These minutes are pending legislative approval and are subject to change until approved.

BOARD OF DAVIS COUNTY COMMISSIONERS MINUTES

Board of Davis County Commissioners - Work Session Minutes
Tuesday, May 5, 2026

The Board of Davis County Commissioners met for a scheduled meeting at 8:30 AM on May 5, 2026, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Required legal notice of this meeting was given.

All documents from this meeting are on file in the Davis County Clerk's Office. The agenda for this meeting is incorporated into the minutes as item headers.

Following the approved Davis County policy, artificial intelligence (AI) was utilized in the preliminary creation of these minutes. The final minutes were edited and completed by Davis County Clerk's Office staff.

ROLL CALL

Chair John Crofts
Vice Chair Bob Stevenson
County Clerk Brian McKenzie
County Controller Scott Parke
Controller's Office Jordan Tilley
Chief Deputy Civil Attorney Neal Geddes
Human Resources and Risk Director Shawn Choate
Community and Economic Development (CED) Director Kent Andersen
CED Community Services Manager Ryan Steinbeigle
CED Housing and Homelessness Coordinator Ryan Parker
County Sheriff Kelly Sparks [arrived at 8:47 AM]
Chief Deputy Sheriff Arnold Butcher [arrived at 9:00 AM]

EXCUSED FOR COUNTY BUSINESS

Commissioner Lorene Kamalu

AGENDA ITEM

1 8:31 - 8:47 AM
#2026-476. Discussion Regarding Commercial Card (P-Card) Programs - *recommended by Scott Parke, County Controller, and, Jordan Tilley, Contract & Grant Administrator, Controller's Office*

Scott Parke, Davis County Controller, and Jordan Tilley, the Controller's Office Contract and Grant Administrator, presented a detailed analysis of options to modernize the County's purchasing card (P-Card) program. They explained that the current system with US Bank has not been updated in 15 years and requires a highly manual reconciliation process where employees must print, copy, or tape receipts to paper before scanning and uploading them. Despite operating on a nationwide National Association of State Procurement Officials (NASPO) cooperative contract that yields a $25,000.00 annual rebate, the system provides a very low level of service and consumes a significant amount of employee time across all County departments.

To solve this and increase efficiency, the Controller's Office evaluated four alternatives, three of which are currently available on a State contract. Jordan showed a chart created by the Controller's Office that depicts how the different companies were ranked [see Attachment A]. The top two vendors that fit the County's needs, shown as "Level of Service" on the chart, are RAMP and Wells Fargo. RAMP is a highly automated commercial card backed by Capital One. It texts users immediately after a purchase to remind them to take a picture of their receipt, auto-codes the transaction, and shuts off the card automatically after three warnings if receipts are not uploaded, completely removing the need for human intervention. However, RAMP charges a $144.00 fee per card and offers a low rebate of roughly $1,500.00 to $3,300.00 annually. To avoid paying extra fees, County departments may need to reduce their total number of cards and share them among the department, which would defeat the efficiency purpose of the program. Alternatively, Wells Fargo offers a free platform, and while its app notification system is delayed by a day compared to RAMP's immediate text, it would provide an annual rebate of $17,000.00 to $18,000.00.

Both systems support line-item receipt splitting across multiple funds and automatically codes sales tax. Overall, RAMP offered massive productivity savings across the County—estimated by the company at up to $500,000.00 in saved time over three years—but Wells Fargo offered a higher rebate alongside a moderate efficiency boost. Director Andersen mentioned the Tourism team suggested investigating a free software program called Divvy that might offer similar functionality. Commissioner Crofts and Commissioner Stevenson decided that it would be best to ask department directors for their input at a meeting the following day, while the Controller's Office evaluates Divvy.

3 8:47 - 9:13 AM

#2026-453. Presentation of Community Services Division's Progress with Permanent Supportive Housing - *recommended by Ryan Steinbeigle, Community Services Manager, Community & Economic Development - Community Services*

[This item was listed as third on the agenda, but was presented second during the meeting.]

[Minute 17:45] Director Andersen along with Ryan Parker, CED's Housing and Homelessness Coordinator, and Ryan Steinbeagle, CED's Community Services Manager, delivered a presentation on efforts to facilitate a 60-unit permanent supportive housing (PSH) or transitional housing project within the County, and to "get the hammer swinging" sometime in the next 12 months [see Attachment B].

