

**DAGGETT COUNTY COMMISSION AND RDA MEETING AGENDA**  
**Tuesday, December 9, 2025 AT 9:00 A.M.**  
**Daggett County Courthouse (95 North 1st West; Manila, UT 84046)**  
**Public Access Is Available Through Electronic Means At**  
[meet.google.com/ewi-tjqt-axg](https://meet.google.com/ewi-tjqt-axg)

**9:00 A.M. STANDING BUSINESS FOR DAGGETT COUNTY COMMISSION & RDA**

- A. Welcome And Introduction Of Those Attending Electronically By Name
- B. Invocation And Pledge of Allegiance
- C. Motion To Go In And Out of Redevelopment Agency Meeting
- D. Review of Minutes
- E. Issues Updates – Discussion Only
  - a. Redevelopment Agency (RDA)
  - b. Municipal Building Authority
  - c. Affordable/Workforce Housing
  - d. EMS/EMT Sheriff's Office Updates
  - e. Airports
  - f. Clinic Updates
  - g. Roads
  - h. Code Enforcement Issues
  - i. Legislation
  - j. Tourism
  - k. Citizen Comments - 5 minutes
- F. Cash Summary Report & Accounts Receivable Report
- G. Open Invoice Register & Reimbursement Register
- H. Disbursement Listing
- I. Purchase Requests
- J. Correspondence
- K. Commission Calendar Review

**DAGGETT COUNTY COMMISSION POLICY AND LEGISLATION**

- 1. 9:15 AM Recess For MBA Meeting
  - 2. Discussion And Consideration Of DL Invitational Rodeo Being A County Event
  - 3. Discussion And Consideration Of Blueprint Finding With August Graneth
  - 4. Discussion And Consideration Of Client Coverage Acknowledgment & Compensation Disclosure Statement
  - 5. Discussion And Consideration Of The Daggett County Aging Program
  - 6. Discussion And Consideration Of Basin Transit Association Survey
  - 7. Discussion And Consideration Of Annual Lease Of 300 Acre-Feet Of Water To Kane Creek Preservation & Development, LLC
- Closed Session For Discussion Of Items Permitted By §52-4-205 Of State Code\*\*

**REDEVELOPMENT AGENCY (RDA) POLICY & LEGISLATION**

- a) Closed Session For Discussion Of Items Permitted By § 52-4-205 of State Code\*\*

**COMMITTEE/MAINTENANCE REPORTS**

- 1) Mechelle Miller – Dept. Of Public Safety – Emergency Management
- 2) Justice Court Updates.
- 3) Board And Committee Updates
- 4) U.S. Forest Service Updates

Notes: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Larinda Isaacson at 95 North 1st West, Manila, Utah 84046, Telephone: 435-784-3154.

\*\*Pursuant To § 52-4-205 of State Code Closed Session Is For The Purpose Of Discussing The Character, Professional Competence, Or Physical Or Mental Health Of An Individual; Collective Bargaining; Litigation, Purchase, Exchange, Or Lease Of Real Property.

Draft Minutes of the Meeting of the Daggett County Commission and the Daggett County Redevelopment Agency held on **Tuesday, December 2, 2025** in the Commission Chambers in the Daggett County Courthouse at 95 North 1st West in Manila, Utah and through electronic means. Commissioners Matt Tippetts and Randy Asay attended in person. Commissioner Jack Lytle was excused. Auditor Keri Pallesen and Attorney Kent Snider attended virtually. Clerk Larinda Isaacson attended in person. The meeting was called to order at 9:02 am by Commissioner Tippetts. The invocation was given by Jordynn Hewitt. Commissioner Matt Tippetts then led those in attendance in the Pledge of Allegiance.

**Present In Person:** Peggy White, Jordynn Hewitt, Bryan Gibson, Cordell McCracken, Jesse Platt, Miles Hamberg

**Present Online or by Phone:** Attorney Craig Smith

**Motion to Go In and Out of Redevelopment Agency (RDA):** Commissioner Asay motioned to go in and out of the Redevelopment Agency (RDA) Meeting Agenda. Commissioner Tippetts seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippetts:	X			
Commissioner Lytle:				X
Commissioner Asay:	X			

The motion carried.

**Approve Minutes:** Minutes from the November 25, 2025 Commission and RDA Meeting were provided by the Clerk's Office for review by the Commissioners. Commissioner Asay motioned to accept the minutes from November 25, 2025 Commission and RDA Meeting. Commissioner Tippetts seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:				X
Commissioner Asay:	X			

The motion carried.

## **Issue Updates**

**RDA and MBA:** There were no updates at this time.

**Affordable Workforce Housing:** Progress continues on the three homes, with framing currently underway on the first residence. A start date for the owners to begin working on the homes has not yet been announced.

**EMS/EMT Sheriff's Office Updates:** There were no new updates at this time.

**Airports:** There will be an Airport Meeting in December. Commissioner Tippetts will get back about the schedule.

**Clinic:** Construction is making progress and it is moving along. The roof is about on. It has been good to see all the progress being made. Time was given to Project Manager Jesse Platt allowing him to provide details on the work.

**Roads:** Regarding the Bike Path Project, final approval on the wetlands is still pending. The process has been slightly delayed due to the government shutdown. Construction is expected to begin in the spring.

**Code Enforcement:** Attorney Kent Snider was asked if there was anything to report. There was not.

**Tourism:** Christmas preparations are underway, with the trees and all related signage now installed. "Christmas in the Park" is scheduled for this Saturday 11:00 am to 3:00 pm.. Registration for the Burbot Bash opened yesterday and has already received 16 sign-ups. The next planning meeting for the Burbot Bash will be next Tuesday at 10:00 am. Unfortunately, Mountain America will not be sponsoring the Burbot Bash this year, which means the event needs to find a replacement for the \$5,000 donation.

**Citizen Comment:** There were no citizen comments.

**Recess for the MBA Meeting at 9:14 am. Back From recess at 9:39 am.**

**Closed session** was needed to discuss Purchase, Exchange, or Lease of Real Property for a potential water rights agreement.

Commissioner Tippetts motioned to go into Closed Session to discuss Purchase, Exchange, or Lease of Real Property. Commissioner Asay seconded the motion. The commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Board Member Tippetts:	X			
Board Member Lytle:				X
Board Member Asay:	X			

The motion carried.

**Closed Session began at 9:42 AM**

Commissioner Asay motioned to go back into Open Session. Commissioner Tippetts seconded the motion. The commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Board Member Tippetts:	X			
Board Member Lytle:				X
Board Member Asay:	X			

The motion carried.

**Open Session was resumed at 10:14 AM**

**Cash Summary and Accounts Receivable Reports:** The Cash Summary and Accounts Receivable Reports were provided by the Treasurer's Office and reviewed by the Commissioners. Commissioner Asay motioned to acknowledge receipt of the Cash Summary and Accounts Receivable Report for the County and RDA dated December 1, 2025. Commissioner Tippetts seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			

Commissioner Lytle:				X
Commissioner Asay:	X			

The motion carried.

**Open Invoice Register:** The Open Invoice Register was provided by the Auditor's Office and reviewed by the Commissioners. Commissioner Asay motioned to approve the Open Invoice Register dated December 1, 2025 in the amount of \$107,445.50 for the County. Commissioner Tippetts seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:				X
Commissioner Asay:	X			

The motion carried.

**Disbursement Listing:** The Disbursement Listing was provided by the Auditor's Office and reviewed by the Commissioners. Commissioner Asay motioned to accept the Disbursement Listing as being reviewed from November 19, 2025 to December 1, 2025 for Daggett County Zion's Checking in the amount of \$97,802.04 with no void amount. Commissioner Tippetts seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:				X
Commissioner Asay:	X			

The motion carried.

**Reimbursement Register:** The reimbursement Register was provided by the Auditor's Office and reviewed by the Commissioners. Commissioner Asay motioned to accept the Reimbursement Register dated November 9, 2025 through November 22, 2025 in the amount of \$83.30. Commissioner Tippetts seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:				X
Commissioner Asay:	X			

The motion carried.

**Purchase Request:** IT had a request to Resultant in the amount of \$8,141.20 for Google Workspace business renewal and Archive. Cordell McCracken presented the information to the Commissioners. This is a state contract. Commissioner Asay motioned to approve the purchase request for Google work Space in the amount of \$8,141.20. Commissioner Tippetts seconded the motion the commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:				X
Commissioner Asay:	X			

The motion carried.

**Calendar /Correspondence:** There was an email from the state to the MBA for the CIB monitoring. This was sent to the wrong people. This has been corrected and taken care of.

Brianne Carter asked to remind the commission about the judgement levy.

Peggy White requested that the Commission consider asking Sweetwater County for sponsorship assistance with the Burbot Bash. Following discussion, Commissioner Matt Tippets suggested writing a formal letter to the Sweetwater County Commission to request their help with sponsorship.

Clinic Construction Meeting Thursday at 10:00 am.

Community Christmas Dinner on Wednesday at 6:00 pm at the Manila Elementary School.

The Manila Town Christmas tree lighting is Thursday at 6:00 pm.

Open Enrollment is until the 9th.

Budget Meetings today at 1:00 pm to 4:00pm.

It was asked if the Leadership Meeting should be cancelled until after the holidays.

County Christmas dinner is on the 16th at 6:00 pm at the Flaming Gorge Resort. RSVP to Nancy by the 10th for that dinner.

## **POLICY AND LEGISLATION**

**Discussion and Consideration Of Letter Of DWR PILT Payment:** Time was given to Miles Hamberg. He went over the PILT payment. This year it is \$5,483.00. It's robust program with over \$31 million being spent throughout the state and here in Daggett County there was 1,124 acres of restoration work completed this last year. The water shed was discussed. Commissioner Asay motioned to approve the letter of DWR PILT Payment. Miles was thanked for his time.

**Discussion and Consideration Of Purchase Order and Contract Between KSL.com A Division of Deseret Digital Media and Daggett County:** Attorney Kent Snider was asked if he had a chance to review the contract. He had not but would do so now. Kent approved the contract. Commissioner Tippets motioned to approve the Purchase Order to Deseret Digital Media in the amount of \$13,400.00 and Contract between KSL.com, a division of Deseret Digital Media and Daggett County. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:				X
Commissioner Asay:	X			

The motion carried.

**Discussion and Consideration Of Custom Marketing Proposal Between Daggett County and Herrman Global Tourism Insights & Marketing:** Jordynn Hewitt was given time to speak. Attorney Kent Snider had reviewed the marketing proposal and indicated his approval, stating it was "good." Following this, Commissioner Asay moved to approve the marketing proposal between Daggett County and Herrman Global Tourism Insights & Marketing. Commissioner Tippets seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippets:	X			
Commissioner Lytle:				X
Commissioner Asay:	X			

The motion carried.

**Discussion and Consideration Of Legal Action To Quiet Title To The Daggett County Health Clinic:** Time was given to Attorney Kent Snider. There was some discussion. Documentation was provided by Kent Snider. Commissioner Asay motioned to proceed with the

legal action to quiet title the Daggett County Health Clinic. Commissioner Tippetts seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:				X
Commissioner Asay:	X			

The motion carried.

**Discussion and Consideration Of Potential Water Rights Agreement:** Commissioner Tippetts proposed to table this until Commissioner Lytle could be present. It was agreed to table it.

**Discussion and Consideration Of A Jeremiah Johnson Tribute Plaque:** Time was given to Jordynnn Hewitt. There is an EDA Grant that will pay for the Plaque. There would not be a whole lot of people to see it down at Little Hole. The thought was to place it at Red Canyon or Flaming Gorge Dam. The Utah Film Commission will do a ribbon cutting when this is placed. There was some discussion as they went over the information regarding the plaque for Jeremiah Johnson and the film that was done at Little Hole. It was decided that it should be placed as close to the actual filming location as possible. Commissioner Asay motioned to approve the verbiage on the Plaque for the film Jeremiah Johnson. Commissioner Tippetts seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:				X
Commissioner Asay:	X			

The motion carried.

**Discussion And Consideration Of Consolidated Purchase & Land Sale Agreement - JRL Holdings #2 LLC, Red Storage 2 LLC, & DJ57 LLC:** There was some discussion. This will not change the contracts other than combining the 3 properties into one. Commissioner Asay motioned to accept the consolidation and Commissioner Tippetts seconded the motion. The commissioners voted as follows:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:				X
Commissioner Asay:	X			

The motion carried.

With nothing further to discuss, Commissioner Tippetts adjourned the meeting by acclamation at 11:19 pm.

**County of Daggett**  
**Cash Summary**  
**All Bank Accounts as of 12/05/2025**

Bank Account	Account No.	Account Name	Amount
Zions Checking	10.1122	Zions Checking - General	\$430,140.98
Zions Checking	11.1122	Cash - checking - Zions Fd 11	\$1,322,199.15
Zions Checking	12.1122	Cash - checking - Zions Fd 12	\$145,782.48
Zions Checking	13.1122	Cash - checking - Zions Fd 13	\$326,915.65
Zions Checking	15.1122	Zions Checking - General	\$6,302.46
Zions Checking	17.1122	Cash - Checking - Zions Fd 17	\$11,868.56
Zions Checking	18.1122	Cash - Checking - Zions Fd 18	\$30,849.22
Zions Checking	19.1122	Zions Checking - General	\$267,332.10
Zions Checking	20.1122	Cash-Checks-Zions fd 20	\$3,667.26
Zions Checking	22.1122	Cash - checking Zions Fd 22	\$553,206.71
Zions Checking	23.1122	Cash - checking - Zions Fd 23	\$671,460.47
Zions Checking	24.1122	Cash - checking - Zions Fd 24	\$4,549.50
Zions Checking	25.1122	Cash - checking - Zions Fd 25	\$702,794.39
Zions Checking	27.1122	Cash - checking - Zions Fd 27	\$3,745.51
Zions Checking	28.1122	Cash - checking - Zions Fd 28	\$577,791.38
Zions Checking	30.1122	Cash - Checking - Zions Fd 30	\$18,647.95
Zions Checking	32.1122	Cash - checking Zions FD 32	\$10,911.02
Zions Checking	33.1122	Cash - checking - Zions Fd	(\$162,926.00)
Zions Checking	34.1122	Cash-Checking-Zions Fd 34	\$849,777.95
Zions Checking	35.1122	Zions Checking	(\$130,968.62)
Zions Checking	37.1122	Zions Checking - Combined	\$24,787.35
Zions Checking	40.1122	Cash - checking - Zions Fd 40	\$186,071.41
Zions Checking	45.1122	Cash - Checking - Zions Fd 45	(\$552,070.40)
Zions Checking	47.1122	Zions Checking - General	\$19,805.73
Zions Checking	49.1122	Checking - Zions Fd 49	\$58,472.72
Zions Checking	50.1122	Cash-Checking-Zions Fd 50	\$70,068.67
Zions Checking	72.1122	Cash - checking - Zions Fd 72	\$15,083.11
Zions Checking	74.1122	Cash - checking - Zions Fd 74	\$33,583.93
Zions Checking	75.1122	Cash - checking - Zions Fd 75	\$45,658.83
Zions Checking	76.1122	Cash - checking - Zions Fd 76	\$32,274.53
Zions Checking	77.1122	Cash - checking - Zions Fd 77	\$4,312.97
Zions Checking	78.1122	Cash - checking - Zions Fd 78	\$10,643.39
Zions Checking	80.1122	Cash - checking - Zions Fd 80	\$37,642.66
Zions Checking	81.1122	Zions Checking - General	(\$14.06)
			<b>\$5,630,368.96</b>
PTIF 2259 General Accounts	10.1151	PTIF 2259 General	\$26,334.43
PTIF 2259 General Accounts	11.1151	PTIF 2259 General	\$255,562.97
PTIF 2259 General Accounts	12.1151	PTIF 2259 General	\$47,991.00
PTIF 2259 General Accounts	13.1151	PTIF 2259	\$103,949.81
PTIF 2259 General Accounts	33.1123	PTIF 2259 General	\$154,955.34
PTIF 2259 General Accounts	50.1151	PTIF 2259 General	\$170.00
			<b>\$588,963.55</b>
PTIF 2552 General Fund	10.1161	PTIF 2552 General Fund	\$5,657.91
PTIF 2552 General Fund	28.1161	PTIF 2552 Home Sales	\$21,066.06
			<b>\$26,723.97</b>
PTIF 2772 Farm & Ranch Protection	10.1162	PTIF 2772 General Fund	\$20,519.48
PTIF 2772 Farm & Ranch Protection	47.1162	PTIF 2772 General Fund	\$3.64
			<b>\$20,523.12</b>
PTIF 2834 General Fund	10.1153	PTIF 2834 General Fund	\$191.75
PTIF 3465 General Fund	10.1163	PTIF 3465 General Fund	\$23,471.49
PTIF 3932 General Fund	10.1154	PTIF 3932 General Fund	\$12,338.32
PTIF 5583 Daggett County RDA Fund	25.1151	PTIF 5583 Daggett County RDA	\$1,387,869.43
PTIF 5610 Daggett County Redevelopment #1	25.1158	PTIF 5610 Daggett County RDA	\$858,284.60
PTIF 8676 Water Revenue Bond	28.1168	PTIF 8676 Water Revenue Bond	\$59,370.95
PTIF 8699 WT Bond Reserve Account	28.1169	PTIF 8699 WT Bond Reserve Account	\$18,717.74
PTIF 8700 WT 2015 Replacement Account	28.1170	PTIF 8700 WT 2015 Replacement Account	\$86,179.56
Zions Tax Collection 026134668	81.1130	Zions Checking - Tax Collection	\$2,450,000.37
PTIF 3200 Motor Vehicle	81.1131	PTIF 3200 Motor Vehicle	\$194,930.94
UNDEPOSITED PAYMENTS	10.1175	Cash clearing	\$6,843.48
UNDEPOSITED PAYMENTS	11.1175	Cash clearing	\$97,036.30
UNDEPOSITED PAYMENTS	12.1175	Cash clearing	\$0.02

