

Administrative Control Board and Weber Area Dispatch 911 and Emergency Services Local Building

Authority Meeting Minutes

May 30, 2017

Board Members in Attendance: Chairman Toby Mileski, Vice Chairman James Minster, Willard Cragun, James Ebert, Kerry Gibson, Leonard Call

Additional Attendees: Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, Operations Board Chairman Eric Young, David Edmunds

1. Welcome by Chairman Toby Mileski, meeting begins at 11:40 a.m.
2. Public Comment: James Minster reports that former Mayor James Garwood is in McKay Dee Hospital.
3. Consent Agenda:
 - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District Meetings April 24, 2017. Motion made by Willard Cragun, second by James Minster. Motion carried by unanimous vote.
4. Action Items
 - a. Personnel Policies:
 - o P-062, Corrective and Disciplinary Action. There are minor changes on the last page. Motion by Leonard Call, second by Willard Cragun. Motion carried by unanimous vote.
 - b. Surplus: A chair on the last surplus list was listed in error. There is a warranty on this item so the District will get it repaired. We request this item be removed from the list. Motion to James Minster, second by Willard Cragun. Motion carried.
 - c. Sophos eXploit Prevention Purchase: This adds ransomware to our anti-virus contract/license costing \$10,860 good through November 12, 2021. This is not currently on the approved budget, but will not increase the budget bottom line. Motion to approve made by Leonard Call, second by James Minster, motion carried by unanimous vote.
 - d. Information Crime Bulletin Contract: Web based Crime Bulletin by Layton City to show real time updates. Motion to enter into this contract made by Willard Cragun, second by James Minster. Motion carried by unanimous vote.
5. Chairman's Report – *Toby Mileski, Chairman*: The contract has been sent to Weber State, but there has not been a reply. Utah Highway Patrol has the contract and have agreed to it. We have agreed to stay with the \$244,000 for the next two years. This will enable us time to go to the Legislature next year to ask them to make the required changes so they can pay the additional amount for services.
6. Director's Report – *Tina Mathieu, Executive Director*: Met with Scott Parke and John Bond to discuss long range financial planning for the District. A policy will be drafted for consideration

that will require the District to have two months of budgetary cash on hand, also recommend a savings plan for capital improvement projects. This will alleviate the need to borrow from the County while waiting for property taxes to be disbursed. By the October Budget preview meeting there will be a snapshot of what improvements, revenues and basic expenses that are needed. Scott will also do some training for new reports to show cash flow which we don't have access to currently. We will begin utilizing Munis for invoicing enabling reports on invoices.

Also had a meeting with Ogden City about insurance and utilities. We are requesting approval to use the same insurance company to allow Ogden City to prorate our area of the building. We are waiting for bids. However, she suggests that we stay with the current insurance carrier for our contents.

7. 2017 District Budget Report - *Tina Mathieu, Executive Director*: The revenue is currently short because we have not received all property taxes. Expenditures are all in line to where they should be. We are at 41.4% of the year. The same four areas are above the 41.4% (Publications, Service Fees, Software, and Equipment) because these items were purchased earlier in the year. We will stay within the budget, except for Software because of the \$10,860 was just approved. Over we are doing well in budget.

We currently have 14 loans out for the Employee Loan Program. The money that has been withheld from the employee's checks has not been posted to our account yet. Tina will meet with Weber County to make sure that money is credited to this account.

8. Recess as Administrative Control Board and convene as the Local Building Authority. Motion to recess by Leonard Call, second by James Minster. Motion carried.
9. Building Expansion Report - *Tina Mathieu, Executive Director*
 - a. LBA Budget Report and Discussion and Action on Building Project Expenses: The County will do a draw down from the Local Building Authority Bond quarterly. The overall budget for expenditures was just over \$4 million for construction, the contingency budget was \$245,000 and the interior was \$1.1 million. For the interior budget the original budget for IT equipment was \$500,000 and approved to date is \$235,456. The new request of \$50,200 would bring that up to \$285,656. To date we have spent just over \$194,000 of that amount. Even with the additional \$50,200 the total would be \$205,724. Furniture expenditures are currently \$404,000, we will stay within the approved \$415,000. The approved amount for miscellaneous expenses is \$44,000, we are requesting an additional \$9,000 bringing the total up to \$49,000. If these additional expenditures are approved we will still be under the overall budget by \$371,000. An additional \$46,000 is for electronic display controls for the conference room, training room, and dispatch floor. This is the lowest of three bids. Also, a Gold Elite Radio console. We have negotiated with the Sheriff's office for a radio at the Jail that is not in use. We will need two PTUs and foot pedals which will be about \$4,200. Plus an additional guestimate for gym equipment. This is all within the original \$500,000 budget. Motion to approve the additional \$55,200 made by James Minster, second by Leonard Call. Motion carried by unanimous vote.

- b. Recess as Local Building Authority and reconvene as Administrative Control Board:
Motion by James Minster, second by Leonard Call. Motion carried by unanimous vote.

- 10. Motion to close public meeting, in accordance with Utah Code Ann. § 52-4-205 to discuss pending or imminent litigation and to discuss the character, professional competence, physical or mental health of an individual. Motion to close by Leonard Call, second by James Minster.

Roll Call Vote:

Caldwell, Mike: Absent
Call, Leonard voted: Yes
Cragun, Will voted: yes
Ebert, James: Absent
Gibson, Kerry: Absent
Mileski, toby voted: yes
Minster, James voted: yes

- 11. Resume public meeting and motion regarding closed meeting. Motion by Willard Cragun, second by James Minster. Motion carried.
- 12. Tour of Building Expansion
- 13. Next Meeting, June 26, 2017

Director: Tina Mathien Date: 06/26/17

Respectively submitted by Kathy Stokes