

MINUTES

FINANCE COMMITTEE MEETING

August 12, 2015 - 12:00 p.m.

Garfield County Courthouse, Upstairs Conference Room
55 South Main Street, Panguitch, Utah

MEMBERS IN ATTENDANCE

Commissioner Dale Brinkerhoff, Chair
Commissioner Mike Dalton, Vice-Chair
Commissioner Leland Pollock for
Commissioner Dell LeFevre
Commissioner Jim Matson

REPRESENTING

Iron County Commissioner Representative
Beaver County Commissioner Representative
Garfield County Commissioner Representative

Kane County Commissioner Representative

OTHERS IN ATTENDANCE

Bryan Thiriot
Allison McCoy
Gary Zabriskie
Diane Lamoreaux

Five County Association of Governments
Five County Association of Governments
Five County Association of Governments
Five County Association of Governments

MEMBERS NOT IN ATTENDANCE

Commissioner Victor Iverson, Excused
Washington County Commissioner

Commissioner Dale Brinkerhoff led the group in the Pledge of Allegiance.

Commissioner Dale Brinkerhoff, Chair, called the meeting to order and welcomed those in attendance. Commissioner Leland Pollock, Garfield County, is representing Commissioner Dell LeFevre, Garfield County Commissioner Representative. It was noted that a quorum of members was present for conduct of business.

I. MINUTE APPROVAL - JUNE 10, 2015 AND JULY 1, 2015

Commissioner Dale Brinkerhoff, Chair, referenced minutes of the June 10, 2015 & July 1, 2015 meetings included in the meeting packet for discussion and consideration.

MOTION WAS MADE BY COMMISSIONER JIM MATSON, SECONDED BY COMMISSIONER MIKE DALTON, TO APPROVE MINUTES OF THE JUNE 10, 2015 AND JULY 1, 2015 MEETINGS OF THE FINANCE COMMITTEE AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

II. COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - FY 2016 RATING AND RANKING CRITERIA REGIONAL PRIORITIES REVIEW AND APPROVAL

Ms. Diane Lamoreaux referenced information on page 14 of the packet outlining the FY 2016 CDBG Rating and Ranking Regional Priorities proposed by staff for the upcoming program year. CED staff conducted on-site visits to each of the fire departments in the Five County region last year and observed various deficiencies in both facilities, vehicles and/or

equipment that is outdated. The criteria is presented with justification for each activity. As part of the Rating and Ranking Criteria approval process, the Finance Committee is required to review the criteria in conjunction with the Executive Director to determine the regional priorities. The FY 2016 CDBG Rating and Ranking Criteria will be presented to the Steering Committee, who serves as the Regional Review Committee (RRC) for the CDBG program, for approval today. Recommended regional priorities are as follows: #1) Public Safety Activities; #2) LMI Housing Activities; #3) Community Facilities; #4) Public Utility Infrastructure; #5) Projects to remove architectural barriers; and #6) Parks and Recreation.

Commissioner Mike Dalton asked why the removal of architectural barriers would be a low priority in light of the fact that counties and cities are required to have facilities that are in compliance with these regulations. Mr. Gary Zabriskie explained that the American with Disabilities Act has celebrated its 20th Anniversary of Congressional action requiring equal access for those that are severely disabled and/or have lesser needs. At the time this law was passed, there were a number of ADA applications funded by the CDBG program. Jurisdictions should have been able to address these issues through various funding sources sometime ago. Mr. Zabriskie also noted that parks and recreation projects fall to the bottom of the priority list because of the nature of these projects being a want and not necessarily a need.

A MOTION WAS MADE BY COMMISSIONER MIKE DALTON, SECONDED BY COMMISSIONER JIM MATSON, TO APPROVE THE FY 2016 CDBG REGIONAL PRIORITIES FOR INCLUSION INTO THE RATING AND RANKING CRITERIA FOR THE UPCOMING PROGRAM YEAR. THE MOTION CARRIED BY UNANIMOUS VOTE.

III. PROGRAM REVIEWS

A. WEATHERIZATION PROGRAM PROFORMA REPORT

Mr. Bryan Thiriot referenced information provided on pages 15-17 of the meeting packet outlining the performance of the Five County AOG Weatherization Program in comparison with other weatherization programs administered throughout the state of Utah. He asked if the information provides what the committee wanted or if additional information needs to be presented. Commissioner Dale Brinkerhoff indicated that he tried to reach Brad Carpenter, State Weatherization Program Manager, to obtain clarification regarding the information that was presented. The information as presented is meaningless and does not provide what was requested. Commissioner Brinkerhoff explained that several issues need to be addressed as follows: 1) What is being done; 2) Who is setting criteria for the program; 3) Time workers spend in the field from 7a.m. to 5 p.m., with no lunch break; 4) Travel time to outlying areas; 5) Whether it would be better to contract work out to private contractors; and 6) Cost of warehouse space and inventory stored at the facility, etc.

Commissioner Leland Pollock mentioned that several years ago members of the weatherization crew were in his business establishment where their behavior and dress came into question. This was sometime ago and things may have changed, but the first impression drawn is very important. Workers need to be cognizant of their dress and behavior while out in communities. It was suggested that perhaps a

uniform would be appropriate. Mr. Gary Zabriskie indicated that workers wear polo shirts with the weatherization logo.

Ms. Allison McCoy indicated that the question is not whether the work can be contracted out, but whether private contractors would perform the work for the amount of money that is available. The state of Utah has indicated that other agencies have tried to contract out work, but they did not find contractors that were interested because of reimbursement rates that would be provided. It was also noted that contractors typically do not like to perform paperwork that is required. Committee members questioned why information was provided by the state of Utah and not Doug Carlson. Mr. Thiriot responded that he felt that the information provided by the state of Utah staff and the program summary contained on page 27 of the meeting packet would be sufficient. Mr. Doug Carlson prepared the Weatherization program summary.

Commissioner Dale Brinkerhoff mentioned that Finance Committee members would like to know if the program is effective and if delivery of the program is meeting the public's need and expectations. Scrutiny of the program started several years ago when homes that had been weatherized were torn down shortly thereafter. Mr. Gary Zabriskie explained that very specific criteria is tied to the program, but there is no type of assurance in terms of what individuals will do with the home after weatherization measures are applied. There is no contractual agreement with homeowners stating that the home will remain for a specific period of time after improvements are made. Commissioner Dale Brinkerhoff stated that this program constitutes approximately 1/3 of the entire budget and it is important to make sure that the value of the program is documented. It is not realistic to think that crew members spend 10 hours on the job each day with no lunch hour. Mr. Bryan Thiriot reported that he assumes overall responsibility for the program, but Mr. Gary Zabriskie provides programmatic supervision. Commissioner Jim Matson asked if staff is satisfied with the work and behavior of the weatherization employees. Mr. Zabriskie responded that workers do a good job with testing and work provided on homes. Workers are required to travel long distances throughout the Five County region to perform work on homes in many remote locations. Private contractors would likely charge a higher rate to travel from Cedar City to outlying areas.

Commissioner Dale Brinkerhoff indicated that he would like to see supervisory staff address the lunch hour and travel portal to portal. He also requested an inventory of vehicles, tools, equipment and items stored in the warehouse. Justification for the cost of warehouse space needs to be provided. Examination of possibly shrinking inventory held at the warehouse should take place in consideration of renting a smaller space at less cost. It was noted that state of Utah staff audits the program, including inventory, on an annual basis. The appearance of workers is also a concern that should be addressed. He suggested that supervisory staff spot check crews while they are performing work on homes. This should be accomplished without notification to the crew beforehand. Committee members also suggested utilization of a quality assurance survey to be completed by homeowners. This survey could address behavior of crew, quality of work provided, any concerns of homeowners, satisfaction with weatherization measures, etc. Commissioner Mike Dalton asked for clarification in terms of whether the state of Utah requires furnaces to be stored at the

warehouse or if the furnaces could be purchased from local vendors on an as-needed basis. It may be that furnaces are purchased in bulk due to economy of scale to purchase in larger quantities. It was also asked if water heaters are kept in storage or could be purchased locally as needed.

B. HEAT PROGRAM REPORT

Mr. Bryan Thiriot referenced the HEAT program summary on page 27 of the packet and reported that the program is seasonal in Beaver, Garfield, Iron and Kane Counties. The program is year round in Washington County where clients can choose to have their utility payment in the winter or summer. The HEAT program is a one-time payment to help low income clients with utility bills during the HEAT season. The average benefit payment in FY 2015 was \$383. HEAT workers are service intake workers who schedule appointments with income eligible clients to review their applications. Workers input data into the computer and the Department of Workforce approves and issues payment for utilities directly to the providers.

C. PROGRAM SUMMARIES

Mr. Bryan Thiriot referenced program summaries beginning on page 18 of the packet. It was noted that information regarding the Community Services Block Grant program, Social Services Block Grant program and the Coordinated Human Services Transportation Public Transportation have been added since the draft was provided to commissioners via email. Mr. Gary Zabriskie reported that he will be working to incorporate program information provided into a glossy brochure format for use in providing information to the public. It was recommended that the report be expanded on an annual basis and presented to the Finance Committee in May prior to approval of the annual budget. Commissioner Dale Brinkerhoff indicated that he would like to see the name of individuals submitting information on the various programs.

IV. FY 2016 BUDGET FINANCIAL REPORT

Ms. Allison McCoy referenced the FY 2016 budget beginning on page 29 of the meeting packet. It was noted that the HOME and Mutual Self-Help programs are not included in the new year budget. These programs are no longer administered by Five County and will be closed out on the FY 2015 budget. The indirect cost allocation for administration is higher for FY 2016, but administrative costs came in lower than the amount budgeted last year. Staff has been able to hold administrative costs down. Mr. Gary Zabriskie commented that gas prices play a role in the budgets, and those costs have leveled off from previous years. Ms. McCoy reported that with a 10% drop in revenue, staff had to look at other ways to fund a portion of her time allocation. Even though the RSVP, HOME, and Mutual Self-Help programs have ended, growth is occurring in the Aging Division which has somewhat offset the loss of these revenues. She explained that it would not be good for the AOG to lose a lot more programs or this could damage the organization. Commissioner Jim Matson complimented Ms. McCoy for being able to maintain stability in face of these challenges. Commissioner Dale Brinkerhoff asked that names of staff be included on the budgets for salaries and wages in some type of legend that is made available to Finance Committee members. The Finance Committee needs to be involved in the budget process for the organization and would like to receive an update at each meeting.

V. STAFF UPDATES

A. COUNTY RESOURCE MANAGEMENT PLANNING (CRMP) UPDATE

Commissioner Jim Matson reported that the ball is in the collective AOG hands in terms of how the organizations intend to carry forth this planning effort. Funds will be provided from the Permanent Community Impact Board on a reimbursement basis to AOGs for the collection of data that will be utilized in the County Resource Management Plans. Mr. Gary Zabriskie explained that monies cannot flow directly to counties without impacting their PILT allocations. Therefore, the Association's of Government will execute contracts with specific consultants as per county input to collect appropriate scientific data. Representatives of each of the counties need to meet collectively to determine what data needs to be collected. Community & Economic Development staff at the Five County AOG will be tied throughout the fiscal year with writing the Natural Hazard Mitigation Plan. Contracts with consultants will be initiated to collect and assemble data sets that will be made available to the public as well as counties for use in their plans. The Utah State Legislature approved up to \$50,000 in funding for each county. Counties will be reimbursed at the end of the project, upon approval of the Public Lands Policy Coordination Office (PLPCO) in terms of meeting content requirements spelled out in legislation. Commissioner Jim Matson indicated that this process still has some moving parts that need to be worked out by PLPCO and it is likely that a special session will be held where the time frame for completion of plans could be modified.

Mr. Bryan Thiriot, Mr. Gary Zabriskie and Ms. Allison McCoy will work with counties to determine what contracts are needed. Commissioner Mike Dalton indicated that Mark Ward is under contract with the county to write their plan. Committee members agreed that establishment of a working group would provide the best coordination moving forward. Contacts for counties were provided as follows: **1) Beaver County--** Scott Albrecht and Keven Whicker; **2) Garfield County--** Brian Bremner; **3) Iron County--** Mike Worthen; **4) Kane County--** Shannon McBride; and **5) Washington County--** Scott Messel. Contact will be made with Commissioner Victor Iverson to determine if others should be invited for Washington County. Counties will need to provide contact information for employees and/or consultants that need to be involved on the working group. Members were in agreement that Commissioner Jim Matson should chair this working group to determine what science is needed. It was also suggested that coordination with the Six County AOG would likely be beneficial in pooling resources as well as avoiding duplication. A followup report to be provided at the October Finance Committee meeting.

Mr. Bryan Thiriot reported that Utah State University representatives would like to meet with county representatives on August 21, 2015 to provide water analysis information for the state of Utah. This will include Professors of Agriculture and U of U Extension personnel to provide a 1.5 hour presentation. It was the consensus of those in attendance that the working group previously discussed for the county resource management plans should be invited to this meeting. The meeting will be scheduled for August 21st, 10:00 a.m., at the Heritage Center in Cedar City. Information will be forwarded prior to the meeting.

B. FIVE COUNTY COMMUNITY FOUNDATION NON-PROFIT ORGANIZATION UPDATE

Mr. Bryan Thiriot reported that work is progressing to establish the non-profit organization. Contact will be initiated with the Internal Revenue Service to determine if the Color Country RC&D non-profit organization is still valid. Mr. Nate Alder is working with the accounting firm in Cedar City as well to obtain updated information. Commissioner Jim Matson indicated that \$35,000 was transferred from the bank account to the American Lands Council and there is approximately \$5,000 remaining for utilization in getting this non-profit organization back up and running.

C. FOREST SERVICE - NEXT STEPS

Commissioner Jim Matson mentioned that commissioners had previously agreed to form a forest working group. It may be good to utilize the same group that will be used for the county resource management plans. This group will be helpful as counties enter into a new generation of forest service planning. Commissioner Matson asked if someone was taking notes during the Nora Rasure meeting with commissioners because there was some two step double talk going on with Angelita Bullets, particularly related to upcoming planning steps for watersheds. The map that was referenced needs to be provided to the Five County Association of Governments. Other commitments made by the Forest Service need to be outlined. Mr. Bryan Thiriot indicated that he did take notes. Commissioner Leland Pollock felt like Nora Rasure committed to going with Garfield County as a partner to Congress on the Escalante Pilot Project. He asked that this be included in the meeting notes. Commissioner Matson asked that Bryan provide a page of bullet points that were secured during the meeting as next steps. The next meeting is scheduled in the January/February time frame. It was the consensus of the group that Ms. Rasure was more willing to speak to commissioners as opposed to the first meeting. This meeting was a big improvement. It was noted that the forest service grazing process had to be difficult and painful because an employee provided information to Garfield County about how the process was being done outside of their own regulations. Commissioner Matson noted that the group needs to be tying into Beaver County's needs on the Fish Lake Forest as well.

VI. OTHER BUSINESS

Commissioner Leland Pollock reported that the Escalante Heritage Center tried a few years ago to work through the Community Impact Board application process, but they were not able to apply because the facility was not owned by Escalante City. An annexation has been accomplished to bring the facility into the city limits, and the group is now considering whether to turn ownership of the facility over to Escalante City. Once this occurs, it is the assumption of Garfield County that this would be eligible for an application to CIB. Mr. Gary Zabriskie indicated that this should be titled as the Heritage Center and it would be considered a community facility similar to a Community Center which would be an eligible project activity. Commissioner Pollock indicated that he wanted to have correct information so that he did not lead this group astray with miss information.

Finance Committee Meeting Minutes
August 12, 2015

Mr. Bryan Thiriou reported to the Finance Committee that a decision was made to add Jerry Allred to the Five County AOG payroll for his last month of employment on the Mutual Self-Help program. The Five County AOG has a current contractor license and Jerry's license had expired. In order to be in compliance with USDA Rural Development and to complete the four homes in Toquerville, staff determined that this would be the appropriate course of action.

The next meeting of the Finance Committee is scheduled for October 14, 2015 in Cedar prior to the Steering Committee meeting, which will need to be scheduled to begin at 2:00 p.m.

Being no further business, the meeting adjourned 1:30 p.m.

DRAFT