

COMMISSION MEETING MINUTES

September 18, 2018

The Board of Davis County Commissioners met for their regularly scheduled meeting on Sept. 18, 2018 at 10 a.m. in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Notice of this meeting was given in accordance with the requirements of UCA § 52-4-202.

Present on the dais were: Commissioner Randy B. Elliott, Chair; Commissioner P. Bret Millburn, Vice-Chair; Commissioner James E. Smith; 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 (DC) Clerk/Auditor's office.

OPENING

The meeting convened at 10 a.m. and Doug Stone, from the Clerk/Auditor's Office, was invited to lead the Pledge of Allegiance.

**Recognitions,
Presentations &
Informational
Items**

2018 Davis County Fair report – *Presented by Stephanie Davis, Davis County Legacy Events Center Event Coordinator*

Using a PowerPoint presentation, Stephanie showed pictures, statistics, survey results and other charts regarding the 2018 Davis County Fair. Overall, the Fair brought the community together and was a celebration of what the County has to offer. Based on the parking sales, the carnival ticket sales, and the amount of garbage accrued, attendance numbers appear to be down. However, these lower numbers could be attributed to people parking at Station Park and the windstorm that blew through on Friday night. See Attachment B.

National Voter Registration Day – *Presented by Brian McKenzie, Davis County Chief Deputy Clerk/Auditor*

Davis County is participating in a national event for the National Voter Registration Day which will happen on Sept. 25. During this last legislative session, clerks from all across the state worked together to simplify and streamline provisions with voter registration by partnering with the DMV. The goal of this change is to improve and increase the voter registration rates and to relieve some of the administrative workload on the county clerks. While the turnout votes are high, the voter registration rate is 60 to 70 percent, meaning that out of everyone who is eligible to vote in Davis County, only 60 to 70 percent maintain their registration. There has already been an increase of 1,000 new voter registrations each month since June because of this effort. It has also helped to keep registrations current and accurate. Typically in an off-election year, like it is now, there would only be 140,000 to 150,000 active registered voters. Currently there are almost 158,000 active registrations, which is a typical number for a presidential election year. Flyers and stickers have been or will be distributed to help spread the word about this event. The Commissioners were also invited to come watch the voting processing. The process is much smoother with the new equipment.

Autumn Equinox Benefit Concert Sept. 22, 2018 – *Presented by Mark Altom, representing the Friends of Antelope Island*

The Friends of Antelope Island are very grateful for the support provided by the County to help with various events. This Saturday [Sept. 22, 2018] at 7 p.m. a concert will be held overlooking White Rocks Bay. The local indie band, The National Parks, will be performing. The proceeds will go to benefit Antelope Island and Antelope Island State Park, both of which benefit the County economically.

See Attachment C.

Six-month Financial Report – *Presented by Doug Stone, Davis County Lead Reporting Auditor*

This presentation is to familiarize the Commission with the interim financial statements that are required by law to be presented. These statements are specifically for the time period that ended on June 30, 2018. Utah Code § 17-36-36 requires reports on specific financial areas, as will be presented.

Statement of Cash Receipts and Disbursements for June

Moving forward, these statements will be made available monthly so each fund's cash in-flow and out-flow can be reviewed on a monthly basis. State statute says: "A summary of cash receipts and disbursements for each fund...at the end of each month showing the cash and invested balance at the beginning of the period, the total receipts collected during the period, the total disbursements made during the period and the cash and invested balance at the end of the period." On page one of the attachment is the monthly summary. The first four columns of the report is the data from 2018. Included in the "Additions" column are transfers into that fund and included in "Deletions" are transfers out of that fund, making these gross numbers, not net. The cash balance from 2017 was included to show an additional point of comparison and to highlight any possible discrepancies. The balance between the two years is so drastically different because of the different timing in utilizing the Tax Revenue Anticipation Notes (TRANS), used for short-term borrowing, and the dollar amount of TRANS.

