



BOARD OF TRUSTEES

Meeting Minutes

Date: August 19, 2016

Lehi City Offices

153 N 100 E

Lehi, UT

Board of Trustees Members in Attendance:

Larry Ellertson, Utah County Commissioner  
Richard Nelson, Alpine City  
Howard Anderson, Town of Cedar Fort  
Mike Geddes, Town of Cedar Hills  
Ikani Taumoepeau, Eagle Mountain City  
Ed Dennis, Highland City  
Jason Walker, Lehi City  
Scott Spencer, Payson City  
Benjamin Reeves, Santaquin City, Chairperson  
Seth Perrins, Spanish Fork City  
Mike Forshee, Utah County Sheriff  
Don Nay, Utah County  
Jacob McHargue, Town of Vineyard  
Wendy Pray, City of Woodland Hills, Vice-Chairperson

Absent Board of Trustees Members:

Greg Graves, Utah County Commissioner  
Craig Whitehead, American Fork City  
Dale Bigler, Elk Ridge City  
Brad Gurney, Town of Fairfield  
Lonny Ward, Town of Genola  
Josh Cummings, Town of Goshen  
Terry Ficklin, Salem City  
Mark Christensen, City of Saratoga Springs

Others in Attendance:

Deborah Mecham, UVDSSD Executive Director  
Suzee Anderson, UVDSSD Administrative Specialist  
Junior Baker, Spanish Fork City

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

2. Consent Calendar: *Ben Reeves, Chairperson*

2.1 Meeting Minutes for July 14, 2016

**Motion to approve the consent calendar by Scott Spencer**

**Second by Jacob McHargue**

**Unanimous Vote, motion carried.**

3. Business and Action Items:

3.1 Facility progress – *Deborah Mecham, Executive Director*

Deborah Mecham reported that the facility is moving along and great progress is being made. This week the construction crews are finishing drywall and taping and will begin painting the operations room. HVAC installations are ongoing. The sidewalk, curb and gutter, and windows are being installed. Three of the FAA studies are done and favorable. Deborah indicated that final approval is pending upon meeting with the general manager at the airport.

3.1.1 Change Orders – *Deborah Mecham*

3.1.1.1 # 008R3 – Additional General Conditions for weather delays

Benjamin Reeves informed the board that the construction company has determined that they will need to add 21 days for weather delays and saturated soils to the completion date. Ben explained that the board was obligated to these additional days, but that the hope was to avert that. The additional cost is \$12,303.55.

**Motion to approve Change Order 008R3 by Richard Nelson**

**Second by Howard Anderson**

**Unanimous Vote, motion carried.**

3.1.1.2 #031 – Install check valve and concrete head wall at canal

Ben Reeves reminded the board of the drainage issue with the retention pond and the canal receiving irrigation water. Richard Nelson from Utah County has his crew coming to clean the ditch; however there is still concern that the canal will still fill up with water and back up into the retention pond. The installation of a check valve will allow the water to disperse out but not allow the canal to flow back on site. Discussion ensued as to the location and cause of the backup. The cost of the change order is \$4,127.97.

**Motion to approve Change Order 031 by Howard Anderson**

**Second by Richard Nelson**

**Unanimous Vote, motion carried.**

### 3.1.1.3 Review of change orders to date

Deborah Mecham provided a monthly update of change orders. She explained that 47.5% of the total change orders were due to the installation of a pressurized irrigation line, 47% was due to weather and soil issues. 4% of the total change orders were due to omissions during the design process and 1.5% was owner requested changes.

### 3.2 DSS logging recorder hardware refresh

Deborah Mecham explained that the plan was to move the current logging recorder to the new facility. The current system is 4.5 years old. Average life span of a logging recorder system is 5-6 years. Upon finalization of requirements for the new county-wide 911 telephone system, it has been determined that the logging recorder will need digital licenses. In discussion with DSS Corporation, an option was presented to replace the hardware in lieu of moving the current equipment, which in turn would extend the life of the system for at least 5 years. Discussion ensued as to cost vs. benefit of changing the hardware now or waiting to do it until next year. Savings of \$26,000 over the next 5 years would be available if the upgrade was done now with a 5 year commitment. The District's attorney reviewed the maintenance agreement and changed a couple terms. Those terms were accepted by DSS Corporation.

**Motion to approve new proposal to replace hardware and commit to 5 years by Howard Anderson  
Second by Seth Perrins  
Unanimous Vote, motion carried.**

### 3.3 Utah Retirement Systems compliance review

Deborah Mecham presented the compliance review from Utah Retirement System. There was one finding and three recommendations. There were 3 instances where contributions reported were beyond the 30 day limit. Administration has responded to this finding and ensured that they would be compliant to the 30 day reporting policy. The recommendations were procedures that are already in place and will continue to be practiced. There was not a penalty associated with the finding.

### 3.3 Discussion points for radio consoles and 911 revenue distribution audit

Deborah Mecham reminded the board of the timeline with the Utah Communications Authority purchase of consoles for the new facility and the accompanying denial of those funds. Deborah informed the board that Seth Perrins had drafted a letter to his city's Representatives and he was willing to let other members of the board read and pattern a letter to their Representatives to encourage discussion. Seth Perrins explained the content of his letter and who he sent it to. Discussion ensued as to the costs of purchasing new consoles and the cost of moving the current equipment. Decisions were made to contact each entity's Representatives, hoping to get a good sense of their positions, but continuing with moving the old consoles as planned and budgeted for.

Deborah Mecham provided the board with discussion items regarding the 911 revenue distribution audit. Discussion ensued as to questions rising from the redistribution and the validity of the numbers

used in the report. Board members agreed to push for a more thorough review of the information before a change of funding was made. Board members will contact their legislators and be proactive in coming up with potential solutions.

4. Other Business:

4.1 Operations Board report – *Scott Spencer, Chairman*

Scott Spencer reported the actions at the August 4<sup>th</sup> Operations Board Meeting. He shared that a new process for notifying agencies regarding diverts at hospitals was in place. He discussed AVL and reminded the board to discuss the importance of using them. Scott also discussed the potential need to adjust call natures. Deborah Mecham stated that she met with Chief Rodney Hurst and they were working on policies to help define when such changes can be made. He also reported that talks were ongoing regarding a North Channel Split.

4.2 Directors report – *Deborah Mecham, Executive Director*

Deborah Mecham reported that she has not received a reply from Juab County regarding the quote she submitted. She also reported that she was recommended for appointment to be the Utah County representative on the Utah 911 committee again.

4.3 Open forum and next meeting agenda items

5. Adjournment

5.1 Next meeting – September 8, 2016 - Utah County Commission conference room

**Motion to adjourn by Jacob McHargue**

**Second by Larry Ellertson**

**Unanimous Vote, motion carried.**