**County of Daggett  
Cash Summary  
All Bank Accounts as of 12/05/2025**

<b>Bank Account</b>	<b>Account No.</b>	<b>Account Name</b>	<b>Amount</b>
UNDEPOSITED PAYMENTS	13.1175	Cash clearing	\$24,259.07
UNDEPOSITED PAYMENTS	17.1175	Cash Clearing	\$2,238.81
UNDEPOSITED PAYMENTS	25.1175	Cash Clearing	\$856.33
UNDEPOSITED PAYMENTS	28.1175	Cash clearing	\$5,231.35
UNDEPOSITED PAYMENTS	32.1175	Cash clearing	\$800.00
UNDEPOSITED PAYMENTS	33.1175	Cash clearing	(\$1,623.61)
UNDEPOSITED PAYMENTS	35.1175	Cash Clearing	\$889.00
UNDEPOSITED PAYMENTS	40.1175	Cash Clearing	\$65.01
UNDEPOSITED PAYMENTS	72.1175	Cash clearing	\$932.07
UNDEPOSITED PAYMENTS	74.1175	Cash clearing	\$1,700.03
UNDEPOSITED PAYMENTS	81.1175	Cash clearing	\$172,449.03
			<b>\$311,676.89</b>
<b>General Ledger Cash Total:</b>			<b>\$11,669,611.64</b>



**County of Daggett  
Cash Summary  
All Bank Accounts as of 12/05/2025**

Description	Amount
Zions Checking	\$4,708,831.05
PTIF 2259 General Accounts	\$588,963.55
PTIF 2552 General Fund	\$26,723.97
PTIF 2772 Farm & Ranch Protection	\$20,523.12
PTIF 2834 General Fund	\$191.75
PTIF 3465 General Fund	\$23,471.49
PTIF 3932 General Fund	\$12,338.32
PTIF 5583 Daggett County RDA Fund	\$1,387,869.43
PTIF 5610 Daggett County Redevelopment #1	\$858,284.60
PTIF 8676 Water Revenue Bond	\$59,370.95
PTIF 8699 WT Bond Reserve Account	\$18,717.74
PTIF 8700 WT 2015 Replacement Account	\$86,179.56
Zions Tax Collection 026134668	\$2,450,000.37
PTIF 3200 Motor Vehicle	\$194,930.94
UNDEPOSITED PAYMENTS	\$1,116,834.38
<b>General Ledger Cash Total:</b>	<b>\$11,553,231.22</b>

Accounts Receivable Report for Commission

Who:	Fund:	What:	How Much:	Received:	Notes:
State of Utah	33	Multi-County Assessing & Collecting	\$153,255.17	11/01/2025	
UDOT	50	Advertising Invoice for SR-43 Trail	\$1,320.00		Submitted 08/06/2025
State of Utah	35	Shooting Range Grant Reimbursement	\$116,064.76		Submitted 11/07/2025
State of Utah	45	DJ Water Improvement	\$229,591.42		Waiting for Matt's Signature

**County of Daggett**  
**Open Invoice Register: 12/3/2025 - Standard Invoices**

12/3/2025

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Description</u>
287266812906X	AT&T Mobility		11/22/2025	11/22/2025	\$43.23			
					43.23	804610.280	Weeds phone	Phone/Data
287312198810X	AT&T Mobility LLC (FirstNet)		11/20/2025	11/20/2025	\$485.63			
					54.22	104131.280	HR telephone/internet	Phone/Data
					52.24	104148.280	IT/GIS telephone	Phone/Data
					287.16	104210.280	Sheriff telephone	Phone/Data
					40.04	104216.280	CEM phone	Phone/Data
					51.97	174219.280	Victim Advocate telephone	Phone/Data
89	Chavez, B Jill		12/2/2025	12/2/2025	\$1,250.00			
					1,250.00	104122.310	JP ct Professional Services - Re	Remote Clerk - October 2025
90	Chavez, B Jill		12/2/2025	12/2/2025	\$1,250.00			
					1,250.00	104122.310	JP ct Professional Services - Re	Remote Clerk - November 2025
	<b>Vendor Total:</b>				<b>\$2,500.00</b>			
12.2.2025	Daggett County		12/2/2025	12/2/2025	\$6,064.77			
					6,064.77	134415.320	FS roads 25% admin fee	25% admin fee FS roads
41546	Holland Equipment		11/20/2025	11/20/2025	\$427.77			
					427.77	114415.255	B Road Fleet Vehicle Maintenanc	Blade, Nuts, Bolts
EA1622356	Les Olson Company		11/25/2025	11/25/2025	\$372.88			
					19.65	104150.251	NonDept copier/fax supplies &	Copies/Prints Black
					353.23	104150.251	NonDept copier/fax supplies &	Copies/Prints Color
00216436	Mountain West Propane Inc.		11/18/2025	11/18/2025	\$766.70			
					766.70	114415.270	Utilities	Propane
00217463	Mountain West Propane Inc.		11/7/2025	11/7/2025	\$1,122.55			
					1,122.55	284430.270	DJ Sewer Utilities	New Tank Dutch John
00217905	Mountain West Propane Inc.		11/11/2025	11/11/2025	\$140.25			
					140.25	284430.270	DJ Sewer Utilities	Propane
00217907	Mountain West Propane Inc.		11/11/2025	11/11/2025	\$1,552.10			
					1,552.10	284430.270	DJ Sewer Utilities	Propane
00217908	Mountain West Propane Inc.		11/11/2025	11/11/2025	\$1,505.35			
					1,505.35	284430.270	DJ Sewer Utilities	Propane
00220748	Mountain West Propane Inc.		11/21/2025	11/21/2025	\$109.17			
					109.17	104210.270	Sheriff Utilities	Propane
	<b>Vendor Total:</b>				<b>\$5,196.12</b>			
11.30.2025Cemet	Town Of Manila		11/30/2025	11/30/2025	\$73.00			
					72.00	104162.621	BldgGrnds cemetery expenses	Water
					1.00	104162.621	BldgGrnds cemetery expenses	Processing
11.30.2025Crthse	Town Of Manila		11/30/2025	11/30/2025	\$122.50			
					72.00	104162.270	BldgGrnds utilities	water
					1.00	104162.270	BldgGrnds utilities	Processing
					49.50	104162.270	BldgGrnds utilities	Sewer
11.30.2025Jail	Town Of Manila		11/30/2025	11/30/2025	\$1,102.00			
					1.00	104210.270	Sheriff Utilities	Processing
					437.50	104210.270	Sheriff Utilities	Sewer
					663.50	104210.270	Sheriff Utilities	Water
11.30.2025Park	Town Of Manila		11/30/2025	11/30/2025	\$122.50			
					72.00	754510.270	Park utilities	Water

**County of Daggett**  
**Open Invoice Register: 12/3/2025 - Standard Invoices**

12/3/2025

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name.</u>	<u>Description</u>
					49.50	754510.270	Park utilities	Sewer
					1.00	754510.270	Park utilities	Processing
11.30.2025	Roads Town Of Manila		11/30/2025	11/30/2025	\$90.25			
					1.00	114415.270	Utilities	Processing
					89.25	114415.270	Utilities	Water
11.30.2025	Sheriff Town Of Manila		11/30/2025	11/30/2025	\$139.75			
					1.00	104210.270	Sheriff Utilities	Processing
					89.25	104210.270	Sheriff Utilities	Water
					49.50	104210.270	Sheriff Utilities	Sewer
	<b>Vendor Total:</b>				<b>\$1,650.00</b>			
1225	Watts Fencing Co.		12/1/2025	12/1/2025	\$4,388.70			
					4,388.70	224600.731	Rural County Grant Improveme	Refabrication of old gates & Installing old Fencing
1226	Watts Fencing Co.		12/1/2025	12/1/2025	\$287.95			
					287.95	224600.731	Rural County Grant Improveme	Refabrication of old gates & Installing old Fencing
	<b>Vendor Total:</b>				<b>\$4,676.65</b>			
PS002002713	Wheeler Machinery Co.		11/26/2025	11/26/2025	\$57.03			
					57.03	114415.255	B Road Fleet Vehicle Maintenan	Seal, Breather
11.30.2025	Zions Bankcard Center		11/30/2025	11/30/2025	\$18,811.67			
					18,811.67	102140	Credit Card Payable	November 2025
	<b>Total:</b>				<b>\$40,285.75</b>			
					18,811.67	102140	<b>GL Account Summary</b>	
					2,500.00	104122.310	Credit Card Payable	
					54.22	104131.280	JP ct Professional Services - Re	
					52.24	104148.280	HR telephone/internet	
					372.88	104150.251	IT/GIS telephone	
					122.50	104162.270	NonDept copier/fax supplies &	
					73.00	104162.621	BldgGrnds utilities	
					1,350.92	104210.270	BldgGrnds cemetery expenses	
					287.16	104210.280	Sheriff Utilities	
					40.04	104216.280	Sheriff telephone	
					<b>23,664.63</b>		CEM phone	
					484.80	114415.255	<b>Total</b>	
					856.95	114415.270	B Road Fleet Vehicle Maintenan	
					<b>1,341.75</b>		Utilities	
					6,064.77	134415.320	<b>Total</b>	
					51.97	174219.280	FS roads 25% admin fee	
					4,676.65	224600.731	Victim Advocate telephone	
					4,320.25	284430.270	Rural County Grant Improveme	
					122.50	754510.270	DJ Sewer Utilities	
					43.23	804610.280	Park utilities	
					<b>\$40,285.75</b>		Weeds phone	
							<b>GL Account Summary Total</b>	

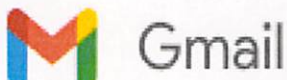
**County of Daggett**  
**Open Invoice Register: 12/3/2025 - Standard Invoices**

12/3/2025

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Ledger Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name.</u>	<u>Description</u>
					<u>Cash Requirements</u>			
					\$1,122.55	11/07/2025		
					\$3,197.70	11/11/2025		
					\$766.70	11/18/2025		
					\$913.40	11/20/2025		
					\$109.17	11/21/2025		
					\$43.23	11/22/2025		
					\$372.88	11/25/2025		
					\$57.03	11/26/2025		
					\$20,461.67	11/30/2025		
					\$4,676.65	12/01/2025		
					\$8,564.77	12/02/2025		

**Daggett County**  
**Disbursement Summary**  
**Zions Checking - 12/01/2025 to 12/03/2025**

Payee Name	Reference No.	Payment Date	Payment Amount	Void Date	Void Amount	Source
Amazon Capital Services	100742.00	12/2/2025	\$ 538.29			Purchasing
BrightPoint Creative LLC	100743	12/2/2025	\$ 93.41			Purchasing
CDW Government, Inc.	100744	12/2/2025	\$ 5,830.07			Purchasing
FE LLC	100745	12/2/2025	\$ 8,682.50			Purchasing
Fleet Pride	100746	12/2/2025	\$ 8.12			Purchasing
Legacy Logos LLC	100748	12/2/2025	\$ 2,247.50			Purchasing
Moon Lake Electric Association, Inc.	100749	12/2/2025	\$ 58.91			Purchasing
Seven County Infrastructure Coalition	100750	12/2/2025	\$ 1,475.00			Purchasing
Slaugh's Sinclair	100751	12/2/2025	\$ 318.91			Purchasing
Uintah Basin Medical Center	100752	12/2/2025	\$ 86,288.45			Purchasing
USDA Forest Service - Portland	100753	12/2/2025	\$ 101.24			Purchasing
Utah Indigent Defense Commission	100754	12/2/2025	\$ 1,200.59			Purchasing
Vernal Winnelson Co	100755	12/2/2025	\$ 359.10			Purchasing
Wheeler Machinery Co.	100756	12/2/2025	\$ 238.41			Purchasing
Public Employees Health Program	ACH 12/03/25	12/3/2025	\$ 34,132.58			Purchasing
<b>Total</b>			<b>\$ 141,573.08</b>		<b>\$ -</b>	



Vicki Tanner <vtanner@daggettcountry.org>

---

## Fwd: Grizzly Ridge Television bill

1 message

---

**Larinda Isaacson** <larindai@daggettcountry.org>  
To: Vicki Tanner <vtanner@daggettcountry.org>

Thu, Dec 4, 2025 at 10:54 AM

----- Forwarded message -----

From: **John Laursen** <jlaursen@uintah.gov>

Date: Thu, Dec 4, 2025 at 11:30 AM

Subject: Grizzly Ridge Television bill

To: jlytle@daggettcountry.gov <jlytle@daggettcountry.gov>, larindai@daggettcountry.gov <larindai@daggettcountry.gov>

Jack,

This is the bill for the feed to TV for Dutch John. We have talked about this quite a bit. It is my understanding that Uintah County paid to have the fiber into the building on Grizzly Ridge and Daggett County would pick up the \$350 per month to Strata Networks for the use of the fiber that allows access to the TV channels to Dutch John.

I paid the bill for the month of September. Here is the bill for October and November this year. As you can see I did overpay the bill by a little bit, so you received a small discount for last month.

Please contact Strata Networks and have the bill sent to your County.

Please let me know if you have any questions.

John Laursen  
Commissioner  
Uintah County Utah



95 North 1st West • P.O. Box 219 • Manila, UT 84046

December 3, 2025

Dear Commissioners Slaughter, Richards, West, Jones, and Thoman Ph.D.,

We are writing to you regarding the annual Burbot Bash fishing tournament, scheduled for January 23–25, 2026. Since its inception in 2011, this event has been a tremendous success for both Utah and Wyoming.

The continuation of this tournament is vital for the ecological health of Flaming Gorge Reservoir. As an invasive species, Burbot pose a threat to the native fish populations. Studies show that the continued removal of Burbot, facilitated by this tournament, is contributing to a healthier ecosystem, evidenced by a decrease in the size and number of Burbot caught.

Economically, the Burbot Bash is a significant draw during a typically slow season for tourism. Flaming Gorge Reservoir is world-renowned for its spectacular fishing, and the ice fishing tournament brings increased visitor spending and tax revenue to businesses in both our areas. Our marketing efforts are designed to boost team participation, thereby increasing funding for both Daggett and Sweetwater Counties.

Earlier this summer, Daggett County's Tourism representatives reached out to Jennisa Merideth about the possibility of an expanded partnership with Sweetwater County to maximize the success of this tournament for both counties. Unfortunately, she responded that she lacked the "bandwidth" and resources to support this event.

Despite this, our communities share a strong relationship, often referring visitors to Sweetwater County for services we cannot provide, which benefits both our states through increased prosperity in tourism, hospitality, and service industries.

To ensure the continued success of this vital conservation and tourism event, we are respectfully requesting a **\$5,000.00 sponsorship** from Sweetwater County. Volunteers are another area where support could be provided for this tournament.

**Commissioners**

Matt Tippetts, Chairman  
[mtippetts@daggettcountry.org](mailto:mtippetts@daggettcountry.org)  
Randy Asay  
[rasay@daggettcountry.org](mailto:rasay@daggettcountry.org)  
Jack Lytle  
[jlytle@daggettcountry.org](mailto:jlytle@daggettcountry.org)  
435-784-3218

**Assessor**

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435-784-3222

**Auditor**

Keri Pallesen  
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435-784-3210

**Clerk**

Larinda Isaacson  
[larindai@daggettcountry.org](mailto:larindai@daggettcountry.org)  
435-784-3154

**Recorder/Treasurer**

Brianne Carter  
[bcarter@daggettcountry.org](mailto:bcarter@daggettcountry.org)  
435-784-3180

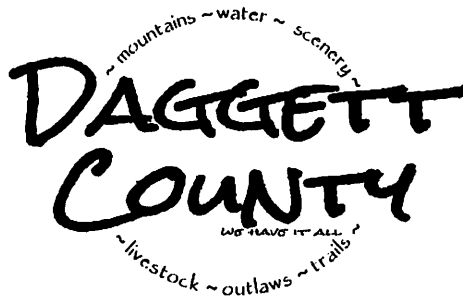
**Attorney**

Kent Snider  
[ksnider@daggettcountry.org](mailto:ksnider@daggettcountry.org)  
435-784-3218

**Sheriff**

Erik Bailey  
[ebailey@daggettcountry.org](mailto:ebailey@daggettcountry.org)  
435-784-3255





95 North 1st West • P.O. Box 219 • Manila, UT 84046

This sponsorship offers considerable benefits in marketing for Sweetwater County. A detailed sponsorship form outlining all provided incentives is attached for your review.