Quarterly: County Budget

State statute says: "Not less than once each quarter or more often if requested by the governing body, a condensed statement of revenues and expenditures and comparison with the budget of the county general fund and the allotments thereof, as reflected by the books of account". This report is very similar to the year-end Comprehensive Annual Financial Report (CAFR) except these numbers have not been audited and do not have any year-end adjustments made. The reports are comparative to one another. On page two of the attachment is the revenue report. The first column, labeled "Original", is the originally budgeted revenues and expenditures as they were presented at the end of 2017 for the upcoming year. The second column, labeled "Final", is the budget as of June 30, 2018. Any modifications to the budget is reflected in the difference between the two columns. The third column, labeled "Actual", illustrates the actual revenue collected, expenditures recorded, etc. through June 30. The fourth column, labeled "Variance with Final Budget", is the difference between the "Final" and "Actual" columns. The second to last column, labeled "Percentage of Budget", shows the percentage of the allotted budget collected or spent. Once again, the amounts from June 30, 2017 were included as an additional comparison point. It is expected by this point in the year that 50 percent of the various regular revenue budgets, such as services, have been spent, which is the case. Other budgets have not been utilized, such as property taxes, because the majority of that budget's collections occur towards the end of the year.

On page three of the attachment is the expenditure report. [The format is the same as the revenue report.] In the "Percentage of Budget" column, any percentages over 50 percent may warrant closer inspection to ensure there will not be a problem at the end of the year. Another indicator that a closer inspection may be necessary is the difference between the numbers from 2017 to 2018. Like with the revenue report, some percentages are effected by the timing of events associated with that fund.

Quarterly: Enterprise Funds

According to State statute: "A comparative quarterly income and expense statement for each enterprise fund showing a comparative analysis between the operations of such fund for the current fiscal reporting period and the same period in the previous year". This report encompasses the operating statements from the golf course and commissary enterprise funds found on pages four and five of the attachment. In contrast to the previous reports, these two reports are from the business aspects of the County which should be taken into consideration as the numbers are used in planning future capital expenditures. The golf course report shows revenues are up and the expenditures are fairly close to the previous year. The commissary report is not as valid because the inmate sales and copay revenues have not been recorded yet due to reporting issues. These issues are in the process of being resolved.

Pie Charts

The last page of the attachment are charts of the revenue and expenditures that have been collected and/or spent as of June 30, 2018. As of this time, only a quarter of the County's projected revenues have been collected, as illustrated by the "Budgeted Revenues Not Yet Recognized" section of the chart. Compared to last year, the County has collected more revenue to date, but the bulk of the collection is still yet to come with the property tax collection in November. The expenditures charts illustrate that the total expenditures are around 50 percent of the budgeted amount, which is right on track with what is expected.

Conclusion

There are additional reports that can be made, as dictated by State statute, but those are to be done at the request of the governing body. The Commission commented that the report given seems to be sufficient for their needs. Curtis Koch thanked Doug for putting together this labor intensive report. He further added that in the future, they would be happy to present this report in Commission meeting or in the Monthly Budget meetings, which are also open to the public, and will leave that decision to the Commission. Finally, Curtis wanted to clarify a variance found on page two of the attachment under the "General property taxes – current" fund. The original budget was over \$45 million, but the projected final budget is \$32.8 million. This is because three tax rates that were historically included in the general fund have been broken out into a different area. Doug also pointed out that the "Transfers out" line on page three is misleading for the same reason. The report will be corrected to reflect this better.

The Commission asked when these reports are required by State statute to be presented. The cash statement is required monthly but the others are only required quarterly. Doug said that he anticipates including the three months with the quarterly reports which will be provided to the Commissioners before the official presentation so the Commission can review them. The Commission stated it would be nice to have the monthly summaries presented in the Budget Meeting but the quarterly financial review be presented in Commission Meeting since more people attend Commission Meeting. The Commission also expressed their thanks to Doug for the work he did in putting together this report.

See Attachment D.