Ryan P. emphasized that the County is solely looking to coordinate with developers and public housing agencies, rather than construct or operate the facility itself. He then went on to detail the difference between the two housing models: transitional housing offers temporary shelter for 6 to 24 months with program rules, whereas PSH provides an indefinite right to tenancy based on a true "housing first" model and provides a better pathway to independence. Unlike simple housing subsidies, PSH integrates on-site case management, advanced practice registered nurses (APRN), substance use disorder counseling, peer support, and job training.

Data from the Office of Homeless Services shows that 93% of individuals entering PSH find long-term stability. Salt Lake is currently building a facility that is more of an emergency shelter, and Davis Behavioral Health's facility under construction is closer to a PSH model but the on-site services focus more on mental and behavioral health rather than a holistic approach. There are different ways to achieve a PSH facility, including building townhome or cottage communities, or doing an adaptive reuse project, like renovating a motel. It was also pointed out that PSH and transitional housing can exist in the same location. The estimated construction costs would run between $10 million and $20 million, funded through "capital stacking" utilizing low-income housing tax credits, philanthropy, and various grants [see Attachment B5-B7]. Ryan S. clarified that Community Block Development Grant (CDBG) funds have a statutory cap on public service projects, so the Human Services Cabinet has to make tough decisions on which public service projects receive funding.

Ryan P. then provided further details on the projected operating costs and estimated revenue, based on other similar projects [see Attachment B8-B11]. He did point out that this is just an example; the service provider will ultimately determine the specific details. Additionally, he would recommend having the replacement reserves be closer to $30,000.00. Once built, the property would rely on project-based Section 8 vouchers, which are tied to the unit rather than the individual tenant. Under this model, a tenant pays 30% of their income toward rent, and the voucher subsidizes the rest, ensuring an estimated net operating income (NOI) of $539,000.00, which leaves roughly $99,000.00 in annual profit after paying for the intensive on-site supportive services [see Attachment B10-B11]. Ryan P. shared that they had already met with several municipalities and found that cities were more receptive to PSH projects.

To accelerate the timeline and attract developers, the team asked the Commission for permission to apply for a Housing and Urban Development (HUD) Section 108 loan guarantee [see Attachment B15], which acts as a line of credit allowing the County to borrow up to five times its annual CDBG allocation, totaling roughly $4.7 million, strictly to acquire vacant land. The loan is paid back over a 20-year period using the County's future annual CDBG allocations, meaning there is no risk to the General Fund. The only scenario where the County's General Fund or collateral would be at risk is if Congress dissolved the CDBG program. Commissioner Stevenson and Commissioner Crofts gave permission to begin the Section 108 loan application.

2 9:13 - 9:25 AM

#2026-477. Presentation of Promotional Ideas for the Davis Shooting Range - *recommended by Arnold Butcher, Chief Deputy, Sheriff's Office*

[This item was listed second on the agenda, but was presented third in the meeting.]

[Minute 43:30] Chief Deputy Butcher remarked that the Davis Shooting Range, while busy and performing as expected, has the capacity to "bring more to it and get more exposure." He then presented two marketing and operational change proposals to increase public awareness and utilization of the County shooting range. First, he proposed opening the far south competition bays to archers during open range days on Fridays, Saturdays, and Sundays for the standard daily fee. He noted that many members of the shooting community and the Sheriff's Office had requested a local archery venue. Commissioner Crofts asked if the Sheriff's Office in general is in favor of this, which Chief Deputy Butcher and Sheriff Sparks confirmed.

Second, Chief Deputy Butcher proposed a promotional campaign for August in honor of National Shooting Sports Awareness Month. He envisions this would be similar to last year's reopening events. For the duration of August, daily passes would be buy-one-get-one-free for a shared lane, and annual pass holders would be allowed to bring one free guest. Additionally, the range would host a free open house, allowing the public to meet with sporting clubs and vendors. Chief Deputy Butcher emphasized that this event would feature introductory classes, including those specifically geared towards teaching women to shoot, and would help dispel the intimidation factor associated with highly skilled competitive shooters using expensive gear.

Commissioner Stevenson then asked for an update on the unofficial trail above the shooting range. Chief Deputy Butcher said he has been working with CED to post better signage to inform and redirect people to the official trail earlier in the hike. He also reported that Public Works recently completed weed mitigation around the range to reduce fire dangers, plans are in place to quickly extinguish small fires, and the Sheriff's Office staff actively monitors weather alerts and will shut down operations during high winds or extreme fire danger days. Commissioner Crofts and Commissioner Stevenson approved both of the presented proposals.

4 9:25 - 9:30 AM

#2026-455. Discussion Regarding Utah Retirement Systems (URS) Tier 2 Member Contribution Rate Increase - *recommended by Shawn Choate, Director, Human Resources*

[Minute 55:39] Human Resources Director Shawn Choate presented an upcoming 1.25% cost increase to the Tier 2 Public Safety employee defined benefit retirement plan under the Utah Retirement System (URS). Director Choate explained that the County had historically absorbed similar cost increases in 2020 and 2022, but chose to pass the 2024 increase of 2.1% directly to the employees. If the County chooses to pay this new 1.25% increase, it would create an irreversible, ongoing annual cost. Because the County would be legally obligated to match the contribution increase for employees in the 401k plan as well, the total permanent cost to the County would be approximately $126,000.00 annually, starting with a $63,000.00 impact for the half-year beginning July 1st. Director Choate also informed the Commission that the Tier 2 general employee retirement rate was increased by 0.49%. However, State law prohibits the County from absorbing this specific cost, although the County had previously issued a 1% across-the-board raise to help offset it. Commissioner Stevenson stated that fluctuations in retirement systems are simply a normal part of being an employee and stated the County should pass the cost on rather than absorbing it. Commissioner Crofts agreed with this decision.

MEETING ADJOURNED

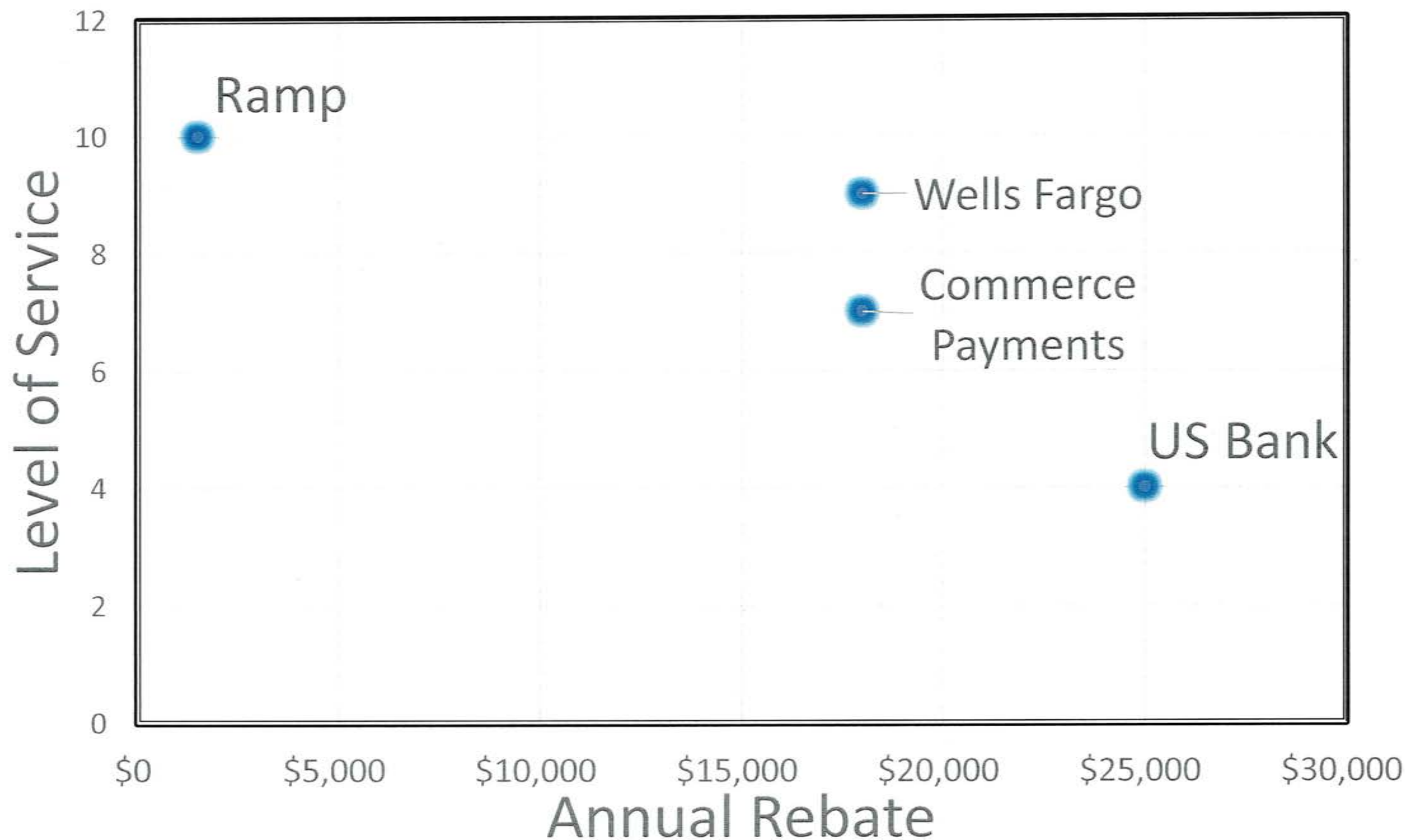
The meeting adjourned at 09:30 AM.

