

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, JULY 10, 2023, BEGINNING AT 9:00 A.M. IN
DUCHESNE, UTAH**

Present -

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Emergency Management Director Mike Lefler, Treasurer Stephen Potter, Deputy Treasurer Connie Sweat, Deputy Treasurer Mindy Clegg, Clerk-Auditor Chelise Jessen, Deputy Clerk-Auditor Janet Jenkins, Human Resource Director Judy Stevenson, Human Resource Payroll & Benefits Administrator Jamie Park, Community Development Assistant Becky Broadhead, Community Development Director Mike Hyde, Community Development Assistant Director Mike Gottfredson, Recorder Shelley Brennan, Weed Department Director Mike Cardon, Event Center Director Jerry Lisonbee, IT Director Matt Yergensen, Children's Justice Center Director Cheryl Boren, Duchesne County Resident Travis Clegg, and Commissioner Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:00 a.m.)

Chairperson Hansen welcomed everyone to the meeting.

Pledge of Allegiance

(9:01 a.m.)

Presentation of Employee of the Month

(9:02 a.m.)

Human Resource Director Judy Stevenson presented the Employee of the Month Award to Deputy Treasurer Mindy Clegg, whom Deputy Treasurer Connie Sweat nominated. Deputy Treasurer Sweat thanked Deputy Treasurer Clegg for being helpful, kind, patient, and always willing to teach and train. Treasurer Stephen Potter appreciated her for being a great employee. The Commissioners expressed their gratitude for her positivity and teamwork. She is an excellent example of customer service. She is very patient with the customers and residents of Duchesne County. Deputy Treasurer Clegg thanked everyone for the award.

Public Works Update

(9:10 a.m.)

Public Works Director Mike Casper gives an update on existing projects and upcoming work. They will be zipping Ben Crowley's Road (CR 56W), then applying an overlay. There is a cattle guard in Moon Lake that the Forest Service was going to move, but they cannot now. Director Casper would like to help by moving it before the road is paved. The Commissioners agree that it should be moved while the crew is up there working and before the paving starts. They have received complaints about Lower Red Creek Road (CR 15). There are large potholes they will fix.

Discussion & Consideration of Purchasing a Loader for the Road Department

(9:11 a.m.)

Public Works Director Mike Casper presented a quote from Wheeler Cat for a 2023 950M QC Wheel Loader. The cost for the loader is \$338,030.00. This includes a 12-month standard warranty and a 60-month or 4000-hour premier warranty. The Road Department has one loader that is out of commission, and the other three show wear. This loader can be used on all projects. *Commissioner Miles makes a motion to approve the purchase of the new Caterpillar Loader for \$338,030.00 and purchase it out of fund 41. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Emergency Management Update

(9:24 a.m.)

Emergency Management Director Mike Lefler gives an update for the Emergency Management Department. There is a final walk-through for the East Fork EWP Project tomorrow. The project should be completed by Thursday, July 13, 2023. He is working on a regional mitigation plan as well as pre-hazards mitigation. There was a meeting last

week with Young Living, Reeds Ranch, Division of Wildlife Resources, and Forestry Fire and State Lands about prefire mitigation work.

Discussion & Consideration of the State of Utah Contract Amendment for the Children's Justice Center

(9:27 a.m.)

Duchesne County Children's Justice Center (CJC) Director Cheryl Boren presented contract number 230346, amendment 2, with the State of Utah. This contract provides funding for the victim services that the CJC provides. It is increasing this year from \$130,807.56 to \$197,024.00. Director Boren also provided a Statistical Report from July 1, 2022, through June 30, 2023. This report shows the number of new cases, interviews conducted, the types of abuse reported, the number of therapy sessions provided, the demographic information of the victims, the relationship to the primary victim, cases accepted for prosecution, and the prosecution results. The parties discuss the contract and report. *Commissioner Miles makes a motion to approve Amendment Number 2 to Contract Number 230346 for a total dollar amount of \$327,831.56 for the entire contract and authorize the chair to sign on behalf of the County. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration of Ordinance No. 23-401; An Ordinance Enacting Duchesne County Code Section 1-12 Establishing a County Recorder Decision Appeal Authority Pursuant to House Bill 351 and Amending the Duchesne County Government Fee Schedule by Establishing a Fee Relating to the Appeals of Decisions of the Duchesne County Recorder's Office

(9:35 a.m.)

