

**Weber Area Dispatch 911 and Emergency Services District
Administrative Control Board And
Weber Area Dispatch 911 and Emergency Services Local
Building Authority Meeting Minutes
November 26, 2018**

Board Members in Attendance: Chairman Mike Caldwell, James Ebert, Scott Jenkins, Leonard Call, Robert Dandoy, Russell Porter (*Russell Porter was excused prior to the vote for a closed meeting*)

Additional Attendees: Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, Financial Analyst Fred Philpot, and Kathy Stokes

1. Welcome – Mike Caldwell, Chairman
2. Public Comment: None
3. Consent Agenda:
 - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District – October 22, 2018. A motion to approve the minutes from Weber Area Dispatch 911 and Emergency Services District from October 22, 2018 was made by Scott Jenkins, a second by Robert Dandoy. Motion carried by unanimous vote.
4. Action Items:
 - a. Interlocal Agreement for the Provision of Certain Administrative Services – Tina Mathieu: The original request from Weber County was \$128,109. Tina discussed this with Scott Parks and they went through the contract and agreed on \$81,421 for this contract with a second agreement for legal services. The recommendations is to take this amended contract back to the county. It is a five year contract of \$81,421 with a cost allocation every year not to exceed a 3% increase per year. The changes to the contract are: the previous contract was a 2 year contract; instead of making one annual payment the District will make quarterly payments; the legal services has been removed, and adding the cost allocation. A motion to approve the Interlocal Agreement for the Provision of Certain Administrative Services was made by Leonard Call, a second by Scott Jenkins. Motion carried by unanimous vote.
 - b. Agreement for Legal Services – Tina Mathieu: Recommendation to contract to be made directly with Bryan Baron for legal services. His services would be done after hours, and not on Weber County's time unless there is an emergency. This contract has been reviewed and approved by Weber County Attorney Chris Allred. This is within the State's policy to provide a professional service costing under \$100,000 that does not require a complete bidding process. This is also a

5 year contract with a 5% increase every year. With these two agreements (Action Items a and b) the savings is over \$30,000. A motion to approve the agreement for Legal Services with Attorney Bryan Barron was made by James Ebert, a second by Russell Porter. Motion carried by unanimous vote.

- c. Utah Highway Patrol Dispatch Services Agreement – Tina Mathieu:
Recommends that we offer UHP a contract for 3 years at the current rate of \$244,148.00. UHP will pull out if the contract cost increases which would be detrimental to our officers, and our citizens. It would also increase our transfer rate causing issues with the District in meeting the State standards, which will cause the District to lose grant money, and also reduce our level of service. If UHP pull out of this contract we will lose the revenue but expenses will not decrease. This issue is something that will need to go to the legislature. Colonel Rapich has indicated that he will be willing to sit down and discuss this during the summer after the legislature session. A motion to hold this agenda item until after the next item on the agenda (the Financial Analysis) was made by Scott Jenkins, a second by James Ebert. Motion carried. *(See Item 5 below for further action on this item).*

- 5. Financial Analysis – *Fred Philpot*: The two additional scenarios that were requested start on slide 17. The two scenarios were a 4 year 9% and a 3 year 9% with an alternating increase of about 6%. Both scenarios pretty much end the same. Slide 16 shows the Fund Balance. Also, a 9% now and none after would require about \$3 Million infused into the budget now. The county has considered giving the District \$1 Million so future tax increases will not be required. Fred entered a \$1 Million infusion and recalculated with the 9% tax increase for 2019 the fund balance would still be negative because you get up to \$2 Million but the increase in expenses shift what your current budget is at right now. The current budget has a slight surplus of \$140,000, but as you move forward and your expenses grow by 2022 you will still be negative. The goal is to get the fund balance to 16.75% which would be \$1.7 Million. It is important to do a Truth in Taxation yearly even if there is not a tax increase. The agreement was to continue with the 9% tax increase for 2019 and review yearly to determine if further tax increases are needed.

The discussion moved back to Item 4 a. (Utah Highway Patrol Dispatch Services Agreement) Do we want to walk away from negotiations with UHP knowing that if they go with Box Elder they will have to come back to us because of the cost of getting that facility to be able to handle the call volume, or go with the contract recommended by Tina above. Mayor Caldwell pointed out that even with the signed contract UHP has agreed to continue negotiations for the next couple of months and there is a 180 day option in the contract. A motion to move forward with the Utah Highway Patrol Dispatch Services Agreement as recommended by Tina with the change of 2 years instead of 3 years was made by Russell Porter. A second was made by Leonard Call. Motion carried by unanimous vote.

