

Five County Association of Governments

1070 West 1600 South, Building B
St. George, Utah 84770

Fax (435) 673-3540



SOUTHWEST UTAH

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**** M E M O R A N D U M ****

TO: FINANCE COMMITTEE MEMBERS

FROM: COMMISSIONER DALE BRINKERHOFF, CHAIR

DATE: NOVEMBER 10, 2015

SUBJECT: FINANCE COMMITTEE MEETING

A meeting of the Finance Committee is scheduled for Wednesday, November 18, 2015 beginning at 1:00 p.m. The meeting will be at the Five County Association of Governments Office, Conference Room, located at 1070 West 1600 South, Building B, St. George, Utah.

The attached materials are provided to assist you in preparing for our meeting. Please review the materials and address any questions or concerns to Bryan D. Thiriot. This will allow time to research your questions or concerns prior to the Finance Committee meeting.

I look forward to meeting with you in St. George at 1:00 p.m.

BDT:dI
Enclosures

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**** AGENDA ****

**FINANCE COMMITTEE MEETING
NOVEMBER 18, 2015 - 1:00 P.M.
FIVE COUNTY ASSOCIATION OF GOVERNMENTS
CONFERENCE ROOM
1070 WEST 1600 SOUTH, BUILDING B
ST. GEORGE, UT**

PLEDGE OF ALLEGIANCE

- I. MINUTES OCTOBER 14, 2015 - REVIEW AND APPROVE**
- II. 2016 MEETING CALENDAR/SCHEDULE**
- III. PERSONNEL ACTIONS**
- IV. WEATHERIZATION PROGRAM STATUS REPORT**
- V. MUTUAL SELF-HELP STATUS REPORT**
- VI. FINANCIAL REPORT**
- VII. STAFF UPDATES**
 - A. COUNTY RESOURCE MANAGEMENT PLANNING (CRMP)**
 - B. FIVE COUNTY COMMUNITY FOUNDATION NON-PROFIT ORGANIZATION DRAFT BYLAWS**
- VIII. OTHER BUSINESS**

Equal Opportunity Employer/Program

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Notice of Electronic or Telephone Participation: Board members may attend in person at the anchor location listed above or participate via a telephone conference call. To participate via telephone, Board members may dial in toll free: 1.800.444.2801. When prompted please enter session ID code: 3858200.

BEAVER

GARFIELD

IRON

KANE

WASHINGTON

MINUTES

FINANCE COMMITTEE MEETING

October 14, 2015 - 12:00 p.m.

The Heritage Center, Commission Room
105 North 100 East, Cedar City, Utah

MEMBERS IN ATTENDANCE

Commissioner Dale Brinkerhoff, Chair
Commissioner Mike Dalton, Vice-Chair
Commissioner Dell LeFevre
Commissioner Jim Matson
Commissioner Victor Iverson

REPRESENTING

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

OTHERS IN ATTENDANCE

Gary Zabriskie
Carrie Schonlaw
Allison McCoy
Diane Lamoreaux
Ed Kotter

Five County Association of Governments
General Public

DRAFT

Commissioner Dale Brinkerhoff, Chair, called the meeting to order and welcomed those in attendance. Mr. Bryan Thiriot asked to be excused from today's meeting. Introductions were provided and it was noted that a quorum of members was present for conduct of business.

I. MINUTE APPROVAL - AUGUST 12, 2015

Commissioner Dale Brinkerhoff, Chair, referenced minutes of August 12, 2015 included in the meeting packet for discussion and consideration. Mr. Gary Zabriskie noted one correction on page two which should read 24th anniversary of the American with Disabilities Act.

MOTION WAS MADE BY COMMISSIONER JIM MATSON, SECONDED BY COMMISSIONER MIKE DALTON, TO APPROVE MINUTES OF THE AUGUST 12, 2015 MEETING OF THE FINANCE COMMITTEE WITH THE ONE NOTED CORRECTION. MOTION CARRIED BY UNANIMOUS VOTE.

II. FINANCIAL REPORT

Ms. Allison McCoy reported that the Five County AOG is solvent at this time. The annual audit conducted by Hafen, Buckner, Everett and Graff is beginning, and the FY 2014 books are being closed out. The annual audit report will be presented during the November 18th Steering Committee meeting. Ms. McCoy noted that there will be residuals in the MPO and Aging budgets, and other programs are on target. Match funds will be needed for the Senior Corps programs moving forward. Because travel budgets were underspent, two new fleet vehicles will be purchased to replace a vehicle with excess mileage and one

vehicle that was wrecked. Monthly reimbursements have helped with cash flow and eliminated the need to use the established line of credit. Commissioner Dale Brinkerhoff reminded staff that the Finance Committee would like employee names on budget salary line items moving forward. Commissioner Jim Matson inquired about possible open space that may be available to lease at the AOG office. Mr. Zabriskie indicated that there are currently two open cubicles. One of these will be used by the auditor and the other for a new staff person that will be hired to replace Levi Roberts. At this time, no space is available for lease.

III. STAFF UPDATES

A. COMMUNITY RESOURCE MANAGEMENT PLANNING (CRMP) UPDATE

Mr. Gary Zabriskie reviewed a list of data sets that county planners have indicated will need to be collected for this planning process. Among other items, this list includes grazing, socio-economic, water, fire, energy, wilderness, geography, wild and scenic rivers, etc. He explained that AOGs will not be able to perform the actual data collection, but will be available to assist with advertisement of the Request for Proposals for firms and/or individuals to perform the work. The Uintah Basin Association of Governments (UBAG) hired SWCA environmental consultants out of Las Vegas, Nevada. This firm will be performing data collection for UBAG. Five County AOG staff will work with the planning group to advertise and collect RFPs moving forward. SWCA may be able to take on additional counties and Sunrise Engineering has also expressed interest in the data collection. A meeting is scheduled with the planning group later this month to determine advertisement of RFPs.

Commissioner Mike Dalton stated that the Five County AOG should serve as the gathering point for data that is collected for this planning process. It was noted that each of the counties have staff in place that will be writing their plans. Draft copies of plans and approaches will need to be made available for sharing as the process moves forward. Funds from the Permanent Community Impact Fund Board (PCIFB) and the Public Lands Policy Coordinating Office (PLPCO) will be utilized for data collection, writing and development of the county resource management plans. Commissioner Jim Matson mentioned that action is anticipated by the Utah State Legislature that will extend the deadline for plan completion. It is also anticipated that additional funds could be made available from the legislature later on for this project. Five County AOG staff will need to setup a drop box that can be used for data collection. Access will need to be provided to county staff, state staff and Six County AOG. The cost for this is eligible to be taken out of the CIB contract. This data will need to be password protected as privileged information until it formally becomes public information. Mr. Zabriskie indicated that he would work with the county planning team to determine users and rights to access certain data. It was noted that a lot of information will be posted on the PLPCO website in terms of Utah State Department of Agriculture grazing information.

B. FIVE COUNTY COMMUNITY FOUNDATION NON-PROFIT ORGANIZATION UPDATE

Commissioner Jim Matson reported that bylaws for the nonprofit organization will be presented at the November Finance Committee meeting. This will include Board membership based on the Finance Committee. Finance Committee members indicated that more direct involvement of Bryan Thirirot is needed to get this accomplished as soon as possible.

IV. CLOSED MEETING

Chairman Brinkerhoff indicated that a closed meeting is needed for discussion of an individual's character, professional competence, or physical or mental health.

MOTION WAS MADE BY COMMISSIONER MIKE DALTON, SECONDED BY COMMISSIONER JIM MATSON, TO ENTER INTO A CLOSED MEETING SESSION TO DISCUSS AN INDIVIDUAL'S CHARACTER, PROFESSIONAL COMPETENCE, OR PHYSICAL OR MENTAL HEALTH. Roll Call Vote: Commissioner Mike Dalton, Aye, Commissioner Dell LeFevre, Aye; Commissioner Jim Matson, Aye; Commissioner Victor Iverson, Aye; Commissioner Dale Brinkerhoff, Aye. MOTION CARRIED BY UNANIMOUS VOTE.

MOTION WAS MADE BY COMMISSIONER MIKE DALTON, SECONDED BY COMMISSIONER JIM MATSON, TO COME OUT OF CLOSED MEETING SESSION. Roll Call Vote: Commissioner Victor Iverson, Aye; Commissioner Mike Dalton, Aye; Commissioner Dell LeFevre, Aye; Commissioner Jim Matson, Aye; Commissioner Dale Brinkerhoff, Aye. MOTION CARRIED BY UNANIMOUS VOTE.

V. OTHER BUSINESS

None.

The next meeting of the Finance Committee is scheduled for November 18, 2015 in St. George prior to the Steering Committee meeting, which will need to be scheduled to begin at 2:00 p.m.

Being no further business, the meeting adjourned 1:25 p.m.