Recorder Shelley Brennan presented Ordinance No. 23-401 and explained the reason for the ordinance. House Bill 351 (2023) was passed by the Utah State Legislature, enacting Utah Code 17-50-340, requiring the County Legislative Body to create an appeal authority to hear and decide appeals from the County Recorder's application of the rules promulgated by a County Recorder Standards Board also created by that same House Bill. An appeal of the County Recorder's implementation of a rule promulgated by the Record Standards Board will be \$150.00. *Commissioner Killian makes a motion to approve Ordinance No. 23-401; An Ordinance Enacting Duchesne County Code Section 1-12 Establishing a County Recorder Decision Appeal Authority Pursuant to House Bill 351 and Amending the Duchesne County Government Fee Schedule by Establishing a Fee Relating to the Appeals of Decisions of the Duchesne County Recorder's Office as presented. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Recess 9:49 a.m. to 9:57 a.m.

Discussion & Consideration of Building Coverings for Stalls at the Event Center

(9:58 a.m.)

Event Center Director Jerry Lisonbee presented a quote from LaVoy Jessop for an expansion of the coverings for the stalls. He explains that he contacted three other businesses to obtain quotes for the project. LaVoy Jessop was the only response he received. This improvement will cover the rest of the stalls. The parties discuss the facility and patrons that use it. *Commissioner Miles makes a motion to approve the bid from LaVoy Jessop for \$62,300. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration of Purchasing a Side-by-Side Trailer for the Weed Department

(10:06 a.m.)

Weed Department Director Mike Cardon presented three quotes for a utility trailer to haul the side-by-side. TD2 Trailer \$4,900.00, Wasatch Trailer Sales \$4,570.00, and Mountain West Trailers \$3,775.00. Their trailer is rated for a 4-wheeler, not a side-by-side. *Commissioner Miles makes a motion to purchase the trailer from Mountain West Trailers for \$3,775.00. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration to add the Treasurer & Clerk-Auditor to all County Bank Accounts

(10:11 a.m.)

Clerk-Auditor Chelise Jessen and Treasurer Stephen Potter stated there are some bank accounts they cannot obtain the statements to reconcile the account. The bank needs documentation authorizing them to add the Clerk-Auditor and Treasurer to all bank accounts belonging to the County. *Commissioner Miles makes a motion to authorize the Clerk-Auditor and Treasurer to be signers to any and all bank accounts, including future accounts. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration for the Letter of Support Regarding Clean & Resilient Energy for Rural Communities

(10:16 a.m.)

Community Development Director Mike Hyde presented a letter of support to the Contracting Officer for the U.S. Department of Energy. A portion of the letter reads: The Duchesne County Commissioners are delighted to offer our support to the project “Clean-Uintah: Clean and Resilient Energy Solution for Rural Communities in Duchesne County, UT, and the Uintah and Ouray Indian Reservation” that the University of Utah is proposing to the U.S. Department of Energy – Office of Clean Energy Demonstration. The proposed project will bring multifarious benefits to Duchesne County: (1) The proposed solar-based power plant contributes to the county’s current efforts in developing clean energy solutions to respond to the growing demand. (2) The proposed integrated battery energy storage system will provide valuable dispatchable resources for local utilities to maintain power reliability. (3) The proposed training and certificate programs that will be co-offered by the University of Utah and the Uintah Basin Technical College (UB Tech) will strengthen our local workforce in renewable energy. (4) The development, installation, deployment, interconnection, and O&M of this project will all involve the local workforce, thus providing short-term and long-term job opportunities. (5) Once Commissioned, the power plant will provide the county with new tax revenue streams.

