Draft Minutes of the Meeting of the Daggett County Commission and the Daggett County Redevelopment Agency held on **Tuesday, January 9, 2024** in the Commission Chambers in the Daggett County Courthouse at 95 North 1st West in Manila, Utah and through electronic means. Commissioners Matt Tippets, Randy Asay and Jack Lytle attended in person. Attorney Kent Snider, Clerk Brian Raymond, Sheriff Erik Bailey attended in person. The meeting was called to order at 9:08 am by Commissioner Matt Tippets. The invocation was given by Commissioner Assistant Peggy White. Commissioner Tippets then led those in attendance in the Pledge of Allegiance.

Present In Person: Peggy White, Bret Reynolds of CIVCO Engineering and Flaming Gorge Fire and EMS District, Mikell Koger the Victim Advocate, Manila Mayor Kathi Knight, Steven Wood, Matt Lucas, Trevor Brooksby

Present Online or by Phone: None

Motion to Go In and Out of Redevelopment Agency (RDA): Commissioner Randy Asay motioned to go in and out of the Redevelopment Agency (RDA) Meeting Agenda. Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

9:00 AM - Open Bids For Fencing For Manila Airport: Clerk Brian Raymond said there was one bid received from Bridger Valley Fence, LLC on January 8th, 2024 Bret Reynolds said CIVCO had sent out 6 bid packets and they thought they would get at least two returned. The amount of the bid was for $298,586.00, and the engineers estimate was $262,776.00 with a budget of $335,000.00. Commissioner Lytle asked if that was with or without the wire and Bret said it is with the wire rolled up. Addendum #1 was signed. Bret explained the next step in the process is to review the bid received and if there are no problems, it may be possible to award the contract next week or do approve it contingenly later today. Bret was excused after saying he had no other business than what was on the agenda.

Approve Minutes: Commission meeting minutes for the December 26, 2023 and January 2, 2024 meetings were available for review and approval. Commissioner Lytle didn't remember Commissioner abstaining and Commissioner Asay said he had missed the previous meeting.

Commissioner Lytle motioned to approve the minutes for the Tuesday, December 26, 2023 Daggett County Commission and RDA Meeting as presented. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

In the January 2, 2024 meeting minutes, in the "Issue Updates" section, Commissioner Lytle questioned the wording of the paragraph mentioning Kent Snider and the letter that he had drafted for both towns regarding the Fire and EMS District services. Commissioner Lytle wanted it clarified.

PENDING

Commissioner Tippets stated that in the next paragraph down, the minutes state the fencing contracts have been sent out, this should be corrected to RFPs instead of contracts. Commissioner Lytle motioned to accept the minutes with the mentioned corrections for the Tuesday, January 2, 2024 Daggett County Commission and RDA Meeting. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Issue Updates: Attorney Kent Snider is in Court at the moment and will be in when that finishes. Commissioner Lytle asked about the posting of information regarding the MBA. Clerk Raymond said he had not received the information from Kent yet.

Sheriff Bailey stated that Joseph Harrison is officially in the Academy and will complete training in about 15 weeks.

Mikell Koger, assistant to County Attorney Kent Snider, was present and said she was unsure if Kent had anything to report for the Issue Updates. It was decided that the Victim's Advocate Report would be moved up on the agenda.

Victim's Advocate Report By Mikell Koger: Mikell Koger stated that it is a grant requirement to report twice during the grant year to the County Commissioners regarding her office and the Victim's Advocate Program. In December, Mikell met with the State of Utah UOVC for a Desk Monitoring Report. Mikell's program had no identifiable issues that needed resolution. Mikell plans on utilizing her training budget to attend as many training sessions as she can for the remainder of the grant year. She also plans to integrate a policy for stronger English proficiency which is also required by the grant. This will have her looking into different translation services, how much they cost, how efficient and accessible they are. She has applied for a program to receive 125 ring doorbells which provides security for victims worried about their safety. It is part of the "Safe At Home" project. It allows them to use a substitute address Her office has also purchased several "pay as you go" phones to give to victim's that qualify.

