**MINUTES** of the public meeting of the Uintah County Commission held **August 12, 2025** in the Commission Chambers of the Uintah County Building at 147 East Main, Vernal, Utah. The meeting commenced at 3:00 pm.

**PARTICIPANTS:** Commissioners John Laursen, Sonja Norton, and Willis LeFevre.
**ATTENDANCE:** Mike Wilkins, Lynn Sitterud, Bradley Trede, Randy Anderson, Brenda McDonald, Monica Hill, Scott Hardman, Gennie Bird, Trinna Gardner, Joel Brown, Tonya Craven, Danette Brooks, Loren Anderson, Amber Toler, Matt Cazier, Sonya Ray, Jared Kaufman, Steve Cochran, Jannalee Kinsey, Matthew Gehring, and Travis Campbell.
Minutes recorded by Tai Duncan.

**WELCOME:** Commissioner Laursen welcomed everyone to the meeting.

**PRAYER** offered by Monica Hill.

**PLEDGE OF ALLEGIANCE** led by Brenda McDonald.

1. **APPROVAL OF MINUTES:** August 5, 2025 and August 6, 2025

*Commissioner Norton moved to approve the minutes for August 5 and 6, 2025 as presented. Motion passed unanimously.*

2. **APPROVAL OF WARRANTS** – Mike Wilkins, Clerk Auditor

Warrants dated August 7, 2025 in the amount of $2,083,227.21. Payments of note are $102,838.20 to Asphalt Systems Inc, $1,233,499.09 to Central Canal for the pass-thru grant, and $242,704.15 in medical claims.

*Commissioner LeFevre moved to approve the August 7, 2025 warrants as presented. Motion passed unanimously.*

3. **TAX MATTERS:** none

4. **AWARDING REQUEST FOR PROPOSALS:**

   a. **UC25-11**: HVAC Energy Management Controls

Trinna Gardner, Purchasing, has been working with facilities to develop and issue an RFP for the upgrade of the energy management controls for the HVAC system in the main County Building and the Library. Submissions were due August 1st. The existing Alerton BCM controllers with ACM platform will be replaced, the software must be updated to the latest compatible version of Compass, licensing must include 64 devices in each building, installation must be certified, system must be tested, staff must be trained, and there must be a minimum of a one year warranty on all parts and labor. Three proposals were received and opened in work session last week: Wake, LLC; CCI; and ATC. A three person committee reviewed and scored the proposals based on technical merit and cost. Wake, LLC received the highest overall score and, as the most advantageous solution, is recommended for awarding by the committee. Commissioner Norton asked if the committee reviewed references and previous projects done by each company. Trinna responded that this could be a requirement in a RFP but was not in this particular request. ATC is the company who originally installed the system and the County has worked with Wake previously.

*Commissioner Norton moved to award the HVAC Energy Management Controls bid to Wake, LLC as presented. Motion passed unanimously.*

   b. **UC25-12**: Insurance Consulting Services on Employee Benefit Plans

Gennie Bird, Purchasing and Grants, stated this RFP was issued seeking qualified consulting services for employee benefit plans. Two bids were received timely: GBS and Moreton. A three person committee reviewed the written proposals and then interviewed the two companies to determine how their proposal would align with the County and clarify any questions. Costs were considered only after scores were given on technical criteria. Tonya Craven, Human Resources, then determined if the cost aligned with the budget and structure. It is recommended to award the bid to GBS based on the review and scoring results. Commissioner LeFevre noted they reviewed this in depth yesterday and is comfortable with the work done by the committee.

*Commissioner LeFevre moved to award the Insurance Consulting Services bid to GBS as presented. Motion passed unanimously.*

5. **RESOLUTION #08-06-2025 R1:** Changing classification of a portion of 1500 S Class "C City" County Road in T4S R22E Sec 28 - Matthew Gehring - GIS

There is a portion of 1500 S, connecting to 4500 E, that is classified as a Naples City road but is actually a County road so the classification needs to be changed to a Class B Paved Road as discussed in work session last week.

*Commissioner Norton moved to approve Resolution #08-06-2025 R1 as presented. Motion passed unanimously.*

7. **ORDINANCE #08-12-2025 O1:** Updating County Code 2.32.060

Mike explained the County has the option to lease any mineral rights the County owns following the procedure in County Code 2.32.060. The current code is outdated. We recommend amending it to require that all advertising and publishing follow the Class A Notice standards outlined in the State Code. Loren recommended approval.

*Commissioner LeFevre moved to approve Ordinance #08-12-2025 O1 as presented. Motion passed unanimously.*

6. **ORDINANCE #08-06-2025 O1:** County Fee Schedule

Loren Anderson, Civil Attorney, presented the two changes to the fee schedule. The Via Ferrata Professional Guiding Application fee of $300 per year will be added under Community Development. The Road Cut fees will be moved from Community Development to the Road Department and the microtrenching fee will be adjusted to $150 for a trench up to six inches and $0.25 per foot for new utilities. All other fees remain the same. Matt Cazier, Community Development, asked the guiding services fee to be effective January 1, 2026 and clarified it is specific for the Via Ferrata. The Road Cut changes will be effective in 15 days.

*Commissioner LeFevre moved to approve Ordinance #08-06-2025 O1 with the Via Ferrata guiding application fee effective January 1, 2026 as presented. Motion passed unanimously.*

8. **2026 RURAL COUNTY GRANT CONTRACT** - Travis Campbell, Economic Development

The Rural County Grant is administered through the Governor's Office of Economic Opportunity (GOEO). Travis reviewed the 11 programs anticipated to be funded by this grant in a work session a few weeks ago. The grant is in the amount of $200,000. With Commission approval, we can sign the grant contract and receive the funds. Commissioner Norton commended the Advisory Board for their hard work and insight into finding projects that are a huge benefit to the community. Most of the programs are ongoing with a few new ones planned for 2026.

*Commissioner Norton moved to approve the Rural County Grant Contract as presented. Motion passed unanimously.*

9. **WILDCAT MICRO FUND CONTRACT** - Travis Campbell, Economic Development

We finally have a contract with Weber State for their Wildcat Micro Fund program. The agreement, which has been in development for several years, aims to bring the program's $3,000 grants for new business startups to the Uintah Basin. The County will receive $100,000, distributed in $33,000 increments over the next three years, to be used specifically for marketing and advertising the program within the community. The application process will be handled entirely by Weber State through a dedicated online portal.

*Commissioner Norton moved to approve the Wildcat Micro Fund contract as presented. Motion passed unanimously.*

**10. MEDICI LAND GOVERNANCE** - Brenda McDonald, Recorder
This is a software service agreement with Medici Land Governance, an AI company, to help index documents in the Recorder's Office. This program would significantly speed up the indexing process, which currently lags behind, having only reached back to 1972 after over 30 years of work. The AI can process large documents, like those for oil companies, in days rather than weeks, and it can also create title reports for title companies. This would allow the County to reassign an employee to the mapping department, alleviating pressure there. Commissioner Norton noted that this tool would save the County from hiring another person. Brenda agreed and noted she has been working with the IT Department on this agreement. Loren noted the company has been cooperative and easy to work with, they have been willing to be flexible. Commissioner LeFevre expressed that this AI tool is a necessary step for the County to keep up with its document indexing needs. Ryan Mattson, IT, raised some concerns about the contract's language, specifically regarding data ownership and restrictions on third-party access. He wants to ensure that the indexing work generated by the AI would belong solely to the County if the contract were terminated. Loren, along with Brenda, is confident that a previous conversation with Medici clarified that the County would retain ownership, but he agreed to re-confirm and verify the contract's exact wording.

*Commissioner LeFevre moved to approve the Medici Land Governance agreement pending a final review by the Attorney as presented. Motion passed unanimously.*

**11. PUBLIC COMMENT -**
Commissioner Laursen reminded attendees that the public comment period is a time for comments not debate. The Commission will listen to comments and take them into consideration but will not respond or answer questions. They may not have the power to act on any comments. The meeting is recorded, please be patient, wait for your turn at the microphone and state your name for the record. Be respectful and do not interrupt. A total of fifteen minutes will be allotted for public comment and each speaker will have up to three minutes to make their comments.

Randy Anderson brought up concerns regarding the county's FCC (Federal Communications Commission) television station licenses. He stated that Uintah County has eight licensed stations, but the designated legal representative on the license has passed away, potentially putting the County out of compliance with the FCC. There is an ongoing dispute between the County and USSD1 (Uintah Special Service District 1), who is responsible for the licensing and station upkeep. Randy highlighted that several stations have weak signals and, more critically, that Channel 2, an Emergency Alert System (EAS) broadcast, is non-functional. He asked what steps he could take as a private citizen to help resolve the issue. Commissioner Laursen responded that the USSD1 has managed the system since the 1970s, but the contract for upkeep expired in 2017 and they refuse to pay it. Randy asked what happened to that funding if they are not paying for the service. Commissioner Laursen noted they don't know, they have no input on the budget. A USSD1 meeting is scheduled for tomorrow at 6:30 PM; the public is urged to attend and express their thoughts and concerns.

**ADJOURN:** The meeting adjourned at approximately 3:35 pm.

John Laursen
JOHN LAURSEN, CHAIR

Michael W. Wilkins
MICHAEL W. WILKINS, CLERK – AUDITOR

UINTAH COUNTY, UTAH CLERK-AUDITOR
Uintah County