

## MINUTES

### CDBG Regional Review Committee

#### Meeting Minutes from February 21, 2017

##### Members Present:

Sean Wilkinson, Chair  
Jerry Houghton, Vice Chair  
Myron Bateman  
John Barber  
Steve Lyon  
Mark Allen  
Sam Klemm

Weber Community and Economic Dev. Dir.  
Tooele County Recorder and Surveyor  
Tooele County Commissioner  
Morgan County Councilmember  
Morgan County Economic Development Dir.  
Washington Terrace Mayor  
Staff

1. Welcome and Introductions: The CDBG Regional Review Committee (RRC) meeting was held at the Wasatch Front Regional Council office located at 295 North Jimmy Doolittle Road, Salt Lake City, Utah. Sean Wilkinson, 2016 Chair called the meeting to order and had the members introduce themselves and identify the organization they represent.
2. Election of 2017-2018 Chair and Vice-Chair: Mayor Mark Allen made a motion to keep Sean Wilkinson as Chair for 2017-2018 and appoint John Barber as Vice Chair. Jerry Houghton seconded the motion. The vote in favor was unanimous. Commissioner Bateman then motioned that County Recorder Jerry Houghton be made WFRC's representative to the statewide CDBG Policy Committee. The motion was seconded by John Barber. The vote in favor was unanimous.
3. Approval of Minutes: A correction was made to Sean Wilkinson's name. Chairman Wilkinson then accepted a motion from Mark Allen to approve the minutes of the August 23, 2016 meeting of the RRC with the stipulation that Mr. Wilkinson's name be corrected. Commissioner Bateman seconded the motion. The vote in favor was unanimous.
4. Approval of the draft 2016 Annual Action Plan Update: Staff member Sam Klemm reviewed the update to the draft 2017 Annual Action Plan noting that it remained largely unchanged from the previous year with the exception of current dates and this year's project applicants. Mayor Allen moved to approve the draft Plan. John Barber seconded the motion. The vote in favor was unanimous.
5. Statewide CDBG Update: Staff member Sam Klemm gave the funding levels for the 2017 CDBG Small Cities Program for the State and for the non-entitlement cities in Morgan, Tooele, and Weber Counties. The statewide total is approximately \$4,600,000. WFRC's share of this total will be about \$1 million. This may change slightly as final numbers are received from HUD.
6. Rating and Ranking of 2016 CDBG Projects: Staff member Sam Klemm explained the process for rating and ranking and then introduced the [staff level recommendation](#) of the 11 project applications received. There was a lengthy discussion on the various projects received and why they were ranked as shown on the draft recommendation.

The tie score for the South Ogden, Huntsville and Marriott-Slaterville Cities was decided in favor of South Ogden and Huntsville due to Rating and Ranking Criterion 5 which resolves a tie in favor of whichever applicant has the highest percentage of local funds in the project. In this case, South Ogden had the highest percentage of local funds followed by Huntsville.

Sam Klemm noted that the salt shed proposal from Uintah City was deemed non-compliant because the CDBG program does not fund maintenance projects.

Because the draft rankings left the Marriott-Slaterville project unfunded, staff recommended that that project be passed over in favor of the next two projects that could be fully funded, i.e., the Weber County Housing Authority down payment assistance program and the Uintah City Firefighters equipment request.

The remaining \$27,839 was then applied to the Tooele County Children's Justice Center's first year allocation and a like amount was removed from their second year allocation.

Tooele County Recorder Jerry Houghton moved that the project rankings as shown on the staff level recommendation be adopted with the addition of the above noted multiple year funding adjustment for the Tooele Children's Justice Center. Councilman John Barber seconded the motion. The motion carried unanimously. The final, adopted version of the project rankings are as linked earlier in this section.

Set a Date for the Next Meeting: Sam Klemm noted that if the RRC chose not to amend the existing rating and ranking criteria, another meeting would not be necessary until 2018. After some discussion, it was determined that there was a desire to discuss some changes to the criteria so there will be another meeting on May 23, 2017 to review and adopt any changes.

Other Business: There was none.

Adjournment: Councilman Barber moved for adjournment which was seconded by Commissioner Bateman. The vote in favor was unanimous.