LOCAL BUILDING AUTHORITY OF
MOAB VALLEY FIRE PROTECTION DISTRICT
HEADQUARTERS – 45 SOUTH 100 EAST, MOAB, UTAH

MEETING AGENDA

Tuesday November 15th, 2022
At 5:00 p.m.

APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

May 17, 2022 Regular Meeting Minutes

CITIZENS TO BE HEARD

APPROVE BILLS

OLD BUSINESS

NEW BUSINESS

1. Fraud Risk Assessment
   Approval
2. Electronic Meetings
   Policy Approval
3. 2022 Budget
   Send to Public Hearing
4. 2023 Budget
   Send to Public Hearing
5. 2023 Meeting Schedule

ADJOURN

Executive session if needed
Workshop session as needed

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS.

In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend Moab Fire Department Commission meetings are encouraged to contact the Department two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. Requests for inclusion on an agenda and supporting documentation must be received by 5:00 PM on the Thursday prior to a regular Commission Meeting and forty-eight (48) hours prior to any Commission Meeting. Information relative to these meetings/hearings may be obtained at the Moab Valley Fire Department 45 S. 100 E. Moab Utah 84532 (435)259-5557

Posted by Cathy Bonde

On 11/11/2022

Moab Valley Fire Protection District

Local Building Authority Meeting

45 South 100 East, Moab Utah 84532

May 17th, 2022-5:00 PM

A. Call to Order:

1. The meeting was called to order at 5:00 PM by Chairman Archie Walker.

2. Commissioners Present: Chairman Archie Walker, Commissioner Jim McGann. Commissioner Charlie Harrison was absent.

3. Staff Present: Chief T.J. Brewer, Accountant Cathy Bonde, Administrative Assistant Ryan Burraston, Emergency Coordinator Shea Walker, and Fire Inspector Brandon McGuffee.

4. Others Present: None

B. Public Hearing:

At 5:00 p.m., Chair Archie Walker opened the meeting up for Public Comment for the issuance of bonds between the Moab Valley Fire Protection District and the Local Building Authority of the Moab Valley Fire Protection District. No public commenters were present. The public hearing lasted fifteen minutes. While open Cathy Bonde spoke to the Commissioners about the master resolution, the lease agreement and some of the corrections that needed to be made before the closing of the bond. Cathy went on to comment on the procedure that would be followed for payments on the loan to the Building Authority, and that the District would be responsible for all the costs accrued by the Building Authority. Cathy also went over some of the other loan pay off dates that the District has. Chair Archie Walker closed the Public Hearing at 5:15 p.m.

C. General Business:

Chair Archie Walker, after a small correction, motioned to approve the minutes from the Building Authority's last meeting and Commissioner Jim McGann seconded. The motion passed unanimously.

D. New Business

Chair Archie Walker motioned to approve the Master Resolution between the Moab Valley Fire Protection District and the Local Building Authority of the Moab Valley Fire Protection District. Commissioner Jim McGann seconded the motion. The motion passed unanimously.

D :Adjourn:

1. Chair Archie Walker then Adjourned the meeting at 5:17 PM

Archie Walker, Chair__________________________________ **Date** ________________

Attest: ____

Cathy Bonde, Secretary

LBA OF MOAB VALLEY FIRE PROTECTION DISTRICT

Transaction Detail By Account

January 1 through November 11, 2022

	Date	Name	Memo	Amount
415 · Professional & Technical Svc				
415.3 · Other Professional Services				
	07/29/2022	Chamberlain Associates	Proceedings related to Lease Revenue Bond, Preparation of Organizatic	7,000.00
Total 415.3 · Other Professional Services				7,000.00
Total 415 · Professional & Technical Svc				7,000.00
424 · Office Expense				
	08/10/2022	Intuit	Checks	83.98
Total 424 · Office Expense				83.98
473 · Machinery and Equipment				
473.5 · CIB Pumper Engine				
	07/01/2022		To account for amount paid directly by Moab Fire for Engine	198,000.00
	07/29/2022	Siddons-Martin Emergency Group	Balance Due after CIB Loan and Grant	3,079.41
	07/29/2022	Siddons-Martin Emergency Group	CIB Funds for purchase of Pumper Engine	600,000.00
Total 473.5 · CIB Pumper Engine				801,079.41
Total 473 · Machinery and Equipment				801,079.41
TOTAL				**808,163.39**

Fraud Risk Assessment

Continued

*Total Points Earned: 305 /395 *Risk Level:

Very Low	Low	Moderate	High	Very High
> 355	316-355	276-315	200-275	< 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?		20
a. Do any members of the management team have at least a bachelor's degree in accounting?		10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?		20
7. Does the entity have or promote a fraud hotline?		20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: ______________________________

*Completed for Fiscal Year Ending: ______________ *Completion Date: ______________

*CAO Name: ______________________ *CFO Name: ______________________

*CAO Signature: ____________________ *CFO Signature: ____________________

*Required

RESOLUTION #2944

A RESOLUTION ESTABLISHING THE AUTHORIZATION OF AND PROCEDURES FOR ELECTRONIC MEETINGS TO CONDUCT THE BUSINESS AND AFFAIRS OF GRAND COUNTY COUNCIL, BOARDS, COMMISSIONS AND COMMITTEES, AND INCLUDING LOCAL AND SPECIAL SERVICE DISTRICT BOARDS GRAND COUNTY, UTAH

WHEREAS, pursuant to Section 52-4-7.8, Utah Code Annotated 1953, as amended (the "Utah Code"), public bodies are authorized to conduct public meetings in whole or in part by means of a telephone or telecommunications conference; and

WHEREAS, it is necessary or desirable from time to time to convene a public meeting of the Grand County Council, Board, Commission or Committee or District Board by electronic (real-time telecommunications) means; and

WHEREAS, Grand County Council, Boards, Commissions, and Committees and District Boards have the capability to hold meetings using electronic technologies; and

WHEREAS, Utah Code Annotated, Section 52-4-7.8(3)(c) provides that a public body shall establish written procedures governing an electronic meeting at which one or more members of the public body are participating by means of electronic communication; and

WHEREAS, the Grand County Council, Boards, Commissions and Committees and District Boards are public bodies within the meaning of Section 52-4-7.8, Utah Code; and

WHEREAS, the Grand County Council, Boards, Commissions and Committees and District Boards desire flexibility in situations involving emergencies, illness, loss of facilities, outside work or family obligations or other unforeseen circumstances that prevent public officials from attending a meeting, to hold an electronic meeting to conduct the necessary business of the County; and

WHEREAS, it is in the best interest of the County to allow electronic meetings when an elected or appointed public official, to include Board, Commission, or Committee members or District Board members, is unable to physically attend at the regular location; and

WHEREAS, Grand County Council desires to adopt this Resolution establishing procedures governing electronic meetings for the Grand County Council, Boards, Commissions, and Committees and District Boards.

NOW, THEREFORE, BE IT RESOLVED THAT GRAND COUNTY COUNCIL AUTHORIZES TELECOMMUNICATIONS MEETINGS.

It is hereby the policy of Grand County that elected and appointed representatives, staff and members of Grand County Council, Boards, Commissions and Committees and elected and appointed representatives, staff and members of Local and Special Service District Boards may participate in meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real time interaction in the way of discussions, questions and answers, and voting.

Section 1. Definitions.

A. **Anchor location** means a Grand County meeting location such as the Grand County Courthouse, Grand Center, Library, District Office or any other physical location where a public meeting is held and from which the electronic meeting originates or from which the participant(s) is/are connected.

B. **Electronic meeting** means formal meeting of the County Public Body convened or conducted where one or more member participates via real-time telecommunication means.

C. **Public Body** means the County Council or other official County Board, Commission or Committee or District Board which is created by County resolution or ordinance and consists of two or more persons and expends, disburses, or is supported by tax revenue and is vested with the authority to make decisions regarding the public's business.

