

# Salt Lake County Fleet Management Board Meeting

**MINUTES #4**      **DATE:**  
SEPT 19, 2018

**Time:** 11:30 P.M.

**Location:**  
Government Center  
Council Conference  
Room N2-200

Salt Lake County Ordinance: [Salt Lake County Ordinance #1580](#)  
Salt Lake County Policy: 1350

<b>MEETING CALLED BY</b>	PHIL LANOUCETTE, CHAIRMAN SALT LAKE COUNTY FLEET MANAGEMENT BOARD
<b>TYPE OF MEETING</b>	SALT LAKE COUNTY FLEET MANAGEMENT BOARD
<b>MINUTES TAKING BY</b>	SHAUNA JOHNSON
<b>FLEET BOARD CHAIRMAN</b>	PHIL LANOUCETTE
<b>FLEET BOARD VOTING MEMBERS</b>	DARRIN CASPER – MAYOR’S FISCAL STAFF REPRESENTATIVE DAVID DELQUADRO – COUNCIL STAFF REPRESENTATIVE CHERYLANN JOHNSON – AUDITOR’S OFFICE REPRESENTATIVE KARI HUTH – SHERIFF’S OFFICE REPRESENTATIVE PHIL LANOUCETTE – VEHICLE USING REPRESENTATIVE, CHAIR SCOTT BAIRD – VEHICLE USING REPRESENTATIVE STEVE SALTZGIVER – PUBLIC REPRESENTATIVE
<b>EX OFFICIO, NON-VOTING MEMBER</b>	JEFF ROWLEY-RISK MANAGEMENT REPRESENTATIVE
<b>FLEET STAFF IN ATTENDANCE</b>	GREG NUZMAN EVAN HARRISON SHAUNA JOHNSON
<b>GUEST</b>	PAULA SMITH, DINA BLAES
<b>MEMBERS NOT IN ATTENDANCE</b>	CHERYLANN JOHNSON

## Agenda

**AGENDA ITEM #1**

WELCOME AND INTRODUCTIONS

PHIL LANOUCETTE

<b>AGENDA ITEM #2</b>	APPROVE MINUTES FROM MARCH 21, 2018 APRIL 18, 2018 JUNE 13, 2018		PHIL LANOUILLETTE
ACTION ITEM			
MOTION	Scott Baird		
SECOND	Dave Delquadro		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
MINUTES			
Phil Lanouette, Chair, asked if there was a motion to approve the minutes from the March 21, 2018, April 18, 2018 and June 13, 2018 Fleet Management Board meeting. The motion was made by Scott Baird, seconded by Dave Delquadro, to approve the minutes from March 21, 2018, April 18, 2018 and June 13, 2018. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Cherylann Johnson was not present for the vote.			
<b>AGENDA ITEM #3</b>	REQUEST TO THE FLEET MANAGEMENT BOARD	SHAUN PERFILI CENTRAL CITY RECREATION FACILITY MANAGER	
ACTION ITEM	1-FORD TRANSIT PASSENGER WAGONS RECREATION DIVISION		
MOTION	Dave Delquadro		
SECOND	Darrin Casper		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
MINUTES			
Shaun Perfili told the board Central City Recreation currently has two-45 passenger buses. They are scaling those down because they do not need that size. They are replacing two large buses with three of the small Ford Transit 15 passenger vehicles. Overall the three smaller Transit Vans are a cost savings when compared to the two larger buses.			
A motion was made by Dave Delquadro, seconded by Darrin Casper to approve this request, Subject to the approval from Salt Lake County Council. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Cherylann Johnson was not present for the vote.			
<b>AGENDA ITEM #4</b>	REQUEST TO THE FLEET MANAGEMENT BOARD	DUKE JOHNSON NICK HOFFMANN CLARK PLANETARIUM	
ACTION ITEM	1-DODGE GRAND CARAVAN CLARK PLANETARIUM		
MOTION	Dave Delquadro		
SECOND	Darrin Casper		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE	
MINUTES			
Clark Planetarium has received more grant funding from the State Board of Education, this will allow them to serve more students in the schools. Through the 2019 budget process they will be paying for the van with TRCC funding and the new grant money coming in from the state will pay for the personnel to run the services.			

A motion was made by Dave Delquadro, seconded by Darrin Casper to approve this request, Subject to the approval from Salt Lake County Council. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Cherylann Johnson was not present for the vote.

**AGENDA ITEM #5**

REQUEST TO THE FLEET MANAGEMENT BOARD

KADE MONCUR  
FLOOD CONTROL

1-2016 CATERPILLAR EXCAVATOR 314E  
FLOOD CONTROL

ACTION ITEM

MOTION	Dave Delquadro	
SECOND	Scott Baird	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

MINUTES

Kade Moncur told the board this is a compact radius excavator that they currently lease. Flood Control now wants to purchase instead of lease this excavator. They have a high usage of this piece of equipment. This will be an additional vehicle in the replacement fund.

A motion was made by Dave Delquadro, seconded by Scott Baird to approve this request, Subject to the approval from Salt Lake County Council. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Cherylann Johnson was not present for the vote.

**AGENDA ITEM #6**

REQUEST TO THE FLEET MANAGEMENT BOARD

KADE MONCUR  
FLOOD CONTROL

UPGRADE - 1 TON TRUCK TO F-550  
FLOOD CONTROL

ACTION ITEM

RECOMMENDATION	Darrin Casper	
CONCLUSION	Scott Baird	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

MINUTES

Kade Moncur told the board that Flood Control wants to upgrade a 1ton truck to an F-550 truck. Because of the amount of towing for these large pieces of equipment this truck does. Scott asked if there is enough in the replacement fund to cover the cost to upgrade. Kade said the vehicle they want to replace they can still use until the time they have enough money, it won't be ideal and the value will go down, so they won't get as much money when they trade it in, but they will come up with the money through the replacement fund to purchase the vehicle. No additional slot required. Evan had helped Flood Control with the analysis. Evan said long term it is a three and a half thousand dollar per year impact to upgrade that vehicle. This is already in the replacement fund, just realizing the bigger vehicle will cost more money on an annual basis. Mileage will not change. They will be saving on tires and brakes with the larger vehicle. Evan mentioned that it is a safety issue to pull equipment with a truck that is not large enough for the job.

A motion was made by Darrin Casper, seconded by Scott Baird to approve this request. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Cherylann Johnson was not present for the vote.

**AGENDA ITEM #7**

REQUEST TO THE FLEET MANAGEMENT BOARD

KARI HUTH  
SHERIFF'S OFFICE

FORD EXPEDITION OUTFITTED FOR K9  
SHERIFF OFFICE

ACTION ITEM

MOTION	Darrin Casper	
SECOND	Dave Delquadro	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

**MINUTES**

Dave told the board this vehicle is in the 2019 budget request. Kari told the board they are also requesting a FTE with K9 to help with safety at Salt Lake County venues. Large venues have become a target; the dog is a great deterrent for that.

A motion was made by Darrin Casper, seconded by Dave Delquadro to approve this request, Subject to the approval from Salt Lake County Council. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Cherylann Johnson was not present for the vote.

<b>AGENDA ITEM #8</b>	<b>REQUEST TO THE FLEET MANAGEMENT BOARD FORD M/CIRT TEAM FOR OXBOW SHERIFF OFFICE</b>	<b>KARI HUTH SHERIFF'S OFFICE</b>
ACTION ITEM		
MOTION	Darrin Casper	
SECOND	Dave Delquadro	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

**MINUTES**

Dave told the board this vehicle is in the 2019 budget request. Kari told the board this vehicle is for the increased medical appointments at the Oxbow jail; they have a lot of sick inmates from the Rio Grande area.

A motion was made by Darrin Casper, seconded by Dave Delquadro to approve this request, Subject to the approval from Salt Lake County Council. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Cherylann Johnson was not present for the vote.

<b>AGENDA ITEM #9</b>	<b>REQUEST TO THE FLEET MANAGEMENT BOARD FORD TAURUS – SHERIFF'S OFFICE LINE UNIT SHERIFF OFFICE</b>	<b>KARI HUTH SHERIFF'S OFFICE</b>
ACTION ITEM		
MOTION	Darrin Casper	
SECOND	Dave Delquadro	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

**MINUTES**

Kari told the board this vehicle is a used 2014 Ford Taurus from UPD. Kari is requesting to transfer money from the small equipment line to fund this vehicle, also to fund the ongoing maintenance and replacement fees. This request is not in the 2019 budget, this is transferring money within the current budget, with an interim budget adjustment. This is a new slot.

