An Introduction To Mountainland Association of Governments

August 2018
There are seven (7) Associations of Governments (AOGs) in Utah. These areas were originally designated as planning districts in the early 1970’s by Executive Order of Governor Calvin Rampton. The AOG’s offer local government coordination of mutually beneficial programs and provides regional collaboration, cost-effective public services for area communities. In each area, local governments joined together to establish the AOGs under the authority of the Utah Interlocal Cooperation Act.
Who We Are

Aging and Family Services
Mountainland Aging and Family Services Department provides education, resources and services that empower aging adults to thrive at home and in our community. As life advocates, we help navigate the nuances of advancing age. Whether you need care or provide care—or will in the future—our team offers personalized guidance for today’s need and tomorrow’s gap. Our unbiased insight leads to informed decisions.

The Aging & Family Services Department is designated as the Area Agency on Aging for Utah, Wasatch and Summit counties.

Regional Planning
Mountainland Regional Planning Department provides assistance to MAG jurisdictions in transportation planning, land use planning, air quality planning, public facility design, visualization, and mapping. To accomplish these tasks, the department provides technical assistance, funds for capital projects, and assistance in securing grants from federal and state sources.

The Regional Planning Department is designated as the Metropolitan Planning Organization (MPO) for the Utah County area, and the Rural Planning Organization (RPO) for Wasatch County.

Community & Economic Development
Community development services are sponsored by the U.S. Department of Housing and Urban Development (HUD) and consist of both planning and project grants awarded to eligible jurisdictions, for the benefit of low-and moderate-income residents. Goals include assisting in developing viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities.

MAG administers the Community Development Block Grant (CDBG) program for Summit and Wasatch counties through the State of Utah Small Cities Program; and MAG also administers the CDBG program for Utah County. Grants are made annually on a competitive basis in Utah County to non-entitlement small cities (population less than 50,000) and nonprofits servicing non-entitlement city residents.
History of Mountainland AOG

- 1926: Zoning Enabling Act
- 1962: Federal Highway Act
- 1965: Model Cities Act
- 1967: Housing & Urban Development Act
- 1968: Communities Act A-69
- 1973: Federal Aid Highway Act
- 1973: Older Americans Act
- 1974: Human Services Added
- 1974: Creation of Mountainland by Communities
- 1977: Economic Development District Added
- 1981: Water Quality Planning
- 2009: Revolving Loan Fund Added
Mountainland Association of Governments
Committees

Executive Council

Regional Planning Committee

Utah County CDBG

Aging Advisory Council

Summit/Wasatch CBDG

Revolving Loan Fund Committee

Steering Committee
Mountainland Association of Governments
Organizational Chart

Executive Director

Community & Economic Development
- Economic Development District
- Utah County CDBG
- Summit/Wasatch CDBG
- Revolving Loan Fund

Regional Planning
- Metropolitan Planning Organization
- Strategic Planning
- Local Planning Assistance
- Rural Planning Organization

Aging & Family Services
- In-Home Programs
- Nutrition Program
- Support Services
- LTC Ombudsman Program
- HEAT Program
- Retired & Senior Volunteer Program

Administrative Services
- Fiscal Management
- Human Resources
- Office Management & Purchasing
- Network Administration
Mountainland
Association of Governments
FISCAL YEAR 2018-19
BUDGET

Aging & Family Services

HEAT Program

Community & Economic Development

Regional Planning

$26.6m
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**5-7-2018**

**REVENUE TOTAL** 31,597,002 26,649,032

See Page 42 of Budget
General Funds Expenditures

Revenue
Formula (Cities and Counties) $167,148

Expenses
Strategic Plan $10,000
Administrative Service Fund $43,000
Aging Supplemental Fund $30,000
Capital Improvement Fund $20,000
Cash Reserve Fund $64,148
Total $167,148

.25 Per Capita
MAG Executive Council

The MAG Executive Council is the governing board and final policy-making body of the Association and provides oversight to all program activities and budgets. *(See duties in MAG Bylaws, Article II)*

Responsibilities include administration of the Metropolitan Planning Organization (MPO) for Utah County, Area Agency on Aging for the three-county region, Community & Economic Development for all three-county region, and Rural Planning Organization in Wasatch County (RPO).

- **Membership** -- Three County Commissioners or Council Members, and the mayor or other elected designee from each city/town in the region.
- **Meeting Schedule** -- Meets on a quarterly basis on the fourth Thursday at 7:00 p.m. Meeting location is rotated through three county area.
- **Assessment** -- Special Assessments (special transportation studies, etc.) and General Assessments for each jurisdiction are identified on Page 47 of the MAG Budget.

Steering/Audit Committee

The Steering/Audit Committee provides oversight to the operations of the Administrative Department. *(See duties in MAG Bylaws, Article III)*

- **Membership** - Current officers of the Association and the immediate past Chair of the Association. One elected county representative and one municipal representative from each county. Chairs for the Metropolitan Planning Organization, Aging Advisory Committee, Summit/Wasatch Regional Review Committee, and Revolving Loan Fund Board. If the past Chair or Committee Chairs are not elected officials the Steering Committee may recommend other elected officials to fill the positions.
- **Meeting Schedule** -- Meets on an as needed basis.

Other Advisory Committees provide direct program oversight and make recommendations to the Executive Council. See below:

Regional Planning Committee

Supervises all transportation activities of the Metropolitan Planning Organization (MPO) (Utah County), including project prioritization, air quality matters, and funding strategies.

- **Membership** -- One elected representative from each jurisdiction in Utah County (usually the Mayor), one representative from the Utah Transportation Commission, Utah Transit Authority Board, and Department of Air Quality.
- **Meeting Schedule** -- Generally meets on the first Thursday at 5:30 p.m., prior to the Utah County COG. Meetings are held in the Historic Courthouse, 3rd Ballroom, Provo.
MPO Finance
Provides funding strategies for the various transportation projects to the Regional Planning Committee.
- **Membership** -- Two elected representatives from the north, south, and central Utah County.
- Three Utah County Commissioners, Utah Transportation Commissioner, UTA representative, Chamber of Commerce representative, and Region 3 representatives.
- **Meeting Schedule** -- Generally meets once a month in the MAG Conference Room.

Community & Economic Development
Supervises the CDBG program, provides oversight for awarded federal planning and projects grants, Revolving Loan Fund, review of Consolidated Plan, etc.

Summit/Wasatch Regional Review Committee
MAG administer the CDBG program for Summit and Wasatch Counties through the State of Utah Small Cities Program. Responsible for rating and ranking of CDBG applications.
- **Membership** -- Two elected officials from both Summit and Wasatch Counties. A four-member board.
- **Meeting Schedule** -- Meets on an as needed basis.

Revolving Loan Fund Board and Economic Development District Board
Provides oversight for the Revolving Loan Fund, operating policies, loan guidelines, application process, loan review and selection process, monitors loan payoff, reporting controls, and workout and write-off policies and procedures. The same Board provides oversight to Economic Development District, preparation of the Comprehensive Economic Development Strategy (CEDS) and related activities.
- **Membership** -- Representative from each county economic development program, and representatives from various sections of the economy, including business, labor, finance, agriculture, education, small business owners, lawyer, accountant, bankers, Small Business Development Center (SBDC), other economic development professionals, the unemployed, minorities, etc.
- **Meeting Schedule** -- Meets on the third Wednesday at noon. Meeting location is rotated through Mountainland AOG and Wasatch County.

Utah County Regional Review Committee
Responsible for providing oversight to the Utah County CDBG program, completes rating and ranking of CDBG applications, review of Consolidated Plan, etc.
- **Membership** - Seven elected officials from Utah County
- **Meeting Schedule** - Meets on an as needed basis.
**Aging Advisory Council**
Provides oversight to the Area Agency on Aging (AAA) program and services, develops the four-year service plan and annual updates for the plan.

- **Membership** -- One County Commissioner or Councilperson from each county, other board members representing senior centers and aging service providers.
- **Meeting Schedule** – Meets five times a year on the second Thursday at 1:30 p.m. Meetings are usually held at the Mountainland AOG.

**Aging Title XX Allocation Committee**
Provides oversight to the annual application review process for Social Service Block Grant funding, also known as SSBG or Title XX. These federal funds provide an array of social services to disadvantaged youth and adults.

- **Membership** -- The Aging Advisory Council Chair and five elected officials
- **Meeting Schedule** -- Committee generally meets in the spring of each year to review applications, hear presentations, and identifies funding recommendations.

**Retired and Senior Volunteer Program Advisory Council**
Provides oversight of the RSVP program, including review of various funding applications and planning of recognition events.

- **Membership** -- One elected official, representatives of volunteer stations and volunteers.
- **Meeting Schedule** – Generally meets on the third Wednesday at 9:30 a.m., at Mountainland AOG.
INTERLOCAL COOPERATION AGREEMENT
by, between, and among

Alpine; American Fork; Cedar Fort; Cedar Hills; Charleston; Coalville; Daniel; Draper; Eagle Mountain; Elk Ridge; Fairfield; Francis; Genola; Goshen; Heber City; Henefer; Hideout; Highland; Interlaken; Kamas; Lehi; Lindon; Mapleton; Midway; Oakley; Orem; Park City; Payson; Pleasant Grove; Provo; Salem; Santaquin; Saratoga Springs; Spanish Fork; Springville; Vineyard; Wallsburg; Woodland Hills; Summit County; Utah County; Wasatch County.

