**GOVERNING BOARD MEETING**

**Wednesday, November 20, 2019 – 1 p.m.**

**Academy Conference Center – Brigham Room**

**58 North Main in Brigham City, Utah**

**M I N U T E** **S**

**PRESENT**

Commissioner Jeff Hadfield Commissioner Jeff Scott

Commissioner Bill Cox Commissioner Stan Summers

County Executive Craig Buttars Council Member Mark Thompson

Mayor Tyler Vincent Mayor Jeff Young

Mayor Roger Fridal Commissioner Sim Weston

Mayor Mike Leonhardt

Council Member Paul Borup

**EXCUSED**

Mayor Holly Daines Council Member Karl Ward

Commissioner Norm Weston Mayor Scott Sabey

**BRAG STAFF PRESENT**

Roger Jones Adam Chandler

Brian Carver Karen Merkley

**OTHERS PRESENT**

Jody McFall, Wiggins and Company

Colton Bragger, Wiggins and Company

Matt Anderson, Senator Mitt Romney’s Office

Dave Hipp, Representative Rob Bishop’s Office

Nathan Jackson, Senator Lee’s Office

Mitch Zundel, Box Elder County

Rob Luckau, Department of Workforce Services

**WELCOME, INTRODUCTIONS, AND MINUTES**

Mayor Mike Leonhardt, Vice Chair, opened the meeting; welcomed everyone and introductions were made.

Mayor Leonhardt asked if there were any changes or additions to the minutes of the July 31, 2019 Governing Board Meeting. Mayor Tyler Vincent **MOVED** to **APPROVE**; Council Member Paul Borup **SECONDED** and the minutes were **APPROVED** unanimously.

**EXTERNAL AUDIT REPORT FOR FISCAL YEAR 2019**

Jody McFall and Colton Bragger of Wiggins and Company presented the results of the required annual external audit of all BRAG operations for Fiscal Year 2019 (July 1, 2018 – June 30, 2019).

The audit is conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. **Refer to reports for details of audit.**

Jody McFall provided a Management Report and a Financial Report for the Year Ended June 30, 2019 to each member of the BRAG Governing Board. (Copy included in Minutes Binder)

McFall stated that the very thorough audit found no deficiencies and the only small finding in both financials and state requirements was that one set of the Governing Board Minutes was not posted to the Public Meeting Website within three days after they were approved.

McFall praised BRAG for being a well-oiled machine. She further explained that while BRAG financial programs change, such as the current focus on economic growth and mobility transportation, the basic needs such as Section 8 continue and BRAG absorbs the additional programs well, with very little additional training.

McFall identified the only major difference/change in the financial report is the cost of liability insurance went up.

Commissioner Jeff Hadfield, Chair, asked for a motion to accept the Bear River Association of Governments External Audit Report by Wiggins and Company for Fiscal Year 2019—year ending June 30, 2019. Mayor Tyler Vincent **MOVED** to **ACCEPT** the audit report. Mayor Roger Fridal **SECONDED**. The motion **PASSED** unanimously.

Roger Jones, thanked Adam Chandler, who has been BRAG’s new Controller for six months, for doing a great job and having things in order for the external audit. Jones then asked Adam to share a little information about himself.

**APPROVE BRAG INDIRECT COST/COST ALLOCATION PLAN FOR FISCAL YEAR 2020**

Roger Jones, Executive Director, asked for approval of the *Indirect Cost/Cost Allocation Plan for Fiscal Year 2020* for Bear River Association of Governments. There are no changes from prior years. (See Handout for specific information and Sources of BRAG funds). Cache County Executive Craig Buttars made the **MOTION** to **APPROVE**; Commissioner Jeff Scott **SECONDED** and the motion **PASSED** unanimously.

**APPROVE CHECK SIGNER AUTHORIZATION**

Jones mentioned that BRAG processed 4,557 checks during the Fiscal Year 2019.

Jones then asked the Board to approve the proposed six check signers:

 Roger Jones, Executive Director

 Karen Merkley, Office Manager

 Kent Watson, Housing and Human Services Director

 Lucas Martin, Human Services Assistant Director - (new to authorized check signer list)

 Jeff Kearl, Housing Rehabilitation and Development Director

 Deborah Crowther, Veteran Service Officer

These persons are authorized to sign checks for the Bear River Association of Governments, Bear River Community Services Foundation, Bear River CROWN, CROWN at Tremonton Village, and Tremont Village Apartments. Two signatures are required on each check. Commissioner Jeff Scott **MOVED** to approve the proposed check signers; Commissioner Stan Summers **SECONDED** and **APPROVAL** was unanimous.

**APPROVE BRAG CONTRACT SIGNERS**

Cache County Executive Craig Buttars **MOVED** to approve BRAG’s Executive Director or BRAG’s Governing Board Chairman to sign BRAG contracts; Council Member Paul Borup **SECONDED** and the **APPROVAL** was unanimous.

**APPROVE RESOLUTION FOR PUBLIC TREASURERS’ INVESTMENT FUND (PTIF)**

Jones asked the Governing Board to adopt the Public Entity Resolution to allow Roger Jones, BRAG Executive Director, Adam Chandler, BRAG Controller and the current BRAG Governing Board Chair to make changes to bank accounts tied to PTIF accounts and to execute any necessary forms in connection with such changes on behalf of Bear River Association of Governments. Mayor Mike Leonhardt made a **MOTION** to **APPROVE** the PTIF Resolution and Mayor Jeff Young **SECONDED**. The motion approved unanimously.

**REPORT ON TOUR OF LANTERN HOUSE HOMELESS SHELTER**

Commissioner Jeff Scott, Chair of the Bear River Region Human Services Board along with other human service board members, members of BRAG Staff and other community leaders, toured the Lantern House Homeless Shelter in Ogden on October 23, 2019. Commissioner Scott gave a brief history of the Lantern House and shared some of the facts learned from the tour. Scott concluded that it was an enlightening experience for all who attended.

**HOUSING AUTHORITY SERVICES** **APPROVAL OF PAYMENT STANDARDS AND UTILITY ALLOWANCE SCHEDULE**

On behalf of the two Housing Authorities BRAG administers as one, Roger Jones, BRAG Executive Director, explained that each year in the fall, The Department of Housing and Urban Development (HUD) publishes a fair market rent specific to the area that the Housing Authority serves. In the case of BRAG’s Housing Authority, HUD has provided market rents for each of the three counties BRAG serves. Each governing board member received a Housing Authority Fact Sheet for 2019 Services and a Logan City and Bear River Regional Housing Authorities’ 2020 Proposed Payment Standards to review. (Handouts included in Minutes Binder). Jones clarified that HUD allows the Housing Authority to review the fair market rent they have authorized and establish a payment standard that may be at 90% to 110% of fair market rent to allow a family to find an appropriate unit that meets program requirements.

Allowance for Tenant-Furnished Utilities and Other Services Schedules to be effective January 1, 2020 for Box Elder and Cache Counties, Logan City, Brigham City, and Rich County are also included with the minutes.

Jones asked for approval of the Proposed New Payment and Utility Standards to be effective January 1, 2020. Commissioner Stan Summers made the **MOTION** to approve; Cache County Executive Craig Buttars **SECONDED** and the standards were **APPROVED**.

Jones noted that each year, the Logan City Housing Authority and the Bear River Regional Housing Authority both managed by BRAG receive the Sustained High Performer Reward.

Note: Utah State Statute allows no fewer than 5 or more than 7 members on Housing Authority Boards. The following Governing Board members comprise the Housing Authority Board:

Mayor Tyler Vincent, Mayor Roger Fridal, Council Member Karl Ward, Mayor Holly Daines, Commissioner Norman Weston.

**PROSPECTS FOR ADDITIONAL JOB GROWTH**

Articles were distributed about Northrop Grumman (defense) and Liberty Gold’s Black Pine Project (mining). A discussion about what all this growth means for our counties ensued. Northrop Grumman is building a new facility in Roy which brings an opportunity to add 2,500 jobs. Council Member Mark Thompson stated the about a third of Northrop Grumman’s workforce will retire in the next 5 years and those employees will need to be replaced as well.

