



**ASSOCIATION OF GOVERNMENTS**

**COMBINED MEETINGS  
REVOLVING LOAN FUND  
ECONOMIC DEVELOPMENT DISTRICT  
UINTAH BASIN ASSOCIATION OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING  
Large Conference Room  
330 East 100 South, Roosevelt, Utah  
November 21, 2019  
10:45 a.m.**

**MINUTES**

- I. A. Call to Order** – *Chairman Todd* called the UBAOG Meeting to order at 10:45 a.m. and welcomed everyone. He then asked everyone to go around the room and introduce themselves.
- B. Conflict of Interest** - None
- C. Approval of October 2019 UBAOG Minutes** – *Chairman Todd* asked for approval of the October 2019 UBAOG Minutes.

**MOTION:** Commissioner Miles made a motion to approve the October 2019 UBAOG Minutes, Commissioner Asay seconded, motion carried.

**Approval of Economic Development October 2019 Minutes** – *Chairman Haslem* asked for approval of the EDD October 2019 Minutes.

**MOTION:** Commissioner Stringer made a motion to approve the October 2019 EDD Minutes, Commissioner Todd seconded, motion carried.

**Approval of Regional Review Committee October 2019 Minutes** – *Chairman Miles* asked for approval of the RRC October 2019 Minutes.

**MOTION:** Mayor Baker made a motion to approve the October 2019 RRC Minutes, Commissioner Stringer seconded, motion carried.

**II. CLEARINGHOUSE - STATE ACTIONS – None**

### III. NEW BUSINESS

- A. Aeronautics Economic Development Presentation – Clint Harper emailed a copy of his presentation and this is included in your packets.
- B. State of Rural Utah – *Skye Sieber* said, “The very first time I came to speak to this group was exactly one year ago. I’m very glad to be back. I wanted to share something that our office has been working on, you all know that I work for the Community Development Office. We are 100% funded by the Community Impact Board fund and one of our charges as Community Development Office is to carry out continuing studies and analysis of problems facing communities in Utah. One of the things that we worked on this year was the State of Rural Utah Report. This is a continuation of something that we have done in the past. I’m going to provide an overview from a state level. Just have some key findings that we found in doing the study and then Kevin and Will are going to share some of the insights specific to the Basin. The full report is now hot off the press, actually it hasn’t been printed yet, but there is a fully downloadable PDF on this website. There is also a little teaser video and there is a ten page executive summary. If you would like a paper copy just let me know. The first time we did this was in 2015 or 2016, it predates my time. We did a very macro level kind of data analysis trends, population trends, economic trends focusing on Rural Utah. In 2017 we did a published report, that report is available on our website, ruralplanning.org and it was really just a bunch of data, without really any clear recommendations or next steps or recommended actions. It was just purely a synthesis of the data. What we decided with this year’s report is to take it one step further. Not only look at what sort of data trends have changed, but what are some specific case study examples from Rural Utah that we can share with others. We did a lot of interviews and stuff to supplement that. This year we did an extensive one on one survey; we tried to reach 155 rural communities in Utah, we got to 124 and I’m happy to report we got to all of them here in the Basin so thank you. I remember meeting with you face to face; we didn’t get to meet with each of you individually, but we did our best. In many cases we sent a survey electronically and got data that way, but we were able to get 124 responses, so 80% response rate statewide. We asked you when we came and visited you, who is on your city council, who’s on your planning commission, what’s the current state of your general plan, are you interested in updating your ordinances, what sort of resources are you familiar with to help you and your city with planning, and what training have you had. We did interviews starting in the spring and early summer, we went out to individual communities and did interviews with city managers, mayors, economic development directors, just kind of movers and shakers, then pulled the data together and put it in the report. So that’s kind of the structure of the report. If you are not familiar with our office; there are five planners that support each of the rural AOG regions, so I support the Uintah Basin. The report is focused around four key areas; capacity, planning, infrastructure and economic development. The questions we asked