Relating to Mountainland Association of Governments
INTERLOCAL COOPERATION AGREEMENT

This is an interlocal cooperation agreement entered into by, between, and among the following cities, towns, and counties which are all political subdivisions of the State of Utah:

Alpine; American Fork; Cedar Fort; Cedar Hills; Charleston; Coalville; Daniel; Draper; Eagle Mountain; Elk Ridge; Fairfield; Francis; Genola; Goshen; Heber City; Henefer; Hideout; Highland; Interlaken; Kamas; Lehi; Lindon; Mapleton; Midway; Oakley; Orem; Park City; Payson; Pleasant Grove; Provo; Salem; Santaquin; Saratoga Springs; Spanish Fork; Springville; Vineyard; Wallsburg; Woodland Hills; Summit County; Utah County; Wasatch County.

WITNESSETH:

WHEREAS, pursuant to the provisions of the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Annotated, 1953 as amended, public agencies, including political subdivisions of the State of Utah as therein defined, are authorized to enter into written agreements with one another for joint or cooperative action; and

WHEREAS, all of the parties to this Agreement are public agencies as defined in the Interlocal Cooperation Act; and

WHEREAS, the parties desire to establish Mountainland Association of Governments as an area agency to provide services to the parties hereto in the areas of government administration, planning and zoning, transportation planning, health care, social services, economic development, workforce assistance, travel and tourism, aging and adult services, and other services and functions as allowed by statute (UCA 11-13-3, as from time to time amended); and to own and operate facilities from which to provide such services.

NOW, THEREFORE, the parties do mutually agree, pursuant to the terms and provisions of the Interlocal Cooperation Act, as follows.

Section 1. EFFECTIVED DATE; DURATION.

This Interlocal Cooperation Agreement shall become effective and shall enter into force, within the meaning of the Interlocal Cooperation Act, (a) upon the submission of this Interlocal Cooperation Agreement to, and the approval and execution thereof by Resolution of the governing bodies of each of the parties to this Agreement, and (b) when it has been reviewed and approved as to form and compatibility with the laws of the State of Utah by the attorney for each of the parties to this Agreement as indicated by signature on the respective Resolutions adopting this Agreement. Prior to becoming effective, this Interlocal Cooperation Agreement shall be filed with the person who keeps the official records
of each of the parties hereto. The term of this Interlocal Cooperation Agreement shall be from the effective dates hereof until not later than fifty (50) years from the effective dates hereof.

**Section 2. ADMINISTRATION OF AGREEMENT.**

The parties to this Agreement intend to establish Mountainland Association Governments as a separate legal entity under the terms of this Interlocal Cooperation Agreement. The parties further agree that this Interlocal Cooperation Agreement does not anticipate nor provide for any organizational changes in the parties.

Mountainland Association of Governments shall be governed by its Executive Council, comprised of each city's or town's mayor or designated council member and all county commissioners of the participant counties, and a designated representative from any other public agency a member hereof, pursuant to the Articles of Association and By-Laws as adopted and from time-to-time amended.

The Executive Council shall have all powers necessary to adopt, amend, or replace the Articles of the Association and By-Laws.

The Executive Council will have a chairperson chosen from its membership. The chief operating officer of Mountainland Association of Governments will be its Executive Director, who shall serve at the pleasure of the Executive Council.

The Executive Council may establish from time to time such committees from its membership as shall be deemed appropriate. One such standing committee shall be the Steering Committee.

Each vacancy on the Executive Council, or any committee thereof, shall be filled by appointment by the appointing authority which originally appointed that person to the Executive Council.

**Section 3. PURPOSES.**

This Interlocal Cooperation Agreement has been established and entered into between the parties hereto for the purpose to permit the parties hereto as local governmental units to make the most efficient use of their powers by enabling them to co-operate with each other on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities and to provide the benefits of economy of scale, economic development and utilization of natural resources for the overall promotion of the general welfare of these participant cities and counties.

**Section 4. MANNER OF FINANCING.**

Mountainland Association of Governments will be financed by voluntary contributions from the parties made annually on a basis and in amounts as agreed by the parties and approved by the Executive Council. Mountainland Association of Governments will also seek funding by grants, stipends, contract and otherwise from and
with federal, state, and local funding sources, as well as private donation. Mountainland Association of Governments will have no taxing or assessment powers.

Section 5. METHOD OF TERMINATION.