Commissioners will be attending the Bountiful City Council's Meeting

The Davis County Commissioners will be attending the Bountiful City Council's Work Session scheduled for Sept. 25, 2018 at 6 p.m. as well as the Bountiful City Council's Meeting held at 7 p.m. that night. They will be there to discuss Davis County matters and to hear input from cities.

See Attachment E.

**BUSINESS/
ACTION**

Request #2018-403 to provide nonmonetary assistance to Friends of Antelope Island

Request #2018-403 to provide nonmonetary assistance (equipment) to Friends of Antelope Island – Presented by Commissioner P. Bret Millburn, Davis County Commissioner

As was mentioned earlier in the Recognitions, Presentations and Informational Items section, the Friends of Antelope Island will be hosting a benefit concert. To make the event possible, it was requested that the County provide sound equipment, a generator, and a portable light tower. See Agreement #2018-404 for further details. The contract period is Sept. 21, 2018 to Sept. 22, 2018.

Motion to Approve: Com. Millburn

Seconded: Com. Smith

Vote: All Aye

Agreement #2018-404 with Friends of Antelope Island for rental of equipment for a fundraising concert

Agreement #2018-404 with Friends of Antelope Island for rental of equipment for a fundraising concert – Presented by Commissioner P. Bret Millburn, Davis County Commissioner

This agreement is the rental agreement for the requested equipment for the Friends of Antelope Island benefit concert. The contract period is Sept. 21, 2018 to Sept. 22, 2018. This contract is to provide nonmonetary assistance.

Motion to Approve: Com. Millburn

Seconded: Com. Smith

Vote: All Aye

Agreement #2018-405 with Utah Poison Control Center for funding for poison prevention and awareness education

Agreement #2018-405 with University of Utah, Utah Poison Control Center for funding for poison prevention and awareness education – Presented by Brian Hatch, Davis County Health Department Director

This agreement is with the Utah Poison Control Center who provides the County with funds to assist in their educational outreach program. The contract period is Sept. 1, 2018 to Aug. 1, 2019. The receivable contract amount is \$2,500.

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

MOU #2018-406 for a partnership with Weber State University's CCEL

Memo of Understanding #2018-406 for a partnership with Weber State University's Center for Community Engaged Learning (CCEL) – Presented by Shelly Jackson, Davis County Deputy Clerk Manager

This memo forms a partnership between the Davis County Clerk/Auditor's office and Weber State University's Center for Community Engaged Learning (CCEL). This will allow for internships and other similar programs with Weber students. This helps the students gain work experience and the County benefits by having extra hands for large projects such as voter registration drives. Dr. Becky Joe Gestland, Interim Director of the CCEL, and Jenny Frame, the Community and Partner Liaison, from Weber were in attendance. The Davis campus will also be participating in the National Voter Registration day and the Clerk/Auditor's office hopes to engage and educate their students more in local government. Curtis Koch, DC Clerk/Auditor, also mentioned that this program is the beginning of something he is very excited to see happen. He further stated that Shelly will be a great asset to community engagement and outreach efforts and is excited to have her as part of the team. She also recently received her Certified Elections Registration Administrator (CERA). The contract period is Sept. 18, 2018 to Sept. 17, 2019. This contract is neither payable nor receivable.

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Agreement #2018-407 with Golden Spike Dog Club for a regional agility dog show

Agreement #2018-407 with Golden Spike Dog Club for a regional agility dog show – Presented by Mike Moake, Davis County Legacy Events Center Marketing Coordinator

The Golden Spike Dog Club will be having a regional dog agility tournament. This tournament will bring people from Idaho, Wyoming, Colorado and Utah to the Legacy Events Center. The contract period is Jan. 23, 2019 to Jan. 27, 2019. The receivable contract amount is \$2,345.

