

# Meeting Minutes from the TriCounty Board of Health Meeting

## September 24, 2025

### LOCATION

TriCounty Health Department - 133 S 500 W - Vernal

### ATTENDEES

Commissioner William LeFevre, Commissioner Randy Asay, Commissioner Tracy Killian, Kim Harding, Irene Hansen, Jodi Tinker, Shanna Wheeler, Dr. Sterling Haws, Emmett Duncan, Director Kirk Benge, Deputy Director Darrin Brown, Raima Colledge, Bruce McKee, Joseph Hadlock, KayCee Asay, Ashley Linschoten, Kailee Jones, Beca Babcock, Cynthia Mattinson, and Loren Anderson.

### EXCUSED

Chairman Dr. John Mathis.

### AGENDA

#### Call to order

12:00 p.m.

#### Approval of July 23, 2025 Minutes

Shanna Wheeler made a motion to approve the minutes from the June 26 special meeting. Willis LeFevre seconded the motion. The motion passed unanimously.

#### Updates

- Director Kirk Benge took a moment to recognize employee of the quarter, Kailee Jones. Kailee is the care coordinator and targeted case manager for TriCounty Health. She was recognized for her professionalism, consistent work ethic, and going above and beyond in her service to clients. She was unable to attend the last meeting but was present to speak on what she does in her role.
  - Kailee stated that the increase in therapy options in the area has been great in providing referrals. She also shared a story about how a teenager who has been completely nonverbal his whole life was able to get an appointment with an audiologist and may be able to get speech therapy down the road.
- Director Benge directed attention to the communicable disease dashboard on [tricountyhealthut.gov](http://tricountyhealthut.gov). He noted that TriCounty Health Department (TriCHD) is still monitoring measles cases throughout the state and that there are still no reported cases in the TriCounty area. Benge also provided links to the state measles dashboard and Center for Disease Control (CDC) measles data webpages as additional resources.
- Director Benge informed the board of TriCHD's upcoming drive-thru flu vaccine clinic October 1st and 2nd from 4 to 7 p.m. The clinic will feature five locations throughout the area; Vernal, Roosevelt, Duchesne, Tabiona, and Manila. He stated that COVID-19 vaccines will not be available at the event due to supply issues and uncertainty of insurance coverage.

- Director Benge then updated the board on the development status of TriCHD's new website and shared a preview.

## Approval of Check Register

Bruce McKee presented the check register for June through July of 2025. He drew attention to a few irregular items on this register which were for:

- CD Electric installing the digital road signs in Vernal and Roosevelt.
- E-Cigarette passthrough funds to HCNEU (\$100,000) and Northeastern Counseling (\$56,000).

**Kim Harding motioned to approve the check register as presented. Irene Hansen seconded the motion. The motion passed unanimously.**

## Financial Report

Bruce McKee then presented the financial report for all accounts as of July 31st 2025. He noted higher expenditures in July due to passthrough funding. He stated that TriCHD is 75% of the way through the fiscal year and that the department has seen 51% of revenue funding collected. He also called out the fact that there is a 4 to 6 week window of delay in reimbursement from that state.

## Considerations of Recommendations from the Wastewater Workgroup

A wastewater workgroup was formed in a previous meeting after it was brought to the board's attention that the collection of fees does not cover the expenditures to sustain the environmental health program, and that the program overspent \$180,000 in conducting wastewater inspections. The group was formed to address this either by increasing fees or decreasing time TriCHD spends on conducting the inspections. The following considerations were found as the group met:

- The group proposed to put more of the onus on the certified designers and installers to ensure that the wastewater system is installed properly.
- Failure of the system would be the responsibility of the installer.
- Registered installers and designers will no longer need TriCHD to sign off on projects.
- A grievance process will be created.
- TriCHD would spend less time double checking the work but would instead address complaints and conduct spot checks
- Designs still must be approved by TriCHD
- Other Local Health Departments will be contacted for other definitions of groundwater.
- Proposed draft rule pending legal review and public hearing.

Luke Fausett, a member of the community attending the meeting voiced a concern with page 14.1 and 14.12 with the discrepancy of our definition of groundwater vs. what is in state code. It mentioned that the state code is vague to allow for individual definition based on geographic area.

Another concerned community member brought up timelines. She mentioned how a plan might be initially approved by TriCHD and then down the road something was found that wasn't in compliance. In her opinion, this was a recurring problem.

Kim voiced his encouragement for the suggestions from the workgroup and stated that this will improve the situation for everyone.

**Kim Harding motioned to approve the proposed wastewater rule changes to be brought forth for public comment. Willis LeFevre seconded the motion. The motion passed unanimously.**

## **Presentation of the Proposed 2026 Fee Schedule**

Director Benge then presented the fee schedule for 2026. One revision needed to be made from the previously approved fee schedule regarding tier 1 and tier 2 food truck fees. This would be a \$50 increase.

**Kim Harding motioned to approve the fee schedule as presented. Willis LeFevre seconded the motion. The motion passed unanimously.**

## **Preliminary 2026 Budget**

Director Kirk Benge gave a high level overview of factors that will affect the preliminary budget for the coming year:

- When employees quit and are not critical to replace we haven't been which helps cut down expenses moving forward.
- One large expense that is anticipated is a new generator in Roosevelt that will cost about \$60,000.
- Preliminary budget includes a 2% COLA and potential 3% merit increase (not everyone will receive this)
- \$2.7 million in federal dollars was reduced to \$1.9 million due to Covid funding being pulled back.

**No action was required for this item.**

## **New Contracts**

Director Kirk Benge highlighted that Baby your Baby was only an MOU but now has a contract with the State.

## **Evaluation of the Health Officer**

It was proposed to have Loren Anderson, TriCHD's appointed legal counselor, or a third party do the evaluation rather than Raima having the discussion with board members.

Raima requested to have the feedback of the director by the December Board of Health meeting if at all possible.

It was suggested that the HR system (BambooHR) could be utilized to add either Loren or the chairperson of the board as Kirk's supervisor which will allow for a self-assessment in addition to outside feedback.

## **Additional Updates & Discussion**

- Reminder:
  - NALBOH Annual Conference - Savannah, Georgia on October 6-8, 2025
- No board seats will be expiring the December
- Kim Harding circled back to the Wastewater Workgroup discussion about requesting the contractors inform TriCHD when they will be working on a project so that TriCHD is aware. This is not included in the draft rule but will be discussed when speaking with contractors and in public comment.
- No closed session was called.

## **Adjourn**

**Kim Harding made a motion to adjourn the meeting. Willis LeFevre seconded. The meeting adjourned.**

DRAFT