ATTACHMENTS

All publicly distributed materials associated with this meeting are noted as the following attachments:

1. A1: Level of Service and Annual Rebate Chart
2. B1-B15: CED-CS Commission Presentation

Minutes Prepared by:	Minutes Approved on:
Jessy Turner	05/26/2026
Deputy Clerk	
Brian McKenzie (May 27, 2026 10:04:43 MDT)	John Crofts John Crofts (May 27, 2026 07:52:21 MDT)
Brian McKenzie	John V. Crofts
Davis County Clerk	Commission Chair



Level of Service
12
10
8
6
4
2
0
Ramp
Wells Fargo
Commerce Payments
US Bank
$0
$5,000
$10,000
$15,000
$20,000
$25,000
$30,000
Annual Rebate

Permanent/Transitional Housing Update

Davis COUNTY

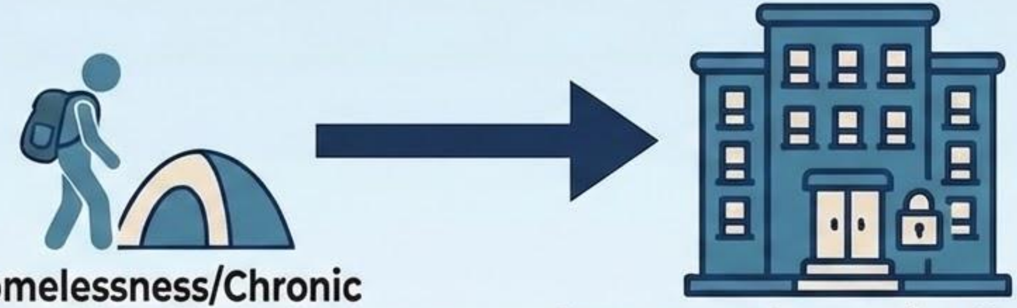
Division Goals:

- Help coordinate the development of a 60-unit PSH/TH Project in Davis County with Community Partners within 12 months

What is Transitional Housing?

- **Time-Limited Stay**
- **Comprehensive Support Services**
- **Pathway to Independence**

What is Permanent Supportive Housing?



Homelessness/Chronic Homelessness

Permanent Supportive Housing
(Long-Term Stability & Rights of Tenancy)

Indefinite Stay

Flexible Services

Focus on Retention & Well-being

What a PSH/TH Project could look like in our community

Modern Apartment Complex

Townhome Community

Cottage Cluster

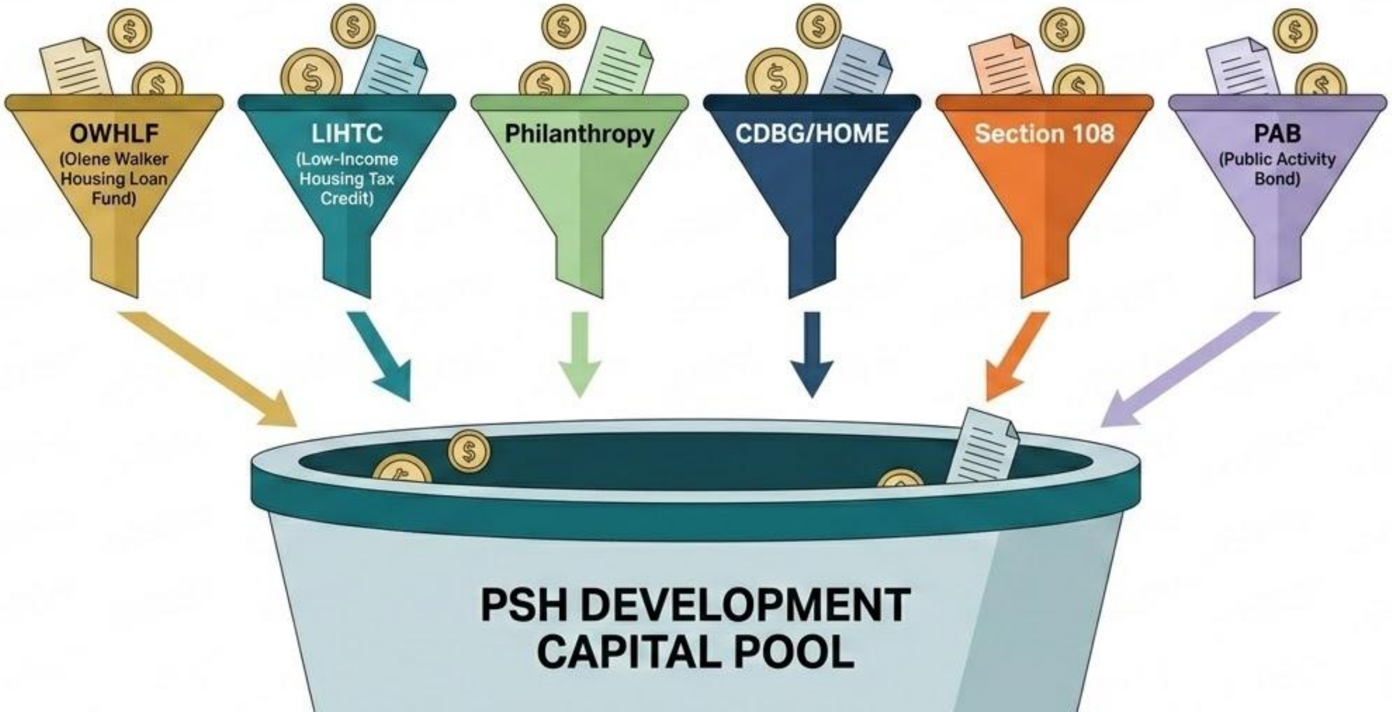
Adaptive Reuse Project

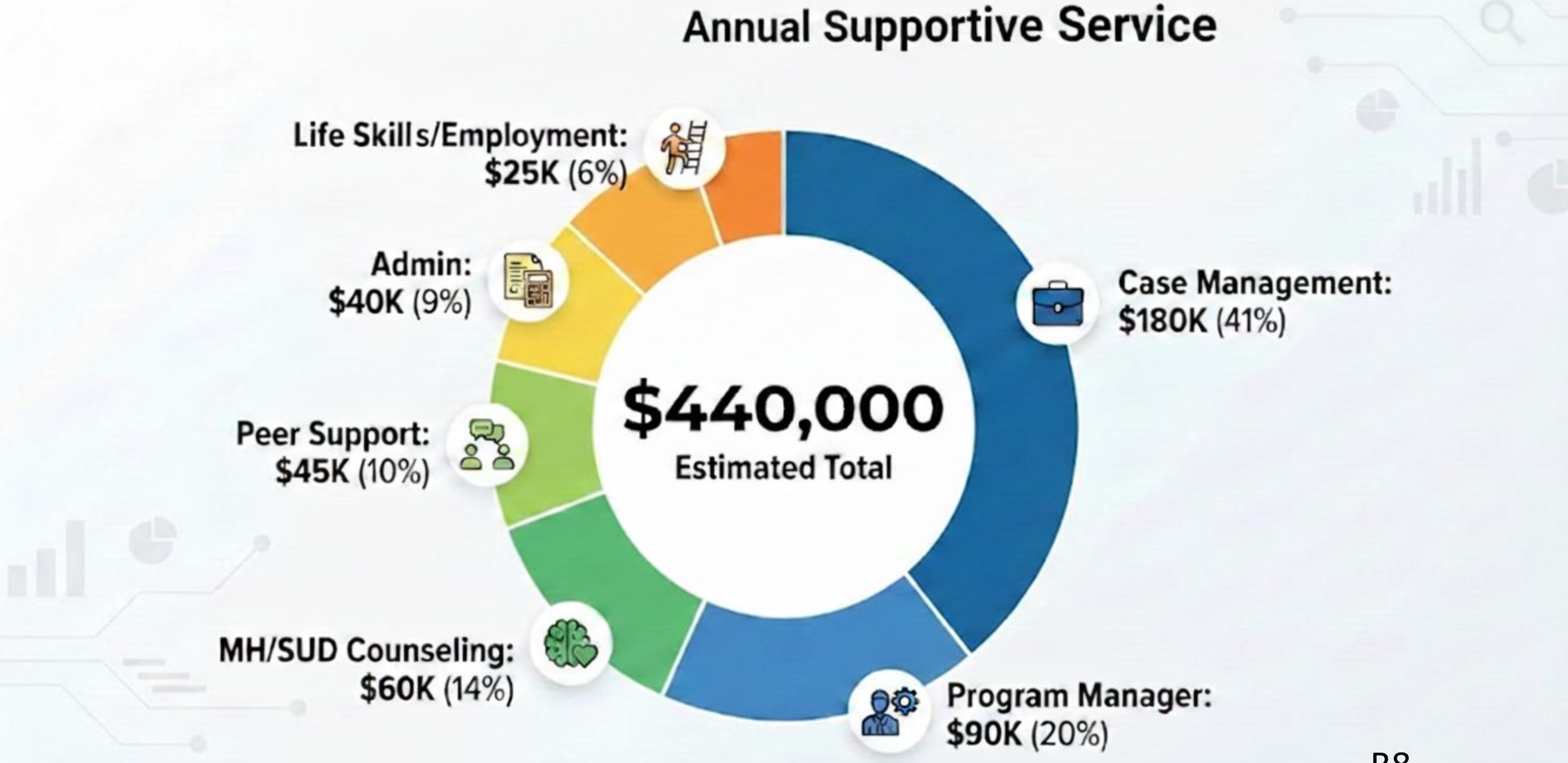
Construction Estimates & Project Benchmarks

Informed by Harris Community Village (Switchpoint) and DBH Layton projects.

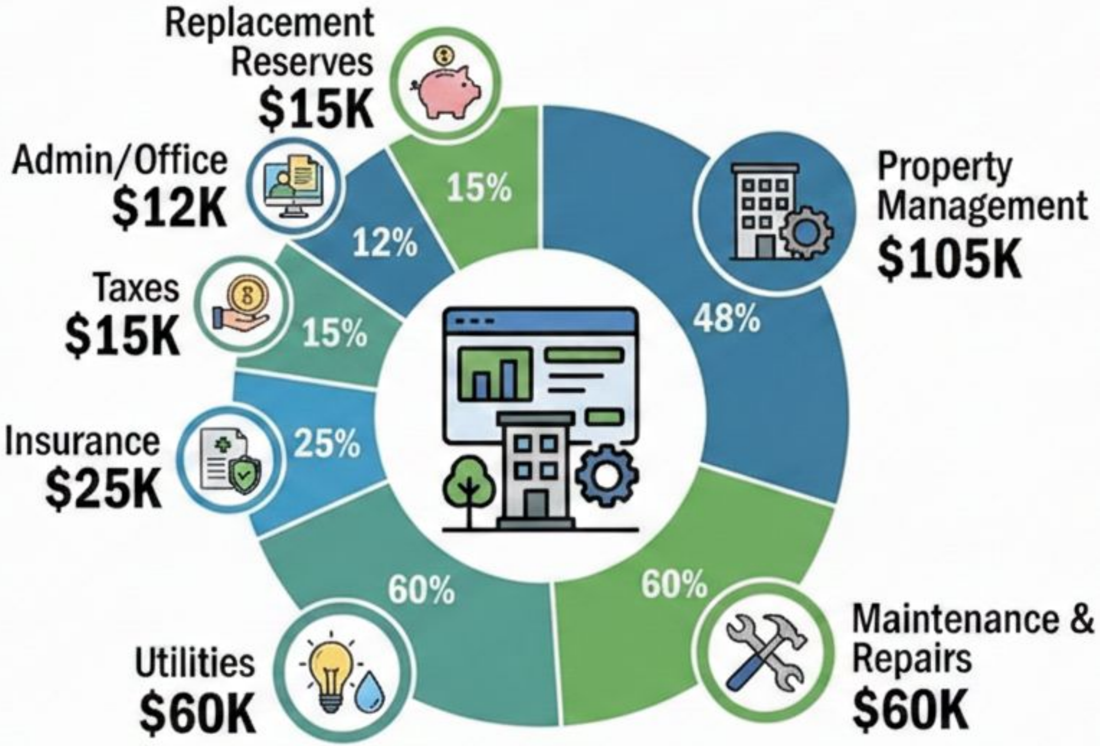
Capital Funding Sources: Building PSH Development.