This Interlocal Cooperation Agreement will automatically terminate at the end of its term herein, pursuant to the provisions of Section 1 of this Agreement. Prior to the automatic termination at the end of the term of this Agreement, any party to Agreement may terminate its participation in Mountainland Association of Governments thirty (30) days after providing written notice of such termination of participation to Mountainland Association of Governments and the other parties.

Section 6. ADDITION OF OTHER MEMBERS.

Other public agencies may become parties to this Interlocal Cooperation Agreement, by executing an Addendum to this Agreement. In order for an entity to be added to this Agreement by Addendum, the Addendum must be reviewed and approved as to form and compatibility with the laws of the State of Utah by the attorney for the entity to be added. Prior to becoming effective, as to that added entity, the existing Executive Council must approve the adding of such public agency, by a two-thirds majority vote of members of the Executive Council present at the next regular Executive Council meeting after notice from the proposed added entity that it seeks admittance and has adopted a resolution to join Mountainland Association of Governments. After the added entity is approved, a copy of this Interlocal Cooperation Agreement and the Addendum shall be filed with the person who keeps the records of the entity being added to this Agreement.

Section 7. FILING OF INTERLOCAL COOPERATION AGREEMENT.

A copy of the executed Interlocal Cooperation Agreement shall be placed on file in the office of the official keeper of records of each public agency a party hereto, and shall remain on file for public inspection during the term of this Interlocal Cooperation Agreement, which copy shall bear the signature of the representative of such public agency.

Section 8. ADOPTION REQUIREMENT.

This Interlocal Cooperation Agreement shall be (a) approved by Resolution of the governing body of each of the parties, (b) executed by a duly authorized official of each of the parties (c) submitted to and approved by an Authorized Attorney of each of the parties, as required by Section 11-13-9, Utah Code Annotated, 1953 as amended, and (d) filed in the official records of each party.

Section 9. AMENDMENTS.

This Interlocal Cooperation Agreement may not be amended, changed, modified or altered except by an instrument in writing which shall be (a) approved by Resolution of the governing body of each of the parties, (b) executed by a duly authorized official of each
of the parties, (c) submitted to and approved by an Authorized Attorney of each of the parties, as required by Section 11-13-9, Utah Code Annotated, 1953 as amended, and (d) filed in the official records of each party. The admission of new entities to Mountainland Association of Governments under Section 6 hereof, shall not be deemed an amendment of this Interlocal Cooperation Agreement.

Section 10. SEVERABILITY:
If any term or provision of the Interlocal Cooperation Agreement or the application thereof shall to any extent be invalid or unenforceable, the remainder of this Interlocal Cooperation Agreement, or the application of such term or provision to circumstances other than those with respect to which it is invalid or unenforceable, shall not be affected thereby, and shall be enforced to the extent permitted by law. To the extent permitted by applicable law, the parties hereby waive any provision of law which would render any of the terms of this Interlocal Cooperation Agreement unenforceable.

Section 11. GOVERNING LAW.
All questions with respect to the construction of this Interlocal Cooperation Agreement, and the rights and liability of the parties hereto, shall be governed by the laws of the State of Utah.

Section 12. INDEMNIFICATION.
All parties to this Agreement, as well as other which may be added by Addendum, are public agencies defined by the Interlocal Cooperation Act (UCA 11-13-3). Each party agrees to indemnify and save harmless the others from damages, claims, suits, and actions arising out of a negligent error or omission of its own officials or employees in connection with this Agreement. It is expressly agreed between the parties that the obligation to indemnify is limited to the dollar amounts set forth in the Governmental Immunity Act, Section 63-30-34.

Section 13. TITLE TO ASSETS.
Mountainland Association of Governments shall have power to hold title to all assets acquired by it as a legal entity.

Section 14. GENERAL POWERS.
In addition to the other provisions hereof, and all other powers of entities created under the Interlocal Cooperation Act, Mountainland Association of Governments shall have those powers provided pursuant to Utah Code Annotated, 1953 as amended, Section 11-13-5.6(3): (a) To adopt, amend, and repeal rules, bylaws, and regulations, policies, and procedures for the regulation of its affairs and the conduct of its business, to sue and be sued in its own name, to have an official seal and power to alter that seal at will, and to make and execute contracts and all other instruments necessary to convenient for the
performance of its duties and the exercise of its powers and functions under the Interlocal Cooperation Act.

(b) To own, acquire, construct, operate, maintain, repair or cause to be constructed, operated, maintained, and repaired such facilities as shall be necessary to the purposes of Mountainland Association of Governments.

(c) To borrow money and incur indebtedness and issue notes or other obligations payable.

(d) To enter into agreements with other public agencies and other parties and entities.

