

THIS AGENDA IS SUBJECT TO CHANGE WITH MINIMUM 24 HOURS NOTICE



UNIFIED FIRE SERVICE AREA AGENDA

July 20, 2021, 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 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 – Chair Overson
 2. Midvale Groundbreaking Ceremony – Chair Overson/Mayor Hale
 3. Public Comment
Please limit comments to three minutes each. The UFSA 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 until 7:00 a.m. July 19, 2021. Emailed comments submitted prior to 7:00 a.m. July 19, 2021, will be read or summarized into the record, comments received after the deadline will be forwarded to the UFSA Board, but not read into the meeting record or addressed during the meeting.
 4. Approval of Minutes – Chair Overson
 - a. June 15, 2021
 - b. June 22, 2021
 5. Finance Committee Report (No meeting held) – Chair Sondak
 6. Quarterly Financial Report – CFO Hill
 7. Fraud Risk Assessment/Signing Ethical Behavior Statement Annually – Chair Overson
 8. Station Construction and Seismic Update – Assistant Chief Burchett/Division Chief Robinson

9. District Administrator Report – District Administrator Anderson
 - a. Disposition of Existing Station 251 to Eagle Mountain
 - b. Discussion of Cost Sharing on Seismic Retrofit for Non UFSA-Owned Stations
 - c. Update on Station 112 Lot Line Adjustment w/Adjacent Landowner

10. Possible Closed Session

The Unified Fire Service Area 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.

- a. the character, professional competence, or physical or mental health of an individual
- b. pending or reasonable imminent litigation
- c. 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 – Chair Overson

The next Board meeting will be held August 17, 2021 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 may be held telephonically/electronically to allow a member of the UFSA Board 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 16th day of July 2021 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 with the jurisdiction of the public body.

Cynthia Young, UFSA Board Clerk

Tuesday, June 15, 2021

UNIFIED FIRE SERVICE AREA
Meeting Minutes
9:37 a.m.

This meeting was held at UFA Headquarters and electronically via ZOOM

Board Members Present

Council Member Allan Perry
Council Member Gary Bowen
Council Member Kathleen Bailey
Council Member Trish Hull
Mayor Dan Knopp
Mayor Jeff Silvestrini

Council Member Chrystal Butterfield
Mayor Kristie Overson
Mayor Robert Hale
Mayor Tom Westmoreland
Surveyor Reid Demman

Board Members Absent

Mayor Harris Sondak
Mayor Jenny Wilson

Council Member Dea Theodore

Staff

Tony Hill, UFA CFO
Chief Dan Petersen
Cyndee Young, UFSA Clerk
Rachel Anderson, UFSA Legal Counsel/District Administrator

Guests

AC Burchett
AC Pilgrim
AC Higgs
Arriann Woolf
Andrew Ridd
Alan Rae, Herriman
OC Dern
Bill Brass
Captain Bogenschutz
Captain Fossum
Captain Park
Calogero Ricotta

David Chipman (public)
Division Chief Case
Division Chief Larson
Division Chief Robinson
Division Chief Torgersen
Erica Langenfass
Ginger Watts
John Guldner, Alta
Kiyoshi Young
Kate Turnbaugh
Kylie Day
Keith Zuspan, Brighton

Larson Wood
Matt McFarland
Nile Easton, DOC
Patrick Costin
Paul Glover, Midvale
Rob Ayres
Ryan Love
Shelli Fowlks
Steve Bowen
Tim Tingey, CWH

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Chair Kristie Overson Presided
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Called to Order

Chair Overson called the meeting to order at 9:37 a.m. Quorum present.

Public Comment

None.

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

Approval of Minutes – Chair Overson

Mayor Silvestrini moved to approve the minutes from the May 18, 2021, UFSA Board Meeting as submitted.

Council Member Perry seconded the motion.

All voted in favor, none opposed.

Finance Committee Report

Mayor Sondak was chosen as Chair of the committee. The auditors presented the report for review and it is now before the Board for recommended approval.

Review and Approval of the 2020 Fiscal Year Financial Report – CFO Hill

The report was positive with only one state compliance finding; staff failed to hold the Open Meetings Training for the Board in 2020.

The ending fund balance has increased from \$12.2M to \$12.6M. No questions from the Board.

Mayor Silvestrini moved to approve the 2020 Fiscal Year Financial Report as presented.

Council Member Bowen seconded the motion.

All voted in favor, none opposed.