The number of victims has increased, but it is hard to relate to how these numbers were tracked before she became the Victim's Advocate. She has dealt with approximately 40 different individuals since July. Her relationship with the Sheriff's Office is good. It was mostly victims of Domestic Violence being dealt with before and now she will help victims of any crime. She has been collaborating with several other services in the area for the services we are too small to provide. She continues to try and build the program. Commissioner Lytle thanked her for her efforts and Commissioner Tippets thought the doorbells were a good idea. She was asked if there was anything she may need assistance with? Mikell stated that the grant requires some translation services for those who are not English proficient and it was suggested she work with Clerk Raymond or even Jesse Platt with IT to get some ideas. Sheriff Bailey said there is a language line through dispatch and they may be able to help, so he will provide Mikell with that contact information. There are LDS people in the area who have served missions in other countries who may be able to help, but we would need to find out what the requirements are and what kind of forms and certification they may require for the grant's purposes.

Issue Updates (Con't): No airport, clinic or road updates. Peggy said that Lori Haslem was at the Community Economic Opportunity Advisory Board Meeting yesterday and she gathered information regarding the jail, the payments, etc. Lori will take this information back to the State.

During the Legislative Issues section, Clerk Brian Raymond stated that he included information that he believed pertained to our county from the Utah Association of Special Service Districts (UASD). He will continue to forward the UASD information to the Commissioners.

Citizen Comments: Mayor Knight said it was dang cold out there. She was asked how the CIB meeting went and she thought it turned out better than she thought. It was about a 70/30 split at 1% interest with some reductions in the original plans, which may help. The RV dump may be deleted to 2 instead of 4 which would help with more funding to Ylincheta sewer. She appreciated the discussion last week to help prepare her and she appreciated the UDOT Director's support. She will have to send out a clarification as the Town Council had sent out a letter that people could hook into the sewer at their leisure, but it will be required in a more timely manner. The cost is not completely known right now. Commissioner Tippets suggested considering the possibility of a Water and Sewer District that would be a taxing entity that would relieve the burden from the Town for having to deal with this. She was referred to Legrand Bitter as the Executive of UASD. Brian sent here the email he had shared with the Commissioners. Chad Reed is the current Water District Chair and he may be a good person to talk to about the history and how that might fit into a future district.

Cash Summary Report & Aging Report Review: The Cash Summaries and Accounts Receivable Reports were provided by the Recorder/Treasurer's Office. Commissioner Lytle noted that there was a significant drop in Fund 28, but they are waiting for some reimbursements. Commissioner Tippets noted that we had received some money for the Trail project and EMS. Attorney Snider joined the meeting.

Commissioner Lytle motioned to accept the Cash Summary Report dated January 5, 2024 for all bank accounts and the accounts receivable report also for the same date. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion.

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Open Invoice Register: The Open Invoice Register was provided by the Auditor's Office. Commissioner Lytle motioned to approve the Open Invoice Register dated January 8, 2024 for all standard invoices in the amount of $39,670.95. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion.

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Disbursement Listing: The Disbursement Listing was provided by the Auditor's Office. Commissioner Lytle motioned to accept the Disbursement Listing from Zions Checking from December 28, 2023 to January 8, 2023 in the amount of $363,636.99 with a void amount of

$33,172.98. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion.

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Purchase Requests: There was a purchase order form the Road Department to purchase eight 11R22.5 tires through TJs Tire Pro for $6,324.32. TJs Tire Pro is on the State Bid list. It was for truck 5, but it was unclear which truck that was. Commissioner Lytle motioned to approve the purchase request. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion.

