

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



## **JOINT AGENDA OF UNIFIED FIRE SERVICE AREA AND LOCAL BUILDING AUTHORITY OF THE UFSA**

May 20, 2025, 8:30 a.m.

(or immediately following the UFA Board meeting, if after 8:30 a.m.)

NOTICE IS HEREBY GIVEN THAT THE UNIFIED FIRE SERVICE AREA BOARD OF TRUSTEES AND THE BOARD OF DIRECTORS OF THE LOCAL BUILDING AUTHORITY OF THE UNIFIED FIRE SERVICE AREA SHALL ASSEMBLE BOTH ELECTRONICALLY AND IN-PERSON FOR A MEETING AT UFA HEADQUARTERS LOCATED AT  
3380 SOUTH 900 WEST, SALT LAKE CITY, UT 84119

THE PUBLIC MAY ATTEND IN-PERSON OR ELECTRONICALLY VIA ZOOM WEBINAR AT:  
<https://zoom.us/j/98255960431?pwd=VW9iWk1KQ0JYTj9lSDIxMS96KzZXZz09>

Password: 123911

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1. Call to Order – Vice Chair Harris
2. Public Comment  
Please limit comments to three minutes each and be germane to the agenda items or UFSA/LBA business. The UFSA/LBA Board typically will not engage directly but may direct staff to address comments following the meeting.  
There are three options for comments during this meeting:
  - a. In-Person.
  - b. Live during the Webinar by logging in as described above. If you wish to make a comment, select the “Raise Hand” button at the bottom of the screen. You will then be added to the queue and invited to speak.
  - c. Email: Public comments will be accepted prior to the meeting via email at [publiccomment@unifiedfire.org](mailto:publiccomment@unifiedfire.org) until 7:00 a.m. May 19, 2025. Emailed comments submitted prior to 7:00 a.m. May 19, 2025, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFSA/LBA Board, but not read into the meeting record or addressed during the meeting.
3. Approval of Joint UFSA/LBA Minutes – Vice Chair Harris
  - a. April 15, 2025 Open & Public Meetings Training
  - b. April 15, 2025
4. Finance Committee (Next meeting 6/11/25) – Chair Overson
  - a. 2024 Financial Audit & Report
5. Consider the Date of June 17, 2025 for a Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2025 Fiscal Year Budget – CFO Hill
6. Quarterly Financial Report – CFO Hill

7. Fraud Risk Assessment – CFO Hill
8. Consider Approval of Release of Deed Restrictions on Herriman Property  
– DA Anderson
9. District Administrator Report – Rachel Anderson
10. Possible Closed Session  
The Unified Fire Service Area or Local Building Authority of the UFSA may temporarily recess the meeting to convene in a closed session to discuss the character, professional competence, or physical or mental health of an individual, pending or reasonable imminent litigation, and the purchase, exchange, or lease of real property, as provided by Utah Code Annotated §52-4-205 or for attorney-client matters that are privileged pursuant to Utah Code § 78B-1-137, and for other lawful purposes that satisfy the pertinent requirements of the Utah Open and Public Meetings Act.  
the character, professional competence, or physical or mental health of an individual
  - a. pending or reasonable imminent litigation
  - b. the purchase, exchange, or lease of real property as provided by Utah Code Annotated §52-4-205.(If only discussing topic (A), character, etc., then you may move to not record that portion of the closed session per Utah Code § 52-4-206 (6).)  
  
Re-Open the Meeting
11. Adjournment – Vice Chair Harris

**The next Board meeting will be held June 17, 2025, at 8:30 a.m. both electronically and at UFA Headquarters located at 3380 South 900 West, Salt Lake City, UT 84119**

**THE PUBLIC IS INVITED TO PARTICIPATE IN ALL UFSA MEETINGS.**

**In accordance with the Americans with Disabilities Act, UFSA will make reasonable accommodation for participation in the meetings. Please call the clerk at least three working days prior to the meeting at 801-743-7213. Motions relating to any of the foregoing, including final action, may be taken at the meeting. This meeting will also be held electronically to allow members of the UFSA/LBA Boards to participate. This agenda is subject to change with a minimum 24-hour notice.**

**CERTIFICATE OF POSTING**

The undersigned, does hereby certify that the above agenda notice was posted on this 19<sup>th</sup> day of May, 2025, on the UFSA bulletin boards, the UFSA website <http://unifiedfireservicearea.com> , posted on the Utah State Public Notice website <http://www.utah.gov/pmn/index.html> and was emailed to at least one newspaper of general circulation within the jurisdiction of the public body.

Cynthia Young, UFSA Board Clerk



## UNIFIED FIRE AUTHORITY/UNIFIED FIRE SERVICE AREA JOINT MEETING MINUTES

April 15, 2025

Electronically Via ZOOM Webinar/UFA Headquarters – 3380 South 900 West SLC, UT 84119

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1. Call to Order  
Chair Hull called the meeting to order at 9:00 a.m.
2. Public Comment  
None  
Public comment was made available live and with a posted email address
3. Open and Public Meetings Training  
This training is an annual requirement for both Boards and given by CLO Roberts and UFSA District Administrator Anderson  
  
CLO Roberts provided training on the key components of the Open Meetings Act and an update on a few changes in the statute, many not applying to UFA/UFSA meetings
4. Possible Closed Session  
None
5. Adjournment  
Council Member Stewart moved to adjourn the meeting  
Mayor Gettel seconded this motion  
All voted in favor, none opposed

### BOARD MEMBERS IN ATTENDANCE:

Council Member Chrystal Butterfield  
Council Member Paul Fotheringham  
Council Member Trish Hull  
Mayor Dustin Gettel  
Mayor Tom Westmoreland  
Mayor Roger Bourke  
Council Member Sheldon Stewart

Mayor Mike Weichers  
Deputy Mayor Catherine Kanter  
Council Member Tish Buroker  
Mayor Jeff Silvestrini  
Council Member Jared Henderson  
SLCo Assessor Stavros

### BOARD MEMBERS ABSENT:

Council Member Catherine Harris  
Mayor Kristie Overson  
Council Member Tyler Huish

Mayor Dan Knopp  
Council Member Kathleen Bailey

### STAFF IN ATTENDANCE:

Acting Chief Zachary Robinson

CFO Tony Hill

CLO Roberts  
DA Rachel Anderson

Cynthia Young, Clerk

STAFF ABSENT:  
Chief Dominic Burchett

OTHER ATTENDEES:

AC Dern  
OC Russell  
Aaron Whitehead  
Adam Park  
Anthony Widdison  
Bill Brass  
Brian Anderton  
Brian Case  
Calogero Ricotta  
Chad Frisby, Siddons Martin  
Courtney Samuel  
David Chipman  
Debbie Cigarroa  
Embret Fossum  
Eric Holmes  
Erica Langenfass  
Jared Gerber  
Jay Torgersen  
Jill Tho  
Jon Wilde  
Jubal Perez  
Wade Watkins

Kate Turnbaugh  
Kelly Millard  
Kenneth Aldridge  
Kiley Day  
Kiyoshi Young  
Michael Conn  
Mike Greensides  
Molly McClellan  
Molly Swenson  
Nile Easton  
Patrick Costin  
Richard Rich  
Riley Pilgrim  
Rob Ayres  
Sam Christensen  
Scott McNeil  
Shelli Fowlks  
Steve Prokopis  
Steve Quinn  
Tara Behunin  
Tyler Lintz

**JOINT UNIFIED FIRE SERVICE AREA AND  
LOCAL BUILDING AUTHORITY OF THE UFSA  
Meeting Minutes**

Meeting held at UFA Headquarters and electronically via ZOOM

**Board Members Present**

Council Member Trish Hull  
Council Member Sheldon Stewart  
Mayor Roger Bourke  
Mayor Jeff Silvestrini

Council Member Chrystal Butterfield  
Assessor Chris Stavros  
Mayor Dustin Gettel  
Mayor Tom Westmoreland

**Board Members Absent**

Council Member Tyler Huish  
Mayor Dan Knopp  
Mayor Kristie Overson

Council Member Catherine Harris  
Council Member Kathleen Bailey

**Staff**

Acting Chief Zachary Robinson  
Tony Hill, UFA CFO  
Rachel Anderson, UFSA Legal Counsel/District Administrator  
Cyndee Young, UFSA Clerk

**Staff Absent**

Chief Dominic Burchett

**Guests**

AC Dern  
OC Russell  
Aaron Whitehead  
Adam Park  
Anthony Widdison  
Bill Brass  
Brian Anderton  
Brian Case  
Calogero Ricotta  
Chad Frisby, Siddons Martin  
Courtney Samuel  
David Chipman  
Debbie Cigarroa  
Embret Fossum  
Eric Holmes

Erica Langenfass  
Jared Gerber  
Jay Torgersen  
Jill Tho  
Jon Wilde  
Jubal Perez  
Kate Turnbaugh  
Kelly Millard  
Kenneth Aldridge  
Kiley Day  
Kiyoshi Young  
Michael Conn  
Mike Greensides  
Molly McClellan  
Molly Swenson

Nile Easton  
Patrick Costin  
Richard Rich  
Riley Pilgrim  
Rob Ayres  
Sam Christensen  
Scott McNeil  
Shelli Fowlks  
Steve Prokopis  
Steve Quinn  
Tara Behunin  
Tyler Lintz  
Wade Watkins

.....  
Chair Trish Hull Presided  
.....

Prior to the UFSA/LBA Board Meeting, following the UFA Board Meeting, a preview of the Rehab115 apparatus was given. Notice was posted and neither Board took any action.

Called to Order

Chair Hull called the meeting to order at 9:17 a.m. Quorum present.

Public Comment

None.

Public comment was available live and with a posted email address.

Approval of Joint UFSA and LBA Minutes – Chair Hull

Council Member Stewart moved to approve the minutes from the March 18, 2025, Joint UFSA LBA Board Meeting as submitted.

Mayor Silvestrini seconded the motion.

All voted in favor, none opposed.

Finance Committee – Chair Overson

The financial audit and report will be discussed at the next meeting, June 11, 2025.

Update on the Tax Revenue Anticipation Note, Series 2025 – CFO Hill

There were 3-4 bidders and Wells Fargo was chosen. The interest rate was better than last year (4.39%) at 3.58%.

District Administrator Report – Rachel Anderson

District Administrator Anderson provided a brief update on the Recreation Fee process.

SLCo is pursuing a facilitator/mediator between them and three special districts, UFSA, MSD, and SLVSA. The request for proposal (RFP) is out and a committee, including DA Anderson and CLO Roberts, met yesterday, 4/14, to review the proposals.

If the current recreation cut remains, the understanding is that the council will work quickly on facilitation, if there is a reprieve, the facilitation process can be extended to fully discuss all the issues, which is our preference.

SLCo may request revenue numbers for the individual cities and DA Anderson is comfortable providing that information. There were no concerns about providing this information from Board Members.

Council Member Stewart clarified that it is strictly UFSA SLCo is talking about, DA Anderson agreed. Mayor Silvestrini asked that all Board Members receive the information that is being sent to SLCo, so they are fully informed of what information SLCo is provided.

Closed Session

None

Motion to Adjourn – Chair Hull

Mayor Silvestrini moved to adjourn the April 15, 2025, Joint UFSA/LBA Board Meeting.

Mayor Gettel seconded the motion.

All voted in favor, none opposed.

# Unified Fire Service Area Budget vs. Actual

		70 - General Fund		
		Jan - Mar 25	Budget	%
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
7031100 · Property Taxes-Salt Lake County	1,658,700	54,001,187	3.1%	
7031110 · Property Taxes - Utah County	48,266	8,353,258	0.6%	
7031120 · Property Taxes-SLCo Pass Thru	0	5,500,000	0.0%	
7031125 · Property Taxes-Increment Remit	0	90,816	0.0%	
7031130 · Property Taxes-Delinquent-SL Co	272,725	695,250	39.2%	
7031140 · Property Taxes-Delinquent-UT Co	75,847	200,000	37.9%	
7031150 · Judgement Levy	231	16,475	1.4%	
7031200 · Fee-in-Lieu-Salt Lake County	437,720	1,841,125	23.8%	
7031210 · Fee-in-Lieu - Utah County	112,614	424,875	26.5%	
7032100 · Impact Fees		1,500,000		
7032101 · Impact Fees - Single Family Res	75,067	0		
7032102 · Impact Fees - Multi-Family Res	50,721	0		
7032103 · Impact Fees - Commercial	28,229	0		
7032104 · Impact Fees - Industrial	160	0		
7032105 · Impact Fees - Institutional	10,856	0		
<b>Total 7032100 · Impact Fees</b>	<b>165,033</b>	<b>1,500,000</b>	<b>11.0%</b>	
7034210 · Contribution for Debt Service - Herriman	447,250	447,250	100.0%	
7034220 · Contribution for Debt Service - Riverton	316,133	316,133	100.0%	
7039100 · Miscellaneous Income	12,883	21,000	61.3%	
7039105 · Interest Income	64,527	675,000	9.6%	
<b>Total Income</b>	<b>3,611,928</b>	<b>74,082,369</b>	<b>4.9%</b>	
<b>Expense</b>				
<b>7091000 · Operations</b>				
7091293 · Tax Payments to RDA/CDA	0	5,500,000	0.0%	
7091340 · Interfund Lease Payments	4,137,461	4,984,250	83.0%	
7091390 · Sandy Contract	571,473	1,164,712	49.1%	
7091395 · UFA Contract Fees	12,971,868	55,197,914	23.5%	
7091490 · Impact Fee Refunds	0	10,000	0.0%	
<b>Total 7091000 · Operations</b>	<b>17,680,802</b>	<b>66,856,876</b>	<b>26.4%</b>	
<b>7092000 · General &amp; Administrative</b>				
7092205 · Auditor	0	15,000	0.0%	
7092209 · Bank Fees	976	11,200	8.7%	
7092345 · Office Supplies	781	2,000	39.0%	
7092350 · Professional Fees	12,985	129,000	10.1%	
7092355 · UFA Administrative Fees	0	403,014	0.0%	
7092415 · Subscriptions & Memberships	16,913	17,000	99.5%	
7092810 · Fund Balance Distribution - Herriman	0	37,941	0.0%	
7092820 · Fund Balance Distribution - Riverton	63,832	63,832	100.0%	
<b>Total 7092000 · General &amp; Administrative</b>	<b>95,487</b>	<b>678,987</b>	<b>14.1%</b>	

# Unified Fire Service Area Budget vs. Actual

70 - General Fund			
	Jan - Mar 25	Budget	%
7095500 · Capital maintenance	9,619	558,233	1.7%
7096620 · Bond/Note Issuance Costs	0	25,000	0.0%
7096630 · Interest expense	0	984,092	0.0%
<b>Total Expense</b>	<b>17,785,908</b>	<b>69,103,188</b>	<b>25.7%</b>
7081900 · Contribution to Fund Balance	0	4,979,181	0.0%



# GENERAL FUND

Account	Date	Name	Memo	Amount
<b>7091340 · Interfund Lease Payments</b>				
	03/13/2025	Zions First National Bank	Series 2016 Bond Payment	2,250,716.15
	03/13/2025	Zions First National Bank	Series 2021 Bond Payment	1,886,744.57
<b>TOTAL</b>				<b><u>4,137,460.72</u></b>
<b>7091390 · Sandy Contract</b>				
	01/21/2025	Sandy City Corporation	Fire Service Contract - January - June	571,473.47
<b>TOTAL</b>				<b><u>571,473.47</u></b>
<b>7091395 · UFA contract fees</b>				
	01/01/2025	Unified Fire Authority	3rd Quarter Fee for FY24/25 - January	4,265,172.00
	02/01/2025	Unified Fire Authority	3rd Quarter Fee for FY24/25 - February	4,353,348.00
	03/01/2025	Unified Fire Authority	3rd Quarter Fee for FY24/25 - March	4,353,348.00
<b>TOTAL</b>				<b><u>12,971,868.00</u></b>
<b>7092209 · Bank Fees</b>				
	Multiple	Chase Merchant Services	Paymentech Service Fee	976.29
<b>TOTAL</b>				<b><u>976.29</u></b>
<b>7092345 · Office Supplies</b>				
	02/13/2025	Unified Fire Authority	Jan-Jun Software Support/Maintenance	780.92
<b>TOTAL</b>				<b><u>780.92</u></b>
<b>7092350 · Professional fees</b>				
	02/13/2025	Fabian Van Cott	Legal/Administrator Services - January	7,460.00
	03/07/2025	Fabian Van Cott	Legal/Administrator Services - February	4,025.00
	03/17/2025	Moody's Analytics	Annual Professional Fee	1,500.00
<b>TOTAL</b>				<b><u>12,985.00</u></b>
<b>7092415 · Subscriptions &amp; Memberships</b>				
	01/01/2025	Utah Association of Special Districts	2025 Membership Dues	16,913.00
<b>TOTAL</b>				<b><u>16,913.00</u></b>
<b>7092820 · Fund Balance Distribution - Riverton</b>				
	01/07/2025	Riverton Fire Service Area	Fund Balance Distribution	63,831.72
<b>TOTAL</b>				<b><u>63,831.72</u></b>
<b>7095500 · Capital Maintenance</b>				
	01/03/2024	CDC	Bay Door Replacement - Station #109	4,119.00
	03/11/2024	Contract Appliance Sales, Inc	Duel Range Oven - Station #252	5,500.00
<b>TOTAL</b>				<b><u>9,619.00</u></b>
<b>GENERAL FUND TOTAL</b>				<b>17,785,908.12</b>

