

MINUTES of the work session of the Uintah County Commission held **June 3, 2026** in the large Commission conference room of the Uintah County Building at 152 East 100 North, Vernal, Utah. The meeting commenced at 10:00 a.m.

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

ATTENDANCE: Alan Hacking, Jared Kaufman, Jess Hermann, Blake Rushton, Brenda McDonald, Melissa Yergensen, Jen Garcia, Angela Hawkins, Ryan Mattson, Crystal Clark, Margie Shewell, Loren Anderson

Minutes by Sheri Allen.

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

1. UTAH COUNTY NEW YORK HCRA CONTACT CHANGES - Melissa Yergensen, Human Resources

Melissa Yergensen, Human Resources, presented updates to the New York Healthcare Reform Act (HCRA) contract. This agreement with the New York State Department of Health is a requirement under the Affordable Care Act (ACA). The update is administrative, as the previous agreement was signed by William Stringer and requires a more current signature.

2. PROPOSED POLICY CHANGES TO POLICY 100, HUMAN RESOURCE MANAGEMENT and 110, PERSONNEL AND PAYROLL RECORDS - Melissa Yergensen, Human Resources

Melissa Yergensen, Human Resources, presented updates to Policy 100 and proposed renumbering Policy 110 to 101 to improve organizational sequencing.

Policy 100 Human Resource Management: This policy has not been updated since 2011. The revision aligns the policy with the current Utah County Personnel Management Act (Utah Code 17-75) and includes updated legal cross-references to the Anti-Discrimination Act, the ADA, and the ADEA. Section 100.5 was updated to clarify the separation of duties and define the respective responsibilities of the County Commission, the Human Resources Director, and department heads.

Policy 110/101 Personnel and Payroll Records: This policy was updated to align with current statutory requirements, including Utah Code 67-18. The revision removes HIPAA references, which do not apply to government agencies, and replaces them with applicable references to the ADA and FMLA regarding personnel record management.

A change matrix comparing legacy text with the new drafts was provided to outline the rationale for all proposed updates. Discussion ensued regarding the handling of medical information in recorded documents, and HR will further evaluate how best to manage these records in the Recorder's office.

3. ROAD CUT FEES FOR WATER DISTRICTS - Loren Anderson, Civil Attorney; Jared Kaufman, Road Department; Alan Hacking, Ashley Valley Water and Sewer

Loren Anderson, Civil Attorney, led a discussion regarding a legacy agreement from 2010/2011. Under this agreement, Uintah County waived road cut fees for water districts in exchange for the districts providing the county with free water hookups. Recent reviews indicate the county has seen minimal benefit from this arrangement, as there have been no new hookups in recent years. Meanwhile, the County has absorbed significant costs. Jared Kaufman, Road Department, reported that water districts average approximately 40 road cut permits annually. Over the last 5.5 years, the County has waived approximately \$75,000 in permit fees directly for districts, plus an additional \$25,000 for major contractor projects on their behalf, totaling roughly \$100,000. Alan Hacking, Ashley Valley Water and Sewer, emphasized that the waiver is vital for keeping infrastructure project costs manageable. He noted that if fees were implemented, the costs would ultimately be passed on to consumers. He also highlighted the past difficulty in pinning down consistent county requirements for road work and

stressed the need for clear, uniform standards. Jared clarified that the permitting process remains mandatory. Permits must be filed for all work (emergency cuts require notification within 24 hours; non-emergency cuts require 24-48 hours prior notice) even when the associated fees are waived. The Commission requested a thorough evaluation of the agreement to ensure it is not arbitrary. There was a suggestion to shift toward a benefit-based model that recognizes in-kind services the districts already provide such as seasonal water meter installations at the asphalt pit or providing water for county trucks to create a solid foundation for fee waivers. Alan Hacking agreed to assist in compiling a comprehensive list of these services for the Commission's review.

ADJOURN: The meeting adjourned at approximately 10:31 am.



JOHN LAURSEN, CHAIR



MICHAEL W. WILKINS, CLERK – AUDITOR

