MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, SEPTEMBER 09, 2024, 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, Public Works Deputy Director Clint Curtis, Surveyor Jerry Allred, Building Inspector Cody Fisher, Sheriff Travis Tucker, Sheriff's Office Manager Cynthia Wardle, Economic Development Director Deborah Herron, Human Resource Director Judy Stevenson, Emergency Management Director Joshua Phillips, Community Development Assistant Director Mike Gottfredson, Electronic Records Director Cristina Neilson, Deputy Clerk-Auditor Becky Broadhead, Deputy Clerk-Auditor Lexie Young, Human Resource Payroll and Benefits Administrator Jamie Park, Human Resource Generalist Tommi Mascaro, Information Technology Director Matt Yergensen, Recorder Shelley Brennan, Jeff Baker and Erik Rube from Jones & DeMille Engineering, 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.)

Open and Award the Cresent Roadway Widening Bids

(9:02 a.m.)

Two bids were received for the Crescent Roadway widening project.

- CKC Operations, LLC - $1,374,445.97
- Burdick Materials - $380,360.00

The parties give time to Public Works Deputy Director Clint Curtis and Jones & DeMille to review the bids.

(9:12 a.m.)

Jeff Baker with Jones & DeMille Engineering said the bids were reviewed, and all required documents were received in both bids. He recommends the low bidder, Burdick Materials, for $380,360.00. *Commissioner Miles made a motion to award the bid to Burdick Materials for the Crescent Road Project for $380,360.00. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Public Works Update

(9:04 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. They are widening the shoulder on North Crescent (CR 177) and replacing the culverts. They completed the double chip sealing on a dirt road and will monitor it for durability. They chipped-sealed the Cedarview Cemetary. The County is paving in the Rock Creek area, and the contractor has asked the county to wait another week before starting the shouldering project. The parties discussed the Wells Draw project and when it will be completed. The crusher is making a lot of chips, and some reject sand. The Sheriff's parking lot is almost ready for pavement. The parties discussed a newly paved road that has irrigation water being sprayed onto it. A letter will be sent to the property owner.

Emergency Management and Fire Weather Update

(9:14 a.m.)

Emergency Management Director Joshua Phillips gave an update on the fire weather. The state has lifted the fire restrictions. Last week, a human-caused fire was reported in the Tabiona area in a mine shaft. It didn't cause many issues, and they extinguished it. A Tabiona resident requested the fire department help burn an old house down. It will be great practice for the firefighters. The homeowner has to complete the required testing before anything can be done.

Discussion & Consideration of the JAG – Local Law Enforcement Block Grant Application
(9:19 a.m.)

Sheriff Travis Tucker and Office Manager Cynthia Wardle presented the JAG Local Law Enforcement Block Grant application. The grant, amounting to $6,009.00, will be used to purchase radars for patrol vehicles. The parties discussed the need for upgraded equipment. *Commissioner Killian made a motion to approve the block grant application 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 Purchasing Vehicles for the Planning and Building Departments
(9:22 a.m.)

Commissioner Miles explained with the additional personnel in the department, they need to purchase dependable vehicles. The employees drive to remote locations in the County. The department has a 2014 Ram 1500 pickup that the previous Building Inspector drove. He wants to trade the truck into L&L Motor Company to purchase two vehicles. Two quotes from L&L Motor Company were presented:

- 2024 Ford F150 XL 4WD SUPERCR – $48,955.00
- 2024 Ford F150 XL 4WD SUPERCR – $50,260.00 or with the credit from the trade-in $41,760.00

The parties discussed the purchases. *Commissioner Miles made a motion to purchase the two vehicles from L&L Motor Company for $48,955.00 and $41,760.00 and trade in the 2014 Ram 1500 pick-up. 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 Board of Equalization (BOE) Adjustments
(9:27 a.m.)

Clerk-Auditor Chelise Jessen presented a list of eight BOE adjustments. The list is stored in the Clerk-Auditors office with the minutes. The parties discussed the adjustments. *Commissioner Miles made a motion to approve the BOE adjustments as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*
(11:14 a.m.)

Clerk-Auditor Chelise Jessen presented two BOE adjustments for parcel numbers 00-0031-5930 and 00-0029-2361. The parties discussed the adjustments. *Commissioner Killian made a motion to approve the BOE adjustments 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 New Business Licenses
(9:31 a.m.)

Deputy Clerk-Auditor Lexie Young presented six new business licenses:

- P.P. Storage, L.L.C., owned by Edward Patterson, Fruitland, Utah.
- FSM Pain Solutions, LLC, owned by Kleinne Ponath, Duchesne, Utah.
- Edwards Performance & Repair, owned by Jraevan Edwards, Roosevelt, Utah.
- Basin Tank & Vessel LLC, owned by Nikki Uhlich, Duchesne, Utah.
- Mo-Betta LLC, owned by Anthony Jreuss, Roosevelt, Utah.
- Troy Wilde Excavating Inc., owned by Gretchen Wilde, Fruitland, Utah.

The parties discussed the new businesses. *Commissioner Killian made a motion to approve the business licenses issued by the Clerk-Auditor's office. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Auditors Office – Vouchers
(9:34 a.m.)

