

Minutes of the regular meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, August 27, 2019** in the Commission Chambers at the Daggett County Courthouse. Commissioners Randy Asay, Jack Lytle, and Matt Tippetts were present. Auditor/Recorder Keri Pallesen, Attorney Niel Lund, Sheriff Erik Bailey and Clerk/Treasurer Brian Raymond were also present. The meeting was called to order at 9:01 a.m. by Commissioner Asay.

Also present: Mark Wilson, Sgt. Travis Dupaix,

Issue Updates: Commissioner Lytle asked about the Firehouse repairs. Jesse Platt is getting the materials and there will be a temporary fix done shortly and budgeted for a full repair in 2020. We need to see why the Furnace is not working. It quit, but not sure why.

We still have some discussion to do on the Purchasing/Travel policy.

Commissioner Tippetts gave an update on the BEAR grant and he has had Niel review it, but can't send the comments to the group. He also spoke with Brienne Carter yesterday on some of the other Economic Development projects, so none of them fall through the cracks. Debbie Weaver got an estimate to put in the grant request, so now we need to put it out for bid. Mr. Raymond also said that in speaking with the State last week they wanted to update the Economic Development Plan that was approved in Commission Meeting with Commissioner Lytle's comments.

Commissioner Lytle said that every day there is a 6 am call with the SCIC about the Uintah Basin Railroad and Commissioner Tippetts has been tying in with it in preparation for Commissioner Lytle being gone in September. There will be an SCIC meeting at 10 am in Price on September 12th and it shouldn't be too long. The Town Council meeting will be that evening and Commissioner Tippetts should be back in time.

Citizen Comments: No citizen comments today.

Approve Minutes: The Clerk/Treasurer's Office provided minutes for the July 23, July 30 and August 6, 2019 meetings. Commissioner Lytle motioned to approve the minutes of the July 23, July 30th and August 6, 2019 Commission meetings. The motion was seconded by Commissioner Tippetts. All were in favor and the motion carried.

The Open Invoice Register Was Presented For Review And Approval: The Open Invoice Register was amended for August 27, 2019 for \$52,086.13 was prepared by the Auditor/Recorder's Office. Commissioner Tippetts noted the \$1,500 added was for Cash for the Ticket sales of the PRCA Rodeo. Commissioner Lytle motioned to approve the Open Invoice Register for August 27, 2019 in the total amount of \$52,086.13. Commissioner Tippetts seconded the motion. All were in favor. The motion carried.

Disbursement Listing: There was a Disbursement Listing for August 21 through August 26, 2019. Commissioner Tippetts motioned to accept the Disbursement Listing of August 26, 2019 in the amount of \$48,890.94. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Cash Summary: A Cash Summary dated August 26, 2019 was provided by the Clerk/Treasurer's Office. Commissioner Lytle asked about the reimbursement funds and Mr. Raymond said there are some smaller airport checks we are still waiting for. Commissioner Lytle motioned to acknowledge receipt of the Cash Summary dated 8/26/2019. Commissioner Tippetts seconded the motion. All were in favor. The motion carried.

Purchase Orders: Commissioner Tippetts said he had Purchase Order #409 and it is Pay Request #5 to Hube's Construction for the Airport Lighting Project in the amount of \$55,090.43. Commissioner Lytle asked if it's reimbursable and Commissioner Tippetts said it is except for the required match. Commissioner Lytle motioned to approve the Purchase Order in the amount of \$55,090.43 and Commissioner Tippetts seconded the motion. All were in favor and the motion carried. Commissioner Tippetts said he has another reimbursement request to submit, but that is administrative. It is reimbursement request #5 in the amount of \$58,590.43 which will cover the Purchase order discussed. Commissioner Lytle said the Airport is looking good and Commissioner Tippetts mentioned they are still working on the regulator, which wasn't part of the PAPIs that we got from Vernal, but otherwise it is done and looking good. There are some extra ones that need to be laid down so they don't get water in them. The lights can be turned on by clicking the radio on a special frequency. The aerial tour of Dutch John was fun and good. It was informative.

Correspondence: Keri Pallesen asked if the Commission had seen the email from Mayor Rogers about the utility bill for the Dutch John Firehouse. Mr. Raymond said he had talked with Trevor Brooksby and it was just the standard bill for a 2" hookup for water and sewer. It was suggested that the bill show the actual usage as there is a spot for that on the bill. Mr. Raymond was asked if Fish and game got a hold of him about the boat garage that does not have water and sewer but was billed for it..

Commissioner Tippetts said he had talked with the realtor and needs to bring up some things in a closed session later.

Mr. Raymond said there is a Volunteer recognition opportunity coming up. He has also been contacted to see if the County would donate some or all of its Library books from the closed library to a non-profit organization shipping them to Tanzania, so we can add it to the agenda next week if you are willing to discuss it. We could sell them at Daggett Daze or do other things. Nobody has stepped up to get the Library going. Commissioner Asay said it would be good to get it on the agenda. It would be nice to find a use. Commissioner Lytle asked if we had talked with Matt Lucas and also noted the world has changed and lots of stuff is digital now. Mr. Raymond was asked to talk with past board members to get their feelings on the subject. The Sheriff said that even though we are in a dry climate the books will not last forever even when boxed up.

Issue Updates (Cont'd): Sgt Dupaix said that there is an EMT class scheduled with Castle Rock and it will be in Green River on Tuesday and Thursday nights and we will transport students in County vehicles up there. There is room for as many as we can send. The fee will only be for books which will be about \$150-200 per book. Sgt. Dupaix will get some flyers out and touch base with Kym Slagowski to get it promoted on the website and we'll have a sit down meeting ahead of time so everyone understands the commitment. Sgt. Dupaix was thanked for his efforts.

Policy and Legislation Items:

Discussion And Consideration Of Proposed Changes To The Requirements Of The Board Of Health Chairmanship And Vice Chairmanship Positions-Jordan Mathis:

Commissioner Asay welcomed Tri County Health Department Executive Director Jordan Mathis and he handed out a sheet with the by-laws regarding the Chairmanship and Vice Chairmanship and we are looking at Section 4.5. The requirement has been that the Chairman be a Commissioner and it was recommended that it be changed to be appointed by a Commission instead of being a commissioner. It's not against state code and there is no requirement for a vote, but the board wanted to get input from all three Commissions. There was also a thought that maybe Board

members should serve at least a year before being appointed to either of these positions. Uintah County seems good with it and Duchesne County thought it was good to have a chair with open and public meetings experience. Commissioner Lytle asked Mr. Mathis his feelings and he said that the Commissioners are the ones most often absent because they seem to get pulled away at the last minute. The change would not exclude a Commissioner from being the chair, but will no longer require it. The change may allow for more board development and engagement. Commissioner Asay said he doesn't see the need for the chair to be a Commissioner. Mr. Mathis said that school districts used to be part of the board when the Health Department provided nurses, but now that service is gone they are no longer on the board and it is something that he feels would be beneficial as they are working closely with them again these days and it could add additional board members. All the changes would require changes to the interlocal agreement. Finding a third person from Daggett could be challenging and we don't have the monetary resources of the other two counties. Payments are per capita, so Daggett County is equal with the other counties. The nurse involvement would be good and there is no other opposition. Commissioner Lytle thought Duchesne's comments were valid and maybe a Commissioner can be the Chair or Vice Chair every other year. Mr. Mathis was thanked for his work on our behalf and it was noted he does a good job.

