

TOOELE COUNTY BOARD OF HEALTH MEETING

May 10, 2018

920 E. Wendover Blvd. Wendover, Utah

PRESENT:

Board: Linda McBeth, Devan Clevenger, Commissioner Bateman, David Rupp, Lynn Falkner, Colleen Johnson, Mayor Brent Marshall, Mayor Brian Johnson, Kyle Memmott

Absent:

Staff: Jeff Coombs, Sherrie Ahlstrom, Bryan Slade, Brad Gillies, Ericka Jordt, Jamie Zwerin, Tooele County Attorney Spencer Call

TOPIC	DISCUSSION/FINDINGS	RECOMMENDATIONS/ ACTIONS
<p>Welcome-</p> <p>Approval of March 28, 2018 meeting minutes. Action Item</p>	<p>Chairperson, Linda McBeth called the meeting to order at 7:00 p.m. and welcomed everyone.</p> <p>Linda asked for a motion to be made for the March 28, 2018 meeting minutes.</p>	<p>Brent Marshall made a motion to approve the March 28, 2018 meeting minutes, Devan Clevenger seconded the motion, all were in favor, motion passed and minutes were approved.</p>
<p>Installation of New Board Members- Brian Johnson and Kyle Memmott Action Item</p>	<p>Linda invited Jeff to introduce two new board members. Jeff introduced Mayor Brian Johnson of Rush Valley representing Council of Governments- small communities. Brian is fulfilling former Stockton Mayor Mark Whitney’s term. Brian thanked the group and shared some information about himself. Brian was unable to attend the March 2018 meeting. Jeff then introduced Kyle Memmott, replacing Dennis Rockwell, he is representing youth issues as a County Commission appointed position. Kyle shared some information and background of his experience working with youth groups.</p>	<p>Brian and Kyle were both sworn in as members of the Tooele County Board of Health.</p>
<p>Propose Meeting Time Change Action Item</p> <p><i>Linda McBeth</i></p>	<p>Linda reopened the discussion from the last meeting of the board considering changing the meeting start time from 7pm to 6:30pm.</p>	<p>Brent made a motion to change future board meetings to start at 6:30pm, Colleen Johnson seconded the motion, all were in favor. Beginning September 25, 2018 regular board meetings will begin</p>

		at 6:30pm.
<p>Health Officer's Report- Information Item</p> <p><i>Jeff Coombs</i></p>	<p>Jeff thanked Linda and Devan and the Executive Staff Team for attending the Strategic Planning meeting today. He felt it was a very productive meeting. He noted that we have completed the Community Health Assessment (CHA) and have followed up with the Community Health Improvement Plan (CHIP). The Strategic Planning meeting is then held to figure out how we as an agency will carry forward with the CHIP. Also discussed in the meeting is how to improve our internal communication, workforce development and setting internal goals that are included and reviewed in the plan. A completed, finalized draft of the plan will be ready to present at the next board meeting. Jeff is very proud of the staff that attended the meeting today. Linda commended Scott and the quality of leadership shown during the meeting. Devan was surprised at the number of programs and services provided in comparison to what is offered at other health departments.</p> <p>Jeff noted that since the health department has combined with the Tooele County Aging Services division, a lot of progress has been made integrating not just the division but the integration of the programs and services provided as well. He recognized Jamie Zwerin-Aging Services Lead Employee for being selected by the National Association of County and City Health Officials (NACCHO) to not only show her poster but to also do a presentation at the conference as well. This is the first conference that NACCHO has had just for aging services, this shows that it has become a national trend of aging services being incorporated with public health. Jeff noted that the senior population is the fastest growing population and we need to continue to plan and provide services for their health and well-being. Jeff will join Jamie at this conference and is hoping to learn how we can better tie both agencies together. Linda noted that she would like to see this health department continue to be in the lead for public health but also strive to be in the lead for aging services going forward.</p> <p>Jeff asked the board members to let him know who would like to attend the National Association of Local Boards of Health (NALBOH) Annual Conference in Raleigh, NC Aug. 8-10th so arrangements can be made within the next couple of weeks. Myron and Linda confirmed they would like to attend. Also, the 2018 UALBH Symposium will be held in Vernal September 6th & 7th. Please let Ericka know if you would like to attend. Rooms and per diem will be covered.</p>	

