

Minutes of the Electronic Meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, April 21, 2020** in the Commission Chambers at the Daggett County Courthouse and through electronic means. Commissioner Randy Asay was present and Commissioners Jack Lytle and Matt Tippets were present electronically. Attorney Niel Lund and Auditor/Recorder Keri Pallesen were present while Sheriff Erik Bailey and Clerk/Treasurer Brian Raymond, were present electronically. The meeting was called to order at 9:04 am by Commissioner Asay.

Also present electronically: Kym Slagowski, Shiloh Dupaix (in person)

Approve Minutes: Minutes from March 10th, April 7th, April 14th and the April 16th Commission meetings were available for review. Clerk/Treasurer Brian Raymond noted that the meeting was held on Tuesday not Wednesday that week. Commissioner Lytle motioned to approve the minutes for the Tuesday, March 10, 2020 Commission Meeting with the noted change. Commissioner Tippets seconded the motion. All were in favor and the motion carried.

Commissioner Tippets motioned to approve the Tuesday, April 7, 2020 Commission Meeting minutes. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Commissioner Tippets motioned to approve the minutes for the Tuesday, April 14, 2020 Commission Meeting. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Commissioner Tippets noted that it said Tuesday, April 16th and it should say Thursday. Commissioner Tippets motioned to approve the minutes for the Thursday, April 16, 2020 Emergency Commission Meeting with the noted correction on the day held. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Issue Updates: Commissioner Asay asked if there were any updates on the Fire Agreements and nobody had anything new. The Sheriff said the EMT testing has been postponed until at least June. Commissioner Asay asked about the Spirit Lake Lodge and Shiloh Dupaix said they were going to write a letter. James Olsen popped in and said he had been contacted by the Lodge Owners to get them plowed out by Memorial Day. Mr. Olsen said that the owners will have to pay for it and it will be done once the gates are opened by the Forest Service. There is an agreement between the Lodge, the County and Forest Service to get it plowed without damaging the roads.

There was a review of the COVID-19 issues and there are 6 cases in Uintah County, 6 cases in Duchesne County and still 0 in Daggett County. In Wyoming there are 10 cases in Sweetwater County and 6 in Uinta County. Commissioner Lytle said that we need to get people tested so we can show that the 0 number is not an anomaly. There was a question on a high school student in yesterday's meeting, and Niel Lund said that there was a student who did get tested in Vernal, but Sgt. Travis Dupaix was not aware of it, so we need to find out if these tests for our residents are being tracked for our county. Commissioner Asay will follow up with Jordan Mathis of Tri-County Health Department. It appears that we will

Sheriff Bailey said that yesterday the remains of an individual were found and have been transferred to Salt Lake to be autopsied and to identify the remains. There was nothing that looked suspicious at the scene. The Sheriff left the meeting and Keri Pallesen was welcomed to the meeting.

Commissioner Asay said that there are still people who are at risk and they are encouraged to stay home and stay safe. Commissioner Lytle asked about the new Tri-County Health Department regulations and they want people in contact with other people to wear face masks and some

restrictions have been eased. The info is available on the Tri-County Health Department's website and a full copy of the order is also available on their website and the County website.

Citizen Comments: Commissioner Lytle said Amy McDonald said she is trying to get in and can't seem to, Kym asked if they were trying to do the live steam and they replied yes. Kym tested it and the Commission moved forward while she was working on it.

The Open Invoice Register Was Presented For Review And Approval: The Open Invoice Register of April 20, 2020 for \$204,183.12 was prepared by the Auditor/Recorder's Office. Commissioner Tippets motioned to approve the Open Invoice Register dated April 20, 2020 in the amount of \$204,183.12 and commented that 170,000 was for Loader for the Road Department. Commissioner Lytle seconded the motion and asked the Treasurer if this would cause any problems with Cash Flow. Mr. Raymond replied that there were sufficient funds in Fund 19 to cover that amount. All were in favor and the motion carried.

Disbursement Listing: The Disbursement Listing for April 14-20, 2020 was prepared by the Auditor/Recorder's Office. Commissioner Lytle motioned to accept the Disbursement Listing of April 14-20, 2020 for \$17,156.20. Commissioner Tippets seconded the motion. All were in favor and the motion carried. Commissioner Lytle gave verbal permission to move

Cash Summary: The Cash Summary dated April 20, 2020 was available for review. Commissioner Lytle asked Mr. Raymond if he had any concerns and he didn't. He said there were several tax disbursements coming up, but they will be small. Sales taxes are coming out soon and Mr. Raymond explained that we are generally slow this time of year and we will see the biggest hit due to the pandemic in July or August. Commissioner Lytle motioned to acknowledge receipt of the Cash Summary of all bank accounts for April 20, 2020. Commissioner Tippets seconded the motion. All were in favor and the motion carried.

Purchase Orders: There were no purchase orders to review this week.

Correspondence: Commissioner asked if there was anything and Attorney Niel Lund brought up the County Attorneys noted that the bill for GRAMA and Open Public Meeting amendments is dead and that killed the TRT amendments. There may be a replacement bill, but it's not on the agenda yet. Commissioner Lytle said there was an individual in Dutch John that still has grave concerns with people continuing to come into the area and the risk the visitors present. Commissioner Lytle said that we are trying to stay on top of things and Commissioner Asay said that the attorney had urged the County to follow the directions and guidelines from the State, Federal and Health Departments. There was info on a webinar last night for the agriculture people. There is also funding for advertising our trails and activities that people can get out and still keep their social distance. Chad Booth was willing to help us with that. Ranger Booher was wanting to keep working with the Towns and the County. This would be a good idea.

Calendar Review: Commissioner Asay said there were several calls and virtual meetings that will be coming up this week that should be good. Commissioner Lytle said there is a NACO call today at 2 pm that he was going to try and participate in. Commissioner Tippets said there are a bunch of COVID related items, but nothing else.

Commissioner Lytle brought up that the PRCA Rodeo Committee had decided to cancel this year's Rodeo, with the COVID issues and the lack of sponsors and not wanting to compete for that

limited amount of money that might really be needed elsewhere. The Non-profit status is moving forward and meetings will be held monthly to keep the momentum going. The Committee would like to see the money kept for the 2021 Rodeo and add to it a little next year as a sponsor. Commissioners Asay and Tippets appreciated the feedback and more discussion will need to be held in the future about funding for upcoming years.

Policy and Legislation Items:

Discussion And Consideration Of Business Licenses For Hughes Lawn Care, Rocky

Ridge Outpost/Twisted Timber and Dish Network: Commissioner Asay read the list of businesses who had applied for licenses and noted that all of them have completed the paperwork. Commissioner Tippets motioned to approve the business licenses as listed and read. Commissioner Lytle seconded the motion and asked if the Rocky Ridge Outpost/Twisted Timber was one business or two and the application was for one, so that is how we'll do it this year. The attorney said this is an issue to discuss before next year. Keri Pallesen said that they could each get a license and if you want to waive the fee you can. Keri also noted that the website says they can now apply for a 2018 license and Kym Slagowski said she would take care of that. Commissioner Tippets motioned to approve the business licenses for Hughes Lawn Care, Rocky Ridge Outpost/Twisted Timber and Dish Network. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of Forest Service Planning Letter: Commissioner Asay asked Commissioner Lytle about this and he replied there was some miscommunication on this and there is more to do before the letter gets written. They have already received letters from other counties and he will let us know when it is ready to come back on the agenda.

Discussion And Consideration Of Utah Retirement Systems Public Safety Tier 2

Changes: Commissioner Lytle thought we may want to get the Sheriff on the line for this discussion. The Sheriff is not hiring anyone right now and it's good information, but is not critical to his operation. Keri Pallesen said she sent out everything she has to everyone. The big thing is that this applies to new and existing Tier 2 employees. The Attorney said that if the County wants to pay the additional amount they have until July 1st to specify that, but if no action is taken then the employees will then have to pay that. If the county pays that it will be 4.27%. It will change either way as the County will go up at least 2% and the County can choose to pay the additional 2.27% on behalf of the employees, but they don't have to. There is one employee on Tier 2 and it would make a difference of about \$900 per employee per year. The Sheriff thought this would be something the Sheriff's Office should pick up this increased cost. The problem is that we are having trouble hiring people as it is and if we take away from their wage it's only going to be more difficult. Commissioner Tippets agreed. Commissioner Lytle brought up that there is a limit on employee contributions to their 401K and Keri thought it was a set amount and not a percentage. The Auditor/Recorder Keri Pallesen recommended that the County pick up this amount.

