  
James O. Tracy, Utah County Sheriff  
Larry Ellertson, Utah County Commissioner  
Doug Whitney, Utah County Commissioner  
Norm Holdaway, Town of Vineyard

Others in Attendance:

David Bunker, City of Cedar Hills, Alternate  
Jason Walker, Lehi City, Alternate  
Brad James, Salem Police Department  
Ian Robbins, Osborne, Robbins & Buhler PLLC  
Don Nay, Utah County Public Works  
Deborah Mecham, UVDSSD Executive Director  
Shantell Staiger, UVDSSD Administrative Specialist

1. Call to Order: *David Oyler, Chairman*

David Oyler welcomed attendees and directed there was not a quorum present to take action and therefore the consent calendar could not be approved.

2. Business Items:

2.1 FY2013 Audit – *Ian Robbins, CPA – Osborne, Robbins & Buhler PLLC*

Ian Robbins presented the audit reports. He thanked Deborah Mecham and Shantell Staiger for their assistance with the audit process. He explained that the financial statements are of clean opinion and are materially correct and fair. The financial position of the District is in good standing to proceed with the new facility development. Ian reported the first report of the internal control, there were no issues found. The second report outlined state legal compliance which is in accordance with no comments or problems. Ian indicated the final letter reports how the audit went with the evaluation of management, there were no issues.

Ian explained the District will be required to implement GASB statement No. 68 for the fiscal year ending June 30, 2015, which will change the District's accounting for retirement obligations. The District's Net Pension Liability will be reported in the Statement of Net Position. He indicated this liability totaled \$924,659 as of December 31, 2013. Ian advised if the District is going to do a bond for a new facility, the bonding requirements need to be up-to-date to meet the GASB liability. The Board discussed how GASB requirements are going to affect their individual cities.

Due to a quorum not being present, no action was taken at this time on the audit.

2.2 Operations report- *Chief Brad James, Operations Board Chairman*

Chief James indicated he did not have a report due to the Operations Board not having a meeting since September.

2.3 Director's report- *Deborah Mecham, Executive Director*

Deborah advised in the past she reported to move the District's 911 phone system to a new network called ESINet. She explained that at the time it was her intention to move to the new network immediately, but it was delayed when the state 911 committee asked PSAPs to wait to get better cost figures for the entire state. Deborah indicated to move to the new network there is a one-time charge however the 911 committee considered paying for 3-6 class counties only. She explained that the 911 committee has already paid for the Salt Lake and Weber County centers, leaving only Utah and Davis County. She advised with her recommendation the 911 Committee decided to fund the entire state. It will be a one-time \$10,000 savings.

Deborah indicated a work order has been placed with Century Link for the new network. The estimated cost savings is about \$80,000 annually. Deborah confirmed the benefits of the new system besides the cost savings. She explained the new network is an IP based network, instead of trunk line based, and will put us capable of receiving text or video to 911. Also, if the network went down there is the ability to assign multiple dispatch centers the District's calls instead of just one center.

Deborah reported that the District was awarded the Incident of the Year from Utah APCO for the role the dispatchers held in the January 2014 officer-involved shootings which ended in the death of Sergeant Wride and shooting of Deputy Sherwood.

Deborah explained the Eagle Mountain area had radio issues several weeks ago, where the fire stations were not receiving pages appropriately. The District was contacted to fix the issue. Deborah indicated the District contracts with Utah County for radio maintenance due to the county owning the equipment and the District leasing it from them until the District purchases new equipment with the new facility. She reported that unfortunately the county did not have a radio tech on staff to fix the issue and there were some concerns that the problem was not resolved in a timely manner. She advised she coordinated with the county and the Utah Communications Authority (UCA), and UCA was able to assist in fixing the issue. It was found to be a transmitter and fire station problem which were resolved. She has received no further reports of problems. Don Nay confirmed that the county is working on moving the transmitter.

Deborah reported she attended the Utah Association of Special Districts conference. She received information that the District must update its purchasing policy before January 1<sup>st</sup> or be held to the state's policy. She will be presenting an updated policy in the next meeting.

### 3.5 Discussion- Emergency Notification Systems- *Deborah Mechem, Executive Director*

Deborah indicated that some cities have purchased the emergency notification system, Parlant, due to the ineffectiveness of City Watch. She summarized the past decision made for the District to accommodate the use of City Watch and Parlant. She confirmed that the board encouraged members to look into using Parlant, and City Watch was still available. Since then the City Watch program is no longer being supported by the county, and Utah County has purchased the new system Everbridge, and would like the dispatch center to make their notifications through that system. Deborah advised that the District could accommodate the use of two systems, but no more, or concerns arise at the probability of mistakes being made. Deborah explained what the emergency notification systems do and how the information is received via databases. Craig Whitehead indicated American Fork has purchased the notification system CivicPlus. The Board discussed the issue of having three systems. David Oyler directed Deborah to do an analysis to see if the District can handle it and if there could be an interface between the systems.

