

Minutes of the regular meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, August 13, 2019** in the Commission Chambers at the Daggett County Courthouse. Commissioners Randy Asay, Jack Lytle, and Matt Tippets were present. Sheriff Erik Bailey, Auditor/ Recorder Keri Pallesen, Attorney Niel Lund and Clerk/Treasurer Brian Raymond were also present. The meeting was called to order at 9:06 a.m. by Commissioner Asay.

Also present: Hank Gutz, Sgt. Dupaix, Barry and Christian Colovich

**Issue Updates:** Commissioner Lytle asked if we were close to bringing the Travel/Purchasing Card back to the table for consideration? Is there a draft ready? It needs to be rewritten and the changes added. Attorney Niel Lund said we talked about changing dollar amounts and we also talked about changing to be like the auditor's recommendation. Commissioner Tippets said we have it on the Elected Official meeting agenda on the 27th. Commissioner Lytle said there needs to be an adjustment for staying in rooms when they are not safe rooms in the area traveling to for less than the allowable amount. The Sheriff brought up that some of the travel in question is for Sergeant Dupaix and the Sheriff was aware of those charges and had approved those in advance. The County is also receiving a 50% reimbursement from the state, so the County's portion is now under the \$100 limit. There was some discussion that Auditor Recorder Keri Pallesen and the Outside Auditors would like to see the policy enforced. Keri Pallesen came in at this point in time and said the policy is that the Commission needs to approve the charges as a line item on the agenda or he needs to reimburse the overage amount. The policy can be changed, but it won't affect anything done before the change. Sheriff Bailey said he would get the information as to what needs to be considered. Commissioner Asay asked Mrs. Pallesen if she had a copy of what was decided and she did not think there were any decisions made, but only suggestions given. Sheriff Bailey said the suggestions were to get rid of time limits for meal periods and have half day and full day rates up to \$44. Commissioner Tippets thought that sounded correct. The Sheriff said he would not be here on the 27th, but that's his proposal. Commissioner Lytle said he was used to things from the State perspective where the rules are the rules and you just follow them.

The Sheriff said that he had just received the Dispatch agreement and it was suggested that it be put on the agenda for next week. The Sheriff said he would not be here and so he was asked how the expense was affected and he said it went up about a \$1000 as the number of calls went up and all the entities had to pay more also. He also had a Memorandum with the Forest Service to cross deputize one of their LEOs. Attorney Niel Lund said that it should come before the Commission, so it was requested for this to be on next week's agenda. This is not for him to go looking for problems as he has a full plate already, but it allows him to deal with things that are in front of him. It would be good if it were open for all LEOs as we will have multiple officers up here over Labor Day weekend. Keri Pallesen asked about liability and Commissioner Lytle asked about POST certifications. The Sheriff said he has been working with POST, but hasn't gotten final approval yet and they are employed by the Forest Service as that he is working for them and covered by them. There are some counties that do this and others will never do this. We have had a good relationship with the Forest Service and have done this before with Travis Hawkins.

Commissioner Lytle said he hadn't done anything with the Firehouse repairs, but he will get with Jesse Platt and see what can be done.

The EMT situation has changed except that the names we approved recently were not new hires, but were those who were no longer employed by the County.

**Citizen Comments:** No public comments given today.

**Approve Minutes:** The Clerk/Treasurer's Office provided minutes for the July 16, 2019 meeting. Commissioner Tippetts said he reviewed the minutes and motioned to approve the minutes of the July 16, 2019 Commission meeting. The motion was seconded by Commissioner Lytle after noting that he was excused from that meeting. Commissioner Asay and Commissioner were in favor and Commissioner Lytle abstained. The motion carried.

**The Open Invoice Register Was Presented For Review And Approval:** The Open Invoice Register of August 12, 2019 for \$56,865.15 was prepared by the Auditor/Recorder's Office. Commissioner Lytle made a motion to approve the Open Invoice Register in the amount of \$56,865.15 for August 12, 2019 with Thanks to Keri and her office for their diligence. Commissioner Tippetts seconded the motion. All were in favor. The motion carried.

**Disbursement Listing:** There was a Disbursement Listing for August 3 through August 12, 2019. Commissioner Lytle made a motion to acknowledge the Disbursement Listing in the amount of \$19,713.97. Commissioner Tippetts seconded the motion. All were in favor. The motion carried.

**Cash Summary:** A Cash Summary dated August 12, 2019 was provided by the Clerk/Treasurer's Office. Commissioner Tippetts motioned to acknowledge receipt of the Cash Summary as presented. Commissioner Lytle seconded the motion with discussion. He then noted the General Fund that was in better shape this week and Mr. Raymond said he received two checks from the State for the airport grants and that there are more reimbursements outstanding. All were in favor and the motion carried.

**Purchase Orders:** Commissioner Lytle thought there had been one for the Sheriff's Department and the Sheriff went to check on it. There is one for Spillman that is over the \$5,000 and it is in the Sheriff's Budget. Commissioner Tippetts motioned to approve Purchase Order #399 in the amount of \$13,861.66 and Commissioner Lytle seconded it. All were in favor and the motion carried. Keri Pallesen asked if there was a contract with them and if it's over \$5,000 it should have three bids or be sole source. Commissioner Lytle asked if the motion could be adjusted and he would amend his second. Commissioner Tippetts adjusted his motion to approve the PO with the stipulation that the Sole Source Provider form be attached to the Purchase Order. The invoice said Motorola Solutions and Sgt. Dupaix said that Spillman was bought out by Motorola. It is Sole Source, so we just need to get the paperwork completed.

Commissioner Lytle said he had one for the hospitality for the PRCA Rodeo, but will table until Keri Pallesen returns.

**Correspondence:** Commissioner Tippetts said that he had received the Liability applications for insurance for the airport and he and Clerk/Treasurer Brian Raymond got them completed and sent in as they were not the final contract, but an application only.

**Purchase Orders:** Keri Pallesen returned to the meeting and Commissioner Lytle said the PRCA Committee had received four bids for the hospitality tent for the PRCA Centennial Rodeo, including Donald Pallesen, Jones and Company Custom Catering doing business as Woodfired Grill in Vernal, Fish Bowl in Green River and Breaking Bread Catering. The low Bid was \$5400 and \$9 per plate. Donald Pallesen's bid was \$7000 with a variety of per plate charges at either 10 or \$12; Custom Catering was \$11, \$9 and \$12 per meal; and the other was disqualified as didn't meet the requirements and there was a lot of discussion last night. The Bid of \$9 from Breaking Bread also included tax and gratuity and we informed them we didn't pay these and to make sure that the \$9

only bid would work and they clarified that the bid was \$9 a plate and a total of \$5400 are waiting for the W-9. Hank Gutz of the Committee said the committee recommendation was to accept the low bid. Commissioner Tippetts motioned to approve the Breaking Bread Bid for the PRCA Rodeo conditional on receiving their W-9. Commissioner Lytle said there was exhaustive conversation and there was a need to finalize this so they could get their orders done and everything prepared for the upcoming Rodeo. He reiterated that it was clarified that it will be \$9 per plate for all the meals. Commissioner Lytle seconded the motion. Commissioner Lytle abstained and Commissioner Asay and Commissioner Tippetts voted in favor and the motion carried. Commissioner Asay asked about the quality of the food and there was a variety within the bids, but noted that they went with the recommendation of the committee.

Next is the Purchase Order for Spillman's. Commissioner Tippetts made a new motion to approve PO #399 that was considered previously but tabled due to the Sole Source Form being completed. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

**Commission Calendar Review:** Commissioner Lytle said he went to CIB and Seven County Infrastructure Committee (SCIC) meeting last week. Commissioner Lytle asked about the Airport meeting next week and was trying to switch his schedule so he can attend. he reminded everyone of the 6 am call in meeting regarding the Uintah Rail as he will be gone for the SCIC meeting on the 12th or 13th to DC and so he needs someone to get up to date and fill his seat if possible. This could be beneficial in the future, but it there is still a lot of work to do. Commissioner Tippetts said there is a Chamber meeting Thursday night and next week is the Planning and Zoning Commission meeting. There is a TV meeting coming up. We get billed up to \$5000 per year from the group so that we can get the over the air TV. Pat Asbill is still helping us. There is a URS presentation this Thursday. There is also a school board meeting tonight. Keri Pallesen said she didn't remember seeing anything lately on the TV. Keri was asked if she was going to Northeastern Counseling because Commissioner Asay was attending the Food Pantry here at about the same time. Commissioner Tippetts said there is a Conservation District meeting at noon so there was a discussion as to which meeting was in which location. The Food Pantry is a big meeting, so maybe we can swap locations? We'll work it out. Keri Pallesen said Mike Swallow said the 26th or 27th would work and the 27th is the elected officials meeting. The Sheriff was not sure he could be here on the 27th, but said he would try. Could we keep agenda short and be done early so we can do the travel and credit card policies and other items in addition to meeting with Mr. Swallow. Keri Pallesen said we still need to plan employee appreciation stuff. We could work through lunch and get pizza or something. Are we stuffing too much stuff into the one day? He can go later, but can go later and a half a day should be enough. Keri asked what time to set up everything with Mike and 1 pm was scheduled for the meeting with Mike Swallow and the elected officials would be at 1 pm. The elected officials would meet at 11 am. Commissioner Asay will send out a notice to everyone.

**Weekly Budget Review:** Commissioner Lytle said that he was having a hard time getting his arms around this and asked Keri Pallesen for help to get the budgets done by the end of September this year. Mrs. Pallesen said that she had started to put some budget sheets together for the departments. There are still some questions as to the wages and the HR discussion on budgets. She might just send it out without the wages and then finish that up later. Each Department can then meet with her and try and get the completed sheets back by the end of August. This can be discussed more at the Elected Officials meeting on August 27th.

## **Policy and Legislation Items:**

**Discussion And Consideration Of Keeping And/Or Surplusing of Sheriff's Department Vehicles:** Commissioner Asay moved this up on the agenda to accommodate the Sheriff. Sheriff Bailey said the vehicles taken so far are the black Silverado and the White Yukon. The question is whether or not to get rid of the 2008 Administrative Explorer because we have a 2006 Explorer over in Clay Basin for Search and Rescue. Commissioner Lytle asked if there were any issues of how it was paid for and he was told that no it was clear and there were no issues with the title. Commissioner Asay said there was a need to upgrade the victim's Advocate vehicle as it isn't too reliable. The 2008 Explorer has about 87,000 miles on it and has a value of \$3,300, so the 2006 will be a lower value. He would like to surplus the 2006 and keep the 2008. There was a discussion of using the 2008 Explorer for Victim's Advocate and the Sheriff said they need it occasionally and the other is also only needed occasionally, but it needs to be available to the victim's advocate 24/7. The 2008 Explorer has sirens and a radio so that could be a problem. The one from Clay Basin may be better than the current Victim's Advocate vehicle. The Clay Basin vehicle needs a new battery and Commissioner Lytle was given the option to work that out. The Sheriff's Vehicles were reviewed and some are open for Seasonal Use. The Sheriff again stated his desire to keep the 2008 and get rid of the 2006 before its even older. We could keep the 2006 strip it down and use for the Victim's Advocate and get rid of the older Victim's Advocate vehicle. The Transportation Van is going today and get the 2006 down to get it stripped down. The new Admin Vehicle is Brian Smith's vehicle. The Sheriff has a regular patrolling package and Mr. Smith does not need all that equipment for his detective work.

**Closed Sessions: Discussion And Negotiation of Possible Land And Water Sales/Lease With Town of Dutch John:** Nobody was present from Dutch John so this was tabled. A short recess was taken. The Commission came back into session at 11:06 am.

**Closed Session:** Commissioner Lytle motioned to go in and out of Redevelopment Agency and Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Commissioner Tippetts made the motion to go into Closed Session to discuss the purchase, exchange or lease of real property. Commissioner Lytle seconded the motion. A Roll Call Vote was taken and Commissioner Tippetts voted "Aye", Jack Lytle voted "Aye", and Randy Asay voted "Aye", so the motion carried. The Closed session was held in the Commission Chambers of the Daggett County Courthouse.

The Commission came back into open session at 1:36 pm with Commissioner Lytle motioning to go back into open session. Commissioner Tippetts seconded the motion. All were in favor and the motion carried. Attorney Niel Lund made a point of order that the Closed Session needs to have the location where it was held noted. Clerk/Treasurer Brian Raymond said the minutes do have the location at the beginning of the minutes, but said he was willing to add it again for the Closed Session just to be sure.

With no further business, Commissioner Tippets motioned to adjourn at 1:38 pm.

/s/ Randy Asay  
Commissioner Randy Asay

s/ Brian Raymond  
Clerk/Treasurer\_Brian Raymond

/s/ Jack Lytle  
Commissioner Jack Lytle

/s/ Matt Tippets  
Commissioner Matt Tippets