

COMMISSIONERS' MINUTES – DAVIS COUNTY

COMMISSION MEETING MINUTES April 30, 2019

The Board of Davis County Commissioners met for their regularly scheduled meeting at 10 a.m. on April 30, 2019, in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Appropriate legal notice of this meeting was given.

Present on the dais were: Commissioner Randy B. Elliott, Chair; Commissioner Lorene Miner Kamalu, Vice-Chair; Commissioner Bob J Stevenson; Curtis Koch, Davis County Clerk/Auditor; and Neal Geddes, Chief Civil Deputy County Attorney.

All documents from this meeting are on file in the Davis County Clerk/Auditor's Office. The agenda for this meeting is incorporated into the minutes as item headers.

OPENING

The meeting convened at 10 a.m. and Neal Geddes led the Pledge of Allegiance.

Recognitions, Presentations & Informational Items

April Employee Service Awards — *Presented by Commissioner Lorene Miner Kamalu*

Those employees being recognized were invited to come forward when their name was read to receive a certificate and a gift card, and to take a picture with Commissioners Elliott and Stevenson. The following names were read: Brent Baggs, 5 years of service in the Attorney's Office; Lori Everett, 5 years of service in the Corrections Division; Fallon Hietala, 5 years of service in Animal Care and Control; Raymond Huerta, 5 years of service in the Corrections Division; Matthew Boucher, 15 years of service in the Sheriff's Office; Janet Warner, 15 years of service in Animal Care and Control; Janette Price, 20 years of service in Information Systems; and Kathi Sjoberg, 30 years of service in the Attorney's Office.

PUBLIC COMMENTS

The public was invited to make comments to the Commission.

There were no public comments.

BUSINESS/ ACTION

Agreement #2019-231 with Microgenics Corporation for the purchase of products, supplies, software, equipment and services related to the operation of urinalysis analyzer

Agreement #2019-231 with Microgenics Corporation, aka ThermoFisher Scientific, for the purchase of products, supplies, software, equipment and services related to the operation of urinalysis analyzer — *Presented by Chief Deputy Arnold Butcher, Davis County Sheriff's Office, and Michael Kendall, Deputy Davis County Attorney*

Chief Butcher explained this contract with Microgenics Corporation has been in the works for a while to purchase products, machines, software, and other materials needed to run a urinalysis program. This service affects the Sheriff's Office, the Attorney's Office, the drug courts, the Division of Child and Family Services (DCFS), and others. Thanks to the work of Mike Kendall, the County was able to terminate the contract with a different provider, which was not a good contract, and create the contract being presented today which has significant savings to the County.

Mike echoed that this contract was a team effort of the Sheriff, Attorney, Commission, and Clerk/Auditor offices. In 2016, a renewal contract from the previous provider for similar urinalysis services was presented to the Attorney's Office that had a minimum obligation of \$262,000 a year; the contract was not renewed. The Attorney's Office then started investigating how to release the County from this long-standing contract, which began in 2003, and had minimal termination provisions, difficult terms and conditions, and high prices. Instead, the County found an outside third-party to conduct annual maintenance on the equipment the company was no longer servicing through the remainder of the previous contract in preparation for terminating the contract. The notice of termination has been given, and the County is now transitioning to using Microgenics, the new service provider.

The new contract is for the warranties and servicing of the refurbished and upgraded urinalysis machine the

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County will be purchasing outright through a separate contract. It also includes a software package for the Sheriff's Office and a different software package for the Attorney's Office, and a new water system for the machine. The previous contract would have cost \$1.3 million; the new contract will cost the County just under \$500,000. The equipment transition will begin at the end of May. The contract period is 05/31/2019 to 05/30/2024. The payable amount is estimated \$88,741.32 annually for five years.

The Commission expressed their thanks and the initiative in looking deeper at the long-standing contract. Neal Geddes thanked those involved and said it was a tremendous team effort, but Mike was a key player in the whole process as he researched the costs and different options. He went above and beyond his regular duties. Curtis Koch also echoed Neal's comments. Curtis especially appreciates Mike's work to move this forward despite the resistance.

Motion to Approve: Com. Stevenson
Seconded: Com. Kamalu
All voted Aye

Quitclaim Deed #2018-128-B with Woodside Homes of Utah, LLC to finalize the sale of Tax ID 12-106-0036

Quitclaim Deed #2018-128-B with Woodside Homes of Utah, LLC to finalize the sale of Tax ID 12-106-0036
— Presented by Tony Thompson, Davis County Property Manager

This quitclaim deed is part of the permit to construct a road crossing with Woodside Homes on the part of the Syracuse drain and flood control property, also known as Tax ID 12-106-0036. Woodside has met all the requirements as outlined in the permit and is ready to move forward with the process. The road crossing will connect two phases of Woodside's development. The quitclaim deed will be recorded with the plat. This plat was first presented to the Property Committee in Oct. 2017 and was declared surplus in Mar. 2018. The plat's terms state the land will be dedicated to Syracuse City with an easement being given back to Davis County for flood control purposes. The quitclaim deed has no beginning or end date and is neither payable nor receivable.

Motion to Approve: Com. Kamalu
Seconded: Com. Stevenson
All voted Aye

Agreement #2019-232 with Comcast Enterprise for Point-to-Point line at the Davis County Technical Center

Agreement #2019-232 with Comcast Enterprise for Point-to-Point line at the Davis County Technical Center
— Presented by Mark Langston, Davis County Information Systems Director

This agreement with Comcast is to install a point-to-point line at the Attorney's investigation team's tech center. It is an annual license that is paid monthly. The contract period is 04/30/2019 to 04/30/2022. The payable amount is \$3,455.40 annually for three years.

Motion to Approve: Com. Stevenson
Seconded: Com. Kamalu
All voted Aye

Notice of Award #2019-233 with U.S. HUD for FY 2019 CDBG Award and form SF-424 application

Notice of Award #2019-233 with U.S. Housing and Urban Development (HUD) for fiscal year (FY) 2019 Community Development Block Grant (CDBG) Award and form SF-424 application
— Presented by Stephen Lyon, Davis County Grants Administrator

On April 15, 2019, Housing and Urban Development (HUD) notified the County it had been awarded funding for the fiscal year 2019 Community Development Block Grant (CDBG). The SF-424 form needs to be signed and returned in the annual action plan to finalize the award. The contract period is 07/01/2019 to 06/30/2020. The receivable amount is \$880,955.

Subgrantee

Subgrantee Agreement #2019-234 with Centerville City for 2018-2019 Community Development Block

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Agreement #2019-234 with Centerville City for 2018-2019 CDBG funding for installation of ADA compliant sidewalk ramps

Grant (CDBG) funding for installation of an American's with Disabilities Act (ADA) compliant sidewalk ramps — Presented by Stephen Lyon, Davis County Grants Administrator

This subgrantee agreement with Centerville City is to install an American's with Disabilities (ADA) compliant sidewalk ramps. The contract period is 04/01/2019 to 07/31/2019. The payable amount is \$40,000.

Motion to Approve: Com. Kamalu
Seconded: Com. Stevenson
All voted Aye

Agreement # 2019-235 with Robert I. Merrill Company for DMV interior and exterior door replacement

Agreement #2019-235 with Robert I. Merrill Company for Davis County Division of Motor Vehicles (DMV) Building's interior and exterior door replacement — Presented by Mack McDonald, Davis County Facilities Management Director

This is a sole-source contract with Robert I. Merrill Company is for the Division of Motor Vehicles (DMV) door replacements. For several years, the County has received complaints about American's with Disabilities (ADA) access to this building. The building does not have automatic door openers; instead, the doors have a five and a half pound pull to be ADA compliant. With the awarded Community Development Block Grant (CDBG) funds, new doors can now be installed. This company has done many doors with the County, including those in the Administration Building and the Library headquarters, and have proven themselves trustworthy. Two years ago the County worked with a different door company for the Health Department's doors and had many problems; because of this, Merrill was chosen to do the work at the DMV. The contract period is 04/23/2019 to 08/30/2019. The payable amount is \$38,645.

