

COMMISSION MEETING MINUTES
July 26, 2016

The Board of Davis County Commissioners met on May 31, 2016 at 10 am in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Members present were: Commissioner John Petroff, Jr. - Chair, Commissioner Jim Smith, Clerk/Auditor Curtis Koch, Chief Deputy Civil County Attorney Neal Geddes, and Deputy Clerk/Auditor Shauna Brady. Commissioner P. Bret Millburn was excused.

Agenda as posted

PUBLIC NOTICE is hereby given that the Board of Davis County Commissioners, Farmington, Utah, will hold a Commission Meeting at the Davis County Administration Building, 61 South Main Street, Room 303, Farmington, Utah, commencing at 10 a.m. on July 26, 2016.

OPENING

Pledge of Allegiance- by invitation

RECOGNITIONS, PRESENTATIONS AND INFORMATIONAL ITEMS

- Opening of Request for Proposals – Memorial Courthouse Reuse Plan
- Public comment period:
Proposed disposition of declared surplus parcels of land known as Tax ID 08-042-0083 and 08-043-0052 and is located on Shepard Creek Drainage in Somerset Farms PUD and Villa Susanna PUD in Farmington
- 2015 Comprehensive Annual Financial Report – Ulrich & Associates, PC, CPAs
- Notice of Public Hearing on Aug 2, 2016 Commission Meeting to consider additional budget appropriation requests for General Fund

BUSINESS/ACTION

Clint Thacker, Davis County Animal Care & Control Director, presenting:

Agreement with Boyer Hill Military Housing – animal control services (receivable)

Mack McDonald, Davis County Facilities Director, presenting:

Agreement with Kablamo: Tokyo Drift, LLC – use of Memorial Courthouse to film motion picture (receivable)

Mike Moake, Davis County Legacy Events Center Marketing, presenting:

Agreement with American Martial Arts – LEC space rental for karate classes (receivable)

Brooks Burr, Davis County Fair Coordinator, presenting:

Agreement with Robinette Sound – sound services for main stage area at the 2016 Davis County Fair (payable)

Brian Hatch, Davis County Health Director, presenting:

Agreement with Utah Department of Health – funding for public health & healthcare emergency preparedness and response activities (receivable)

Agreement with Utah Department of Health – 2017 General Grant Targeted Case Management (TCM) (receivable)

Amendment with Nurse-Family Partnership (NFP) – supplements/amends business associate addendum (n/a)

Randy Cook, Davis County Tourism & Events Coordinator, presenting:

Agreements (7) with the following hotels to block rooms for participants of the Tour of Utah (payable):

Best Western Plus – Layton	Hilton Garden Inn - Layton
Comfort Inn – Layton	Holiday Inn Express - Layton
Courtyard Marriott – Layton	Home 2 Suites - Layton
Hampton Inn – Layton	

Commissioner John Petroff presenting:

Contract summary list – Internet connection users for access to Recorder’s Office information on REDI WEB (receivable)

BOARD OF EQUALIZATION

Request approval of the Property Tax Register

CONSENT ITEMS

Meeting Minutes – June 28 and July 5, 2016

Check Registers

COMMISSIONER COMMENTS

PUBLIC COMMENTS (3 Minutes per Person)

CLOSED SESSION

UCA 52-4-205(1)(e) strategy session to discuss the sale of real property

Action Taken Regarding Matters Discussed in Closed Session

Pledge of Allegiance

Heidi Voordeckers, Davis County Chief Deputy Clerk/Auditor, led the Pledge of Allegiance. All in attendance were invited to stand and join in.

Excuse Commissioner Millburn

Commissioner Petroff excused Commissioner Millburn. He is out of town today.

RFP Opening for Memorial Courthouse

Commissioner Petroff explained we have reached a point where a decision needs to be made

regarding the use of the Davis County Memorial Courthouse. A Request for Proposals for such plans was sent out. Mack McDonald, Davis County Facilities Director, opened the following bids:

Project: **Memorial Courthouse Reuse Plan**

	BIDDER	AMOUNT
1.	EDA	\$85,393.00
2.	IBI Group	\$73,900.00
3.	MHTN	\$76,267.50
4.	Metamorphose	\$65,000.00
5.	JRCA Architects, Inc.	\$88,000.00
6.	FFKR Architects	\$59,760.00
7.	CRSA	\$75,850.00

After reviewing the bids, Mack will bring a recommendation before the Commission at a future meeting.

Public Comment
Period in regard
to property
Tax IDs
08-042-0083 and
08-043-0052

Barry Burton, Davis County Community & Economic Development Director, explained there have been requests by abutting property owners to purchase County property in the Somerset Farms PUD and Villa Susanna PUD. The property would basically add 1,000 to 3,000 square feet to the backyards of the property owners. Therefore, there is a proposed disposition of declared surplus parcels of land known as Tax IDs 08-042-0083 and 08-043-0052 located on the Shepard Creek Drainage in Farmington. We own a little more than just what is located in the channel. As advised from the Davis County Public Works and others, Barry said there is ample Davis County property left in the channel areas for the County to continue its flood control work.

Commissioner Petroff invited public comment on these actions. There were no comments.

2015 CAFR –
Ulrich &
Associates

Curtis Koch, Davis County Clerk/Auditor, introduced independent auditor Mike Ulrich, Ulrich & Associates, to present the 2015 Davis County Comprehensive Annual Financial Report (CAFR). Mr. Ulrich directed us to pages 16 & 17 where the Auditor’s Report finds the CAFR to be materially correct. Pages 32 & 33 show assets, liabilities and positions. Page 36 begins fund balance financial statements, governmental funds and how to manage from a budget. It shows total balances are within Utah State law requirements and are positive in each of the funds with no deficits. Page 38 explained transportation pass refunds, which are new this year. Pages 42-43 show business type assets and internal service funds. The general fund and main operating account on pages 80-82 shows total revenues, sales and property taxes are up and indicates Davis County is growing. Total expenditures are less than what was budgeted originally and in the final budget. Long term liabilities continue to decrease. Mr. Ulrich commented “This is good fiscal management.” He suggested reading page 20 for a management discussion & analysis. He said, “This year we have to report your portion of the state retirement fund” and directed us to new lines on page 32 requesting net pension asset with Utah Retirement Systems (URS).

Mr. Ulrich said their audit found that “policies and procedures are being followed and the controls effective. Employees are conscientious of their responsibility to follow internal control procedures and apply them consistently.” He has conducted random interviews and found County employees to be satisfied overall with no suggestion of fraud or misuse of funds. Regarding Compliance with State Laws, overall the County is in compliance. However, expenditures were found to be in excess of budget in the Transportation and Pass-Through Taxes fund. There was no misuse of the funds. Curtis explained we missed one account that was being directed to the Utah Transit Authority (UTA). He has had discussions with UTA and everyone is on the same page regarding how it has been corrected and will be reported going forward.

Curtis noted this is Ulrich & Associates’ first year to serve as our independent auditors. He appreciates their time, efforts and work to help us improve and find ways to better serve the people of Davis County. Curtis also recognized Doug Stone, Davis County Lead External Reporting Auditor, for his countless

hours of heading up the CAFR; Heidi Voordeckers, Chief Deputy-Finance; LynnAnn Winterton, Finance Manager; Tawnya Corbridge, Accountant; Kimberley Sedgewick-Accounting Technician and Dax Teuscher, Purchasing Manager.

Curtis said, “Our increase of fund balance was noted. That is very important. But, I want to be very clear, that increase came through one-time monies of \$4.1 million. That will not occur in the 2016 or 2017 budgets. While we are financially healthy, we still have issues that will need to be addressed in the coming months.” He pointed out that at times he is asked why the County is involved in certain areas involving enterprise funds. He explained enterprise funds are stand alone. They sustain themselves and that is our intention. He said, “People don’t need to worry if their property tax is going to fund golf courses. It is not.”

Curtis once again thanked Mr. Ulrich and his associates. “We appreciate the opportunity to improve. We will look into their findings and recommendations and do just that and expect to be better for having gone through this audit.”

Commissioner Smith expressed appreciation for the Ulrich team and the County auditors’ team. “In this particular case, Doug takes a lot of the lead on that and I appreciate his professionalism. Well done, nice job, thanks again.”

Commissioner Petroff expressed his appreciation for all involved in the audit process.

Commissioner Petroff read the following: Pursuant to section 17-36-26 U.C.A. 1953 as amended, notice is hereby given by the Board of Davis County Commissioners, Farmington, Utah that a public hearing will be held on Tuesday, August 2, 2016 at 10:00 AM in Room 303 of the Davis County Administration Building, 61 S. Main Street, Farmington, Utah to consider additional budget appropriation requests for the General Fund. Other Fund appropriations will also be considered. Budget increases will be funded by additional revenues that were unanticipated at the time original budgets were adopted and/or by monies unspent in the prior year.

Notice of Public Hearing at the Aug 2 Commission Mtg to consider add'l budget appropriation requests for general fund

Commissioner Petroff explained the Boyer Hill Military Housing contract for animal control services is not ready to be presented. Commissioner Smith made a motion to table the agreement. Commissioner Petroff seconded the motion. All voted aye.

TABLED – Agreement with Boyer Hill for animal control services

Mack McDonald, Davis County Facilities Director, presented agreement #2016-303 with Kablamo: Tokyo Drift, LLC for use of the Davis County Memorial Courthouse to film a motion picture called “Brigsby Bear.” The receivable contract amount is \$4,750.00. The contract period is July 25 through August 5, 2016.