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Steven Wood had a purchase request for carpeting for the Courthouse building. We need about 5,000 square feet to cover everything. We need to purchase more than is actually needed right now, to provide future coverage if the carpet is discontinued, because the current carpet has been discontinued by the manufacturer. Commissioner Lytle asked when it was replaced and it was unclear when it was replaced but it was thought to be done while Commissioner Asay has been in office. Steven said the nylon is harder to keep clean than polyester, but it will last longer. It was unclear what we had now. The tiles are a little smaller through Western vs. Home Depot. Commissioner Tippets asked if this was budgeted for in 2024 and Steven believed so. The whole building will be replaced in phases. It was asked how long the carpet is supposed to last and Steven thought it lasts 8-10 years and it was thought that the current carpeting was only 4 years old, which seemed relatively new. The tiles would allow for fixing small spills or problems like the fire in the Assessor's office. Steven was asked if he thought we had enough extra and he thought they did with 250 extra sq. feet, but he didn't want too much extra. Commissioner Lytle asked if the Sheriff's Office has needs that are not being addressed. The Sheriff said they have laminate flooring.

Commissioner Lytle motioned to approve the purchase request through Western for roughly 5,000 sq feet of carpeting in the amount of $10,460.99. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion.

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Discussion And Consideration Of Awarding Contract For Airport Fencing: Commissioner Tippets moved this forward as Bret Reynolds has another meeting at 11 am. Bret said he had reviewed the bid and there were some errors in the bid, that cut the cost approximately $9,000 and the bid is reasonable. Bret will call the contractor regarding the errors in a unit price and send it on to Aeronautics.

Commissioner Lytle motioned to accept the bid from Bridger Valley Fence with the contingency that Aeronautics and the contractor be okay with the corrections in the bid. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Matt Tippets	X			

Commissioner Jack Lytle	X
Commissioner Randy Asay	X

The motion carried. Commissioner Lylte wanted to thank the contractor and disclosed that the contractor is the son of one of Daggett County employee Vicki Tanner in the Clerk's Office.

Discussion And Consideration Of Joint Highways Funding Application For Stateline Road Phase I: Commissioner Tippets moved this up and Bret Reynolds said that the Town of Manila was also involved and their section would only go up to 3rd East. The County will start at the east and go west. The Town will start at the west and go east and it will leave some out in the middle part. This is all three years out and there is $2 million possible for each segment. The Union right of way is in the middle of the road and so they will need to be consulted. The Road District is willing to provide some funding and this is the application only, so it can be turned down or delayed if needed. Commissioner Asay asked about the storm drains and Bret said that they are part of the projects. The District has a project in Brown's Park, so they can't run this project and there were questions if this would appear to be gaming the project. Bret didn't think so. The Mayor's priority is her area where the hillside runoff is washing out roadways and driveways within the Town. Bret thought that both project applications should be submitted, but there are usually 2 or 3 projects that don't get funded. He will push for both projects to be funded.

Commissioner Lytle asked about the Brown's Park projects and Bret said it is State line to State line to address some dips and fix some curves in the road.

Commissioner Lytle motioned to approve the application to Joint Highways for funding the Stateline Road Phase 1 pavement project. Commissioner Asay seconded the motion.

The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Asay:	X			
Commissioner Lytle:	X			
Commissioner Tippets:	X			

The motion carried.

Discussion And Consideration Of SR-43 Multi-Use Trail Program Funding Application: Commissioner Lytle asked if this was now approved for OHV and it is not. Bret explained that the letter has changed as did the application. Bret Reynolds explained that he did not properly address the existing funding that Daggett County already had. This changed the amount by $1,000.00. We are now asking for $1,372,000.00. This will make the local match $93,000.00. Bret stated they are asking to expedite the project to 2024. Peggy White is working on getting additional funding as well.

Commissioner Lytle motioned to approve the application for the SR-43 Multi-use Trail Program Funding Application. Commissioner Asay seconded the motion. The Board Members voted as follows on the motion:

	Yes	No	Abstained	Absent
Matt Tippets	X			
Jack Lytle	X			
Randy Asay	X			

The motion carried.

