



BOARD OF TRUSTEES

Meeting Minutes

Date: March 10, 2016

Utah County Commission Conference Room

100 East Center Street, Suite 2300

Provo, Utah 84606

Board of Trustees Members in Attendance:

Craig Whitehead, American Fork City
Howard Anderson, Town of Cedar Fort
Scott Spencer, Payson City
Benjamin Reeves, Santaquin City
Terry Ficklin, Salem City
Mark Christensen, City of Saratoga Springs
Seth Perrins, Spanish Fork City, Chairman
Don Nay, Utah County, Alternate
Larry Ellertson, Utah County Commissioner
Greg Graves, Utah County Commissioner
Mike Forshee, Utah County Undersheriff, Alternate
Jacob McHargue, Town of Vineyard
Wendy Pray, City of Woodland Hills, Vice Chair

Absent Board of Trustees Members:

Richard Nelson, Alpine City
Mike Geddes, City of Cedar Hills
Ikani Taumoepeau, Eagle Mountain City
Dale Bigler, Elk Ridge City
Brad Gurney, Town of Fairfield
Lonny Ward, Town of Genola
Josh Cummings, Town of Goshen
Nathan Crane, Highland City
Jason Walker, Lehi City
James O. Tracy, Utah County Sheriff

Others in Attendance:

Justin Brady, Ascent Construction
David Swisher, Ascent Construction
Scott Holmes, JRCA Architects
Deborah Mecham, UVDSSD Executive Director
Shantell Staiger, UVDSSD Administrative Specialist
Junior Baker, UVDSSD, Legal Counsel

1. Call to Order: *Seth Perrins, Chairman*
2. Consent Calendar: *Seth Perrins, Chairman*

- 2.1 Approval of Meeting Minutes for January 14, 2016-
- 2.2 Operations Procedures approved by Operations Board on February 4, 2016-
 - 2.2.1 D-2016-002 “Telephone Interrogations”-
 - G-2016-002 “ProQA and Advanced Medical Priority Dispatch System-

**Motion to approve the consent calendar by Benjamin Reeves
Second by Greg Graves
Unanimous vote, motion carried.**

3. Business and Action Items:

3.1 Facility progress-

Project manager, Justin Brady, reported the foundation and in-steel would be completed this week, with the underground PVC being completed next week. He indicated with the recent good weather the project is “full steam ahead”. Scott Holmes confirmed the saturated soils have been removed and the project is now moving forward. Greg Graves asked what the soils samples were like when they were collected in the facility study. Scott Holmes advised that the soils were dry when they were collected last winter.

3.1.1 Change Orders- Deborah Mecham, Executive Director

3.1.1.1 #010 for removal of unbuildable soils and structural fill import-

3.1.1.2 #007 for unknown additional soils removal post improvement-

Deborah Mecham summarized that change orders that were ratified and action was taken on. Scott Holmes explained change orders #10 and #7. He indicated the site had extremely saturated soils below the building slab. The decision was made to remove an additional 12” of the saturated soils and import clean fill. Mr. Holmes advised an estimated 754 yards of poor soils had to be exported off site. There was a charge accrued for imported the new fill and hauling the soils but not for loading them; the amount charged was \$21,148.54. Justin Brady indicated that some of the soils will be saved and used in the landscaping planters.

**Motion to approve change orders #10 and #7 by Greg Graves
Second by Benjamin Reeves
Unanimous vote, motion carried.**

3.1.1.3 Review of all previous or held change orders-

Deborah Mecham reviewed all previous and held change orders totaling roughly \$87,000. She explained a big portion of that amount was for the mandatory irrigation line required by Spanish Fork City. Some Board members expressed concern and caution of the total amount for change orders so early in the project. It was recommended they be watched very closely, Deborah indicated they are. Scott Holmes stated they are being sensitive to costs, finding ways to save and eliminating unnecessary expenses.

3.2 Juab County and other possible requests for dispatch service costs- *Deborah Mecham, Executive Director*

3.2.1 Future facility buy-in requirements-

Deborah Mecham explained Juab County has asked for costs for the District to provide dispatch services for them. She advised Richfield has also asked to provide a quote to Juab County. She indicated there are many things to consider with technical issues and different formulas for costs associated. Deborah stated Juab's call volume is not significant and it is possible for their calls to be included on the South Channel which would require no additional staffing. She reported that she provided them with dispatch fee costs for an amount to start looking at. The Board discussed the possibility of contracting services with Juab and the benefits of additional revenue. It was explained there would be no operational issue to provide dispatch services and could produce better response times for the citizens of Rocky Ridge. Deborah notified some of the contract details with Bluffdale City for dispatch services. She was directed to look at Bluffdale's contract as a starting point with Juab County. The Board advised to move forward with contract investigations and notified Deborah to pull out of discussion if they are not in the best interest of the District.

Motion by Larry Ellertson to pursue an investigation for dispatch contract services with Juab County
Second by Wendy Pray

Howard Anderson asked if Bluffdale City paid a portion of the costs for the facility as a contract user; it was explained that they did not therefore they do not have any asset value.

Unanimous vote, motion carried.

Deborah Mecham explained she was contacted by a citizen's group from a city in the county, that the District does not provide dispatch services for. The citizen's group members consisted of elected officials. Deborah reported the purpose of them calling her was to find out if dispatch services could be handled a different way. She explained she was transparent as she would be with any other group that contacted her. Deborah shared the dispatch fees of a city similar to their size, what that city had to pay for the new facility, and they did not think that unreasonable. The Board discussed if they should share that the group is seeking the information with the city. As long as it does not go formal with prices, it was agreed upon that a Code of Conduct was not broken and the information provided was public information to anyone.

3.3 Election of Chairman- *Seth Perrins, Chairman*

Seth Perrins offered his resignation as board chairman and indicated that he has a lot going on with his new position as City Administrator for Spanish Fork City. Mark Christensen advised that he had a discussion with Seth Perrins about him continuing to be the chairman and would recommend changing leadership. Seth advised the new chairman should be easily available to Deborah. He indicated he discussed with Benjamin Reeves his willingness to be the chairman and finish this term year. Junior Baker directed that there is no motion needed to accept Seth Perrins resignation as chairman.

Motion by Mark Christensen to appoint Benjamin Reeves as the board chairman for the term ending December 2016
Second by Benjamin Reeves
Unanimous vote, motion carried.

With Benjamin Reeves being the secretary to the board and now the new chairman, next month's agenda will include to appoint a new secretary.

3.3 FY 2017 Budget Work Session- *Deborah Mecham, Executive Director*

Deborah Mecham explained this has been a very different budget process based on construction of a new building and new costs associated with the District having its own building vs. leasing. The building revenues and expenses have spanned three budget years. She advised there are still some unknowns and the working budget includes estimates based on 4 months vs. 8 months in two buildings. She clarified that what was being presented today is still a work in progress.

Before reviewing the working budget, Deborah reviewed that there have been unexpected change orders to date, including the Spanish Fork irrigation water line, ground issues and other minor matters. She presented to the board that there is one major previous unknown that has come to light associated with the radio equipment for the new building.

Deborah reported that UCA received one-time funding from legislature last year, which was to include the purchase of new radio consoles at all dispatch centers throughout the state. Deborah has met with the Director of UCA several times and it has been implied all along that the radios would be purchased and we would be one of the first due to the District's new building. Anytime there was a question, she asked for confirmation and was assured we would be okay. Steve Proctor from UCA met during the design process to ensure connection from this building to new and indicated no need to move the Central Electronics Bank. The District's timeline was discussed and it was acknowledged for transition needs. UCA has now made the decision not to purchase the radios, based on not being able to move ahead with the statewide infrastructure changes due to the additional costs required and not yet obtained. The explanation has been that they do not want to purchase radio consoles at this time and later find they made the wrong choice in the radios purchased in compatibility with the new backbone, which Mr. Proctor said may not be for two years now. This information was just provided two weeks ago, and confirmed last week when Deborah met with Mr. Proctor.

The options available to the District include purchasing new consoles ourselves, estimated somewhere between \$500K-\$1M, to later find they may not be compatible. The other option is to install used/refurbished radio consoles. Those currently in the dispatch center are owned by the county. We could seek to have the county transfer ownership of the radio consoles and purchase additional on the used market. It has also been determined that the Central Electronics Bank will need to be moved.

Deborah indicated that unless the UCA plans change and allows new purchases, her recommendation is to determine if the county will transfer ownership of the current radio consoles, and find two more refurbished, which will be a temporary solution until the new statewide plan is in place. In addition to the radio consoles, we will need to purchase new computers, monitors and accessories. There will be some connectivity that needs to be added to the project for the back room equipment at the county. The biggest cost is the labor to run lines, connect the CEB and then connect to the positions, prepare the computers themselves (special software), physically move and connect. Deborah is seeking quotes from Motorola and UCA, but has an estimated cost as a placeholder in the working budget.

Board members expressed concerns over a legislative appropriation not being spent. There were questions about what the funds will be spent on or if the money gets returned. Deborah did not have a clear answer to that, yet it was stated in meetings that the funds would be used to keep the current radio system running until additional funds can be approved. There was concern expressed by the Board that

this change has occurred at a time when the District's project is greatly affected, and asked that a meeting be set with Steve Proctor to get a better understanding. It was expressed by the Board that UCA should support the District's move at no cost. Deborah was asked to schedule a meeting to include the following board members: Commissioner Ellertson, Mark Christensen, Sheriff Tracy, Ben Reeves, Seth Perrins and Don Nay.

Deborah proceeded to address one-time costs in the FY2017 budget, indicating that she is recommending use of fund balance monies for some of those purchases.

The fund balance was reviewed. Deborah stated that after transfers to the building fund, and the 911 revenue transfers for operating costs, the fund balance is \$1.5 Million. Of that \$220,000 is dedicated to the NG911 county-wide phone system grant match, which will leave almost \$1.3 Million. If the recommendation for one-time purchases is taken from fund balance, the remainder will be \$1,000,000, which is slightly over 25% of the operating budget. We are an enterprise fund so there is no limit, but 25% is a reasonable fund balance to retain.

Deborah reviewed the working budget for discussion, providing a three year comparison in both revenues and expenditures, explaining the monies moved forward from each year in the area of the building revenues. For FY17 she does not expect an increase in the 911 revenues, and would anticipate an increase to the user agencies in dispatch fees. It was noted that the increase at this point would be approximately 3.4% or a total of just over \$67,000. She noted that from FY15 to FY16 there was a 1.6% increase, but from FY13 to FY15 there was no increase. Including this year the five year increase would amount to 5%.

The FY17 expenditures were reviewed by account, detailing any increases and decreases. In Salaries and Benefits the increase of \$141,616 included the addition of four dispatchers at mid-year to staff another radio channel position in splitting the north channel, two part-time receptionist/office assistants to fill eight hours per day, a temporary IT intern during the facility move/transition, and an average of 2% for performance increases. While an 11.4% increase in health insurance premiums is anticipated, because the district's premiums are age-based due to having fewer than 50 employees, the turnover seen in the past year will reflect in an overall decrease due to younger staff replacing those that have left.

The majority of other accounts with increases are related to one-time costs for the new facility, to include copiers, shredder, file cabinets, break room appliances, and so forth. Two areas with estimated or unknown costs at this time are the radio consoles and labor to move, and the on-going radio maintenance costs. These will be updated as the information is received. Two new accounts are added for Facilities Maintenance and Utilities. Facilities Maintenance includes general building maintenance, janitorial services and supplies, generator fuel, grounds maintenance and preventative plans for HVAC, UPS and the generator. All of these will be new costs that the district will have.

The working budget total is currently estimated at \$8,128,936, with \$3.9 Million of that remaining dedicated to the building project.

Discussion ensued from the board members. Noted was that the costs for facilities maintenance, utilities and other areas are projected for 8 months, and the 4 dispatchers for only half of the year, therefore in FY2018 those costs will rise to cover a full year. It was reiterated that many of the facility costs are

estimated at this time, so it is not known of the full picture until there is some history to base future costs on. After further discussion, the radio console issue and the costs associated with that were further noted as a big impact on the District. Those details will be addressed after obtaining quotes and meeting with Steve Proctor with UCA. With no further discussion Deborah asked the Board for any further direction in preparing a budget for tentative approval in April. No further direction was given.

4. Other Business:

4.1 Operations Board reports- *Deborah Mecham, Executive Director*

Scott Spencer left the meeting before he was able to give the Operations Board report. Deborah advised she would give the report. She indicated there are the operational efficiencies the District and Operations Board have been working on. She stated one of them is reviewing the amount of call natures (classifications) the District has and trying to minimize them. Deborah reported there are continual efforts being made to streamline the process for the dispatchers, making things less complicated for them while maintaining high efficiency.

Deborah provided a staffing report. She indicated seven new hires just started working for the District. She discussed that two employees have requested to resign their full-time status and work only part-time. She advised their reasons have nothing to do with the job itself but recent life changing events where they cannot work full-time. There have been 20 hour job-share requests effecting the District's staffing. Deborah notified of a positive matter that a dispatcher, with experience, is in the background phase of hiring.

Deborah reported that in a future meeting, details will be discussed pertaining to the invoicing for the new countywide phone system. She advised a combined invoice will be sent with all entities amounts on it. One entity will have to pay the large invoice, then bill out the other entities for their portion on the invoice. Deborah will discuss her ideas of how this should be done in that future meeting.

4.2 Directors report- *Deborah Mecham, Executive Director*

Deborah Mecham stated the information for her director's report was provided earlier in the FY 2017 Budget Work Session.

4.3 Open forum and next meeting agenda items-

No comments were made.

5 Adjournment:

5.1 Next meeting- April 14, 2016- Lehi, Utah

**Motion to adjourn meeting by Larry Ellertson
Second by Jacob McHargue
Unanimous vote, motion carried.**