



BOARD OF TRUSTEES

Meeting Minutes

Date: November 12, 2015

Lehi City

153 North 100 East

Lehi, Utah

Board of Trustees Members in Attendance:

Richard Nelson, Alpine City
Howard Anderson, Town of Cedar Fort
Ikani Taumoepeau, Eagle Mountain City
Jason Walker, Lehi City
Scott Spencer, Payson City
Benjamin Reeves, Santaquin City
Terry Ficklin, Salem City
Mark Christensen, City of Saratoga Springs
David Oyler, Spanish Fork City, Chairman
Don Nay, Utah County, Alternate
Mike Forshee, Utah County Undersheriff, Alternate
Jacob McHargue, Town of Vineyard
Wendy Pray, City of Woodland Hills, Vice Chair

Absent Board of Trustees Members:

Craig Whitehead, American Fork City
Mike Geddes, City of Cedar Hills
Dale Bigler, Elk Ridge City
Brad Gurney, Town of Fairfield
Lonny Ward, Town of Genola
Josh Cummings, Town of Goshen
Nathan Crane, Highland City
Larry Ellertson, Utah County Commissioner
Greg Graves, Utah County Commissioner
James O. Tracy, Utah County Sheriff

Others in Attendance:

Gary LeCheminant, Highland City
Jim Child, JRCA Architects
Deborah Mecham, UVDSSD Executive Director
Shantell Staiger, UVDSSD Administrative Specialist
Junior Baker, UVDSSD, Legal Counsel

1. Call to Order: *David Oyler, Chairman*
2. Consent Calendar: *David Oyler, Chairman*
 - 2.1 Approval of Meeting Minutes for August 27, 2015-
 - 2.2 Approval of Operations Procedure E-2015-021 “Bank Alarms”-

**Motion to approve the consent calendar by Mike Forshee
Second by Richard Nelson
Unanimous vote, motion carried.**

3. Business and Action Items:

- 3.1 Presentation and approval of FY2015 audit- *Ian Robbins, CPA – Osborne, Robbins & Buhler PLLC*

Ian Robbins presented the audit reports and explained that the audit went well. He indicated the implementation of GASB statement No. 68 on the financial statements did not have a negative disposition. Ian explained the net pension liability is based on information provided by Utah Retirement Systems. The auditor was not able to perform any tests to verify the material amounts of the pension liability due to the lack of detail provided in the URS reports.

Ian reported there were not issues found in the internal controls of the District. He explained in the category of *Uncorrected Misstatements* the payments for the District’s new facility should have been recognized as of June 30, 2015 for the financial statements. This receivable had not been recorded prior to the audit procedures being performed. It was explained that the District had not yet received the payments.

It was noted with the implementation of the GASB statements, a possible cost increase to the District for audit services. It was recommended to provide the audit reports to the board electronically next year.

**Motion by Jason Walker to accept the FY2013 audit report as presented by Osborne, Robbins and Buhler
Second by Mark Christensen
Unanimous vote, motion carried.**

- 3.2 Update of facility-

Jim Child reported the construction permit was released by Spanish Fork City on October 20th with construction starting October 27th. He indicated that geopiering is currently being conducted on the site and will be ongoing for the next several weeks.

- 3.2.1 Change Order Request #002- Pressurized irrigation line-

Jim Child advised Spanish Fork City is requiring the installation of pressurized irrigation from 3000 North. This requirement was not known when the building permit was issued. He indicated water will not run through the pipes for 3-5 years. The county will be tying into the piping system in the future but will not participate in paying for the installation of the system now. The change order request totals \$53,614.24. The irrigation system will not be installed until spring.

David Oyler explained the distance in the length of pipe costs were saved by not having it installed to the front of the property. He stated Spanish Fork City requires all utilities be installed including the pressurized irrigation. A “pioneer agreement” will not be issued with the county to offset the costs owed to the District. David verified that the additional costs will not be billed back to the entities but will be taken from fund balance.

Motion by Ben Reeves to approve Change Order Request #002
Second by Terry Ficklin
Unanimous vote, motion carried.

3.3 Agreement for Legal Services-

Junior Baker explained he has been operating under the terms of a reasonable fee since shortly after the creation of the District. In checking with records neither Spanish Fork City nor the district can find where an agreement was in place. He indicated instead of charging an hourly rate, for budget purposes it was decided to charge a lump sum. He noted that the county will provide services for an hourly rate. The current fees are \$4,500 and have been since 2010. The agreement presented retains the \$4,500.00 fees for the remainder of this fiscal year, with an increase in FY2017 to \$5,000.00, and future increases upon negotiation.

Motion by Mark Christensen to accept the Agreement for Legal Services as presented
Second by Ben Reeves
Unanimous vote, motion carried.