We sincerely ask for your consideration in assisting this great cause, thereby enhancing the partnership that continues to bring prosperity to our communities.

Sincerely,

Daggett County Commissioners

Matt Tippetts  
Chairman

Randall Asay  
Commissioner

Jack Lytle  
Commissioner

**Commissioners**

Matt Tippetts, Chairman  
[mtippetts@daggettcountry.org](mailto:mtippetts@daggettcountry.org)  
Randy Asay  
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435-784-3180

**Attorney**

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435-784-3218

**Sheriff**

Erik Bailey  
[ebailey@daggettcountry.org](mailto:ebailey@daggettcountry.org)  
435-784-3255



**Governor's Office of  
Economic Opportunity**

CENTER FOR RURAL  
DEVELOPMENT

# Plan Here. Build Here.

**Daggett County and Dutch John  
Rural Economic Blueprint**

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**2025**

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Courtesy of Marc Piscotty / Utah Office of Tourism

## Acknowledgments

The Governor's Office of Economic Opportunity (GOEO) extends its gratitude to the elected officials, staff, business owners, and community members who contributed to this process by participating on the working team or steering committee or submitting a response to the community survey.

### Working Team

- August Granath | Governor's Office of Economic Opportunity
- Lori Haslem | Governor's Office of Economic Opportunity
- Olivia Midgley | Governor's Office of Economic Opportunity
- Peggy White | Daggett County
- Jordynn Hewitt | Daggett County
- Jesse Platt | Daggett County
- Butch Johns | Dutch John
- Amy McDonald | Dutch John

### Additional Interviewees

- Kathi Knight | Manila Mayor
- Matt Tippetts | Daggett County Commissioner
- Chad Reed | Daggett County Planning and Zoning Commission
- Adam Ricks | Red Canyon Lodge
- Woody Bair | Flaming Gorge Resort
- Johnny Spillane | Trout Creek Flies
- Emily Forbes | The Forbes Family Farm
- Zac Whitwell | Department of Workforce Services

## Overview of the Rural Economic Blueprint Program Process

The Rural Economic Blueprint Program offers Utah’s rural communities an opportunity to leverage state-provided technical support to advance their economic development goals. The program is no cost, community-driven, and provides a simple yet effective economic development strategic plan. With an economic development strategic plan in place, communities will be better positioned to communicate their goals to funders, get buy-in from residents, acquire capital, and deploy resources towards target projects.

The program is in its first year and is working with nine communities during this pilot period. Daggett County and Dutch John were among the applicants that were selected to participate in the first round of the program. The working team first met in October 2025 and then met twice in November of 2025. In that time, GOEO staff performed one-on-one interviews with 13 key stakeholders, compiled economic data from various sources, and reviewed the community’s general plans. Individual stakeholder contributions to this report have been kept anonymous.

The following report is the result of a collaborative effort led and facilitated by GOEO staff with direction from Daggett County and Dutch John stakeholders. The goal of this program is to ensure that this effort represents the desires of the community as a whole.



Courtesy of Matt Morgan / Utah Office of Tourism



# Daggett County Economic Data Snapshot

## Population: 956

According to the Census Bureau, Daggett County has grown by 20 people (.5% annualized) from April 1, 2020, to July 1, 2024, since the last decennial census in 2020<sup>1</sup>. This is about half of the 1.2 annual growth rate for the preceding 30-year period from 1990 – 2020.<sup>2</sup> Comparing the same periods, statewide population growth has dropped from 3% to 1.8% annual growth, while nationwide growth has slowed from 1.1% to 0.7% annual growth<sup>3</sup>. Meanwhile, Dutch John’s population has remained flat while Manila’s population has not fluctuated much since it increased by 100 between 1990 and 2000.

## Dutch John, Manila, Daggett County, Utah, and USA Population (1990 – 2024)

Year	Dutch John Population	Annual Growth	Manila Population	Annual Growth	Daggett Population	Annual Growth	Utah Population	Annual Growth	USA Population	Annual Growth
1990	–	–	207	1.6%	690	1.2%	1,722,850	3.0%	248,709,873	1.1%
2000	–		308		921		2,233,198		281,421,906	
2010	145		310		1,059		2,763,885		308,745,538	
2020	139		309		936		3,271,608		331,449,281	
2021	146	0.0%	325	1.0%	982	0.5%	3,339,738	1.8%	332,099,760	0.7%
2022	149		338		1,011		3,391,011		334,017,321	
2023	144		329		983		3,443,222		336,806,231	
2024	139		321		956		3,503,613		340,110,988	

## Median Age: 45 years

The median age of Daggett County is significantly older than Utah’s median age of 32, and just younger than the country’s median age of 39<sup>4</sup>.

<sup>1</sup> U.S. Census Bureau. (2025, May). *Annual estimates of the resident population for incorporated places in Utah: April 1, 2020 to July 1, 2024* (Report No. SUB-IP-EST2024-POP-49). Population Division.

<sup>2</sup> U.S. Census Bureau. (2012, July). *Utah: 2010 population and housing unit counts* (CPH-2-46). U.S. Government Printing Office.

<sup>3</sup> U.S. Census Bureau. (2024, December). *Annual estimates of the resident population for the United States, regions, states, District of Columbia, and Puerto Rico: April 1, 2020 to July 1, 2024* (Report No. NST-EST2024-POP). <https://www.census.gov/programs-surveys/popest.html>

<sup>4</sup> U.S. Census Bureau. (2024). Table B01002: Age and sex. *2019–2023 American Community Survey 5–Year Estimates*. Retrieved November 2, 2025 from [https://censusreporter.org/data/table/?table=B01002&geo\\_ids=04000US49,01000US,05000US49009](https://censusreporter.org/data/table/?table=B01002&geo_ids=04000US49,01000US,05000US49009)

**Employment Rate: 52%**

Approximately 309 of the 594 Daggett County residents aged 16+ were employed during 2019–2023. This was behind the country’s rate of 60% and the state’s rate of 67%<sup>5</sup>.

**Median Household Income: \$58,750<sup>6</sup>**

Daggett County’s median household income is about \$34,000 below Utah’s median household income of \$93,000 and is about \$19,000 below the national median household income of \$78,000<sup>7</sup>.

**Educational Attainment (Age 25+): 12% hold a Bachelor’s Degree or higher**

Daggett County has a smaller proportion of people with a bachelor’s degree or higher when compared with the state and the nation. The proportion of the population with a high school diploma, some college education, or an Associate degree exceeds state and national rates<sup>8</sup>.

**Educational Attainment for Daggett County, Utah, and USA  
as a Percentage of Population Age 25+ (2019 – 2023)**

Educational Attainment	Daggett	Utah	USA
Less than a High School Diploma	9	7	11
High School Diploma	34	23	26
Some College or an Associate Degree	46	34	28
Bachelor’s Degree or Higher	12	37	35

<sup>5</sup> U.S. Census Bureau. (2024). Table B23025: Employment status for the population 16 years and over. *2019–2023 American Community Survey 5–Year Estimates*. Retrieved November 12, 2025, from [https://censusreporter.org/data/table/?table=B23025&geo\\_ids=05000US49009,04000US49,01000US](https://censusreporter.org/data/table/?table=B23025&geo_ids=05000US49009,04000US49,01000US)

<sup>6</sup> U.S. Census Bureau. (2024). Table B19019: Median household income in the past 12 months (in 2023 inflation-adjusted dollars). *2019–2023 American Community Survey 5–Year Estimates*. Retrieved November 2, 2025, from [https://censusreporter.org/data/table/?table=B19019&geo\\_ids=05000US49009](https://censusreporter.org/data/table/?table=B19019&geo_ids=05000US49009)

<sup>7</sup> U.S. Census Bureau. (2024). Table S1901: Income in the past 12 months (in 2023 inflation-adjusted dollars). *2019–2023 American Community Survey 5–Year Estimates*. Retrieved May 30, 2025, from [https://data.census.gov/table/ACSST5Y2023.S1901?g=010XX00US\\_040XX00US49](https://data.census.gov/table/ACSST5Y2023.S1901?g=010XX00US_040XX00US49)

<sup>8</sup> U.S. Census Bureau. (2024). Table B15003: Educational attainment for the population 25 years and over. *2019–2023 American Community Survey 5–Year Estimates*. Retrieved November 2, 2025, from [https://censusreporter.org/data/table/?table=B15003&geo\\_ids=05000US49009,04000US49,01000US](https://censusreporter.org/data/table/?table=B15003&geo_ids=05000US49009,04000US49,01000US)

## Major Industries

In Daggett County, the majority of employment is owed to the top four industries in the community, according to proprietary data provided by ESRI's Civilian Labor Force Profile<sup>9</sup>. Public Administration, Agriculture/Forestry/Fishing, Educational Services, and Transportation/Warehousing all provide an equal amount of jobs (roughly 14% – 16% each). In terms of location quotients<sup>10</sup>, Agriculture/Forestry/Fishing stands out relative to the rest of the United States with a score of 13.9, as does extractive industries with a score of 6.8, Public Administration with a score of 3.2, and Transportation/Warehousing with a score of 2.8.

### Industry Breakdown by Percentage of Labor Force (2024)

Industry	Daggett (Jobs)	Daggett (% of Jobs)	USA (% of Jobs)	Location Quotient
Total	575	100.0%	100.0%	–
<b>Public Administration</b>	<b>93</b>	<b>16.2%</b>	<b>5.0%</b>	<b>3.21</b>
<b>Agriculture/Forestry/Fishing</b>	<b>86</b>	<b>15.0%</b>	<b>1.1%</b>	<b>13.86</b>
<b>Educational Services</b>	<b>83</b>	<b>14.4%</b>	<b>9.4%</b>	<b>1.54</b>
<b>Transportation/Warehousing</b>	<b>79</b>	<b>13.7%</b>	<b>5.0%</b>	<b>2.76</b>
<b>Retail Trade</b>	<b>63</b>	<b>11.0%</b>	<b>10.4%</b>	<b>1.06</b>
<b>Accommodation/Food Services</b>	<b>54</b>	<b>9.4%</b>	<b>6.6%</b>	<b>1.42</b>
Professional/Scientific/Tech	36	6.3%	8.4%	0.75
<b>Utilities</b>	<b>31</b>	<b>5.4%</b>	<b>0.9%</b>	<b>6</b>
Construction	17	3.0%	7.0%	0.42
<b>Mining/Quarrying/Oil &amp; Gas</b>	<b>13</b>	<b>2.3%</b>	<b>0.3%</b>	<b>6.87</b>
Manufacturing	7	1.2%	9.6%	0.13
Admin/Support/Waste Management	6	1.0%	4.5%	0.23
Arts/Entertainment/Recreation	6	1.0%	2.2%	0.47
Health Care/Social Assistance	1	0.2%	14.5%	0.01
Wholesale Trade	0	0.0%	1.9%	0
Information	0	0.0%	1.8%	0
Finance/Insurance	0	0.0%	4.9%	0
Real Estate/Rental/Leasing	0	0.0%	1.7%	0
Management of Companies	0	0.0%	0.2%	0
Other Services (Excluding Public)	0	0.0%	4.7%	0

<sup>9</sup> ESRI. (2025). *Daggett County, Utah: Civilian labor force profile* [Report generated from ArcGIS Business Analyst].

<sup>10</sup> The location quotient is found by dividing the share of employment for an industry in one area by the same number for the same industry in another area. For Daggett, 93 people are employed in public administration, representing 16.2% of all jobs. Nationwide, jobs in this industry make up 5% of all jobs.  $16.2/5 = 3.2$  which allows us to say that, in Daggett, 3.2 times as many people have public administration jobs than the national average.



## Daggett County Major Employers (September 2024)

Employer	Employed (#)	Description
Flaming Gorge Resort	50–99	Hotels and Motels
Bureau of Reclamation	20–49	Administration of Conservation Programs
Daggett County	20–49	Executive and Legislative Offices
Dutch John Resort	20–49	Gasoline Stations with Convenience Stores
L&D Provisions	20–49	Supermarkets and Other Grocery Retailers
Manila Elementary	20–49	Elementary and Secondary Schools
Manila High School	20–49	Elementary and Secondary Schools
Trout Cleek Flies	20–49	Hobby, Toy, and Game Retailers
American Land & Leisure	10–19	RV Parks and Campgrounds
American Land and Leisure	10–19	RV Parks and Campgrounds
Cedar Springs Marina	10–19	Marinas
Dagget County	10–19	Executive and Legislative Offices
Daggett School District	10–19	Elementary and Secondary Schools
Flaming Gorge Brew Company	10–19	Full-Service Restaurants
Flaming Gorge Corporation	10–19	Marinas
Forest Service	10–19	Administration of Conservation Programs
Town of Manila	10–19	Executive and Legislative Offices
Williams WPC 1	10–19	Support Activities for Oil and Gas Operations
WRF Guides	10–19	All Other Amusement and Recreation Industries

The Utah Department of Workforce Services collects these statistics via paperwork that employers submit each time they hire a new employee, and shares the data through its Firm Find tool<sup>11</sup>. These statistics are organized by employment site, which is why Manila Elementary and Manila High School are listed separately rather than under the umbrella of Daggett School District as a whole.

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<sup>11</sup> Utah Department of Workforce Services. (2025, February). *Firm Find*. Retrieved October 21, 2025, from [https://jobs.utah.gov/wi/firmfind/download/ffind\\_other.csv](https://jobs.utah.gov/wi/firmfind/download/ffind_other.csv)

## Initial Assessment

### Strengths, Weaknesses, Opportunities, and Threats Analysis

A review of relevant economic statistics (see Daggett County Economic Data Snapshot), in conjunction with conversations with stakeholders, led to the development of a SWOT analysis that provided an initial assessment of economic conditions in Daggett County.

### Strengths

---

#### Natural Assets

- The county's primary strength is its unique natural setting, defined by the Flaming Gorge Reservoir, the Green River, and the Uinta Mountains. The Green River is widely considered a world class Blue Ribbon tailwater fishery, and the reservoir is a major draw for boating and fishing for Kokanee salmon and trophy lake trout.

#### Quality of Life

- Stakeholders consistently describe the area as beautiful, safe, and remote, with a strong sense of community. There is a strong sense of pride and intergenerational engagement in local matters. Community members are quick to help each other in times of need.

#### Key Industries

- The economy is anchored by several established industries. Tourism related businesses leverage the area's unique natural assets and provide the main economic driver for the county. The energy and extraction industry in southwest Wyoming provides jobs that Daggett County residents commute to. The Clay Basin natural gas storage facility is one of the only large industrial private operations in the county that provides a source of property tax. While agriculture and ranching activity no longer drives the area's economy it does provide a sense of cultural heritage and contributes to Daggett County's unique sense of place.

#### Land and Water for Development in Dutch John

- Daggett County possesses significant land surrounding Dutch John through a Redevelopment Agency and also owns sufficient water rights to develop that land.

## Weaknesses

---

### Extremely Seasonal Economy

- The economy is heavily reliant on seasonal visitation. Businesses report being incredibly busy from April through October with a “huge dry spell” in the winter. This makes year-round business operations extremely difficult, especially for restaurant and retail businesses, with many closing or operating with a skeleton crew through the off-season.

### Workforce and Housing Constraints

- Businesses report difficulty finding talented and reliable workforce. Additionally, there is a critical lack of quality affordable housing which is driven in part by high rates of second homeownership. This has made it difficult for young families to succeed economically on locally available jobs and housing, as costs often exceed wages. Due to the seasonal nature of the economy, and a lack of available or affordable housing, many businesses provide employee housing and recognize this as a key operating expense.

### Lack of Commercial and Community Amenities

- Many stakeholders identified a lack of certain amenities, most notably a full-service grocery store, as a difficulty that comes with living in the area. Residents drive to Vernal, Rock Springs, or Green River, WY to do most of their shopping. There are also no banks or credit unions, there is no library, and there are few community gathering spaces, especially for indoor events in the winter time.

### Infrastructure Issues

- In Manila, maintaining and updating water and sewer infrastructure was noted as a significant barrier to growth. In Dutch John, access to high speed internet is not as good and providers are currently competing to expand those services.

### Political and Regulatory Friction

- The process of Dutch John’s privatization, incorporation, and long term management has created historical friction between county and town leadership in the past. It was noted that this relationship seems to be improving and that working together is key to

the area's future success. Additionally, business owners have cited a desire to improve the ease of doing business in the County, and emphasized that essential regulations are important but felt that some components of compliance felt burdensome and unnecessary.

## Opportunities

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### Residential and Commercial Development in Dutch John

- The County's RDA owns approximately 2,000 acres of developable land in and around Dutch John. Several large-scale, long-term private residential developments are in the planning process which could significantly increase tax base and rooftops for the area.

### Developing Additional Tourism Assets

- Several local stakeholders identified the improvement of services to reservoir oriented visitation as a priority. Namely, expanding and potentially privatizing the Lucerne Marina and developing a state park at Antelope Flats were noted as opportunities. Additionally, developing trail systems that attract trail running, mountain biking and OHV users off the water could increase and diversify visitation to the area and potentially grow the shoulder seasons. The development of a ski resort on Forest Land could expand the tourism season into the winter. Lastly, the County has identified developing agri-tourism and astro-tourism as an opportunity for growth.

### Infrastructure Investment

- In Manila, the Daggett County Health, Business, and Community Center is anticipated to open in June of 2026. It will provide a new clinic, mental health services, exercise space, and a 120-person conference room, which could help attract off-season events. A new in-town bike path is also funded and set for construction.
- In Dutch John, improved broadband is reportedly on its way, and proposals to further develop the airport and build a clinic are being worked on.

### Second Homeowners Turned Primary Residents and Remote Workforce Attraction

- The area's high quality of life makes it an ideal location to attract second homeowners who then become primary residents and contribute to the local workforce and community. Additionally, attracting remote workers who "export their labor" via online

economies, brings in household income to the community that isn't available through local jobs.

## Threats / Barriers to Progress

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### External Land & Regulatory Control

- The vast majority of land in Daggett County is federally owned (Forest Service, BLM, or Bureau of Reclamation). This severely limits the county's tax base, restricts private land ownership, and complicates development. Because the federal government manages the area's main economic assets, the local economy is vulnerable to changes to regulation that affect the local economy. Notable examples include the regulation of the timber industry on Forest Service land, water fluctuations on the reservoir and river that have affected the fishing quality and therefore impacted business, and Division of Wildlife Resources regulation that affects the quality of hunting experiences.

### Demographic Challenges

- School enrollment is "declining pretty significantly", which threatens the long-term viability of the community and its ability to retain young families. This is compounded and potentially driven by the availability of affordable housing and limited full time head of household job opportunities.

### Community Resistance to Growth

- A segment of the existing population "do not want development or additional businesses". This push back has created internal conflict and has the potential to stall or block future economic development projects.

### Geographic Isolation

- The community is an hour or more from major service hubs like Vernal and Rock Springs, creating challenges for healthcare access, local retail business success, and supply chain weaknesses for prospective commercial or industrial business. Access is further threatened in winter by "terrible" snow plowing on the Wyoming side of the border.

## **Ideal Vision for a Future Economy**

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Through one-on-one conversations with stakeholders and a review of survey responses, the following themes were identified as guideposts for the future of economic development in Daggett County and Dutch John.

### **Strategic Investment in New Recreation and Tourism Assets**

- The vision includes strategic investments to create new reasons for people to visit and stay. This means developing new trail systems to attract different types of visitors and developing key infrastructure like the marinas.

### **A Diverse, Year-Round, and Entrepreneurial Economy**

- There is a desire to break the extreme seasonal cycle and diversify beyond tourism. This includes developing new industries, such as light manufacturing, industrial support business for the mining sector, or supporting main street business growth.

### **Progress that Preserves Character and Prioritizes Quality Growth**

- Any economic change and planning for the future should be managed to protect the characteristics that make the area special while adding amenities and economic progress.

### **A Pro-Business Environment that Minimizes Barriers**

- The ideal future includes local and county governments that act as partners for, not barriers to, business. Stakeholders want a streamlined, commonsense regulatory environment that encourages local entrepreneurship and removes unnecessary burdens that hinder progress.

### **A Community with the Foundational Amenities for Growth**

- Stakeholders envision a future where residential growth is supported by, and followed by, critical commercial and social infrastructure. This includes not just housing, but grocery stores, clinics, and gathering spaces.

# **Strategic Plan**

## **Economic Development in Local General Plans**

Before setting forth the goals, strategies, tactics, and projects established in this plan, it is worth reviewing the previous economic development policy on file for Daggett County, Manila, and Dutch John. The economic development objectives described in these communities' general plans are described below. The new strategic plan builds on this existing plan and provides additional specificity and breadth.

### **Existing Objectives in Daggett County's General Plan (2008)**

Objective 4.2.1: Leverage and tap into available funding sources to strengthen Daggett County's ability to improve and provide more services.

Objective 4.2.2: Study and provide appropriate assistance to areas in need of redevelopment or economic development assistance.

Objective 4.2.3: Eliminate blighted and unsightly areas within the county, while encouraging appropriate economic growth of these areas.

Objective 4.3.1: Develop an environment between existing businesses and the County which fosters growth and development and is mutually beneficial to the County and the businesses.

Objective 4.3.2: Expand the County's tax base by encouraging increased recreation and tourism calendar events.

Objective 4.3.3: Explore solutions to 1st and 4th quarter lows in business profitability.

Objective 4.4.1: Work with citizens and state/federal agencies to ensure controllable smart growth practices can be put in place for the County's future.

### **Existing Objectives in Dutch John's General Plan (2022)**

Goal 1. Make the Town of Dutch John community an attractive environment for economic development by maintaining and improving the quality of life in the community.

Objective 1.1: Sustain, enhance and maintain the Town of Dutch John as an attractive community that creates a positive public image and encourages individuals, families, and businesses to locate and invest in the community.

Goal 2: Improve the quality of life for the Town of Dutch John residents through enhanced shopping opportunities, alternative housing options, year-round employment, high paying jobs, and increased local tax revenues as a result of expanding the community's economy.

Objective 2.1: Enhance and encourage the retention of existing businesses and establishment of new entrepreneurial businesses.

Objective 2.2: Encourage regional economic development and redevelopment which is dedicated to recruiting and attracting a balanced mix of professional, energy, light industrial, recreational, and retail jobs.

Objective 2.3: Encourage the development of "anchor" projects that encourage retail, commercial, and related mixed uses – including residential units, which will support the existing business and residential areas of the community.

Objective 2.4: Increase vocational, technological, recreational and entrepreneurial employment opportunities.

### **Existing Objectives in Manila's General Plan (2022)**

Goal 4.1. Expand employment opportunities within the Town through effective planning and zoning that supports economic development activities.

Goal 4.2. Provide planning and zoning protections for business investments (i.e. preventing residential encroachment on business and manufacturing properties).

Goal 4.3. Support and expand the recreation and tourism base and provide the highest quality visitor experience through proper planning, zoning, and design.

Goal 4.4. Recognize economic opportunity areas identified by the County and prioritize them for long-term development.



## New Goals, Strategies, and Projects

### Goal 1 – Attract new business and support existing industry

Strategy Number	Strategy Description	Project Number	Project
1	Attract new businesses that are a good fit for the community	1	Attract additional commercial services to the area including vehicle maintenance services, improved grocery stores, and additional home maintenance services such as plumbing, and HVAC contractors
		2	Attract fishing and outdoor recreation product manufacturers
		3	Encourage the development of home-based businesses
		4	Support the development of additional tourism related business such as atv rentals
2	Support existing businesses and industry	1	Optimize public department operations to provide timely inspection services for private businesses
		2	Advocate for the revitalization of the local timber industry

### Goal 2 – Support the development of the local workforce

Strategy Number	Strategy Description	Project Number	Project
1	Explore and promote educational and occupational opportunities to provide training for residents	1	Develop educational programs for local hospitality workforce
		2	Market the Rural Online Initiative and increase enrollment for County residents
		3	Develop a co-working space in Dutch John

### Goal 3 – Maintain and improve infrastructure necessary for economic development

Strategy Number	Strategy Description	Project Number	Project
1	Maintain existing levels of service to residential and commercial users	1	Appropriately fund and staff Planning and Zoning and Public Works Departments

2	Improve infrastructure to alleviate capacity constraints that allow for the pursuit of additional economic development opportunities	1	Complete the construction of the Daggett County Business and Health Community Center
		2	Develop a Health Clinic in Dutch John
		3	Remodel the Fire Station in Dutch John
		4	Rebuild or remodel the town hall in Dutch John
		5	Execute the Dutch John Airport Master Plan to provide commercial air service, air medical transport, and hanger development
		6	Build planned bike path in Manila
		7	Upgrade sewer and water system in Manila
		8	Sell or repurpose the Dagget County Jail
		9	Advocate that federal public land managers modernize campground infrastructure including increased parking, additional restrooms, and increased campground sizes to accommodate larger RV's
		10	Work with state road managers in Utah and Wyoming to improve winter road maintenance to ensure access to the community for commerce and medical needs

3	Support development that advances expansion of commerce, industry, and housing in the community	1	Provide high quality communication and transparent expectations with private developers throughout necessary permitting and regulatory processes
		2	Require business license applicants to provide a housing plan for their employees
		3	Support projects that provide affordable housing for seasonal workers
		4	Acquire private parcels to build housing or commercial/industrial development
		5	Leverage existing ADU and manufactured home code allowances to build out more small footprint workforce housing
		6	Continue efforts to enforce code and clean up blighted private properties
		7	Designate some of the County owned RDA property in Dutch John for commercial or industrial development
		8	Explore programs that can drive downtown revitalization efforts in Manila

## Goal 4 – Improve quality of experience for visitors and quality of life for residents

Strategy Number	Strategy Description	Project Number	Project
1	Promote and grow community events	1	Continue to provide event coordination and marketing staff for existing special events in Daggett County, such as the Tower Rock Run, PRCA Rodeo, 4th of July celebration, and other events
		2	Grow new community events such as a polar plunge, concert series, and additional rodeos
2	Develop additional recreation and tourism infrastructure	1	Advocate for the development of an Antelope Flats State Park
		2	Develop a ski resort on Forest Service land
		3	Develop trail systems for hiking, mountain biking, OHV-ing, and snowmobiling to diversify the recreation economy
		4	Establish agri-tourism and astro-tourism amenities to diversify tourism offerings
3	Pursue policies that facilitate the healthy growth of the Daggett County tourism ecosystem	1	Pursue the designation of Daggett County as an International Dark Sky Place to support astro-tourism opportunities
		2	Work with the Bureau of Reclamation to optimize Flaming Gorge Dam releases to minimize business impacts to the fishing related tourism economy
		3	Work with the Department of Wildlife Resources to create draw-only hunting areas to improve hunt quality
		4	Work with Summit County to develop an MOU or other solution to address the fact that Daggett County provides services to Spirit Lake Lodge but Summit County receives all tax receipts from the property
		5	Create a program to communicate with area second home owners, include them in the community, and encourage them to become full time community members
4	Develop programs that support quality of life to the community	1	Expand Uinta County library services to Manila and Dutch John

## Goal 5 – Implement the Daggett County and Dutch John Rural Economic Blueprint

Strategy Number	Strategy Description	Project Number	Project
1	Create systems of accountability and support to ensure that the plan is implemented	1	Create or designate an implementation committee to oversee the completion of the plan
		2	Assign specific staff with the responsibility of implementing the plan
		3	Allocate sufficient funding to support staff and committees as they implement the plan



Courtesy of Will Patiz / Utah Office of Tourism



**Governor's Office of  
Economic Opportunity**

CENTER FOR RURAL  
DEVELOPMENT

**August Granath**

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**Lori Haslem**

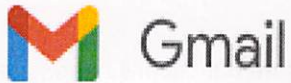
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**BUSINESS.UTAH.GOV**





Vicki Tanner <vtanner@daggettcountry.org>

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## Fwd: Gallagher Annual Disclosures: Compensation Disclosure and Solvency Letter (Daggett County)

1 message

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Keri Pallesen <kpallesen@daggettcountry.org>

Tue, Dec 2, 2025 at 10:20 AM

To: Clerk <Clerk@daggettcountry.org>, Commission <Commission@daggettcountry.org>, Kent Snider <ksnider@daggettcountry.org>

Good morning,

Will you please add these to the next commission agenda? I believe they are just informational, I'm not sure if action needs to be taken or just information shared.

Thanks,

Keri Pallesen  
Daggett County Auditor  
Daggett County HR Director  
PO Box 219  
95 N 1st W  
Manila, UT 84046  
Phone: 435-784-3210  
Cell: 435-343-9086  
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----- Forwarded message -----

From: **GCOE.GBS\_AnnualDisclosures** <GCOE.GBS\_AnnualDisclosures@ajg.com>

Date: Mon, Dec 1, 2025 at 4:48 AM

Subject: Gallagher Annual Disclosures: Compensation Disclosure and Solvency Letter (Daggett County)

To: [kpallesen@daggettcountry.org](mailto:kpallesen@daggettcountry.org) <[kpallesen@daggettcountry.org](mailto:kpallesen@daggettcountry.org)>

Cc: Julie Valdez <[Julie\\_Valdez@ajg.com](mailto:Julie_Valdez@ajg.com)>

Hello,

As part of Gallagher's Professional Standards, we are required to send a *Client Coverage Acknowledgment and Compensation Disclosure Statement (CCA)* and *Solvency Letter* on an annual basis.

The following documents are attached:

***Client Coverage Acknowledgment and Compensation Disclosure Statement (CCA) -***

This document illustrates the compensation Gallagher receives as commissions and/or consulting fees. This disclosure will be in effect until all plans renew or there is a change in compensation.

## CLIENT COVERAGE ACKNOWLEDGMENT AND COMPENSATION DISCLOSURE STATEMENT FOR DAGGETT COUNTY (“Client”)

Gallagher Benefit Services, Inc. (“Gallagher”) will seek those insurance companies it believes are best suited to meet Client stated objectives. The final decision to choose any insurance company, policy or vendor has been made by Client in its sole discretion. Client understands and agrees that Gallagher does not insure Client’s risks, nor guarantee the financial solvency or performance of any insurance company. The Client, or other policy owner, is responsible for immediate payment of premiums for all insurance placed by Gallagher on Client’s behalf. If any premium amounts or fees are not paid in full when due, the insurance company may cancel any applicable policies in accordance with the policy terms.

The following is the disclosure of commissions and/or fees payable to Gallagher for brokerage and/or consulting services to Client’s Group Health and Welfare Plan(s) and any relationships or agreements Gallagher has with any insurance companies or vendors selected by Client. Gallagher will receive the initial and renewal sale commissions expressed as a percentage of gross premium payments or fees.

Line of Coverage / Services <sup>1</sup>	Company	Commission <sup>2</sup>	Third Party Compensation	Direct Fees <sup>3</sup>	Effective Date
Medical	PEHP (Public Employer’s Health Plan) (TPA)	\$48 PEPM	N/A	N/A	01/01/2026
Dental	Ameritas	10%	N/A	N/A	01/01/2026
Life and AD&D	Lincoln Financial Group	Graded 10%	N/A	N/A	01/01/2026
Voluntary Life	Lincoln Financial Group	Graded 15%	N/A	N/A	01/01/2026
Vision	Ameritas	10%	N/A	N/A	01/01/2026
Long Term Disability	Lincoln Financial Group	Graded 15%	N/A	N/A	01/01/2026
Group Accident	Assurity Life Insurance Company	8%	N/A	N/A	01/01/2026
Group Critical Illness	Assurity Life Insurance Company	8%	N/A	N/A	01/01/2026

- Gallagher is not an affiliate of any of the insurance companies or vendors above. These insurance companies do not directly or indirectly have the power to exercise a controlling influence over the management or policies of Gallagher. Gallagher’s ability to recommend other insurance companies or vendors is not limited by an agreement with these insurance companies or vendors.
- Gallagher is providing services to the Plan(s) in the ordinary course of Gallagher’s business. The terms being offered to Client are at least as favorable to the Plan(s) as an arm’s length transaction with an unrelated party.
- Gallagher is not a trustee of the Plan(s) and is neither the Plan Administrator of the Plan(s), a named fiduciary of the Plan(s), nor an employer which has employees in the Plan(s). Gallagher shall not exercise discretionary authority or control with respect to plan management, the disposition of plan assets or plan administration.

<sup>1</sup> Services provided relative to the above lines of coverage include Benefits strategy consulting and design, to include funding evaluation options, financial reporting, as appropriate, based on funding arrangement, and vendor support; Plan management services, to include plan marketing and evaluation services; Renewal support, coordination, and oversight; Annual enrollment support, including drafting assistance for employee communications; Legislative compliance support in the form of updates, materials, and guidance; and Administrative support as mutually agreed to by the parties. Refer to your consulting agreement for further details on services, if applicable.

<sup>2</sup> Commissions include all commissions/fees paid to Gallagher that are attributable to a contract or policy between a plan and an insurance company, insurance service, or vendor. This includes indirect fees that are paid to Gallagher paid by a third party, and includes, among other things, the payment of “finders’ fees” or other fees to Gallagher for a transaction or service involving the plan.

<sup>3</sup> Direct Fees include compensation to Gallagher paid for directly by the plan sponsor/Client.



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- Gallagher's liability to Client, or any party claiming by or through Client, on account of or relating to the provision of services by Gallagher shall not exceed the total amount of carrier commissions received by Gallagher during the twelve (12) month<sup>4</sup> period preceding the date upon which the claim arises. Without limiting the foregoing, Gallagher shall only be liable for direct damages incurred by Client, and shall not be liable for any indirect, consequential or punitive damages.
- Gallagher may receive supplemental compensation from insurance carriers and vendors, normally calculated at the end of each calendar year, that are contingent on a number of factors including the overall number of employer plans represented, plan retention rates, and overall premium growth. Historically, supplemental compensation has ranged, on average, between 0-3% based on specific carrier programs. These plans have no effect on premiums. Further, Gallagher may receive non-cash compensation from plan vendors or service providers that are not in connection with any particular client. If you have any questions regarding direct or indirect compensation received by Gallagher, contact your dedicated Gallagher advisor or refer to the Gallagher Global Standards of Business Conduct.

**For Employers and Plan Sponsors Subject to ERISA:** This Disclosure Statement is being given to the Client (1) to make sure Client knows about Gallagher's and Gallagher affiliates' income before purchasing the insurance product and/or vendor services and (2) for plans subject to ERISA, to comply with the disclosure, acknowledgment and approval requirement of Prohibited Transaction Class Exemption No. 84-24<sup>5</sup>, which protects both Client and Gallagher<sup>6</sup>, and the disclosure requirements under ERISA §408(b)(2), as amended by Div. BB, Title II, §202 of the Consolidated Appropriations Act, 2021. Disclosure must be made to responsible plan fiduciary for the ERISA Plan(s), and Client acknowledges and confirms that this is a reasonable transaction in the best interest of participants in its ERISA Plan(s).

For more information on Gallagher's compensation arrangements, visit [www.ajg.com/us/about-us/disclosures](http://www.ajg.com/us/about-us/disclosures). In the event a Client wishes to register a formal complaint regarding compensation Gallagher receives, please send an email to [Compensation\\_Complaints@ajg.com](mailto:Compensation_Complaints@ajg.com).

Thank you for your business and continued confidence in the services Gallagher provides to you and your employees. We sincerely appreciate the opportunity to serve Daggett County. Please contact your Gallagher advisor if you have questions regarding this information or would like more detail.

<sup>4</sup> If Client has executed a consulting, or other services, agreement currently in effect with Gallagher that contains a limitation of liability, the limitation specified herein shall be disregarded and the limitation in the executed agreement shall control for all purposes.

<sup>5</sup> Which allows an exemption from a prohibited transaction under Section 408(a) of the **Employee Retirement Income Security Act of 1974 (ERISA)**.

<sup>6</sup> In making these disclosures, no position is taken, nor is one to be inferred, regarding the use of assets of a plan subject to ERISA to purchase such insurance.





# Gallagher

Insurance | Risk Management | Consulting

Daggett County

11/26/2025

## Solvency Disclosure

Gallagher Benefit Services takes the responsibility in assisting our clients when helping them place their insurance very seriously. This includes working with high quality insurance carriers whenever possible. For non-health lines of coverage, the standard measure utilized by GBS to evaluate the financial condition of insurance markets is the ratings and financial size categories assigned by AM Best Company, Inc. AM Best is the oldest independent rating agency in the world to report on the financial strength of insurance companies.

Coverage	Carrier/TPA	
Medical	PEHP (Public Employer's Health Plan) (TPA)	While GBS does not guarantee the financial viability of any health insurance carrier or market, it is an area we recommend that clients closely scrutinize when selecting a health insurance carrier. There are a number of rating agencies that can be referred to including, AM Best, Fitch, Moody's, Standard & Poor's, and Weiss Ratings (TheStreet.com). Generally, agencies that provide ratings of Health Insurers, including traditional insurance companies and other managed care organizations, reflect their opinion based on a comprehensive quantitative and qualitative evaluation of a company's financial strength, operating performance and market profile. However, these ratings are not a warranty of an insurer's current or future ability to meet its contractual obligations.
Dental / Vision	Ameritas	

Coverage	Carrier/TPA	Financial Strength Rating (FSR)	Financial Size Category (FSC)
Life and AD&D / Voluntary Life / Long Term Disability	Lincoln Financial Group	A	XV
Group Accident / Group Critical Illness	Assurity Life Insurance Company	A-	IX

Level	Category	Level	Category
A++, A+	Superior	C, C-	Weak
A, A-	Excellent	D	Poor
B++, B+	Good	E	Under Supervision
B, B-	Fair	F	In Liquidation
C++, C+	Marginal	S	Rating Suspended



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Financial Size Categories					
FSC I	Up to 1,000	FSC VI	25,000 to 50,000	FSC XI	750,000 to 1,000,000
FSC II	1,000 to 2,000	FSC VII	50,000 to 100,000	FSC XII	1,000,000 to 1,250,000
FSC III	2,000 to 5,000	FSC VIII	100,000 to 250,000	FSC XIII	1,250,000 to 1,500,000
FSC IV	5,000 to 10,000	FSC IX	250,000 to 500,000	FSC XIV	1,500,000 to 2,000,000
FSC V	10,000 to 25,000	FSC X	500,000 to 750,000	FSC XV	2,000,000 or more

***Note: Copies of AM Best's Insurance Reports for the insurance companies listed above are available upon request.***

**Solvency** – Gallagher partners with high quality insurance carriers, whenever possible to ensure our client's needs are being met. For your reference, we have included a copy of Gallagher's notice regarding the financial solvency of the carriers providing your Health and Benefit coverages.

Thank you for renewing your business with Gallagher, we value and appreciate your partnership. Please do not hesitate to contact us with any questions or concerns.

## Gallagher Small Business Team



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Gallagher Benefit Services, Inc.

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### 2 attachments



**Daggett County CCA 20260101.pdf**  
170K



**Daggett County Solvency 20260101.pdf**  
199K

**BYLAWS**  
**of**  
**Young at Heart Senior Center**

**ARTICLE I.           Name**

Section 1.       The name of this organization shall be the Young at Heart Senior Center.

**ARTICLE II.          Purpose**

Section 1.       The Young at Heart Senior Center is committed to offering senior programs and services that enhance the quality of life for Senior Adults in the area of Daggett County.

**ARTICLE III.       Limitation of Methods**

Section 1.       The organization is organized in accordance with the Utah Revised Nonprofit Corporation Act, as amended. The organization has not been formed for the making of any profit, or personal financial gain. The assets and income of the organization shall not be distributed to, or benefit the trustees, directors, or officers or other individuals. The assets and income shall only be used to promote senior center purposes as described above and in the Young at Heart Policies and Procedures Manual. Nothing contained herein, however, shall be deemed to prohibit the payment of reasonable compensation to employees and independent contractors for services provided for the benefit of the organization. This organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax. The organization shall not endorse, contribute to, work for, or otherwise support (or oppose) a candidate for public office.

**ARTICLE IV.       Senior Center Obligatory and Service Requirements**

Section 1.       The Young at Heart Senior Center is obligated to follow the State of Utah Area Agency on Aging guidelines and regulations under the Older American Act (OAA). Federal and State laws provide law and regulation for the use of these funds.

Section 2.       The Young at Heart Senior Center primarily serves Daggett County residents who are age 60 and older, and any senior 60+, regardless of residency, may participate in the Young at Heart Senior Center including functions and activities. The Senior Center does not allow any form of discrimination and follows the OAA and Civil Rights Act stating there is no discrimination tolerated in centers nationwide.

**ARTICLE V.       Meetings**

Section 1.       The Board of Directors shall call a meeting whenever it may be considered necessary or desirable.

Section 2.       *Annual Meeting:* An Annual Meeting shall be held once each fiscal year for the purpose of presenting directors and for the transaction of such other business as may properly come before the meeting. The annual meeting shall be held at the time and place designated by the Board of Directors.

- Section 3. *Regular Meetings:* The Board of Directors shall meet at regular periods as determined by the President and Program Administrator; the time and place to be fixed by the Board of Directors.
- Section 4. *Informal Action:* Any action required to be taken, or which may be taken, at a meeting, may be taken without prior notice if a consent in writing, setting for the action so taken, is signed by *all* Directors with respect to the subject matter of the vote.
- Section 5. Advanced notice of both annual and regular meetings shall be publicized and offered to the public of Daggett County by any means decided and at the discretion of the Board of Directors.

## ARTICLE VI. **Board of Directors**

- Section 1. The government of the Young at Heart Senior Center, the direction of its work and the control of its property shall be vested in a Board of Directors consisting of seven (7) individuals. The Board of Directors shall consist of three (3) members of the senior population (having and age of 60 years or older), with the remaining four (4) positions being filled with one (1) elected official from Daggett County, one (1) elected official from the Town of Manila, one (1) elected official from the Town of Dutch John, and one (1) interested citizen of Daggett County (having an age of less than 60 years); two (2) of the four (4) board members from the senior and interested citizen population shall be selected upon application one year, and two (2) shall be selected upon application the following year in an alternating fashion. The three (3) elected officials will be appointed among their fellow commissioners and council members to service for a period appropriate to the needs of the Board of Directors. The senior population and interested citizen Directors are considered to be positions to be applied for; the elected official positions are considered to be appointed positions within their respective organizations. A director, other than one appointed, must re-apply and be selected or assigned every two years of the allotted term. If the director chooses not to re-apply, the selection and application process will be followed for selecting a new board member (see Section 3). A director may be eligible to serve 3 (three) consecutive two-year terms (maximum of six (6) years). An individual is eligible to apply again after at least a 2 (two) year break in serving 3 (three), two-year consecutive terms for which they have been selected. If the President-elect is in the last year of his/her third term, he/she may serve another term at the discretion of the Board of Directors to complete the one (1) year term as president. In such an exception, the Board of Directors would consist of eight (8) members. In the absence or vacancy of a president, due to term restrictions, a board election will be held to select a new President. A President is elected for a one (1) year term. A President may serve, at the discretion of the Board, a maximum of two (2) consecutive terms as President of the Young at Heart Senior Center. The directors shall have power to fill all mid-term vacancies on the Board. A director who is selected by the board to fill a mid-term vacancy on the board due to resignation, death, etc. of the duly selected board member, shall serve to the end of that two (2) year term and, if interested in continued service, must re-apply at the end of the term, and is limited to three (3) consecutive terms including the partial term. The Board of Directors of the Young at Heart Senior Center, through the Program Administrator and the Pass-Through Entity (Uintah Basin Association of Governments), shall provide a full report of the work and the finances of the organization at the annual meeting.

- Section 2. The Board of Directors shall be presented at the annual meeting, or a meeting of the Board called for that purpose.
- Section 3. Applications for vacancies to the Young at Heart Senior Center Board of Directors need to be filed by the interested senior population (ages 60+ years) no later than sixty days prior to the annual meeting, or a meeting of the Board called for the purpose of presenting the newly elected and selected Board of Directors. It shall be the responsibility of the three (3) elected and appointed officials of the Board of Directors to receive applications for and fill all Board of Director vacancies from the Daggett County applicable population. All applications for Board vacancies will be processed, interviewed, and selected by the three (3) elected officials of the Board of Directors without exception.
- Section 4. Upon completion of the election and selection process, the newly selected Directors shall begin attending all meetings upon completion of the process.
- Section 5. The Board of Directors shall meet at regular periods as determined by the President and Program Administrator; the time and place to be fixed by the Board. The absence of a director from three consecutive Board meetings, without an excuse, deemed valid by the Board of Directors, may be construed as a resignation.
- Section 6. Four (4) board members shall constitute a quorum at any Board meeting with at least one (1) being an elected official. As deemed necessary, a board member may be allowed to attend a board meeting through electronic communication, such as conference call or by other virtual meeting avenues, where they can be seen and/or heard to actively participate and vote and will be counted as present and as part of the quorum.
- Section 7. *Adverse Interest:* In the determination of a quorum, or in voting, the disclosed adverse interest of a Director shall not disqualify the Director or invalidate his or her vote. Upon disclosure of the adverse interest, the Director should recuse themselves from the vote, but is not required to do so.
- Section 8. Any President of the Young at Heart Senior Center who is currently serving as such and who is serving in the final year of his/her term can remain a member of the Board of Directors for the following year if it is deemed necessary by the Board of Directors.

## ARTICLE VII.

### **Officers**

- Section 1. The officers of the Young at Heart Senior Center shall be the President, Vice President, the immediate Past President (in some cases), a Secretary, and the Program Administrator. An elected official who has been appointed to the Board of Directors will not be allowed to serve as an officer of the Young at Heart Senior Center. Additionally, the interested citizen of Daggett County position on the Board of Directors will not be allowed to serve as an officer of the Young at Heart Senior Center. All officers must be members of the Board of Directors, except the Program Administrator who shall service in accordance with the Young at Heart Senior Center Policy and Procedure Manual.

- Section 2. The president shall preside at all Board meetings and perform all duties incident to this office. The president may, subject to the approval of the Board of Directors and upon the recommendation of the Program Administrator, appoint or approve committees and committee members. One member of the Board of Director's shall serve on each committee. The President may recommend to the Board of Directors those things that promote the prosperity of and increase the usefulness of the Young at Heart Senior Center within the bounds of the Young at Heart Senior Center Policy and Procedure Manual.
- Section 3. The Vice-President shall preside in the absence of the president. If both are absent, the most senior officer shall be chosen to preside. If all officers are absent, then the most senior member of the board shall preside.
- Section 4. The Program Administrator shall receive and disburse the funds of the Young at Heart Senior Center under the direction of the Young at Heart Senior Center Policy and Procedure Manual and the guidance of the Pass-Through. The Program Administrator shall keep all monies deposited in the Young at Heart Senior Center's name under a separate accounting line item (both income and expenses) and shall make monthly financial reports available to the Board of Directors or more frequently when requested.
- Section 5. The Program Administrator will be responsible for providing the Pass-Through with all financial documentation (receipts, invoices, etc.) for all services provided in order to obtain reimbursement from the state through the Pass-Through. Failure to do so will hold the Young at Heart Senior Center liable and responsible for all expenditures incurred without proper documentation.
- Section 6. The Program Administrator shall be the administrative officer of the Young at heart Senior Center. It shall be the duty of the Program Administrator to review and prepare the official correspondence, preserve all books, documents, and communications, keep books of accounts, actively promote the Young at Heart Senior Center, and maintain an accurate record of the proceedings of the Young at Heart Senior Center Board of Directors and all committees. The Program Administrator shall have general supervision over all employees of the Young at Heart Senior Center. The Program Administrator shall perform such duties as may be incident to the office, subject to the direction of the Board of Directors, the Young at Heart Senior Center Policy and Procedure manual, and the State of Utah. In the event of voluntary resignation or dismissal, the Program Administrator shall hand over to the Board of Directors all books, papers and property of the Young at Heart Senior Center.
- Section 7. In the interim meetings of the Board, the officers shall have charge of the routine business of the Young at Heart Senior Center. The Program Administrator shall have general charge of the finances and property of the Young at Heart Senior Center under the direction of the Board of Directors and shall maintain and follow budgets as establish by the Pass-Through. The Program Administrator shall have authority to order disbursements for necessary expenses.

#### **ARTICLE VIII. Committees**

- Section 1. The Board of Directors shall authorize and define the powers and duties of all committees.

- Section 2. Committee members are appointed as outlined per Article VII, Section 2 subject to confirmation by the Board of Directors
- Section 3. It shall be the function of the committees to formulate a plan of work for the year, to investigate issues, and to make recommendations to the Board of Directors. No committee shall have the power to commit the Young at Heart Senior Center financially or otherwise.
- Section 4. Some committees may include, but are not limited to, a fund-raising committee. Events committees, temporary or long-term, may be formed and appointed (Article VII, Section 2) as needed.

#### **ARTICLE IX. Disbursements**

- Section 1. No disbursements of funds of the Young at Heart Senior Center shall be made unless the same shall have been approved by the Board of Directors, except as provided in Article VII, Section 5. The Program Administrator and one other approved officer shall sign checks. In the event the Program Administrator is unavailable, then the President and one other officer shall disburse funds of the Young at Heart Senior Center as approved by the Board and in accordance with the established budget as provided in Article VII, Sections 5 & 7.

#### **ARTICLE X. Budget**

- Section 1. The Pass-Through (Uintah Basin Association of Governments) shall prepare an allowable budget of estimated expenses and revenues for the new fiscal year to the Program Administrator and Board of Directors at least one month prior to the beginning of said year. This budget shall contain all allowable financing through the State of Utah. Any expenses in addition to the approved Pass-Through budget will be expensed directly from the Young at Heart Senior Center and will not be reimbursed through the Pass-Through.

