



WFRC BUDGET COMMITTEE

Minutes of Meeting held October 12, 2017, 11:00 am
 295 N Jimmy Doolittle Rd, Salt Lake City, UT 84116

2017 BUDGET COMMITTEE	IN ATTENDANCE
DAVIS COUNTY	
Commissioner Bret Millburn (Vice Chair)	Yes
MORGAN COUNTY	
Councilmember John Barber	No
SALT LAKE COUNTY	
Councilmember Michael Jensen	No
Mayor Tom Dolan (Chair)	Yes
TOOELE COUNTY	
Councilmember Brad Pratt	No
Alternate: Commissioner Shawn Milne	No
WEBER COUNTY	
Mayor Mike Caldwell	Yes
Alternate: Commissioner Kerry Gibson	No
BOX ELDER COUNTY	
Mayor Karen Cronin	Yes
Others in Attendance	
Andrew Gruber	WFRC
Loveit Baumgardner	WFRC
Ned Hacker	WFRC
Andrea Pearson	WFRC
Tim Rees	KHSA – Independent Auditing Agency

1. Call to Order, Introductions, and ACTION on Minutes of May 11 and July 7, 2017 [00:00:11]

Mayor Tom Dolan, Chair, called the meeting to order and introductions were made. [00:01:09] Mayor Dolan brought attention to the action for approval of the minutes. [00:01:21] Andrew Gruber asked that the votes on all actions on the agenda be held in abeyance until the end of the meeting. The Budget Committee members were in agreement to hold voting.

2. Opportunity for Public Comment [00:01:44]

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

3. Budget Committee

a. ACTION: Recommend for approval – WFRC Personnel Policy [00:01:50]

Andrew Gruber, WFRC, briefly discussed the proposed changes to WFRC's Personnel Policy. The Policy elements have been approved over the course of many years. This version is the compilation of all these documents, which have been updated where necessary. It has also been reviewed by outside legal counsel to ensure compliance with all applicable laws. Two modifications to benefits are proposed: clarifying a compassionate leave paid time off allowance and providing a benefit of 2/3 pay for the two-week waiting period before an employee is eligible for their short-term disability, should the employee experience an FMLA-qualifying event. After group discussion, the motions and voting were held in abeyance.

b. ACTION: Recommend for approval – WFRC Accounting and Administrative Policy [00:13:50]

Mr. Gruber continued the discussion on proposed changes to WFRC's Accounting and Administrative Policy. In June 2017, the Utah Office of the Legislative Auditor General prepared a report to the Utah Legislature

titled "A Review of Best Practices for Internal Control of Limited Purpose Entities". Included in this report was a checklist of best practices for such entities. Staff reviewed the checklist and report and compared it with WFRC's existing policies. With a few exceptions, WFRC has already adopted policies and procedures that conform to the best practice standards as outlined in the report. The attached draft includes a few minor edits regarding procedure and the following new items: the appointment of a Treasurer and Clerk, the addition of a Records Management and Retention policy, which includes the appointment of a staff person to act as WFRC's Compliance Administrator, and the addition of an ethics statement. After group discussion, the motions and voting were held in abeyance.

c. ACTION: FY18 Budget and Work Program Amendments [00:21:24]

Mr. Gruber reviewed the proposed amendments to the FY18 Budget and the WFRC Work Program. There are two new funding sources reflected in the proposed amended FY'18 budget including:

- \$30,000 in additional State and local funding for the Morgan County-Ogden Valley Regional Planning Organization (RPO).
- \$50,000 from Economic Development Administration and CDBG funds to conduct a feasibility study for a revolving loan fund for the Wasatch Front Economic Development District.

The adjustments described above, along with a few minor changes in estimated expenditures, are reflected in the line items on the Expenditure by Function page. The adjustments also impact the projected carry-forward into FY'19, again reflecting on-going programs or multi-year projects that bridge FY'18 and FY'19.

[00:28:18] Mr. Gruber then provided an update on the WFRC office move, which has an impact on the FY18 Budget. This budget proposes to set aside \$250,000 to be used to furnish and equip (capital outlay) for the new office space. To do this, the Council needs to transfer \$189,683 from undesignated, carried forward Special Projects funds in addition to using \$60,317 from the FY'18 member contributions. After group discussion, the motions and voting were held in abeyance.

d. Review of Audit Report for FY17 [00:57:25]

Loveit Baumgardner, WFRC, introduced Tim Rees, with Karren, Hendrix, Stagg, Allen & Company, who provided information regarding WFRC's FY17 Audit Report. Mr. Rees stated that overall, it was a positive report. There were no material misstatements or discrepancies. There were no findings of non-compliance related to financial statements.

Mayor Dolan asked if there was anything more to discuss or if there were other questions. With nothing further to address, it was determined that motions could now be entertained for the Actions discussed throughout the meeting.

1. ACTION on Minutes of meeting held on May 11 and July 7, 2017 **[01:09:08]** Mayor Mike Caldwell motioned to approve the minutes for the past two meetings. The motion was seconded by Mayor Karen Cronin and the voting was unanimous in the affirmative.

3a. ACTION Recommend for approval – WFRC Personnel Policy **[01:09:31]** Mayor Mike Caldwell motioned to recommend the WFRC Personnel Policy to the WFRC Council for approval. The motion was seconded by Mayor Tom Dolan and the voting was unanimous in the affirmative.

3b. ACTION Recommend for approval – WFRC Accounting and Administrative Policy **[01:10:04]** Mayor Karen Cronin motioned to recommend the WFRC Accounting and Administrative Policy to the WFRC Council for approval. The motion was seconded by Mayor Mike Caldwell. The voting was unanimous.

3c. ACTION FY18 Budget and Work Program Amendments **[01:10:24]** Mayor Tom Dolan motioned to recommend the WFRC FY18 Budget and Work Program Amendments to the WFRC Council for approval. The motion was seconded by Mayor Mike Caldwell and the voting was unanimous.

3d. Review of Audit Report for FY17 **[01:10:50]** Mayor Karen Cronin motioned to acknowledge acceptance of the WFRC Audit Report for FY17 and recommended that it be presented to the WFRC Council. Mayor Mike Caldwell seconded the motion for acceptance and recommendation. The voting was again unanimous.

4. WFRC Office move update [00:28:18] and 5. ACTION on items discussed in Closed Session

This topic was discussed during the course of the meeting, without the need to enter a Closed Session. Given that there was no Closed Session, no actions were needed.

6. Executive Director's Report

Andrew Gruber, WFRC, did not have any items to report.

7. Other Business

Mayor Dolan asked if there were any other business items to discuss. There were none. **[01:18:40]** Mayor Karen Cronin motioned to adjourn the meeting. The motion was seconded by Mayor Mike Caldwell and the voting was unanimous. The meeting ended at 12:40pm.

A recording of this meeting, as well as meeting packet materials, may be found on the WFRC website at www.wfrc.org