Deputy Clerk-Auditor Becky Broadhead presented the September 09, 2024, vouchers, check numbers 166422 through 166527, for $1,205,944.09. The parties reviewed the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for September 09, 2024, 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 Purchasing Office Equipment for the Building Inspection/Planning & Zoning Department
(9:42 a.m.)

Building Inspector Cody Fisher presented a quote from Strata Networks and pricing for office furniture and equipment. The parties discussed the need for electronics and office furniture. The electronic equipment from Strata Networks will enable the employees to work more efficiently in the field. *Commissioner Miles made a motion to approve the purchase of office equipment as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Recess 9:49 a.m. to 10:02 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.

HR Office – Payroll
(10:02 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending August 31, 2024; 243 employees were paid. *Commissioner Killian made a motion to approve the August 31, 2024 payroll, 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 County Volunteers
(10:04 a.m.)

Human Resource Generalist Tommi Mascaro presented a list of library volunteers. The individuals have passed a background check through the Sheriff's Office. *Commissioner Miles made a motion to approve the Library volunteers 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 Website Options
(10:08 a.m.)

Information Technology (IT) Director Matt Yergensen presented two proposals from PXP and CivicPlus. PXP is a smaller company; the county would receive more personal service. CivicPlus is a large national company with extensive experience. The parties discussed the deficiencies with the current website and the need to update it. Electronic Records Director Cristina Neilson, Economic Development Director Deborah Herron, and Community Development Assistant Director Mike Gottfredson gave their perspectives on the old website and the options for the new site. Director Yergensen will continue to research website options.

Discussion for Changing the Subdivision Ordinance
(10:48 a.m.)

Community Development Assistant Director Mike Gottfredson explained the TriCounty Health Ordinance on the Rules for Non-Public Water Systems.
19.6.4 If non-public wells or springs are proposed to supply water, ten percent of the sources must be developed in accordance with the Department's rules, and the following must be submitted to the department:
A. written verification of adequate water rights from the Division of Water Rights.

Assistant Director Gottfredson asked if there was verification. If so, the County would like a copy of the letter from the Division of Water Rights. Commissioner Killian spoke with Andrew Dustson from the Division of Water Rights, who said that the applicant is responsible for obtaining verification from the Division of Water Rights. The parties discussed having a Water Master Plan. Assistant Director Gottfredson said Darin Brown with TriCounty Health is working with USDS on a groundwater-level study. They will review the water levels throughout the basin. It will determine if the water levels are adequate and comply with water drilling because some property owners request an exception from TriCounty Health so a well doesn't have to be drilled. The parties discussed a single well and having more than one property owner use the single well. Recorder Shelley Brennan asked about the authority of TriCounty Health approving an exception, which is against the County's ordinance. The process needs to be better understood. Commissioner Killian said that according to Andrew Dutson, the well is supposed to be drilled before the land is subdivided. Commissioner Miles added that regardless of the State

requirements, the County needs to be more stringent than what is in statute to ensure the water is available to meet the needs. Recorder Brennan said she doesn't believe the current subdivision ordinance matches the master plan. The master plan will be updated in the future. The parties will continue researching and discussing the issues to find possible solutions.

Consideration of Minutes for Combined Commission Meeting held August 26, 2024
(11:16 a.m.)

The parties reviewed the combined Commission meeting minutes for August 26, 2024. *Commissioner Miles made a motion to approve the minutes for August 26, 2024, as corrected. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Review Board Appointments
(11:22 a.m.)

Commission Executive Assistant Melissa Hughes presented a list of County boards with expiring seats. The parties discussed the available seats.

Appoint Board Member to the Planning Commission
(11:37 a.m.)

Community Development Zoning Specialist Shon McKinnon recommended Reed Van Wagoner to replace his Upper Country seat on the Planning Commission Board. Commissioner Hansen read the short bio for Mr. Van Wagoner. Reed Van Wagoner served in law enforcement for 40 years. He began his career in 1981 with Duchesne City, then moved to the Duchesne County Sheriff's Office. 1995, he started with the Provo City Police Department and retired as lieutenant in 2014. He was hired as a special agent for U.S. Army CID as a Supervisory Sexual Assault Investigator and was assigned to work in Kaiserslautern, Germany. He had an extensive military career and is now retired and living in Mountain Home. *Commissioner Miles made a motion to appoint Reed Van Wagoner to the open seat on the Planning Commission Board. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation
(11:41 a.m.)

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

Back in Session
(11:51 a.m.)

No action is to be taken.

Discussion of Possible Subjects for the Next Meeting
(11:52 a.m.)

Calendaring & Weekly Update on Events
(11:53 a.m.)

Recess 12:03 p.m. to 12:11 p.m.

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

Human Resource Update
(12:11 p.m.)

No update at this time.

Closed Meeting – Strategy Session to Discuss: The Caracter, Professional Competence, or Physical or Mental Health of an Individual
(12:12 p.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.

Commissioner Miles re-entered the meeting at 12:15 p.m.

Back in Session
(1:04 p.m.)

No action is to be taken.

Recess 1:05 p.m. to 2:45 p.m.

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

Discussion & Consideration of New Surveillance Software and Devices
(2:45 p.m.)

Postponed by General Consent

Adjournment
(2:45 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 2:45 p.m. Commissioner Miles 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 16th day of September 2024.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes