



Mountainland Association of Governments

Executive Council Meeting

Clyde Companies
730 North 1500 West
Orem, UT

May 24, 2018

7:00 p.m.

MINUTES

Attending:

Mayor Jeff Acerson, Vice Chair
Mayor Brenda Kozlowski
Mayor Julie Fullmer
Mayor Richard Brunst
Mayor Wendy Pray
Mayor Tom Westmoreland
Mayor Bill Wright
Mayor Marty Larson
Mayor Kay Richins
Mayor Richard Child
Mayor Celeni Richins
Mayor Jenney Rees
Mayor Byron Ames
Mayor Mark Johnson
Mayor Rod Mann
Mayor Brad Frost
Mayor Steve Leifson
Mayor Kurt Christensen
Council Member Lon Lot
Council Member Shellie Baertsch
Council Member Kendall Crittenden
Council Member Glenn Wright

Representing:

Lindon
Charleston
Vineyard
Orem
Woodland Hills
Eagle Mountain
Payson
Genola
Henefer
Springville
Wallsburg
Cedar Hills
Francis
Lehi
Highland
American Fork
Spanish Fork
Salem
Alpine
Saratoga Springs
Wasatch County
Summit County

Excused:

Mayor Trever Johnson
Council Member Michelle Weeks
Mayor Celeste Johnson

MAG Staff:

Andrew Jackson
Shawn Seager
Shauna Mecham

Melanie Haws
Andrew Wooley
Steve Johnson

Heidi DeMarco
Michelle Carroll

Mayor Jeff Acerson called the meeting to order at 7:00 p.m. listing the excused Executive Council Members.

Approve meeting minutes for February 22, 2018

Mayor Celeni Richins moved to approve the February 22, 2018 meeting minutes. Council Member Glenn Wright seconded the motion. The motion passed unanimously.

Andrew Jackson made the following announcements:

Surplus policy: MAG's surplus policy states that items be made available to the cities on a first come, first serve basis at no cost. Remaining items are posted on a government surplus site, and anything left over that doesn't sell will be donated. Currently, MAG is in the process of sending a letter to the cities with a substantial list of surplus items. Because of the large number of items, MAG is asking cities that want any of the items to promptly reply and pick up.

Skin Cancer Awareness Month: A public service announcement was given to remind everyone to use sunscreen on both themselves and children during the summer months, paying special attention to the hair line.

MAG mileage reimbursement: Andrew Jackson serves as Chair for the State Commission on Aging, Chair for the United Way Continuum of Care in the mountainland area, member of the State Legislative Road User Charge Committee, and UTA Board Trustee. Utah state code allows mileage and hours to attend the various committee meetings to be charged to MAG or he can receive peridium from the committees. Because many of the committees do not have a budget to cover those expenses, mileage and time is paid for by MAG. Andrew wanted to make the Executive Council aware of that so there will be no misunderstandings.

UTA Board Trustee appointment: On May 21, 2018, COG held an electronic meeting to appoint the Board of Trustees for UTA. Andrew Jackson was appointed and asked that the cities and towns in Utah County to sign the Joint Policy Agreement which will be submitted to Utah County for advice and consent.

Public Comment

None

MAG Department Budget Presentation – Andrew Jackson

An overview of MAG policy bodies and departments was given, in addition to key information regarding the draft MAG FY 18-19 Budget.

Budget Overview

- MAG functions mainly on state and federal contracts totaling \$30M that have different cycles (6,12,18 or 24 months). \$26.6M actually goes into the 12-month budget cycle.
- MAG has no debt because the building they are located at was purchased outright in 2005 through contributions from the cities and towns.

- Several employees are certified planners and/or have masters degrees and are able to do a lot of work in-house opposed to hiring out to consultants and private agencies.
- Instead of immediately replacing employees, MAG will reevaluate job duties to determine efficiencies and redistribute duties to existing staff.
- Revenues are up from \$20.1M to \$26.6M (33%), most of which is related to the UDOT transfer of MAG's federal funds for their state funds.
- Total salaries are up less than 1%, including COLA 3%, longevity 1%, Merit 2.5%, health insurance .25%.
- Health insurance is based on usage and is up 1.5% or 0.54% of fringe.
- General Fund Fee is the same \$0.25 per capita (2005) \$167,199.

Mayor Acerson asked the Council to voice their concerns before the budget is adopted if they are opposed to the merit and COLA increase. Andrew stated that COLA is budgeted at both 2.5% and 3% and can be adjusted per the Councils request. No concerns were presented.

