

MINUTES of the work session of the Uintah County Commission held **July 8, 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: Mike Wilkins, Jess Hermann, Karina Valencia, Melissa Yergensen, Harley Johnson, Danette Brooks, Deanna Baum, Matt Cazier, Angela Hawkins, Nate Rawlings, Ryan Mattson
Minutes by Sheri Allen.

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

1. COMMISSION MEETING AGENDA POLICY DISCUSSION - Mike Wilkins, Clerk-Auditor
Mike Wilkins, Clerk-Auditor, presented a new draft of the Commission Meeting Agenda Policy aimed at streamlining the agenda process. He proposed that items submitted for work sessions should carry a "DRAFT" watermark, with official, clean versions provided later for the formal Commission meeting. This ensures that only finalized documents are signed during or after the meeting.

Discussion followed regarding submission deadlines and review processes. Karina Valencia recommended that items requiring legal or internal department review, such as contracts, be submitted 2-3 weeks in advance to allow for sufficient processing time. Nathan Rawlings, County Attorney, requested clarity on the definition of a "contract," noting that Purchase Orders (POs) are often misidentified as contracts. The group suggested a process flow where the originating department performs the initial check, followed by relevant departments like Purchasing or Grants, with Legal review serving as the final step before the item is placed on the agenda.

Additional points raised included consistency in presentations; it needs to be clarified whether the Clerk's office or the department presenter is responsible for bringing the final signature copies to the meeting. Ryan Mattson emphasized that IT must review all electronic or system-related purchases to ensure compatibility with existing county infrastructure. Karina suggested reviewing Wasatch County's highly organized agenda process. Ryan noted that the county already owns the "OnBase Agenda" software, which could be utilized to improve coordination. The goal is to have the revised policy adopted by August 1. Mike will incorporate the feedback into a revised draft for further review.

2. PROPOSED POLICY CHANGES TO POLICIES 120, 200, 201 & 202 - Melissa Yergensen, Human Resources

Melissa Yergensen, Human Resources, presented updates for policies 120, 200, 201, and 202, which were previously submitted for legal and department head review.

- **Policy 120 Childcare in the Workplace:** Recommendation to delete the policy entirely due to outdated language and PWFA non-compliance. Relevant PWFA requirements will be integrated into a more appropriate policy.
- **Policy 200 Fair Employment Practices, formerly Equal Employment Opportunity:** Rename to reflect inclusivity. Updates include incorporating ADA and PWFA statutory protections and removing the legacy requirement for employees to report disabilities within 30 days as it violates the ADA.
- **Policy 201 Recruitment and Selection, formerly 210:** Implementation of mandatory pre-employment criminal background checks for all employees to mitigate negligent hiring risks, while complying with "ban the box" legislation. Reduction of minimum job posting requirements from 10 days (external) and 5 days (internal) to 5 and 3 days, respectively. Maintenance of pre-employment drug screening; removal of the "spousal accommodation" hiring loophole to comply with public officer ethics.
- **Policy 202 Performance and Evaluation, formerly 220:** Proposed removal of "performance plans," as they are confusing and create internal equity liability. Removal of language allowing

low performance scores to trigger disciplinary action, ensuring due process for employees. Discussion regarding performance evaluation liability. The Commission and HR discussed the need for consistent, honest evaluations and a workflow involving HR oversight and sign-off to prevent future liability.

3. TRIBUTE AMENDMENT TO THE PARTICIPATING MEMBER AGREEMENT - Melissa Yergensen, Human Resources

Melissa Yergensen, Human Resources, presented an amendment to the Participating Member Agreement for the Tribute captive health insurance plan. The amendment clarifies that Uintah County is not required to send an appointed representative to board meetings held outside the United States. Discussion focused on the risks of not signing, which include the loss of stop-loss shared risk protections and ineligibility for 2026 profit distributions. While Commissioners expressed reservations about the captive's international domicile, it was determined that signing the amendment is necessary to maintain current coverage protections. The Commission agreed to proceed with the amendment while prioritizing an evaluation of US-based captive alternatives for the next contract renewal.

4. MOTOROLA FLEX 5-year Subscription Service Contract - Crystal Clark, IT

Ryan Mattson, IT, discussed the 5-year Motorola Flex subscription service contract. The contract facilitates an upgrade to Software-as-a-Service (SaaS) applications, including CAD on the Web, Command Central Responder (mobile app), and various inter-agency data-sharing tools. Key points of the discussion costs are fixed for five years, independent of officer headcount fluctuations. Uintah County Sheriff's annual cost is \$85,811. The agreement includes an inflation clause (CPI > 3% allows for adjustments) and a non-appropriation funding clause allowing termination with 30 days' notice. The contract operates under State of Utah contract PA 5075. There is no Service Level Agreement (SLA) included in the current proposal. The Commission requested that IT inquire about adding an SLA and clarifying potential pricing changes. Other entities utilizing the system must participate individually; the contract includes severability clauses. Discussion regarding potential GRAMA (Government Records Access and Management Act) classification for contract details confirmed that while the contract itself is likely public, specific equipment specifications may require redaction if requested. The Commission directed staff to request contract edits regarding the SLA, clarify any potential pricing changes before the July 12 deadline, and coordinate deadlines with participating entities to ensure readiness for an August 1 start date.

5. DISCUSSION OF A COOPERATING AGENCY PARTICIPATION AGREEMENT WITH THE BUREAU OF LAND MANAGEMENT FOR AN AMENDMENT TO THE VERNAL RESOURCE MANAGEMENT PLAN AFFECTING OIL AND GAS LEASING- Matt Cazier, Community Development

Matt Cazier, Community Development, presented a Cooperating Agency Participation Agreement with the Bureau of Land Management (BLM) for an upcoming amendment to the Vernal Resource Management Plan (RMP) regarding oil and gas leasing. This agreement allows the County to participate as a cooperating agency, enabling early access to information and the opportunity to provide feedback before the information is released for public review. The need for a new agreement arises because prior cooperating agency status concluded with the original 2018 RMP approval; a new agreement is required for this specific amendment project. The agreement requires the designation of a primary contact person at the County which will be Matt Cazier and a signature from the Commission Chair.

ADJOURN: The meeting adjourned at approximately 10:47 am.


JOHN LAURSEN, CHAIR




MICHAEL W. WILKINS, CLERK – AUDITOR