

COMMISSION MEETING MINUTES  
March 1, 2016

The Board of Davis County Commissioners met on March 1, 2016 at 10 am in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Members present were: Commissioner John Petroff, Jr. - Chair, Commissioner P. Bret Millburn, Clerk/Auditor Curtis Koch, Chief Deputy Civil County Attorney Neal Geddes, and Deputy Clerk/Auditor Janet Hanson.

Agenda as posted

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**AMENDED** PUBLIC NOTICE is hereby given that the Board of Davis County Commissioners, Farmington, Utah, will hold a Commission Meeting at the Davis County Administration Building, 61 South Main Street, Room 303, Farmington, Utah, commencing at **10:00 a.m. on March 1, 2016.**

**OPENING**

Pledge of Allegiance – By Invitation

**RECOGNITIONS, PRESENTATIONS AND INFORMATIONAL ITEMS**

- **Opening of Request for Proposals – Davis County Sheriff's Office Jail Phone System**
- Opening of sealed bids received for purchase of Surplus Tax Sale Property located at 635 S. 280 E., Centerville (Tax ID 03-002-0138) / Tony Thompson, Davis County Property Manager

**BUSINESS/ACTION**

***Tony Thompson, Davis County Property Manager, presenting:***

Request to establish a base bid price for surplus property located at 400 W 100 N (North of Gentile) in Layton (Tax ID 10-070-0135 ) and assign property to notice on Davis County website for bid (n/a)  
Request to approve 2016 Priority List of Highway Corridor Preservation Projects, which contains one UDOT corridor project known as the West Davis Corridor, established by Davis County Council of Governments (COG) (n/a)

***Mel Miles, Davis County Personnel Director, presenting:***

Request re-appointments of Russell Bench and Darwin Hansen to the Davis County Ethics Review Commission for 3-year terms through December 31, 2018.  
Request appointment of David Hartvigsen to be appointed to the Davis County Career Service Council for a 3-year term through June 30, 2018.

***Mark Langston, Davis County Information Systems Director, presenting:***

Statement of Work with Tempus Nova, Inc. – deployment of Google Apps (payable)  
Agreement with Les Olson Co. – printer/copier maintenance (payable)

***Dale Peterson, Davis County Assessor, presenting:***

Agreement with Astro, LLC – commercial appraisal data (payable)

***Neka Roundy, Davis County Economic Development Specialist, presenting:***

Agreement with Opticron Nature & Sports Optics – vendor booth at the Great Salt Lake Bird Festival (receivable)

***Dave Hansen, Davis County Legacy Events Center Director, presenting:***

Agreement with Live Extreme Motorsports – producer of the demolition derby during the 2016 Davis County Fair (payable)

***Mike Moake, Davis County Legacy Events Center Marketing, presenting:***

Agreement with New Life Consignment – consignment sales event for children's clothing, etc. (receivable)  
Agreement with Forza Futbol Club – 2016 Mayor's Cup Soccer Tournament (receivable)

***Mack McDonald Davis County Facilities Director, presenting:***

Agreement with JRCA Architects – Davis County facilities square footage analysis study (payable)

***Brian Hatch, Davis County Health Department Interim Director, presenting:***

Agreement with Utah Dept. of Health – funding to implement syndromic surveillance to enhance situational awareness and support public health authorities in the use of syndromic surveillance data from electronic health records (receivable)  
Agreement with Utah Dept. of Human Services/Div. of Aging & Adult Services – increase funding for MIPPA (Medicare Improvements for Patients and Providers) and SMP (Senior Medicare Patrol-Capacity Building) (receivable)  
Agreement with Utah Transit Authority – Federal grant to purchase 2 vehicles meeting FTA guidelines and to fund associated project operating costs (replacing #2016-9 from 1/5/16) (receivable)

***Commissioner Petroff presenting:***

Amendment with Utah Dept. of Human Services/Div. of Substance Abuse & Mental Health – update scope of work language in Part II, Section 2.d, "Voucher Management System" (no change - pass through to DBH)

**Davis County Employee Disclosure Statements:**

Per UCA 67-16-7 & 17-16A-7, annual employee disclosure statements to be received and retained by the Davis County Clerk/Auditor

**BOARD OF EQUALIZATION**

Request approval of the Property Tax Register

**CONSENT ITEMS:**

Meeting Minutes: Feb. 2 & 9, 2016

Personnel Register  
Check Registers

**COMMISSIONER COMMENTS**

**PUBLIC COMMENTS** (3 Minutes per Person)

**CLOSED SESSION:**

UCA 52-4-205(1)(c) strategy session to discuss pending or reasonably imminent litigation.

**Reconvene Commission Meeting**

Action taken regarding matters in Closed Session

Commissioner Smith was excused from the meeting.

Mel Miles, Davis County Personnel Interim Director, led the Pledge of Allegiance. All in attendance were invited to stand and join in.

RFP Opening  
Jail Phone  
System

Opening of Request for Proposals – Davis County Sheriff’s Office Jail Phone System. Curtis Koch introduced Chief Deputy Kevin Fielding, Davis County Sheriff’s Office, to explain about the bid and what they are looking for. Chief Deputy Fielding explained it was for phone service inside the jail facility. The current vendor has been providing service since 2002. At this time, due to all the changes in technology and what companies are able to provide currently, the Sheriff’s Office felt it was appropriate to open it up. There was a pre-bid meeting with 8 vendors attending. It appears there are 4 who submitted their bids. Commissioner Millburn asked if it was for the visitation system or . . . Chief Fielding clarified that it was for inmates calling out. It is not tied to the visitation system. Chief Fielding said that it was 2 separate systems and 2 separate bids. He indicated that the first bidder for this is currently the one who holds the bid for visitation. Commissioner Millburn asked if they worked interconnectedly? Chief Fielding replied it was not connected with the phone system, but they do have some connection with the commissary and where they get information for inmate management for the inmates to access the phone system for phone numbers, etc.

Commissioner Petroff said that like other bid openings it will not be determined strictly on price, but we will review and consider other options that can be provided. Chief Fielding and Curtis opened the following bids:

**Project: Davis County Sheriff’s Office Jail Phone System**

March 1, 2016

	BIDDER	AMOUNT
1.	Securus	RECEIVED \$ based on calls and rate per minute
2.	IC Solutions	RECEIVED \$ cost revenue sharing
3.	NCIC	RECEIVED \$ cost revenue sharing
4.	Legacy Inmate Communications	RECEIVED \$ cost revenue sharing

Curtis Koch indicated that there will be a selection committee who will review the bids and they will come back with a recommendation to the Commission at a future meeting.

Opening of  
sealed bids for  
surplus tax sale  
property in  
Centerville

Tony Thompson, Davis County Property Manager, said that on February 9<sup>th</sup> a letter was sent to the abutting property owners of the surplus property Tax ID 03-002-0138 (635 S. 280 E., Centerville and is .012 acres). Davis County received this property in 1987 on a tax sale. The procedure has been to offer the property to abutting property owners first. There was 1 bid received within the stipulated time-frame. The following bid was opened by Curtis Koch:

**Surplus Tax Sale Property located at 635 S 280 E, Centerville**

**TAX ID 03-002-0138**

March 1, 2016

	BIDDER	AMOUNT
1.	Brian & Lindsey Winn	\$50.00

Tony indicated he would bring a recommendation forward at a future Commission Meeting. Curtis said there was a letter included with the bid explaining the amount of the bid. Tony indicated the taxes on the property at the time of the 1987 tax sale were \$191.80. Commissioner Millburn inquired if there had been any encroachment on the surplus property. Tony said the property is enclosed within the bidder's fenced area. They purchased the property in the past year and it was not disclosed to them that there was this separate parcel.