(e) To provide a common forum to identify, discuss, study, and bring into focus regional challenges and opportunities.

(f) To achieve advantages of cooperative action which cannot be achieved individually and to make the most effective use of local leadership and staff resources.

(g) To serve as a multi-purpose “umbrella-type” organization to engage and carry out planning and development programs, as determined by the Association to be applicable to achieve regional benefit and advantage.

(h) To serve as a reviewing and policy-making body with respect to proposals of both public and private agencies.

(i) To provide a continuing organizational means to insure effective communication and coordination among public officials pertaining to regional interests.

(j) To maintain liaison with members, governmental units, and groups or organizations, and to serve as regional spokesman for local governments.

(k) To perform such other functions as may be deemed appropriate.

IN WITNESS WHEREOF, the parties have signed and executed this interlocal Cooperation Agreement, after resolutions duly and lawfully passed, on the dates listed below:

DATED: August 4, 1997

MOUNTAINLAND ASSOCIATION OF GOVERNMENTS

by Russell Hillman
Chairperson of Executive Council
AMENDMENTS AND ADDENDA
to the
MOUNTAINLAND ASSOCIATION OF GOVERNMENTS INTERLOCAL COOPERATION AGREEMENT

Pursuant to Section 9, "Amendments," of the Interlocal Cooperation Agreement relating to Mountainland Association of Governments, the following amendments and addenda to the Interlocal Cooperation Agreement (the "Agreement") by, between and among Alpine; American Fork; Cedar Fort; Cedar Hills; Charleston; Coalville; Daniel; Draper; Eagle Mountain; Elk Ridge; Fairfield; Francis; Genola; Goshen; Heber City; Henefer; Hideout; Interlaken; Highland; Kamas; Lehi; Lindon; Mapleton; Midway; Oakley; Orem; Park City; Payson; Pleasant Grove; Provo; Salem; Santaquin; Saratoga Springs; Spanish Fork; Springville; Vineyard; Wallsburg; Woodland Hills; Summit County; Utah County; Wasatch County; relating to Mountainland Association are adopted.

[A] The following-paragraph is added to the end of Section 1 of the Agreement:
The effective date hereof is August 4, 1997, the date this agreement was executed by the Chairperson of the Executive Council of Mountainland Association of Governments.

[B] The following paragraphs are added to the end of Section 5 of the Agreement.

Upon termination of Mountainland Association of Governments, it will

(1) Return all assets to the funding sources which have provided such assets as required by funding agreements and regulations, and as requested by such funding sources; and

(2) Dispose of all remaining assets by liquidation and distribute the proceeds of such liquidation to each of its member entities in equal fractional amounts based upon the fraction derived by dividing one (1) by the number of member entities at such termination.

[C] The following paragraph is added to the end of Section 6 of the Agreement:

Copies of the Addenda adding additional member entities to Mountainland Association of Governments, together with copies of the resolutions of such entities by which they have joined, shall be distributed to all existing member entities after adoption of the addenda by the Executive Council.
Section 14(a) of the Agreement contains a typographical error. The phrase "necessary to convenient" in the last clause of Section 14(a) should read "necessary or convenient," Section 14(a) is amended to read in its entirety, as follows:

(a) To adopt, mend and repeal rules, bylaws, and regulations policies and procedures for the regulation of its affairs and the conduct of its business, to sue and be sued in its own name, to have an official seal and power to alter that seal at will, and to make and execute contracts and all other instruments necessary or convenient for the performance of its duties and the exercise of its powers and functions under the Interlocal Cooperation Act.

Section 14(c) of the Agreement is amended to read, in its entirety, as follows:

To borrow money and incur indebtedness and issue notes or other obligations payable and to repay and retire the said indebtedness from available operation funding, grant funds, contracts, and contributions from participating jurisdictions or agencies.

IN WITNESS WHEREOF, the parties have signed and executed these Amendments and Addenda to the Mountainland Association of Governments Interlocal Cooperation Agreement, after resolutions duly and lawfully passed, on the dates listed below:

DATED: November 19, 1998

MOUNTAINLAND ASSOCIATION OF GOVERNMENTS
Bylaws

Adopted November 2000

Amended February 22, 2018
MOUNTAINLAND ASSOCIATION OF GOVERNMENTS
BYLAWS

These Bylaws are established to define the functions, duties and responsibilities of the various branches, officers, offices and organizations provided for in the Interlocal Cooperation Agreement and its Amendments and Addenda relating to establishment of the Mountainland Association of Governments. (They include all pertinent elements formerly contained in the Articles of Association and Bylaws referred to in said Interlocal Cooperation Agreement.)

ARTICLE I
NAME

Section 1 - Name
There is established an organization to be known as, Mountainland Association of Governments, as provided for in the Interlocal Cooperation Agreement and its Amendments and Addenda relating to establishment of the Mountainland Association of Governments.

Section 2 - Origin
This agreement is established under provisions of the Interlocal Cooperation Act, Title 1, Chapter 13, Utah Code Annotated, (1953) as amended.

Section 3 - Purposes and General Powers
The purposes and general powers of Mountainland Association of Governments are established in the Interlocal Cooperation Agreement and its Amendments and Addenda relating to establishment of the Mountainland Association of Governments.

ARTICLE II
EXECUTIVE COUNCIL

Section 1 - Name
There shall be established a permanent committee within the Mountainland Association of Governments to be known as the Executive Council.

Section 2 - Origin
This council is provided for in the Interlocal Cooperation Agreement and its Amendments and Addenda relating to establishment of the Mountainland Association of Governments.

Section 3 – Purpose
The Executive Council shall act as both the executive and legislative branch of the
Section 4 - Responsibilities
The responsibilities of the Executive Council include authority to:

a. Adopt, amend and repeal the Interlocal Cooperation Agreement and its Amendments and Addenda relating to establishment of Mountainland Association of Governments and these Bylaws.
b. Propose, initiate, approve, or carry out any studies, policies, or other Association matters.
c. Prepare and evaluate policies, plans, and programs, and adopt a consistent set for consideration by all public and private agencies within the region responsible for implementing programs.
d. Serve in a review capacity to assure that all federal, state, and local development projects are consistent with adopted area-wide plans and programs.
e. Apply and receive state and federal grants for regional purposes.
f. Allocate components of the Regional Work Program among the Association's staff, staffs of other public agencies, and private consultants.
g. Establish representative policy and/or technical advisory committees as needed to assist in the preparation of plans, programs, and project reviews.
h. Initiate, advise, and aid in the establishment of cooperative arrangements, including interlocal agreements, among local governments in the region.
i. Render advice and technical assistance on request of member governments in regard to local government problems having regional impact.
j. Appoint, fix salary of, and remove the Executive Director.
k. Review actions of the Executive Director and the staff.
l. Establish a central staff to provide basic administrative, research, planning and delivery of services for all regional activities hereafter undertaken.
m. Perform other activities as the Executive Council may decide.

Section 5 - Membership
The membership of the Executive Council is established in the Interlocal Cooperation Agreement and its Amendments and Addenda relating to establishment of the Mountainland Association of Governments. Executive Council shall be, "......comprised of each city or town's mayor or designated council member and all county commissioners of the participant counties....." The Executive Council shall also have authority to broaden its membership to include such other interests as it may determine.

Section 6 - Terms of Office
Executive Council members shall serve for their elective terms of office, or until
their successors have been duly appointed by their respective jurisdictions.

Section 7 - Election of Officers
Officers shall be elected by majority vote of members of the Executive Council from among that body. Elections shall take place at the annual meeting for new officers each calendar year. There shall be a Chair and a Vice Chair who will serve in the former's absence as Chair. There shall also be a Secretary/Treasurer elected from among the members of the Executive Council. The Chair shall be a local elected official from either a member City, Town or County selected according to the following annual county rotation, starting with the year 2000: Wasatch, Utah, Summit, Utah, etc.

Section 8 - Duties of Officers
The Chair of the Executive Council shall be the principal executive officer of the Association. He/She shall preside at all meetings of the Executive Council and at all general meetings of the Association. He/She shall have general supervision of the affairs of the Association at the discretion of the Executive Council.

The Vice-Chair shall have all the powers and perform all duties of the Chair when serving in his/her absence. In the event that the Chair is not able to serve his/her full term in office, the Vice-Chair will be elevated to that office and the Executive Council shall elect a new Vice-Chair to fill the unexpired term. The Vice-Chair shall have such other duties as may be assigned to him/her either by the Chair or the Executive Council.

The Treasurer shall supervise the financial affairs of the Association under direction of the Executive Council. He/She shall oversee the preparation of all financial statements disbursement of all monies; and shall submit all financial accounts for an annual audit. The Treasurer shall perform such other duties as may be assigned by the Executive Council.

The Secretary Position shall be filled by the Association staff assigned as Secretary to the Executive Council and shall be responsible for compliance with all Open Meetings Laws and Government Records Access Management Act requirements for Interlocal Agencies.

