

MINUTES

EXECUTIVE COMMITTEE MEETING

September 18, 2013

Beaver, Utah

MEMBERS IN ATTENDANCE

Commissioner Jim Matson, Chair
Commissioner Mike Dalton
Commissioner Clare Ramsay
Commissioner Dale Brinkerhoff
Commissioner Denny Drake

REPRESENTING

Kane County Commissioner Representative
Beaver County Commissioner Representative
Garfield County Commissioner Representative
Iron County Commissioner Representative
Washington Co. Commissioner Representative

OTHERS IN ATTENDANCE

Bryan Thiriot
Scott Leavitt
Gary Zabriskie
Diane Lamoreaux
Doug Carriger
Kelly Jones

Five County Association of Governments
Sunrise Engineering
Sunrise Engineering

I. WELCOME AND CALL TO ORDER

Commissioner Jim Matson, Chair, called the meeting to order and welcomed those in attendance.

II. MINUTES AUGUST 14, 2013 REVIEW AND APPROVAL

It was noted that a quorum was present for the conduct of business. Chairman Matson entertained a motion to approve minutes of the August 14, 2013 Executive Committee meeting. Commissioner Clare Ramsay asked that the minutes be changed to reflect that Commissioner Leland Pollock attended the meeting in his absence.

MOTION WAS MADE BY COMMISSIONER CLARE RAMSAY TO APPROVE MINUTES OF THE AUGUST 14, 2013 WITH THE ONE NOTED CORRECTION. MOTION WAS SECONDED BY COMMISSIONER MIKE DALTON AND CARRIED BY UNANIMOUS VOTE.

III. COORDINATION AND COOPERATING AGENCY TRAINING COURSE AMERICAN STEWARDS OF LIBERTY - FOLLOW-UP

Commissioner Jim Matson reported arrangements for the American Stewards of Liberty training course have been made for October 17, 2013, at the Heritage Center in Cedar City beginning at 9:00 a.m. Commissioner Brinkerhoff asked that staff notify him of any special equipment that need to be made available. It is recommended that a minimum of 25 participants attend this training. Counties are encouraged to invite staff in policy positions

or those working on natural resource issues. Each commissioner provided the tentative number of attendees as follows: **1) Beaver--** Three or four; **2) Garfield--** Five; **3) Iron--** Five; **4) Kane--** Five; and **5) Washington--** Five. Commissioners are asked to notify Bryan of any changes in numbers to facilitate the provision of materials that will be disseminated at the training.

IV. SUNRISE ENGINEERING - GIS SOFTWARE PRESENTATION

Commissioner Jim Matson turned the time over to Sunrise Engineering for presentation of GIS software information. Mr. Doug Carriger introduced his colleague Mr. Kelly Jones also of Sunrise Engineering. He mentioned that most counties throughout the Five County area utilize ARC GIS mapping software associated with land use ordinances, outlining the location of fire hydrants, water lines, etc. Many communities have also purchased computer equipment and software to accomplish mapping utilizing ARC GIS. In the past, each entity has purchased mapping software to license each individual user. Specialized training is required to operate this type of software.

Environmental Systems Research Institute (ESRI) recently migrated a program to the cloud where software and mapping is processed and data stored offsite at data centers across the country. GIS information is accessible through the internet by end users and by the public using a PC or simple handheld devices such as an Ipad or Android device. It is very difficult for the smaller entities to afford costs associated with software purchase, maintenance fees and trained staff to prepare mapping for their jurisdictions. ARC GIS is now being made available online and is maintained in the cloud with data stored offsite. Current annual costs to entities, such as Five County, is approximately \$2,500 each year for ESRI software licensing and maintenance fees. That is for a one user license. The proposal being presented is based on a minimum 50 member (user) licenses for an "organization" to access ARC GIS online at a cost of \$10,000 (50 licenses x \$200). Under this proposal, the Five County AOG would be the organization and there could be multiple groups formed within the organization. There would be an annual fee for each user in the amount of \$200 as well as an administrative fee of \$100 per year. The proposal has been reviewed by the administrative staff at the AOG and information is being covered today to gather input from counties to determine if there is sufficient interest to explore the option further. This would allow smaller jurisdictions access to ARC GIS for less than \$400.00 each year. This would also enable all to have the capability of making information available to it's citizenry online. It was noted that the group of users could be larger than the minimum of 50. The price charged for the software and access would likely be less with a larger group. Each login would be subject to the user fee amount and administrative fees. Examples of various uses were discussed including mapping of poing places that could be accessible through this program. The interactive mapping would allow the citizenry to report things such as abandoned vehicles, dog issues, etc. Town staff would easily be able to update where infrastructure such as fire hydrants, water meters and valves, etc. are located. When they are inputted by an authorized user, they are immediately updated in the GIS. Bryan Thiriot explained that the reasoning behind having Five County as the organization is that the special pricing is not available to private business. Under this proposal, Sunrise Engineering would provide administrative services to the Five County organization. Jurisdictions would utilize separate contract agreements with Sunrise or other engineering firms to run their GIS program. Commissioner Denny Drake questioned the need for third party administration that would be provided by Sunrise Engineering. Gary