Commissioner Lytle motioned to go forward with the Tier 2 Pick Up for the Public Safety Tier 2 employees starting July 1, 2020 at 2.27%. Commissioner Tippets seconded the motion. The minutes of this meeting will be the written documentation required for this. All were in favor and the motion carried.

Discussion, Consideration And Approval Of Section 9, Compensation, Of The Daggett

County Policy And Procedure Manual: Attorney Niel Lund said this was discussed several times with the Elected Officials and Keri Pallesen has cleaned it up and made it look nice. Mrs. Pallesen

said that we could take out Section 8 as there is no money set aside for it now and it would be rather time consuming and currently she doesn't have time to administer it without a lot of buy in from the Department Heads. We don't have to approve this or any of the policies today. Commissioner Asay thought it was a good idea, but it's not quite ready yet, so he thought it should be taken out. Commissioner Lytle agreed that it might be good to discuss further. Commissioner Lytle thought that section might encourage supervisors to do their annual employee assessments. Commissioner Lytle motioned to table the Section 9 discussion for now and try to schedule an elected officials meeting to discuss it further. Commissioner Tippets seconded the motion and suggested that supervisors should be invited to attend also. All were in favor and the motion carried.

Discussion, Consideration And Approval Of Section 32, Security Awareness Training And Testing, Of The Daggett County Policy And Procedure Manual: This was approved in February and there were some minor language changes needed to better reflect government vs. business. An example is in 32.3.1 where the County Commission was added where it used to say something like executive committee or manager. Commissioner Tippets motioned to approve section 32 Security Awareness Training and Testing of the Daggett County Policy and Procedure Manual. Commissioner Lytle seconded the motion. All were in favor and the motion carried. Commissioner Lytle asked if we could get underlined versions to show the changes. Keri said she had sent out underline versions earlier.

Discussion, Consideration And Approval Of Section 33, Drug Free Workplace, Of The Daggett County Policy And Procedure Manual: Attorney Niel Lund wasn't sure if this one had been discussed with the Elected Officials yet. There was one minor correction in section 33.3. Keri said that Albert brought this section to us because we didn't have a policy and we need one. There was a question about the post-accident testing and that was reviewed. Commissioner Lytle asked about the training for the reasonable suspicion and the wording has very real legal applications and is this being used appropriately? The attorney said we may want to look at this and set up the training as not having any training could be problematic. The definition of "reasonable suspicion" needs to be better defined. Rehabilitation Testing might also need to be better defined. Mr. Lund addressed that and thought it was okay the way it was written. Keri Pallesen said she wasn't in a hurry, so more discussion could be held. Commissioner Lytle motioned to table Section 33, of the County Policy and Procedure Manual and to continue the discussion with the elected officials to define it and complete it. Commissioner Tippets seconded the motion. All were in favor and the motion carried.

Discussion, Consideration And Approval Of Section 34, Telework Policy, Of The Daggett County Policy And Procedure Manual: Commissioner Asay said this one problem needs to be addressed since we are doing this already. Commissioner Lytle brought up the employee certification and number 14 and others that they may not exist. It seems really in depth. Commissioner Asay said that you want the employee to be safe. Keri Pallesen said that they are still covered by Workman's Comp while working at home, so that needs to be considered and the policy allows for a waiver. Can we just say that the employee needs to provide a safe workplace in a sentence instead of a list. A flier could be provided that has the list. Mr. Lund said they don't have to initial every item. Kym Slagoski was asked her opinion and she said the list is good and one thing is good not multiple pieces of paper? Commissioner Lytle said simple is better and the list seems to go too far. He also asked if this applies on a trip and it was said yes, but does a new form need to be created each time a person changes location. Commissioner Asay said he liked the certification that "I understand that Daggett County is not responsible for any injury I may suffer while teleworking due to any inadequacies of my workplace to do my duties and I certify that I have read the policy and

