

COMMISSIONERS' MINUTES – DAVIS COUNTY

COMMISSION MEETING MINUTES Tuesday, August 29, 2023

The Board of Davis County Commissioners met for their regularly scheduled meeting at 10:00 AM on Tuesday, August 29, 2023, in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Required legal notice of this meeting was given.

All documents from this meeting are on file in the Davis County Clerk's Office. The agenda for this meeting is incorporated into the minutes as item headers.

PRESENT ON THE DAIS

Vice Chair Bob J Stevenson
Commissioner Randy B. Elliott
County Clerk Brian McKenzie
County Auditor Curtis Koch
Chief Deputy Civil Attorney Neal Geddes

PRESENT VIA PHONE

Chair Lorene Miner Kamalu

OPENING

The meeting convened at 10:00 AM, and Commissioner Bob J Stevenson led the Pledge of Allegiance.

RECOGNITION, PRESENTATION AND INFORMATIONAL ITEM

- 1. #845/2023. Notice of Intent to Engage in Contract Negotiations with Brodart Books and Library Services — presented by Curtis Koch, County Auditor**
- 2. #864/2023. Register Report for Davis County Lobbying Consulting Services RFP — presented by Curtis Koch, County Auditor**

The following vendors submitted an RFP to provide lobbying and consulting services: Bennett Group DC, LLC; Capitol Connections; Company Garn, LLC; Lincoln Hill Partners; Mighty Penguin Consulting, Inc.; Stokes Strategies; and The Hiatt Group, LLC.

PUBLIC COMMENT

Phil Conder from Millcreek, Utah addressed the Commission about lighting on the Legacy Park Trail. Mr. Conder had been riding on his bicycle recently and passed under a bridge on the trail. While doing so, a lack of lighting had made it difficult to see. While attempting to navigate the area, Mr. Conder had an accident with his bicycle and sustained injuries to his face. He requested improved maintenance and suggested the addition of lights to show trail boundaries. Mr. Conder was informed that both the Utah Department of Transportation and Davis County maintain the trail and lights and that the lighting problems are a known issue caused by water leaks affecting the electrical work. The Commission offered their apologies for his accident and asked for his information in order to contact him once the issue has been resolved.

On a separate topic, Mr. Conder mentioned that he is the Chief Deputy Treasurer for Salt Lake County and that he would like to extend his praise of the Davis County Information Systems (IS) team. Salt Lake County had been working on their tax system recently and had been reaching out to Davis County for assistance. Mr. Conder said thank you for being good neighbors.

Commissioner Stevenson took a moment to remind everyone in attendance that Tuesday, September 5, 2023, is the upcoming primary election and that the Commission meeting for that day is canceled. This will allow the staff of the Clerk's office to focus on the election itself.

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BUSINESS/ACTION

ANIMAL CARE

3. #862/2023. Donation to Animal Care made by Heather Sorensen — *presented by Ashleigh Young, Director*

Donation to Animal Care made by Heather Sorensen in memory of her father, Julian Robinson III.

Financial Information:

- Type: Receivable
- Amount: \$1000.00
- GL Account #: 1320253-493000
- Davis County Match Required: N/A
- Additional Financial Information: N/A

Terms:

- Beginning Date: 08/18/2023
- Ending Date: 08/18/2023

VOTING

Motion to Approve: Randy B. Elliott. **Second:** Bob J Stevenson. All present voted aye.

AUDITOR'S OFFICE

4. #863/2023. Notice of Intent to Engage in Contract Negotiations with Psomas for Landscape Architecture Services — *presented by Curtis Koch, County Auditor*

Services will be utilized on non-functional turf areas throughout the County. These services will be funded using State Local Fiscal Recovery Funds (SLFRF) to manage the project.

5. #872/2023. Update to the financial policy #400 Purchasing Policy — *presented by Curtis Koch, County Auditor*

This update raises dollar amount thresholds, which have not been changed in the past 10 years and have not kept up with inflation. It includes a new section on Requests for Quotations and defining how those work in the County.

Financial Information: N/A

Terms: N/A

6. #873/2023. Update to financial policy #600 Travel Policies and Procedures — *presented by Curtis Koch, County Auditor*

The County will now use General Services Administration (GSA) rates on a per diem basis for those traveling rather than auditing costs after the fact. There is also an updated definition of economical.

Financial Information: N/A

Terms: N/A

7. #874/2023. Update to financial policy #300 Contracting — *presented by Curtis Koch, County Auditor*

Updates the old policy to show the separation of the Clerk and Auditor's offices. It is also updated to show that Provox is the current system used by the County for submitting contracts and direct inquiries to the Clerk's office.

Financial Information: N/A

Terms: N/A

8. #875/2023. Update to financial policy #420 Gift Cards — *presented by Curtis Koch, County Auditor*

Updates the processes on how gift cards are ordered, stored, disbursed, and tracked.

Financial Information: N/A

Terms: N/A

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9. #876/2023. New Policy #460 Write-Off Policy — presented by Curtis Koch, County Auditor

This is a new policy for non-taxed accounts for accounts receivable. This gives direction on how departments can write off accounts receivable rather than keeping large amounts of non-collectable account receivables on the records.

Financial Information: N/A

Terms: N/A

10. #878/2023. Notice of Intent to Engage in Contract Negotiations with CureMD.com — presented by Curtis Koch, County Auditor

Financial Information: N/A

Terms: N/A

VOTING

Motion to Approve items 4-10: Randy B. Elliott. **Second:** Bob J Stevenson. All present voted aye.

CLERK'S OFFICE

11. #870/2023. Amendment No. 2 to Contract 2019-302 with Runbeck Election Services for Ballot Print and Mail Services — presented by Brian McKenzie, County Clerk

This amendment updates the fee schedule, which is needed due to changes in the cost of supplies. All other terms of the contract will remain the same.

Financial Information:

- Type: Payable
- Amount: Per Fee Schedule
- GL Account #: 1010142-540606
- Davis County Match Required: N/A
- Additional Financial Information: N/A

Terms:

- Beginning Date: Upon Signature
- Ending Date: Per Terms of Contract 2019-302

VOTING

Motion to Approve: Randy B. Elliott. **Second:** Bob J Stevenson. All present voted aye.

COMMISSIONERS' OFFICE

12. #865/2023. An Order Calling a Special Meeting of the Board of Davis County Commissioners — presented by Commissioner Kamalu

Neal Geddes was asked whether this item could be voted on with a different meeting date. Two commissioners will be unable to attend on the proposed date. The Commission was informed that they would be unable to do that and would need to table the item until a proper schedule was established. The Commission was also informed they can establish a proper public notice of a special meeting outside of the Regular Session. This item was tabled without a vote.

Financial Information: N/A

Terms:

- Beginning Date: 09/01/2023
- Ending Date: 9/1/2023

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FACILITIES

13. #849/2023. Western Sports Park Construction project Guaranteed Maximum Price Amendment with Layton Construction — presented by Lane Rose, Director

Financial Information:

- Type: Payable
- Amount: \$55,012,606.00
- GL Account #: 4210248-600702
- Davis County Match Required: N/A
- Additional Financial Information: N/A

Terms:

- Beginning Date: 08/29/2023
- Ending Date: 12/31/2024

14. #851/2023. Contract with Ultimate Bunker for installtion of ballistic glass in the second floor voting observation area — presented by Lane Rose, Director

A question was asked to determine what makes ballistic glass bulletproof. Director Lane Rose answered that the glass is approximately four inches thick, making it bulletproof. This glass and the ballistic walls require heavy duty framing and will allow for a secure viewing area for poll watchers during elections.

Financial Information:

- Type: Payable
- Amount: \$148,000.00
- GL Account #: 1010142-620720
- Davis County Match Required: N/A
- Additional Financial Information: N/A

Terms:

- Beginning Date: 08/29/2023
- Ending Date: 12/31/2023

VOTING

Motion to Approve items 13-14: Randy B. Elliott. **Second:** Bob J Stevenson. All present voted aye.

HEALTH

15. #820/2023. Recommendation Letter for Appointment to the Davis County Health Department Board of Health — presented by Brian Hatch, Director

A letter of recommendation was presented to the commission appointing Rich Swanson, from the Davis County School District, to the Board of Health to fill the vacancy left by Scott Zigich. The Board of Health is required by law to have a school district representative, and the vacancy needed to be filled.

Financial Information: N/A

Terms:

- Beginning Date: 08/22/2023
- Ending Date: N/A

16. #860/2023. Summary sheet: Acumen, Home Helpers, RITES Utah, Bingocize — presented by Brian Hatch, Director

The summary is of small-dollar agreements with multiple vendors, to provide services for seniors in the County.

Financial Information:

- Type: Payable
- Amount: Variable
- GL Account #: 1510325-550620
- Davis County Match Required: N/A
- Additional Financial Information: N/A

Terms:

- Beginning Date: Various
- Ending Date: Various

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17. #861/2023. Contract with Utah Department of Health & Human Services for Medical Reserve Corps - State, Territory and Tribal Nations, Representative Organizations for Next Generation (MRC STTRONG) to support the Utah Medical Reserve Corps— *presented by Brian Hatch, Director*

Financial Information:

- Type: Receivable
- Amount: \$93,333.00
- GL Account #: 1530311-474502
- Davis County Match Required: N/A
- Additional Financial Information: N/A

Terms:

- Beginning Date: 08/15/2023
- Ending Date: 05/31/2025

18. #868/2023. Summary sheet for Retired and Senior Volunteer Program (RSVP) agreements — *presented by Brian Hatch, Director*

Volunteers are placed in various places, such as schools, Antelope Island, etc., listed on the summary sheet.

