

**MINUTES** of the work session of the Uintah County Commission held **October 1, 2025** in the large Commission conference room of the Uintah County Building at 152 East 100 North, Vernal, Utah. The meeting commenced at 10:00 a.m.

**PARTICIPANTS:** Commissioners John Laursen and Sonja Norton, Willis LeFevre, excused.

**ATTENDANCE:** Jess Hermann, Ken Gerot, Derrick Jaramillo, Bo Lamb, JC Brewer, Caleb Hall, Mike Wilkins, Ryan Mattson, Crystal Clark, Karina Valencia, Nick Rousseau, Steve Labrum, Danette Brooks, Trinna Gardner, Matthew Gehring, Matt Cazier, Tami Mecham, Angela Hawkins, Tonya Craven, Travis Campbell, Wendi Long, and Deanna Nyberg.

**WELCOME:** Commissioner Laursen welcomed everyone to the meeting and excused Commissioner LeFevre.

**1. DATA PRIVACY POLICY - Ryan Mattson, IT**

The State Office of Data Privacy has created a privacy program policy template for governmental entities to utilize while formalizing a privacy policy for the data collected from citizens. This is a long document, the first two pages are guidance and not part of the policy itself. As it is such a long policy, Ryan only addressed a few key points. The purpose of this policy “serves to document Uintah County’s privacy program, which includes policies, practices, and procedures for the processing of personal data in accordance with Utah Code 63A-19-401(2)(a), and which aligns with the records management and data governance requirements provided in both GRAMA and DARS. Where applicable, this policy will refer to a more specific or detailed policy, procedure, or guidance that addresses a particular practice that Uintah County has developed.”

Section 5 addresses governance. The Commissioners need to designate one or more employees as Chief Administrative Officers, CAOs. These CAOs have a lot of duties and responsibilities to fulfill. Their contact information will have to be provided to the State Archives. The CAOs will also designate Appointed Records Officers, RAOs. Several counties are designating one ARO per department. Section 6 addresses Records Series. This privacy program will change how we think about data collection as a County. We can’t just collect data, we need to determine why we are collecting it and if it is actually necessary. The data collected will need to be categorized and placed in the appropriate record series that will determine the privacy and retention. It’s very difficult to estimate how many records there may be. This is one responsibility of the CAO. Wasatch County has been moving along quickly in this process and currently has 20 record series across the entire county. We do not want a records series for every document. Loren Anderson, Civil Attorney, has been working with IT on this policy and it was determined to change all instances of “shall” to “will”. The implementation of this program is a marathon, not a sprint. We want to do it well from the beginning.

The policy and an Ordinance, to be discussed next, must be in place before December 31, 2025. Additionally, the CAO must have a report prepared for the State prior to the end of the year. The inventory and report of all previous record keeping not in compliance is due by July 1, 2027. This due date may not be as doable. There are a lot of records to review and organize. Some larger counties may be able to hire a full-time CAO but that’s not feasible for all counties and something to be considered. Ryan has also recommended a change to section 13.2: “Uintah County is committed to transparency and privacy protection for individuals that visit a public facing website of Uintah County with regard to the use of any tracking technologies, including but not limited to cookies, device fingerprinting, key loggers, and other similar methods for monitoring or collecting information from website users.” He felt it better to include the words “public facing”. Individuals may purchase a log in to some County records, such as the Recorder’s office, and that is tracked. Some of that tracking we cannot turn off.

The CAO will have a lot of requirements. We currently have a CAO in charge of GRAMA, Karina Valencia in the Civil Attorney’s office. Some counties have appointed the individual to be CAO of both

while others chose to use someone in the IT department. The Commissioners have to make this determination. The CAO will be categorizing and creating records series for each department. They have to determine why the data is collected and if it is necessary. They also have to determine the retention and put into practice something that will also delete the data once retention has been met. We need these items approved with enough time for the CAO to report to the state by the end of the year. Ryan has asked the state about repercussions for not implementing the privacy program. There aren't any but as we will be audited over time, there could be some down the road. The State trusts we will all work together and do our best. As the IT department is involved in most data collection, Karina felt it made sense to have someone in that office involved as CAO. Crystal Clark, IT, agreed but they do not currently have enough staff for such a role.

