MINUTES of the work session of the Uintah County Commission held **October 21, 2026** in the Commissioner Chambers of the Uintah County Building at 152 East 100 North, Vernal, Utah. The meeting commenced at 10:00 a.m.

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

ATTENDANCE: Mike Wilkins, Margie Shewell, Matt Cazier, Melissa Yergensen, Gennie Bird, Brenda McDonald, Travis Campbell, Lesha Coltharp, Danette Brooks, Wendi Long, Ryan Mattson, Harley Johnson, Crystal Clarlk, and Scott Hardman
Minutes by Leasha Williams

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

1. INVITATION FOR BID (IFB) OPENING: UC26-12 Enduro Course- Double Vault Toilet - Mike Wilkins, Clerk-Auditor

Mike Wilkins reported that four bids were received: UBC Precast Concrete Products from Blackfoot, Idaho; Stubbs and Stubbs from Vernal, Utah; Boom Concrete Inc. from Newell, South Dakota; and X Field Services from Craig, Colorado.

2. UTAH RETIREMENT SYSTEMS BENEFIT PROTECTION CONTRACTS (BPC) COVERING TIER 2 EMPLOYEES - Meilissa Yergensen, Human Resources Director

Melissa Yergensen presented a request for approval of the URS Benefit Protection Contract (BPC) covering Tier 2 employees. Mike Wilkins explained that this coverage was previously approved approximately 10 years ago after Tier 2 became effective; however, the election was dropped during URS's Arias system upgrade in March. The agreement ensures that Tier 2 employees who become disabled (on or off the job) continue to receive URS service credit while on long-term disability, aligning their protections with Tier 1 employees. It was noted that Tier 1 protection is required by law at no extra cost to the county. For Tier 2, there is no ongoing monthly cost—expenses are only incurred if an employee goes on long-term disability, at which point mandatory retirement contributions (approximately 13–14%, depending on the employee class) would be paid per pay period until retirement eligibility is reached. Loren Anderson has reviewed the agreement.

3. POLICY REVISION DISCUSSION - Melissa Yergensen, Human Resources Director
    a. Policy 300 – Working Hours (Removal)
    b. Policy 310 – Compensation
    c. Policy 400 – Leave (Removal)
    d. Policy 410 – Leave Donation (Removal)
    e. Policy 420 – Holiday (Removal)
    f. Policy 460 – Employee Benefits (Removal)
    g. Policy 430 – Educational Assistance (Removal)
    h. Policy 270 – Background Check (Removal)
    i. Policy 280 – Employee Medical Examination (Removal)
    j. Policy 301 – Working Hours and FLSA Overtime Compliance (New)
    k. Policy 400 – Leave and Time Off Benefits (New)
    l. Policy 401 – Group Insurance and Retirement Benefits (New)
    m. Policy 402 – Educational assistance (New)

Melissa Yergensen presented proposed policy revisions for Policies 300, 301, and 400. She noted that these policies swap numbering and consolidate several legacy policies into updated structures, which were initially drafted in June and reviewed by legal counsel and department heads.

Key highlights and discussion items included:

2. Policy 300 (Wage Structure and Compensation Planning): Clarifies public hearing requirements for department head and elected official wage adjustments (per Utah Code 17-16-401), addresses grant-funded position terms, and outlines performance-based compensation plan administration to ensure increases are approved during annual budget cycles rather than committing future budgets long-term.

3. Discussion ensued regarding training and certification wage bumps, mid-year certification achievements, and ensuring equitable guidelines across departments. Melissa agreed to refine the policy language to ensure flexibility for mid-year adjustments and budget reopenings when appropriate.

4. Policy 301 (Working Hours and FLSA Overtime Compliance): Formally incorporates timesheet accuracy requirements and potential disciplinary measures for late submissions. Address controls for overtime payment versus compensatory time accumulation, while adhering to FLSA standards for law enforcement personnel.

Policy 400 (Leave and Time Off Benefits): Consolidates leave, leave donation, and holiday policies. Discussions focused on paid time off (PTO) management for exempt employees, including options for tracking leave, FMLA protections, and proposed provisions allowing employees to sell back accumulated PTO hours annually.

4. RESOLUTION #10-14-2026, R1- ASHLEY CREEK TRAIL AND 500 SOUTH TRAIL ACTIVE TRANSPORTATION PLAN - Matt Cazier, Community Development

Matt Cazier presented Resolution #10-14-2026, R1 approving the Ashley Creek Trail and 500 South Trail Active Transportation Plan. He explained that the county received a grant for the 500 South Trail design and adopting this plan is required to qualify for future construction and final design funding. The plan also incorporates the Ashley Creek Trail consistent with the county's trails master plan. The resolution was submitted to the Attorney's Office for review.

5. ORDINANCE 10-21-2026-O1 AMENDING TITLE 4 PURCHASING - Gennie Bird, Purchasing and Grants

Gennie Bird presented proposed amendments to Title 4 Purchasing under Ordinance 10-21-2026-O1. Key revisions and discussion items included:

1. Threshold Updates: Proposed increasing the solicitation threshold from $30,000 to $50,000 to streamline departmental purchasing, and raising the equipment threshold from $1,000 to $2,500 to align with Level 2 purchase requirements.

2. Policy Cleanup and Accountability: Added language prohibiting creation or alteration of quotes by staff, maintaining quote and price confidentiality until award to prevent bid collusion, and establishing commission oversight for employee accountability and policy non-compliance.

3. Vendor Travel Regulations: Removed employee travel from the purchasing ordinance (to be managed via personnel policy). Addressed vendor travel reimbursement guidelines, noting local lodging rates often exceed standard GSA rates during major events. It was discussed to establish objective policy guardrails or percentage allowances over GSA rates, as well as star-rating standards for vendor accommodations.

Urgent Threshold Adoption: Discussed options for expediting approval of the $30,000 to $50,000 solicitation threshold amendment to assist departments with immediate purchasing needs prior to full ordinance adoption.

6. ROAD MAINTENANCE AGREEMENT ANSCHUTZ - Scott Hardman, Road Department
Scott Hardman presented a standard road maintenance agreement for a road section across BLM land located off the old Bonanza Highway at Dead Man's Curve, spanning approximately 1.5 miles with a requested 24-foot road width. He confirmed that site inspection showed good conditions and that the road meets basic standards. Commission members discussed safety and line-of-sight visibility concerns regarding vehicles entering the old highway from the curve. Moving the road access would require working with the BLM for a new right-of-way, which could take a significant amount of time. It was agreed to have Jared inspect the location to ensure all safety and visibility standards are satisfied.

7. ROAD MAINTENANCE AGREEMENT KODA - Scott Hardman, Road Department
Scott Hardman presented a road maintenance agreement with Koda for a road section off Highway 45 spanning just under one mile across BLM land. He confirmed that the applicant has been in contact with the BLM. The Commission agreed to place the agreement on the upcoming regular commission meeting agenda for formal approval, while requesting a preliminary site check prior to the meeting.

ADJOURN: The meeting adjourned at 11:19 am.

JOHN LAURSEN, CHAIR

MICHAEL W. WILKINS, CLERK – AUDITOR