

Minutes of the Meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, November 24, 2020** in the Commission Chambers at the Daggett County Courthouse and through electronic means. Commissioner Randy Asay was present in person and Commissioners Matt Tippetts and Jack Lytle was present electronically. Attorney Niel Lund and Clerk/Treasurer Brian Raymond were present in person. Auditor/Recorder Keri Pallesen was present online and in person. The meeting was called to order at 9:04 am by Commissioner Asay.

**Present In Person:** Bret Reynolds **Present Online:** Darin Johnson, Corey Auger, Mayor Coombs, Mechelle Miller, and Kym Slagowski

**Approve Minutes:** Commission Meeting minutes from the November 10, 2020 and November 17, 2020 Commission meetings were available for review. Commissioner Tippetts motioned to approve the minutes from the November 10, 2020 meeting. Commissioner Lytle seconded the motion. Commissioner Asay and Tippetts were in favor and Commissioner Lytle abstained since he was not in attendance. the motion carried.

Commissioner Tippetts motioned to approve the minutes for the November 17, 2020 Commission meeting. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

**Issue Updates:** Commissioner Asay had the COVID updates today. We have 1 recovered and 3 active cases with a total of 4 positive cases. Uintah has 255 recovered, 410 and 1 death for 666 total positive cases. Duchesne County has 217 recovered with 237 active cases and 2 deaths for 456 cases. The Ute Tribe has 103 recovered with 60 active, 1 death for a total of 164 total cases. In the Tri County area there a total of 596 recovered with 689 active cases and 4 deaths for a total of 1,289 positive cases. A total of 15,694 tests have been administered. Moffat County, Colorado has 226 positive cases and 2 deaths. Uintah County, Wyoming has 752 confirmed with 299 active. 453 recovered cases and 4 deaths. Sweetwater County has 1473 conf 458 with 1,015 recovered and 6 deaths. Commissioner Asay read a notice from TriCounty Health concerning Covid cases present in the population in Manila and Dutch John. This is increased from the earlier high in late July. Citizens are encouraged to exercise social distancing, limiting group interactions, washing hands and wearing masks, etc. Testing is available for anyone desiring it, so people are encouraged to get tested to find the extent of the virus and to prevent further spread.

Commissioner Lytle brought up the Local District and asked if there were any documents available and Attorney Niel Lund said they are not ready yet, but will mirror Resolution 20-10 but we haven't had any discussions on what the Commission wants for the name and appointments need to be settled before the document can be created.

EMS Director Darin Johnson said that he had just finished fogging the Clinic since there had been several new cases in the county. Darin said that he had received more of the Stryker equipment. He has worked with the school on CPR and he has two people for an EMT class. He is working with the School District on a bleed kit for an active shooter situation.

**Citizen Comments:** Bret Reynolds of CIVCO Engineering asked if we had received and signed the Dutch John Airport Apron expansion contract and it wasn't certain if it had been received or not. He would like to get that signed.

**Cash Summary:** The Cash Summary dated November 23, 2020 was available for review. Commissioner Lytle asked about the Distribution report provided to show we will be in better shape when the Property taxes are distributed in the second week of December. Taxes are coming in and

Mr. Raymond said they are keeping the Treasurer's Office busy. Commissioner Lytle asked if we need to transfer money or if we are going to let it run as a deficit. Mr. Raymond said he would like to do a combination of moving some money around and leaving a deficit until the tax disbursement. There is still money in the other funds that can be "borrowed" as there is money in the zions account. The PTIF accounts get a better interest rate, so we want to keep as much in them as possible. Commissioner Asay asked about wages for next week and they would pull down the balance. Commissioner Asay asked Mr. Raymond for his recommendation and he said he could move some money, but he would prefer to leave the money in the PTIFs knowing there is a disbursement coming. You need to keep an eye on the expenditures for the coming weeks as people try to spend down their budgets at the end of the year. Auditor/Recorder Keri Pallesen was asked her thoughts. Commissioner Lytle asked how much he planned to move around and Mr. Raymond said he hadn't determined that yet. Keri said there is plenty of money in the checking account and this situation is normal this time of year. Commissioner Lytle motioned to acknowledge receipt and review of all bank accounts as of November 23, 2020 and asked if we could manage our money and control spending. Keri asked Brian if had worked with the other departments to ensure that all the revenues expected were coming in like Sysk and CEM. Mr. Raymond said last year our bottom line was \$247,000 and now we are at \$60,000, so we need to look at what is still expected and try to get that in before the end of the year. Commissioner Tippetts asked about when the distribution will take place and Mr. Raymond said it will be on December 10th. Timing of payments makes a difference as last year we received over a million dollars in payments that didn't get disbursed until January. With projections we will be positive at the end of the year, it's just hard to tell how much that will be. Commissioner Lytle reaffirmed his motion to acknowledge the Cash Summary as it is and Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