Change Order #2018-546-F with R&O Construction for the Syracuse Library remodel and expansion project

Change Order #2018-546-F with R&O Construction for the Syracuse Library remodel and expansion project — Presented by Mack McDonald, Davis County Facilities Management Director

This change order is for the Syracuse Library project. The project is not into the contingency fund as it is still using the savings discovered during the valuation engineering. There will be three or four more change orders coming but the two being presented today are some of the largest of the remaining changes. One of the changes is to permanently fix the existing building's leaks as requested by Facilities and the Library departments. Also, as the new building is tied into the existing building, a critical expansion joint needs to be installed to allow the buildings to move. The contract period is 11/13/2018 to 12/31/2020. The payable amount is \$18,781.96.

Motion to Approve: Com. Stevenson
Seconded: Com. Kamalu
All voted Aye

Summary List #2019-236 of nine low-risk, low-dollar agreements for the 2019 Davis County Fair

Summary List #2019-236 of nine low-risk, low-dollar agreements for the 2019 Davis County Fair — Presented by Stephanie Medlin, Davis County Legacy Events Center Events Coordinator

This is a low-dollar, low-risk summary report for the 2019 Davis County Fair. It includes agreements for advertising, main stage entertainers like the hypnotist, Maddie Wilson, and Salt Rock City, and the Fair's designer, Diane McDonald. The contract period is 05/01/2019 to 08/01/2019. The payable amount is \$5,445.

Agreement #2019-237 with Midway West Amusements for carnival rides and related services at 2019-2021 Davis County Fairs

Agreement #2019-237 with Midway West Amusements for carnival rides and related services at 2019-2021 Davis County Fairs — Presented by Stephanie Medlin, Davis County Legacy Events Center Events Coordinator

Midway West has provided the carnival rides at the Fair for many years, and are easy to work with and do a great job at minimizing the risk at the Fair. This contract is for the next three years. The County does not pay them to come but does receive a portion of the profit from the rides. The contract period is 08/12/2019 to 08/31/2021. The receivable amount is 20 percent of the carnival rides' gross profits.

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Agreement #2019-238 with Weber State Federal Credit Union to sponsor the carnival rides at the 2019 Davis County Fair

Agreement #2019-238 with Weber State Federal Credit Union to sponsor the carnival rides at the 2019 Davis County Fair — Presented by Stephanie Medlin, Davis County Legacy Events Center Events Coordinator

The Weber State Federal Credit Union approached the County about sponsoring the 2019 Fair. They will be sponsoring the carnival rides and will place banners around the Fair and their logo on promotional materials, as well as a prime booth location for face-to-face marketing. The sponsorship money goes into the Fair and not to the carnival rides; their name will just be attached to the carnival rides. The contract period is 07/01/2019 to 07/15/2020. The receivable amount is \$3,000.

Motion to Approve: Com. Kamalu
Seconded: Com. Stevenson
All voted Aye

Agreement #2019-239 with Secure Instant Payments for online and IVR telephone system property tax payment processing

Agreement #2019-239 with Secure Instant Payments for online and the Interactive Voice Response (IVR) telephone system property tax payment processing - Presented by Mark Altom, Davis County Treasurer

This change is to have Secure Instant Payments, a Davis County company, process the online and over-the-phone property tax payments. Secure Instant Payments will cost a little more per month, about \$20 per month, but offers more robust services to the user and the County than the previous provider. Overall, it is still more cost effective than processing payments manually. The County will provide a file of outstanding payments daily to Secure Instant Payments and they will provide a report of payments made to the County. The County's website will redirect the users to the Secure Instant Payments website to view account balances or make the payments on current or delinquent property taxes. Payments can be made online through a credit card or an automated clearing house (ACH) electronic check. If paying via a credit card, the user pays the 2.45 percent fee; last year, a little under \$2 million in taxes were paid with a credit card. The contract period begins 04/24/2019. The payable amount is \$20 per month, \$0.09 per interactive voice response (IVR) transactions, and \$0.49 per ACH transactions.