<p>Environmental Health Proposed Changes to Regulation #12 Wastewater Disposal- Action Item</p> <p>Propose Changes to Regulation #10 Body Art Information Item</p> <p><i>Bryan Slade</i></p>	<p>17:30- 28:00</p> <p>Bryan gave the group an update on the changes and previously proposed exceptions to Regulation #12 Wastewater Disposal over the last year. About 2 years ago, the county commissioned an engineering firm, Hansen, Allen & Luce to conduct a ground water study in the central Tooele Valley area to determine if the number of existing septic systems had negatively impacted the groundwater. The study confirmed degradation to the ground water had occurred due to rising nitrate levels. The study recommended, and this board approved, changing the regulation to restrict new subdivisions serviced by conventional septic systems to those with a minimum lot size of 5 acres. Alternative septic systems would continue to be approved on lots smaller than 5 acres in size. After changing the regulation there have been several landowners express their concern that they would not be able to split off a 1-acre lot from their property to give to a family member to build on. Since these requests were minimal and the projected installation of additional sewer lines would reduce the number of future septic systems being installed staff proposed adding an exception to the regulation where if the subdivision created no more than four lots, was not part of a multi-phase subdivision, and the lots are at least 1 acre in size then a conventional system would be allowed. This exception was presented to the board in January. The board chose not to vote on allowing this exception until health department staff could provide information on the number of additional septic systems this exception could potentially allow, what the impact would be to the groundwater and what Hansen, Allen & Luce would recommend. Staff rewrote the exception and again presented it to the board. The amended exception would allow conventional systems for individual property owners where the subdivision would create no more than one additional lot, is not part of a multi-phase subdivision, and the lots are at least 1 acre in size. After much discussion the board voted to postpone voting until the exception could be written more clearly or until a better idea was proposed such as a variance that could be applied for and reviewed by the board.</p> <p>Since the last meeting Bryan and staff have concluded that it would be best to leave the rule as is without adding any exception to the 5-acre minimum lot size for conventional septic systems. The rule is not completely restrictive as it does allow for alternative systems on lots as small as 1 acre in size. Jeff felt the exception or variance would create more obstacles than benefits and would be too hard to decide what would or would not qualify for a variance. Bryan reported that Stansbury Park Improvement District has already approved accepting waste outside of their district boundaries as soon as new sewer lines are installed. He also noted that part of the reason the regulation was changed to the 5-acre minimum lot size was to encourage large developers to</p>	<p>David Rupp motioned to not approve the proposed exceptions to the regulation, Myron Bateman seconded the motion, all were in favor, the regulation will remain as written.</p>

	<p>move away from septic systems and start installing sewer lines. Myron gave an update on the sewer line development; a line will be installed in front of Stansbury High School that runs up Rabbit Lane, up Liddell Lane and to Excelsior Academy. Another line will run across Highway 36 about 1000 feet on the east side of 36 from Adobe Rock all the way up to Bargain Buggy's. In about 18 months another line that will run from Highway 138 to Erda Way. There is a construction schedule with additional lines within the next 24 months. Jeff mentioned that people that want to build in outlying areas not accessible to the sewer line can still install the alternative systems. David noted a larger septic system could also be installed and multiple homes hook in to that one system. Linda asked for direction on what the motion should be. Jeff recommended that the board does not approve making any amendment or exception to the regulation as it written.</p> <p>Bryan noted that his staff is working on revising Health Regulation #10 Body Art Facilities. He explained that the regulation prohibits anyone from practicing body art without first obtaining a Body Art Operator Permit, and in order to obtain said permit they must first complete a bloodborne pathogen training course approved by TCHD. The current regulation does not specify which course is approved. There are a multitude of courses available to take online and some provide less than ideal training. He has found a course that provides a comprehensive and adequate training and testing that would be an acceptable, approved course. Bryan and staff will work on rewording the language to include this specific blood borne pathogen course as the only accepted course. This will eliminate confusion of which course is approved and ensure that the course taken provides adequate education. The state does not select which courses are approved and does not currently have a body art rule. This proposed language will be presented to the board at the next meeting.</p>	
<p>Open and Public Meeting Act Training- Information Item</p> <p><i>Spencer Call</i></p>	<p>Spencer Call presented the Utah's Open Meeting Act to the board. A handout of the training was given to the group. Utah Code 52-4-104 requires that members of this board receive annual training on the requirements of this act.</p> <p>Some key items discussed included:</p> <ul style="list-style-type: none"> ▪ "Meeting" means the convening of a public body or a specified body, with a quorum present, including a workshop or an executive session, whether in person or by means of electronic communications, for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the public body or specific body has jurisdiction or advisory power. ▪ "Quorum" means a simple majority of the membership of a public body, unless otherwise defined by applicable law. ▪ Attendance at meetings can be by phone, computer or other electronic means. This 	

	<p>has been adopted into the bylaws.</p> <ul style="list-style-type: none"> ▪ A quorum must be present and two-thirds of the body present must vote to close the meeting. ▪ Approving any ordinance, resolution, rule, regulation, contract or appointment is forbidden during a closed meeting. ▪ While written minutes are required of open meetings, closed meeting do not require written minutes, but an audio recording must be kept of the closed meeting. ▪ County Attorney, Attorney General and private citizens can enforce the act. 	
<p>Financial Report- Request to Transfer Funds from Capital Improvement to Budget for Security Camera Upgrade Action Item</p> <p><i>Brad Gillies</i></p>	<p>Brad provided the group with a copy of the Actual vs. Budget report ending March 31, 2018 which is 25% through the year. The report shows actual vs. budgeted amounts for both revenues and expenses. Expenses on this report totaled just under and revenues totaled just over our budgeted numbers.</p> <p>He explained to the group that about 75% of our revenue comes from fees charged for services provided, grants from the state and the remaining 25% comes from money from the county by way of property taxes that are designated as the Health & Aging tax levy, and from the general tax fund. Any remaining amount needed to cover expenses would come from our surplus that has built up over the last couple of years. He then explained that about 75% of our grants operate by way of us being reimbursed by the state after we have already spent the money. The last two years we have had excess funds due to revenue being greater than expenses. The excess funds have been placed into an account marked solely for the health department. Jeff added that we have two accounts for fund reserves- the primary account has a maximum fund balance of 1.5 million, anything beyond that we cannot keep in our account and it could then be used for other things. The purpose of this fund balance is to guarantee funds are available to cover operating expenses and continue providing services in the event state or federal grants are cut off, if the federal government was to shut down or in the event or we are waiting for reimbursement from FEMA due to an emergency or disaster. Some of the excess reserves above that 1.5 million have been approved by both this board and the county to be put in to a separate account designated for non-budgeted capital improvement items only such as building maintenance, repairs and improvements. Brad noted that in both 2016 and 2017 we were able to add \$150,000 each year to that capital improvement account. Our current security system, interior and exterior security cameras, door lock program are needing to be replaced with a modern, more efficient digital technology. The current system is an analog system which is outdated, out of warranty and hard to maintain and repair. One bid has been received so far which totals about \$37,000 and additional bids will be obtained. The board is being asked to authorize asking the</p>	<p>Myron Bateman motioned to approve making a budget adjustment by taking \$40,000 from the capital improvement fund to upgrade the security system, David seconded the motion. Linda added that she would prefer not limiting the motion to the approved amount due to the fact that the other bids have not been obtained yet and they could come in higher than \$37,000. Linda stated she would like to avoid having to bring this item back to the board again to vote on increasing the approved amount. Linda suggested to amend the motion, Myron amended the motion by approving to increasing the amount up to \$50,000, David seconded, all were in favor, motion approved.</p>

	<p>County Commissioner's at the budget adjustment meeting to approve moving funds from the capital improvement fund account to the operating budget to pay for this system upgrade.</p> <p>Myron suggested that a request be submitted to allocate a portion of the operating funds in excess of 1.5 million to be used for the Active Transportation plan. Brad stated this was done last year, about \$135,000 was pulled out to pay for the paving of the Smelter Pathway and some other smaller projects.</p>	
Board Members Comment/Concerns	<p>Myron shared a compliment from Heather Christiansen who is doing some audit review work, Heather has been very complimentary of both financial department employees – Brad Gillies and Tracy Beckett. Jeff commended both employees for doing a great job.</p> <p>Brian thanked the group for the warm welcome and is looking forward to working with the group.</p> <p>Brent shared his appreciation for the dinner. He also thanked the staff and thanked Bryan Slade for his work on the whey that was being dumped on the north end of Burmester. This has been taken care of and the birds have disappeared. He also thanked him for the help and support on the effluent water dumping.</p> <p>David Rupp announced this would be his last meeting. He thanked everyone for their hard work, analysis and discussion. Jeff thanked David for his time serving on this board.</p>	
Adjourn	Linda entertained a motion to adjourn the meeting at 8:17 pm.	David motioned to adjourn, Devan seconded the motion, all were in favor.

Attachments: Financial Report through March 31, 2018, Utah's Open Meeting Act handout