when we did the study is; what is the current situation in Utah, what are the on-going trends and how could we, not only our office Community Development Office, but all the other state agencies that are out there that some programming or assistance for Rural Utah, what can we do collectively as state agencies to address critical community development needs in Utah.” Skye then referred to her presentation, which is included in your packet. Skye stated, “The first question we asked is do you have a general plan, because not all communities do, some of the newly incorporated ones haven’t gotten to that point. Some do, but it was done 20 years ago so it’s time for revision, so we asked them how adequate your current plan is. Roughly 55% said that it was inadequate, although some of those people were unsure. We asked the question do you have a capital asset inventory, or capital improvement list. About half of the 124 we interviewed said they have that. The League does the majority of the training for cities and towns. Municipal Clerks Association was also a big one for those in the clerk reporting field. Most people were aware of the public meetings. Less were familiar with GRAMA which is Government Records and Management Act. We asked who has had this type of training whether it’s formal training or not. Even though there are a lot of trainings out there we are not sure it is penetrating to all areas equally, so we are thinking about how we can package this up and bring it to cities and towns. They don’t always have the ability financially or capacity wise to send someone to a training. There are good things happening in Rural Utah. As I mentioned earlier there are a lot of state agencies and it’s not always clear when a community needs something, who to go to. There is a lot of confusion and we realize this and so it was about a year ago in December that we tried to bring those entities together; the different state and federal agencies that provide services or financial assistance to rural communities. From that we developed an inventory of resources. We did this for a number of topics in Rural Utah and we put together what we call a Rural Resources Inventory. It is something we are going to visit on a quarterly basis. This group we call ourselves the Rural Coordinating Council nobody told us to do this, we just decided this was a better way to provide customer service to Rural Utah. We meet on a quarterly basis roughly just to talk about how we can coordinate our services. There is a lot of opportunity for better coordination that will be more helpful to our partners in Rural Utah.” Will said, “We met with all of the communities throughout the region, we found out that they were functioning well. All of them had council meetings on a regular basis, so they were doing the work that they needed to do to serve their citizens.” Kevin stated, “As Skye mentioned previously we had the opportunity to meet with every city and town within the three county region. Either myself and Skye or Will met with staff or elected officials to fill out this baseline survey to see where we were as a region, where we can improve, maybe what you wanted to see in your towns and communities. Some of the things that we learned is that the communities want more local training opportunities. Some of the things that we have are planning dates such as land use ordinances, zoning, general plan assistance, legal requirements and best practices, municipal training, making sure you are up to date with state requirements. Then something that was apparently in all communities, they wanted help with economic development



planning.” *Will* stated, “They also said that 50% want to see their general plan updated it’s something that is required, there are just not as many resources in Rural Areas. They seem to fall behind. Of that 50% though we have several communities right now that are in the process; Mayor Baker just recently received a grant to update their general plan. So it’s actually more like 70-80% now that are in the process of updating and doing some good things.” *Kevin* commented, “Something that we learned is the majority of the towns and communities want to update their land use ordinances. They felt that this was something they wanted to improve within their city or county.” *Will* stated, “The other thing that they really had a desire to see is their main streets improved and so that is something that we took back to the state. The state has this information now and they will try to design some sort of an approach. We had a quarterly meeting and we did a main street assessment for Duchesne City for example and were able to give them some input on their city. It’s just finding tools and providing parameters that we can help cities improve their main street.” *Kevin* said, “There was a slide that said stories or successes. Just wanted to say that meeting with all of your communities and I think every single community no matter the size had wonderful activities that were planned, either through the holiday season to the summer festivals. Each one of them had something special that received public input and was something unique to their town or community. It shows that the people that live here want to be here and that people that live in your communities want to see them succeed.” *Laurie* asked, “Do you have anything that you need on the Enterprise Zone while we are all here together? He started to submit and get that put through. Do you want to give a quick update on the Enterprise Zones?” *Will* said, “There are 11 communities that I was specifically working with and we have submitted now 7 of those communities. We needed to have some economic development plans and there needed to be some local offerings that were a part of this package and then the mapping. We have got everything from most everybody. I am working with Daggett County and Manila to figure out their economic development plan. I talked to Brian just yesterday, he’s going to be getting that to me. We had one that was in our system, but it was a little older and has been updated and so Manila was going to use the county development plan. There are a couple of communities that I just need minutes or signed resolutions, but everybody’s got me everything that I have asked for, or is in the process of getting it. I’ve submitted them; the way you know if it’s gone through it tells you at the end, but I haven’t gotten any feedback from anyone. So it’s going well, my hope was to get everything in before Thanksgiving and it looks like it will be pretty close.”

*Commissioner Hansen* stated, “Will thank you for all of your efforts and if there is any confusion on behalf of the communities and what you are offering, it can be as simple as saying if someone comes in for a business license that we give them prompt service. If someone wants to go through planning and zoning, that we have a streamlined process, a streamlined process can be as simple as that you walked them down to the Planning and Zoning Office. Something as simple as saying that the economic development director can come into the city and use an office to meet with a client. Could be very simple things, because we know that a lot of communities when they

initially see that they panic and they think oh gosh we don't have thousands of dollars to go forward, but it can be very simple. As simple as offering a copy machine should the economic development director need to make copies for a client, or use an office." Will said, "There not obligated until someone actually comes through the door, shows you what they are going to be doing and then you can determine how best you can help them. I appreciated everybody's time, it's been a big project and I am so happy to be almost done." Quinn commented, "Skye mentioned the main street program and it looked like there was a little bit of interest in that in your surveys, who pursues that." Skye said, "Utah is one of only eight states in the nation that doesn't have a main street program. We all who have something to offer and there has been reluctance in figuring out who gets to house that program. I think tourism has started to push to higher levels of leadership in the state. If we join the Main Street USA program we need to have a fulltime coordinator."

- C. Emergency Management – *Mechelle Miller* said, "I come and try to give you an update on what your Emergency Management Program and the state is doing. Thankfully I'm glad to say we have had a quiet summer. I do want to address a couple of milestones that we have done this year. We have the Mitigation Plan, we got it done and we are getting the final resolutions signed in. FEMA did approve it so are Mitigation Plan has been updated and approved for the next five years. I know that you all hear me talk about emergency operation plans and mitigation plans all of the plans, it all starts with your general plan. Your general plan feeds your mitigation plans, your mitigation plans feed you emergency operation plans. Information can be brought out of all of those to update to bring forward, so just keep that in mind. Everything has been turned in on your grants, we do have a new grant program, and our projects will be coming out in 2020. The new State Homeland Security will be coming out in the spring, the 2019 was just awarded so your emergency managers should have gotten those awards already. A lot of you have dealt with NRCS this last summer and last year, I know Commissioner Miles has and I know that some of you have done that in the past. I just want to give you some information to think about; in 2017 how many can guess NRCS projects for the State of Utah. There were 3, guess how many were in 2018, 10 so does that tell you anything about our upcoming disasters. They are getting more frequent. I know a lot of you think about emergency management as response, boots on the ground, operations tactical, but you are going to start seeing that your programs are going to start leaning towards recovery. There are a lot of agencies and communities that don't look at recovery, that get that tunnel vision with emergency and response and how quickly can we get things up and running, but what are the affects long term. I really urge you to get with your emergency management program directors and start talking about recovery. Is your recovery plans up to date, what are you going to do with your communities to get them back online, with food, power, water, those critical infrastructures that you are talking about. FEMA has been out here for the last four months and our state offices has been working with them on table top exercises. They are going to hold a statewide Wasatch Catastrophic Earthquake Exercise in May of 2021. This is a full scale which



means boots on the ground, everything operational and it takes about a year and a half to plan a full scale exercise. I know that there's a lot of talk about the earthquake on the Wasatch Front, but really think about how that impacts us here. How will that impact us and the resources in the rural areas, because it will hugely impact us. We met yesterday and I'm not sure how many of you know we have a Regional Planning Committee, which the elected officials do sit on and your emergency managers. We started talking about your regional exercise and I think they are looking towards September after the summer. If the elected officials are invited to those planning meetings please try to attend, because your input is greatly appreciated." *Commissioner Todd* stated, "Sometimes you might plan with commissioners to see what else is going on." *Mechelle* stated, "We do have trainings, are you guys all up to your NIMS Training." *Commissioner Miles* said, "Maybe remind the group what it is." *Mechelle* said, "100, 200, 700, 800 and if you are going to be in the command staff you're going to need 300 and 400. If you are still needing it I cannot stress enough that if you are receiving federal funding and are not NIMS compliant the federal government can come back and ask for that funding back." *Commissioner Miles* stated, "I think at least for those that are mayors and commissioners that should at least have 403, if they don't go through the full 400 course they should have 403." *Mechelle* said, "We will provide again, I will work with Laurie and in January come in and do the 402 for those newly elected officials or if you want an update on the 402. That is a mandatory class for elected officials and I know in the past the AOGs have tried to work with the state office in providing those classes to the elected officials." *Laurie* asked, "So do you want it in January the meeting will be held in Vernal at the Uintah County Commission?" *Commissioner Todd* asked, "How long is the training?" *Mechelle* said, "It takes about two hours." *Laurie* asked, "Do you want it set up and it will be immediately following lunch in the January meeting?" It was decided to have the training after the January UBAOG Meeting. *Mechelle* said, "If you haven't gotten your NIMS current please work towards that and if you need help call me, you all have my contact information. If I can come we can do it and knock it out in an afternoon. The website Utah.gov if you are interested in know what your mitigation plan is this is the website to go to. If you have questions with any of this I have presented today please call me, I can help you with the grants the training any information in regards to emergency management."

*Commissioner Todd* said, "I just want to say I appreciate all of the staff and how they have worked with us here. I think we have a big a group and we appreciate as many that are here today and those that aren't here we want to invite them special to the next one. This is good conversation and there are lots of factors, you get face to face and all of a sudden, hey I need to talk to you about something." *Commissioner Hansen* told the group, "We have the Enchanted Forest in Roosevelt this Friday and Saturday, the Cowboy Christmas in Duchesne is December 13<sup>th</sup> and 14<sup>th</sup> and the annual Christmas tree lighting is December 9<sup>th</sup>." Holly Days is Friday 11:00-8:00 that night, Trees for Charity will be on Friday and this is November 29-30. *Mayor Baker* stated, "We are going to do our tree lighting December 3<sup>rd</sup>."

#### IV. ADJOURN

Sharon Christensen,  
recep./secretary Sharon Christensen Date 3-26-20

**NOTE:** \*In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Laurie Brummond at the address or on the cover page: