

**Administrative Control Board and Weber Area Dispatch 911 and Emergency Services  
Local Building Authority Meeting Minutes**

**June 26, 2017**

Board Members in Attendance: Chairman Toby Mileski, Vice Chairman James Minster, Willard Cragun, James Ebert, Kerry Gibson, Leonard Call

Additional Attendees: Executive Director Tina Mathieu, Weber County Attorney Bryan Baron, Operations Board Chairman Eric Young, and Kathy Stokes

1. Welcome by Chairman Toby Mileski, meeting begins at 11:42 a.m.
2. Public Comment: None
3. Consent Agenda:
  - a. Approval of minutes from Weber Area Dispatch 911 and Emergency Services District Meetings May 30, 2017. Motion made by James Minster, second by Leonard Call. Motion carried by unanimous vote.
4. Action Items
  - a. Personnel Policies:
    - i. P-66, Dispatch Certification & Recertification Requirements - Rescind
    - ii. P-67, Re-Certification Requirements – Rescind

A motion made to approve to rescind policies, P-66, Dispatch Certification & Recertification Requirements and P-67, Re-Certification Requirements was made by Kerry Gibson, second by James Minster. Motion carried by unanimous vote.
  - b. Operational Policies:
    - i. O-D-003, Dispatch Certification & Recertification Requirements

A motion made to approve policy O-D-003, Dispatch Certification & Recertification Requirements by Leonard Call, second by James Minster. Motion carried by unanimous vote.
  - c. Surplus: Remove from agenda.
5. A Resolution of the Administrative Control Board of the Weber Area Dispatch 911 and Emergency Services District Approving the Certified Property Tax Rate for the Fiscal Year Ending June 30, 2018. The certified rate on property tax rate has decreased from .000273 to .000257. The District will receive close to the same amount of property tax, \$3.4 million, at the rate of .000257. A motion to approve the Resolution of the Administrative Control Board of the Weber Area Dispatch 911 and Emergency Services District Approving the Certified Property Tax Rate for the Fiscal Year Ending June 30, 2018 made by James Minster, a second by Leonard Call.

Roll call vote:

Caldwell, Mike: Absent  
Call, Leonard voted: Aye  
Cragun, Will: Absent  
Ebert, James: Absent  
Gibson, Kerry: Aye  
Mileski, Toby voted: Aye  
Minster, James voted: Aye

6. Chairman's Report: Toby Mileski, Chairman – Currently working on the Fund Balance Policy to maintain a minimum balance in the general fund to pay bills throughout the year without borrowing money from the county. This information will be sent out the each board member when it is completed.
7. Director's Report: Tina Mathieu, Executive Director – We are currently in the process of hiring. We have received 60 applications for three openings. Ten people have made it to the second interview. Then a background check is done on the successful candidates.

We have negotiated contracts with UHP and WSU. We have a signed a 5 year contract from Weber State, and a commitment from UHP for a 2 year contract. Next year there are 3 agencies to review/re-negotiation contracts with, which will begin at the first of next year.

8. 2017 District Budget Report - Tina Mathieu, Executive Director – We are currently at 53.4% of the budget for this year. We are 48.5% into the year. We are over on Software because to the expense approved last month for \$8,500. This is show up as over for the rest of the year, but this will be offset and we will not be over budget at the end of the year. Also, equipment is at 98% because of the equipment we have purchased early in the year. We will not go over on this item either.
9. Recess as Administrative Control Board and convene as the Local Building Authority
10. Building Expansion Report - Tina Mathieu, Executive Director – There has been a delay in moving to the first floor of the new building because the arrival of the furniture has been pushed back. This will delay the remodel of the old space. We are working with Ogden City Police and Fire since they are moving into our current space.
  - a. LBA Budget Report – There aren't any new requests on the budget. Year to date the County has drawn down \$2.5 Million about 46% of the entire project. Expenses are on target. We will not go over budget. We have spent 81%. Contingency money spent is \$142,265 leaving \$102,000. We are not anticipating going over budget. The remodel may cost more than expected because some of the building plans for the current building are inaccurate. Do not anticipate going over budget. For the interior we have spent \$643,000 which is under budget about \$375,000, and we are anticipating keeping it under budget.

b. Discussion and action on building expenses – No actions to discuss at this time.

11. Recess as Local Building Authority and reconvene as Administrative Control Board

12. Next Meeting, July 17, 2017

Meeting adjourned at 12:02 p.m.

Director: Tina Hatmen Date: 07/28/17

*Respectively submitted by Kathy Stokes*