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Agreement #2018-408 with Mastiff Club of America for a national specialty dog show

Agreement #2018-408 with Mastiff Club of America for a national specialty dog show – Presented by Mike Moake, Davis County Legacy Events Center Marketing Coordinator

This is a national specialty dog show that will bring in people from all around the world. Specialty shows are generally booked four years in advance. This will also be a larger specialty show then we have hosted before. The contract period is May 24, 2021 to May 29, 2021. The receivable contract amount is \$4,170.

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Agreement #2018-409 with MetaSports FC for fall soccer games

Agreement #2018-409 with MetaSports FC for fall soccer games – Presented by Mike Moake, Davis County Legacy Events Center Marketing Coordinator

This contract is for the daily and/or weekly soccer events that take place on the Legacy Event Center's fields. The tournaments and big games are on the weekends and the weekday games are for the smaller home games. Both instances draw teams from across Utah. The contract period is Sept. 24, 2018 to Oct. 30, 2018. The receivable contract amount is \$4,425.

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Request #2018-410 to declare part of Tax ID 09-060-0015 as surplus property and to Quit Claim Deed the property to UDOT

Request #2018-410 to declare part of Tax ID 09-060-0015 as surplus property and to Quit Claim Deed the portion to Utah Department of Transportation (UDOT) – Presented by Tony Thompson, Davis County Property Manager

This request is to declare part of Tax ID 09-060-0015 as surplus property and to then exchange that same portion to the State of Utah, specifically UDOT. The County received parcel 09-060-0015 in 1987 on a tax sale and is now part of a right-of-way in East Layton. The Property Committee has been working for almost a year on what do with this property. It has been decided the best course of action would be to work with UDOT to exchange a portion of this parcel with a portion of their nearby parcel so the right-of-way can be realigned, providing better residential access. The eventual goal will be to sell the entire right-of-way, but that will happen at a later date. See Accept Quit Claim Deed #2018-411 for the property UDOT will be deeding the County. This contract has no period date and is neither payable nor receivable.

See Attachment F.

Motion to Approve: Com. Millburn
Seconded: Com. Smith
Vote: All Aye

Accept Quit Claim Deed #2018-411 of Tax ID 09-060-0016 from UDOT in exchange for surplus property Tax ID 09-060-0015

Accept Quit Claim Deed #2018-411 of Tax ID 09-060-0016 from Utah Department of Transportation (UDOT) in exchange for Davis County's surplus property Tax ID 09-060-0015 – Presented by Tony Thompson, Davis County Property Manager

The property UDOT is exchanging with the County is Tax ID 09-060-0016, which is the parcel's prior Tax ID. When a property is absorbed into a right-of-way, like this property has, the Tax ID is no longer used, so the old number has been used for clarity purposes. Part of this property is a paved right-of-way that connects to Hobbs Creek Drive. A portion of this right-of-way connects to the piece of Tax ID 09-060-0015 that the County is exchanging to UDOT. The Quit Claim Deed has already been signed and executed by UDOT, the Commissioners now need to accept the Quit Claim Deed. See Quit Claim Deed #2018-410 for the declaration of surplus property. This contract has no beginning or end date and is neither payable nor receivable.

Motion to Approve: Com. Millburn
Seconded: Com. Smith
Vote: All Aye

Temporary Access License #2018-412 for Creekside Elementary to access Mutton Hollow Basin

Temporary Access License #2018-412 to Davis School District for Creekside Elementary to access Mutton Hollow Basin for a Wetland Educational Adventure Field Trip – Presented by Tony Thompson, Davis County Property Manager

Every year, Creekside Elementary takes a Wetland Educational Adventure Field Trip to Mutton Hollow Basin which requires a temporary access license. Members of the Public Works department will be there on the property to open the gate and to watch over the area. The contract period is Sept. 21, 2018 to Sept. 21, 2018. The contract is neither payable nor receivable.