Property Tax Review – CFO Hill

This agenda item was rescheduled for June 22, 2021 as a Zoom only meeting at 8:00 a.m. due to the tax information not being submitted to UFSA for this meeting.

Consider Resolution 06-2021A to Approve Fixing the Service Area's Property Tax Rate for 2021 – CFO Hill

As with the agenda item above, this too has been rescheduled until the June 22, 2021 meeting.

Public Hearing to Receive and Consider Comments on Proposed Amendments to the 2021 Fiscal Year Budget – CFO Hill

These amendments are attributed to the budget revenue and expenditures for monies that pass through the UFSA. Reviewed all amendments, there were no questions from the Board.

Mayor Silvestrini moved to open the Public Hearing to receive and consider comments on proposed amendments to the 2021 Fiscal Year Budget.

Mayor Knopp seconded the motion.

Roll Call Vote taken.

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Silvestrini	Y
Demman	Y	Sondak	-
Hale	-	Theodore	-
Hull	Y	Westmoreland	Y
Knopp	Y	Wilson	-

No public comment

Council Member Perry moved to close the Public Hearing to receive and consider comments on proposed amendments to the 2021 Fiscal Year Budget.
Surveyor Demman seconded the motion.
Roll Call Vote taken.

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Silvestrini	Y
Demman	Y	Sondak	-
Hale	-	Theodore	-
Hull	Y	Westmoreland	Y
Knopp	Y	Wilson	-

Consider Resolution 06-2021B to Approve a Budget Amendment for the 2021 Fiscal Year – CFO Hill

Mayor Silvestrini moved to adopt Resolution 06-2021B approving a budget amendment for the 2021 Fiscal Year.
Council Member Perry seconded the motion.
Roll call vote taken.

Bailey	Y	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Silvestrini	Y
Demman	Y	Sondak	-
Hale	-	Theodore	-
Hull	Y	Westmoreland	Y
Knopp	Y	Wilson	-

Fraud Risk Assessment – CFO Hill

The assessment was reviewed, a few of the items are not applicable due to the structure of UFSA.

Mayor Silvestrini moved to approve the Fraud Risk Assessment as discussed and to forward to the State Auditor.
Council Member Perry seconded the motion.
All voted in favor, none opposed.

Station Construction and Seismic – Assistant Chief Burchett

- » Midvale Station 125 building permits have been submitted with a tentative groundbreaking ceremony on July 13, 2021.
- » Magna Station 102 has a few more construction document changes, the hope is to begin demo by the end of August and a groundbreaking mid-September.
- » Millcreek Station 112 is on hold due to FEMA floodplain issues. Working on options to remodel and seismically upgrade rather than rebuild. Other options to rebuild at a different location are also being discussed.
- » Eagle Mountain Station 251 should be under contract soon as the sales agreement has been received. The design team is ready to move forward. AC Burchett explained that the station was brought over from Eagle Mountain to UFSA and the deed does not have reversionary language, at the July 20, 2021 meeting, the topic to revert the station will be presented.

- » Eagle Mountain Station 253 property location will no longer work for Eagle Mountain, they have identified another location, AC Burchett continues to work with City Manager Jerome and will bring more information as it becomes available.
- » Beginning to move forward with the seismic work; September 2022 should see the completion of all work.

District Administrator Report – Rachel Anderson

Continuing to work on real property matters in Eagle Mountain, the contract is in place for the purchase of land for Station 251, the hope is to get it signed this week.

The UFSA Finance Committee held its first meeting to review the audit, this sub-committee will help with transparency and offer more engagement for the Board throughout the annual budget process. Reminded the Board that the UFSA Fiscal Year is calendar based.

Closed Session

None

Motion to Adjourn

Mayor Silvestrini moved to adjourn the June 16, 2021 UFSA Board Meeting.
Council Member Perry seconded the motion.
All voted in favor, none opposed.

UNIFIED FIRE SERVICE AREA

Meeting Minutes

8:03 a.m.

This meeting was held electronically via ZOOM

Board Members Present

Council Member Allan Perry
Council Member Gary Bowen
Mayor Jeff Silvestrini
Council Member Chrystal Butterfield
Mayor Kristie Overson

Mayor Robert Hale
Mayor Tom Westmoreland
Council Member Dea Theodore
Surveyor Reid Demman

Board Members Absent

Council Member Kathleen Bailey
Council Member Trish Hull
Mayor Dan Knopp

Mayor Harris Sondak
Mayor Jenny Wilson

Staff

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

Staff Absent

Chief Dan Petersen

Guests

AC Pilgrim	John Guldner, Alta	Patrick Costin
OC Dern	Kate Turnbaugh	
Division Chief Larson	Lana Burningham	
Division Chief Torgersen	Nile Easton, DOC	

.....
Chair Kristie Overson Presided
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Called to Order

Chair Overson called the meeting to order at 8:03 a.m. Quorum present.
The purpose for this additional meeting was to review and approve the Property Tax Rates that were not available in time for the June 15, 2021 UFSA Board Meeting.

Public Comment

None.
Public comment was made available live and with a posted email address.

Property Tax Rate Review – CFO Hill

CFO Hill shared documents and reviewed collection rates, judgment levy, and the comparison of the 2021 UFSA Budget to the actual collection. With new growth, revenue was \$40,066,771 compared to a budget of \$39, 750,000.

Tracking of the Property Tax Revenue vs UFA Member Fee is important as this fee is the UFSA's biggest expense. CFO Hill continue to monitor this to ensure both remain as close together as possible. The graph displayed a large gap from 2014-2017, with collection of \$5M less revenue than Member Fee, but the 2018 tax increase corrected this shortfall and it has remained close ever since.

The tax rate for 2021 is .001592 and the judgment levy rate is .000002 for a total judgment levy of \$45,275 for inclusion on the 2021 tax notice.

No questions from Board Members.

Consider Resolution 06-2021A to Approve Fixing the Service Area's Property Tax Rate for 2021 – CFO Hill

Mayor Silvestrini moved to adopt Resolution 06-2021A to approve fixing the UFSA's Property Tax Rate as discussed.

Mayor Hale seconded the motion.

Roll call vote taken.

Bailey	-	Overson	Y
Bowen	Y	Perry	Y
Butterfield	Y	Silvestrini	Y
Demman	Y	Sondak	-
Hale	Y	Theodore	Y
Hull	-	Westmoreland	Y
Knopp	-	Wilson	-

Closed Session

None

Motion to Adjourn

Mayor Hale moved to adjourn the June 22, 2021 UFSA Board Meeting.

All voted in favor, none opposed.

Unified Fire Service Area Budget vs. Actual

70 - General Fund			
	Jan - Jun 21	Budget	%
Ordinary Income/Expense			
Income			
7031100 · Property Taxes-Salt Lake County	1,714,843	35,722,200	4.8%
7031110 · Property Taxes - Utah County	148,034	4,027,800	3.7%
7031120 · Property Taxes-SLCo Pass Thru	0	3,000,000	0.0%
7031125 · Property Taxes-Increment Remit	21,614	0	#DIV/0!
7031130 · Property Taxes-Delinquent-SL Co	384,428	700,000	54.9%
7031140 · Property Taxes-Delinquent-UT Co	59,114	75,000	78.8%
7031150 · Judgement Levy	4,101	45,275	9.1%
7031200 · Fee-in-Lieu-Salt Lake County	934,517	1,950,000	47.9%
7031210 · Fee-in-Lieu - Utah County	163,320	400,000	40.8%
7032100 · Impact Fees			
7032101 · Impact Fees - Single Family Res	397,433	1,900,000	
7032102 · Impact Fees - Multi-Family Res	110,088	0	
7032103 · Impact Fees - Commercial	657,210	0	
7032104 · Impact Fees - Industrial	367,048	0	
Total 7032100 · Impact Fees	1,531,779	1,900,000	80.6%
7033100 · Grant Revenue	0	2,347,015	0.0%
7034210 · Contribution for Debt Service - Herriman	444,747	444,747	100.0%
7034220 · Contribution for Debt Service - Riverton	314,364	314,364	100.0%
7039100 · Miscellaneous Income	71,720	132,811	54.0%
7039105 · Interest Income	58,657	150,000	39.1%
Total Income	5,851,236	51,209,212	11.4%
Expense			
7091000 · Operations			
7091266 · Grant Exp - 2019 PDM Generator	0	55,277	0.0%
7091267 · Grant Exp - 2019 PDM Seismic	0	1,084,766	0.0%
7091293 · Tax Payments to RDA/CDA	0	3,000,000	0.0%
7091340 · Interfund Lease Payments	2,096,165	2,576,750	81.3%
7091390 · Sandy Contract	465,999	950,000	49.1%
7091395 · UFA Contract Fees	20,280,618	41,312,116	49.1%
7091490 · Impact Fee Refunds	433	2,500	17.3%
Total 7091000 · Operations	22,843,214	48,981,409	46.6%
7092000 · General & Administrative			
7092205 · Auditor	0	8,850	0.0%
7092209 · Bank Fees	272	600	45.4%
7092345 · Office Supplies	171	2,000	8.5%
7092350 · Professional Fees	55,362	155,100	35.7%
7092355 · UFA Administrative Fees	185,375	370,750	50.0%
7092415 · Subscriptions & Memberships	14,229	15,000	94.9%
Total 7092000 · General & Administrative	255,409	552,300	46.2%