D. **Remote location** means any place, other than the anchor location, where a Council, Board, Commission or Committee member or District Board is located, and where participating members can establish electronic access to the meeting.

Section 2. General Enactment.

A. Any public body of Grand County may, by following the procedures and requirements of this resolution and those outlined by state law, convene and conduct an electronic meeting.

B. Quorum:
   1. For County Council, a quorum must be present at the anchor location for a meeting to take place.
   2. Members participating via telecommunications are to be considered present for purposes of establishing a quorum, as defined by law.
   3. In the event of failure of equipment, or other factor, which causes a lack of communications with a member(s) causing lack of a quorum, no additional business may be conducted until the quorum can be reconstituted.
   4. Continuances may be granted as set forth by law.
   5. Business already conducted remains binding.

C. At the discretion of the Council, Board, Commission or Committee Chair or District Board Chair, public participation may be expanded to include remote locations and electronic participation by members of the public.

D. Grand County elected and appointed representatives, including Board, Commission, and Committee members and District Board members and County and District staff participating electronically, shall be considered present as if the individual(s) were physically on-site and present.

E. Any telecommunications method now known or hereafter developed may be used to conduct a telecommunications meeting, so long as the criteria set forth herein can be met.

F. All persons at both the anchor and remote locations shall have real time video and/or audio contact with member(s) participating, so as to know the entire discussion, deliberations and voting of the Public Body.

G. Members participating from remote locations shall have the obligation to use appropriate equipment or take other precautions to eliminate static or other disturbances to the orderly conduct of the meeting.

Section 3. Procedures.

A. The meeting procedures and meeting notice procedures to be followed at the electronic meeting shall be the same as those followed by the public body in a non-electronic meeting.

B. A speakerphone, or similar amplifying electronic device, will be connected in such a manner that comments made by the members participating electronically will be broadcast at the anchor location. Opportunities for each member present and those participating electronically will be given to make inquiries and participate in the discussion.

C. Discussion of motions will take place in accordance with usual procedures with the exception that those present electronically must declare their intent verbally with their accompanying name(s).

D. Votes taken in electronic meetings shall be by roll call method, with each member audibly verbalizing their vote.

E. Minutes of the meeting shall record the presence of members participating through electronic means. The roll call for members present will be taken verbally and recorded.

Section 4. Severability.

If a court of competent jurisdiction determines that any part of this Resolution is unconstitutional or invalid, then such portion of the Resolution, or specific application of the Resolution, shall be severed from the remainder, which remainder shall continue in full force and effect.

PASSED AND APPROVED by the Grand County Council, Grand County, Utah in open session this 7th day of December, 2010 by the following vote:

Those voting AYE: Graham, Conrad, Holyoak, Baird, Greenberg, Ciarus

Those voting NAY: ______________________

Those absent: Ballantyne

APPROVED:

Audrey Graham

Audrey Graham, Grand County Council Chair

ATTEST:

Diana Carroll

Diana Carroll, Grand County Clerk/Auditor

LBA OF MOAB VALLEY FIRE PROTECTION DISTRICT
2022 & 2023 Proposed Budgets

	2022 Budget	2023 Budget
Ordinary Income/Expense		
Income		
3001 · Contribution From Other Gvts.		
3001.1 · Moab Valley Fire District	208399.41	24,642.00
3001.2 · CIB Grant	324000.00	
3001.3 · CIB Loan	276000.00	
Total Income	808,399.41	24,642.00
Expense		
415 · Professional & Technical Svc	7000.00	1,725.00
422 · Advertising and Public Notices	175.00	175.00
424 · Office Expense	145.00	100.00
473 · Machinery and Equipment		
473.5 · CIB Pumper Engine	801079.41	18,000.00
701 · Interest Expense		1,380.00
702 · Reserve Account		3,262.00
Total Expense	808,399.41	24,642.00
Net Ordinary Income	0.00	0.00