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Agreement #2018-413 with Gordon Geotechnical Engineering, Inc. to perform a geotechnical study on parcel Tax ID 02-104-0109

Agreement #2018-413 with Gordon Geotechnical Engineering, Inc. to perform a geotechnical study on parcel Tax ID 02-104-0109, three-lot subdivision to be known as Deuel Creek Place – Presented by Tony Thompson, Davis County Property Manager

Deuel Creek Place is a three-lot subdivision in Centerville. To allow this subdivision to be built, Centerville City is requiring a geotechnical and soils study be done on Tax ID 02-104-0109 to ensure the soil is stable enough to build on. It is not anticipated for there to be any problems discovered during the study. In July of this year, a letter was sent out to four qualified companies as listed on the Utah Department of Purchasing and General Services. The companies were: Applied Geotechnical Services, Geostrata, Gordon Geotechnical Engineering, and G. S. H. Geotechnical Inc. The County has worked with Geotechnical Engineering before and it is believed that they will do a good job in fulfilling the requirements set by Centerville City to move the subdivision along. The Commission expressed their desire for this process to move as quickly as it can. The contract period is Sept. 18, 2018 to service completion; it is anticipated to be three to four weeks. [The payable contract amount is \$3,200.]

Motion to Approve: Com. Millburn
Seconded: Com. Smith
Vote: All Aye

Agreements #2018-414 to #2018-450 with various towing companies to be on the towing rotation list

37 Agreements with various towing companies to be included on the towing rotation list – Presented by Chief Deputy Arnold Butcher, Davis County Sheriff's Office

The towing companies on this list have been thoroughly vetted by the Dispatch Office, and Mike Kendall and Deb McCormick from the Davis County Civil Attorney's Office. This helps to reassure the County residents, officers, and the dispatchers that the towing companies meet the minimum standards. The towing companies are called for service on a rotating basis to prevent preferential treatment. The Commission discussed it with the Attorney's Office and have concluded that a motion to approve the individual contracts is sufficient to approve the agreement since the only thing different between each contract is the service area. The contract period for all the agreements is July 1, 2018 to June 30, 2019. The contract is neither payable nor receivable.

Agreement #2018-414 with 4th Generation Towing to service the North and South.

Agreement #2018-415 with Aaron's Towing to service the South.

Agreement #2018-416 with Aaron's Towing & Recovery to service the South.

Agreement #2018-417 with Auto Crafters DBA Liberty Towing to service the North.

Agreement #2018-418 with A.W. Towing Corporation to service the North.

Agreement #2018-419 with Baur & Baur Towing to service the North, South, and Heavy vehicles.

Agreement #2018-420 with Bridger Towing, LLC to service the North, South, and Semi's.

Agreement #2018-421 with Captain Hook Towing to service the North.

Agreement #2018-422 with Car Care Towing to service the South.

Agreement #2018-423 with Crazy Towing to service the North and South.

Agreement #2018-424 with Dave's Complete Auto to service the South.

Agreement #2018-425 with Dewall and Sons Towing to service the South.

Agreement #2018-426 with Discount Towing Inc. to service the South.

APPROVED

- Agreement #2018-427** with DK Watson Collison Repair, LLC to service the South.
- Agreement #2018-428** with Emergency Roadside Service to service the South.
- Agreement #2018-429** with Eric R10 Towing to service the South.
- Agreement #2018-430** with Fast Eddy's Towing LLC to service the North.
- Agreement #2018-431** with International Tow LLC to service the North.
- Agreement #2018-432** with JP's Towing Inc. to service the North.
- Agreement #2018-433** with King Tow LLC to service the North.
- Agreement #2018-434** with Lost Recovery Inc. to service the North.
- Agreement #2018-435** with Master Towing to service the South.
- Agreement #2018-436** with Morris Towing to service the North.
- Agreement #2018-437** with Multicar Towing to service the South.
- Agreement #2018-438** with Ogden Auto Towing to service the North and South.
- Agreement #2018-439** with Premier Service Towing, LLC to service the South.
- Agreement #2018-440** with Ricky's Towing to service the North.
- Agreement #2018-441** with Skyhook Towing LLC to service the North, South, and Heavy vehicles.
- Agreement #2018-442** with Stauffer's Towing LLC to service the North, South, and Heavy vehicles.
- Agreement #2018-443** with Sunset Auto Body to service the North.
- Agreement #2018-444** with Thunder Towing LLC to service the North.
- Agreement #2018-445** with The Tow Doctor to service the North and South.
- Agreement #2018-446** with Trevor's Towing to service the North.
- Agreement #2018-447** with Uribe Towing to service the South.
- Agreement #2018-448** with Utah Towing LLC to service the South.
- Agreement #2018-449** with Winterton Automotive Inc. #3 to service the North.
- Agreement #2018-450** with Zac's Towing to service the North, South, and Heavy vehicles.

