

MINUTES

**FIVE COUNTY ASSOCIATION OF GOVERNMENTS
STEERING COMMITTEE MEETING
February 10, 2016 - 2:00 p.m.
Beaver City Office, Conference Room
30 West 300 North, Beaver, Utah**

MEMBERS IN ATTENDANCE

Commissioner Mike Dalton, Chair
Mayor Nolan Davis
Carolyn White
Mayor Jerry Taylor
Commissioner Dale Brinkerhoff
Becki Bronson
Commissioner Jim Matson
Mayor Robert Houston
Wendy Allan
Commissioner Victor Iverson
LaRene Cox
Mike Olson for Frank Lojko

OTHERS IN ATTENDANCE

Bette Arial
Lisa Taylor
Courtney Brinkerhoff
Ryan Hatch
Josh McKell
Bryan Thiriot
Gary Zabriskie
Allison McCoy
Clint Cottam
Carrie Sigler
Diane Lamoreaux

MEMBERS NOT IN ATTENDANCE

Commissioner David Tebbs
Ken Platt
Mayor Connie Robinson
Mayor Tracy Dutson
Donna Law

REPRESENTING

Beaver County Commissioner Representative
Beaver County Mayor Representative
Beaver County Schools Representative
Garfield County Mayor Representative
Iron County Commissioner Representative
Iron County Schools Representative
Kane County Commissioner Representative
Kane County Mayor Representative
Kane County Schools Representative
Washington Co. Commissioner Representative
Washington Co. Schools Representative
Dixie State University

Senator Lee's Office
Congressman Stewart's Office
Senator Hatch's Office
Utah Local Governments Trust
Utah Local Governments Trust
Five County Association of Governments
Volunteer

Garfield County Commissioner Representative
Garfield County Schools Representative
Iron County Mayor Representative
Washington Co. Mayor Representative
Southern Utah University

Commissioner Dale Brinkerhoff, Chair, welcomed everyone in attendance. Those asking to be excused include Commissioner Dell LeFevre, Garfield County Commissioner Representative. Mr. Mike Olson was representing Frank Lojko, Dixie State University Representative.

I. PLEDGE OF ALLEGIANCE

Mayor Nolan Davis led the group in the pledge of allegiance.

II. MINUTES JANUARY 13, 2016 - REVIEW AND APPROVE

Commissioner Dale Brinkerhoff, Chair, indicated that a quorum was present to conduct business and presented minutes of the January 13, 2016 meeting for discussion and consideration of approval.

MOTION WAS MADE BY MS. CAROLYN WHITE, SECONDED BY COMMISSIONER VICTOR IVERSON, TO APPROVE MINUTES OF THE JANUARY 13, 2016 MEETING AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

III. STEERING COMMITTEE MEMBERSHIP

A. MAYOR REPRESENTATIVES - INTRODUCTION

Mayors in attendance provided an introduction as follows: 1) Mayor Robert Houston, Kanab; 2) Mayor Jerry Taylor, Escalante; 3) Mayor Nolan Davis, Milford. Mr. Bryan Thiriot indicated that Mayor Connie Robinson will continue as the Iron County Mayor Representative and Mayor Tracy Dutson will continue to represent the Washington County Mayors.

B. SCHOOL BOARD REPRESENTATIVES - INTRODUCTION

School board representatives in attendance provided an introduction as follows: Ms. Becki Bronson, Iron County Schools; Ms. Carolyn White, Beaver County Schools; Ms. Wendy Allen, Kane County Schools; and Ms. LaRene Cox, Washington County Schools. Mr. Ken Platt will continue to serve as the Garfield County Schools Representative.

C. CHAIR/VICE CHAIR - BEAVER COUNTY

Commissioner Dale Brinkerhoff, Iron County, handed the Chair position to Commissioner Mike Dalton, Beaver County. Commissioner Dalton indicated that the Vice-Chair position would rotate to Garfield County.

MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF, SECONDED BY COMMISSIONER VICTOR IVERSON, TO APPOINT COMMISSIONER DELL LEFEVRE AS VICE-CHAIR FOR THE UPCOMING YEAR. MOTION CARRIED BY UNANIMOUS VOTE.

IV. UTAH COUNTIES INDEMNITY POOL (UCIP) & UTAH LOCAL GOVERNMENTS TRUST (ULGT) - WRITTEN PROPOSALS

Mr. Bryan Thiriot referenced written proposals from the Utah Counties Indemnity Pool and Utah Local Governments Trust which were included in the meeting packet for review prior to the meeting. Ms. Carolyn White questioned financial information presented in the Utah Local Governments Trust proposal on page 32 and asked about solvency of UCIP. Commissioner Victor Iverson explained that UCIP handles claims through re-insurance and does not hold a large amount of funds in reserve to cover claims. The amount of funding required for a claim is held, but excess funds are not accumulated. Once the fund reaches

a certain limit, refunds are issued to member counties. All claims would be covered through the use of re-insurance. The structure of UCIP prevents a large amount of fund to accumulate. The main mission of the organization is to cover claims and take care of clients. Having larger amounts of funding on hand creates more responsibility to oversee those funds. Ms. LaRene Cox mentioned that it is her understanding that UCIP has already purchased re-insurance to cover the Association of Governments after the Steering Committee voted to change carriers. Commissioner Mike Dalton explained that all five member counties are insured through UCIP and four of the five counties have representatives on the UCIP Board of Directors. It was pointed out that all of the counties have representation on the UCIP General Board. Representatives on the UCIP Board of Directors include: 1) Commissioner Mark Whitney, Beaver County; 2) Commissioner Alma Adams, Iron County; 3) Ms. Karla Johnson, Kane County Clerk; and 4) Commissioner Victor Iverson, Washington County.

Commissioner Dale Brinkerhoff noted that the Five County Association of Governments has been paying a \$36,000 annual payment to the Utah Local Governments Trust and yet the proposal has the payment listed as \$23,000. This is a substantial difference in what has been charged and the rate included in the proposal.

MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF TO INSTRUCT BRYAN THIRIOT TO REQUEST A REFUND FROM ULGT FOR 50% OF THE ANNUAL PREMIUM (\$18,000) AND THE DIFFERENCE BETWEEN \$36,000 AND THE \$23,000 PROPOSED RATE. MOTION WAS SECONDED BY MAYOR ROBERT HOUSTON.

Discussion included that it would not be right to request the difference between the rate and a proposed rate. Commissioner Brinkerhoff acknowledged that it would not likely be considered, but it would not hurt to ask. **ROLL CALL VOTE: Mayor Robert Houston, Aye; Mayor Jerry Taylor, Aye; Ms. Becki Bronson, Aye; Commissioner Dale Brinkerhoff, Aye; Commissioner Victor Iverson, Aye; Mayor Nolan Davis, Aye; Ms. Wendy Allen, Aye; Commissioner Jim Matson, Aye; Ms. LaRene Cox, Aye; Commissioner Mike Dalton, Aye. Ms. Carolyn White voted Nay. MOTION CARRIED.**

Ms. Carolyn White commented that information provided in the written proposals was very helpful to examine and determine the best option. In the future, this information should be provided to Steering Committee members prior to making a formal decision.

V. FIVE COUNTY AOG - ADMINISTRATIVE LEAVE POLICY

Mr. Bryan Thiriote referenced information on page 39 of the meeting packet containing a proposed addition to include Administrative Leave in the Five County Association of Governments Personnel Policies and Procedures. The policy states as follows: "Administrative leave may be granted consistent with agency policy for the following reasons: **1) General Administrative**-- During management decisions that benefit the organization and when no work is available due to unavoidable conditions or influences; and **2) Protected**-- Suspension with pay pending hearing results; personnel decision making prior to discipline; removal from adverse or hostile work environment situations; and fitness for duty or employee assistance. Administrative leave taken shall be documented in the employee's leave record."

Mr. Thiriote noted that the recent snow storm in Iron County necessitated declaration of a snow day and a determination of how this should be handled needs to be made.

Discussion included how the situation is to be handled by the Beaver and Iron County Schools Districts, and whether employees should be paid for time off in this situation. Ms. Allison McCoy indicated that this would involve approximately 10 employees, both hourly and full-time, whose work stations are located in Cedar City. Commissioner Mike Dalton mentioned that the policy also deals with placing an employee on paid administrative leave pending investigation and decisions relating to a personnel action. Mr. Bryan Thiriot reported that UCIP is currently in the process of reviewing and re-writing the Personnel Policies and Procedures for Five County. This addition will be reviewed by UCIP as part of the process.

MOTION WAS MADE BY COMMISSIONER VICTOR IVERSON, SECONDED BY COMMISSIONER DALE BRINKERHOFF, TO ADOPT THE ADMINISTRATIVE LEAVE POLICY AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

It was the consensus of members of the Steering Committee that employees should be paid for the snow day. It was noted that this would typically be a rare occurrence.