Commissioner Petroff said there are a few of these types of parcels around the county that have to be cleaned up. Tony said it is his goal to work on these parcels 1 per week.

Tony Thompson, Davis County Property Manager, presented the following:

Request to establish a base bid price for surplus property located at 400 W 100 N (North of Gentile) in Layton (Tax ID 10-070-0135) and assign the property to notice on the Davis County website to advertise for bids. He indicated the property had been noticed for sealed bids of which none were received. The Assessor's Office has an assemblage value for this property as \$2,532.00. He recommended the established base price for the property be \$1,800.00.

Commissioner Millburn made a motion to that affect. Commissioner Petroff seconded the motion. All voted aye.

Request to approve Davis Council of Government's (COG) 2016 Priority List #2016-69 of Highway Corridor Preservation Fund Projects. This is in accordance with UCA 72-2-117.5(7) which states the Council of Governments is to establish a list of priorities for highway projects to spend the corridor preservation funds on. At COG's February 2, 2016 meeting, they passed by a majority vote a list of projects which contains one of the Utah Department of Transportation's (UDOT) projects known as the West Davis Corridor.

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Mel Miles, Davis County Personnel Interim Director, presented the following:

Request for re-appointments of Russel Bench and Darwin Hansen to the Davis County Ethics Review Commission for additional 3-year terms through December 31, 2018. Mel indicated these men are semi-retired judges which make them extremely qualified. Commissioner Millburn said he was very grateful Mr. Bench and Mr. Hansen are willing to serve in this capacity.

Commissioner Millburn made a motion to approve the re-appointments. Commissioner Petroff seconded the motion. All voted aye.

Request appointment of David Hartvigsen, Centerville, to be appointed to the Davis County Career Service Council for a 3-year term through June 30, 2018. Mr. Hartvigsen is an attorney in Salt Lake City.

Commissioner Millburn made a motion to approve the appointment. Commissioner Petroff seconded the motion. All voted aye.

Mark Langston, Davis County Information Systems Director, presented the following:

Statement of Work #2016-70 with Tempus Nova, Inc. for the deployment of Google Apps. After negotiations it was decided to take the State bid to move email services over to Gmail which is a Google

Surplus Property  
400 W 100 N,  
Layton, to be  
listed on website  
to advertise for  
bids.

Approval of  
COG's 2016  
Priority List  
#2016-69 of  
Highway  
Corridor  
Preservation  
Fund Projects

Re-appointments  
to Ethics Review  
Commission:  
Russel Bench &  
Darwin Hansen

Appointment to  
Career Service  
Council: David  
Hartvigsen

Statement of  
Work #2016-70  
Tempus Nova,  
Inc. deployment  
of Google Apps

environment. Commissioner Petroff asked if the Gmail address would be available both through work and personally (i.e. following his retirement if he could use the same account). Mark explained it will be a corporate Gmail account and will not have a Gmail address; it will have a "daviscountyutah.gov" address. It will be on the Cloud (an outside server). It will be available to all the employees anywhere they go having the ability to login to their accounts. It also has the ability to do encryption, lock down and security. They had been waiting for Google to establish archiving blocks to enable us to recover and meet all the GRAMA & FEMA requests, legal holds and requests for data. They are now able to move forward. There is data storage and the ability to get to documents in remote areas. Commissioner Millburn said as part of the NACo Legislative Conference he recently attended, the delegation of the Utah Association of Counties gathered to meet with local congressional representatives and staff. This gathering was at the Microsoft offices. Knowing that Davis County was making this transition, he asked some questions and determined there are pros and cons to both platforms. He understands why we are moving this direction because most of our associations that we interact with have already made this move to Google. He said it will be interesting and will have a learning curve. Mark said the best thing about it is that it won't change visually for a while. They will set up 2 email servers and move people over gradually. The document side and the storage side will be the hardest part. The Microsoft software is purchased and owned by the county and does not have to be returned. The long-term saving will not have to upgrade that software. Commissioners Millburn and Petroff volunteered to be the first Guinea pigs for the change-over. Period of contract is annually with installation time of 12 consecutive weeks. Payable amount is \$141,714.00 (\$109,984.00 annually and \$31,730.00 for installation).