### 3.6 Facility- *Deborah Mechem, Executive Director*

#### 3.6.1 Land Agreement- *Robert Moore, Utah County Attorney*

David Oyler advised that he, Deborah and Commissioner Ellertson had a meeting to discuss the purchase of the 2-acre piece of land. Commissioner Ellertson indicated after discussion with other county leaders, instead of selling the land they would like to do a long-term lease at a price lower than the purchase price. Robert Moore stated that all three commissioners would be meeting next Tuesday to discuss the land agreement. Deborah advised that Commissioner Ellertson told her that a figure for the lease payment would be given by this meeting, but unfortunately she had not received the figure. Mr. Moore explained that the county is trying to accumulate property around the Sheriff's complex, not sell it. The Board discussed that the lease time frame of 50 years with some members requesting it to be 80 years instead. Derek Todd confirmed if this is the best decision for the District to make. He explained that the District is its own entity and would still be around in 50 years, when the lease agreement expires, with the building still being useful. Mark Christensen indicated that he approves of the lease agreement as long as the county doesn't have control and it saves money. The Board discussed concern of what the cost would be to purchase land in 50 years. It was discussed having no rent money owed if the county owns the building at the end of the lease. Robert Moore advised that the agreement does not address if the District dissolves what would happen to the building and additional site add-ons need to be listed. He stated it would need to be authorized to have an 80 year lease with an extension of 15 years added to the agreement. The discussion ensued concerning the lease payment and how it states the District would need to pay to have the building torn down at the end of the lease agreement. David Oyler advised that the Board cannot solve problems 50-80 years from now. Mr. Moore informed that the agreement was

written like another agreement with the State for a piece of property on the Sheriff's Complex. He summarized in their agreement it states when the lease agreement time frame is over, the building is owned by the county. Daniel Zappala requested to see the agreement between the county and the state.

Junior Baker indicated he felt Robert Moore did a good job in writing the agreement with having limitations of not having the commissioners in the office. Mr. Baker explained that the three key factors in the agreement should be cost, length and what is the value of the building at the end of the agreement is it an asset or a liability. Daniel Zappala recommended the fourth factor in the agreement needs to be what happens if the district dissolves. Rich Nelson recommended that Deborah, David Oyler and Junior Baker meet with the commissioners to negotiate these matters. Dave Oyler indicated the agreement will be emailed to the Board for their review two weeks before the next meeting so any concerns can then be addressed.

### 3.6.2 Dispatch Building Agreement- *Junior Baker, Legal Counsel*

Junior Baker reviewed the agreement. He confirmed that the entities will not get their monies refunded if they terminate dispatch services with the District. He explained with the county commissioners changing and for the county to complete year end business by the end of December, that the agreements need to be signed by each city/county by December 31, 2014, With the signatures, the District needs to know what the preference of payment will be elected either one or two payments. Mr. Baker explained that the first payment is due on June 30<sup>th</sup> and the second payment is due on December 1<sup>st</sup>, if two payments are selected. Deborah Mecham asked if there were any concerns with having the agreements signed by December 31<sup>st</sup>. Some board members addressed concern that they only have one more council meeting before December 31<sup>st</sup>. It was decided that if the city is not able to have the agreement on the council meeting agenda in December, then they can extend to January 31<sup>st</sup>. David Oyler asked if there were any issues with how the agreement is written. No comments were made.

### 3.6.3 Architectural Services- *RFQ Review Committee*

Deborah explained the RFQ process and that three final firms were selected for presentations and interviews. All three are very qualified. After checking references the committee is recommending JRCA for the Architectural / Engineering Services. Craig Whitehead explained the benefit they offer is a quality control of the design, which reviews the process separately. David Bunker and Terry Ficklin agreed with recommending JRCA due to their understanding of the transition process from the old site to the new one, which is critical. The recommendation from the committee was to hire JRCA for architectural services for the new facility.

## 4. Other Business:

### 4.1 Open Forum and next meeting agenda items-

No comments were made.

## 5. Adjournment:

### 5.1 Next meeting- December 11, 2014- location and time to be determined.

No quorum was present to adjourn meeting.