the agreement" and that's less of a list. Kym wasn't opposed to taking out the list. There was discussion about the location and requirements, but Kym said that the point is that we are allowing it and some kind of management to protect the county to some degree. Niel said he can adjust it however the Commission wants. Commissioner Tippets said he wasn't really opposed to the way it's written as it gives the worker thoughts on how business should be conducted from another location. There was a question if this is pandemic related or a long term policy and Kym said there are people working from home already and so it's not just a short term policy. Commissioner Asay was okay with 13 and 14 being in there, but maybe they don't have to initial it. The Specific Location can vary, but a new certification should be done each time the location changes. Commissioner Lytle said the policy could just have a signature line at the bottom that they have read and understand the policy. The attorney said that the policy isn't written to do that at the moment, but it could be rewritten. Keri Pallesen said that there needs to be notification if there is an injury at home and she also thought there was an inspection clause and so you need a specific location to do that. Keri suggested taking it to an elected officials meeting between now and next Tuesday. Commissioner Tippets motioned to table this and bring it to an elected officials meeting at the earliest convenience. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Ratify Waiving Late Fees For Dutch John Utilities: There was discussion that this was done during the Issue Updates section and it was thought that it could be administrative but since rates are set in open meetings this should be agendiazed. Commissioner Lytle asked how this fit into the pandemic orders. Governor Herbert's executive order was March 6th and the County did their Emergency declaration on March 19th. Commissioner Lytle asked how long do we want to go? The attorney said most things go to fall or even further. The Federal Cares Act goes through the end of the year. It's easier to make it a shorter period and extend it then it is to shorten. What about going up until September 1 and then re-evaluate. The other Commissioners thought that was a reasonable date. Mr. Raymond thought that was reasonable also. Commissioner Lytle motioned to waive late fees after March 6th through August 31st, 2020 due to the Coronavirus Pandemic. Commissioner Tippets seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of Request From Western Rivers For Possible Relief Due To Covid-19, Relating To The Lease Of The Justice Court Building: Commissioner Lytle made a motion to go in and out of the Redevelopment Agency. Commissioner Tippets seconded the motion. All were in favor and the motion carried.

Matt Lucas said he would like to pay the winter rate while his business is closed. There was discussion of the situation and the options since he voluntarily closed his business. The Commission thought it would be helpful to defer the amount. Commissioner Tippets motioned to allow Western Rivers to defer the difference between Winter and Summer Rates until the end of the year and Commissioner Lytle seconded the motion with a friendly change to allow for the deferral to continue through August 31st and payment to be paid by December 31st. Commissioner Tippets amended his motion to encompass the suggestion. All were in favor and the motion carried.

Discussion And Consideration Of Surplus Items Per IT Department: Commissioner Asay turned the time over to Kym Slagowski of the IT Department. There are two lists and much of it is just e-waste. The first list is three pages and has 14 desktop computers that will be sold and there are four laptops on the second list. It's from a long time of people dropping equipment off to her and her storing it and now she has moved her office and rediscovered some of these items. Commissioner Lytle motioned to approve the list 10a. as written and Commissioner Asay asked about the one without any information and Kym said that is a typo. Commissioner Lytle asked about

the \$25 price and it was said that is correct and compatible in price for online purchase. Commissioner Tippets seconded the motion. All were in favor and the motion carried.

Commissioner Tippets motioned to approve the list two-attachment 10b. as written and Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Report On Efforts Of Smith Hartvigsen to Lease Water Rights: Commissioner Lytle said he had received a request for any written documentation if it's public. The attorney stated that there is no documentation provided for this discussion item and it is scheduled for a closed Session. .

Closed Session: Commissioner Tippets motioned to go into a closed session for the purpose of negotiation of the Purchase, Exchange, or Lease of Real Property as listed on the Agenda for the Leasing of the County owned water rights. Commissioner Lytle seconded the motion. A roll call vote was taken on the Closed Session motion, Matt Tippets voted "Aye", Jack Lytle voted "Aye" and Randy Asay voted "Aye". The motion carried and the Commission went into Closed Session at 12:47 pm.

Commissioner Lytle motioned to come back into Open Session out of Closed Session. Commissioner Tippets seconded the motion. All were in favor and the motion carried.

The Commission came back into regular session at 1:25 pm.

RDA: Discussion And Consideration Of Possible Temporary Amendment to RV Space Leases: Commissioner Lytle asked if we could waive the late fees for the RV lot rentals and other rentals due to COVID-19. Mr. Raymond noted that the late fees are already lumped together unless the Commission specifies doing it differently. There was also discussion on deferring rent for all rentals inside and outside the RDA. Commissioner Lytle motioned to waive late fees for any late fees for all County rentals from March 6th through August 31st 2020. Commissioner Tippets seconded the motion. All were in favor and the motion carried. Mr. Raymond clarified it was just for late fees and Commissioner Tippets said we could consider any other request on a case by case basis.

With no further business Commissioner Tippets motioned to adjourn at 1:35 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