Unified Fire Service Area

Budget vs. Actual

70 - General Fund			
	Jan - Jun 21	Budget	%
7095210 · Capital Outlay - Buildings	8,650	230,000	3.8%
7095500 · Capital maintenance	19,925	388,170	5.1%
7095621 · Capital Outlay - 2019 PDM Generator	0	97,467	0.0%
7095622 · Capital Outlay - 2019 PDM Seismic	21,969	1,511,829	1.5%
7096620 · Interest expense	0	50,000	0.0%
7096630 · Bond/Note Issuance Costs	20,300	25,000	81.2%
7039810 · Fund Balance Distribution - Herriman	0	37,941	0.0%
7039820 · Fund Balance Distribution - Riverton	63,832	63,832	100.0%
Total Expense	23,233,299	51,937,948	44.7%
Other Revenue			
7087810 Transfer from Capital Projects	0	732,691	0.0%

Account	Date	Name	Memo	Amount
GENERAL FUND				
7091340 - Interfund Lease Payments				
	02/11/2021	Zions First National Bank	Principal on 2016 Series Bond	1,600,000.00
	02/11/2021	Zions First National Bank	Interest on 2016 Series Bond	496,164.75
TOTAL				<u>2,096,164.75</u>
7091390 - Sandy Contract				
	01/04/2021	Sandy City Corporation	Fire Service Contract - January - June 2021	465,998.50
TOTAL				<u>465,998.50</u>
7091395 - UFA contract fees				
	01/01/2021	Unified Fire Authority	3rd Quarter Fee for FY20/21	10,140,309.00
	04/01/2021	Unified Fire Authority	4th Quarter Fee for FY20/21	10,140,309.00
TOTAL				<u>20,280,618.00</u>
7091490 - Impact Fee Refunds				
	02/23/2021	Impact Fee Refund	Impact Fee Refund	433.04
TOTAL				<u>433.04</u>
7092209 - Bank Fees				
	01/05/2021	Chase Merchant Services	Paymentech Service Fee	181.17
	02/03/2021	Chase Merchant Services	Paymentech Service Fee	39.03
	04/22/2021	Unified Fire Authority	Xpress Bill Pay Service Fee	4.76
	05/04/2021	Chase Merchant Services	Paymentech Service Fee	47.53
TOTAL				<u>272.49</u>
7092345 - Office Supplies				
	01/11/2021	Intuit QuickBooks	January QuickBooks Fee	29.95
	02/11/2021	Intuit QuickBooks	February QuickBooks Fee	29.95
	03/11/2021	Intuit QuickBooks	March QuickBooks Fee	29.95
	04/11/2021	Intuit QuickBooks	April QuickBooks Fee	29.95
	04/22/2021	Unified Fire Authority	1099NEC Forms	20.79
	05/11/2021	Intuit QuickBooks	May QuickBooks Fee	29.95
TOTAL				<u>170.54</u>
7092350 - Professional fees				
	02/01/2021	Arbor Park Associates	2021 Maintenance Reconciliation	1,344.15
	02/04/2021	Fabian Van Cott	Legal/Administrator Services - Jan 2021	11,279.00
	03/11/2021	Fabian Van Cott	Legal/Administrator Services - Feb 2021	9,795.00
	04/19/2021	Fabian Van Cott	Legal/Administrator Services - Mar 2021	10,525.00
	04/22/2021	Unified Fire Authority	Web Hosting Fee	5.99
	05/21/2021	Fabian Van Cott	Legal/Administrator Services - Apr 2021	10,495.00
	06/16/2021	Fabian Van Cott	Legal/Administrator Services - May 2021	11,900.00
	03/11/2021	Unified Fire Authority	Web Hosting Fee	17.97
TOTAL				<u>55,362.11</u>
7092355 - UFA Management Fees				
	06/17/2021	Unified Fire Authority	Jan to Jun 2021 Administrative Overhead	185,375.00
TOTAL				<u>185,375.00</u>
7092415 - Subscriptions & Memberships				
	01/19/2021	Utah Association of Special Districts	2021 Membership Dues	14,229.00
TOTAL				<u>14,229.00</u>
7095210 - Capital Outlay - Buildings				
	01/14/2021	City of Millcreek	Preliminary Review of Conditional Use Permit	650.00
	03/18/2021	RTLee Design	Architectural Services for Garage Design - Station #112	8,000.00
TOTAL				<u>8,650.00</u>
7095500 - Capital Maintenance				
	01/04/2021	Ernesto Alonso	Laundry & Bedroom #113 - Partial	3,300.00
	01/25/2021	Ernesto Alonso	Laundry & Bedroom #113 - Partial	8,312.50
	02/25/2021	Ernesto Alonso	Laundry & Bedroom #113 - Partial	8,312.50
TOTAL				<u>19,925.00</u>
7095622 - Capital Outlay - 2019 PDM Seismic				
	02/04/2021	Construction Control Corporation	Project Management Services	3,206.25
	02/28/2021	VIE Consultants, Inc.	Grant Management	2,000.00
	03/04/2021	Construction Control Corporation	Project Management Services	2,868.75
	04/23/2021	Construction Control Corporation	Project Management Services	4,500.00
	05/05/2021	Construction Control Corporation	Project Management Services	6,075.00
	06/07/2021	Construction Control Corporation	Project Management Services	3,318.75
TOTAL				<u>21,968.75</u>

