

**MINUTES** of the public meeting of the Uintah County Commission held **January 20, 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:** Jess Hermann, Mike Wilkins, Leslie Pearson-Rich, Matt Wilber, Richard Powell, Loren Anderson, Angela Hawkins, Scott Hardman, Monica Hill, Matt Cazier, Gennie Bird.  
Minutes by Sheri Allen.

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

**PRAYER** by Monica Hill.

**PLEDGE OF ALLEGIANCE** by Commissioner LeFevre.

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

Warrants dated January 15, 2026 in the amount of \$3,467,037.07. Payments of note are \$994,039.25 to Central Canal, \$776,704.00 to Mountain West Truck Center for two Mac trucks, \$70,733.48 to Lucky Acres, \$500,000.00 to Uintah Care Center, \$70,395.73 to Utah Association of Counties, and \$52,000.00 payment on the landfill compactor.

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

**2. TAX MATTERS:** None

**3. URS SERVICE AGREEMENT - Mike Wilkins, Clerk-Auditor**

Mike Wilkins, Clerk Auditor, requested approval of the URS Service Agreement. This agreement was discussed at length in last week's work session. The changes include adding 401k Roth and 457 Roth plan options to the existing 401k and 457 plans. A key change is shifting the automatic enrollment for new hires from the current 401k plan to the new 457 Roth plan, with an annual 1% automatic contribution escalation up to 15%, employees retain flexibility to adjust contributions. The new system, Aureus, will be taking effect approximately March 30.

*Commissioner Norton moved to approve the URS Service Agreement as presented by Mike Wilkins. Motion passed unanimously.*

**4. UTSSD LEASE AMENDMENT #1 - Jess Hermann, Facilities**

Jess Hermann, Facilities, requested to amend the Uintah Transportation Special Service District (UTSSD) office space lease. The new agreement is set to commence on May 6, 2025, and extends the current arrangement through December 2030. The leased space will increase from the original 252 square feet to 440 square feet. The monthly rate for the original lease was \$307.50, which will change to \$537. The rate will also be subject to an annual increase of 2.5% for inflation, rounded to the nearest dollar, at the end of every year.

*Commissioner LeFevre moved to approve the UTSSD lease as presented by Jess Hermann. Motion passed unanimously.*

**5. SITLA LEASE AMENDMENT #4 - Jess Hermann, Facilities**

Jess Hermann, Facilities, requested to amend the State of Utah School and Institutional Trust Lands Administration (SITLA) office space lease. The new agreement is set to commence on July 1, 2023, and extends the current arrangement through June 30, 2028. The leased space will decrease from the original 1,305 square feet to 1,085 square feet. The monthly rate for the original lease was \$2,101.25,

which will change to \$1,747.00. The rate will also be subject to an annual increase of 2.5% for inflation, rounded to the nearest dollar, at the end of every year.

*Commissioner LeFevre moved to approve the SITLA lease as presented by Jess Hermann. Motion passed unanimously.*

**6. GRANT AMENDMENT - REVITALIZATION MASTER CONTRACT 25-DWS-0335 - Gennie Bird, Purchasing & Grants**

Gennie Bird, Purchasing & Grants, requested the approval of the grant amendment for the Uintah Basin Revitalization Master Funding Agreement with the Department of Workforce Services. The UBRF Board transitioned to a master contract model last year, shifting from drafting individual contracts for each approved project. They now have a five-year master contract, which is amended annually to reflect the contribution from oil and gas severance taxes. Last year, the Commission approved the initial master funding agreement for \$3,132,090.49. The current amendment increases this amount by \$2,638,003.67. The new total contract amount is \$5,770,441.16. This new model streamlines the process by using the master contract as an umbrella agreement for all approved projects within the calendar year, eliminating the need to wait for new contracts to be drafted for each project. Project proposals still require Board approval. We are currently awaiting detailed accounting from the Division of Finance, specifically statements reflecting the interest collected on our revitalization fund. While this interest information will be shared with the Commission upon receipt, it will not affect the \$5.7 million contract amendment amount.

*Commissioner Norton moved to approve the grant amendment Revitalization Master Contract #25-DWS-0335 as presented by Gennie Bird. Motion passed unanimously.*

**7. CLASS D ROAD EASEMENT - Scott Hardman, Road Department**

Scott Hardman, Road Department, requested approval for a Class D Road Easement for a reroute in Township 2 South, Range 1 East, USM Section 32, Uintah County, Utah. This was presented in last week's work session. Finley Resources, who are leasing the private property, owned by Don Hicken Farms LLC, where the existing Class D road currently terminates, requested the reroute. The reroute is entirely on the Don Hicken Farms private property. The proposal has been reviewed and surveyed by Brock Slaugh, Uintah County Surveyor, and has also been reviewed by Loren Anderson, Civil Attorney.

*Commissioner LeFevre moved to grant the Class D Road Easement as presented by Scott Hardman. Motion passed unanimously.*

**8. 3 YEAR AGREEMENT WITH ESRI FOR GIS SOFTWARE - Matt Cazier, Community Development**  
Matt Cazier, Community Development, requested approval for ESRI software for a three year agreement. This was reviewed during last week's work session. \$42,200 annually with the addition of the "drone to map" which costs an extra \$1,750 per year. This brings the total annual cost to \$44,000 for three years. This covers the unlimited license contract that multiple departments utilize including GIS, Community Development, the Assessors, the Records, and Emergency Management. Furthermore, the public benefits from this software through the use of the County's online maps and resources that are produced using the ESRI software.

*Commissioner Norton moved to approve the 3 year agreement with ESRI as presented by Matt Cazier. Motion passed unanimously.*

**9. PUBLIC COMMENT: none**

**ADJOURN:** The meeting adjourned at approximately 3:18:pm.

  
JOHN LAURSEN, CHAIR

  
MICHAEL W. WILKINS, CLERK - AUDITOR