A Diverse Mix of Sources Drives Permanent Supportive Housing Viability.




Annual Supportive Service
Life Skills/Employment: $25K (6%)
Admin: $40K (9%)
Peer Support: $45K (10%)
MH/SUD Counseling: $60K (14%)
Case Management: $180K (41%)
Program Manager: $90K (20%)
$440,000
Estimated Total

Estimated Operating Costs



Estimated Total:

$292,000

Annual Projections for Property Operations

Estimated Revenue: 60 Units

Annual Financial Projections

Tenant Contribution
60 Units × $200/mo (Average)
$144K

Rental Subsidy
60 Units × $1000/mo (Average)
$720K

Gross Potential Income
$864,000

Vacancy Loss (5% of Gross)
-$36K

Other Income (e.g., Fees)
+$3K

Estimated Effective Gross Income
$831,000

Projections are estimates and subject to change based on market conditions.

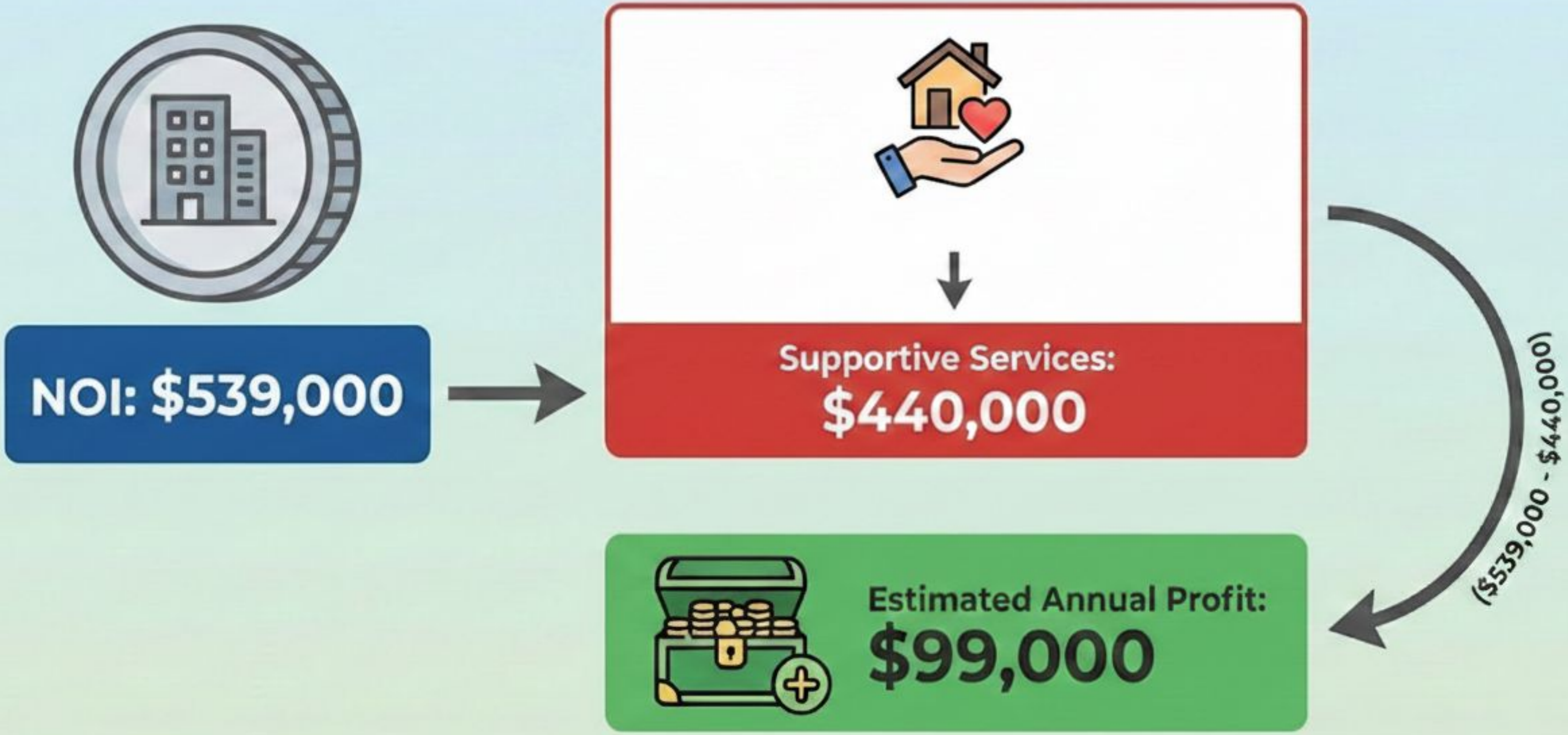
Understanding Project-Based Vouchers (PBVs) & How They Work

1. Subsidy is Tied to the Unit: Assistance remains with the property (these 60 units), not the tenant. Vouchers stay with the development over the long term.

2. Stable Long-Term Contract: The property owner enters into a multi-year HAP (Housing Assistance Payments) contract with a public housing authority.

3. Guaranteed Revenue & Consistent Occupancy: Provides a predictable and high occupancy rate, reducing owner risk and ensuring consistent cash flow from a combination of tenant and subsidy payments.

Financial Summary: NOI and Annual Profit Projection



Affordable Housing Team - Progress Update
1. Municipal Engagement & Education
✓ In Progress
✓ Meeting with all 15 municipalities
✓ Educational Materials on Permanent/Transitional Housing
2. Community Buy-in & Support
✓ Ongoing
✓ Speaking at City Council/Planning Commission meetings
✓ Gathering community buy-in and support
Next Steps:
✓ Complete presentations to all remaining municipalities
✓ Expand outreach to additional community forums

B12


Affordable Housing Team -
Progress Update
3. Community Partners
✓ Discussions for Permanent Supportive/Tranistional Housing
✓ Davis Behavioral Health
✓ Open Doors
✓ Davis Community Housing Authority
✓ SLC Housing Authority
✓ Vecino Group
4. Resource Inquries
✓ Section 108 Loan
✓ CDBG/HOME Funds
✓ Private Partner contributions (Land, Capital, Services)

County Support

Provide political support

Actively advocating and building consensus for initiatives.

Potential land acquisition with CDBG/Home funds

Identifying and securing suitable land for development.

Subsidize with CDBG/Home funds

Allocating financial resources for project costs.

Staff support

Dedicating county personnel expertise and effort.


SECTION 108 LOAN GUARANTE PROGRAM
Transforming Communities. Building Futures.
HOW IT WORKS
PLEDGING CDBG FUNDS
Local Government pledges a portion of future Community Development Block Grant (CDBG) funds as collateral.
OBTAINING A FEDERALLY GUARANTEED LOAN
HUD provides a federal guarantee, enabling local governments to secure a low-interest loan from a lender (up to 20 years repayment).
FINANCING LARGE-SCALE PROJECTS
Funds are used for: Land Acquisition, Infrastructure, Construction and/or Rehabilitation
COMMUNITY TRANSFORMATION
B15