Account	Date	Name	Memo	Amount
7096630 - Bond/Note Issuance Costs				
	04/07/2021	Zions Bank Public Finance	Advisory Fee for 2021 TRAN	7,800.00
	04/07/2021	Kutak Rock LLP	Legal Services for 2021 TRAN	5,000.00
	05/26/2021	Gilmore Bell	Note Counsel Fee for 2021 TRAN	7,500.00
TOTAL				<u>20,300.00</u>
7039820 - Fund Balance Distribution - Riverton				
	01/28/2021	Riverton City	2021 Fund Balance Distribution	63,831.72
TOTAL				<u>63,831.72</u>
GENERAL FUND TOTAL				23,233,298.90

Unified Fire Service Area

Budget vs. Actual

75 - Capital Projects Fund			
	Jan - Jun 21	Budget	%
Ordinary Income/Expense			
Income			
7539610 · Proceeds from Bond Issuance	38,799,950	38,799,951	100.0%
7539105 · Interest Income	24,879	0	#DIV/0!
Total Income	38,824,829	38,799,951	100.1%
Expense			
7594500 · Pre-Construction Costs			
7594502 · Pre-Construction Costs - #102	132,639	6,363,419	2.1%
7594512 · Pre-Construction Costs - #112	95,182	6,478,587	1.5%
7594525 · Pre-Construction Costs - #125	416,410	8,454,538	4.9%
7594551 · Pre-Construction Costs - #251	26,463	6,749,369	0.4%
7594553 · Pre-Construction Costs - #253	18,375	8,300,498	0.2%
7594500 · Pre-Construction Costs - Other	58,162	653,589	8.9%
Total 7594500 · Total Pre-Construction Costs	747,231	37,000,000	2.0%
7596620 · Bond Interest Payment - Cap	0	603,711	
Total Expense	747,231	37,603,711	2.0%
Other Income			
7587910 Transfer to Capital Projects	0	732,691	0.0%

Unified Fire Service Area

Budget vs. Actual

77 - Debt Service Fund			
	Jan - Jun 21	Budget	%
Ordinary Income/Expense			
Income			
7735100 · Lease Revenue	2,096,165	2,576,750	81.3%
7739105 · Interest Income	369	2,000	18.4%
7739610 · Proceeds from Bond Issuance	412,379	0	#DIV/0!
Total Income	2,508,913	2,578,750	97.3%
Expense			
7796600 · Payments on LT debt			
7796610 · Payments on LT debt - Other	1,600,000	1,600,000	100.0%
7796620 · Bond Interest Payments	496,375	976,750	50.8%
Total 7790200 · Payments on LT debt	2,096,375	2,576,750	81.4%
7796630 · Bond Issuance Costs	406,622	0	#DIV/0!
Total Expense	2,502,997	2,576,750	97.1%