

MINUTES of the work session of the Uintah County Commission held **March 11, 2026** in the large Commission conference room of the Uintah County Building at 152 East 100 North, Vernal, Utah. The meeting commenced at 10:03 a.m.

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

ATTENDANCE: Margie Shewell, Jess Hermann, Devin Cobb, Jen Garcia, JC Brewer, Trinna Gardner, Braeden Christofferson, Wendi Long, Angela Hawkins, James Sharp, Crystal Clark, Matt Cazier, Ryan Mattson, Brenda McDonald
Minutes by Sheri Allen.

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

1. **OPENING INVITATION FOR BID UC26-03: Portable Wind Fence for the Uintah County Landfill** - Margie Shewell, Deputy Clerk-Auditor
Margie Shewell, Deputy Clerk-Auditor, three formal bids were received for the portable wind fence: Con-Wal Inc. out of Rogers, AR; Ecker Netting Inc. out of Syracuse, UT; and Metta Technologies out of Jackson, MI.
2. **SUMMARY OF MATERIAL MODIFICATION AND AMENDMENT #1 TO THE UINTAH COUNTY HEALTH BENEFITS PLAN** - Margie Shewell, Deputy Clerk-Auditor
The plan's name, currently "HD HP 3300," must be changed to "HD HP 3400." This is necessary to comply with the IRS minimum deductible of \$3,400 for Health Savings Accounts (HSAs). This will need to be ratified in the next commission meeting.
3. **ORDINANCE #03-11-2026 O1: Creating Chapter 6.29, Tethering of Dogs** - Devin Cobb, Uintah Animal Control & Shelter
Devin Cobb, Uintah Animal Control & Shelter, has been collaborating with Loren Anderson, Civil Attorney, to develop a new ordinance that clarifies rules for dog tethering, as the current code is insufficient. The proposed ordinance aims for plain language rules: tethers must include swivels to prevent binding, the tether must be at least three times the dog's length, and the tether should be no heavier than an eighth of the dog's weight, preventing large chains on small dogs like Chihuahuas. The ordinance also addresses proper housing and protection in harsh environments. For instance, any outdoor dog house must be insulated with materials such as straw or blankets during winter.
4. **POLICY 550, Safety and Vehicle Operation, Updates** - Jen Garcia, Human Resources
The following are the proposed changes to Policy 550 and Safety Committee membership. Policy 550 updates required by UCIP Section 3(h)(i) – Use of Personal Vehicles: employees authorized to use their personal vehicles for County business must maintain continuous, valid, and primary automobile liability insurance. This insurance must meet at least the minimum amount required by state law. Proof of such insurance, including policy limits and expiration dates, must be provided to the department head upon request. This requirement means that if a county vehicle is unavailable, and an employee uses their personal vehicle for County business, the employee is personally responsible for ensuring the vehicle is appropriately insured during that time. Safety Committee Membership update: the Clerk/Auditor, or their designated delegate, shall be added to the Safety Committee. This addition is proposed because the Clerk/Auditor now manages the UCIP reporting and should be involved in the committee meetings.
5. **ORDINANCE #03-11-2026 O2: Amending Ch. 12.01, County-Wide Cemeteries** - James Sharp, Cemeteries
James Sharp, Cemeteries, lead the discussion on amending Chapter 12.01 - County-Wide Cemeteries. The proposed updates to the cemetery ordinances address public inquiries and provide clear enforcement guidelines where current rules are vague. The goal is to formalize practices and reduce county liability. A new minimum distance of 100 feet is required between newly planted trees, based on

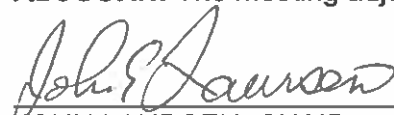
mature size. People wishing to plant a tree must purchase two adjacent grave spaces to dedicate that area to the tree, offsetting lost burial revenue. New requirements for metal headstones will be thickness and framework to ensure longevity and prevent the County from incurring replacement liability. Formal policy prohibits setting headstones the week before Memorial Day for cleanup/mowing and for two weeks after for decoration cleanup, as heavy equipment causes damage to turf and existing stones during these heavily watered periods. New verbiage clarifies the definition of "decoration" as everything except the headstone and states that non-compliant decorations will be pulled and held for retrieval, as staff has no contact information for owners. The ordinance will explicitly state that decorations cannot be attached to county-owned mature trees, and staff will remove them. James clarified that the headstone is the only item not considered a decoration; all other items are now covered by the new rules. A concern was raised that even with the 100-foot rule, mature tree roots could still impact surrounding plots. James noted that the high cost of buying two plots and 100-foot minimum are intended to limit the frequency of new plantings.

6. POLICY 860, Mobile Devices, implementation - Ryan Mattson, IT

The Mobile Device Policy 860 is a draft developed to meet the March 30th FBI Criminal Justice Information Services (CJIS) compliance deadline, ensuring secure guidelines for accessing county networks and data while adhering to CJIS, the Utah Government Records Access and Management Act (GRAMA), and cybersecurity best practices. This policy applies to all County employees, elected officials, contracted personnel, and volunteers. Personally-owned devices are prohibited from accessing Software as a Service (SaaS), web-based applications, in-house programs, or any CJIS data. Transactional tasks email, timesheets, and requisitions are permitted on personal devices. This change secures data but will disrupt historical access to some SaaS apps on personal phones. Employees can access their personal information paystubs and benefits on Bamboo HR via a personal device, but a county-owned device is required for managerial/administrative access. The policy suggests county-owned devices are the preferable primary tool. To protect employees from potential GRAMA requests to their personal phones, an option was discussed: employees can opt for a separate, county-only business phone. The current \$30 full-time mobile allowance can be used to cover the monthly service fee for this separate, county-only device. The County covers the service, not the initial device purchase price. AT&T quotes approximately \$25/month for county-only business phones.

Commissioner Laursen discussed the transition to a new central fleet management system. All vehicle purchases will be centralized through a new fleet office, which will work with Purchasing. Departments must justify the need for a replacement for high mileage or mechanical failure. The general replacement policy targets five years or 80,000 miles, but justification will be based on need. Departments should budget for replacements in the anticipated retirement year. The new system will operate under the existing maintenance shop, managed by Trent, and will not be a new department. All vehicles will be placed under the fleet system for central maintenance tracking, although departments will still manage assigned vehicles. The fleet office is expected to improve maintenance records and will coordinate with Purchasing once a department notifies the clerk of a replacement need.

ADJOURN: The meeting adjourned at approximately 10:38 am.



JOHN LAURSEN, CHAIR



MICHAEL W. WILKINS, CLERK – AUDITOR