3.4 Updates to District Purchasing Policy-

Deborah Mecham explained that the District’s finance policies were approved in 2009. Based on recommendation from the State Auditor’s office, all districts were encouraged to review and update their policies by either adopting the state’s policies or ratifying the policies in place. Deborah indicated she and Junior Baker have reviewed and updated the District’s Purchasing Policy as presented today for consideration.

Don Nay noted a change to wording from city to district in the Surplus section of D.2.

Motion to approve the updates to District Purchasing Policy, with the wording change noted previously by Don Nay
Second by Wendy Pray
Unanimous vote, motion carried.

3.5 Personnel Policy Changes

- 3.5.1 D004 Overtime Pay
- 3.5.2 B001 Employee Classifications
- 3.5.3 D005 Compensatory Time
- 3.5.4 E003 Health and Dental Insurance
- 3.5.5 E007 Vacation Leave
- 3.5.6 E010 Sick Leave
- 3.5.7 G001 Promotions

Deborah Mecham explained the updates to the policies, except D004 “Overtime Pay”, are changes related to Job-Share employees. Although the job-share status has been in policy, no job-share partnership

requests have been made for some time. Recently some job-share requests have been made; therefore the policies now clarify to ensure a clear understanding of benefits and work assignments. Deborah advised of the changes to the policy D004 "Overtime Pay". The changes in this policy are all related to the assignment of mandatory overtime. Due to staffing shortages, mandatory overtime is sometimes required. She indicated under FLSA an employer may require employees to work extra hours, and should be stated in the policy. The Board addressed concern with the District requiring a lot of overtime that the employees are going to get burned out and retention of employees will become increasingly difficult. With this concern, David Oyler asked which board members had received a letter from the District's employees noting the challenges they are facing. Ben Reeves and Mike Forshee indicated they had. David advised that he and Deborah had a discussion and reviewed the letter together. They acknowledged the employees frustrations with working mandatory overtime and that they are feeling burned out. Deborah presented a report showing how many overtime hours each employee has worked in the past six months. She detailed a report indicating the staffing levels and shortages. She explained how many employees need to be staffed during certain hours of the day and which positions must be staffed. The board expressed their support to Deborah to give her the tools she needs to maintain staffing levels. Deborah reported that the majority of vacancies are new hires not making it through training and FMLA leaves. She notified that ten employees, a third of the District's staff, have taken FMLA over the past year. Deborah presented a report showing the overall turnover during 2015 to date and the reasons for leaving. A concern was discussed of the employees not being given time off, Deborah acknowledged that vacation has to be denied sometimes due to staffing shortages but then presented a report showing the total leave the employees have been given in 2015. Deborah confirmed that the District has a policy that the Board approved, to payout vacation leave so no employee loses their leave.

Several board members indicated they have received similar letters and hear similar concerns in their cities, but understand that the District has to function 24 hours a day. They recommended Deborah scan the letter to them and if they have questions to email them to her. It was asked what the board can do to help increase staffing. It was advised to post the job announcement on their city's newsletters and websites.

Deborah indicated that she does care about the mandatory overtime the employees have to work to cover vacancies and sick calls. She advised the on-call process was requested by the employees. Deborah directed there is no longer a need for 2nd mandatory on-call day. Another change recently made is to decrease the number of dispatchers needed at 0100 hours to five.

David Oyler advised he has confidence in Deborah's ability to manage the dispatch center. He indicated the need to recruit enough qualified candidates to hire for staffing shortages.

David Oyler asked if the board felt the need to adjourn to a closed session. It was advised that going into a closed session had no value with not yet reviewing the letter. Mark Christensen commented that he feels Deborah is doing a great job. Scott Spencer indicated there is a lot of frustration expressed by the dispatchers he has spoke with. He commented that they are the highest paid dispatchers but there is high turnover. David Oyler directed the board members review the letter and then get feedback from the members of the Operations Board in their entities and report to Deborah the concerns. Deborah asked if there are any concerns with the letter that they address them with her directly.

Motion by Mark Christensen to approve the personnel policy changes the below policies:

- D004 Overtime Pay**
- B001 Employee Classifications**
- D005 Compensatory Time**
- E003 Health and Dental Insurance**
- E007 Vacation Leave**

E010 Sick Leave
G001 Promotions

Second by Wendy Pray
Unanimous vote, motion carried.

4. Other Business:

4.1 Open forum and next meeting agenda items-

David Oyler indicated that he would be retiring in February. He advised Spanish Fork City was in the process of advertising to appoint a replacement representative, and a decision will need to be made on filling the chair position.

5. Adjournment:

5.1 Next meeting- December 10, 2015- Provo, Utah