**The Open Invoice Register Was Presented For Review And Approval:** The Open Invoice Register of November 20, 2020 was prepared by the Auditor/Recorder's Office. This is a big payout and Keri Pallesen said the \$21,000 for an additional payment to Stryker was from an EMS grant and that could wait as it is not due until May 15, 2021; so it could wait until after the tax disbursement is received. Darin Johnson said he didn't really understand that accounting, but as long as that money is dedicated to making that payment he was okay with waiting a couple of weeks. It was also discussed to get approval on all Fund 10 invoices over \$1,000 in order to keep. Commissioner Lytle motioned to approve the Open Invoice Register dated November 20, 2020 in the amount of \$95,734.60 less the 21,254.00 making the new total \$74,480.60. Commissioner Tippetts seconded the motion. All were in favor and the motion carried. Commissioner Lytle authorized the use of his stamp and Commissioner Tippetts said he would come in and sign it later.

**Disbursement Listing:** The Disbursement Listing for November 7 - 20, 2020 was prepared by the Auditor/Recorder's Office. Commissioner Lytle motioned to acknowledge the receipt of the Disbursement Listing for November 7 through November 20, 2020 in the amount of \$361,937.65. Commissioner Tippetts seconded the motion. All were in favor and the motion carried. Commissioner Lytle asked about the voided Health Equity transaction and Keri explained that it was voided and a new amount is in the list. The delay on the Stryker payment was discussed again.

**Purchase Orders:** There were no Purchase Orders needing approval.

**Correspondence:** Commissioner Asay said the UAC Conference had some helpful information. Commissioner Lytle thought one of their USACCC presentations, Doug Griffith, was worth sharing with the other elected officials. Mr. Raymond said the Clerk and Treasurer meetings

were very good. We will be getting new software for elections next year. There is supposed to be a refund for those who registered for the in person conference, since that part was cancelled. Stan Summers from Box elder County will be the new president and the board meeting went well. Legislative input this year will be more difficult due to COVID restrictions.

Commissioner Lytle said it looks like Keri will finish the OMB survey and she said it is done. The bill collection arrangement for using income tax returns needs to be agendized, so it can be discussed and started. Mr. Raymond said he had not pursued it yet. Commissioner Lytle said he hasn't reached Bob Weidner yet. The Trails bill for Chad Booth was approved, so is it all squared away? The County seat still needs to be determined. It was approved, but hasn't been paid yet.

**Calendar Review:** Commissioner Asay said the Budget Hearing is coming up on December 8th. Commissioner Lytle said there is a budget meeting on the 30th to prepare for the hearing. December 2nd is the monthly partners meeting in Uintah County with the Public Lands agencies and partners. There is a UCIP membership meeting on December 3rd for Keri and Matt. Keri has already registered. CIB meeting is on the 10th of December and the 18th is SCIC. There was a UBAOG meeting held during our previous Commission meeting. Commissioner Tippets has his regular Committee meetings, but nothing else of note.

### **Policy and Legislation Items:**

**Discussion And Consideration Of 2020 Participation Commitment And 2021 Participation Commitment Amount For Utah Cooperative Wildfire Program:** Commissioner Asay thought we had approved this already and Mr. Raymond said we were looking for more specific information for this year's agreement, so the item was tabled.