VI. PERSONNEL ACTION - WEATHERIZATION CREW SUPERVISOR

Mr. Bryan Thiriot referenced information contained on page 40 of the packet recommending a promotion for James Endter from Weatherization Technician to Weatherization Field Supervisor. Past performance reviews for this employee have been very positive and he has already assumed the duties of Field Supervisor. Five County is in the process of hiring two additional Weatherization Technicians who will be new to the program. This will require the provision of leadership and training for these new employees. Mr. Endter will be adding the appropriate certifications required to increase his proficiency as a Field Supervisor. Job openings for the two new employees were advertised in The Spectrum as well as at the Department of Workforce Services. There were a total of five applicants for the two new positions. The job description is included on pages 41-42 of the meeting packet.

MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF, SECONDED BY COMMISSIONER VICTOR IVERSON, TO APPROVE THE PROMOTION TO WEATHERIZATION FIELD SUPERVISOR AND SALARY ADJUSTMENT FOR JAMES ENDTER AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

VII. CARE ABOUT CHILD CARE PROGRAM

Ms. Carrie Sigler, Care About Child Care Director, provided background information regarding her involvement over the years in child care as a day care owner as well as her employment and duties at Five County. She has been with Five County for 11 years and was promoted to the Director position when Lis Barker retired. Ms. Sigler briefly reviewed the program and reported that there are 192 licensed day care facilities in the 11 county area. This particular program provides service to the Five County and Six County regions. There are two Five County employees working out of Six County, four stationed in the Cedar City office and two in St. George. Statistics indicate that between the ages of birth to five 90% of the brain is developed. During this period, children are taught to make decisions and choices, how to love and form good relationships. It is interesting to note that \$3 billion dollars are lost annually because of employees who cannot come to work because of a sick child. More than 50% of women go back to work one year after a child is born. Child care is very expensive, but child care providers are not paid well. The mission of Care

About Child Care is to provide support for child care providers and families. Calls are fielded by their offices to assist parents in finding good child care. Information resources are available to providers, parents and for the community. Visits are made to large companies to provide information about child care and the importance it plays with their employees. Staff also collaborates with school districts, early intervention, and Head Start programs. An annual Child Care Conference is held at SUU to provide information and workshops teaching about good child care. Child care specialists at Five County go into homes and/or day care centers to do modeling and address various problems that providers may have with children to assist in teaching appropriate practices for these specific behaviors. Assistance is provided to providers in grant writing for toys and equipment. Start-up grants are provided to assist with setting up day care facilities for items such as fire extinguishers, license fees, etc. Training is offered to providers in all of the counties served. In addition, training is taken into individual provider homes, day care centers, and to various other groups. CDA training in child development is available to assist providers in obtaining CDA certifications. Educational materials and books are available to be checked out from the Care About Child Care Offices. The office also sponsors resource and appreciation nights that providers have the opportunity to attend.

Ms. Sigler reported that two awards have been received by daycare providers in recent years. Kristy DeGraff, Cedar City, received a national award and Richelle Irons, Cedar City, was also a recipient of a state award.

Staff is working with the Learning Center for Families and Help Me Grow to establish a coalition in Washington County. Collaboration with the school districts is mainly accomplished through the Title I instructors. A brochure about child care and a book were given to Steering Committee members. The website listed in the brochure will connect cities and counties to options for licensed child care providers in their particular area. Ms. Sigler reported that the only licensed child care provider in Kane County recently left, and staff is working diligently to get another provider licensed in that area.

VIII. LOCAL AFFAIRS

A. CORRESPONDENCE

Mr. Bryan Thiriot indicated that there was no correspondence for discussion.

B. COMMUNITY IMPACT BOARD APPLICATIONS

Mr. Gary Zabriskie referenced pages 43-44 of the packet containing information regarding two applications that were submitted to the Permanent Community Impact Board from the Five County Region. He explained the three trimesters for submitting CIB applications and funding meetings. Applications for Board consideration include: **1) Northwestern Special Service District**-- This application proposes to procure a fire truck for the Gunlock fire station. The station was recently constructed utilizing CDBG and CIB funding, but it lacks equipment and a fire truck. The District will contribute \$20,000 local funds and an application has been submitted to the CDBG program for \$200,000. The request to CIB is a \$67,496 grant; and **2) Central Iron County Water Conservancy District (CICWCD)**-- An application to drill an exploratory well in Beaver County that would pipe water into Iron County. One concern is that this project is not included on the

CIB one year prioritized list, but it is included on the five year list. It is also a concern that the applicant is requesting a large grant for an exploratory well. A similar application was approved in another region recently and the well that was drilled did not produce any water. Since revenue streams have slowed, the CIB mineral lease fund is heavily dependent upon repayment of loans. It is getting more and more difficult to obtain grant funding from CIB. The Board has an option to support, remain neutral, or non-supportive of these applications.

Commissioner Mike Dalton mentioned that Beaver County is not supportive of the Central Iron County Water Conservancy District proposal to drill in Beaver County and transport water to Iron County. Beaver County has filed a law suit against the CICWCD about the water rights. Ms. LaRene Cox asked if the CICWCD had made an effort to secure funding from Drinking Water or to pay for this out of the District funds. Mr. Gary Zabriskie indicated that he was not aware if other funding had been considered.

MOTION WAS MADE BY MS. WENDY ALLEN, SECONDED BY COMMISSIONER DALE BRINKERHOFF, TO SUPPORT THE NORTHWESTERN SPECIAL SERVICE DISTRICT APPLICATION TO CIB TO PROCURE A FIRE TRUCK FOR THE GUNLOCK FIRE STATION. MOTION CARRIED BY UNANIMOUS VOTE.

MOTION WAS MADE BY MS. CAROLYN WHITE, SECONDED BY MAYOR NOLAN DAVIS, TO REMAIN NEUTRAL ON THE CENTRAL IRON COUNTY WATER CONSERVANCY CIB APPLICATION TO DRILL AN EXPLORATORY WELL IN BEAVER COUNTY. MOTION CARRIED BY UNANIMOUS VOTE.

Mr. Gary Zabriskie announced upcoming CIB 101 training that will be provided in the Five County Region in March. The first session is scheduled to be held at the Hatch Town Hall/Community Center on March 10th at 1:30 p.m. The second training session will be held at the Parowan City Office/Public Safety Building on March 11th at 10:00 a.m. He also announced that prioritization meetings have been scheduled in each of the counties as follows: 1) Garfield County, March 17, 2016; 2) Kane County, March 17, 2016; 3) Washington County, March 18, 2016; 4) Beaver County, March 21, 2016; and 5) Iron County, March 21, 2016. Meeting packets with complete details and information will be mailed out prior to these meetings.

C. OUT-OF-STATE TRAVEL

Mr. Bryan Thiriot referenced information contained in the meeting packet on pages 46-49 outlining an out-of-state travel request for Clint Cottam to attend the National Community Action Foundation (NCAF) 2016 Legislative Conference in Washington D.C. scheduled for March 15-18, 2016. The total cost for attending this conference will be paid by the Salt Lake Community Action Program. Clint has exceptional knowledge of the Community Services Block Grant program and will share his expertise at this conference.

MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF, SECONDED BY COMMISSIONER JIM MATSON, TO APPROVE OUT-OF-STATE TRAVEL FOR CLINT COTTAM TO ATTEND THE NATIONAL COMMUNITY ACTION

FOUNDATION 2016 LEGISLATIVE CONFERENCE IN WASHINGTON, D.C. AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

Commissioner Dale Brinkerhoff, Commissioner Jim Matson and Commissioner Mike Dalton conveyed their commendations to Clint for his work at Five County and efforts expended with programs under his direction. It was noted that Mr. Cottam goes above and beyond to accomplish his work tasks.

D. CONGRESSIONAL UPDATES

Ms. Courtney Brinkerhoff, Senator Hatch's Office, shared a brief report of items currently being worked on by the Senator including tax relief and jobs that rely heavily on trade agreements, concerns with rising health care costs because of Obamacare, education that meets Utah needs rather than federal mandated regulations, etc. Senator Hatch was excited about the recent Congressional Hearing that was held in Washington County. The Senator has attached his correspondence into Congressional Record for the hearing. In addition, a donation of 25 computers was recently made to Bryce Valley High School. This is something that occurs at times and any other needs can be considered as well. It was reported that the House and Senate have held hearings on grazing, and the Senate has held a hearing on the Sage Grouse as well. The Wild Horse and Burrow Act has been introduced, but hearings have not been held to date.

Ms. Bette Arial, Senator Lee's Office, reported that Senator Lee will be attending the Lincoln Day Breakfast in St. George. He will also be holding a town hall meeting in Hurricane on Presidents Day. The Senator is working on an overreach bill to bring power back to Congress. He is concerned about the need to rein in spending and the President's power utilizing executive orders. Language will be rolled out soon that includes five steps to fix and revitalize Congress. Senator Lee is adamantly in favor of states approving national monuments and will keep introducing legislation in Congress to address this issue. He has tried to attach language to bills and may consider a stand-alone bill as needed. However, other states are beginning to be more sympathetic to this movement. He also believes that Sage Grouse and the Endangered Species Act should include state approval for any listings. This movement is also gaining momentum. One item of particular interest is a movement to construct an air support facility at the St. George Airport that would be leased by the Forest Service for fire support. This would be big coming into Southern Utah and would contribute to the economy. There is sufficient land available to support this type of facility.

Ms. Lisa Taylor, Congressman Stewart's Office, reported that Congressman Stewart is working to redistribute \$1.4 billion for the Zika Virus. This funding was originally assigned to Ebola. This is a big concern and this funding would help address some of the issues. Congressman Stewart and Senator Lee introduced a concurrent resolution urging the State Department to investigate if a missing Brigham Young University student was abducted in China in 2004 by North Korean officials. This student vanished in 2004 while hiking near the border. A federal lands action group met yesterday to address benefits of the transfer of public lands. There are some great people on this committee and it is hoped that resolution can

be reached. Commissioner Jim Matson expressed excitement in the Supreme Court stay on the rules for carbon plants. This is a big deal and very encouraging.

Ms. Taylor reported that a Valentines Day Drive for Veterans has been organized out of Congressman Stewart's Salt Lake City office. Over 4,000 valentine cards will be delivered to Veterans throughout the state of Utah. These cards have been prepared by school children and others with hand written messages to Veterans.

E. SOUTHERN UTAH UNIVERSITY & DIXIE STATE UNIVERSITY UPDATES

Mr. Mike Olson, Dixie State University, reported that Kris Paronto was on campus to highlight the movie "13 Hours" which is about the attack at the Benghazi Embassy. The venue was packed and many had to be turned away because of fire code. It was a great event that gathered huge campus and community support. Construction of the new student dorms is moving along and is on track for completion by fall semester. Two key hires have been completed at DUS. Provost Michael LeCrosse is on campus and is making some good changes. Heidi Passel has been hired as the Director of the new Student Success Center. This position will deal with retention initiatives and mentoring of students. Use of a program titled Star Fish is assisting faculty in identifying students that are struggling. Flags are sent out for early intervention prior to mid-terms. Over 6,000 students were flagged for intervention last semester. The mascot name selection is down to Sun Warriors, Raptors and Trail Blazers. This should be determined in the near future.

F. OTHER BUSINESS

Mr. Mark Tibly, Department of Workforce Services, provided an update on the Utah Aerospace Pathway Program and read from a press release by Governor Gary Herbert. This provides high school students the opportunity of graduating from High School with a certification in Aerospace Technology. This unique program partners with industry and education to build pathways to careers in industry. The pilot program began in Granite and Davis School Districts. This is a collaboration with Boeing, Hill Air Force Base, ATK, etc. to provide academic course work which aligns with technical skills in the aerospace industry. There were 40-50 students enrolled in the pilot program. Students must have an aptitude for technology to participate in the program. Course work begins at the high school level and then students are bounced to applied technology colleges to learn processes involved with certification. Phase I of the pilot program has been very successful and Phase II of the program will be moving to Iron County for careers that align with Metalcraft Technologies and MSC Aerospace. Partners include the Governor's Office of Economic Development, Salt Lake Community College, Utah Manufacturing Association, Utah Applied Technology Colleges, etc. This is a very exciting program and opportunity for Iron County.

Mr. Gary Zabriskie provided a handout to committee members with information on accessing the Five County Association of Governments website. It was noted that as per the previous request, the Five County AOG Personnel Policies and Procedures has been posted on the website as public information. The hrdocs.html site provides a wealth of information for employees to use in performing their jobs.

Contact information for various officials, committees, job descriptions, etc. are also posted on this site.

Mr. Bryan Thiriot reported that the Utah State University Extension has requested a letter of support from the Five County AOG for use in seeking an appropriation from the Utah State Legislature. This appropriation is proposed for use in water conservation efforts.

MOTION WAS MADE BY MAYOR ROBERT HOUSTON, SECONDED BY MAYOR JERRY TAYLOR, INSTRUCTING STAFF TO PROVIDE A LETTER OF SUPPORT TO THE UTAH STATE UNIVERSITY EXTENSION AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

Copies of the Annual Meeting Schedule were provided because the location of the Kane County meeting was in error on the original schedule. The next Steering Committee meeting is scheduled for March 9, 2016 in Kanab at the Kane County Emergency Services Training Facility/Search & Rescue Building.

The meeting adjourned at 3:40 p.m.

DRAFT