Correspondence: Commissioner Tippets noted the correspondence from UBAOG for future CIB proposals. We need to get with Jesse Platt and see if we want to go forward with the Clinic project. It was felt we should continue to pursue it. A lot of comments were to get rid of the basement, so we just need to make a decision about what is to be done and this needs to be done two weeks prior to the February 1st meeting.

PENDING

The Forest Service notice that the Forest Supervisor is leaving was mentioned. There was also information about the NACO County Month which is in April. Clerk Raymond said this was put in as we have participated in this in the past. Peggy White was asked to do some research on this.

Calendar: Commissioner Tippets said he has the Weed Board and Conservation District meetings tomorrow. Commissioner Lytle asked if the Conservation District meeting was the big meeting of the year? One of the Fish and Game guys from DWR wanted to attend. The annual Daggett County Working Group will open the meeting tomorrow at 12:00 pm according to Commissioner Tippets.

Commissioner Lytle has a public lands meeting tomorrow at 10 am and a meeting with the BLM at 10:00 am on the airstrip in Taylors Flat in Brown's Park. The Colorado River Authority is meeting tomorrow at 1 pm. There is a water convention meeting this week or next in Vernal- January 11th. The SCIC meeting is on Thursday. The LEPC meeting is on the 11th. April 20th will be the LEPCs big exercise and they would like the Commissioners and other elected officials to participate in the exercise.

Discussion And Consideration Of Challenge Cost Share Agreement With The U.S. Forest Service For Snow Grooming Operations: Kent Snider said the agreement only mentions Uintah County and Clerk Raymond said they wanted to only deal with one County and Uintah County was selected, so we would need to go through them for a reimbursement. Attorney Snider suggested that an MOU be created between Daggett and Uintah Counties. Commissioner Tippets asked if we could approve this agreement and work on a potential MOU. Kent Snider agreed with that process.

Commissioner Lytle motioned to approve the challenge cost share agreement with the U.S. Forest Service for snow grooming operations. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippets	X			
Commissioner Lytle	X			
Commissioner Asay	X			

The motion carried.

Discussion And Consideration Of Closing Sale of Parcel No. 02-0017-0139 to the State of Utah, Division Of Facilities and Management: Kent Snider stated that there were some minor corrections that needed to be made before signing:

1.The warranty deed had the wrong legal description and needs to be corrected.
2. The Daggett County Redevelopment Agency of Manila needs to be changed to Daggett County Redevelopment Agency in Manila.
3. The settlement statement references the County as the seller/owner and it is actually the Daggett County Redevelopment Agency
4. It says Commissioner Tippets and this should be Chairman Matt Tippets.

Commissioner Lytle motioned to approve the signing of the Documents with the corrections discussed for the sale of Parcel No. 02-0017-0139 to the State of Utah, Division of Facilities and Management in the amount of $83,000 less the title insurance. Commissioner Asay seconded the motion.The Board Members voted as follows on the motion:

	Yes	No	Abstained	Absent
Matt Tippets	X			
Jack Lytle	X			

Randy Asay	X			

The motion carried.

Closed Session: There was a Closed Session scheduled for 11:30 am, but it was only 11 am so the meeting was recessed until 11:30 am. The Commission meeting came back into session at 11:32 am. RDA Board Member Lytle motioned to go into Closed Session for the purpose of discussion of possible litigation. RDA Board Member Asay seconded the motion. The RDA Board voted as follows:

	Yes	No	Abstained	Absent
Matt Tippets	X			
Jack Lytle	X			
Randy Asay	X			

The motion carried.

RDA Board Member Lytle motioned to go back into Open Session at 12:35 pm. RDA Board Member Asay seconded the motion. The RDA Board voted as follows:

	Yes	No	Abstained	Absent
Matt Tippets	X			
Jack Lytle	X			
Randy Asay	X			

The motion carried.

With no further business, Commissioner Asay motioned to adjourn and Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Matt Tippets	X			
Commissioner Jack Lytle	X			
Commissioner Randy Asay	X			

The motion carried and the meeting was adjourned at 12:36 pm.

PENDING