**Discussion And Consideration Of Memorandum of Understanding With Town Of Manila For EMS Payment:** Darin Johnson said he had been in touch with Amy McDonald and it appears that they wanted some AED's for their area and so there will not be any CARES funds remaining. There really isn't anything to discuss since the money is spent.

**Discussion And Consideration Of Surplussing EMS Equipment: a. Tag #3579 - LifePak Battery Charger; b. Tag #3536 - LifePak 1000 Defibrillator; Battery Charger; c. Tag #00062 - Agilent Defibrillator:** Darin Johnson said that he has been going through the EMS equipment and we have some old battery chargers and a LifePak that won't even turn on. We have some others that are outside the manufacturer's warranty, but we will do that later as there are no tag numbers.

Commissioner Lytle motioned to surplus the items as stated. Commissioner Tippets seconded the motion. All were in favor and the motion carried. The Commission recessed for 5 minutes.

**Discussion And Consideration Of Tri County Amendment to Interlocal Agreement:** Niel Lund called Jordan and he was in a meeting, but Uintah County is looking to change some of the language so this will be tabled until next week when the changes are more formalized. Commissioner Lytle asked if Commissioner Asay knew anything additional on how it would affect Uintah County. Commissioner Asay thought it would only affect Uintah County's payments and not Daggett County payments.

**Discussion And Consideration Of Personnel Rewards And Recognition Including Christmas Plans:** Commissioner Asay asked if there were any plans for a Christmas party. Brian

Raymond said he had heard from the Store and they wanted to know if we wanted hams again this year. They need to be pre-ordered and it might be too late already. Commissioner Tippetts asked if Keri Pallesen had a recommendation for the awards. Commissioner Tippetts said that he was reluctant to have a party with what is happening with COVID. Wasn't there an option for a ham or turkey and that may have been a previous year. Keri said last year there was a ham and a bonus. Commissioner Lytle agreed about not having the party, and thought it might be wise to wait on the bonus and see where we are at in December. The hams would be good. Keri asked what would be the award for the people who completed the training? The will probably be awarded in January or February since it goes through the end of December. We can discuss that later.

Commissioner Lytle motioned to move forward with the hams through the Market and Commissioner Tippetts seconded the motion. All were in favor and the motion carried. Keri stated it might be expensive and they might be limited in availability. A gift card might work as long as it was kept under \$25. Kym said she could provide something through her business. She clocked out and came into the meeting and explained Slagowski Ranch Custom Meats might be able to do it for a better price.

Commissioner Lytle motioned to rescind the motion and start over. Keri Pallesen said giving an actual turkey/ham was considered a fringe benefit and not taxable. Commissioner Lytle motioned to rescind his motion to rescind. Commissioner Lytle motioned to amend the first motion and remove the specific vendor to allow for the best local benefit if possible. Commissioner Tippetts asked who will be in charge of that and it was thought the Chair and Auditor could handle it. Commissioner Tippetts seconded the amended motion. All were in favor and the motion carried.

**Discussion Of Resolution For Creating A Local EMS District:** Commissioner Lytle asked about doing some of this administratively during our Monday, November 30th meeting. The previous resolution of intent is the framework. Most of the information needed is in the original resolution, but just needs to be finalized. Attorney Niel Lund said he would put it on Google Drive for everyone to review. It was asked if we had received any complaints? Niel said they need to go to the Clerk's Office. Mr. Raymond said he had not received any yet. There was discussion that Niel could prepare a draft and then items could be tweaked. Niel had also talked with Cory Weeks and he said the intent leaves room as his report is not due until the end of January. Commissioner Lytle said that we will get it set up quickly and get a check issued. Keri said ideally this would be done in 2020. The check could be written and they would have to deposit it when they have an account set up. Niel will do a google doc with the requirements and everyone can comment on those items and he will then transfer those comments to a draft of the resolution. The original resolution was Resolution 20-10. Commissioner Tippetts recommended after discussion with members of the townships that we start with 3 board members instead of 5. Commissioner Asay also thought that it was a good idea not to let the board get too big. Commissioner Lytle suggested discussing this further after the budget meeting on Monday and everyone thought that would be good. Niel started a working document to send out to the Commissioners.