Discussion And Consideration Of TRT Budget Payments For The Flaming Gorge Chamber of Commerce: Commissioner Asay turned the time over to Mark Wilson of the Flaming Gorge Chamber who gave some history on how things have been paid. Mr. Wilson said he and Keri Pallesen have been talking about the best way of transferring of TRT Funds that are already part of an approved budget. Mrs. Pallesen said when the outside Auditors were here they suggested the lump sum transfer and said it is preferred over sort of keeping a second set of books. The budget would be prepared by TRT Board and approved by the Commission and then draws could be set up and then the Chamber would report the uses of that money. Commissioner Lytle asked about having an MOU for better transparency. It was thought the employee situation got this current set up going and Mr. Wilson explained that we have used this process in the past, but once the Chamber had enough money in the account the Chamber started paying for things and then getting reimbursed. Unfortunately, sometimes we come up short. There are investments needed now and there are not enough funds to carry us through next year. The Chamber would like to request \$30,000 right now. Commissioner Lytle asked about how does that fit into our purchasing policy. It might be possible to look at this as a Sole source situation, but Keri Pallesen said policy would need to be adjusted and she thought the policy was to be an agenda item for today. The Auditors are more comfortable doing it this way than the way we've been doing it. Commissioner Lytle asked where we are at on the TRT and Restaurant Funds and Mr. Raymond said TRT had about \$200,000 in it and the Restaurant Tax Fund was just over \$44,000. Mr. Wilson said next year we would like to make quarterly draws. We still need an agreement or change in procurement. Commissioner Tippetts said he thought the Budget was the document that guides the agreement to meet the procurement guidelines. We are not necessarily making a purchase, but it's a sharing of funds to meet a shared goal. The chamber is open to either process. Commissioner Tippetts asked if it would be advantageous to pay out the block for the rest of the year. It's not really clear exactly what the needs are right now, as cash flow varies throughout the year. Commissioner Tippetts said we should follow the advice of the Outside Auditors and do this, but we just need to figure out how to do this to avoid unintended consequences. Commissioner Tippetts said a quarterly payment would be good and a quarterly report would also be good. Mark asked if the County would prepare the MOU and we should continue as we have until that is prepared. Timing is the issue as an MOU will take a month or so and so the Chamber will go with a reimbursement invoice and look at what would be remaining for the rest of the year and be sensitive to County's cash flow. These are restricted Funds. Mark was thanked for his work.

Discussion And Consideration Of Resolution Of County Tower Rock Run Line Item Of Economic Development Budget: Commissioner Asay gave Mark Wilson the floor again and he said in the past this was a County event and this year was the first year as a Chamber Event. We had pulled \$500 from TRT this year and over the past 10 years or so the Run has generated \$4,800 and we would like to pull out \$1,500 of that for the Chamber to continue this event in the future and the rest will remain in the economic development fund for their use. This will help the run remain self sufficient in the future. Commissioner Tippetts motioned to approve a \$1,500 payment to the Chamber for the Tower Rock Run and Commissioner Lytle seconded the motion. All were in favor and the motion carried. The Chamber will prepare an invoice for this amount.

Commissioner Lytle asked about the schedule for the rest of the day due to the funeral, Mike Swallow and the Elected Officials meeting. The viewing goes to 11:30 am and the funeral is at 12 noon while Mike Swallow is at 1 pm. Some thought it was scheduled for 2 pm. It was asked if he could be scheduled later and Keri Pallesen said she would check into that.

Discussion And Consideration Of Parceling of Dutch John Land: Commissioner Lytle said that in addition to the airport there are some other parcels that need to be created for future development. Some discussion may need to be had in Closed, but the decision would be made in open session. Commissioner Lytle made a motion to go in and out of Redevelopment Agency. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Commissioner Lytle motioned to go into Closed Session for the purpose of negotiating the Purchase, Exchange, or Lease of Real Property. A Roll Call vote was taken: Commissioner Lytle voted "Aye", Commissioner Tippetts voted "Aye" and Commissioner Asay voted "Aye". The motion carried.

Commissioner Lytle motioned to go back into open session at 11:24 am and Commissioner Tippetts seconded the motion. A Roll Call vote was taken: Commissioner Lytle voted "Aye", Commissioner Tippetts voted "Aye" and Commissioner Asay voted "Aye". The motion carried.

Discussion And Consideration Of Jail Asking Price: Commissioner Tippetts motioned to lower the asking price on the Jail to \$3,950,000 and Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of Parceling of Dutch John Land (Cont'd): Commissioner Lytle motioned to go forward with creating an RFP for a Surveyor or Engineer to facilitate the parceling of lands in County or RDA land in Dutch John. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of Letter of Engagement From Smith Hartvigsen: Commissioner Lytle said that we are still on the table with this until a conversation is had with them to work on the details. It can be an update until scheduled.