#### **ARTICLE XI. Funding and In-Kind Resources**

- Section 1. The State of Utah will provide funding through the Pass-Through and in accordance with the suggested manner in these bylaws.
- Section 2. Appointed and organized committees, as provided in Article VII, Section 2, may perform fund-raising activities in order to provide additional funding to the Young at Heart Senior Center that will be used as an additional source of funding and to aid in the occurrences provided in Article VII, Section 5, and any additional expenditures and needs of the Young at Heart Senior Center as deemed appropriate by the Board of Directors and Program Administrator.
- Section 3. Daggett County, the Town of Manila, and the Town of Dutch John will provide the documented funding and in-kind resources as outlined in the corresponding memorandums of understanding (MOUs) between each of their entities and the Young at Heart Senior Center. These funds and in-kind donations will be used to fulfill the purposes of the Young at Heart Senior Center as outlined in this document and as deemed appropriate by the Board of Directors and Program Administrator.



**ARTICLE XII. Fiscal Year**

Section 1. The fiscal year shall run from July 1 through June 30 of any given year.

**ARTICLE XIII. Parliamentary Procedure**

Section 1. The proceedings of the Young at Heart Senior Center meetings shall be governed by and conducted according to the latest edition of Robert's Rules of Order. The Board of Directors, as well as the Program Administrator, will be required to take the Open and Public Meetings training course offered on the State of Utah Auditor's website as well as any other training that the board deems necessary.

**ARTICLE XIV. Amendments**

Section 1. Bylaws may be amended or altered by at least a two-thirds vote at any special or regular meeting of the Young at Heart Senior Center, as provided in Article V, Sections 1 and 3.

**ARTICLE XV. Policy and Procedures Manual**

Section 1. The Program Administrator, under the direction of the Board and the State of Utah, will prepare and maintain a Policy and Procedures Manual to further implement the articles of these Bylaws and the administration of the State of Utah supported Senior Citizen programs provided by the Young at Heart Senior Center.

**ARTICLE XVI. State of Utah Reporting Requirements**

Section 1. The Program Administrator, under the direction of the Board and the State of Utah, will prepare, submit, and maintain all reports and other documentation required by the State of Utah supported Senior Citizen programs provided by the Young at Heart Senior Center.

**ARTICLE XVII. Dissolution**

Section 1. In the event of the dissolution of this organization, or in the event it shall cease to carry out the objects and purposes herein set forth, all the assets of the Young at heart Senior Center shall go and be distributed to a body politic, or municipal organization as selected by the Board of Directors of the Young at heart Senior Center. Said dissolution, if any, shall be done in accordance with the laws of the State of Utah.

## Certification

[Name], President of the Young at Heart Senior Center, [Name], Vice-President of the Young at Heart Senior Center, [Name] Secretary of the Young at Heart Senior Center, [Name], Member at Large of the Young at Heart Senior Center, [Name] Daggett County duly elected official, [Name] Town of Manila duly elected official, and [Name] Town of Dutch John duly elected official, certify that the foregoing is a true and correct copy of the bylaws of the above-named organization, duly adopted by the initial Board of Directors on [date].

I certify that the foregoing is a true and correct copy of the bylaws of the above-named organization, duly adopted by the initial Board of Directors on [date].

By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_, President – Young at Heart Senior Center

By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_, Vice-President – Young at Heart Senior Center

By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_, Secretary – Young at Heart Senior Center

By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_, Member at Large – Young at Heart Senior Center

By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_, Daggett County Duly Elected Official

By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_, Town of Manila Duly Elected Official

By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_, Town of Dutch John Duly Elected Official

# **Young At Heart Senior Center**

## **Policies and Procedures**

**Policy Establishment Date:** *March 19, 2024*

**Policy Revision Date:** *March 19, 2024*

## **INTRODUCTION**

Program requirements come from direction under the Older Americans Act.

**The Young at Heart Senior Center is operated under the guiding rules, regulations, and requirements of established bylaws as a coordinated effort with the Town of Manila, serving administrators, with the Town of Dutch John and Daggett County as participants.**

The Young at Heart Senior Center is obligated to follow the State of Utah Area Agency on Aging guidelines and regulations under the Older American Act (OAA). Federal and State laws provide law and regulation for the use of these funds. The senior centers are funded and operated by the following:

- Utah State Division of Aging
- Uintah Basin Association of Governments (UBAOG) – Pass Through Service
- Daggett County
- The Town of Dutch John
- The Town of Manila -Administrator

The Young at Heart Senior Center primarily serves Daggett County residents who are age 60 and older, and any senior 60+ regardless of residency may participate in any senior center nationwide including functions and activities. The Senior Center does not allow any form of discrimination and follows the OAA and Civil Rights Act stating there is no discrimination tolerated in centers nationwide.

The senior center is funded or receives in-kind match support by Daggett County, the Town of Manila, and the Town of Dutch John in conjunction with federal/state grants specifically for their senior population. The mission of the Community & Senior Center is to offer programs and services that enhance the quality of life for Senior Adults and the Community. As a public facility, participants at the senior centers are expected to conduct themselves in a manner that is in keeping with policies and procedures in a manner that most people would find reasonable and does not infringe on the enjoyment of other participants.

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**Article I:**

**CODE OF CONDUCT**

**Senior Activity Center**

## **101 “Code of Conduct”**

Effective Date:

Revision Date:

The Young at Heart Senior Center residents who are age 60 and older, regardless of residency, may participate in any senior center nationwide including functions and activities. The mission of the senior center is to promote the physical, emotional, and economic wellbeing of seniors. The following are standards of conduct and expected behaviors to ensure a safe, healthy, and pleasant environment at the senior center.

### **Responsibilities of Senior Activity Center Participants**

All senior activity center participants, including older persons using the center as well as center staff, should respect the rights, diversity, and dignity of others. To assure that all participants have pleasant and meaningful experiences in the centers, participants shall:

- Recognize and respect diversity and show courtesy and consideration for the other participants including new participants.
- Use voice and behavior that will not disturb other center participants.
- Use language that other participants will not find abusive, threatening, obscene, or offensive.
- Maintain personal hygiene that is not offensive or unhealthy; prevent the spreading of disease by proper hand washing or use of hand sanitizers; remaining at home when participants exhibit a cough, fever, diarrhea, or other flu like symptoms.
- Treat center materials, equipment, furniture, grounds, facility, and staff with respect.
- Keep the center building and grounds neat, clean, and litter free.
- Obey the Utah Clean Air Act, which prohibits smoking in or near public buildings.
- Obey all federal, state, county, and city laws and ordinances.
- Be able to walk safely in the senior center independently or with the assistance of a personal caregiver or mobility aid.
- Discuss any concerns, ideas, or suggestions with center staff.
- Understand that all Senior Centers are public facilities requiring compliance with federal, state, county, and city regulations.

## Rights of Senior Activity Center Participants

All participants in senior activity centers have the right to:

- Expect other participants to follow the Senior Center Code of Conduct.
- Expect other participants to obey all federal, state, county, and city laws and ordinances.
- Receive information about the center services and activities in a language and/or format they understand.
- Be treated with respect and dignity by other participants and staff.
- Expect that personal information disclosed to center staff will be kept confidential.
- Expect protection by the center staff from unsolicited or unapproved commercial and/or business enterprises and researchers while in the center.
- Access to procedures for complaints and appeals of grievances.

## 102 “Code of Conduct” Violation Procedures & Appeals Process

Effective Date:

Revision Date:

### Purpose

To provide clear instructions to staff and participants when violations of the Code of Conduct occur and how to help participants improve behavior, or appeal disciplinary actions if desired.

### Procedures:

- **First Violation:** Center staff will discuss violation with the offender and give them a copy of the Code of Conduct. Discussion will include a resolution and possible consequences for further violations. Staff must document when violation occurred, who it was, what was done to correct the violation, and any other pertinent information regarding the situation including disciplinary progression to a “point system.”
  - **Disciplinary Point System** to be implemented after the first violation. Points will be explained for future infractions.
- **1.0 Points accrued:** Participant will be asked to leave the senior center for the rest of the day. Explanation will be provided why this discipline was rendered. Discipline will also include 1.0 points added to their record.
- **2.0 Points accrued:** Written notification by center coordinator to the offender instructing them to leave the center immediately and they are suspended for **four senior center operation days or two calendar weeks**, whichever comes first. Staff must document who, when, and what was done to justify the discipline. Senior Center staff will provide the offender with a copy of the Appeals Process.
- **3.0 Points accrued:** Offender will be asked to leave the center immediately and they are suspended for **eight senior center operation days or one calendar month**, whichever



Young at Heart Senior Center  
**Policies and Procedures**

comes first. Staff must document who, when, and what was done to justify the discipline. Senior Center staff will provide the offender with a copy of the Appeals Process.

**Appeals Process:** The grieving party may wish to appeal a disciplinary action taken against them. If so, the Young at Heart Senior Center will require that the grieving party submit a written appeal within 14 calendar days of action taken against them. The written appeal will be reviewed by the Young at Heart Senior Center Board, which includes members of the Senior Center Board within 14 calendar days of appeals letter receipt. The Senior Center Board will investigate and issue a written report outlining the final decision and reason.

*Note: Senior center staff may report any unduly disruptive, threatening, violent, or criminal behavior to appropriate law enforcement agencies or other appropriate social services agencies.*

### **103 “Code of Conduct” Disciplinary Action Appeals Form**

Effective Date:

Revision Date:

### **Appeal Request Form**

**Grieving Party** - Please complete this form if you would like to appeal our determination regarding disciplinary action taken against you. Once completed, please return it to the address listed below. Completed forms must be postmarked within 30 days of the date of the disciplinary action delivery.

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone number with area code: (\_\_\_\_\_) - \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return completed form to:  
Young at Heart Senior Center  
145 UT-43  
Manila, UT 84046  
(435) 784-3143

## **104 Discrimination Policy**

Effective Date:

Revision Date:

The Young at Heart Senior Center does not discriminate based on disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of senior center operations. The Young at Heart Senior Center also does not discriminate based on disability in its hiring or employment practices.

The Young at Heart Senior Center follows this directive. To ensure no employee or client is discriminated against, the Young at Heart Senior Center requires all clients to observe and follow these regulations. Eligibility of services may be revoked for failure to follow these rules, including discriminating against fellow clients. The Young at Heart Senior Center requires senior center participants to always observe and follow these regulations.

Staff who fail to follow these guidelines are subject to disciplinary action up to and including termination. Seniors who fail to follow these guidelines may be expelled from senior participation in the center.

This notice is required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Any questions, complaints, or requests for additional information regarding Section 504 and ADA may be forwarded to the Young at Heart Senior Center designated Section 504 and ADA Compliance Coordinator:

Kathi Knight  
145 UT-43  
Manila, UT 84046  
Phone: (435) 784-3143  
Email: [kathik@manilautah.com](mailto:kathik@manilautah.com)

### **105 Employee and Volunteer Harassment Policy**

Effective Date:

Revision Date:

The Young at Heart Senior Center is committed to preventing any behavior or conversation that could be interpreted to be harassing to any employee, elected official, associate, volunteer, council member, contractor employee, client, or any other person who comes in contact with the Young at Heart Senior Center, its member entities, or its contractors, based on gender, race, ethnicity, color, lifestyle, belief, religion, or political persuasion.

Employees, volunteers, and clients of the Young at Heart Senior Center and its contractor agencies and firms are accordingly forbidden to conduct themselves in any manner that could embarrass or create a hostile environment for any person. It shall be understood that the action creating such embarrassment or hostile environment for another person does not necessarily require the intent to harass to qualify as harassment under this directive.

#### **REPORTING INCIDENTS TO PROPER AUTHORITY**

Any employee or volunteer who is the subject of, or who witnesses or hears conversation related to, any act or statement that could be construed to be harassing as defined below, shall immediately report the matter and the names of all involved persons to an immediate supervisor, or the Young at Heart Senior Center's coordinator if an immediate supervisor is unavailable. All senior center staff are subject to the Young at Heart Senior Center Policy 712: Problem Resolutions. Contractors who feel harassed shall report to the appropriate senior center representative / contracted supervisor for resolution under senior center Policy 712: Problem Resolutions. Volunteer situations will be addressed by center specialists and the Young at Heart Senior Center's coordinator.

Harassed parties reserve the right and protection from any form of abuse or harassment, as well as unwanted contact by the harassing party. All employees and volunteers, except those persons required to investigate a complaint of harassment, whether or not the accused person, shall refrain from any contact, comment, gesture, facial expression, or posturing, which a reasonable and

prudent person would construe to be addressed directly or indirectly to a victim or witness, or to be acknowledging or responding to a complaint of harassment.

### **DISCIPLINARY ACTION**

Any employee or contractor so accused, and any supervisor found to have known of an offence where they did not take required action, where the evidence is sufficient to confirm the complaint beyond a reasonable doubt, shall be subject to discipline as specified in current senior center personnel policies, including and up to termination of employment or contract, otherwise following the disciplinary point system policy.

Any volunteer or client who is found beyond a reasonable doubt to have committed an act of sexual harassment or other offense of a harassing nature, may be removed for cause from his/her volunteer assignment or client status. See Policy 501: Volunteer Code of Conduct for more details.

## **Article II:**

# **Standard Operating Procedures**

## **201/202 Congregate Meals/Kitchen Administration**

Effective Date:

Revision Date:

### **DONATIONS**

All suggested donations for congregate meals need to be counted and signed off by two people. Donations collected for the meal program need to be placed in a locked box by the client. When it is time for the donations to be counted, this should be performed by at least two people and should be signed off by both individuals.

### **MENU CHANGES**

All menu changes will be provided by the cook, in consultation with a registered Dietitian Nutritionist (or person with equivalent nutrition education), and initialed by the senior center specialist. All menus will meet the Older American Act requirements. A copy of the changed menu will need to be provided to the administrator and filed for future reference.

### **FOOD COSTS**

It is the responsibility of all staff members at the senior centers to be aware of food costs and to be good stewards of public funds. The number of meals prepared each day is determined by a 24-notice order from the clients.

Client cost is a suggested donation of \$3.00 per meal for eligible clients (seniors age 60+); mandatory charge of \$5.00 for clients who are ineligible to receive the lower rate. Payment arrangements can be made.

### **INSPECTIONS**

All food service inspections are maintained at each site so that upon request, any requested documents can be provided.

### **CLEANING SCHEDULE**

All senior centers have and follow cleaning requirements and schedules that meet all County and State Health Department inspections and guidelines. All requirements will be provided through training and by requests submitted to the Utah State Program Manager -Nutrition/Disease Prevention & Health Promotion. All employees and volunteers are expected to follow the cleaning requirements and schedule as provided.

### **FOOD HANDLERS AND SAFE SERVE LICENSE**

All employees involved in the preparation or handling of meals must have a food handler's permit as required by the local health department and as mentioned in a letter attached and provided September 1, 2022, by the Tri-County Health, Environmental Health Director, Darrin Brown. Failure to maintain a food handler's permit or Safe Serve License may result in disciplinary actions.

### **HAND WASHING**

There are hand washing facilities at each center with a designated hand-washing sink in each kitchen with a soap dispenser and disposable towels. All food handling staff after using the restroom must wash their hands in the restroom, and then wash in the kitchen at the hand-washing sink for a double wash.

### **CLEANING REFRIGERATOR/FREEZER**

All refrigerators at the senior centers are kept clean and there are thermometers placed in each refrigerator to ensure an internal temperature range between 35- and 40-degrees Fahrenheit. It is the responsibility of the senior center cooks to check with each use or at least weekly to ensure the temperature is accurate and reduce the potential for food spoilage. If needed, the senior center will maintain an electronic thermometer system in which the thermometer notifies the responsible party via digital warning when the temperature of the refrigerator lowers or raises to below or above the designated temperature. Faulty or missing thermometers should be replaced immediately.

## **203 Facilities & Equipment**

Effective Date:

Revision Date:

All senior center activities under the Young at Heart Senior Center purview must have a senior center staff member present. Under no circumstances will a volunteer or participant be allowed in an active capacity within the senior centers and all that it encompasses INCLUDING but not limited to the kitchen. Since the Young at Heart Senior Center is funded through federal government funding, special requirements and enforcement are afforded and expected of the Young at Heart Senior Center and its staff. As a result, the same will be expected of its volunteers and participants.

All facilities and equipment are subject to wear and tear over time. The effective usage and care of equipment to extend usable life will create additional opportunities for senior center growth.

This can include but not be limited to continued quality menu options, more games and entertainment options, more potential events.

While some repairs and equipment replacements are expected over time, destruction of equipment or building facilities will not be tolerated. In addition to the restrictions created by a limited budget being further restricted by repairs, individuals who fail to respect this policy and cause harm to the senior center or its equipment will be subject to disciplinary action as outlined in Policy 101 SENIOR CENTER “Code of Conduct”, and Policy 102 SENIOR CENTER “Code of Conduct” Violation Procedures & Appeals Process.

