MINUTES of the public meeting of the Uintah County Commission held **June 30, 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: Margie Shewell, Angela Hawkins, Karen England, Mike Davis, Jess Hermann, Brenda McDonald, Steve Labrum, Gennie Bird, Erika Calder, Melissa Yergensen, Matt Cazier, Wendi Long, Danette Brooks, Mary Fontes, James Sharp
Minutes by Sheri Allen.

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

PRAYER by Brenda McDonald.

PLEDGE OF ALLEGIANCE by Melissa Yergensen.

1. **APPROVAL OF MINUTES:** June 16, 2026 Commission Meeting and Special Work Session

Commissioner Norton moved to approve the minutes for June 16, 2026 Commission Meeting and Special Work Session. Motion passed unanimously.

2. **APPROVAL OF WARRANTS –** Margie Shewell, Deputy Clerk-Auditor
Warrants dated June 19, 2026 in the amount of $679,473.64. Payments of note are $48,804.27 to School Speciality for the Library.
Warrants dated June 25, 2026 in the amount of $1,422,278.61. Payments of note are $466,271.25 to Vernal City for the Airport Rescue Grant.

Commissioner LeFevre moved to approve the warrants as presented by Margie Shewell. Motion passed unanimously.

3. **TAX MATTERS**:None

4. **UINTAH COUNTY LAW ENFORCEMENT SERVICES CONTRACT** - Steve Labrum, Sheriff
This item was tabled.

5. **SML STRATEGIC CONTRACT** – Steve Labrum, Sheriff
Steve Labrum, Sheriff, requested approval of the SML Strategic contract for criminal justice services. The agreement is for a three-year term, effective July 1, 2026, through June 30, 2029, with an automatic renewal for a subsequent 36-month term. The contract rate is $11,000 per month, and either party may terminate the agreement with a 60-day notice.

Commissioner LeFevre moved to approve the SML Strategic Contract as presented by Steve Labrum. Motion passed unanimously.

6. **TAYLOR PROPERTY LEASE AGREEMENT FOR ROCK POINT CEMETERY** - James Sharp, Cemetery
James Sharp, Cemetery, requested approval for a 10-year lease agreement with Caleb Taylor for property located south of Rock Point Cemetery. The extension from the standard five-year term was requested to provide the lessee sufficient time to recoup investment costs for replanting alfalfa. Although the lease includes 4.5 fewer acres, the cost remains unchanged. The agreement retains a

provision allowing the County to terminate the lease with six months' notice should the property be required for cemetery expansion.

Commissioner Norton moved to approve the Taylor lease agreement as presented by James Sharp. Motion passed unanimously.

7. **HISTORIC PRESERVATION AND MUSEUM ADVISORY BOARD BYLAWS** - Karen England, Library

Karen England, Library, requested approval for the updated Historic Preservation and Museum Advisory Board Bylaws. Developed in collaboration with the Museum, Advisory Board, and the Attorney's Office, the revised bylaws expand from seven articles to 11, addressing governance depth, seat structure, expertise balance, staff independence, subcommittee structure, revenue and expenditure accountability, and mission clarity.

Commissioner Norton moved to approve the Historic Preservation and Museum Advisory Board Bylaws as presented by Karen England. Motion passed unanimously.

8. **ORDINANCE #06-16-2026 O1: AMENDING CHAPTER 02.25** "HISTORIC PRESERVATION AND MUSEUM ADVISORY BOARD" - Karen England, Library

Karen England, Library, presented Ordinance #06-16-2026 O1 to amend Chapter 02.25, "Historic Preservation and Museum Advisory Board." The amendment updates the ordinance to reflect the current leadership structure of the Museum of Uintah County by replacing references to the "museum curator" with "library, archive, and museum director." The changes clarify that statutory responsibilities—such as policy recommendation, budget guidance, and administrative coordination—rest with the department head, while the museum curator role is refocused as a collections-level professional position.

Commissioner Norton moved to approve Ordinance #06-16-2026 O1 as presented by Karen England. Motion passed unanimously.

9. **ORDINANCE #06-16-2026 O2: AMENDING TITLE 17 ZONING**, making changes to general conditional use permit requirements and noticing - Matt Cazier, Community Development

Matt Cazier, Community Development, presented Ordinance #06-16-2026 O2 to amend Title 17 Zoning, updating general conditional use permit requirements and noticing procedures. This proposal was previously reviewed by the Planning Commission, which held two public hearings and recommended approval.

Commissioner Norton moved to approve Ordinance #06-16-2026 O2 as presented by Matt Cazier. Motion passed unanimously.

10. **ACCEPTANCE OF SEVERAL RIGHT-OF-WAY GRANTS FROM THE BUREAU OF LAND MANAGEMENT**: UTU-81261-67, Road #161709; UTU-81261-80, Road #161703; UTU-93350-75, Sheep Wash Road; UTU-93350-78, Road #050701; UTU-93350-85, Wild Bench Road; UTU-93350-90, Moon Bottom Road - Matt Cazier, Community Development

Matt Cazier, Community Development, requested approval for six Title V right-of-way grants from the Bureau of Land Management (BLM) for county Class D roads located in the Parriette area, near the Green River. These grants were previously reviewed on June 16, 2026. Upon approval, the documents will be signed by the Commission Chair and the BLM for recording.

Commissioner LeFevre moved to accept the list of right-of-way grants as presented on the agenda by Matt Cazier. Motion passed unanimously.

11. GOOGLE 3-YEAR LICENSE AGREEMENT - Crystal Clark, IT Director

Crystal Clark, IT Director, requested approval to renew the Google 3-year license agreement. The County will be purchasing 355 Google Workspace Enterprise Standard licenses, plus an additional 15 Archive licenses. While the County does not have 355 employees, having this buffer is necessary to accommodate overlaps during the employee onboarding and offboarding processes. The pricing is secured for the next 3 years at $189.06 per Standard license and $53.65 per Archive license. If the County needs to add additional licenses during this term, the rates will remain the same. For comparison, we were previously paying $139.88 per Standard license, which represents roughly a 35% increase since June of 2023. There was a previous quote for 370 Standard licenses and 20 Archive licenses in anticipation of the County Attorney's office joining our Google Workspace group, but they have decided to stay with Microsoft Office 365.

Commissioner Norton moved to approve the Google 3-year License Agreement as presented by Crystal Clark. Motion passed unanimously.

12. CANCELING REQUEST FOR PROPOSAL UC26-11: St. Paul's Episcopal Church Rehabilitation Project - Gennie Bird, Purchasing & Grants

Gennie Bird, Purchasing and Grants, notified the Commission of the cancellation of RFP UC26-11 for the St. Paul's Episcopal Church Rehabilitation Project. The project, which aimed to restore masonry work on the church and lodge, had a budget of $40,000, consisting of a $20,000 grant award and a $20,000 required match. Two proposals were received, Abstract Masonry Restoration $124,078, plus options and GBW Construction $95,950 both of which significantly exceeded the budget. Given the costs and the project deadline of November 2026, the committee determined the project was not feasible. The grant funders have approved the cancellation, and the County will not be reissuing the RFP.

13. CIVCO Professional Engineering Services Agreement - Parking lot and Entrance Remodel - Gennie Bird, Purchasing & Grants

Gennie Bird, Purchasing and Grants, requested approval for a professional engineering services agreement with Civco Engineering for the design of the county building's north parking lot and front entrance remodel. The project focuses on ADA improvements and includes site evaluations, preparation of engineering design and construction documents, staff coordination, and one round of revisions based on county feedback. The contract total is $68,500, and the agreement was procured under the professional services exception. All work is to be completed by July 17, 2026, and these designs will be incorporated into a future construction RFP.

Commissioner LeFevre moved to approve the CIVCO Professional Engineering agreement as presented by Gennie Bird. Motion passed unanimously.

14. BOARD APPOINTMENTS

Commissioner Norton proposed the appointment of Javid De Los Santos, Jennifer Ewing, and Jeannene Dozier to the Library Board. These appointments are for four-year terms, effective July 1, 2026, through June 30, 2030.

Commissioner Norton moved to approve the Library Board appointments as presented by Commissioner Norton. Motion passed unanimously.

15. PUBLIC COMMENT:
Commissioner Norton reported that the election audit was successfully completed today. The canvass, which certifies the election results, is scheduled for tomorrow, July 1, 2026, at 11:00 am in the Commission Large Conference Room. The public is invited to attend.

ADJOURN: The meeting adjourned at approximately 3:24pm.

JOHN LAURSEN, CHAIR

MICHAEL W. WILKINS, CLERK – AUDITOR

UINTAH COUNTY, UTAH CLERK-AUDITOR