**2. ORDINANCE #10-01-2025 01: COUNTY COMPLIANCE WITH THE UTAH GOVERNMENT DATA PRIVACY ACT (GDPA) - Ryan Mattson, IT**

This is also a template from the State. It is only two pages and we still have blanks to fill in. Essentially, it says the County is proceeding to be in compliance with the law and appoints the CAO. The CAO will oversee compliance, implementation, and maintenance of the policy as well as serving as primary contact. The State of Utah is leading the charge nationwide in adopting a GDPA. This is a good thing but a daunting task. Loren will fill in the blanks and ensure we have a finalized version.

**3. PITNEY BOWES LEASE AGREEMENT - Caleb Hall, Deputy Clerk-Auditor**

The mail machine by the Department of Motor Vehicles is out of compliance. We have had it for almost six years. We have purchased previously and feel a lease is better. There is a state contract for leasing. The term would be 5 years (60 months) at \$375.55 per month. It includes all maintenance and supplies. They will provide the same machine but upgraded. Commissioner Norton asked if there are other options. Trinna Gardner, Purchasing and Grants, noted the State is participating in the National contract so there is no need to go out to bid; the State has done the work and vetted all the other companies.

**4. 2025 BUDGET INCREASE DISCUSSION - Mike Wilkins, Clerk-Auditor**

Various departments have received several grants over the last few months and they need to be added to the budget in order to be expended: a budget increase. Mike urged any departments he may have missed to contact him as soon as possible. The following is a list of changes to the department budgets, those in parentheses are the incoming funds while those not in parentheses are the expenditures:

*Fund 10 General Fund*

Road Department	\$80,000.
Grant Funds	\$2,198,700.
Economic Development	\$41,500.
B-Road	(\$80,000.)
NRCS Grant	(\$2,112,700.)
Rural County Grant	(\$86,000.)
Energy Summit	(\$8,500.)
Weber State Wild Cat Grant	(\$33,000.)

*Fund 11 Municipal Services*

Purchasing and Grants Department	\$30,000.
Sheriff Department	\$20,000.
K-9 Donations	(\$20,000.)
Municipal Service Fund Balance	(\$30,000.)

*Fund 20 Library*

Library	\$7,000.
LSTA Grant	(\$5,000.)
Donations	(\$2,000.)

<i>Fund 22 Transient Room Tax</i>	
Travel and Tourism	\$123,500.
Travel and Tourism	(\$123,500.)
 <i>Fund 24 Drug Court / Pretrial services</i>	
Pretrial Services	\$603,500.
Grants	(\$603,500.)
 <i>Fund 27 B-Road</i>	
B-Road	\$80,000.
B-Road	(\$80,000.)

Phenomecon's revenue needs added to the budget so it can be used for expenses. Pretrial services are being moved from the General Fund to Drug Court. The Purchasing and Grants department is purchasing new software so Municipal Fund Balance will be used to cover that expense.

**6. 2026 EMPLOYEE BENEFITS RENEWAL PROPOSALS** with premiums and plans - Tonya Craven, Human Resources

Tonya's presentation outlines the way the employee's coverage increases from 2022 to 2026. In 2022, Cigna implemented a 7.5% increase in medical coverage. In 2023, a 14.52% increase was introduced but the County received a \$200,000 credit so the effective increase was 9.01%. This credit was due to our wellness program. In 2024, the Cigna increase was 13.88%. In 2025, the County transitioned to self-funding with an 18% funding adjustment and estimated cash flow for 12 months projected at 5%. A calculated 25% funding decrease was projected for 2026. However, in order to maintain such positive financial stability, it is recommended to implement a rate hold to maintain cost stability. We do not have the credit for our wellness program under self-funded but the wellness program is a morale booster and encourages employees to be more health conscious. Also with self-funded, we can control our costs and optimize the available resources.

Employee benefits include plans for medical, dental, and vision. All three bundled in the Choice plan with a \$1,000 deductible have costs varying by coverage type: family, 2 party, and single. In 2025, the insurance, through Aetna, resulted in a premium of \$2,868.52 monthly for family coverage under the Choice plan. The County contributed \$2,409.56 per month for a cost to the employee of \$458.96. Employee only, single party, coverage ranges from \$800 to 950 a month depending on the plan selected. The County also covers a significant portion. Employees are also offered a Health Savings Account. If they choose to participate, this account allows employees to save money for qualified medical expenses, with tax benefits. The IRS sets the annual contribution limits. Family plans can contribute no more than \$3,000 per year and Single up to \$1,750 per year. The County contributes to these plans on a dollar for dollar match with employee contributions up to \$1,100 each year. As a way to entice more employees to participate in the HSA qualified plans, Tonya recommended the Commissioners approve a front-load of \$500. Essentially, the County would contribute \$500 at the first of the year so the employee would have access to funds for monthly expenses such as prescriptions. She suggested the remaining contributions then start on pay period #5. Mike Wilkins, Clerk-Auditor, suggested if the Commission wants to front-load HSA accounts, the \$500 be deducted from the match amount and the remainder be spread across all pay periods rather than waiting several weeks for more funds to be deposited into the HSA account for the employee. Tonya agreed and felt that would probably also be more beneficial for payroll to manage. There are several other supplemental programs that employees may choose to participate in as well. These programs are 100% paid by the employee. Some of these programs help alleviate financial stress during critical health events. For 2026, Tonya would like to add an additional supplemental plan, Legal Shield. The employee would be responsible for the monthly premium of \$19.95 to \$35.90, depending on the plan. This supplement would allow employees access to law firms for information regarding elder care, immigration, juvenile cases, wills, civil defense, etc. Tonya recommended we continue with the current benefits through Meritain, Delta, and EyeMed at the same rate as 2025.

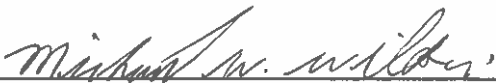
**5. WAGE RANGE CHART - Tonya Craven, Human Resources**

The chart presented shows the 2025 wage ranges for the various positions as well as Tonya's recommended ranges for 2026 including a 3% inflation increase. She wanted to bring attention to a few specific positions that have changed the most due to the responsibilities of those positions. The Purchasing and Grants Director was previously in an office of two and there are now 4. The County has also seen an influx in grants. Consequently, Tonya recommends increasing the wage range from \$81,115 - \$121,672 to \$91,801 to \$137,700. The Cemetery Supervisor position has not been reviewed for several years. This position manages four full-time employees, one part-time and up to three seasonals. The salary does not reflect the scope of responsibility so she would like to bring it in line with other supervisors increasing the range from \$64,937 - \$97,405 to \$75,276 - \$112,914. Tonya is also requesting a change for the Chief Deputy Recorder and Treasurer positions so they more closely match. The Clerk-Auditor's deputy positions are not being used as comparison for the Recorder and Treasurer as they require additional training and certifications. The Chief Deputy Recorder range would increase from \$72,508 - \$108,762 to \$73,958 - \$110,937. The Senior Deputy Treasurer range would increase from \$62,066 - \$93,099 to \$63,860 - \$95,790.

This progress began in 2023 and they have been slowly working on bringing salaries in line with the market. She will send the ranges to department heads to review and offer comments. There was a chart in 2013 but it was never recognized and consequently never adjusted with inflation. She encouraged the Commissioners to approve the chart as recommended and allow the chart to update with inflation moving forward so the County doesn't get behind again. It is important for the County to be more in line with the market in order to retain and hire employees. Salaries have needed attention for several years and changes cannot be made all at once but we can make progress little by little. She also recognized the budget is tight so she has been conservative while ensuring the salaries are adequate. Crystal expressed how important it is to do this so the departments can hire and keep qualified individuals. Tonya also asked the Sheriff's Office to keep her involved in their wage chart; she does not have up to date information.

**ADJOURN:** The meeting adjourned at approximately 10:53 am.

  
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JOHN LAURSEN, CHAIR  
*Acting*

  
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MICHAEL W. WILKINS, CLERK - AUDITOR

