



**WFRC BUDGET COMMITTEE**

Minutes of Meeting held March 9, 2017

2017 BUDGET COMMITTEE	IN ATTENDANCE
<b>DAVIS COUNTY</b>	
Commissioner Bret Millburn (Vice Chair)	Yes
<b>MORGAN COUNTY</b>	
Councilmember John Barber	Yes
<b>SALT LAKE COUNTY</b>	
Councilmember Michael Jensen	Yes
Mayor Tom Dolan (Chair)	Yes
<b>TOOELE COUNTY</b>	
Councilmember Brad Pratt	No
Alternate: Commissioner Shawn Milne	Yes
<b>WEBER COUNTY</b>	
Mayor Mike Caldwell	No
Alternate: Commissioner Kerry Gibson	Yes
<b>BOX ELDER COUNTY</b>	
Mayor Karen Cronin	Yes
<b>Others in Attendance</b>	
Andrew Gruber, WFRC	Wayne Bennion, WFRC
Loveit Baumgardner, WFRC	Andrea Pearson, WFRC

**1. Call to Order and Introductions [00:00:01]**

Andrew Gruber, WFRC, provided introductions of the attendees. Mayor Tom Dolan, Chair, called the meeting to order by asking that the Committee take action on the minutes of the last meeting.

**ACTION on Minutes of meeting held on October 13, 2016 [00:02:01]**

Councilmember Michael Jensen made a motion to approve and the motion was seconded by Commissioner Bret Millburn. The affirmative vote was unanimous.

**2. Opportunity for Public Comment [00:02:20]**

Mayor Dolan opened the meeting for public comments. There were none.

**3. Budget Committee**

**a. ACTION: Amend FY17 Budget [00:04:20]**

Andrew Gruber, WFRC, and Loveit Baumgardner, WFRC, presented following two issues for consideration requiring amendment to the FY17 Budget.

Point of the Mountain - In collaboration with the Point of the Mountain Commission, WFRC, the Utah Department of Transportation (UDOT), the Utah Transit Authority (UTA) and the Mountainland Association of Governments (MAG) have agreed to work together to address transportation within the study area and make recommendations regarding transportation, infrastructure and development needs. WFRC will act as the lead for the project using \$80,000 in funds from the Transportation and Land Use Connection program for staff support and consultant assistance. UDOT, UTA and MAG will provide \$40,000 each in support of the project for a total of \$120,000 in additional funding. This additional funding and associated expenditures needs to be added to the FY17 budget.

Retirement of the debt on the office building – At the Council's direction staff has been preparing for the sale of the current office building. It has been suggested by the Davis County Municipal Building Authority that the process of selling our building would be simplified if WFRC could retire the remaining debt and receive a free and clear deed to the property prior to sale. Staff has identified a way to do this using: \$94,393 in restricted funds held by Zion's Bank in connection with the bonds; \$124,914 in funds currently assigned to pay future

unemployment claims; and \$80,693 in funds currently budgeted in FY17 for rent. At the fund level the assigned unemployment claim funds and FY17 rent funds are included in the Special Projects Fund and the restricted funds are included in the General Fund. In order to pay off the bonds the Council needs to do the following: Un-assign the unemployment funds, transfer \$205,607 from the Special Projects Fund to the General Fund, and increase expenditure on the debt service by \$300,000. The WFRC Budget Committee and staff recommend that the Council take action to amend the WFRC FY17 Budget to increase revenue and expenditures by \$120,000 for the Point of the Mountain project, un-assign funds for future unemployment claims, transfer \$205,607 from Special Projects Fund to General Fund, and authorize additional expenditure of \$300,000 from the General Fund for debt service.

There was discussion on the retirement of debt on the office building. The Budget Committee determined that it would be in WFRC's best interest to have an alternate resource for paying unemployment compensation, should the need arise. It was the recommendation of the Committee that WFRC staff investigate the purchase and implementation of unemployment insurance. [00:41:23] With that added recommendation, Councilmember Jensen made a motion to approve, which was seconded by Commissioner Millburn. The vote was unanimous.

**b. ACTION: Release for review and comment: Draft FY18 Budget and Work Program [00:43:25]**

WFRC staff has prepared a draft budget and Unified Planning Work Program (UPWP) that outlines the activities that WFRC plans to undertake in fiscal year 2018.

[00:44:45] Wayne Bennion, WFRC, pointed out highlights of the UPWP to the Committee. The UPWP outlines the work tasks that WFRC will pursue during fiscal year 2018 in collaboration with cities, counties, UDOT, UTA, and other partners.

[00:45:50] Andrew Gruber, WFRC, reviewed the FY18 proposed budget with the Committee. The draft budget shows an overall decrease of 19% from FY17 to FY18. This is due to the completion of several projects that include the Mountain Accord Program Management and Transportation Analysis, the Oquirrh Connection study, and the Gardner Policy Institute Demographic Data work. Mr. Gruber also discussed Local Contributions with the Committee, noting how the projected adjustments, based on the Consumer Price Index (CPI), would affect the counties in fiscal year 2019. During the discussion among the group, it was determined that the projected adjustments could be absorbed by the counties and implemented in their FY18 budgets, to ensure the fiscal stability of Wasatch Front Regional Council.

The WFRC Budget Committee and WFRC staff recommend that the Council take action to make the draft UPWP and draft budget for fiscal year 2018 available for review and comment. [01:16:01] Commissioner Shawn Milne motioned for the action, it was seconded by Councilmember Jensen.

**c. ACTION: Amend Accounting and Administrative Policy and Procedure [01:16:28]**

Andrew Gruber, WFRC requested updated guidance from the Budget Committee regarding the ability of Council staff to adjust line items within the budget that do not increase or decrease the overall budget. It is the consensus of the Budget Committee that Council staff can adjust line items as long as the change does not create on-going additional payroll expenses or impact debt service, and that any such changes shall be reported to the Council in the regularly provided financial reports. The exhibit provided in the packet materials is a 'red line' version of the Accounting and Administrative Policy and Procedure document showing proposed changes.

The WFRC Budget Committee and staff recommend that the Council take action to amend the WFRC Accounting and Administrative Policy and Procedure document as proposed. [01:20:27] Commissioner Millburn motioned for the action, and Councilmember Jensen seconded the motion. Voting was unanimous in the affirmative.

**4. Executive Director's Report [01:20:41]**

Andrew Gruber, WFRC, asked Wayne Bennion, WFRC, for a comment on the upcoming Planning Certification Review. Mr. Bennion stated that FHWA and FTA will be conducting their quadrennial certification review of WFRC's regional transportation planning process during their on-site review on August 22-24, 2017.

**5. Other Business [01:21:34]**

Mayor Dolan asked if there were other business items to discuss. Since none were presented, the Mayor then asked for a motion to adjourn. Commissioner Millburn made the motion and it was seconded by Councilmember Jensen. Voting was unanimous in the affirmative.