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement  
#2016-71  
Les Olson Co.  
Printer & copier  
maintenance

Agreement #2016-71 with Les Olson Co. for printer and copier maintenance. Mark explained there was a bid opening in a previous meeting (1/26/16) that was based upon print services per page. There were 6 bids opened and their bid information was plugged into a formula. Currently, we are paying an average of \$9,800.00 per quarter for printer maintenance and services for only black/white printers. When they plugged the bid information into this formula, and if we only stayed with black/white printers, our costs would be cut in half if we took the lowest bid. As they plugged the proposed bids into the formula they determined that with Les Olsen to maintain the printers and add in the colored copies and printers with our current usage rates, it will be less than what we have been paying in the past. Les Olsen was not the lowest bid. Their fees were staggered. As printers are replaced we will see a benefit from those costs saving versus a different vendor. He felt it was a good fit for Davis County. It is a 36 month contract. It is a payable according to Schedule A.

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement  
#2016-72  
Astro, LLC  
Commercial  
appraisal data

Dale Peterson, Davis County Assessor, presented agreement #2016-72 with Astro, LLC for commercial appraisal data which will enable assessors to perform evaluations on commercial property. The period of contract is March 1, 2016 through February 28, 2017. Payable amount is \$6,250.00.

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement  
#2016-73  
Opticron Nature  
& Sports Optics  
Vendor at  
GSLBF

Neka Roundy, Davis County Economic Development Specialist, presented agreement #2016-73 with Opticron Nature & Sports Optics for a vendor booth at the Great Salt Lake Bird Festival. Period of contract is May 13 & 14, 2016. Receivable amount is \$75.00.

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement  
#2016-74  
Live Extreme  
Motorsports –  
Demolition derby

Dave Hansen, Davis County Legacy Events Center Director, presented agreement #2016-74 with Live Extreme Motorsports to produce the demolition derby during the 2016 Davis County Fair. Period of contract is August 17, 2016. Payable amount is \$6,500.00.

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement  
#2016-75  
New Life  
Consignment  
sales event at  
LEC

Mike Moake, Davis County Legacy Events Center Marketing, presented the following:  
Agreement #2016-75 with New Life Consignment for a consignment sales event for children's clothing, etc. Period of contract is September 20-24, 2016. Receivable amount is \$4,980.00.

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement  
#2016-76  
Forza Futbol  
Club for soccer  
tournamen

Agreement #2016-76 with Forza Futbol Club for the 2016 Mayor's Cup Soccer Tournament. They will be utilizing all of the soccer fields as well as others in the area. Period of contract is August 29, 2016 through September 5, 2016. Receivable amount of \$2,800.00.

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the office of the Davis County Clerk/Auditor.

Agreement  
#2016-77  
JRCA Architects  
Square footage  
analysis of all  
facilities

Mack McDonald, Davis County Facilities Director, presented agreement #2016-77 with JRCA Architects to do a square footage analysis study of Davis County facilities. This company is listed on the State approved vendor list. This will standardize a means of measuring our buildings so that when we look at square foot allocations, every building will have been measured the exact same way. Mack had noticed that there were discrepancies in square footages; a discrepancy in the amount we are insuring off of the square footage and the amount that is noted on the construction documents and what has been charged previously for allocations. This will standardize the data. Commissioner Petroff commented that different uses would have different allocations, i.e. Legacy Events Center vs. Commission Office. Period of contract is 1 year. Payable amount is \$3,975.00.

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the office of the Davis County Clerk/Auditor.

Agreement  
#2016-78  
Utah Dept of  
Health –  
implement  
syndromic  
surveillance

Brian Hatch, Davis County Health Interim Director, presented the following:  
Agreement #2016-78 with Utah Department of Health to provide funding to implement syndromic surveillance (data received by hospitals & clinics) to enhance situational awareness and to support public health authorities in the use of syndromic surveillance data from electronic health records. Period of contract is September 1, 2015 through August 31, 2016. Receivable amount is \$23,164.00.

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the office of the Davis County Clerk/Auditor.

Amendment  
#2015-365A  
Utah Dept of  
Health funding  
MIPPA & SMP

Amendment #2015-365A with Utah Department of Health, Division of Aging and Adult Services for increased funding for MIPPA (Medicare Improvements for Patients and Providers) and SMP (Senior Medicare Patrol-Capacity Building). Period of contract is July 1, 2015 through June 30, 2016. Additional amount receivable is \$5,105.62.

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the office of the Davis County Clerk/Auditor.

Agreement  
#2016-79 UTA  
for federal grant  
to purchase 2  
vehicles

Agreement #2016-79 with UTA for a federal grant to purchase 2 vehicles meeting FTA guidelines and to fund associated project operating costs. This document replaces #2016-9 which was presented in the January 5, 2016 Commission Meeting. Period of contract is from date of signage until project is completed in

compliance with Federal regulations and scope of work in Exhibit A. Receivable amount is \$101,078.00 (federal \$65,539.00)

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the office of the Davis County Clerk/Auditor.

Amendment #2013-397D Utah Dept of Human Services DSAMH updating scope of work language

Commissioner Petroff presented amendment #2013-397D with the Utah Department of Human Services, Division of Substance Abuse & Mental Health (DSAMH) to update the scope of work language in Part II, Section 2.d, "Voucher Management System." Period of contract is through September 30, 2016. There is no additional funding (pass through to DBH).

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Employee Disclosure Statements to be retained by the DC Clerk/Auditor

Davis County Employee Disclosure Statements for 2016 have been collected. Per UCA 67-16-7 and 17-16A-7, annual employee disclosure statements are to be received and retained by the Davis County Clerk/Auditor.

Commissioner Millburn made a motion to approve and receive them. Commissioner Petroff seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

Commissioner Millburn made a motion to convene as the Board of Equalization. Commissioner Petroff seconded the motion. All voted aye.

Property Tax Register approved

Curtis Koch, Davis County Clerk/Auditor, presented the Property Tax Register which recommends approval of 1 tax exempt status and included is the 2015 Abatement Totals Report for the total amount of \$5,764,147.11. In addition to those abatements they came across an error with 17 veteran abatements that are not included in that total amount. Curtis recommended approval of the 17 veteran abatements as well as 2 escapements.

Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye.

Commissioner Millburn made a motion to reconvene Commission Meeting. Commissioner Petroff seconded the motion. All voted aye.

Commission Meeting minutes approved

Commissioner Millburn made a motion to approve the Commission Meeting minutes for February 2 & 9, 2016. Commissioner Petroff seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

Personnel Register approved

Commissioner Millburn made a motion to approve the Personnel Register as presented. Commissioner Petroff seconded the motion. All voted aye.

Check Registers approved

Check Registers as prepared by the Davis County Clerk/Auditor's Office were approved with a motion by Commissioner Millburn. Commissioner Petroff seconded the motion. All vote aye. The documents are on file in the office of the Davis County Clerk/Auditor.

No Commissioner comments.

No public comments.

Closed session

Commissioner Millburn made a motion to move to closed session per UCA 52-4-205(1)(c) strategy session to discuss pending or reasonably imminent litigation. Commissioner Petroff seconded the motion. All voted aye.

Commissioner Millburn made a motion to reconvene Commission Meeting. Commissioner Petroff seconded the motion. All voted aye.

No action was taken regarding matters in the closed session.

Meeting adjourned.

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Clerk/Auditor

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Chair