Motion to Approve the Individual Contracts: Com. Millburn

Seconded: Com. Smith

Vote: All Aye

Commissioner Millburn moved to recess to Board of Equalization. Commissioner Smith 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.

Under Auditor's adjustments is a report with various recommend approve appeals, one no change in value appeal report with various properties listed, one recommended for dismissal due to a lack of evidence, and one withdrawal report with various withdrawals. Under Abatements is a report with various abatements listed. Under Corrections are three veteran exemptions abatements for 2017. Under Assessor adjustments is a report with various Assessor initiated corrections.

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Commissioner Millburn moved to reconvene Commission meeting. Commissioner Smith seconded the motion. All voted aye.

CONSENT ITEMS

Check Registers

Check Registers

Check Registers were approved.

Motion to Approve: Com. Millburn
Seconded: Com. Smith
Vote: All Aye

Indigent
Hardship
Abatement
Register

Indigent Hardship Abatement Register

The Indigent Hardship Abatement Applications for the following names were presented for approval:

Jennifer Garner

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Shelia Green

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Amy Rich

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Shelia Simmons

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Commission
Meeting
Minutes

Meeting Minutes

Meeting minutes for Aug. 20, a work session on Aug. 27, and Aug. 28, 2018 were presented for approval.

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Personnel Register

Personnel Register

Agreement #2018-451, a basic training reimbursement, with Brett Bosley, Deputy Sheriff Paramedic, was presented for approval. The contract period is Sept. 14, 2018 to Sept. 14, 2020. The receivable contract amount is \$11,970.12.

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Agreement #2018-452, a basic training reimbursement, with Dennis Lizotte, Deputy Sheriff Paramedic Law Enforcement Officer (LEO), was presented for approval. The contract period is Aug. 31, 2018 to Aug. 31, 2020. The receivable contract amount is \$11,970.12.

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

Agreement #2018-453, a basic training reimbursement, with Jonathan Paskett, a Correctional Officer, was presented for approval. The contract period is Jan. 16, 2018 to Jan. 16 2020. The receivable contract amount is \$5,985.06.

Motion to Approve: Com. Smith
Seconded: Com. Millburn
Vote: All Aye

COMMISSION COMMENTS

Com. Millburn

There is always a lot going on in the County and today is a significant day for Layton. There will be a ribbon cutting for the new Intermountain Healthcare (IHC) hospital. This is a big deal for Davis County.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

Commissioner Millburn motioned to adjourn to a closed session for reasons permitted under UCA § 52-4-205. Commissioner Smith seconded the motion. All voted aye.

The closed session began at 11:13 a.m.

Returned from closed session 12 p.m. No action was taken.

MEETING ADJOURNED

Open meeting was adjourned at 12 p.m.

All publicly distributed materials associated with this meeting are noted as follows:

- A1-A2. Agenda
- B1-B32. 2018 Davis County Fair Report
- C1-C2. Autumn Equinox Benefit Concert
- D1-D7. Davis County Financial Reports
- E. Public Notice
- F. Tax ID 09-060-0015 and Tax ID 09-060-0016

APPROVED

Minutes prepared by:
Jessy Turner
Deputy Clerk/Auditor

Minutes approved on: October 16, 2018

Curtis Koch
Davis County Clerk/Auditor

Randy B. Elliott
Commission Chair