

UINTAH BASIN REVITALIZATION FUND VIRTUAL BOARD MEETING

Monday, October 23, 2023 – 1:30 PM

Uintah Basin Association of Governments, 330 E 100 S, Roosevelt, UT 84066

Virtual Option via Zoom: <https://utah-gov.zoom.us/j/86587519475>

DRAFT MEETING MINUTES

Board Members Present

Evan Curtis, Chairman

Councilman Emmett Duncan - Ute Tribe Business Committee

Councilman Mike Natchess - Ute Tribe Business Committee

Commissioner Brad Horrocks - Uintah County

Commissioner Greg Miles - Duchesne County

Staff and Guests Present

Laurie Brummond, UBAOG Director / Duchesne County Grant Administrator

Chris Pieper, Utah Attorney General's Office

Jennifer Domenici, HCD Asst. Director

Carver Black, DWS Finance Manager

Gennie Bird, Uintah County Grant Administrator

Commissioner Sonja Norton, Uintah County

Commissioner John Laursen, Uintah County

Nate Zillas, Uintah Basin AOG

Paul Moberly, HCD Program Manager

1. Welcome & Introductions

Chairman Evan Curtis officially called the Uintah Basin Revitalization Fund (UBRF) Board meeting to order at 1:43 PM, on Monday, October 23, 2023, as an in-person meeting at the Uintah Basin Association of Governments Offices in Roosevelt, Utah with an electronic Zoom option. Chairman Curtis invited all in attendance to introduce themselves, beginning with the board members.

2. Approval of Minutes [3:35]

The draft minutes from the March 29, 2023 meeting were presented. The chair called the question:

Commissioner Miles made, and Commissioner Horrocks seconded, a motion to approve the minutes from the UBRF Board meeting held on Wednesday, March 29, 2022. The motion passed as approved with affirmative votes from Commissioner Miles, Commissioner Horrocks, and Chairman Curtis, with abstentions from Councilman Duncan and Councilman Natchess who were not part of the board at the time of that meeting.

3. Fund Report [4:55]

Chairman Curtis invited Mr. Moberly to present the fund balances. Mr. Moberly stated that the new balances were included in the amounts as presented, as of 10/17/2023, explaining the new funds were allocated per a formula defined in statute.

GRANTEE	NEW ALLOCATION	PREVIOUSLY AVAILABLE	NEW AVAILABLE
Ute Tribe	\$3,872,891.60	\$94,807.56	\$3,967,699.16
Uintah County	\$1,997,891.60	\$2,783,524.52	\$4,781,416.12

Duchesne County	\$1,997,891.60	\$2,675,522.17	\$4,673,413.77
Total	\$7,868,674.80	\$5,553,854.25	\$13,422,529.05

Commissioner Miles expressed gratitude for the new revenues.

4. Board Business [6:20]

4.a Annual Board Training

Chairman Curtis invited Chris Pieper, Assistant Attorney General & UBRF Council, to present the annual training for boards. He conducted the training via a Jeopardy-type format, where all present participated, answering questions and Mr. Pieper explained the concepts presented. The training covered OPMA, GRAMA, board meetings, and legal questions.

4.b Discussion on resolution for governing of electronic meetings

Chairman Curtis asked Mr. Moberly to present the resolution on electronic meetings. Mr. Moberly presented that the board needs a rule or resolution governing the board's use of electronic meetings. He presented the purpose for the resolution and that it discussed how board members joining electronically are treated. Chris Pieper clarified the reasons and requirement.

Commissioner Miles asked a question if the resolution was more strict than state policy. Chris Pieper answered that it was not. Chairman Curtis asked if the resolution required a vote. Mr. Moberly and Mr. Pieper both answered in the affirmative. The chair called the question:

Commissioner Miles made, and Commissioner Horrocks seconded, a motion to approve the adoption of the resolution outlining the UBRF's use of electronic meetings as presented. The motion passed as approved with unanimous affirmative votes from Commissioner Miles, Commissioner Horrocks, Councilman Duncan, Councilman Natchess and Chairman Curtis.

4.c Board administrative policies and procedures

Chairman Curtis asked Mr. Moberly to present the agenda item. Mr. Moberly introduced the policies and procedures as an administrative requirement from DWS, as well as documented procedures for applicants. Mr. Pieper clarified that while there are many internal-facing aspects to the policies, there are some which are external facing and recommended external facing policies be adopted by rule in the future. Mr. Moberly reviewed a few items from the policies.

Laurie Brummond highlighted a correction on the expiration date for a contract.

Commissioner Miles asked a clarifying question about expired contracts and that the funds revert to the entities unallocated portion and must be re-applied for. Mr. Moberly confirmed this. Then he explained if the project is incomplete, it should be extended and this is the purpose for notifying recipients and the board on grants expiring soon. The chair called the question:

Commissioner Horrocks made, and Commissioner Miles seconded, a motion to approve the adoption of UBRF's Policies and Procedures as presented. The motion passed as approved with affirmative votes from Commissioner Miles, Commissioner Horrocks, Councilman Duncan and Chairman Curtis, with Councilman Natchess abstaining.

4.d Grants expiring soon

Chairman Curtis asked Mr. Moberly to present this item. Mr. Moberly reiterated that this was a notice to the board for informational purposes, and that the following grants will expire on 12/31/2023. Chairman Curtis asked if any action was required, and Mr. Moberly responded no but at the meeting after the expiration, they would.

Contract	Agency	Projects	Total Awarded Amount	Balance	Start	End
18-1938	Ute Indian Tribe	Miscellaneous Projects	\$792,823.00	\$43,209.46	3/29/2018	12/31/2023
21-2253	Uintah County	Homeless services; Road dept capital equipment	\$1,050,000.00	\$586.74	2/25/2021	12/31/2023

5. Project Applications [45:40]

5.a Expired Contracts

Chairman Curtis invited Mr. Moberly to present the expired contracts. Mr. Moberly presented the expired contracts as listed below, which have been requested to extend until 6/30/2025.

Contract	Agency	Projects	Total Awarded Amount	Balance	Start	End
21-0203	Ute Indian Tribe	Police Vehicles; Pump system for Veterans memorial lawn; tractor for buffalo project; water line infrastructure	\$919,300.00	\$162,475.11	6/9/2020	6/30/2023
21-1106	Ute Indian Tribe	Vehicles for water settlement; capital equipment for water settlement; EMS monitors; Fort Duchesne Dump cleanup; Headstart building transportation; Hill Creek buffalo fence; Human resource building remodel; soda machine; Painted Horse building updates; security vehicles; rodeo cleanup.	\$3,761,236.60	\$909,219.15	8/13/2020	6/30/2023

Chairman Curtis called the question:

Commissioner Miles made, and Commissioner Horrocks seconded, a motion to approve extension of the grant expiration dates as presented to 6/30/2025. The motion passed as approved with unanimous affirmative votes from Commissioner Miles, Commissioner Horrocks, Councilman Duncan, Councilman Natchess and Chairman Curtis.

5.b Uintah County - Sander for Semi-Truck - \$43,000

5.c Uintah County - Homeless Services - \$85,000

5.d Uintah County - Western Park Remodel - \$2,000,000

Chairman Curtis invited Commissioner Horrocks to present the Uintah County projects to the board. Commissioner Horrocks presented the three Uintah County projects:

- \$43,000 in funding for a hydraulically operated semi-truck mountable salt/sand spreader with materials hopper.
- \$85,000 for Uintah County to subcontract with the Uintah Basin Association of Governments to provide services to individuals experiencing homelessness, including motel vouchers and transportation with the goals to address acute homelessness, promote stabilization, and encourage self-sufficiency.
- \$2,000,000 for remodel projects in the Western Park including a new sound system, surfacing for the parking lot, electrical upgrades, an amphitheater seating and sound system, and other related construction expenses.

Laurie Brummond suggested that Uintah County ask for a longer contract timeframe to allow for completion of the construction project without renewing the contract. Chairman Curtis asked what a sander was. Chairman Curtis discussed bundling the three projects in one motion and asked Chris Pieper of any legal concerns. Chairman Curtis called the question for the three projects:

Commissioner Miles made, and Councilman Duncan seconded, a motion to approve the three Uintah County projects as presented. The motion passed as approved with unanimous affirmative votes from Commissioner Miles, Commissioner Horrocks, Councilman Duncan, Councilman Natchess and Chairman Curtis.

5.e Duchesne County - South Building Reconstruction - \$500,000

5.f Duchesne County - Home Delivered Meal Trucks - \$170,000

Chairman Curtis invited Commissioner Miles to present the Duchesne County projects.

Commissioner Miles presented the two Duchesne County projects

- \$500,000 for reconstruction, engineering, and equipment for the south building (old courthouse) to relocate the Gateway Senior Center for senior services and ADA accessibility, requesting a four year length to the contract.
- Funding request for \$170,000 for two trucks with food service heating/cooling components to deliver food to homebound seniors throughout Duchesne County.

Chairman Curtis called the question on the two projects:

Commissioner Horrocks made, and Councilman Duncan seconded, a motion to approve the two Duchesne County projects as presented. The motion passed as approved with unanimous affirmative votes from Commissioner Miles, Commissioner Horrocks, Councilman Duncan, Councilman Natchess and Chairman Curtis.

5.g Ute Tribe - Coffee Shop upgrades - \$205,092 original request, \$229,092 amended request (reallocation)

Chairman Curtis invited Councilman Duncan to present on the Ute Tribe project. Councilman Duncan presented the project:

- Reallocation request for \$229,092 from 21-1106 - Human Resources Remodeling project (\$304,935.52 remaining), to be used for the upgrade of the Ute Tribe Coffee Shop including a digital menu board, repainting the building exterior and interior, extending the roof over the patio area and drive through, rehabilitation of the outside patio area including new table tops and chairs, new cabinets, countertops, lighting, new laminate tables, chairs, refrigerator, shelving, display cases, cup dispenser, and ice machine.

Chairman Curtis called the question:

Commissioner Miles made, and Commissioner Horrocks seconded, a motion to approve the amended request for the amended Ute Tribe project as presented. The motion passed as approved with unanimous affirmative votes from Commissioner Miles, Commissioner Horrocks, Councilman Duncan, Councilman Natchess and Chairman Curtis.

6. Board Member Issues

6.a Schedule of meetings for CY2024

Chairman Curtis asked Mr. Moberly about suggested dates, and Mr. Moberly replied that UBRF aims to be quarterly, but staff did not have suggested dates. Laurie Brummond brought up combining with the association of governments board meeting. Commissioner Horrocks brought up the availability of emergency meetings. The board discussed tentative dates for upcoming meetings, including general criteria and conflicts.

Tentative dates suggested are as follows:

Thursday, January 11, 2024 @ 3:30 (virtual via Zoom)

Thursday, April 11, 2024 @ 3:30 (virtual via Zoom)

Thursday, July 11, 2024 @ 3:30 (possible in person, virtual option)

Thursday, October 24th @ 1:00 (Duchesne County Event Center)

Chairman Curtis entertained a motion to adjourn.

Commissioner Miles made, and Commissioner Horrocks seconded, a motion to adjourn the meeting. The motion was carried by a unanimous vote.

The meeting adjourned at 2:52 pm.

Submitted by Paul Moberly