Motion to Approve: Com. Kamalu
Seconded: Com. Stevenson
All voted Aye

Request Approval #2019-240 of Davis County Audit Committee Policy 1200

Request Approval #2019-240 of Davis County Audit Committee Policy 1200 — Presented by Curtis Koch, Davis County Clerk/Auditor

This will be known as Section 1200 of the Financial Policy and Procedure and will be used to better improve the County through financial, performance, and compliance audits. It also allows for a quarterly and annual review [by the Audit Committee] of the implementation of methods and framework for internal controls. The policy goes into effect 05/07/2019.

Motion to Approve: Com. Kamalu
Seconded: Com. Stevenson
All voted Aye

Request Approval #2019-241 to cancel the May 14, 2019, Davis County Commission Meeting

Request Approval #2019-241 to cancel the May 14, 2019, Davis County Commission Meeting — Presented by Commissioner Elliott

This request is to cancel the May 14, 2019, Commission Meeting. The Commissioners will be attending the National Association of Counties (NACo) Western Interstate Regional (WIR) Conference.

Motion to Approve: Com. Kamalu

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Seconded: Com. Stevenson
All voted Aye

Commissioner Kamalu moved to recess to Board of Equalization. Commissioner Stevenson seconded the motion. All voted Aye.

BOARD OF EQUALIZATION

Property Tax
Register

Property Tax Register matters were presented by Curtis Koch, Davis County Clerk/Auditor as follows:

Under Auditor Adjustment's appeals are two appeals recommended for approval, and one recommended for no change in value. Under Auditor's corrections is one veteran tax abatement exemption for 2018. Under Assessor Adjustments is one mobile home appeal that is recommended for approval.

Motion to Approve: Com. Stevenson
Seconded: Com. Kamalu
All voted Aye

Commissioner Kamalu moved to reconvene Commission Meeting. Commissioner Stevenson seconded the motion. All voted Aye.

CONSENT ITEMS

Check Registers

Check Registers

Check Registers were approved.

Motion to Approve: Com. Kamalu
Seconded: Com. Stevenson
All voted Aye

Indigent
Hardship
Abatement
Register

Indigent Hardship Abatement Register

The Indigent Hardship Abatement Register applications for the following names were presented:

John Carpenter

Motion to Approve: Com. Kamalu
Seconded: Com. Stevenson
All voted Aye

Kim Fields

Motion to Approve: Com. Kamalu
Seconded: Com. Stevenson
All voted Aye

Janette Mabey's application is being denied because she does not qualify.

Motion to Deny: Com. Kamalu
Seconded: Com. Stevenson
All voted Aye

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Donna M McCormick

Motion to Approve: Com. Kamalu
Seconded: Com. Stevenson
All voted Aye

June Subbinger

Motion to Approve: Com. Kamalu
Seconded: Com. Stevenson
All voted Aye

Barbara Ann Williams

Motion to Approve: Com. Kamalu
Seconded: Com. Stevenson
All voted Aye

COMMISSION COMMENTS

Commissioner Kamalu attended a meeting discussing higher education in Utah. There were many different groups in attendance, including the National Center for Higher Education Management Systems (NCHEMS), who conducts surveys and discusses with stakeholders the status of higher education in many different states. Utah is lucky to have many different forms of higher education, including technical schools. Davis County was able to have a voice in the whole process, and Commission Kamalu felt it was a very interesting meeting.

MEETING ADJOURNED

Commission meeting was adjourned at 10:41 a.m.

Minutes prepared by:
Jessy Turner

Minutes approved on: 05/28/2019

Curtis Koch
Clerk/Auditor

Randy B. Elliott
Commission Chair