Zabriskie pointed out that Five County would only hold the master license, but Sunrise would provide technical administration of the system. Scott Leavitt indicated that his only concern would be the manpower required of the AOG to bill the entities that are utilizing the system. Mr. Carriger explained that they will need to confirm that there are at least 50 commitments of participation from other jurisdictions before the proposal would be brought in final form for consideration of the Board. This has the potential to provide a substantial savings to cities and counties. Board members recognized the value to smaller jurisdictions as well as the potential savings that may be recognized. Commissioner Denny Drake suggested that each county discuss the proposal with IT staff and departments to determine if they would be interested in pursuing this further.

Mr. Carriger also reported that ESRI would become their business partner and has acknowledgment as of late yesterday that 10-15% will be coming back to Sunrise. In return, Sunrise would provide an equivalent amount through mapping services to Five County.

Mr. Gary Zabriskie pointed out that this should be entered into under a one year commitment that would need to be evaluated at the end of the first year to determine whether or not to continue the service. It was also noted that if the membership dropped below the minimum of 50, invitations to join the group could be potentially extended to users from other areas so that those who wanted to continue could do so. Board members requested that Sunrise Engineering produce a set of bullet points for presentation to their IT and other department heads. It is important that this proposal be communicated clearly and effectively in order to solicit interest from potential users. Sunrise representatives indicated that they would provide this information to Five County staff for distribution.

V. FOREST SERVICE - FUTURE MEETINGS AND ACTIVITIES WITH THE REGIONAL FORESTER AND FOREST SUPERVISOR

Commissioner Matson reported that Nora Rasure, Regional Forester out of the Ogden office, has expressed her willingness to meet with local elected officials a couple of times a year to discuss and provide coordination for issues on the National Forest. The next meeting is scheduled in Cedar City at the Iron County Visitor Center on January 16, 2014 at 2:00 p.m. The supervisor for the Fish Lake National Forest will also be in attendance to meet with local elected officials. Commissioner Mike Dalton indicated that he did not receive notification regarding the previous meeting. Commissioner Matson indicated that elected officials are asked to be courteous but direct in presenting information to Ms. Rasure. She has also offered to meet with anyone desiring to visit with her at the Ogden office.

VI. EXECUTIVE COMMITTEE AND STAFF BUSINESS

Commissioner Jim Matson reported that the State Division of Forestry, Fire and State Lands has conducted a series of meetings, chaired by Ron Wilson, to address Wildland fires in the state of Utah. Representatives for each of the Five Counties have been in attendance at the meetings and directly involved in developing a list of prioritized projects from their respective county for submission to the Division. These lists are to address fire mitigation and suppression costs. Apparently there is a mere \$15,000 in funding available for projects, and it is anticipated that the total dollar amount may reach \$1 billion in projects

that are included on county priority lists. The Division has been utilizing the Southwest Utah Regional Fire Protection Plan that was developed and adopted in 2007 through the use of Federal Emergency Management Agency (FEMA) funds to address fire mitigation measures. The Five County Association of Governments contracted with the state of Utah to coordinate and write this plan. The focus of the newly formed Steering Committee to address Wildland Fires may now shift to an update of this regional plan. The plan has been utilized by counties and the state of Utah to secure funding for fire mitigation from the federal government. The plan data is out of date given the fact that many mitigation projects have already been accomplished. The Five County AOG has been approached regarding their possible interest in updating the plan. Further information in this regard will be provided as it becomes available.

Mr. Bryan Thiriot provided his recommendations for proposed merit increases as per previous direction provided by the Board. Information was also presented with a recommendation for four employees to receive promotions. The cost associated with the proposed merit increases is \$23,000 and promotions is approximately \$34,000 for a total cost of \$60,000. As per instructions provided during the June 2013 Executive Committee meeting, budgets were established that included merit increases for all employees. Those employees who are eligible for consideration of a merit increase have been evaluated by their supervisors and Bryan is now making recommendations for Board consideration. Considerable discussion ensued regarding the philosophy of merit increases, performance evaluations, and wage disparity between employees. Action on this item was deferred to the October 9, 2013 meeting.

VII. CLOSED SESSION

There were no items meeting the specific requirements for a closed meeting session.

Being no further business, the meeting adjourned at 12:50 p.m.