Section 9 - Meetings
The Executive Council shall meet as often as the Chair determines as necessary to conduct its business. There shall at least be an annual meeting for election of officers, appointment of membership of the Steering Committee and review of the audit report, along with a separate budget meeting each fiscal year. The fourth Thursday of the month is designated as the regular meeting date for the months in which the Executive Council meets. The meeting location shall be designated by the Executive Council. An agenda will be mailed out prior to each meeting. A special meeting may be called at the request of at least four members of the Executive Council.
Section 10 - Quorum/Voting

A quorum of the Executive Council shall consist of eleven (11) members representing the Mayors and/or Commissioners within the Mountainland Association of Governments. Members of the Executive Council may designate another elected official from their jurisdiction as an alternate voting member either on a temporary or permanent basis. A simple majority of the membership in attendance is necessary to carry any question. In the event that a quorum of eleven (11) is not in attendance at a regularly scheduled meeting, business can still be conducted by phone polling to obtain a simple majority of total membership.

Section 11 - Delegation of Authority

The Executive Council may delegate any portion of its authority to Advisory Committees that it deems prudent for overall administrative efficiency and effectiveness of the Association.

ARTICLE III
STEERING COMMITTEE

Section 1 - Name

There shall be established a permanent committee within the Executive Council of Mountainland Association of Governments to be known as the Steering Committee.

Section 2 - Origin

This Steering Committee is provided for in the Interlocal Cooperation Agreement and its Amendments and Addenda relating to establishment of the Mountainland Association of Governments.

Section 3 - Purpose

The Steering Committee shall act as the Advisory Committee to the Department of Administrative Services of the Association.

Section 4 - Responsibilities

The responsibilities of the Steering Committee shall include:

a. Primary responsibilities will be to:
   1. Serve as the screening committee to recommend to the Executive Council the appointment or removal of the Executive Director.
   2. Review actions and activities of the Executive Director.
   3. Review and approve administrative policies of the Association.
   4. Review and recommend changes in organizational and legal structure.
   5. Prepare and recommend a slate of officers for the annual meeting.

b. Authority to execute all responsibilities of the Executive Council (outlined in Article I, Section 4 of these Bylaws) as specifically delegated by Executive Council on a meeting by meeting basis.

Section 5 - Membership
The membership of the Steering Committee shall include the officers of the Association (Chair, Vice Chair and Secretary/Treasurer) and members-at-large selected from the elected officials serving on the Executive Council various Mountainland Committees. Membership in the Steering Committee shall only include elected officials and be designated so that each county shall be represented by at least a county representative and municipal representative from within the respective county. In addition to the current officers of the Association, the immediate past Chair of the Association shall also serve on the Steering Committee. The remainder of the members of the Steering Committee shall include the Chairs of the Metropolitan Planning Organization, the Aging Advisory Committee, the Regional Review Committee, and the Revolving Loan Fund Board. If the past Chair or Committee Chairs are not elected officials the Steering Committee may recommend other elected officials to fill the positions. The Steering Committee shall recommend its members to the Executive Council for approval.

Section 6 - Terms of Office
Steering Committee members shall serve terms of one year, and being subject to reappointment by the Chair with concurrence of the Executive Council.

Section 7 - Meetings
The Steering Committee shall meet as often as the Chair determines as necessary to conduct its business.

Section 8 - Quorum/Voting
A quorum of Steering Committee shall consist of a simple majority of its membership. A simple majority of the Steering Committee membership in attendance is necessary to carry any question.

ARTICLE IV
ADVISORY COMMITTEES

Section 1 - Name
There shall be established in Mountainland Association of Governments one or more Advisory Committee(s) for each separate department within the organizational structure of the Association. At this time those committees shall consist of the Mountainland Regional Planning Committee, Regional Review Committee (CDBG), Aging and Family Services Advisory Committee, Economic Development District Board, and Retired and Senior Volunteer Program (RSVP) Advisory Council. Additional Advisory Committees and Subcommittees to the Executive Council may be created by majority vote of the Executive Council at any of its regular meetings.

Section 2 - Origin
Advisory Committees are provided for in the Interlocal Cooperation Agreement and its Amendments and Addenda relating to establishment of the Mountainland Association of Governments.
Section 3 - Purpose and Responsibilities
These committees shall serve as specialized planning, reviewing, advisory, and policy bodies for the Executive Council of the Mountainland Association of Governments. They shall perform those responsibilities as prescribed by the Executive Council and their respective Advisory Committee Bylaws.

Section 4 - Membership
The Executive Council shall approve the membership of each Advisory Committee subject to the following limitations.

a. Each Advisory Committee shall be composed of elective officials and may also include professionals in the field and from related government agencies, and clientele of the related government agencies.

b. Representation in all Advisory Committees shall be in compliance with appropriate enabling legislation.

Section 5 - Officers
Each Advisory Committee shall have a Chair and Vice-Chair selected according to individual committee bylaws, recommended by the Executive Council Chair and approved by the Executive Council, to preside over and conduct its meetings.

Section 6 - Meetings
Advisory Committees shall meet as often as the respective members consider it necessary, or, upon call of the Executive Council. When necessary, the Advisory Committees may coordinate their meeting time and location with that of the Executive Council.

Section 7 - Bylaws
Each Advisory Committee shall adopt and function by a separate set of Bylaws. Said Bylaws shall be subject to approval by the Executive Council and shall be incorporated into these Bylaws by reference.

ARTICLE V
EXECUTIVE DIRECTOR

Section 1 - Name
There shall be established an office within the Mountainland Association of Governments to be known as the Executive Director.

Section 2 - Origin
This office is provided for in the Interlocal Cooperation Agreement and its Amendments and Addenda relating to establishment of the Mountainland Association of Governments.
Section 3 - Purpose
The Executive Director shall act as the principal administrative officer of the Association under the direction of the Steering Committee and Executive Council.

Section 4 - Responsibilities
The responsibilities of the Executive Director are as follows:

a. Appointing and directing all staff and consultant services as may be provided through the Association.
b. Recommending to the Steering Committee all personnel and other administrative policies.
c. Preparing and administering an approved annual work program and budget.
d. In addition to the above designated duties, the Executive Director shall perform all other duties delegated by the Executive Council.

Section 5 - Appointment and Removal
The Executive Director shall be appointed and removed by a super majority of the Executive Council upon recommendation of the Steering Committee. In the event that the position of Executive Director is vacant, a Temporary Executive Director may be given an interim appointment by the Executive Council until the position can be properly filled. Any compensation to the Executive Director, shall be determined by the Steering Committee. For purposes of this Section, a "super majority" is defined as two-thirds (67%) of the entire membership of the Executive Council.

ARTICLE VI
CENTRAL STAFF

Section 1 - Name
There may be established an administrative, research, planning and service delivery staff within the Mountainland Association of Governments to be known as the Central Staff.

Section 2 - Origin
This organization is provided for by these Bylaws under authority of the Executive Council of the Mountainland Association of Governments.

Section 3 - Purpose
The Central Staff shall act as the administrative, research, planning and service delivery staff for all branches, committees; and subcommittees of the Association.

Section 4 - Responsibilities
The Central Staff shall perform all such duties and responsibilities as may be assigned by the Executive Council. The Central Staff shall perform its activities for and be directly responsible to the Executive Director of the Association.
Section 5 - Organization

The Executive Director shall act as the principal administrative officer of the Central Staff. From time to time the Executive Council may authorize the Executive Director to hire such additional staff, as the Council shall deem necessary to carry on the activities of the Association. The Executive Director may organize the Central Staff into such departments or groupings as may be deemed necessary to efficiently perform the activities of the Association.

ARTICLE VII
FINANCES

Section 1 - Annual Budget

The Executive Director shall prepare an annual budget for the consideration of the Executive Council each budget year. After analyzing the proposed budget and making any corrections or revisions that it may find necessary, the Executive Council shall adopt a final annual budget at or before their June meeting.

The annual budget shall include an itemized listing of all projects, programs, research studies, and activities together with a list of all sources of funding and an assessment schedule.

Section 2 - Cost Allocation

After adoption of the annual budget, the Executive Council shall recommend to each member city, town and county the amount of the annual budget contribution that MAG requests from their jurisdiction for the year. Financial participation shall be either General Allocations or Special Allocations. General Allocations shall be levied on member cities, towns and counties on the basis of a formula adopted by the Executive Council, and shall be for funding projects, programs, research studies, and activities involving more than one unit of local government. Special Allocations shall be levied on a member local unit of government in the event that it wishes to contract with the Association to provide a special service to that unit of local government over and above that provided in the General Allocations.

Section 3 - Annual Audit

The Executive Council shall cause an annual audit of the financial affairs of the Association to be made by a certified public accountant at the end of each fiscal year. The Executive Council shall direct the Executive Director to employ a certified public accountant that shall have been approved by the Council for such audit. The audit report shall be made available to each of the member local units of government and to the general public.

Section 4 - Fiscal Year

The fiscal year of the Association shall commence on July 1 and shall end on June 30.
ARTICLE VIII
ADOPITION AND AMENDMENT OF THESE BYLAWS

Section 1 - Majority Vote for Adoption
These Bylaws may be adopted by a majority vote of the Executive Council.

Section 2 - Majority Vote for Amendment
These Bylaws may be amended by a majority vote of the Executive Council, except as to Article V, Section 5, which may be amended only by a super majority.

[Signature]
Chairman
Mountainland Association of Governments

[Signature]
Date: January 27, 2000
Mountainland Association of Governments
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