

Minutes of the regular meeting of the Daggett County Commission/Redevelopment Agency Board Tuesday, October 20, 2015. Commissioners Karen Perry, Jack Lytle, and Clyde Slaugh were present. Niel Lund-County Attorney, and Sue Olorenshaw, County Clerk were also present. The meeting was called to order at 9:05 a.m. by Commissioner Perry.

Also present were: Brian Raymond, Travis Dupaix, Greg Marsing-Smuin, Rich and Marsing, and Keri Pallesen-Auditor/Recorder.

Old business: Commissioner Perry addressed Mr. Lund regarding correspondence from Dave McDonald pertaining to Dutch John. Commissioner Perry also stated that TriCounty Health and the State Board of Health will be here today for a public presentation.

The minutes of the regular commission meeting held on September 29, and October 14, 2015 were presented for review and approval. Motion by Clyde Slaugh to approve the minutes of September 29<sup>th</sup> as written. Seconded by Jack Lytle, all in favor. Discussion regarding the minutes of the October 14<sup>th</sup> meeting. Mr. Lund stated that right“of”way needed to be corrected and Commissioner Lytle noted corrections to WAPA and SWCA. Mr. Raymond supplied the correct spelling for Baumgartner. Motion by Jack Lytle to approve the October 14<sup>th</sup> minutes with corrections. Seconded by Clyde Slaugh, all in favor.

The Invoice register was presented by the Auditor’s Office for review and approval. With no questions or comments, motion by Clyde Slaugh to approve the Open Invoice Register in the amount of \$30,419.91. Seconded by Jack Lytle, all in favor.

Commission Calendar Review. Mrs. Perry stated that the UBAOG meeting will be held on Thursday. Mr. Lytle stated that the Planning & Zoning meeting will be held Wednesday evening and reviewed the agenda.

Discussion regarding the Hand in Hand Outdoors project. Commissioner Perry gave a brief update on the progress to date. Mrs. Perry stated that the hope is to have it up and running by March 2016. Commissioner Perry also mentioned that they have expressed their appreciation to the County for their efforts. Discussion regarding pallets stored on the property that need to be disposed of and the possibility of burning them and using it for training purposes for the fire department. Travis Dupaix stated that the jail may want them for inmate projects and he will check to see if they may want to use them and report back to the Commission. Commissioner Perry stated that with the water tank, the storage capacity is good and they are now waiting on engineering for the sewer system.

Consideration of the volunteer application from Dave McDonald for the TRT Board. Commissioner Slaugh asked how many members are on this board. Brian Raymond stated that they have a seven member board and the vacancy is for David Jones’ position. Motion by Jack Lytle to approve the application for Mr. McDonald. Seconded by Clyde Slaugh, all in favor.

Discussion regarding the TRT bylaws. Commissioner Perry stated there has been some discussion regarding members who serve and whether or not they have to be residents or could serve if they owned or operated a business within Daggett County. Commissioner Perry stated that they will wait to discuss this until the TRT Board gets back to the Commission.

Discussion regarding changes to Section 10 of the Personnel Policy Manual. Commissioner Perry stated that they need to decide if they want to make changes to the policy or leave as is. Commissioner Slaugh stated that he was in favor of just leaving the policy the way it is. Mr. Lund stated that he thought the Commissioners were going to talk to the employees to see how they felt about the changes. Commissioner Slaugh stated that the road crew has indicated that they did not want to see the policy change. Mr. Raymond addressed the Commission. Mr. Slaugh stated that he would like to see some sort of a cap on sick leave. Commissioner Lytle stated that he would like to review the policy further before making a final decision. Mr. Lytle felt that if they make a change, they still need to discuss how to handle accrued balances. Mr. Lytle stated that he spoke to a long time employee who stated concerns, as the accruals have a value. Commissioner Perry stated that she would like to have Mrs. Pallesen provide information as to what the current accruals are. Mr. Lund stated that he agrees with Commissioner Lytle and feels that the Commissioners need to look at how to keep what has been accrued so far. Mr. Lund stated that he would not be as concerned if there were options available, in his opinion you can't take away something the employee has already earned. Mr. Dupaix addressed the Commission; he feels that changing to a PTO policy would be good as some employees abuse the current leave policy. Mr. Dupaix stated that he also agrees that there should be a cap on how much leave can be accrued. Brian Raymond addressed the possibility of some sort of a one-time payout. Commissioner Lytle suggested forming a committee of employees to meet with and get ideas. Commissioner Perry addressed Mrs. Pallesen regarding the current leave policy and asked her to prepare a report with accrual balances. Commissioner Perry suggested tabling this item until they are ready to move forward.

Discussion regarding the renewal of employee health insurance benefits for 2016. Commissioner Perry stated that she had sent out an email to the employees regarding this and had received comments in favor of staying with the current plan. Mrs. Perry indicated that there would be no increase in cost to the employee and the benefits would stay the same. Travis Dupaix stated that most of the employees that he talked to were in favor of staying with the same program. Motion by Jack Lytle to approve the Select Health Insurance renewal with Gallagher Benefits. Seconded by Clyde Slaugh, all in favor. Commissioner Perry stated that she will send notice to the employees.

Discussion regarding Dutch John Planning and Zoning. Commissioner Lytle stated that he wanted to update Mr. Lund on the planning and zoning issues for Dutch John which were brought up in the last meeting with the Town Council. Mr. Lytle addressed a request made by Mr. McDonald for the County to deal with Delta Plan/D.P. 2 due to the moratorium. The Dutch John officials indicated that they may want to utilize the County Planning and Zoning Commission in order to issue building permits in the interim, as they are working on their zoning ordinances. The County has previously determined that if an application has been submitted, Dutch John will honor those permits issued by County. If a formal application has not been submitted, the permits will be issued by the Town. Delta Plan has discussed a concept plan with Planning and Zoning, but at this time there has been no documentation or formal application. Mr. McDonald had made a recommendation to have the County continue to work with Delta Plan. Mr. Lund indicated that there was nothing preventing the County from providing this service however; he would be hesitant unless there were stipulations in place to protect the

County. Mr. Lund stated that Mr. Davis and Mr. Orr had discussed this with him. Mr. Lund stated he would be comfortable allowing this to happen if the County gets something in writing. Commissioner Perry stated that after further discussion with the Dutch John officials, they had decided to withdraw their request to have the County issue any new permits. Commissioner Lytle stated that without a written proposal and agreement from Dutch John, he would not be in favor of the County issuing any future permits. Mr. Lund stated that he was in agreement.

The Special Road District has submitted a letter of resignation from Burl Twitchell. Discussion regarding the procedure for replacing Mr. Twitchell. Commissioner Slaugh stated that he will research this further. Motion by Clyde Slaugh to accept Mr. Twitchell's resignation. Seconded by Jack Lytle, all in favor. Discussion regarding the possibility of presenting Mr. Twitchell with a gift and letter of appreciation for his service. Commissioner Perry stated that she will prepare a letter.

Further discussion regarding advertising procedures, etc. for a replacement member for the Special Road District. Mr. Lund stated that they would need to review the bylaws. Commissioner Slaugh stated that he will speak with Chad Reed, Acting Chairman of the Road District to see how they would like to proceed. Commissioner Perry stated that applications would need to go to the Road District first and they can make a recommendation to the Commission. Commissioner Lytle stated it should be advertised locally and mentioned in the newsletter.

Commissioner Perry called for a brief recess at 10:05 a.m. The meeting reconvened at 10:16 a.m.

Greg Marsing with Smuin, Rich and Marsing presented the Commissioners with a copy of the audit for the year ended December 31, 2014. Mr. Marsing addressed the Commission and reviewed specific findings from the audit report. Mr. Marsing also stated that in addition to an audit of the financial statements, they complete an audit on internal controls and compliance areas and prepare a report on those areas as well. One issue that was noted in the management letter was the lack of training on GRAMA requirements and a failure to post all of the required quarterly information on the Public Finance Website. Mr. Marsing addressed the independent audit report that has been submitted and one of the main issues was the transfer of assets out of the Dutch John fund and in to the RDA. Documents were prepared and recorded changing ownership title, etc. however; transfers were not made on the financial statements adding that there may be issues this year as well. Another item of concern was inventory items/assets that needed to be removed. There was approximately \$200,000.00 worth of items on the asset list that needed to be removed, either disposed of, junked or unaccounted for. Another item was an adjustment to the low income housing fund. Mr. Marsing stated that part of the agreement for the discount was if the purchaser resides in the home for 10 years, each year a portion of the amount needs to be adjusted and was not being amortized properly. Mr. Marsing stated that the Jail and Public Safety as always, is a large portion of the overall budget. Mr. Marsing stated that the County's total fund balance as of December 31, 2014 was \$686,000.00 which is considered to be a medium sized fund balance. Mr. Marsing stressed the need to maintain the fund balances. Mr. Marsing addressed the deficit in the jail fund balance last year. Mr. Marsing asked if the Commissioners had any questions for him regarding the audit and financial statements. Commissioner Lytle asked how the County becomes a low risk auditee. Mr. Marsing addressed the

requirements to be considered low risk. Further discussion regarding the audit. Mrs. Pallesen stated that she is concerned that expenses exceeded revenues by \$449,000.00. Mr. Marsing stated that a large part of this is due to depreciation, and explained to the Commissioners how depreciation affects the financial statements. Discussion regarding a decrease in TRT revenues. Mr. Marsing stated that it is possible for the Commission to increase the percentage amount for TRT. Mrs. Pallesen addressed the use of B road monies in Dutch John. Mrs. Pallesen indicated that Mr. Marsing's firm was performing audits when Dutch John privatized and asked what his recollection of the events were. Mr. Marsing stated that it was his understanding at that time that all of the assets were turned over to the County based on a specific agreement with the Bureau. He did not feel that Dutch John was entitled to the assets, and if the County were to turn over any assets to Dutch John they would need to closely monitor how that money is spent to make sure that the County complies with any prior agreements. Mr. Marsing addressed some of the options for the County if Dutch John does not take over the enterprise fund. Mr. Marsing stated that he would be willing to discuss this with the Commissioners if the need arises.

The County has received an application for a Music Festival/Rally in the park/rodeo grounds June 9 through 13, 2016. The application was submitted by Nick Elmer for the Sgt. Daniel Gurr Foundation. Commissioner Lytle asked if the dates would conflict with any of the local activities such as the CCJR. Mrs. Pallesen stated that she was not aware of any schedule from them so far. Commissioner Perry stated that the grounds are available on a first come, first serve basis and will send Matt Henry an email informing the CCJR that this particular weekend will not be available. Discussion regarding the application and whether or not alcohol will be present at the event. Based on the size of the event, law enforcement and ambulance service will need to be notified. Travis Dupaix indicated that they have a meeting set up with Sheriff Jorgensen sometime in March. Commissioner Perry noted that they have asked for power and she will need to follow up on this with Bridger Valley. Commissioner Lytle asked about an "event application". Mr. Lytle stated that he feels based on the size of the event, that he would prefer an event application. Commissioner Lytle stated that he thought the County required Collett's to have a permit for their Fourth of July event. Mrs. Olorenshaw stated that she will research this further and put this item back on agenda for next week. Commissioner Lytle asked Mr. Lund if an ordinance would be needed to allow the event. Mr. Lund stated he was not sure if the County would need an actual ordinance in order to enforce any regulations on the event. Mr. Lund also suggested that since the facilities are booked on a first come, first serve basis, the County should go ahead and book the park/rodeo grounds for them at this time.

Discussion regarding the wage study review. Commissioner Lytle stated that his main concern is from a budgeting standpoint. Mr. Lund stated that he has concerns with holding those increases that have already been submitted any longer. This item will be tabled until next week.

Mr. Lund addressed the trainings that have been scheduled for next week. With nothing further, the meeting adjourned at 11:40 a.m.

/s/ Sue Olorenshaw

/s/ Karen Perry

/s/ Jack Lytle

/s/ Clyde Slaugh\_\_\_\_\_