Agreement #2016-303 with Kablamo: Tokyo Drift LLC for use of DC Memorial Courthouse to film “Brigsby Bear”

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Dave Hansen, Davis County Legacy Events Center Director, presented agreement #2016-304 with American Martial Arts for rental space for karate classes. Dave mentioned American Martial Arts’ occupy rental space on weekdays and appreciates their willingness to move out during the weekends when possible to accommodate other events. The receivable contract amount is \$6,600.00. The contract period is August 1, 2016 through June 30, 2017.

Agreement #2016-304 with American Martial Arts for rental space at the LEC for karate classes

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Brooks Burr, Davis County Fair Coordinator, presented agreement #2016-305 with Robinette Sound to provide sound needs for the main stage area at the 2016 Davis County Fair. Brooks commented on the great job Robinette Sound does for the County. The payable contract amount is \$2,500.00. The contract period is August 17–20, 2016.

Agreement #2016-305 with Robinette Sound to provide sound needs at the 2016 Davis County Fair

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All

voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Diana Reich, Administration Services Manager, Davis County Health Department, presented the following agreements:

Agreement #2016-306 with Utah Department of Health for public health and healthcare preparedness funding

Agreement #2016-306 with the Utah Department of Health to provide funding for public health and healthcare emergency preparedness and response activities. The receivable contract amount is \$292,914.00. There is a 10% local match of \$29,292.00. The contract period is July 1, 2016 through June 30, 2017.

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2016-307 with Utah Department of Health to claim FFP for TCM services

Agreement #2016-307 with the Utah Department of Health to set out the obligations of parties in order to claim Federal Financial Participation (FFP) for Targeted Case Management (TCM) services delivered to Medicaid eligible children birth through age 3 at the time of service and currently enrolled in the Medicaid program. The receivable contract amount is up to \$1,100,000.00 per fiscal year. The contract period is July 1, 2016 through June 30, 2021.

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Amendment #2015-447A with Nurse-Family Partnership supplementing the business associate addendum in the implementation agreement

Amendment #2015-447A with Nurse-Family Partnership (NFP) supplementing and amending the business associate addendum in the NFP implementation agreement. This allows the Health Department to share data aggregation services with the University of Colorado Health Services Center. There are no monies involved. The contract period is August 1, 2015 through July 31, 2018.

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

Agreements with hotels to block rooms for TOU participants #2016-308 #2016-309 #2016-310 #2016-311 #2016-312 #2016-313 #2016-314

Randy Cook, Davis County Tourism & Events Coordinator, presented the following 7 agreements with hotels to block rooms for participants of the Tour of Utah. Randy said there are a total of 14 contracted hotels totaling 390 rooms. These rooms are taken by the athletes, support groups, communications and media crews. The contract period for each hotel is August 4-5, 2016.

Agreement #2016-308	Best Western Plus – Layton	Contract amount: \$4,500.00
Agreement #2016-309	Comfort Inn - Layton	Contract amount: \$7,470.00
Agreement #2016-310	Courtyard Marriott – Layton	Contract amount: \$4,202.00
Agreement #2016-311	Hampton Inn – Layton	Contract amount: \$2,943.00
Agreement #2016-312	Hilton Garden Inn – Layton	Contract amount: \$5,232.00
Agreement #2016-313	Holiday Inn Express - Layton	Contract amount: \$2,970.00
Agreement #2016-314	Home2 Suites – Layton	Contract amount: \$4,033.00

Commissioner Smith made a motion to approve each of the hotel contracts for the amounts listed. Commissioner Petroff seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

Contract summary list #2016-315 internet connection users for REDI Web

Commissioner Petroff presented contract summary list #2016-315 of internet connect users (12) allowed access to the Davis County Recorder’s Office information on REDI WEB. They are receivables.

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

BOE

Commissioner Smith made a motion to convene as the Board of Equalization. Commissioner Petroff seconded the motion. All voted aye.

Property Tax Register approved

Curtis Koch, Davis County Clerk/Auditor, presented the Property Tax Register which reflected 3 veteran abatements.

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye.

Reconvene
Commission
Meeting

Commissioner Smith made a motion to reconvene Commission Meeting. Commissioner Millburn seconded the motion. All voted aye.

Meeting minutes
approved

Commissioner Smith made a motion to approve the Commission Meeting minutes for June 28 and July 5, 2016. Commissioner Petroff seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

Check registers
approved.

Check registers as prepared by the Davis County Clerk/Auditor's Office were approved with a motion by Commissioner Smith. Commissioner Petroff seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

No commissioner comments.

No public comments.

Closed Session not required due to no public comments on the Farmington surplus.

Meeting adjourned.

Clerk/Auditor

Chair