MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, APRIL 1, 2024, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present –

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Attorney Stephen Foote, Recorder Shelley Brennan, Clerk-Auditor Chelise Jessen, Assessor Traci Herrera, Community Development Assistant Becky Broadhead, Deputy Treasurer Connie Sweat, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Deputy Clerk-Auditor Janet Jenkins, Human Resource Director Judy Stevenson, Economic Development Director Deborah Herron, Jeff Baker and Brock Harrison with Jones & DeMille Engineering, Surveyor Jerry Allred, Treasurer Stephen Potter, Attorney's Office Manager Elaine Despain and family, Community Development Director Mike Hyde, Duchesne County Resident Jeff Chug and Shelby Thayne, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Via Zoom: Bryan Warner with Geneva Rock Products, Inc.

Opening Comments

(9:00 a.m.)

Chairperson Hansen welcomed everyone to the meeting.

Pledge of Allegiance

(9:01 a.m.)

Open & Award the 2024 Roadway Maintenance Bids

(9:02 a.m.)

Commissioner Hansen opened the three bids received for the Roadway Maintenance.

- Hales Sand & Gravel - $2,439,033.50
- Geneva Rock Products, Inc. - $2,275,000.00
- Consolidated Paving & Concrete - $2,203,611.38

The parties allow Jones & DeMille Engineering and Public Works Director Casper time to review the bids.

(9:27 a.m.)

Brock Harrison with Jones & DeMille Engineering reported that all three bids are in order with the required documents. He called the companies' references and recommended the low bidder, Consolidated Paving & Concrete, for $2,203,611.38. *Commissioner Miles made a motion to accept the bid from Consolidated Paving & Concrete for $2,203,611.38. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Presentation of Employee of the Month

(9:06 a.m.)

Human Resource Director Judy Stevenson presented the April Employee of the Month award to the Attorney's Office Manager, Elaine Despain. Attorney Stephen Foote read the nomination letter submitted by Deputy Attorney Grant Charles. Ms. Despain introduced her family and thanked everyone for the award and recognition. Each Commissioner appreciated her dedication and positive influence on the County.

Public Works Update

(9:17 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. The crusher is set up, and it will be tested today. The chip truck is ready for the season. The Mastic crew is out working. They are working on the shoulder of LaRue Lamb Tracking Road (CR 49). This week, the culvert on Koch Road (CR 377) will be put together. Tomorrow, a demo for a zipper on Lower Red Creek Road (CR 15) will start at 8:30 am. Commissioner Miles asked Director Casper to clear the snow to Farnsworth Canal and possibly up to the dam. There is seeding that needs to be finished for the EWP project. Director Casper said they received a load of culverts for which SSD paid. Commissioner Killian asked if they could check on Pole Line Road to see if it was complete and up to standard. They will check on it as soon as they can. Director Casper has been looking at a pulverizer and a new zipper. The cost of the pulverizer is similar to a new zipper, and it offers many more options.

Discussion & Consideration of the Scoping Comments for the Ashley National Forest March 2024 West Zone Projects

(9:31 a.m.)

Community Development Director Mike Hyde presented the scoping comments letter to Ms. Lesley Tullis, the Ashley National Forest's Environmental Coordinator. He also provided the New Projects Updates West Zone Small Project Scoping Newsletter from the Ashley National Forest West Zone.

Moon Lake Water System Well, Moon Lake Campground Debris Flow Management, and Brown Duck Creek Crossing – These three projects arise from the devastating impacts of the 2020 East Fork fire that burned from August 21 to November 5, consuming approximately 89,765 acres of land and destroying 11 structures. Debris flows after the fire damaged the water system serving the Moon Lake recreation complex and caused a closure of the popular Moon Lake FS campground. The campground and the Moon Lake Guard Station face additional damage unless the proposed work is done promptly.

West Zone Vault Toilet Replacements – The County is pleased that the Ashley National Forest has been able to acquire funding from the Great American Outdoors Act to replace aged vault toilets at several facilities, including the Yellowstone, Bridge, Rock Creek, Upperstillwater, Aspen, Avintaquin, and Iron Mine campgrounds, and the Uinta Guard Station.

Yellowstone Right of Way – The County supports special uses of the forest and provides official rights of way to access these uses. In this case, the right of way would be granted over approximately 323 feet of existing roads, which have been in place for about 100 years. This will provide guaranteed access to the Yellowstone Ranch private property inholding on the east side of the Yellowstone River without causing additional surface disturbance. Providing this right of way protects the private owners' investment and could induce the owners to make further investments, which benefits our recreation economy and the tax base.

Replacement of Dry Ridge Repeater Equipment Shelter – The County supports the provision of communication towers and associated infrastructure in the forest. These facilities are essential for administrative use and search and rescue. This high-elevation site experiences severe weather conditions, and the structure housing the electronic equipment must withstand the elements. Otherwise, the equipment will not function.