Financial Information: N/A

Terms:

- Beginning Date: Various
- Ending Date: Various

19. #869/2023. Grant agreement with the Federal Transit Authority (FTA)/Utah Transit Authority (UTA) for preventive maintenance on existing 5310 vehicles — *presented by Brian Hatch, Director*

Financial Information:

- Type: Receivable
- Amount: \$42,400.00
- GL Account #: 1510325-474601
- Davis County Match Required: YES
- Additional Financial Information: 20% of cost of equipment due to UTA at time of acquisition; 50% of preventive maintenance expenses will be reimbursed through this grant

Terms:

- Beginning Date: 10/01/2022
- Ending Date: 09/30/2025

VOTING

Motion to approve of items 16-19: Randy B. Elliott. **Second:** Bob J Stevenson. All present voted aye.

HUMAN RESOURCES

20. #877/2023. Davis County Personnel Policies & Procedures #140 Parental Leave Addition — *presented by Chris Bone, Director*

According to a recent survey, Davis County is lacking parental leave even though multiple counties and the state have previously implemented such policies. In order to stay competitive, the County is enacting four weeks of paid parental leave for individuals who have been employed with the County for a period longer than six months. Not only will this policy keep Davis County competitive with its benefits, it is also considered the right thing to do by the Commission for County employees.

Financial Information: N/A

Terms:

- Beginning Date: August 29, 2023
- Ending Date: N/A

VOTING

Motion to Approve: Randy B. Elliott. **Second:** Bob J Stevenson. All present voted aye.

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SHERIFF'S OFFICE

21. #852/2023. Training Agreement with Makay Neal Weitz for SFO- BCO certification — *presented by Andrew Oblad, Chief Deputy*

Financial Information:

- Type: Receivable
- Amount: \$16,260.00
- GL Account #: 1020230-495200
- Davis County Match Required: N/A
- Additional Financial Information: This contract begins on the day that trainee is hired and runs for two years from that date. This becomes a receivable if at any time trainee defaults on the contract.

Terms:

- Beginning Date: date of hire
- Ending Date: two years from the beginning date

22-28. These are agreements for individuals to participate in the 24/7 SCRAM continuous transdermal alcohol monitoring program— *presented by Andrew Oblad, Chief Deputy*

- 22. #853/2023
- 23. #854/2023
- 24. #855/2023
- 25. #856/2023

- 26. #857/2023
- 27. #858/2023
- 28. #859/2023

Financial Information:

- Type: Receivable
- Amount: see additional financial information
- GL Account #: 1020230-472000
- Davis County Match Required: N/A
- Additional Financial Information: \$30.00 enrollment fee, \$10.00 per day continuous alcohol monitoring fee, \$2.00 per intoxilyzer test, and \$6.00 per liquid drug screen test

Terms:

- Beginning Date: Upon final signature
- Ending Date: Until this individual is no longer under court order to participate in the program

VOTING

Motion to approve items 21-28: Randy B. Elliott. **Second:** Bob J Stevenson. All present voted aye.

Motion to move to Board of Equalization: Randy B. Elliott. **Second:** Bob J Stevenson. All present voted aye.

BOARD OF EQUALIZATION

29. #866/2023. Property Tax Register 08-29-2023 — *presented by Curtis Koch, County Auditor*

Auditor's Adjustments

- Report recommending 22 appeals be approved in the total amount of \$2,773,806.00
- Seven Veteran Tax Exemptions for the year 2022
- One abatement correction listed on 8/15/2023 for the year 2022, and one parcel correction listed on 8/22/2023 totaling \$12,871.12

Assessor's Adjustments

- Various corrections totaling \$114,212.00

VOTING

Motion to Approve: Bob J Stevenson. **Second:** Randy B. Elliott. All present voted aye.

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Motion to reconvene Regular Commission Meeting: Bob J Stevenson. **Second:** Randy B. Elliott. All present voted aye.

CONSENT ITEMS

30. #867/2023. Abatement Register 08-29-2023 — *presented by Commissioner Kamalu*

VOTING

Motion to Approve: Randy B. Elliott. **Second:** Bob J Stevenson. All present voted aye.

CLOSING REMARKS

County Clerk Brian McKenzie commented on the construction in the election area of the County building and the efforts of keeping elections open while ensuring security and safety. Three separate inserted hallways are being built into the elections warehouse, each with multiple windows allowing viewers to see every step in the election process. Once it is completed, an open house will be held to show the public the work being done in the facility. Construction should hopefully be completed by the end of 2023.

Commissioner Lorene Miner Kamalu is joining the meeting from the 27th Annual Utah Housing Matters Conference where stakeholders from all over the state get together and talk about what is being done with housing here in Utah.

MEETING ADJOURNED

Commission meeting was adjourned at 10:35 AM.

ATTACHMENTS

- A. Photos and diagrams presented to the Commission by Phil Conder

Minutes Prepared by:

Patrick Black
Deputy Clerk

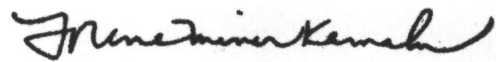


Brian McKenzie
Davis County Clerk



Minutes Approved on:

09/19/2023



Lorene Miner Kamalu
Commission Chair

Northbound



Southbound



