



WFRC BUDGET COMMITTEE

Minutes

August 13, 2020, 10:00 am

A meeting was held on Thursday, August 13, 2020, via remote connection, due to the safety restrictions put in place by the Utah Governor's Office, in response to COVID-19 concerns, in Salt Lake City, Utah. The following were present:

2020 BUDGET COMMITTEE	IN ATTENDANCE
DAVIS COUNTY	
Commissioner Bob Stevenson	Yes
MORGAN COUNTY	
Councilmember Tina Cannon	Yes
SALT LAKE COUNTY	
Councilmember Michael Jensen	Yes
Mayor Jeff Silvestrini	Yes
TOOELE COUNTY	
Commissioner Shawn Milne	Yes
WEBER COUNTY	
Mayor Mike Caldwell	Yes
BOX ELDER COUNTY	
Commissioner Jeff Scott	Yes
Others in Attendance	
Andrew Gruber	WFRC
Ned Hacker	WFRC
Loveit Baumgardner	WFRC
Andrea Pearson	WFRC

1. Welcome and Introductions [00:00:25]

Commissioner Shawn Milne, Chair, called the meeting to order. Introductions were completed via roll call.

2. ACTION: Minutes of May 14, 2020 [00:02:10]

Commissioner Milne brought attention to the next item on the agenda, taking action for approval of the May 14 minutes. Mayor Mike Caldwell made a motion to approve the minutes of May 14 as written. Mayor Jeff Silvestrini seconded the motion and the vote was unanimous in the affirmative.

3. Public Comment [00:03:20]

Commissioner Milne opened the meeting for public comments. There were none.

4. ACTION: Report on WFRC Fraud Risk Assessment and approve updates to WFRC Accounting and Administrative Policy [00:03:45]

Andrew Gruber, WFRC, reported that WFRC was required to conduct a Fraud Risk Assessment before June 30, 2020, along with all other Utah local governments with a fiscal year ending on June 30. The self-assessment was completed, and the results were emailed to the WFRC Council.

The Fraud Risk Assessment is a scored questionnaire generated by the Office of the Utah State Auditor designed to evaluate existing policies, procedures, and personnel and determine a risk level to the entity for potential fraud. Based on that assessment, overall WFRC is in the “low risk” category with a score of 335. The Fraud Risk Assessment and the email that was provided previously to the Council is included with the meeting material. Mr. Gruber continued by stating that one of the measures an entity can take to guard against potential fraud is the establishment of an Audit Committee. That committee provides oversight of the entity’s finances and accounting processes. The WFRC Budget Committee has traditionally filled this role for the Council. Staff regularly consults with and reports to the Budget Committee and relies on the Committee’s input. It is appropriate to clarify and codify that the WFRC Budget Committee also serves the function of overseeing the agency’s internal and external audit functions .Therefore, it is recommended that Wasatch Front Regional Council’s Accounting and Administrative Policy be amended to further establish and define that role. Included in the meeting material is the proposed revised policy. **[00:26:19, 00:31:14]** Councilmember Tina Cannon made a motion that the WFRC Budget Committee recommends that the Council take action to amend the WFRC Accounting and Administrative Policy as presented. Mayor Mike Caldwell seconded the motion and the vote was unanimous in the affirmative.

5. Discussion on Financial Projections [00:31:48]

Andrew Gruber, WFRC, then presented the Committee with the following information regarding WFRC’s financial projections. The regular WFRC budget development process looks ahead to the next fiscal year, but periodically it is prudent to do an assessment of the long-term financial stability of the organization. This is particularly true at this moment, given (1) the economic uncertainty caused by the COVID-19 pandemic, and (2) the impending expiration of the federal FAST Act on September 30, 2020, which authorizes the majority of WFRC’s agency funding. Allowing for these twin uncertainties, WFRC’s current budget situation is solid. However, it seems prudent to understand our short- and long-term financial dynamics, as well as evaluate potential options or contingency plans to increase revenues or reduce costs to ensure long-term financial stability and continuity of service. To that end, a budget projection has been prepared that shows the FY’20 actual spending, FY’21 adopted budget, and FY’22-’26 projections. It also identifies several potential strategies to reduce costs, or to increase revenues – some of which are within WFRC’s control and some would require action by others in Utah or nationally.

6. Executive Director’s Report [01:02:26]

There were no further items to report.

7. Other Business [01:02:26]

The next meeting of the Budget Committee is tentatively set for January 2021. WFRC staff will confirm the meeting date and inform the WFRC Budget Committee as appropriate. Commissioner Milne asked if there were any other business items to discuss. There were none.

8. Adjournment [01:03:00]

Commissioner Milne then requested a motion to adjourn the meeting. Mayor Mike Caldwell made a motion to adjourn and the motion was seconded by Councilmember Tina Cannon. The vote was unanimous in the affirmative. The meeting adjourned at 11:04 am.