Mill Park Mineral Exploration – The County encourages mineral exploration and production from forest lands as part of the multiple-use and sustained yield opportunities provided in the Multiple-Use, Sustained-Yield Act of 1960. This proposal involves excavating exploratory trenches over a short period with minor surface disturbance.

Summary – The West Zone small projects are consistent with the Duchesne County Resource Management Plan. Several projects are needed to repair or prevent further damage associated with East Fork fire debris flows. The projects align with the multiple-use and sustained yield mandate to facilitate continued recreation and mineral development in the forest; for these reasons, the County wholeheartedly endorses these projects and encourages the Ashley National Forest to process them quickly using the appropriate categorical exclusions. The parties discussed the projects. *Commissioner Miles made a motion to approve the letter presented for the Ashley National Forest West Zone Projects. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of the Contract for the County Fair

(9:38 a.m.)

Commissioner Miles explained the contract is for the pre-show of the County Fair concert. The agreement is with Ntune Productions, LLC. The compensation is $5,000, half due now and the other half before the concert. *Commissioner Killian made a motion to approve the contract and authorize the chair to sign. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of the New Business Licenses

(9:41 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented five new business licenses:

- Pinn Willies, owned by Arcelia Ledezma Noria, Talmage, Utah.
- Good Grief Mental Health Coaching, owned by Trinity M Jenkins, Altonah, Utah.
- Dirt Herders, LLC, owned by James Hilton, Fruitland, Utah.
- Shining Water, LLC, owned by Shawsheen Gardner, Roosevelt, Utah.
- Wild Heart Horsemanship, owned by Celeste Banks, Duchesne, Utah.

The parties reviewed and discussed the new business licenses. *Commissioner Killian made a motion to accept the business licenses that have been presented today. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Auditors Office – Vouchers
(9:45 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the April 1, 2024, vouchers, check numbers 164626 through 164695, for $311,091.59. The parties reviewed the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for April 1, 2024, as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Treasurers Office – Tax Deferral
(9:50 a.m.)

Deputy Treasurer Connie Sweat presented a tax deferral for parcel 4546 – The property owner will make seven payments of $410 to pay delinquent taxes by 11/29/24 starting April through November. *Commissioner Miles made a motion to approve the tax deferral as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Auditors Office – Surplus
(9:55 a.m.)

Clerk-Auditor Chelise Jessen presented items to be placed on the public notice website. The parties reviewed the items. *Commissioner Miles made a motion to approve the surplus items from the Clerk-Auditors Office as presented. 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
(9:57 a.m.)

Recess 9:58 a.m. to 10:13 a.m.

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

Consideration of Minutes for Combined Commission Meeting held March 25, 2024
(10:13 a.m.)

The parties reviewed the combined Commission meeting minutes held on March 25, 2024. *Commissioner Miles made a motion to approve the minutes for March 25, 2024, as amended. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Calendaring & Weekly Update on Events
(10:21 a.m.)

Discussion & Consideration of County Volunteers
(10:32 a.m.)

Human Resource Generalist Nichole Cowley presented a list of volunteers before the meeting. The parties reviewed the volunteer list. *Commissioner Killian made a motion to approve the volunteers as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of the Update to Policy 402.6 Per Diem and Meals
(10:39 a.m.)

Human Resource Director Judy Stevenson presented the updated policy covering the meal breakdown and daily rate. Meal Per Diem outside Utah State will be determined under the U.S. General Services Allowance (gsa.gov). The parties discussed the changes to the policy. *Commissioner Miles made a motion to approve the update to policy 402.6 Per Diem and Meals as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of the Update to Policy 405.3.1 Vehicle Use
(10:43 a.m.)

Human Resource Director Judy Stevenson presented the updated policy. 405.3.1 Vehicle Assignments, Best Practice – Now reads: The Clerk-Auditor's Office is responsible for

maintaining an updated inventory list of county vehicles. The Building and Grounds Department is responsible for the maintenance of the general fleet vehicles checked out for travel by various departments. Dept. Heads are responsible for the vehicles assigned to their dept. and enforcing policies regarding their workday use, maintenance, care, and preparing annual budget projects. The fleet may include cars, trucks, sport utility vehicles, trailers, all-terrain vehicles (ATVs), or other mechanical-engineered vehicles. Vehicles and equipment used explicitly by the sheriff's department, roads department, and landfill shall be managed by the appropriate department head or elected official for that department. The parties discussed the changes to the policy. *Commissioner Killian made a motion to approve the update to Policy 405.3.1 Vehicle Use as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Human Resource Update
(10:45 a.m.)

Human Resource Director Judy Stevenson gave an update on the department. Several employees attended a management training last week. It was fun and very well attended. The county has several open positions. They are conducting interviews for the positions. The updated policies will be uploaded for the employees to acknowledge. The Employee of the Month nomination program receives many nominees each month.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(10:52 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
(11:50 a.m.)

No action is to be taken.

Adjournment
(11:51 a.m.)

Commissioner Killian made a motion to adjourn the meeting at 11:51 a.m. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The forum adjourned.

Read and approved this on the 8th day of April 2024.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes