**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, FEBRUARY 12, 2024, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH**

***Present –***

Commissioner Irene Hansen, Commissioner Tracy Killian, Deputy Attorney Grant Charles, Public Works Deputy Director Clint Curtis, Public Works Director Mike Casper, Building & Grounds Director Shane Jenkins, Deputy Clerk-Auditor Janet Jenkins, Human Resource Director Judy Stevenson, Human Resource Payroll & Benefits Administrator Jamie Park, I.T. Director Matt Yergensen, TriCounty Health Finance Director Bruce McKee, GOEO Outreach Manager Lori Haslem, Yvonne Gardner, and Jenny Adams with Chamber of Commerce, Miles Hanberg, and Pat Rainbolt with the DNR, Duchesne County Residents Jeff Chug, Clel Robinson, and Bryan Winterton, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Absent*** – Commissioner Greg Miles

***Opening Comments***
*(9:00 a.m.)*

Chairperson Hansen welcomed everyone to the meeting and excused Commissioner Miles. He is in Washington, D.C., at the NACo Legislative Conference. She expressed her appreciation for his willingness to travel and attend 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. Last week, it snowed, so the crew was out plowing and cleaning up the roads. Director Casper presented a list of fleet purchases ordered and information for a Forestry Mulcher. This excavator adaptor would be supportive of the tree-trimming work the department completes. They would possibly like to purchase this in the future. The crusher is onsite. It will take several weeks to set it up. The dozer located at the crusher has to be repaired. It will cost about $12,000. As discussed at last week's meeting, they will rebuild the bucket on the track hoe instead of replacing it.

***Discussion & Consideration to Purchase a Transport Truck for the Road Department***
*(9:08 a.m.)*

Public Works Director Mike Casper presented a proposal for a new transport truck from Premier Truck Group. It is a Western Star 49X. The truck can be built to the specifications needed for the department's diverse operations. They will use it to haul belly and side dump trailers. The cost of the transport truck is $169,439.00, with additions of a wet kit for $5,000 and a headache rack for $3,000, the total would be $177,439.00. The parties discuss the purchase of the truck. *Commissioner Killian made a motion to purchase the Western Star 49X transport truck for $177,439.00. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of Installing a Fence around the Weed Control Building***
*(9:11 a.m.)*

Building & Grounds Director Shane Jenkins presented an estimate from Earls Fence Company for a 6-foot chainlink fence approximately 408 feet long. This is for the backyard of the new building and will include a 4-foot walking gate and a cantilever gate. The total estimate is $17,627.00. If approved, they can start installing this week. *Commissioner Killian made a motion to approve the estimate from Earls Fence Company for $17,627.00. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of Collaboration between GOEO and LSI, offering Assistance for Future High-Value Projects within Duchesne County***
*(9:15 a.m.)*

Governor's Office of Economic Opportunity (GOEO) Outreach Manager Lori Haslem introduced herself and explained their collaboration with LSI. LSI are grant writers, and GOEO would pay for the service. They want to help rural Utah with high-value projects. Cities, counties, or businesses in rural Utah can utilize the service. The grant amount needs to be $600,000 or higher. The entity would find the grant they want to apply for, and then GOEO and LSI would assist them with the grant writing. The parties discuss the economic development projects in Duchesne County.

***Presentation of the State PILT Check***
*(9:31 a.m.)*

Utah Department of Natural Resources, Northeastern Region Supervisor Miles Hanberg presented the In-Lieu Tax Payment of $43,145.70. This is the 2023 contractual in-lieu tax payment on land the Division of Wildlife Resources owns in Duchesne County. The money used to pay the in-lieu tax is mainly provided by hunters and anglers in the county and across the state. In 2023, the Division of Wildlife Resources purchased a parcel of land incorporated into the Division's Tabby Mountain Wildlife Management Area. The parcel will be managed for hunting access and big game winter range habitat. The Division's purchase of this 160-acre parcel from private ownership has increased the in-lieu payment by $80.00.

Mr. Hanberg also presented a handout of Utah's Watershed Restoration Initiative. For the fiscal year 2023, 101 projects were completed, 262 stream miles were improved, 148,883 total acres were restored, $37 million total funding was invested, 86+ funding partners, 644 estimated jobs were created, and $90 million total economic output. For more information and to get involved, visit https://watershed.utah.gov/.

***Discussion & Consideration of Seasonal Road Closures on Tabby Mountain WMA***
*(9:36 a.m.)*

Utah Department of Natural Resources Habitat Program Manager Pat Rainbolt presented the Tabby Mountain Wildlife Management Area (WMA) Seasonal Travel Restriction Program 2024 Progress Report. The Utah Division of Wildlife Resources (UDWR) completed winter elk helicopter surveys on the Currant Creek sub-unit in February 2022. The survey is completed once every three years to help biologists track elk population trends and provide a relative estimate of elk abundance. The number of elk counted does not indicate the total population since not every elk is observed during the helicopter survey.

A total of 3,273 elk were observed on the Current Creek sub-unit. The sub-unit extends west from Duchesne to Strawberry Valley and south from the Duchesne River to the

Strawberry River. Elk numbers and locations were recorded with GPS technology. UDWR has 40 elk in the Current Creek sub-unit with GPS collars, and 32 were on the Tabby Mountain WMA. The Tabby Mountain WMA had 2,403 of the counted elk. This is a significant portion of the Current Creek elk population, at 73% of counted elk living on the WMA.

The Current Creek sub-unit is approximately 430,880 acres. The Tabby Mountain WMA is 46,925 acres. The WMA represents 11% of the surface area of the Current Creek sub-unit. However, it contained 73% of the wintering elk population. The high elk use of the WMA can be attributed to a few factors, possibly including: 1.) The WMA contains high-quality winter habitat for elk, and 2.) Reduced human presence and activity, especially vehicular activity, has resulted in an area where elk feel safe and not forced to look for other hiding areas.

UDWR Wildlife Biologists' Mule deer classification in November and December 2023 revealed 40% of Mule deer on the unit were on the Tabby Mountain WMA.

*Commissioner Killian made a motion to continue the road closures from December 1st through April 30th on the Tabby Mountain WMA. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion Duchesne County, Chamber of Commerce Update***

*(9:36 a.m.)*

Yvonne Gardner and Jenny Adams, with the Chamber of Commerce supporting Duchesne County, introduced themselves. They presented flyers for the upcoming trainings, Women in Business, Be the Better Boss, and Entry Level to Success. The parties discuss the training and the benefits for everyone who attends. The Chamber of Commerce would like financial support from the County. Commissioner Hansen explained how the B.E.A.R. grant paid for one of their employees' salaries in the past and how they will give support.

***Recess 9:56 a.m. to 10:01 a.m.***

*Commissioner Killian made a motion to recess. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Auditors Office - Surplus***

*(10:02 a.m.)*

Clerk-Auditor Chelise Jessen presented a list of items from the Building & Grounds Department to be listed on the Surplus website. The parties review the items. *Commissioner Killian made a motion to authorize the surplus items for the Building & Grounds Department as presented. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of Lease Agreement with TriCounty Health***

*(10:04 a.m.)*

Bruce McKee, the Finance Director with TriCounty Health, introduced himself and presented the lease agreement. Duchesne County owns the office building and property in Roosevelt, Utah. The lease term is five years, starting January 1, 2022, and ending December 31, 2027. The Utah Code 26A-1-115 (2) states, "The cost of providing, equipping, and maintaining suitable offices and facilities for a local health department is the responsibility of participating governing bodies." The County agrees to provide TriCounty Health with the leased premises for the term indicated on an in-kind basis.

Rather than collect monthly or annual rent payments from TriCounty Health, the County shall deduct the agreed-up value of $39,660 from the County's yearly contribution to TriCounty Health's operational expenses. Deputy Attorney Grant Charles suggested a change on page 1—item 1. 1. Term b. The term of this contract shall be five years, with the option to renew for an additional five-year term upon review by both parties. He suggested the word "option" be changed to automatic. *Commissioner Killian made a motion to approve the lease agreement with the suggested change and authorize the chair to sign. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Auditors Office – Vouchers***
*(10:09 a.m.)*

Deputy Clerk-Auditor Janet Jenkins presented the February 12, 2024, vouchers, check numbers 164120 through 164217 for $624,834.63. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the February 12, 2024, vouchers, as presented. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***HR Office – Payroll***
*(10:13 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending February 3, 2024; 233 employees were paid. *Commissioner Killian made a motion to approve the February 3, 2024 payroll, as presented. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion of Possible Subjects for the Next Meeting***
*(10:15 a.m.)*

***Calendaring & Weekly Update on Events***
*(10:17 a.m.)*

***Consideration of Minutes for Combined Commission Meeting held February 5, 2024***
*(10:20 a.m.)*

Parties review the combined Commission meeting minutes held on February 5, 2024. *Commissioner Killian made a motion to approve the minutes for February 5, 2024, as corrected. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Closed Meeting – Strategy Session to Discuss: the Deployment of Security Personnel, Devices, or Systems;***
*(10:36 a.m.)*

*Commissioner Killian made a motion to designate documents as protected records. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

*Commissioner Killian made a motion to go in and out of a closed meeting for a strategy session to discuss: the Deployment of Security Personnel, Devices, or Systems. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Back in Session***
*(10:50 a.m.)*

Action to be taken -

***Discussion & Consideration of the Memorandum of Understanding (MOU) between the Utah Cyber Center and Duchesne County***
*(10:51 a.m.)*

*Commissioner Killian made a motion to approve the MOU between the Utah Cyber Center and Duchesne County and authorize the chair to sign. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Discussion & Consideration of the Identity Protection Product***
*(10:52 a.m.)*

*Commissioner Killian made a motion to approve the VLCM invoice as presented. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation;***
*(10:53 a.m.)*

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

***Back in Session***
*(11:14 a.m.)*

Action to be taken –

*Commissioner Killian made a motion to approve the new rates for Suitter Axland PLLC and make that retroactive to any unpaid invoices. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Recess 11:15 a.m. to 11:19 a.m.***

*Commissioner Killian made a motion to recess. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

***Human Resource Update***
*(11:19 a.m.)*

Human Resource Director Judy Stevenson gave an update for the Human Resource Department. The county has seven openings, which include a part-time victims advocate, Event Coordinator and Fair Assistant, Certified Patrol Officer, part-time Information Systems Technician, Legal Assistant for the Public Defense Office, a Part-time Records / Administration Assistant at the Sheriff's Office, and a Weekend Event Center and Fair Grounds Operation Attendant. They are conducting interviews. Trainings are coming in the next couple of months.

***Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;***
*(11:23 a.m.)*

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

***Back in Session***
*(12:18 p.m.)*

No action is to be taken.

***Adjournment***
*(12:19 p.m.)*

*Commissioner Killian made a motion to adjourn the meeting at 12:19 p.m. Commissioner Hansen seconded the motion. Commissioner Killian voted aye, and Commissioner Hansen voted aye. The forum adjourned.*

*Read and approved this on the 26th day of February 2024.*

*Irene Hansen*
*Commission Chair*

*Chelise Jessen*
*Clerk-Auditor*

*Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes*