

**MINUTES** of the public meeting of the Uintah County Commission held **January 6, 2026** in the Commission Chambers of the Uintah County Building at 147 East Main, Vernal, Utah. The meeting commenced at 3:00 pm.

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

**ATTENDANCE:** Mike Wilkins, Steve Labrum, Wendi Long, Loren Anderson, Angela Hawkins, Lynn Sitterud, Mike Cook, Matt Cazier, Danette Brooks, Travis Campbell, Lance Dean, Crystal Clark, Will Shaffer.

Minutes by Sheri Allen.

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

**PRAYER** by Wendi Long.

**PLEDGE OF ALLEGIANCE** by Angela Hawkins.

**1. APPROVAL OF MINUTES:** December 16, 2025 and December 22, 2025.

*Commissioner Norton moved to approve the minutes for December 16, 2025 and December 22, 2025. Motion passed unanimously.*

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

Warrants dated December 19, 2025 in the amount of \$474,803.29. Payments of note are \$10,000.00 to Uintah Care Center, \$71,215.00 to Uintah Basin Association of Governments (UBAG) for Lucky Acres, and \$17,200.00 to Vohne Liche Kennels for a new K-9.

Warrants dated December 24, 2025 in the amount of \$1,852,484.39. Payments of note are \$1,331,879.93 to Holbrook Asphalt for chip and seal, and \$171,467.23 to Wheeler Machinery for a new Lowboy trailer to haul heavy equipment.

Warrants dated January 2, 2026 in the amount of \$1,289,720.82. Payments of note are \$78,840.75 to Green River Construction for the 4-H remodel, \$752,036.56 to Utah Counties Indemnity Pool for our liability insurance, and \$137,303.44 to Workers Compensation for our annual payment.

*Commissioner LeFevre moved to approve the warrants as presented by Mike Wilkins. Motion passed unanimously.*

**3. TAX MATTERS:** None

**4. UINTAH COUNTY 2025 ABATEMENTS - Mike Wilkins, Clerk-Auditor**

Mike Wilkins, Clerk-Auditor requested final approval for the 2025 Uintah County Abatements. The County will receive a \$202,551.48 total reimbursement from the State. This total includes the \$201,786.37 for the State Circuit Breaker and \$765.11 for the Mobile Home Circuit Breaker. A total of \$484,519.62 is non-reimbursable. This total includes \$473.95 for the Blind, \$90,464.76 for the County Circuit Breaker, \$4,189.02 for the Indigent, and \$389,391.89 for the Veterans.

*Commissioner Norton moved to approve the Uintah County 2025 Abatements as presented by Mike Wilkins. Motion passed unanimously.*

**5. AMENDMENT TO THE COOPERATIVE FUNDING AGREEMENT WITH ACCESS UTAH FOR VIA FERRATA ROUTE IMPROVEMENTS - Travis Campbell, Economic Development**

Travis Campbell, Economic Development, requested to amend the existing cooperative funding agreement between Uintah County and Access Utah to fund phase two of the Ashley Gorge Via Ferrata. Access Utah is a Utah-based nonprofit dedicated to promoting and developing Via Ferrata routes across the state. They have been an invaluable partner and supporter of Uintah County in

developing the Ashley Gorge Via Ferrata. The current agreement, signed in May 2025, outlines the financial support provided by Access Utah for the initial Via Ferrata development. Developing a Via Ferrata is a complex undertaking, requiring significant technical expertise for tasks such as: assessing and testing rock types and strength, designing optimal routes, and installing certified hardware in compliance with national safety standards. This specialized expertise comes with a cost, and Access Utah's funding enabled Uintah County to establish this world-class resource locally. In addition to direct funding, Access Utah also provided the required match for the Utah Outdoor Recreation Grant the County received last year. The completion of phase one has already yielded positive economic impacts for the community. Due to the success of the initial phase, a phase two design has been presented. These proposed improvements will: add additional routes to the existing Via Ferrata, increase climbing variety and options, and, most notably, include different exit routes at the top of the gorge. The funding structure for phase two will mirror the initial phase, Access Utah will provide the upfront direct costs for the installation. This funding can also be used to meet the match requirements for another State Outdoor Recreation Grant. (The State has already indicated that this project is highly likely to receive this additional grant when applications open later this month.) Approval of this proposal will amend the current cooperative funding agreement with Access Utah to incorporate the additional route improvements and the necessary funding from Access Utah.

*Commissioner Norton moved to approve the amendment to the Cooperative Funding Agreement with Access Utah as presented. Motion passed unanimously.*

**6. MEMORANDUM OF UNDERSTANDING FOR INDIGENT DEFENSE SERVICES BETWEEN UINTAH AND DAGGETT COUNTIES - Lance Dean, Indigent Defense**

Lance Dean, Public Defender, requested the Memorandum of Understanding for Indigent Defense Service between Uintah and Daggett Counties to be approved. When the office began in 2019, an MOU was established between Uintah County and Daggett County for Uintah County to provide all defense services to Daggett County for an annual fee of \$6,500. Last year, discussions commenced to increase this amount. As a transition year 2025, the Daggett County Commission agreed to increase the compensation to \$11,000 for 2025. For the current year, Daggett County has agreed to compensate Uintah County \$17,000 for the defense work provided. All Daggett County Commissioners have signed the new MOU, and the Uintah County Commissioners will need to sign. For clarification, the initial MOU was for \$6,500, 2025 was a transition year for \$11,000.00, and the new rate will be \$17,000.00. The new MOU is for a three-year term, starting this year. Loren Anderson, Civil Attorney, has reviewed the document, and the only change from the previous agreement is the updated compensation amount. The rate is set at \$17,000 per year for the three-year term.

*Commissioner LeFevre moved to approve the MOU with Daggett County as presented. Motion passed unanimously.*

**7. RATIFICATION OF IWORQ SERVICE AGREEMENT-** Matt Cazier, Community Development  
Matt Cazier, Community Development, requested a ratification of the IWORQ service agreement. IWORQ is the permitting software used by the Community Development Department to manage permits and applications, and it is also used by the Facilities Department for facilities management. The new agreement only affects the portion of IWORQ used by Community Development. It adds enhanced features that allow for the creation of automated workflows. This automation will streamline the application process by automatically routing new applications to the appropriate personnel, which is expected to save time, energy, and prevent missed steps. Current total annual cost for both Community Development & Facilities is \$14,500; Community Development pays \$10,500 and Facilities pays \$4,000. The new annual cost for enhanced features for Community Development will be an additional \$3,000 per year with a \$500 implementation fee, making the first year's added cost \$3,500. The total cost for the first year will be \$18,000. The total annual cost going forward will be \$17,500. This is a three-year contract. The contract was signed by Commissioner Laursen before the end of the year to secure the first three months of the enhanced service for free. The County's billing cycle for IWORQ starts on April 1 and runs through March 31 of the following year. Signing early maintains the existing

billing cycle and allows the three-month implementation period to be free of charge. The expense was previously approved as part of the budget. Commissioner Laursen noted that the Road Department and Fleet Department may also be using IWORQ. Matt was not aware of this but agreed to check with them to see if their IWORQ usage could be combined with the other departments to potentially secure a better overall rate.

*Commissioner Norton moved to approve the ratification of the IWORQ Service Agreement as presented. Motion passed unanimously.*

- 8. SUBDIVISION AMENDMENT** - Request to add trail easement and retention basin easement to Lucky Acres Subdivision located at 1353 S 1600 W, Vernal, Utah. -Deanna Nyberg, Community Development

Tabled for the Road Department to get further information.

- 9. DATA PRIVACY POLICY CHIEF ADMINISTRATIVE OFFICER APPOINTMENT** in accordance with Ordinance #10-01-2025 O1

Loren Anderson, Civil Attorney, noted Ordinance #10-01-2025 O1 says the Commission is required to appoint a Chief Administrative Officer for the Data Privacy Policy. The Commission has selected Angela Hawkins for this role and she has agreed to accept the responsibility. Angela will assume the duties of Data Privacy CAO in addition to her current responsibilities. This new position involves significant work in getting the data privacy program operational and the Commission is grateful for her acceptance.

*Commissioner Norton moved to approve Ordinance #10-01-2025 O1 appointing Angela Hawkins as Chief Administrative Officer for the Data Privacy Policy. Motion passed unanimously.*

**10. BOARD APPOINTMENTS**

Carl D. Morton was the only applicant to apply for a position on the Boundary Commission and had not yet been appointed by the Boundary Commission. This item was presented for informational purposes, as it was previously thought to be completed.

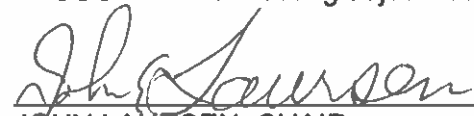
Commissioner Laursen recommended that Jessica Briggs finish Loren Anderson's term, who resigned from the Historic Preservation and Museum Advisory Board. The term will end on December 31, 2027. He also recommended that Gabriella Salazar finish Leanne Denzer's term, who also resigned from the Museum Board. The term will end on December 31, 2027.

*Commissioner LeFevre moved to approve the Board Appointments as presented. Motion passed unanimously.*

Crystal Clark, IT Director, would like to introduce Will Schaefer. He will be a desktop and network support specialist. He's dipping his toes in the water of Uintah County's IT and soon he'll be swimming in our ocean. Will Schaefer moved here from Washington State and has lived here for one year. He is excited to be part of the IT team.

**11. PUBLIC COMMENT :none**

**ADJOURN:** The meeting adjourned at approximately 3:28 p.m.

  
JOHN LAURSEN, CHAIR

  
MICHAEL W. WILKINS, CLERK – AUDITOR