The County will provide our support to assist the project team in coordinating with local utilities and workforce training and development agencies, as well as navigating the project team through local permitting procedures in advance of construction. The primary contact for the County will be Mike Gottfredson, Community Development Assistant Director. *Commissioner Killian makes a motion to approve the letter of support for Clean & Resilient Energy for Rural Communities. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration for the Letter of Support to the BLM for a Grant to Widen Trails – Postponed by General Consent

(10:21 a.m.)

Auditors Office – Vouchers

(10:27 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the vouchers for July 10, 2023, check numbers 161787 through 161864, for \$763,227.61. The parties review the vouchers submitted. *Commissioner Miles makes a motion to approve the vouchers for July 10, 2023, as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Auditors Office – Surplus

(10:31 a.m.)

Clerk-Auditor Chelise Jessen presented the surplus items for the Building and Grounds Department. There are ten padded benches that are currently in the South Building. They were used in the old Justice Court. *Commissioner Miles makes a motion to approve the benches for surplus. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion of Agreement with Cisco Capital for Network Infrastructure Hardware

(10:36 a.m.)

IT Director Matt Yergensen presented the agreement from Cisco Capital for network infrastructure hardware. The current hardware has reached the end of life and the end of support. It is time to replace the equipment. If it is not replaced, it will leave the County vulnerable and without support. The new equipment and licensing are good for seven years.

Closed Meeting – Strategy Session to Discuss: Deployment of Security Personnel, Devices, or Systems;

(10:43 a.m.)

Commissioner Miles makes a motion to go in and out of a closed meeting for a strategy session to discuss: Deployment of Security Personnel, Devices, or Systems.

Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

Back in Session

(10:56 a.m.)

Action to be taken.

Commissioner Miles makes a motion to approve the purchase agreement with Cisco Capital for a total of \$102,430.00, \$34,143.20 each year for three years. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation;

(11:02 a.m.)

Commissioner Miles makes a motion to go in and out of a closed meeting for a strategy session to discuss: Pending or Reasonably Imminent Litigation. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and

Commissioner Hansen votes aye. The motion passes.

Back in Session

(11:14 a.m.)

No action is to be taken.

Discussion of Possible Subjects for the Next Meeting

(11:15 a.m.)

Calendaring & Weekly Update on Events

(11:17 a.m.)

Human Resource Update

(11:28 a.m.)

Commissioner Irene Hansen suggested creating an employee recognition program for years of service. The parties discuss the possibilities for the recognition.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;

(11:36 a.m.)

Commissioner Miles makes a motion to go in and out of a closed meeting for a strategy session to discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

Back in Session

(1:20 p.m.)

No action is to be taken.

Consideration of Minutes for Combined Commission Meeting held July 03, 2023

(1:21 p.m.)

Parties review the combined Commission meeting minutes held on July 03, 2023.

Commissioner Miles makes a motion to approve the minutes for July 03, 2023, as corrected. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

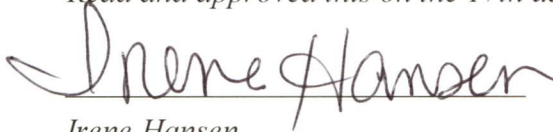
Commissioner Miles leaves the meeting at 1:28 p.m.

Adjournment

(1:29 p.m.)

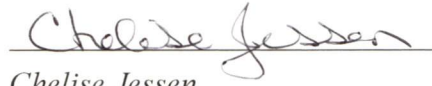
Commissioner Killian makes a motion to adjourn the meeting at 1:29 p.m. Commissioner Hansen seconds the motion. Commissioner Killian votes aye, and Commissioner Hansen votes aye. The forum adjourns.

Read and approved this on the 17th day of July 2023.



Irene Hansen

Commission Chair



Chelise Jessen

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes