MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, AUGUST 14, 2023, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present -

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Sheriff Travis Tucker, Sheriff's Office Manager Cynthia Wardle, Weed Department Director Mike Cardon, Public Works Director Mike Casper, Emergency Management Director Mike Lefler, Human Resource Director Judy Stevenson, Human Resource Payroll & Benefits Administrator Jamie Park, Clerk-Auditor Chelise Jessen, Eric Major, Beau Bateman, and Mark Jensen with Jones & DeMille, Jon Haderlie with Larson & Company, County Resident L. Carl Robinson, and Commission 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.)

Open & Award Rock Creek Dugway Improvements Bids

(9:03 a.m.)

Commissioner Miles opened the one bid received for the Rock Creek Dugway Improvements. Staker Parson DBA Nielson Construction & Materials, Bid Schedule 2 – Total $1,360,000.00. The parties discuss the bid and the issues with the road sloughing in the area. Commissioner Miles recommends postponing the award of the bid. Some research needs to be done in the area to determine the reason for the continued sloughing. Eric Major with Jones & DeMille will review the bid documents for accuracy. This item is postponed until a later meeting.

Discussion of the East Fork EWP Project

(9:10 a.m.)

Eric Major with Jones & DeMille presented the Construction Budget for the East Fork Fire EWP Project. Perco Rock worked up to and through the July 11, 2023, completion date. The Final walk-through was Tuesday, 8/11/23, and there were still items that needed to be completed. Perco Rock experienced some breakdowns with equipment. The situation was reported to NRCS about the extended work. Perco tracked the man-hours and equipment hours used to value the job done after the deadline. It totaled $11,200 in additional costs that NRCS will not reimburse. The parties discussed the project and communication expectations from the contractor to the County. Emergency Management Director Mike Lefler commented on the project.

Public Works Update

(9:30 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. They were short-staffed last week with the County Fair but could still get a lot done. Silver Meadows area was paved, and the mower has made its rounds in the County. They will be paving in Altamont and chip sealing in Rock Creek and Tabiona. They are still working on the bridge on 7000 West. Commissioner Miles asked if Director Casper would get the cost for weathering steel guardrail. The guard rail needs to be replaced in the forest service areas, and they prefer weathering steel to match the surrounding environment. Commissioner Killian asked if they could look at the narrow portion of South State Street. With the trucks hauling, they push other vehicles off the road. He would like to widen the road or shoulder possibly.

Emergency Management Update

(9:37 a.m.)

Emergency Management Director Mike Lefler gave an update for the Emergency Management Department. Stream Alteration Permits were submitted for the Yellowstone River and the Strawberry River. Andrew Dutson with the Utah Division of Water Rights will be here tomorrow to review the upcoming projects. Commissioner Hansen spoke about the County Fair and the announcement that XCL will donate $50,000 to the first responders. They will also match additional funds donated by other entities and companies.

Discussion & Consideration of the Beer Tax Annual Report
(9:42 a.m.)

Sheriff's Officer Manager Cynthia Wardle presented the Beer Tax Annual Report. She reported that they received $39,483.25. Each year they submit this report to the State of Utah on what the funds were used for. The beer tax funds for Duchesne County purchased five in-car cameras to assist with the overtime DUI shifts and prosecution of those cases. The ankle monitoring program was enhanced to include continuous alcohol monitors to prevent drinking while participating in our program. There will be further training on the CAMs this August, and the goal of the ankle monitoring probation program is to assist arrestees in sober living. *Commissioner Killian makes a motion to approve the beer tax annual report as presented. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration of the JAG Local Law Enforcement Block Grant Application
(9:44 a.m.)

Sheriff's Officer Manager Cynthia Wardle presented the JAG Local Law Enforcement Block Grant Application and explained that this is a noncompetitive grant. The allocated funds would be used to purchase equipment. They want to update and purchase first-aid kits for the deputies and metro spike systems. The amount that is requested from the grant is $6,254.00. *Commissioner Miles makes a motion to approve the Local Law Enforcement Block Grant application as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Commissioner Miles thanked Sheriff Tucker and the Sheriff's Office for the strong presence of officers at the County Fair.

Recess 9:49 a.m. to 10:02 a.m.

Discussion & Consideration of the Independent Auditor Report
(10:02 a.m.)

Jon Haderlie, a partner with Larson & Company, introduced himself and presented the Financial Statements with Independent Auditor's Report dated December 31, 2022. Mr. Haderlie describes the layout of the report. He covered the opinions and findings for the different sections of the report. There were no compliance findings noted in the current period. A copy of this report will be kept in the Clerk-Auditor's office. *Commissioner Miles makes a motion to accept the Audit Report as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration of the Noxious Weed Control Agreement with the BLM
(10:35 a.m.)

Weed Department Director Mike Cardon present the noxious weed control agreement with the BLM. This is a bilateral modification to reflect the following changes. This modification is to exercise option year 2 in the amount of $5,000, change Contracting Officer from Tori Blunt Mayes to Daniel Walker, change the Contracting Officer's Representative (COR) from Andrew Palmer to Hadyn Carson, change the SAP receiving official from Andrew Palmer to Karren Haslam.

This agreement will extend from 8/7/2023 through 8/6/2024 for the funding amount of $5,000. *Commissioner Miles makes a motion to approve the modification agreement for noxious weed control and authorize the chair to sign. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

The parties discuss the status of the Weed Department's new building.

Auditors Office – Vouchers
(10:42 a.m.)

Clerk-Auditor Chelise Jessen presented the vouchers for August 07, 2023, check numbers 162162 through 162254, for $504,016.53. The parties review the vouchers submitted. *Commissioner Miles makes a motion to approve all three vouchers, as presented for August 14, 2023. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion of Possible Subjects for the Next Meeting
(10:51 a.m.)

HR Office – Payroll
(10:52 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending August 5, 2023; there were 240 employees paid. *Commissioner Miles makes a motion to approve the payroll as presented for August 5, 2023. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration of County Fair Volunteers
(10:55 a.m.)

Human Resource Director Judy Stevenson presented a list of eighteen new volunteers for the County Fair. The individuals have been through a background check. *Commissioner Miles makes a motion to accept the 2023 county fair applicants as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Human Resource Update – No Update at this time.
(10:57 a.m.)

Calendaring & Weekly Update on Events
(10:57 a.m.)

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(11:11 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
(11:42 a.m.)

No action is to be taken.

Consideration of Minutes for Combined Commission Meeting held August 7, 2023
(12:17 p.m.)

Parties review the combined Commission meeting minutes held on August 7, 2023. *Commissioner Killian makes a motion to approve the minutes for August 7, 2023, as corrected. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Summation of the County Fair
(11:48 a.m.)

Commissioner Miles states there were very few issues at the fair this year. The fair board made required changes that made a difference. All the board members and volunteers worked tirelessly to put on a great fair, which showed. The outdoor arena seating is becoming more of an issue each year. They need to look into building it up to accommodate more spectators. Commissioner Miles appreciated all who were involved in making it a success.

Adjournment
(11:57 a.m.)

Commissioner Killian makes a motion to adjourn the meeting at 11:57 a.m. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The forum adjourns.

Read and approved this on the 21st day of August 2023.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes