

COMMISSIONERS' MINUTES – DAVIS COUNTY

WORK SESSION MINUTES

October 29, 2019

The Board of Davis County Commissioners met for a Work Session at 2:45 p.m. on October 29, 2019, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Notice of this meeting was given under the requirements of UCA § 52-4-202.

ATTENDEES Davis County Commissioners in attendance: Chairman Randy B. Elliott and Vice-Chair Lorene Miner Kamalu. Bob J Stevenson joined the meeting at 2:48 p.m.

Davis County Staff in attendance: Adam Wright, Public Works Director; Jon Thornley, Public Works Vehicle Maintenance; Curtis Koch, Clerk/Auditor; Shairise Bills, Deputy Clerk/Auditor; Brian Hatch, Health Administration Director; Dave Spence, Health Administration Environmental; Neal Geddes, Chief Civil Deputy Attorney; Dale Peterson, Assessor; Rachelle Blackham, Health Environment Deputy Division Director; Jessica Merrill, Community and Economic Development (CED) Tourism Deputy Director; Kent Anderson, CED Director; Heidi Voordeckers, Chief Deputy Clerk/Auditor; and Lane Rose, Assistant Facilities Director.

Members of the public in attendance: Melissa George, Miss Davis County Pageant Director.

AGENDA AS POSTED

2:45 p.m. Jon Thornley, Davis County Fleet Management, presenting: Fleet Management Discussion

3:00 p.m. Adam Wright, Davis County Public Works Director, presenting: 10-20 Year Flood Control Projects

3:15 p.m. Jessica Merrill, Davis County Tourism Chief Deputy, presenting: Request for Donation— Miss Davis County

3:30 p.m. Commissioner Stevenson, presenting: Application for the Workplace Electric Vehicle Charging Funding Assistance Program

DISCLAIMER The meeting was an open dialogue. Critical points in the discussion have only been briefly summarized. The reader may refer to the audio recording and the publicly distributed materials for further clarification of content. Timestamps have been noted in the minutes to aid in locating points of discussion in the audio record. The audio recording for this meeting is available based upon the County's current retention schedule.

All documents from this meeting are on file in the Davis County (DC) Clerk/Auditor's office.

The meeting commenced at 2:46 p.m.

WORK SESSION DISCUSSION **Fleet Management Discussion** — *Presented by Jon Thornley (Minute 01:12)*

[The County currently has neither a designated fleet management department nor a system of managing its fleet of county-owned vehicles. The subject of implementing one has come up in numerous budget discussions, and the Commission would like to further investigate. Jon was asked to provide some input on the subject matter because of his experience with vehicle maintenance and fleet management in the Public Works Department. He does not hold the title of Davis County Fleet Manager.]

Jon presented a brief overview of his experience and knowledge on the topic of fleet management. He quickly touched on the information found in the handouts he gave to the group, which included selling vehicles at auction, maintenance repair costs, and the method of evaluating a car's life cycle.

Commissioner Elliott suggested creating a working group to vet this out and begin the process of moving it forward. The group will include the heads of any departments with County-owned vehicles and the Clerk/Auditor's office.

See Attachments A1-A8, B1-B2, C1-C2, D1-D9, and E1-E7.

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10-20 Year Flood Control Projects — Presented by Adam Wright (Minute 14:38)

Adam presented a spreadsheet listing the Public Works Department's projects to be completed within the next 10 to 20 years. They are still in the process of acquiring project pricing and prioritizing the list. Some items on the list were discussed in more detail. Curtis asked that a project construction date column be added to help prioritize projects as it relates to budget allocations. Adam anticipated that all projects would be identified, and the cost estimates and prioritization of each completed within the next month. At that time, Adam will meet with the Commission and report on the outcomes.

Adam updated the Commissioners on the Union Pacific construction contract. He received it today, and it is currently in review for signatures.

See Attachment F.

Request for Donation for Miss Davis County — Presented by Jessica Merrill (Minute 23:48)

Jessica explained that, historically, the donation to the Miss Davis County organization has come out of the Tourism budget. Research done this year found they are not a legitimate non-profit organization. This discovery creates a conflict with State statute provisions for how the money can be used and prevents the County from donating to the organization using Tourism monies. Being a non-profit organization qualifies the use of Tourism dollars to fund their donations.

The Miss Davis County organization requested a donation of \$5,200 in July of this year but, due to the conflict, Jessica is unsure of where the funds should come. Curtis gave some suggestions on how to fund the request. Melissa George, the new pageant director, was told Miss Davis County falls under the umbrella of the Miss Utah non-profit status, but it appears they do not. She is unsure about how to proceed. It was suggested she apply for non-profit status, but Curtis cautioned her of the obligations and responsibilities of being a 501(C)(3) organization.

There was some concern, expressed by the Commission, about the staff time spent on this matter. Commissioner Elliott offered to spend some time helping Melissa problem solve the issue, so as to prevent this problem in the future and not consume any more staff time. There was some discussion of where the money will come from to be able to pay for the donation that was obligated to them for this year. Davis County is its sole source of funding.

Application for the Workplace Electric Vehicle Charging Funding Assistance Program — Presented by Commissioner Stevenson (Minute 47:16)

Commissioner Stevenson opened the discussion of the possibility of submitting a grant application for the Workplace Electric Vehicle Charging Funding Assistance Program. Rachele Blackham gave some background on the funding for the application. Legislation passed in 2019, appropriated \$4.9 million for infrastructure for electric charging stations. The launch date was September 16, 2019, and last month the State began accepting applications. The financial assistance from the grant provides 50 percent of funds towards equipment purchase and installation. There is also a Rocky Mountain Power incentive grant that the County qualifies for, which is 75 percent payment for the equipment and can be used in conjunction with the legislative grant. Both grants are reimbursable, so the equipment and installation costs would be paid upfront, and then reimbursed. After grant approval, the project must be completed within two years. The application process is first-come-first-served.

There was a more broad discussion of where to place the infrastructure, what kinds of charging stations may benefit the county, and how to plan for the future. Some considerations of the public and County use of the infrastructure will need to be made. There are currently 1,000 electric vehicles registered in Davis County. A group will be assigned to review the bid process and the application requirements.

MEETING
ADJOURNED

The meeting was adjourned at 3:51 p.m.

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**MATERIALS
PRESENTED**

All publicly distributed materials associated with this meeting are noted as the following attachments:

- A1-A8 Work Order Detail_Auction Price
- B1-B2 Fleet Replacement Scoring System
- C1-C2 DC Purchasing Policy on Motor Vehicles
- D1-D9 South Jordan City Fleet Management Policy
- E1-E7 South Jordan City Vehicle Use- Employee Handbook
- F Public Works Projects and Priority List

Minutes prepared by:

Shairise Bills

Deputy Clerk/Auditor

Minutes approved on: 11/26/19

/s/ Curtis Koch

Curtis Koch

Davis County Clerk/Auditor

/s/ Randy B. Elliott

Randy B. Elliott

Commission Chair