## **204 Reporting Requirements**

Effective Date:

Revision Date:

All senior centers and entities who administer senior centers are required to submit reporting data to the State of Utah via the Older Americans Act Performance System (OAAPS) under the direction of the Administration for Community Living (ACL). Reporting is to be submitted through state approved software. As of policy revision date, the software required to use is Capstone. Required reporting will take place as follows:

- Monthly report on attendance and activity participation.
  - o This includes meals, health promotion, and other scheduled activities. OAAPS guidelines are enforced, and data entry accuracy is essential.
- Daily and weekly tracking of meals and activities via sign-in sheet to maintain compliance with monthly reporting.
- Yearly budget report submission to the OAAPS and the State of Utah.
  - o Budget follows the federal fiscal calendar (October 01 – September 30). Grace period for submission after year end is no later than November of given year (60 days). November deadline to ensure the state has time to submit to the feds.
- Regularly scheduled and consistent reporting for quality control.
- State monitoring requirements.
  - o Required to track and submit input data, nutrition data, client files, quality control, and adherence to federal guidelines.
    - Food temperatures.
    - Storage temperatures (fridge and freezer).
  - o Availability to conduct state monitoring and to address any findings.



- o Menu records to ensure both state and national nutritional guidelines are followed.
  - Must be submitted to a professional and certified nutritionist.
- o Overall “well-being” of the senior center.

## **Article III:**

# **Kitchen and Nutrition**

### **301 Inventory (Food and Equipment)**

Effective Date:

Revision Date:

This directive establishes the policy of Department of Aging and Adult Services (DAAS) and the procedure for maintaining an inventory of and accounting for foods acquired by the Young at Heart Senior Center.

#### **INVENTORY AND ACCOUNTING PROCEDURES**

Personnel receiving and storing foods shall account for all pieces in a perpetual inventory record approved by the Young at Heart Senior Center Board.

The senior center's specialists will monitor the inventory of reconciliation in a monthly inventory report. The senior center specialist shall immediately report any discrepancies to the Young at Heart Senior Center's coordinator. Food ordering is handled by the Young at Heart Senior Center's coordinator and set guidelines are following during the ordering process to ensure food quality and cost consciousness as specified through periodic trainings and by requests submitted to the Utah State Program manager – Nutrition/Disease Prevention & Health Promotion. Orders are delivered to the senior center and are reconciled by the senior center specialist. After receipt of goods, an itemized invoice is delivered to the Young at Heart Senior Center's coordinator. This promotes accurate inventory practices, healthy ordering, and responsible spending.

#### **EQUIPMENT “BORROWING”**

Any equipment owned by the Young at Heart Senior Center is subject to the senior center staff when determining its usage. This includes the potential to “lend out” or check out items. This may include but is not limited to books, puzzles, bingo cards, and many other items. The establishment of a check-in and check-out system will be utilized for all of those interested in borrowing equipment owned by the Young at heart Senior Center.

# **Article IV:**

# **Fundraising**

## **401 Fundraising**

Effective Date:

Revision Date:

To allow organized fundraising within a senior center, it must be administered by an ACTIVE 501(c)(3) as defined by the Internal Revenue Service (IRS). Because the Young at Heart Senior Center is administrating specific senior programs for the Daggett County area, they must access a 501(c)(3) to be able to participate in organized senior fundraising opportunities for the region.

Under NO circumstances will participants, volunteers, or outside civilians organize fundraiser opportunities without an official 501(c)(3) as defined by the (IRS). Participants may be asked for input, and volunteers may be asked to help, but that will be at the discretion of the Young at Heart Senior Center Board.

ALL fundraising events will be inclusive to all eligible parties. This means that all fundraising events and their associated coordinators and participants will be subject to the Young at Heart Senior Center anti-discrimination policy. Under no circumstances will any party conduct a fundraising event with the intent or result of bullying, discriminating, and overall exclusion of other eligible participants. Any parties who violate this policy or the anti-discrimination will be subject to the established disciplinary policy. This can include dismissal of participants and volunteers, and the termination of senior center staff.

## **402 Receipt & Disposition of Client Contributions**

Effective Date:

Revision Date:

The Young at Heart Senior Center and subcontract personnel shall comply with all applicable federal, state, and local laws and regulations pertaining to the receipt and disposition of contributions from service recipients and/or their families.

### **PROCEDURES FOR ESTABLISHING SUGGESTED CONTRIBUTION**

- A. Each person receiving Older Americans Act services for which voluntary contributions are allowed shall be afforded an opportunity to voluntarily contribute to the cost of services.
- B. The Young at Heart Senior Center Board shall from time to time update the suggested donation amount for each service: all senior center staff and subcontract agencies shall comply with the suggested donation as set by the Young at Heart Senior Center Board.
- C. Program managers responsible for services for which clients may make contributions shall notify clients of direct services and the subcontract agencies providing other such services of the suggested contribution set by the Young at Heart Senior Center Board; shall give direct service clients a regular reminder of their opportunity to contribute; and shall insure that senior center personnel and subcontract providers are compliant with the provisions of the law and this directive.

### **PRIVACY POLICY**

The Young at Heart Senior Center and subcontract personnel shall comply with federal and state laws pertaining to records access and shall ensure the right to privacy regarding client's donations.

## **PROCEDURES FOR ACCOUNTING FOR AND SAFEGUARDING CONTRIBUTIONS**

- A. Personnel of subcontract agencies are forbidden to accept cash contributions except under these circumstances:
  - 1. Clients may place cash contributions directly in locked metal containers approved by the respective program manager.
  - 2. No fewer than two paid or volunteer staff shall open each cash contribution container together, count the receipts, record the receipts in a proper container, and make the deposit slip or on some other record that verifies their witness of procedure.
  - 3. All persons who assist with the opening, counting, recording, and deposit of receipts shall affix their signatures to the deposit slip or on some other record that verifies their witness of the procedure.
  - 4. An employee of the accounting unit of each agency that receives cash contributions shall oversee and verify the routine compliance of personnel with this directive.
- B. Senior Center personnel are forbidden to accept cash contributions except under these circumstances:
  - 1. Senior Center personnel become aware that a client or other person wishes to make a cash donation shall instruct the person to make the contribution at the Manila City office, or shall arrange for another employee, case manager or program manager to witness the transaction.
  - 2. Program or case managers so notified may periodically visit the clients wishing to make cash donations in the company of one other employee, shall receive the contributions, and shall follow receipting procedures prescribed herein or by the Young at Heart Senior Center accounting officers.
  - 3. Each employee receiving a cash contribution shall issue a receipt in triplicate: (a) the original copy is to be given to the donor; (b) the second copy is to remain with the cash until it is counted and placed for deposit, at which time the copy shall be filed for a five year period; and (3) the third copy shall remain with the receipt book, which will be filed for a five year period when completely used.
  - 4. The employees designated by the administrator to safeguard cash donations shall insure that cash is deposited per the Town of Manila's financial policy standards each day before close of business in the appropriate bank.
- C. Program and case managers shall require clients to pay all donations by check or money order whenever possible.

- D. The same person designated by the department director to safeguard and count cash donations shall initiate the counting of the contributions made on non-cash instruments and shall follow the same procedure outlined for cash donations: this person shall ensure that two persons are present and witness by signature on the envelope flaps or other containers, counting the receipts, and completing of deposit slips and other control documents.
- E. Following completion of these procedures and the deposit of contributions, a person who has completed the procedure shall submit copies of all receipts for cash, filled books, all deposit slips, and other control documents to the C.F.O. for filing and reconciliations required herein. Any discrepancy shall be reported to the Young at Heart Senior Center Board.

## **Article V:**

# **Volunteers**

## **501 Volunteer Code of Conduct**

Effective Date:

Revision Date:

### **Responsibilities of Senior Activity Center Volunteer**

All senior activity center volunteers should respect the rights, diversity, and dignity of others. To assure that all participants have pleasant and meaningful experiences in the centers, volunteers shall:

- All volunteers are under the direction of senior center staff. Volunteers are not allowed to make decisions without permission of senior center staff.
- Recognize and respect diversity and show courtesy and consideration for the other participants including new participants.
- Use voice and behavior that will not disturb other center participants.
- Use language that other participants will not find abusive, threatening, obscene, or offensive.
- Maintain personal hygiene that is not offensive or unhealthy; prevent the spreading of disease by proper hand washing or use of hand sanitizers; remaining at home when participants exhibit a cough, fever, diarrhea, or other flu like symptoms.
- Treat center materials, equipment, furniture, grounds, facility, and staff with respect.
- Keep the center building and grounds neat, clean, and litter free.
- Obey the Utah Clean Air Act, which prohibits smoking in or near public buildings.
- Obey all federal, state, county, and city laws and ordinances.
- Be able to walk safely in the senior center independently or with the assistance of a personal caregiver or mobility aid.
- Discuss any concerns, ideas, or suggestions with center staff.
- Understand that all Senior Centers are public facilities requiring compliance with federal, state, county, and city regulations.

### **Rights of Senior Activity Center Volunteers**

All volunteers in senior activity centers have the right to:



Young at Heart Senior Center  
**Policies and Procedures**

- Expect other participants to follow the Senior Center Code of Conduct.
- All volunteers may be appointed or dismissed at any time for any reason as determined by senior center staff only.
- Expect other participants to obey all federal, state, county, and city laws and ordinances.
- Receive information about the center services and activities in a language and/or format they understand.
- Be treated with respect and dignity by other participants and staff.
- Expect that personal information disclosed to center staff will be kept confidential.
- Expect protection by the center staff from unsolicited or unapproved commercial and/or business enterprises and researchers while in the center.
- Access to procedures for complaints and appeals of grievances as it pertains to participant status, NOT as a volunteer.

**100 Blank Policy Info**

Effective Date:

Revision Date:

Final Copy

**MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF MANILA AND  
THE  
YOUNG AT HEART SENIOR CENTER**

This Memorandum of Understanding (“MOU”) is entered into by and between the Town of Manila (“TOWN”) and the Young at Heart Senior Center (“SENIOR CENTER”) which is located in Daggett County (“COUNTY”).

WHEREAS, the SENIOR CENTER is an incorporated non-profit entity located in COUNTY and is committed to offering senior programs and services that enhance the quality of life for senior adults within the COUNTY; and

WHEREAS, the SENIOR CENTER agrees to abide by all policies and procedures contained in the Young at Heart Senior Center Policy and Procedure Manual and by the bylaws outlined for the SENIOR CENTER; and

WHEREAS, the SENIOR CENTER desires to improve its offering of senior programs and services and its ability to provide properly equipped and trained staff for its function and mission; and

WHEREAS, offering senior programs and services that enhance the quality of life for senior adults provides benefit and advantage to the TOWN; and

WHEREAS, the TOWN desires to continue to receive for its residents the senior programs and services the SENIOR CENTER provides; and

WHEREAS, the services to be provided herein are determined to have value to the public equal to the amounts being expended therefore; and

WHEREAS, the TOWN is willing to assist through providing in-kind services and other financial support to promote senior programs and services within the COUNTY; and

WHEREAS, the SENIOR CENTER, by its governing body, has authorized this MOU after determining that its interest will best be served by this MOU.

NOW THEREFORE, in consideration of the promises, representations and conditions set forth herein, the parties agree as follows:

1. Administration and Board of Directors. For purposes of the MOU, the parties understand that the SENIOR CENTER Board of Directors shall consist of seven (7) members. One (1) member shall be appointed by the COUNTY Commission from the elected Commissioners of the COUNTY. The Parties also understand that one (1) member shall be selected by the TOWN Council from the elected officials of TOWN. The Parties also understand that one (1) member shall be selected by the Town of Dutch John Council from the elected officials of the Town of Dutch John. The remaining four (4) members of the Board of Directors shall be selected in accordance with the Bylaws and governing documents of the SENIOR CENTER. All board

members, other than those appointed by elected officials, shall have terms consistent with the Bylaws and governing documents of the SENIOR CENTER. The Board of Directors shall meet regularly, as determined by the Board, and at such other times as are determined necessary to discuss the administration of the MOU and the progress and provision of services set forth herein, and to address any and all issues or concerns that may arise with respect to the administration of the MOU and the SENIOR CENTER, and to perform all other functions typically provided by a Board of Directors.

2. **Funding/In-Kind Support.** TOWN will provide in-kind contribution of the hourly time of a Young at Heart Senior Center Board member as well as the following in-kind and financial contributions on a fiscal year basis: donation of all hourly-time and finances utilized in the overall operation and maintenance requirements of the SENIOR CENTER building; financial administration, in conjunction with the Program Administrator and the Pass Through Entity (Uintah Basin Association of Governments) for the SENIOR CENTER; and any other support or services required in an in-kind or supportive manner.
3. **Reporting.** The Program Administrator and the Board President shall report at least *annually*, directly to the governing body of the TOWN on the senior program and service activities of the preceding year and of plans within the county for the coming year.
4. **Effective Date and Term.** This MOU shall become effective immediately upon execution thereof by the authorized representative of each of the parties hereto.
5. **Termination of Extension.** This MOU shall continue in effect for one year. The Parties anticipate negotiating and entering into a new agreement based on the results of the programs and services offered.
6. **Amendments.** Any changes or amendments to this MOU shall be approved in writing and by resolution of the governing body of each of the parties hereto prior to becoming effective.
7. **Indemnification.** Each of the parties to this MOU shall defend, hold harmless, and indemnify all other parties for the wrongful or negligent acts or omissions of their officer, employees, agents, and assigns against any and all liabilities, claims, damages, actions, suits, proceedings, costs and expenses which may arise by reason of any accidents, damages, injuries (including injuries resulting in death) either to persons or property; provided however, that in no event shall the indemnification obligations of the parties hereunder exceed the amounts set forth in the Utah Governmental Immunity Act, which are in effect at the time judgment is entered. Personal injury or property damage shall have the same meaning as defined in the Utah Governmental Immunity Act. In no event shall this section be constructed with respect to third parties as a waiver of any governmental immunity to which the parties are otherwise entitled.
8. **Warranties and Participants.** Each participant hereby represents and warrants that:
  - a. It is duly authorized to execute and deliver the MOU; and
  - b. There is no litigation or legal or governmental action, proceeding, inquiry or investigation pending or threatened by governmental authorities or other or to which such participant is

a party or to which any of its property is subject which if determined adversely to such participant would individually or in aggregate (1) affect the validity or enforceability of this MOU, or (2) otherwise materially adversely affect the ability of such participant to comply with its obligations hereunder or the transactions contemplated hereby.

9. Documents on File. Executed copies of this MOU shall be placed on file in the office of the keeper of the records of all participants and shall remain on file for public inspection during the term of this MOU.
10. Non-Assignability. No participant shall transfer or delegate any of its rights, duties, powers, or obligations under this MOU without the consent of each of the participants.
11. Laws of Utah. It is understood and agreed by the Parties hereto that this MOU shall be governed by the laws of the State of Utah both as to interpretation and performance.

IN WITNESS WHEREOF, the SENIOR CENTER has caused this MOU to be subscribed by its President of the Board of Directors and the TOWN has caused this MOU to be subscribed by an appointed TOWN Council Member and attested by its Town Recorder and approved by its attorney.

**Young at Heart Senior Center**

\_\_\_\_\_  
President, Young at Heart Senior Center Board of Directors

\_\_\_\_\_  
Date

**Town of Manila**

\_\_\_\_\_  
Appointed Town Council Member

\_\_\_\_\_  
Date

APPROVE: \_\_\_\_\_  
Town Attorney

ATTEST: \_\_\_\_\_  
Town Recorder

**MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF DUTCH JOHN  
AND THE  
YOUNG AT HEART SENIOR CENTER**

This Memorandum of Understanding (“MOU”) is entered into by and between the Town of Dutch John (“TOWN”) and the Young at Heart Senior Center (“SENIOR CENTER”) which is located in Daggett County (“COUNTY”).

WHEREAS, the SENIOR CENTER is an incorporated non-profit entity located in COUNTY and is committed to offering senior programs and services that enhance the quality of life for senior adults within the COUNTY; and

WHEREAS, the SENIOR CENTER agrees to abide by all policies and procedures contained in the Young at Heart Senior Center Policy and Procedure Manual and by the bylaws outlined for the SENIOR CENTER; and

WHEREAS, the SENIOR CENTER desires to improve its offering of senior programs and services and its ability to provide properly equipped and trained staff for its function and mission; and

WHEREAS, offering senior programs and services that enhance the quality of life for senior adults provides benefit and advantage to the TOWN; and

WHEREAS, the TOWN desires to continue to receive for its residents the senior programs and services the SENIOR CENTER provides; and

WHEREAS, the services to be provided herein are determined to have value to the public equal to the amounts being expended therefore; and

WHEREAS, the TOWN is willing to assist through providing in-kind support to promote senior programs and services within the COUNTY; and

WHEREAS, the SENIOR CENTER, by its governing body, has authorized this MOU after determining that its interest will best be served by this MOU.

NOW THEREFORE, in consideration of the promises, representations and conditions set forth herein, the parties agree as follows:

1. Administration and Board of Directors. For purposes of the MOU, the parties understand that the SENIOR CENTER Board of Directors shall consist of seven (7) members. One (1) member shall be appointed by the COUNTY Commission from the elected Commissioners of the COUNTY. The Parties also understand that one (1) member shall be selected by the TOWN Council from the elected officials of TOWN. The Parties also understand that one (1) member shall be selected by the Town of Manila Council from the elected officials of the Town of Manila. The remaining four (4) members of the Board of Directors shall be selected in accordance with the Bylaws and governing documents of the SENIOR CENTER. All board

members, other than those appointed by elected officials, shall have terms consistent with the Bylaws and governing documents of the SENIOR CENTER. The Board of Directors shall meet regularly, as determined by the Board, and at such other times as are determined necessary to discuss the administration of the MOU and the progress and provision of services set forth herein, and to address any and all issues or concerns that may arise with respect to the administration of the MOU and the SENIOR CENTER, and to perform all other functions typically provided by a Board of Directors.

2. **Funding/In-Kind Support.** TOWN will provide an in-kind contribution of the hourly time of a Young at Heart Senior Center Board member.
3. **Reporting.** The Program Administrator and the Board President shall report at least *annually*, directly to the governing body of the TOWN on the senior program and service activities of the preceding year and of plans within the county for the coming year.
4. **Effective Date and Term.** This MOU shall become effective immediately upon execution thereof by the authorized representative of each of the parties hereto.
5. **Termination of Extension.** This MOU shall continue in effect for one year. The Parties anticipate negotiating and entering into a new agreement based on the results of the programs and services offered.
6. **Amendments.** Any changes or amendments to this MOU shall be approved in writing and by resolution of the governing body of each of the parties hereto prior to becoming effective.
7. **Indemnification.** Each of the parties to this MOU shall defend, hold harmless, and indemnify all other parties for the wrongful or negligent acts or omissions of their officer, employees, agents, and assigns against any and all liabilities, claims, damages, actions, suits, proceedings, costs and expenses which may arise by reason of any accidents, damages, injuries (including injuries resulting in death) either to persons or property; provided however, that in no event shall the indemnification obligations of the parties hereunder exceed the amounts set forth in the Utah Governmental Immunity Act, which are in effect at the time judgment is entered. Personal injury or property damage shall have the same meaning as defined in the Utah Governmental Immunity Act. In no event shall this section be constructed with respect to third parties as a waiver of any governmental immunity to which the parties are otherwise entitled.
8. **Warranties and Participants.** Each participant hereby represents and warrants that:
  - a. It is duly authorized to execute and deliver the MOU; and
  - b. There is no litigation or legal or governmental action, proceeding, inquiry or investigation pending or threatened by governmental authorities or other or to which such participant is a party or to which any of its property is subject which if determined adversely to such participant would individually or in aggregate (1) affect the validity or enforceability of this MOU, or (2) otherwise materially adversely affect the ability of such participant to comply with its obligations hereunder or the transactions contemplated hereby.

9. Documents on File. Executed copies of this MOU shall be placed on file in the office of the keeper of the records of all participants and shall remain on file for public inspection during the term of this MOU.
10. Non-Assignability. No participant shall transfer or delegate any of its rights, duties, powers, or obligations under this MOU without the consent of each of the participants.
11. Laws of Utah. It is understood and agreed by the Parties hereto that this MOU shall be governed by the laws of the State of Utah both as to interpretation and performance.

IN WITNESS WHEREOF, the SENIOR CENTER has caused this MOU to be subscribed by its President of the Board of Directors and the TOWN has caused this MOU to be subscribed by an appointed TOWN Council Member and attested by its Town Recorder and approved by its attorney.

**Young at Heart Senior Center**

\_\_\_\_\_  
President, Young at Heart Senior Center Board of Directors

\_\_\_\_\_  
Date

**Town of Dutch John**

\_\_\_\_\_  
Appointed Town Council Member

\_\_\_\_\_  
Date

APPROVE: \_\_\_\_\_  
Town Attorney

ATTEST: \_\_\_\_\_  
Town Recorder



## **MEMORANDUM OF UNDERSTANDING BETWEEN DAGGETT COUNTY AND THE YOUNG AT HEART SENIOR CENTER**

This Memorandum of Understanding (“MOU”) is entered into by and between Daggett County (“COUNTY”) and the Young at Heart Senior Center (“SENIOR CENTER”).

WHEREAS, the SENIOR CENTER is an incorporated non-profit entity located in COUNTY and is committed to offering senior programs and services that enhance the quality of life for senior adults within the COUNTY; and

WHEREAS, the SENIOR CENTER agrees to abide by all policies and procedures contained in the Young at Heart Senior Center Policy and Procedure Manual and by the bylaws outlined for the SENIOR CENTER; and

WHEREAS, the SENIOR CENTER desires to improve its offering of senior programs and services and its ability to provide properly equipped and trained staff for its function and mission; and

WHEREAS, offering senior programs and services that enhance the quality of life for senior adults provides benefit and advantage to the COUNTY; and

WHEREAS, the COUNTY desires to continue to receive for its residents the senior programs and services the SENIOR CENTER provides; and

WHEREAS, the services to be provided herein are determined to have value to the public equal to the amounts being expended therefore; and

WHEREAS, the COUNTY is willing to assist through providing in-kind and financial support and services to promote senior programs and services within the COUNTY; and

WHEREAS, the SENIOR CENTER, by its governing body, has authorized this MOU after determining that its interest will best be served by this MOU.

NOW THEREFORE, in consideration of the promises, representations and conditions set forth herein, the parties agree as follows:

1. Administration and Board of Directors. For purposes of the MOU, the parties understand that the SENIOR CENTER Board of Directors shall consist of seven (7) members. One (1) member shall be appointed by the COUNTY Commission from the elected Commissioners of the COUNTY. The Parties also understand that one (1) member shall be selected by the Town of Manila Council from the elected officials of the Town of Manila. The Parties also understand that one (1) member shall be selected by the Town of Dutch John Council from the elected officials of the Town of Dutch John. The remaining four (4) members of the Board of Directors shall be selected in accordance with the Bylaws and governing documents of the SENIOR CENTER. All board members, other than those appointed by elected officials, shall have terms consistent with the Bylaws and governing documents of the SENIOR CENTER. The Board of

Directors shall meet regularly, as determined by the Board, and at such other times as are determined necessary to discuss the administration of the MOU and the progress and provision of services set forth herein, and to address any and all issues or concerns that may arise with respect to the administration of the MOU and the SENIOR CENTER, and to perform all other functions typically provided by a Board of Directors.

2. **Funding/Budget.** COUNTY will provide in-kind contribution of the hourly time of a Young at Heart Senior Center Board member as well as an annual contribution of \$8,000 dollars for fiscal year 2024 made in *one (1) payment of \$8,000*. This payment is provided as part of the SENIOR CENTER's match funding requirements for the senior programs and services.
3. **Reporting.** The Program Administrator and the Board President shall report at least *bi-annually*, directly to the governing body of the COUNTY on the senior program and service activities of the preceding year and of plans within the county for the coming year.
4. **Effective Date and Term.** This MOU shall become effective immediately upon execution thereof by the authorized representative of each of the parties hereto.
5. **Termination of Extension.** This MOU shall continue in effect for one year. The Parties anticipate negotiating and entering into a new agreement based on the results of the programs and services offered.
6. **Amendments.** Any changes or amendments to this MOU shall be approved in writing and by resolution of the governing body of each of the parties hereto prior to becoming effective.
7. **Indemnification.** Each of the parties to this MOU shall defend, hold harmless, and indemnify all other parties for the wrongful or negligent acts or omissions of their officer, employees, agents, and assigns against any and all liabilities, claims, damages, actions, suits, proceedings, costs and expenses which may arise by reason of any accidents, damages, injuries (including injuries resulting in death) either to persons or property; provided however, that in no event shall the indemnification obligations of the parties hereunder exceed the amounts set forth in the Utah Governmental Immunity Act, which are in effect at the time judgment is entered. Personal injury or property damage shall have the same meaning as defined in the Utah Governmental Immunity Act. In no event shall this section be constructed with respect to third parties as a waiver of any governmental immunity to which the parties are otherwise entitled.
8. **Warranties and Participants.** Each participant hereby represents and warrants that:
  - a. It is duly authorized to execute and deliver the MOU; and
  - b. There is no litigation or legal or governmental action, proceeding, inquiry or investigation pending or threatened by governmental authorities or other or to which such participant is a party or to which any of its property is subject which if determined adversely to such participant would individually or in aggregate (1) affect the validity or enforceability of this MOU, or (2) otherwise materially adversely affect the ability of such participant to comply with its obligations hereunder or the transactions contemplated hereby.

9. Documents on File. Executed copies of this MOU shall be placed on file in the office of the keeper of the records of all participants and shall remain on file for public inspection during the term of this MOU.
10. Non-Assignability. No participant shall transfer or delegate any of its rights, duties, powers, or obligations under this MOU without the consent of each of the participants.
11. Laws of Utah. It is understood and agreed by the Parties hereto that this MOU shall be governed by the laws of the State of Utah both as to interpretation and performance.

IN WITNESS WHEREOF, the SENIOR CENTER has caused this MOU to be subscribed by its President of the Board of Directors and the COUNTY has caused this MOU to be subscribed by an appointed Commissioner and attested by its County Recorder and approved by its attorney.

**Young at Heart Senior Center**

\_\_\_\_\_  
President, Young at Heart Senior Center Board of Directors

\_\_\_\_\_  
Date

**Daggett County**

\_\_\_\_\_  
Appointed County Commissioner

\_\_\_\_\_  
Date

APPROVE: \_\_\_\_\_  
County Attorney

ATTEST: \_\_\_\_\_  
County Recorder

**MEMORANDUM OF AGREEMENT (MOA)**

between

**DAGGETT COUNTY**

and the

**YOUNG AT HEART SENIOR CENTER**

This Memorandum of Agreement (“MOA”) is entered into by and between Daggett County (“COUNTY”) and the Young at Heart Senior Center (“SENIOR CENTER”).

WHEREAS, the SENIOR CENTER is an incorporated non-profit entity located in COUNTY and is committed to offering senior programs and services that enhance the quality of life for senior adults within the COUNTY; and

WHEREAS, the SENIOR CENTER agrees to abide by all policies and procedures contained in the Young at Heart Senior Center Policy and Procedure Manual and by the bylaws outlined for the SENIOR CENTER; and

WHEREAS, the SENIOR CENTER desires to improve its offering of senior programs and services and its ability to provide properly equipped and trained staff for its function and mission; and

WHEREAS, offering senior programs and services that enhance the quality of life for senior adults provides benefit and advantage to the COUNTY; and

WHEREAS, the COUNTY desires to continue to receive for its residents the senior programs and services the SENIOR CENTER provides; and

WHEREAS, the services to be provided herein are determined to have value to the public equal to the amounts being expended therefore; and

WHEREAS, the COUNTY is willing to assist through providing in-kind and financial support and services to promote senior programs and services within the COUNTY; and

WHEREAS, the SENIOR CENTER, by its governing body, has authorized this MOA after determining that its interest will best be served by this MOA.

NOW THEREFORE, in consideration of the promises, representations and conditions set forth herein, the parties agree as follows:

1. Administration and Board of Directors. For purposes of the MOA, the parties understand that the SENIOR CENTER Board of Directors shall consist of seven (7) members. One (1) member shall be appointed by the COUNTY Commission from the elected Commissioners of the COUNTY. The Parties also understand that one (1) member shall be selected by the Town of Manila Council from the elected officials of the Town of Manila. The Parties also understand that one (1) member shall be selected by the Town of Dutch John Council from the elected officials of the Town of Dutch John. The remaining four (4) members of the Board of Directors

shall be selected in accordance with the Bylaws and governing documents of the SENIOR CENTER. All board members, other than those appointed by elected officials, shall have terms consistent with the Bylaws and governing documents of the SENIOR CENTER. The Board of Directors shall meet regularly, as determined by the Board, and at such other times as are determined necessary to discuss the administration of the MOU and the progress and provision of services set forth herein, and to address any and all issues or concerns that may arise with respect to the administration of the MOU and the SENIOR CENTER, and to perform all other functions typically provided by a Board of Directors.

2. Funding/Budget. COUNTY will provide in-kind contribution of the hourly time of a Young at Heart Senior Center Board member as well as an annual contribution of \$8,000 dollars for fiscal year 2024 made in *one (1) payment of \$8,000*. This payment is provided as part of the SENIOR CENTER's match funding requirements for the senior programs and services.
3. Reporting. The Program Administrator and the Board President shall report at least *bi-annually*, directly to the governing body of the COUNTY on the senior program and service activities of the preceding year and of plans within the county for the coming year.
4. Effective Date and Term. This MOA shall become effective immediately upon execution thereof by the authorized representative of each of the parties hereto.
5. Termination or Extension. This MOA shall continue in effect for one year. The Parties anticipate negotiating and entering into a new agreement based on the results of the programs and services offered.
6. Amendments. Any changes or amendments to this MOA shall be approved in writing and by resolution of the governing body of each of the parties hereto prior to becoming effective.
7. Indemnification. Each of the parties to this MOA shall defend, hold harmless, and indemnify all other parties for the wrongful or negligent acts or omissions of their officer, employees, agents, and assigns against any and all liabilities, claims, damages, actions, suits, proceedings, costs and expenses which may arise by reason of any accidents, damages, injuries (including injuries resulting in death) either to persons or property; provided however, that in no event shall the indemnification obligations of the parties hereunder exceed the amounts set forth in the Utah Governmental Immunity Act, which are in effect at the time judgment is entered. Personal injury or property damage shall have the same meaning as defined in the Utah Governmental Immunity Act. In no event shall this section be constructed with respect to third parties as a waiver of any governmental immunity to which the parties are otherwise entitled.
8. Warranties and Participants. Each participant hereby represents and warrants that:
  - a. It is duly authorized to execute and deliver the MOA; and
  - b. There is no litigation or legal or governmental action, proceeding, inquiry or investigation pending or threatened by governmental authorities or other or to which such participant is a party or to which any of its property is subject which if determined adversely to such participant would individually or in aggregate (1) affect the validity or enforceability of

this MOA, or (2) otherwise materially adversely affect the ability of such participant to comply with its obligations hereunder or the transactions contemplated hereby.

9. Documents on File. Executed copies of this MOA shall be placed on file in the office of the keeper of the records of all participants and shall remain on file for public inspection during the term of this MOA.
10. Non-Assignability. No participant shall transfer or delegate any of its rights, duties, powers, or obligations under this MOA without the consent of each of the participants.
11. Laws of Utah. It is understood and agreed by the Parties hereto that this MOA shall be governed by the laws of the State of Utah both as to interpretation and performance.

IN WITNESS WHEREOF, the SENIOR CENTER has caused this MOA to be subscribed by its President of the Board of Directors and the COUNTY has caused this MOA to be subscribed by an appointed Commissioner and attested by its County Recorder and approved by its attorney.

**Young at Heart Senior Center**

\_\_\_\_\_  
President, Young at Heart Senior Center Board of Directors

\_\_\_\_\_  
Date

**Daggett County**

\_\_\_\_\_  
Appointed County Commissioner

\_\_\_\_\_  
Date

APPROVE: \_\_\_\_\_  
County Attorney


ATTEST: \_\_\_\_\_  
County Recorder

# Daggett County - Transit Survey

The Basin Transit Association (BTA) is looking into implementing a "non-fixed" transportation system within Daggett County. The BTA is conducting this survey to determine the best usage practices including schedule frequency and destination.

vtanner@daggettcountry.org [Switch account](#)



 Not shared

If we scheduled one trip to Rock Springs, Wyoming each week, how often would you ride?

- ☐ Weekly
- ☐ Monthly
- ☐ Occasionally
- ☐ Never

If we scheduled one trip to Vernal, UT each week, how often would you ride?

- ☐ Weekly
- ☐ Monthly
- ☐ Occasionally
- ☐ Never

What "weekday" would you prefer to travel each week?

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

What "weekday" would be the worst travel day of the week?

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

In order to serve Daggett County as a whole, the BTA may have to use a central pickup location. Would you have the means to get to Red Canyon Lodge for pickup?

- ☐ Yes
- ☐ No



If you answered NO regarding the Red Canyon Lodge pickup, please let us know your alternative option or share any suggestions for how we might improve or alternatives for the pickup location.

Your answer

In order to justify the transport day, a minimum of 3 passengers will be required. Do you think this can be met?

☐ Yes

☐ No

Do you expect this service to be a 'luxury' or 'essential' service for your county?

☐ Luxury

☐ Essential

☐ Not Sure

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