MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, AUGUST 28, 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, Human Resource Director Judy Stevenson, Eric Major with Jones & DeMille, Deputy Clerk-Auditor Janet Jenkins, Clerk-Auditor Chelise Jessen, Human Resource Payroll & Benefits Administrator Jamie Park, 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.)

Public Works Update

(9:02 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. He received a call on Saturday evening about flooding in Rock Creek. Debris covered the road. They took a grader and loader to the area to clear the road. The crew worked until midnight on Saturday night and started again at 5:00 a.m. Sunday. The parties discussed the chip sealing that was planned for this area. Director Casper will look at other sites on the list and complete them first.

The salt hauling bid is being prepared and will be awarded at the September 18th Commission meeting.

Eric Major with Jones & DeMille gave an update on the East Fork EWP Project and the flooding in Rock Creek. This storm brought approximately 1.5 inches of rain, more than the previous main event that washed the area out. Most of the work completed on the project was undone with this storm. Miners Gulch campground was destroyed with mud and debris. The parties discuss what the next steps will be. The County has exhausted its resources. There is a lot of material on Rock Creek Road. They will visit with the Forest Service and Central Utah Water Conservancy District for some assistance removing the material.

Discussion & Consideration of a Request for Proposal (RFP) for a Financial Auditor

(9:29 a.m.)

Clerk-Auditor Chelise Jessen presented a draft request for an RFP for a Financial Auditor. The current contract is expiring this year. The contracts renew every three years, and the contractor selection is expected to be made on October 16, 2023. *Commissioner Miles made a motion to approve the Request for Proposal to be sent out for a Financial Auditor. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Auditors Office – Vouchers

(9:36 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the vouchers for August 28, 2023, check numbers 162322 through 162383, for $273,192.33. The parties review the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for August 28, 2023. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

HR Office – Payroll

(9:40 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending August 19, 2023; there were 212 employees paid. *Commissioner Miles made a motion to approve the payroll as presented for August 19, 2023. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion of Possible Subjects for the Next Meeting

(9:43 a.m.)

Calendaring & Weekly Update on Events
(9:44 a.m.)

Consideration of Minutes for Combined Commission Meeting held August 21, 2023
(9:53 a.m.)

Parties review the combined Commission meeting minutes held on August 21, 2023. *Commissioner Killian made a motion to approve the minutes for August 21, 2023, as corrected. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Closed Meeting – Strategy Session to Discuss: Pending or Imminent Litigation;
(10:04 a.m.)

Commissioner Killian made a motion to go in and out of a closed meeting for a strategy session to discuss: Pending or Imminent Litigation. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.

Back in Session
(10:46 a.m.)

No action is to be taken.

Human Resource Update
(10:46 a.m.)

Human Resource Director Judy Stevenson presented the flyer for the employee appreciation event. The event will be held at the Water Hollow Ranch on October 18, 2023, from 5:00 to 9:00 p.m. This is for employees and their families.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(10:48 a.m.)

Commissioner Miles made 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 seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.

Back in Session
(12:05 p.m.)

No action is to be taken.

Adjournment
(12:06 p.m.)

Commissioner Miles made a motion to adjourn the meeting at 12:06 p.m. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The forum adjourned.

Read and approved this on the 11th day of September, 2023.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes