

COMMISSION MEETING MINUTES  
December 2, 2014

The Board of Davis County Commissioners met in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah on December 2, 2014. Members present were: Commissioner Louenda H. Downs - Chair, Commissioner P. Bret Millburn, Commissioner John Petroff, Jr., Clerk/Auditor Steve S. Rawlings, Chief Deputy Civil County Attorney Neal Geddes, and Deputy Clerk/Auditor Janet Hanson.

Douglas Stone, Davis County Lead Reporting Auditor, led the Pledge of Allegiance. All in attendance were invited to stand and join in.

The December 9<sup>th</sup> Commission Meeting will be held at 5:30 in the evening.

A public hearing for the proposed 2015 Davis County Budget adoption will be held at 6 pm following Commission Meeting on December 9.

The Davis County Clerk/Auditor's Office was recognized for being awarded the "Certificate of Achievement for Excellence in Financial Report" for its 2013 CAFR (Comprehensive Annual Financial Report) by the Government Finance Officers Association for the 21<sup>st</sup> consecutive year. Steve Rawlings, Davis County Clerk/Auditor, invited Clerk/Auditor-Elect Curtis Koch to make the presentation. Curtis indicated this recognition has occurred annually since Steve Rawlings and Carl Allen developed the reports and CAFR. The CAFR is open to the public for examination of the County's financial standing and allows for confidence and trust that can be verified by the citizens. Curtis recognized Doug Stone, Davis County Lead Reporting Auditor, for heading up the effort. Doug displayed the award plaque and certificate. He indicated there are only 3 counties in the state of Utah that even submit a CAFR: Davis, Salt Lake and Weber Counties. Commissioner Downs noted the CAFR is a great piece of transparency and mentioned it is available on-line. For their help in the compilation of the CAFR, Curtis recognized the Audit Office team in the audience: Jonathan Lee, Dax Teuscher, LynnAnn Winterton and Kimberley LeMay. Steve thanked the Commissioners for the support they provide by making the report available. He recommended the public read the 150-page CAFR and refer to the Clerk/Auditor's office for questions or clarification. The CAFR was also used by many candidates during the recent election campaign. Steve said the CAFR indicates the county has a great financial standing and maintains the best available bond rating. Commissioner Petroff attributed the excellent bond rating in part because the information is tracked and compiled by the CAFR. The team was commended and applauded.

Davis County  
Art Advisory  
Committee  
appointments

Barry Burton, Davis County Art Advisory Committee Co-Chair, indicated the newly approved Davis Art Advisory Committee Guidelines require committee members be appointed by the commissioners. He requested approval of the following appointments with staggered terms (January 1 through December 31) which will subsequently be 3-year terms:

- One-year term (January 1, 2015 - December 31, 2015): Sheryl Allen, Emma Dugal, Carol Merrill-Flitton, Neal Geddes and Chris Sanford.
- Two-year term (January 1, 2015 – December 31, 2016): Barry Burton, Tanya Garn, Rebecca Mann and Dawn Brandvold.
- Three-year term (January 1, 2015 – December 31, 2017): Louenda Downs, Claudette Eastman, Mary Lynne Morgan and Bill Sanders.

Commissioner Downs indicated there are 2 additional positions to be appointed in 2015:

1) a Commissioner; and 2) a Clerk/Auditor representative. Commissioner Petroff made a motion to approve

the appointments. Commissioner Millburn seconded the motion. All voted aye.

Agreement  
#2014-397  
Utah Education  
Network for  
Heritagequest  
online database

Chris Sanford, Davis County Library Director, presented agreement #2014-397 with Utah Education Network for the Heritagequest online genealogy database. The contract period is December 1, 2014 through September 30, 2024. The funds will be encumbered annually. The prorated amount for the first year is \$4,591.67. Chris noted a clause in the agreement gives the option of canceling with a 30-day written notice at the end of each subsequent year. Commissioner Millburn 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  
#2014-398  
IC Group for  
inventory of  
voter  
confirmation  
cards

Brian McKenzie, Davis County Elections Manager, presented agreement #2014-398 with the IC Group to hold an inventory of voter confirmation cards (5,000 – 10,000 max). By law, confirmation cards are mailed when a voter has moved and re-registered. The stock and printing charges will be billed as utilized rather than separately. The contract amount is determined on the amount of leftover stock once the contract is terminated. He gave the example of the cost of 3,000 cards is \$139. The contract is valid until terminated. Commissioner Petroff made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Table request  
for donation

Commissioner Millburn made a motion to table the request for donation by the Friends of Antelope Island. Commissioner Petroff seconded the motion. All voted aye.

Resolution  
#2014-399  
2014 Blanket  
MJE

Curtis Koch, Davis County Chief Deputy Audit Finance, presented resolution #2014-399 request for blanket 2014 Manual Journal Entries (MJE) for 2014 year-end budget transfers to make technical adjustments. Commissioner Millburn asked if the MJE's would result in any budget changes. Curtis indicated there is no increase of revenues or expense so no budget change will be required. It is money that is already allocated. It is a matter of an expense being drawn from an incorrect category and placed in the correct category. Steve Rawlings indicated, according to Utah Code, the auditor can make the adjustments with consent of the commission. Commissioner Millburn 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.

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

Diane Law, Davis County Tax Administration, presented the Property Tax Register which reflected 1 correction by the Assessor's Office; 4 corrections to values and request approval of the property tax appeals that have been resolved or closed. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye.

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

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

Commissioner comments:

Steve Rawlings, Davis County Clerk/Auditor, added for the record in regards to the blanket manual journal entries, if there are any necessary budget changes they will be presented at the public hearing on December 9<sup>th</sup>.

No public comments.

Meeting adjourned.

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Clerk/Auditor

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Chair