The Ground Based Strategic Deterrent (GBSD) contract is to build 60 to 70 rocket motors per year for 60 years. It was noted that Hill Air Force Base is hiring many new employees each week. Commissioner Summers indicated that the Defense Department looks to see that all the pieces, such as housing, transportation, and good schools are in place before the jobs will come. He said that the military has had to relook at their compensation for housing allowances with the cost of living in Utah. He also noted that more roads and improvements to existing roads and routes will be made to handle the additional traffic that comes with job growth. Currently each county faces their own set of transportation issues.

Roger Jones talked about the Canadian based Liberty Gold’s Black Pine Project north of Snowville. Their goal is to create a mine that can produce at least 150,000 ounces of gold per year over a 10-15 year mine life. It is expected to have up to 450 employees and contractors with final operating numbers at about 250 employees.

Brian Carver shared information about Electric Power Systems (EP Systems), an aerospace battery manufacturing company in North Logan that could bring in 100 jobs in the next few years. The company is working on a prototype for an unmanned aircraft that could make a 400 mile trip on one battery charge. Carver also hopes for road extensions and new roads into manufacturing facilities in Cache Valley. Currently in Hyrum, there are hundreds of semi-trucks that drive in and out on a daily basis through residential roads.

**BRIGHAM CITY PRIORITIES**

Mayor Tyler Vincent shared the following priorities for Brigham City:

* As far as water related issues, Brigham City is in a good position which he accredits to smart planning from past mayors.
* As Brigham City is bursting at the seams with new business and residential developments, electricity becomes a concern. Brigham City has its own power plant but it is not sufficient for new developments. Efforts for getting sewer to the growing residential areas west of the Bird Refuge are taking place.
* New cannabis fields and enclosed growing facilities to produce marijuana for medical use and CDB oil are currently in the county.
* Questions were asked about plans to utilize the old golf course. Commissioner Summers introduced the board to a program that could access funds from Notre Dame University to repurpose buildings. Summers said an “incubator space” to repurpose an elementary school building in St. George with these EDA and other funds has been created and contacts have shown interest in collaborating with USU and Box Elder County for similar projects.
* The STEM (science, technology, engineering and mathematics) educational programs are strong in Brigham City and The Boys and Girls Club is having a good impact.
* 12th West in Brigham City is being expanded.

**OTHER BUSINESS**

**Summary of Populations**

Roger Jones distributed and reviewed the November 2019 Demographic County Population Profiles created by the Kem C. Gardner Policy Institute at the University of Utah for Box Elder, Cache, and Rich Counties.

**Bear River Heritage Area National Designation**

Brian Carver updated the governing board on the status of the ongoing efforts taken for the Bear River Heritage Area (BRHA) to receive National Designation. Lisa Duskin-Goede who serves as Director of Bear River Heritage Area, reached out to all local city governments by attending city council meetings with the intent to educate the elected officials and others about the BRHA and how involving federal partners would make it more financially stable. Many of the government leaders in the Idaho Counties were not willing to support the idea of having the National Park Service involved if the BRHA receives National Designation.

Brian requested a letter of written support and endorsement from the BRAG Governing Board that would designate Box Elder, Cache, and Rich Counties with the exclusion of the Idaho Counties currently a part of the BRHA, as a new Bear River Heritage Area with the hopes of receiving national designation. Commissioner Jeff Scott made a **MOTION** that a formal resolution letter in favor of the establishment of a new Bear River Heritage Area with the three counties seeking National Designation be signed. Mayor Tyler Vincent **SECONDED** the **MOTION** and it passed unanimously.

**United Way**

Jones informed the board of the progress towards Box Elder County pulling away from the United Way of Northern Utah based in Ogden to join the United Way of Cache Valley. Jones asked Mayor Mike Leondhardt if Rich County would like to join a United Way that would serve the three counties BRAG serves. Mayor Leondhardt had no objection to Rich County joining. Meetings to consider this new alignment are scheduled.

**2020 Schedule**

The proposed 2020 Meeting Schedule was distributed.

**BRAG Christmas Social**

Jones reminded Governing Board Members about the BRAG Christmas Social and Luncheon, Saturday, December 14, beginning with the luncheon at noon in the Impact Commons Room of the Chase Fine Arts Center followed by the 2:00 p.m. *American Festival Chorus and Orchestra Christmas Concert featuring GENTRI* in the Daines Concert Hall at USU.

**ADJOURN**

The meeting adjourned at 2:35.