

## AGENDA ITEM # II.

### M I N U T E S

#### **FIVE COUNTY ASSOCIATION OF GOVERNMENTS STEERING COMMITTEE MEETING**

January 10, 2018 - 2:30 p.m.

**Five County AOG, Large Conference Room  
1070 West 1600 South, Building B  
St. George, Utah**

#### **MEMBERS IN ATTENDANCE**

Commissioner Jerry Taylor, Chair  
Commissioner Mike Dalton  
Mayor Nolan Davis  
Carolyn White  
Commissioner Dale Brinkerhoff  
Harold Haynie for Becki Bronson  
Commissioner Jim Matson, Vice-Chair  
Mayor Robert Houston  
Mayor John Bramall  
Terry Hutchinson  
Frank Lojko  
Donna Law

#### **REPRESENTING**

Garfield County Commission Representative  
Beaver County Commission Representative  
Beaver County Mayor Representative  
Beaver County Schools Representative  
Iron County Commission Representative  
Iron County Schools Representative  
Kane County Commission Representative  
Kane County Mayor Representative  
Washington Co. Mayor Representative  
Washington Co. Schools Representative  
Dixie State University  
Southern Utah University

#### **OTHERS IN ATTENDANCE**

Courtney Brinkerhoff  
Adam Snow  
Johnie Miller  
David Busk  
Bryan Thiriot  
Gary Zabriskie  
Nate Wiberg  
Curt Hutchings  
Allison McCoy  
DaCota Terry

Senator Hatch's Office  
Congressman Stewart's Office  
Utah Counties Indemnity Pool  
Department of Workforce Services  
Five County Association of Governments  
Five County Association of Governments

#### **MEMBERS NOT IN ATTENDANCE**

Mayor Jeff Stock  
Frank Houston  
Mayor Maile Wilson  
Vacant Position  
Commissioner Victor Iverson

Garfield County Mayor Representative  
Garfield County Schools Representative  
Iron County Mayor Representative  
Kane County Schools Representative  
Washington Co. Commission Representative

Commissioner Jerry Taylor, Chair, called the meeting to order at 2:30 p.m and welcomed those in attendance. He led the group in the Pledge of Allegiance. Commissioner Taylor acknowledged that Commissioner Victor Iverson asked to be excused due to another meeting scheduled in Iron County.

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### **I. MINUTES FROM NOVEMBER 8, 2017 AND DECEMBER 19, 2017 MEETINGS - REVIEW AND APPROVE**

Commissioner Jerry Taylor acknowledged that a quorum was present to conduct business and presented minutes of the November 8, 2017 and December 29, 2017 meetings for discussion and consideration of approval.

**MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF, SECONDED BY MR. TERRY HUTCHINSON, TO APPROVE MINUTES OF THE NOVEMBER 8, 2017 AND THE DECEMBER 19, 2017 MEETINGS AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.**

### **II. 2018 MEETING SCHEDULE**

Mr. Bryan Thiriot referenced page 14 of the meeting packet containing the 2018 annual meeting scheduled for the Steering Committee. Dates, times and locations are provided on the meeting schedule. Commissioner Dale Brinkerhoff noted that all Steering Committee meetings need to be scheduled at 1:30 p.m. He suggested that all Finance Committee meetings be held during the lunch hour with lunch provided at the meeting.

**MOTION WAS MADE BY MR. HAROLD HAYNIE, SECONDED BY COMMISSIONER DALE BRINKERHOFF, TO APPROVE THE 2018 ANNUAL MEETING SCHEDULE FOR ALL STEERING COMMITTEE MEETINGS TO BEGIN AT 1:30 P.M. MOTION CARRIED BY UNANIMOUS VOTE.**

### **III. FINANCE AND STEERING COMMITTEE REPRESENTATION - ROTATION OF CHAIR/VICE CHAIR IN FEBRUARY**

It was noted that the Chair and Vice-Chair will rotate in February. Commissioner Jim Matson will serve as Chair and Commissioner Victor Iverson will serve as Vice-Chair for the upcoming year. Ms. Carolyn White pointed out a typographical error on the description of rotation for mayors included in the meeting packet on page 15 that should read "...within a particular county ~~fall~~-fail to choose a representative...."

**MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF, SECONDED BY MR. HAROLD HAYNIE, TO APPROVE ROTATION OF CHAIR TO COMMISSIONER JIM MATSON, KANE COUNTY AND VICE CHAIR TO COMMISSIONER VICTOR IVERSON, WASHINGTON COUNTY. MOTION CARRIED BY UNANIMOUS VOTE.**

### **IV. 2018 OPEN MEETING TRAINING - UTAH COUNTIES INDEMNITY POOL (UCIP) STAFF**

Mr. Johnnie Miller, UCIP, provided an introduction and noted that many of the elected officials receive various reiterations of open meeting law training on an annual basis. Information today will focus on specific meetings to make sure they are being conducted in compliance with open meeting law. Statues are outlined for municipalities, counties and interlocals. The presentation will focus on interlocal to cover the Steering Committee meetings. The law provides latitude on rules of how meetings will be conducted as long as meetings comply with the Utah Open & Public Meetings Act, the Utah Governmental

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Records Access Management Act, and the Utah Public Officials Ethics and Disclosure Laws. He reviewed things prescribed in the Utah Open & Public Meetings Act including what bodies are subject to the act, what meetings must be open to the public, when meeting of public officials can be closed, meeting notice requirements, agenda requirements, minutes and recording requirements and penalties for violations. Definitions of meeting and public body were also reviewed with committee members. He explained that some administrative meetings are not open to the public because there is not legislating that occurs but merely the provision of administrative services. Advisory Boards that are established and given authority to make funding recommendations are considered public bodies and must comply with the open and public meeting law.

Mr. Gary Zabriskie asked about the Finance Committee meeting and discussion of individual employee performance. Mr. Miller indicated that this would be a public meeting that would be closed for personnel discussion. Notice of meetings must be given and an agenda developed for meetings that may be closed, but you cannot simply hold a closed meeting. Meetings must be closed for specific reasons that are enumerated in the statute. There would only be three of the eight specific reasons that would be applicable to interlocal bodies. Mr. Miller reviewed the three reasons for closing a meeting with the group and noted that you must be discussing an individual and not just leave policies to close a meeting.

All public meetings must be properly noticed which includes annual notice of schedule of meetings and at least 24 hours notice in advance of each meeting. Notice must include the date, time and location of meetings along with an agenda. Any changes to the meeting agenda must be made 24 hours in advance unless of an emergency nature. Notice of the meeting must be provided to the local media and posted on the state of Utah public notice website. The agenda must list each item to be discussed at the meeting with reasonable specificity, and an item that is not noticed on the agenda cannot be acted upon. His recommendation would be to not discuss items that are not included on the agenda. The public has a right to speak at a public hearing, but they do not have the right to bring up items that are not included on the agenda of a meeting. Minutes must be taken for all open public meetings. The full recording may now serve as the minutes of a meeting if entities do not want to have official minutes of a meeting, but minutes are supposed to include copies of all materials presented to the body. He reviewed items that minutes must include as the time, date, place, members of the public body present, the agenda, the substance of all matters discussed, a summary of comments made, the names of members of the public commenting and the substance of their comments, and any other information which is requested to be placed in the minutes. Draft minutes must be made available within a reasonable time and approved minutes must be made available to the public within three days of approval by the body. All open public meetings must be recorded and recordings must be posted as soon as possible after a meeting is held. Recordings may not be edited or altered and each recording must be labeled to be easily identifiable. Recordings must also be made available to the public within three days of the meeting.

All entities must adopt a policy to permit the use of electronic meetings. These meetings can be conducted using telephone, texting, email, or otherwise. The meeting notice must include information on electronic arrangements and there must be an "anchor location" for the public to attend. He also noted that the person chairing the meeting must be at the anchor location.

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Annual training is required for all public bodies, and jurisdictions need to be registered to receive updates of changes to the Open & Public Meeting Act from the State Attorney General. Information was also provided on Governmental Records Access and Management Act (GRAMA) which creates a presumption that all government records and documents are open and available to the public. Mr. Miller reviewed the main four features of GRAMA. Ethics information was reviewed and explained as well.

### **V. NOMINATION OF STEERING COMMITTEE REPRESENTATIVE TO SERVE ON STATE OF UTAH SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) POLICY COMMITTEE**

Commissioner Jerry Taylor reported that he has served as the Five County AOG representative on the CDBG Policy Committee for the past number of years, serving as chair for the past four years. Commissioner Taylor indicated he would be willing to continue in this capacity at the pleasure of the Board. Mr. Gary Zabriskie indicated staff is very supportive of Commissioner Taylor and noted that he has done an exceptional job of representing not only the Five County AOG but all of rural Utah. Staff is recommending Commissioner Taylor continue to serve for another term.

**MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF, SECONDED BY MS. CAROLYN WHITE, TO REAPPOINT COMMISSIONER JERRY TAYLOR TO SERVE AN ADDITIONAL TERM ON THE STATE OF UTAH SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT POLICY COMMITTEE. MOTION CARRIED BY UNANIMOUS VOTE.**

It was noted that a work meeting will be held on Friday, January 19, 2018 at the Five County AOG office to further discuss the method of fund distribution. Mr. Terry Hutchinson noted he attended one of the policy committee meetings previously and volunteered to attend any meetings as an alternate because he is often working in the Salt Lake City area.

### **VI. FY 2018 FIRST QUARTER FINANCIAL UPDATE**

Ms. Allison McCoy reported that the auditor recommended quarterly financial reports be presented to the Steering Committee to meet requirements included in state statutes. This report includes an income statement which outlines all of the programs administered by the Association of Governments and a balance sheet. Copies of the financial report were provided to Steering Committee members via email for review prior to today's meeting. She asked that members review the report and direct any questions to herself, Bryan Thiriot, or Gary Zabriskie. Mr. Gary Zabriskie commented that at the end of each quarter approximately 1/4 of most of the program budgets should be expended. Contracts run on different cycles for a number of programs and that makes tracking revenue and expenditures harder. Contracts begin in March, July, and/or October, depending on the program. For example, the Community Services Block Grant (CSBG) old contract will expire and a new contract begins in October.

### **VII. RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) REPORT**

Ms. DaCota Terry reported that the Retired and Senior Volunteer Program (RSVP) grant was received approximately four months ago. The new grant focuses on real quality volunteer work as opposed to the focus of the previous RSVP grant operated by the AOG.

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Volunteers are being trained to lead health prevention programs throughout the Five County area. These programs include chronic disease self-management, chronic pain self-management, diabetes self-management, stepping on walk with ease, and arthritis exercise. Handouts were provided to those in attendance outlining the volunteer opportunities and more in depth information regarding the workshops. The focus of the new program is to help adults age in place, learn about healthier lifestyles and to manage their health at home. Questions can be directed to DaCota Terry at [dterry@fivecounty.utah.gov](mailto:dterry@fivecounty.utah.gov) or by calling 435-673-3548.

### **VIII. WASHINGTON COUNTY TECHNOLOGY HIGH SCHOOL**

Mr. Terry Hutchinson provided a handout outlining the history of the Career and Technical Education (CTE) courses offered to students in high school. The Washington County School Board has been in communication for sometime with schools in Texas, LasVegas, etc. Visits by the school board president, school superintendent and staff have been made to some of these schools to look at the program. The entire Washington County School Board will be visiting this school at the national school board convention. A follow-up report will be available at the April Steering Committee meeting. This technical education program is incredible. It is sponsored by industrial parks that in turn provide internships and employment for students participating in the program. This program provides a path out of poverty for a lot of students in this area of Texas. It provides schooling, education and career opportunities in the area of metals, technology, agriculture science, business, paralegal, health services, etc. The program has had an incredibly high rate of success with intern placement for training as well as placement for employment. Salary rates are in the range of \$35.00 per hour for many of the jobs. The program has 90 percent less truancy and juvenile delinquency rates in this school as opposed to the traditional high school. Washington County is looking at this option on a smaller scale for implementation in the school district because it would include construction of another high school. The district would be willing to entertain having students from outlying counties attend this school. Housing for these students would be the only limitation that would have to be addressed. Discussion of various options are in initial stages but there is a lot of interest in pursuing this type of technology high school in Washington County.

Ms. Carolyn White asked if satellite classes may be a possibility for outlying student participation. Mr. Terry Hutchinson indicated that the manual training must be centrally located to work with the various companies in the industrial park. Mr. Harold Haynie reported that the Iron County School District has been working with the Southwest Technology College and the Iron County Home Builders Association to offer a home building construction course to students. This will be an eight week course at the technical college that students can attend to receive training in the construction industry. The home builders association provided \$10,000 to the technology college to create a curriculum and to get the class started. Mr. Hutchinson encouraged members to tour the new Dixie Technology College to see what is offered on their campus in terms of training for specific careers. It was noted that the same types of programs are offered at the Southwest Technology College in Cedar City.

### **IX. STATE OFFICIALS - UPDATES**

Mr. David Busk, DWS, reported that Viracon will be closing the St. George manufacturing facility in St. George on March 9, 2018. DWS will be working with the employees to assist

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in obtaining other jobs that may be available. Many of the employees will receive a severance package. The Washington County year over job rate is 6.8% which is very good, and the unemployment rate is 3.3% which is one of the lowest in the state. Mayor John Bramall reported that Litehouse in Hurricane will be adding 180 workers this year upon completion of a \$140 million dollar expansion to their facility. The company's value has increased at a very fast rate over the past several years, and they are now the largest manufacturer of salad dressings in north and central America. There are also several companies looking to expand into the Washington County area.

### **X. CONGRESSIONAL STAFF - UPDATES**

Ms. Courtney Brinkerhoff, Senator Hatch's Office, mentioned that the tax reform bill recently passed through the House and Senate. It is still looking good for the two year retroactive Secure Rural Schools funding and Children's Health Insurance Program (CHIP) reauthorization for another five years. Senator Hatch recently announced his retirement at the end of the year. Commissioner Jerry Taylor expressed appreciation to Senator Hatch and all he has done for rural Utah.

Mr. Adam Snow, Congressman Stewart's Office, noted that the biggest news in terms of Southern Utah is the Grand Staircase National Monument bill. In meetings with Utah State Legislators, the majority have not read the bill but indicated they have read the Salt Lake Tribune article. Congressman Stewart's concern with the bill is that a federal judge could rule that President Trump did not have the authority to shrink the boundaries of the monument and it would go back to 2 million acres. It could go to the Supreme Court but it is uncertain of how they would rule on this matter. The Antiquities Act is silent on the President's ability to change boundaries. A ruling could support the President's authority to shrink the boundaries, and this would allow the next President to make changes in accordance with the Antiquities Act. Congressman Stewart's bill was designed to eliminate all of the court battles that will ensue creating uncertainty to residents in Garfield and Kane counties. The Congressman and staff have worked very closely with every rancher in the Escalante/Boulder area to assist in determining the boundaries for a national park. The three separate monument boundaries would be set by Congress, and another President would not be able to change those set boundaries. The management of the acreage left over after the three monuments are established would be turned over to a council of seven people from the federal government. One from the Department of Interior and one from the Department of Agriculture appointed by the President at large, two Garfield County commissioners, two Kane County commissioners, and one Utah state representative from that area. This would insure local input in terms of management for this area. This will also be the group that writes the management plan. The bill could pass the House, but would not likely pass in the Senate. Part of the bill is to create a new national park in the Escalante Canyon area around Calf Creek Falls and the slick rock area. This would provide economic gain to Garfield and possibly Wayne counties. Congressman Stewart is trying to get the changes made by President Trump to become permanent for the area. The proposed law guarantees that grazing, hunting, and recreation shall be exercised and enhanced in these units. The boundaries of the new park are within the previous boundaries of the Grand Staircase Escalante National Monument. Congressman Stewart will be reinitiating his commissioners call, and email invitations to participate will be sent out in the near future. In addition, a lot of work is being done with Brian Steed, Acting Director of the BLM, on the Northern Corridor. He also encouraged jurisdictions to provide any appropriation requests to their office. He noted that prairie dogs and wild horses are still

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issues being worked on as part of the appropriations process. He announced that Congressman Stewart will be visiting Iron and Washington counties in two weeks.

### **XI. SOUTHERN UTAH UNIVERSITY AND DIXIE STATE UNIVERSITY UPDATES**

Mr. Frank Lojko, Dixie State University VP for Government Relations, reported that the University's mantra is "active learning, active life". The direction of classroom learning is changing to a more hands on approach. DSU is also leaning towards being a polytech institution with a focus on technology, the medical field, and sciences which also includes engineering. A mechanical engineering program will be offered through the university. Recently completed research by the university shows that between now and 2024 the five county region will require approximately 6,000 jobs in the health care area. Some of these new jobs are new and others are to replace individuals who will be retiring. The Physicians Assistant program starts this spring with 15 students. There will also be classes for physical and occupational therapy. In working with the University of Utah Medical School program there will be five slots available from Dixie State University and five from Southern Utah University that would be accepted into the U of U medical school program. Construction of the Human Performance Center is scheduled to begin in mid January. The building will serve as a recreation building for students and for human performance in medical areas including population health, physical therapy, occupational therapy, sports medicine, recreation management, population health, exercise science, etc to address needs throughout the five county area. DSU is hopeful to receive funding this year for a new science building, and work is also moving forward on the Innovation Plaza. Improvements to the Legend Solar arena are nearing completion, and the University will be able to host a number of high school track and field event state competitions. Two private residence halls will provide student housing, one is completed and the other is under construction. The number of freshmen students enrolled is at a record high, and the university will begin it's first masters degree program in accounting in 2018. Others will be added in computer science, the medical field, etc.

### **XII. LOCAL AFFAIRS**

#### **A. AREA-WIDE CLEARINGHOUSE REVIEWS**

None.

#### **B. CIB APPLICATION(S) REVIEWS**

None.

#### **C. OUT-OF-STATE TRAVEL APPROVALS**

An out-of-state travel request was included on pages 18-20 of the packet for Mr. Bryan Thiriot to attend the National Association of Development Organizations (NADO) Conference which will provide special guidance for updating the Five County Comprehensive Economic Development Strategy (CEDS) for 2019. Commissioner Dale Brinkerhoff pointed out a mathematical error on the total amount for the number of nights stay.

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**MOTION WAS MADE BY MAYOR JOHN BRAMALL, SECONDED BY MS. CAROLYN WHITE, TO APPROVE THE OUT-OF-STATE TRAVEL REQUEST FOR BRYAN THIRIOT WITH A CORRECTED AMOUNT ON THE TOTAL FOR LODGING. MOTION CARRIED BY UNANIMOUS VOTE.**

### **D. CORRESPONDENCE**

Mr. Bryan Thiriot referenced a letter from the UDOT Aeronautics Division contained on page 21 of the meeting packet. They are requesting input on a topic contained in the correspondence. It is important that local input be provided to UDOT for incorporation into their plan. This is applicable to any cities that have an airport.

### **E. DISCUSSION OF LOCAL ISSUES**

None.

## **XIII. ADJOURN**

The next Steering Committee meeting is scheduled for February 14, 2018 in Kanab at the Kane County Emergency Services Training Facility/Search and Rescue Building located at 30 West Airport Drive.

Being no further business, the meeting adjourned at 4:20 p.m.