A motion was made by Darrin Casper, seconded by Dave Delquadro to approve this request, Subject to the approval from Salt Lake County Council. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Cherylann Johnson was not present for the vote.

**AGENDA ITEM #10**

REQUEST TO THE FLEET MANAGEMENT BOARD  
FORD SUV INTERCEPTOR FOR SERGEANTS IN  
THE PUBLIC SAFETY BUREAU  
SHERIFF OFFICE

KARI HUTH  
SHERIFF'S OFFICE

ACTION ITEM

MOTION	Darrin Casper	
SECOND	Dave Delquadro	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

MINUTES

Dave told the board this vehicle is in the 2019 budget request.

A motion was made by Darrin Casper, seconded by Dave Delquadro to approve this request, Subject to the approval from Salt Lake County Council. The motion passed unanimously, showing that all Board members present voted "Aye." Board Member Cherylann Johnson was not present for the vote.

**AGENDA ITEM #11**

ANNUAL VOTE OF FLEET MANAGEMENT BOARD  
CHAIRMAN

PHIL LANOUILLE

ACTION ITEM

MOTION	Dave Delquadro	
SECOND	Darrin Casper	
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

MINUTES

The motion was made by Dave Delquadro, seconded by Darrin Casper to approve Phil Lanouette as chair of the Fleet Management Board. Motion passed unanimously, showing that all Board members present voted Aye. Board Member Cherylann Johnson was not present for the vote.

**AGENDA ITEM #12**

OPEN AND PUBLIC MEETINGS ACT TRAINING

PAULA SMITH

ACTION ITEM

RECOMMENDATION		
CONCLUSION		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

MINUTES

Paula Smith gave training on Open and Public Meetings Act.

**AGENDA ITEM #13**

OUTSIDE CONTRACTS AND  
FLEET RATES

DAVE DELQUADRO

ACTION ITEM		
RECOMMENDATION		
CONCLUSION		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

**MINUTES**

Dave said the question that has come up with regard to what we call the overhead/indirect charges that are being paid to others and how do we quantify what those costs are supposed to shoulder? This is specifically the UPD. So there have been several financial discussions with UPD about what they are going to do with the departure of Herriman and the possible departure of Riverton and they are looking at their budget. One of the issues that keeps coming up is what they call the indirect paid to the county. These are not the overhead charges that a county entity usually bears, but, there is a 28% increase on car prices and a 22 cent per gallon charge for fuel. Evan has already informed them that next year this will be lower maybe by as much as 5 or more cents per gallon. The question accentually is what are the costs that we are incurring that are supposed to be financed by these increases? How are they determined if at all? Evan said he thinks there is a little confusion at UPD when they are looking at their indirect expenses. Fleet Management is program based, we do not receive any general funds, and everything comes from the rates that we charge to our customers. When you mention the fuel, the mark up on fuel needs to cover all the costs of running the fuel program. The same goes for parts; the mark up on parts covers all the cost of the parts program. So as you know we have NAPA running our parts room. Well we have to pay NAPA four hundred thousand a year to run our parts room, this is the same as when we had our own personnel run our parts room. Also, when you're talking parts there is a cost like, the cost of the contract at the attorney's office and administrative fees. The 28% is what the mark up is to cover the cost of running the parts program.

Dave asks Evan how he determined that a fair share is covered by the 28% that you are bumping up on parts. Because there doesn't seem like a direct correlation between what I'm using and what the costs are supposed to cover. Because it may well be that this year 50% of my cars needed parts and next year only 25% needs parts. How do we allocate the annual costs so that this variation from year to year is factored in? Greg said it is user based, if they buy fewer parts they pay less. Evan said he will meet with the UPD financial group to help them with a strategy. Steve Saltzgeber told the board that the fact that you are questioning the rates is a good thing, it means that people are paying attention to it, in his consulting practice they encourage transparent rates, because people generally know how much it would cost to repair a car, because they own one.

Darrin suggests Fleet explains to UPD this is program justified. He told the board that in the past Fleet has canceled a program that they couldn't be competitive in, such as the body shop, Fleet couldn't stay competitive so it was canceled. Darrin says that the UPD board needs to understand that. Dave suggested that Fleet meet with the UPD board.

AGENDA ITEM #14		
	REPORT ON MILEAGE REIMBURSEMENT	DARRIN CASPER/EVAN HARRISON
ACTION ITEM		
RECOMMENDATION		
CONCLUSION		
ACTION ITEM	PERSON RESPONSIBLE	DEADLINE

**MINUTES**

Evan called the board's attention to the Mileage Reimbursement Report; This report is the first six months of 2018. Evan told the board there are two pages (printed and handed out). One is the summary by organization with the miles and the dollars paid through June, the second page is per person. Evan reminded the board the rule of thumb is 6000 miles per year. There are about a dozen people getting close to the 6000 miles a year most are from the Health Department. Evan told the board the Health Department is getting really good on their utilization, moving vehicles around, Fleet met with them a few weeks ago. They improve every year. The board noticed that John R. Bergen, Facilities, has a lot of reimbursement. Darrin asked Evan to prepare a letter for Darrin to be sent to Department Directors of these with high reimbursement.

<b>AGENDA ITEM #15</b>		<b>ORDINANCE – CHANGES DISCUSSION &amp; APPROVE</b>		<b>PAULA SMITH</b>
ACTION ITEM				
MOTION	Steve Saltzgiver			
SECOND	Kari Huth			
ACTION ITEM	PERSON RESPONSIBLE		DEADLINE	
<b>MINUTES</b> <p>Paula told the board these ordinance changes will set up a program where we have appointments by the Mayor and Council to these positions and you will also get an alternate except for the public representative. It also sets up terms. Everyone would be appointed for a specific term except the public representative, who is set up for a two year term. In the past there haven't been terms. There are some limitations on two terms for positions that are very important, they can also be reappointed. This also reduces the quorum requirement from 5 to 4. This will need to go through Steering and also need to work with the Mayor's office to figure out who gets the different terms because Paula set them up so they will be staggered so all positions don't come up at the same time. The alternate also has to be named. Dina told the board the deadline for Steering is tomorrow at 11:00 a.m. Dina said she would be happy to help. Dina asked Paula to send the red line to her. Paula also suggested starting to work with the Mayor's office to figure out who should get which terms.</p> <p>The motion was made by Steve Saltzgiver, seconded by Kari Huth to approve to take this to Steering Committee. Motion passed unanimously, showing that all Board members present voted Aye. Board Member Cherylann Johnson and David Delquadro were not present for the vote.</p>				
<b>AGENDA ITEM #16</b>		<b>POLICY 1350 – CHANGES DISCUSSION &amp; APPROVE</b>		<b>PHIL LANOUILLE</b>
ACTION ITEM				
RECOMMENDATION				
CONCLUSION				
ACTION ITEM	PERSON RESPONSIBLE		DEADLINE	
<b>MINUTES</b> <p>Scott asked if the board had gone through the whole policy. Paula said there are some new pieces. Evan said this copy incorporates all comments from the board. Discussion was held for more changes to Policy 1350. Dina suggested the board go ahead and get this policy approved, because the board has made substantial changes. Then make it a point for the board to come back and have another policy discussion about heavy equipment at a later date. They do not have a quorum now; Greg suggested having a meeting soon just for this Policy. Dina again offered to help get this policy through the system.</p>				
<b>AGENDA ITEM #17</b>		<b>DIRECTORS REPORT</b>		<b>GREG NUZMAN</b>
ACTION ITEM				
RECOMMENDATION				
CONCLUSION				
ACTION ITEM	PERSON RESPONSIBLE		DEADLINE	
<b>MINUTES</b>				

Greg told the board the big challenge for Fleet Management right now is road construction along 7200 South, they are changing almost everything including a new natural gas line. Fleet fuels a lot of the trucks off of this line. Infrastructure has started already.

NEXT FLEET BOARD  
MEETING DATE –

ADJOURN – 1:05 p.m.

\*\*\*Minutes available via Fleet Management Division website [www.https://slco.org/fleet/](https://slco.org/fleet/) or by request to Division HR Coordinator, Shauna Johnson (385)468-0481.