

MINUTES of the work session of the Uintah County Commission held **May 13, 2026** in the large Commission conference room of the Uintah County Building at 152 East 100 North, Vernal, Utah. The meeting commenced at 10:06 a.m.

PARTICIPANTS: Commissioners John Laursen and Sonja Norton. Willis LeFevre was excused.

ATTENDANCE: Scott Hardman, Don Jaques, Wendi Long, Brenda McDonald, Trinna Gardner, Erika Calder, Corey Foley, Jesse Ceja, Melanie Silcox, Caleb Hall, Jenny Garcia, Angela Hawkins, Matt Cazier, Melissa Yergensen, Mike Wilkins, Loren Anderson.
Minutes by Sheri Allen.

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

1. OPENING INVITATION FOR BID UC26-09: Commercial Diesel Generator 400kW - Mike Wilkins, Clerk-Auditor

Mike Wilkins, Clerk-Auditor, received six formal bids for the UC26-09 Commercial Diesel Generator 400kw from: Energy Management Corporation out of Salt Lake City; ECB out of Oxford, Mississippi; Graybar, Cummins out of West Valley; Americas Generators out of Miami, Florida; and Native Instinct, LLC out of Boynton Beach, Florida.

Trinna Gardner explained the process for opening Invitation for Bids (IFB), Request for Proposals (RFP), and Request for Qualifications (RFQ) responses, noting that prices are not read aloud at the opening. This procedure ensures that vendors do not mistakenly assume the lowest price automatically guarantees the award. The evaluation team first scores the technical criteria without access to the cost information; cost is factored in later, once technical compliance is confirmed. Trinna referenced an underlying State code for this procedure, which she will provide at a later date.

2. OPENING REQUEST FOR PROPOSALS UC26-10: Ballroom Carpet Replacement with Modular Tile Uintah Conference Center - Mike Wilkins, Clerk-Auditor

Mike received two formal bids for the UC26-10 Ballroom Carpet Replacement with Modular Tile at the Uintah Conference Center from Green River Construction, Inc out of Vernal and Basin Appliance out of Vernal.

3. STERLING SOUND CONTRACT UINTAH COUNTY FAIR - Melanie Silcox, Western Park
Melanie Silcox, Western Park, presented the Sterling Sound contract for the Uintah County Fair. The contract for Diamond Rio includes the stage, lighting, and rentals for \$20,000. While costs have increased from the typical \$17,000–\$18,000 range, the amount remains within the budget. Additional sound services for the arena, the queen contest, and other fair events total \$6,500, which is also covered under the existing sound budget.

4. INTERLOCAL AGREEMENT FOR THE USE OF THE UINTAH COUNTY LAW ENFORCEMENT GUN RANGE - Steve Labrum, Sheriff

Tabled until the May 27, 2026 work session meeting.

5. UINTAH SPECIAL SERVICE TRANSPORTATION DISTRICT USSTD: Presentation Funding - Shawn Labrum

Tabled indefinitely.

6. CIVCO 5th North CONTRACT DISCUSSION - Scott Hardman, Road Department

Scott Hardman, Road Department, presented an engineering agreement with CIVCO Engineering for the design and construction of 5th North from 500 East to 1500 East. Loren Anderson, Civil Attorney, has reviewed the contract. The pricing is \$45,000 for engineering design and \$55,000 for construction engineering, with funds coming from B-Road funds. CIVCO was recently acquired by Patriot, they are expected to operate under the CIVCO name for at least another year. The Commissioners verified that

CIVCO is a pre-approved UDOT contracted engineer. Because they are part of the state-level pool, the project did not require a separate bidding process through the County.

7. URS 2026-2027 RETIREMENT RATES - Mike Wilkins, Clerk-Auditor

Mike presented the Utah Retirement Systems (URS) 2026-2027 retirement rates. Actuaries determine these rates to maintain plan stability. For Tier 1 local government non-contributory, the rate is decreasing by 1%. This applies to employees hired prior to July 1, 2011. For Tier 1 Public Safety fund 43, division A, the rate is 32.54%, a reduction of 0.5%.

Tier 2 systems apply to employees hired after July 1, 2011. For local government Tier 2, the employer rate is decreasing by 1%, while the employee rate for the hybrid system is increasing by 0.49%. Tier 2 employees have one year from their hire date to choose between the hybrid pension/401k plan or the deferred compensation plan. The deferred contribution rate remains at 10%. The Tier 1 amortization rate, used to ensure the fund is actuarially sound, is dropping from 4.11% to 3.11%.

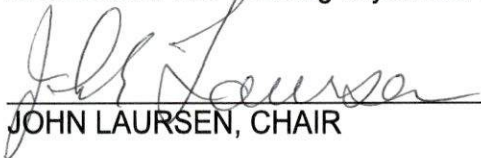
In Public Safety Tier 2 Fund 43, the required contribution is 14% for the employer and 5.98% for employees. Several years ago, the County elected to pick up 2.59% of the employee share for law enforcement. Consequently, law enforcement hybrid employees will see a 1.25% increase, offset by a 0.5% decrease in the employer share. Including the picked-up portion, the total county contribution is 16.59%. The County currently provides a 2.5% match into the 401k for participating employees. Recently, the Commission approved auto-enrollment at 2.5% into the 457 Roth plan, which includes auto-escalation of 1% on the employee's anniversary. Mike recommended that the Commission consider increasing the 401k match from 2.5% to 3% by utilizing the 1% savings from the rate reductions.

The Commissioners requested a cost analysis of the proposed match increase. Mike will provide the data and present the final rate form for approval at the May 19, 2026, Commission meeting. These rates become effective July 1, 2026.

8. POLICY 280: Employee Medical Examination Policy - Melissa Yergensen, Human Resources

Melissa Yergensen, Human Resources, presented Policy 280: Employee Medical Examination Policy. She explained that Utah State Code 34-33-102 requires municipalities to pay for medical examinations required for employment, such as CDL testing and physical exams for POST. Jenny Garcia drafted the policy to ensure Uintah County is compliant with state code by ensuring direct payment to providers for these required tests.

ADJOURN: The meeting adjourned at approximately 10:30 am.


JOHN LAURSEN, CHAIR


MICHAEL W. WILKINS, CLERK – AUDITOR