# Unified Fire Service Area

## Budget vs. Actual

75 - Capital Projects Fund			
	Jan - Mar 25	Budget	%
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
7539105 · Interest Income	126	150,000	0.1%
<b>Total Income</b>	<b>126</b>	<b>150,000</b>	<b>0.1%</b>
<b>Expense</b>			
<b>7594500 · Construction Costs</b>			
7594502 · Construction Costs - #102	0	0	#DIV/0!
7594512 · Construction Costs - #112	0	0	#DIV/0!
7594525 · Construction Costs - #125	0	0	#DIV/0!
7594551 · Construction Costs - #251	0	0	#DIV/0!
7594553 · Construction Costs - #253	0	0	#DIV/0!
<b>Total 7594500 · Construction Costs</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
7581900 Contribution to Fund Balance	0	150,000	0.0%
<b>Total Expense</b>	<b>0</b>	<b>150,000</b>	<b>0.0%</b>

# Unified Fire Service Area

## Budget vs. Actual

77 - Debt Service Fund			
	Jan - Mar 25	Budget	%
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
7735100 · Lease Revenue	4,137,461	4,984,250	83.0%
7739105 · Interest Income	31	0	#DIV/0!
<b>Total Income</b>	<b>4,137,492</b>	<b>4,984,250</b>	<b>83.0%</b>
<b>Expense</b>			
7796600 · Payments on LT debt			
7796610 · Bond Interest Payments	3,225,000	3,225,000	100.0%
7796620 · Payments on LT debt - Other	915,250	1,759,250	52.0%
<b>Total 7796600 · Payments on LT debt</b>	<b>4,140,250</b>	<b>4,984,250</b>	<b>83.1%</b>
7781900 · Contribution to Fund Balance	0	0	#DIV/0!
<b>Total Expense</b>	<b>4,140,250</b>	<b>4,984,250</b>	<b>83.1%</b>



# Fraud Risk Assessment

Continued

\*Total Points Earned: 355/395 \*Risk Level: Very Low Low Moderate High Very High  
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	✗	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	✗	5
b. Procurement?	✗	5
c. Ethical behavior?	✗	5
d. Reporting fraud and abuse?	✗	5
e. Travel?	✗	5
f. Credit/Purchasing cards (where applicable)?	✗	5
g. Personal use of entity assets?	✗	5
h. IT and computer security?	✗	5
i. Cash receipting and deposits?	✗	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	✗	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	✗	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?		20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) within four years of term appointment/election date?	✗	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	✗	20
7. Does the entity have or promote a fraud hotline?	✗	20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?	✗	20

\*Entity Name: UNIFIED FIRE SERVICE AREA

\*Completed for Fiscal Year Ending: 12/31/2025 \*Completion Date: 05/20/2025

\*CAO Name: RACHEL ANDERSON \*CFO Name: TONY HILL

\*CAO Signature: \_\_\_\_\_ \*CFO Signature: \_\_\_\_\_

\*Required

# Basic Separation of Duties

See the following page for instructions and definitions.

\* MC = Mitigating Control

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✗			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries? *		✗	✗	
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A". **		✗	✗	
4. Are all the people who have access to blank checks different from those who are authorized signers?	✗			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✗			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✗			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".				✗
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".				✗
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".				✗
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✗			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".				✗
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".				✗

\* The individual with access to receive check payments also has access to perform general ledger entries. UFSA's mitigating control is that all general ledger entries are reviewed and approved by the CFO, who does not receipt checks.

\*\* Both individuals with access to adjust customer accounts are able to collect cash or check payments. UFSA's mitigating controls are that adjustments/credit memos are reviewed by a separate individual at least monthly as well as having multiple individuals in Finance involved in the deposit, as mentioned above.

# Basic Separation of Duties

## Continued

**Instructions:** Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

😊 If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

😞 If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

## Definitions:

**Board Chair** is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

**Clerk** is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

**Chief Administrative Officer (CAO)** is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

**General Ledger** is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

**Mitigating Controls** are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

**Original Bank Statement** means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

**Treasurer** is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.





WHEN RECORDED, RETURN TO:

Herriman City  
Attn: City Recorder  
5355 West Herriman Main Street  
Herriman, Utah 84096

Affecting Parcel No: 26-26-452-019

### **RELEASE OF RESTRICTION**

THIS RELEASE OF RESTRICTION ("Release") is between the Local Building Authority of the Unified Fire Service Area, a Utah local building authority organized and existing under the laws of the State of Utah (the "LBA"), and Herriman City, a Utah municipal corporation ("City").

### **RECITALS**

WHEREAS, on July 29, 2010, the City conveyed certain real property to the LBA, as recorded under Entry Number 10999754 in Book 9844, at Page 4514 ("City Conveyance"), described as Lot 1 in the Herriman Parkway Subdivision, Parcel No. 26-26-452-019, located at 5860 West Herriman Blvd, and containing approximately 2.54 acres (the "Property"), with a legal description and depiction provided in Exhibit A; and

WHEREAS, the City Conveyance was made subject to the condition that the Property be used exclusively for the construction, operation, and maintenance of a fire station, with the deed specifying that if the Property was not used for such purposes, the deed would become void and title to the Property would automatically revert to the City; and

WHEREAS, on March 20, 2023, the LBA conveyed the Property back to the City, as recorded under Entry Number 14083960 in Book 11407, at Page 3285 ("the LBA Conveyance"), which included a reverter clause requiring that, if the City used the Property for non-fire service purposes, the City must replace it with real property of equivalent value and functionality, or else title to the Property would revert to the LBA, along with all improvements and fixtures thereon; and

WHEREAS, the reverter clause in the LBA Conveyance further provided that it would automatically expire upon full payment of the LBA's 2016A Bonds; and

WHEREAS, although the Property has not been used as a fire station as required under the LBA Conveyance, the City has actively secured an alternative site for a future fire station at 5616 West 12900 South; and

WHEREAS, the parties agree that the City shall hold title to the Property free and clear of any reverter clauses or encumbrances.

## **RELEASE OF RESTRICTION**

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the LBA does hereby release and terminate the Reverter Clause contained in the LBA Conveyance and the Property shall have no restrictions by and through the LBA.

It is the intent of this Release that the Reverter Clause shall no longer have any force or effect, and the Property shall be free and clear of any encumbrance arising from or related to the Converter Clause.

### **EFFECTIVE DATE**

This Release shall be effective as of the date of recording in the official records of the Salt Lake County Recorder's Office.

### **SIGNATURES**

IN WITNESS WHEREOF, the undersigned has executed this Release as of the day and year first above written.

**[SIGNATURE PAGE FOLLOWS]**

**LOCAL BUILDING AUTHORITY OF UNIFIED FIRE SERVICE AREA**

\_\_\_\_\_  
Trish Hull  
Board Chair

Date: \_\_\_\_\_

Approved as to form: \_\_\_\_\_  
Rachel S. Anderson, Attorney for the LBA

State of Utah                )  
   §  
County of Salt Lake    )

On this 20th day of May, 2025, before me, Cyndee Young, a notary public in and for said state, personally appeared Trish Hull, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and who, being by me duly sworn (or affirmed), did say that he/she is the Board Chair of the Local Building Authority of the Unified Fire Service Area, a Utah non-profit corporation, and that said instrument was signed on behalf of said entity by authority of its governing documents or resolution, and said Trish Hull acknowledged to me that such entity executed the same.

**Witness my hand and official seal.**

\_\_\_\_\_  
Notary Public

Residing at: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

[Seal]

**HERRIMAN CITY**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form: \_\_\_\_\_

State of Utah )

§

County of Salt Lake )

On this \_\_\_\_ day of \_\_\_\_\_, 2025, before me, \_\_\_\_\_, a notary public in and for said state, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and who, being by me duly sworn (or affirmed), did say that he/she is the \_\_\_\_\_ of Herriman City, a Utah municipality, and that said instrument was signed on behalf of said entity by authority of its governing documents or resolution, and said \_\_\_\_\_ acknowledged to me that such entity executed the same.

**Witness my hand and official seal.**

\_\_\_\_\_  
Notary Public

Residing at: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

[Seal]

EXHIBIT A

(Legal Description and Depiction)

LOT 1, HERRIMAN PARKWAY SUB 9820-9402 10094-0001