6. 2019 Tentative Budget Overview and Action - *Tina Mathieu, Executive Director:*

Some changes were made as requested in the last meeting. Going through the summary:

- Salaries are the same with the new salaries based on the survey and merit increases if earned.
- Health Insurance matches Weber County's. Employees will be paying more this year.
- Loyalty Program: Changes are rather than front load for the first 5 years, the recommendation is to earn \$1,000 each year for the first five years having the \$5,000 payable on the 5th year which saves \$67,000. To keep the \$5,000 cash or \$15,000 if deposited into a 401K or 457 Retirement account. In 2019 we would have 9 employees reaching the 15 year mark. We have lost 22 people in the last three years. Ogden City police have a similar program and it has seemed to work for them. There were some concerns about this program being portable. Suggestions were made to decrease the retirement amount at the 10 year mark to \$10,000. James Ebert made a motion to accept the Loyalty program as outlined with the adjustment of beginning at the 10 year mark the cash payout is \$5,000 and the amount invested to a qualified retirement account decreased to up to \$10,000. A second was made by Scott Jenkins. Motion carried by unanimous vote.
- Publications: The amount requested has been increased to \$1,000 because we need to make the public notices for future public hearings.
- Business Expenses: No changes.
- Office Expenses: Increased to \$44,352 to cover the shipping and post card expenses in case another mailing is required for a Public Hearing in 2019.
- Contracted Services: Increased to \$120,621 is the updated amount for the new Weber County contract and the new Legal contract.

The totals for 2019 are Expenditures \$7.4 Million and Revenue \$7.5 Million. For the current year (2018) the estimated revenue is \$7.1 Million and the Expenditures are \$6.8 Million. The updated numbers show in the pro forma from Fred because Tina sent the numbers to him prior to this meeting. A motion to approve the tentative budget was made by Robert Dandoy, a second made by Leonard Call. Motion carried by unanimous vote.

7. Time and Place of Public Hearing: Wednesday, November 28, 2019 at 6:00 p.m. in the Dispatch Conference room. An agenda to include the vote on the tax increase, and the 2019 final budget will be sent out to the Board today. This meeting will begin as a Truth in Taxation meeting. There will be Public Hearing at 6:00 p.m., a Governing Meeting at 6:20 p.m., and then an Administrative Control Board Meeting at 6:30 p.m.
8. Recess as Administrative Control Board and convene as the Local Building Authority: A motion to recess as Administrative Control Board and convene as the Local Building Authority was made by Scott Jenkins, a second by James Ebert motion carried.

9. 2019 LBA Tentative Budget Overview and Action - *Tina Mathieu, Executive Director:*

The 2019 LBA Tentative Budget are two expenditures first a \$2,000 yearly payment to Zions to overlook our Bond payment of \$387,568 for a total budget of \$389,568. A motion to approve the 2019 LBA Tentative Budget was made by Leonard Call, a second by Robert Dandoy. Motion carried by unanimous vote.

10. Time and Place of Public Hearing: December 10, 2018 to approve the LBA budget. The meeting will be at 11:30 at The Prairie Schooner. (*Amended: We advertised it in the paper to be held on Wednesday, November 28th with the other two hearings. This information was incorrect at the time of this meeting and it was corrected after the meeting.*)

11. Appointment to Management Committee – *Tina Mathieu, Executive Director:* The way the Local Building Authority is set up is there are two representatives from the District and representatives from Ogden City because they are involved in the Condo Association. One of our representatives is no longer with the District so Tina is recommending John Carlin take the open position. A motion to appoint John Carlin as a member of the Management Committee was made by Leonard Call, a second by Robert Dandoy. Motion carried by unanimous vote.

12. Recess as Local Building Authority and reconvene as Administrative Control Board: A motion to recess – A motion to recess as Local Building Authority and reconvene as Administrative Control Board was made by Scott Jenkins, a second by James Ebert. Motion carried by unanimous vote.

13. Chairman's Report –*Mike Caldwell, Chairman:* Nothing to add. Expresses appreciation to everyone for attending, and attending the meetings on Wednesday evening.

14. Director's Report – *Tina Mathieu, Executive Director:* Nothing further to add at this time.

15. Motion to close public meeting to discuss the character, professional competence, physical or mental health of an individual. A motion to close public meeting to discuss the character, professional competence, physical or mental health of an individual was made by James Ebert, a second by Robert Dandoy. Motion carried by a Roll Call vote:

Caldwell, Mike voted: Aye
Call, Leonard voted: Aye
Jenkins, Scott voted: Aye
Dandoy, Robert voted: Aye
Porter, Russell was not present to vote
Truett, Jim was not present to vote

16. Motion to open public meeting and action on closed meeting. A motion to open public meeting and action on closed meeting was made by Scott Jenkins, a second by Robert Dandoy. Motion carried by unanimous vote.

17. Meeting adjourned. Next Meeting, December 10, 2018

Respectfully submitted by Kathy Stokes

Director: Tina Hashien Date: Dec. 10, 2018