**Discussion And Consideration Of Plat For Matt Lucas and Amending the Purchase Agreement:** Commissioner Lytle motioned to go in and out of Redevelopment Agency (RDA). Commissioner Tippetts seconded the motion. All were in favor and the motion carried. There was a question about whether this was approved and should be signed. The Town had signed it and there were several county signatures still needed including the Clerk/Treasurer. Uintah Engineering said the Clerk/Treasurer signature was to ensure that there were no outstanding taxes, and due to it being in the RDA there are no taxes owed. Attorney Niel Lund said he was okay with it the way it was. There may be a need to amend as the project moves forward.

Matt Lucas was contacted and he said he really wanted to talk with the Commissioners about the next item on the agenda to purchase the lot now instead of waiting for the building permit to purchase the property as stipulated in the purchase agreement. It's all still moving forward, but more slowly than anticipated. Matt said he wasn't too worried about the building permit as there has been plenty of support. Matt Lucas thought the Plat needs to be signed and recorded and we can amend if needed. Niel said the RDA Board will need to sign the Plat. Matt thought that a new plat may be needed once the utilities are actually in if they need to deviate slightly based on rock etc. It's not just the utilities but the entrance into the facility. The State will need to give final approval.

Matt Tippetts motioned to approve the plat as is for Matt Lucas. Jack Lytle seconded the motion as a member of the Redevelopment Agency. All were in favor and the motion carried. The signature line is for the RDA. Niel said there is only one signature line, so the Chair will sign it.

Matt Lucas wants to purchase the property now instead of waiting for the building permit. Commissioner Tippetts clarified that Matt wants to take the protection away from Matt and he stated that he felt like it was in their best interest to go forward and take the risk of buying it without having the building permit. Commissioner Lytle said that the intent is to have the development occur and part of that is having the building permit, but he has shown good intent so far. Niel and Mr. Tippetts said there are still terms in the agreement that protect the County and ensure that development moves forward. Doing by the end of the year is not a break and Mr. Raymond brought up that the buyer only has a year to receive an occupancy permit. Matt said he was a little worried about that since things were going so slowly, but he could come back and address that if needed in the future. Mr. Tippetts and Niel were okay with that. Niel would need to draft an amendment if the Commission wants to proceed. was okay with

Mr. Lytle motioned to go forward with preparing the amendment to allow the buyer to purchase the property. Commissioner Tippetts seconded the motion. All were in favor and the motion carried. Mr. Raymond was asked to put this on the agenda as an Amendment of the Participation Agreement.

**Discussion And Consideration Of Contract For Sale Of Land And Facilities To The Town Of Dutch John:** Niel Lund said he communicated with Dennis Judd and he is still waiting for the final document before sending it for County's approval. We will wait for them to provide that before putting it back on the agenda.

**Closed Session:** There is a need to discuss the Thompsen Davis proposal, but nobody wanted anything additional. There was discussion on the Letter of Support that Thompson had requested. Shiloh might have done the letter for the Martins and that's why nobody has it. This is just a letter of support and there was additional discussion. The letter of support is just that, but there were concerns to keep it from impacting future development. We support the efforts to get trails from Dutch John to the public lands.

Commissioner Lytle motioned to go into Closed Session at 12:01 pm for the purpose of purchase, exchange or lease of real property. Commissioner Tippetts seconded the motion. A Roll Call vote was taken and Jack Lytle voted "Aye" and Matt Tippetts voted "Aye" and Randy Asay voted "Aye". The motion carried.

The Commission came back into session at 12:26 pm. Commissioner Lytle motioned to go back into open session at 12:27 pm. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Mr. Raymond said he had a thick report from the State on the Election Canvass if the Commission was interested.

Commissioner Asay motioned to adjourn the meeting at 12:28 pm.

/s/ Randy Asay

Commissioner Randy Asay

s/ Brian Raymond

Clerk/Treasurer\_Brian Raymond

/s/ Jack Lytle

Commissioner Jack Lytle

/s/ Matt Tippetts

Commissioner Matt Tippetts