Community and Economic Development

- Utah County CDBG funded 29 projects totaling \$1,187,000
- Revolving Loan Funds administered 57 loans totaling \$1,988,282
- Summit and Wasatch CDBG funded water and sewer projects totaling \$525,000

Regional Planning Department

- \$177M allocated in current four-year TIP, and an additional \$40M to be allocated in August 2018
- Created and managed the development of 8 plans and projects
- Currently managing \$36M in 18 Exchange Funds projects

Aging and Family Services

- 380 adults assisted through the six in-home programs
- 110,915 meals served to 1,189 homebound seniors
- 2,813 families received benefits from HEAT
- 9,000 one-way trips provided

Upon approved, the final MAG FY 18-19 Budget will be available on the MAG website, and as a desk top or electronic copy.

Public Comment on FY 18-19 MAG Budget

None

Adoption of FY 18-19 MAG Budget – Andrew Jackson

Mayor Brunst moved to approve the Fiscal Year 2018-19 MAG Budget. Mayor Leifson seconded the motion. The motion passed unanimously.

Title XX: Social Services Block Grant Allocation Recommendation for FY-2019 – Heidi DeMarco

MAG's Aging & Family Services Department administers Title XX Social Services Block Grant (SSBG) funds for Summit, Utah, and Wasatch counties. Title XX funds are federal monies channeled through the State of Utah. The funding is discretionary for social service programs in the MAG service area. The allocation process takes place on an annual basis. For this next year, MAG received a slight increase of \$1,722.00, or 0.8162% that was distributed between all applicants.

MAG's SSBG Review Committee has solicited and collected proposals, reviewed applications for funding, and listened to presentations given by the applicants about the services they provide on May 3, 2018. The same agencies from last year submitted applications and demonstrated how the money they received last year was used.

A recommendation for FY2019 SSBG funding is presented for approval by MAG's Executive Council.

Mayor Larsen moved to accept the recommendation from MAG's SSBG Review Committee to allocate FY2019 funding to provider organizations as presented to the Executive Council. Council Member Baertsch seconded the motion. The motion passed unanimously.

Area Agency on Aging Four Year Plan FY 16-19 - Heidi DeMarco

The Older American's Act (OAA) requires Aging and Family Services to prepare a Four-Year Plan covering the OAA programs they administer. The plan also maintains MAG's eligibility to receive state and federal funds, and to administer program services covered by the plan.

The Four-Year Plan being submitted for approval represents the fourth year of the current planning cycle (2016-2019). The plan includes an update on progress made during the current period, along with FY2019 goals for the department and anticipated service levels.

Accomplishments

- Increase in Mayors for Meals
- Aging and Family Services rebranded their department, creating a campaign "Love your Later Life" to provide a more positive approach to aging that will be launched in 2019.
- Legislature allocated \$550K in ongoing funds for aging services, and \$750K of one-time money to the Alzheimer's Association to be distributed to the AAA's in Utah for dementia education

The Four-Year Plan was reviewed and approved by the Mountainland Aging Advisory Council on May 3, 2018 and has also been available for public comment. With the approval of the Executive Council, the plan will be submitted to the State Division of Aging and Adult Services for approval by the State Board in June.

Mayor Hunsaker moved to approve the Area Agency on Aging Four Year Plan, covering the Fourth Year, FY2019, and authorize the Chair to sign the Plan document. Mayor Child seconded the motion. The motion passed unanimously.

Interlocal Agreement with Utah County – Andrew Jackson

As per MAG's adopted budget, local communities contribute funds to MAG for our General Fund, Special Studies, Strategic Plan, and Utah County Aging Services. In addition to the adopted budget, Utah County requires a signed Interlocal Cooperation Agreement in order to pay their assessment. The agreement covers the fiscal year ending June 2018. Cities will receive billing in September 2018, and Utah County in January 2019 because they are on a calendar fiscal year.

Please note that the agreement prohibits the use of the funds for economic development or travel promotion. Based upon our adopted budget, the funds would not be used for either of those purposes.

Council Member Crittenden moved to approve the Interlocal Cooperation Agreement between MAG and Utah County and authorize the Executive Director to sign the agreement. Mayor Kozlowski seconded the motion. The motion passed unanimously.

CDBG Awards and Process – Michelle Carroll

Utah County CDBG program receives HUD funding from the federal level to the county. Small Cities CDBG program for Summit and Wasatch counties receives HUD funding from the state level to Summit and Wasatch counties. All decisions for allocations are made on a local level. CDBG received a 14.5% increase this year.

In the fall, a notice of available CDBG funds is sent and “How to Apply Workshops” are conducted. Applications are due in February, and in March committees meet to interview applicants. Awards are allocated based on last year’s budget. Because of 14.5% increase, CDBG was able to increase funding for applicants.

Funds are available for all cities in Utah County with the exception of Provo, Orem and Lehi. However, coordination is taking place between Provo and Orem to create more large, impactful projects. In Utah County the end of three-year cycle is approaching and 70% of all funds must go directly to low and moderate-income individuals.

Summit and Wasatch CDBG have a new formula for allocating funds. Previously, each AOG received a base of \$300K, then the remaining balance was distributed based upon population. This year the state provided \$4.6M and split it seven ways between each AOG. MAG will receive \$650K which is an increase from last year.

4th Quarter Sales Tax – Andrew Jackson

There was a general discussion on SB136 that included projected tax by city/town and various options that are available to get to 4 quarters and a twentieth.

SB136 gives cities the option to enact a fourth quarter themselves. When allocated, half of the funds go to the cities, and the other half to transit.

4th quarter cent 59-12-2219 option includes:

1st Option The first year Utah County would receive 100% of the funds, or \$22.2M for transportation debt payments or for transportation and/or transit projects for use at the county’s discretion. Available May 8, 2018.

2nd Option The total amount of \$22.2M is reduced a little more than 1.66% or \$369,522 due to no collection in the unincorporated county. Available July 1, 2020

Cities can adopt in 2020 if the county doesn’t already adopt it. Does not require a vote of the public.

Ratify UCA Mountainland Regional Advisory Committee Members – Andrew Jackson

It is required by state law that MAG appoint members with expertise in the public safety communications arena to the Utah Communications Authority (UCA) Mountainland Regional Advisory Committee.

At the September 28, 2017 Executive Council meeting, the Council approved the application and process for appointing members to the (UCA) Mountainland Regional Advisory Committee.

Council Member Crittenden moved to appoint the following as members of the UCA Mountainland Regional Advisory Committee.

**Rachel Fisher
Micah Clark
Michael Veenendaal
Peter Quittner
Brian Gwilliam
Scott Finlayson
Scott Spenser**

Council Member Baertsch seconded the motion. The motion passed unanimously.

Strategic Plan Update –Shauna Mecham

MAG is preparing a Strategic Plan to direct and unify the entire agency. Through a series of interviews, workshops and surveys, a mission statement and list of values have been drafted. In addition, goals and weaknesses were identified, along with strategies to make MAG a more effective agency.

Strengths

Responsive/Facilitative
Trustworthy/Credible
Regional Resource/Experts
Compassionate/Personable

Weaknesses

No clear strategic plan
External communication
Siloed departments

A question was raised on the benefit of MAG employees having an understanding of how each department functions, specifically the Aging Department and Transportation Department. Andrew Wooley, IT Director gave an example of the GIS services at MAG having the ability to map out areas where Meals on Wheels clients live to evaluate where the center point of eligible clients are located, in addition to using census data analysis to map eligible areas for CDBG. The Aging Department is currently coordinating with the LDS church to provide transportation at a significantly lower cost for individuals they are serving with technology assistance from MAG. Having an understanding of the skills and abilities each of the programs at MAG provide can help synergize the agency.

The Council Members gave the following suggestions:

- Make the mission statement more specific and identify what MAG provides, in addition to what makes MAG different.
- Provide a follow-up on the goals and strategies that have been done, how they were accomplished and what is remaining to be done on an annual or semi-annual basis to the Executive Council.
- Tie merit increases to goals that were accomplished by the departments in the Strategic Plan.

MAG staff will contact each of the Mayors to find out what their specific needs are for their area, and to provide an overview of the services and resources MAG provides so that MAG staff can better meet their needs.

Input and suggestions on the draft Strategic Plan and ideas for improving MAG are appreciated. A final version of the Strategic Plan will be presented at the next Executive Council meeting in October.

Adoption of Public Treasurer Investment Fund Resolution – Andrew Jackson

Utah Office of the State Treasurer has a new online Public Treasure Investment Fund (PTIF) account management platform, enabling authorized individuals to more easily manage PTIF accounts.

PTIF pool participants are required to adopt a resolution authorizing at least two individuals from their organization to make changes to the account.

The resolution must be adopted, signed, and returned to the State Treasurer’s Office no later than June 30, 2018.

Mayor Leifson moved to adopt the Public Treasurer Investment Fund resolution. Council Member Baertsch seconded the motion. The motion passed unanimously.

Other

Next Executive Council Meeting

October 25, 2018

7:00 p.m. - 9:00 p.m.

Midway Community Center

160 West Main, Midway, UT

Executive Council Summer Social

June 27, 2018

5:00 p.m. - 8:00 p.m.

DeJoria Center

970 North State Rd. 32, Kamas, UT

Council Member Shellie Baertsch moved to adjourn the meeting at 8:55 pm. Council Member Lon Lott seconded the motion. The motion passed unanimously.