MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MAY 16, 2022, BEGINNING AT 9:00 A.M. IN DUCHESNE UTAH,

Present -

Commission Chairman Greg Todd, Commissioner Irene Hansen via zoom, Commissioner Greg Miles, County Attorney Deputy Tyler Allred, Public Works Director Ben Henderson, Clerk-Auditor JoAnn Evans, Clerk-Auditor Deputy Janet Jenkins, Community Development Director Mike Hyde, Emergency Management Director Mike Lefler, Human Resource Director Melissa Yergensen, Mason Miles with UB Standard, and Commission Executive Assistant Melissa Hughes is taking minutes.

Opening Comments

(9:01 a.m.)

Chairman Todd welcomes everyone to the meeting.

Pledge of Allegiance

(9:01 a.m.)

Presentation of Employee of the Month – Postponed by General Consent

(9:02 a.m.)

Public Works Update

(9:02 a.m.)

Public Works Director Ben Henderson gives an update on existing projects and upcoming work. Kevin Rowley is working on a project, there are a few culverts that are in disrepair on Old River Road (CR 362). The road will be closed most of the day tomorrow for the project. They have chip seal projects and mastic teams out this week. Director Henderson will leave on May 31st to pick up the Chip Seal truck in South Carolina and drive it back. The cost for the flights, hotel and fuel will be covered by the company we are purchasing the truck from.

Discussion & Consideration for the Last Resort Ranch Drain Ditch Re-Alignment

(9:06 a.m.)

Public Works Director Ben Henderson attended the meeting at Last Resort Ranch on Wednesday, May 11, 2022, where the project was presented to NRCS. NRCS has committed to helping Last Resort Ranch with the project and would like the County to apply for a stream alteration permit. NRCS should be complete with their drawing in the middle of June, and the County can apply for the permit at the same time. *Commissioner Miles makes a motion to support the Last Resort Ranch stormwater project. Commissioner Hansen seconds the motion. Commissioner Hansen votes aye, Commissioner Miles votes aye, and Commissioner Todd votes aye. The motion passes.*

Discussion & Consideration of the Right of Way Dedication Survey for the Box Car Bridge Replacement

(9:12 a.m.)

Community Development Director Mike Hyde explains the plan to replace a substandard bridge over Current Creek at the south end of County Road 218 in the Fruitland area. There have been negotiations with abutting property owners for the necessary road right of way to accommodate this improved infrastructure. Jones & DeMille Engineering has prepared a right-of-way dedication survey for the review and signatures of the appropriate County officials and the property owners. *Commissioner Miles makes a motion to authorize the chair to sign on behalf of the County the right-of-way dedication survey prepared by Jones & DeMille Engineering for County Road 218 bridge replacement project. Commissioner Hansen seconds the motion. Commissioner Hansen votes aye, Commissioner Todd votes aye, and Commissioner Miles votes aye. The motion passes.*

Discussion & Consideration for the State of Utah Fiscal Incentive Grant Contracts from the Division of Outdoor Recreation

(9:20 a.m.)

Community Development Director Mike Hyde presents two contracts and explains that the Utah Division of Outdoor Recreation awarded the County two state contracts as part of the Fiscal Incentive Grant (FIG) program and requests the County to review and sign the contracts. The grants will fund the purchase of OHV trail tools and equipment, and an

environmental assessment (EA) of the Harmston Canyon OHV Connector Trail. *Commissioner Miles makes a motion to authorize the chair to sign on behalf of the County both State of Utah Contracts from the Utah Division of Outdoor Recreation. Commissioner Hansen seconds the motion. Commissioner Miles votes aye, Commissioner Hansen votes aye, and Commissioner Todd votes aye. The motion passes.*

Discussion & Consideration of the Statewide Memorandum of Agreement for the Special Needs Registry
(9:37 a.m.)

Emergency Management Director Mike Lefler presented the Statewide Memorandum of Agreement for the Special Needs Registry. The State of Utah has created a Special Needs Registry wherein individuals with disabilities and others with access and functional needs may voluntarily report their name, address, contact information, and disability, and facilities may register the conditions of their clientele for purposes of enhanced emergency response planning. The agreement allows the County to apply for access to the registry. This will provide access for 3 Emergency Management personnel. *Commissioner Miles makes a motion to approve the Statewide Memorandum of Agreement for the Special Needs Registry and authorize Mike Lefler Duchesne County Emergency Manager to sign on the County's behalf. Commissioner Hansen seconds the motion. Commissioner Miles votes aye, Commissioner Hansen votes aye, and Commissioner Todd votes aye. The motion passes.*

Discussion & Consideration to Appoint Valentina Sireech to the Economic Development Advisory Board
(9:45 a.m.)

Commissioner Hansen describes the reason the board was developed. The board members are very specifically selected because of the criteria that has to be followed. The open position represents the underserved community. Valentina is very well educated and qualified. She works for the USU extension in the Opioid prevention program, she has a lot of business experience having run Ute Enterprises for several years. *Commissioner Hansen makes a motion to accept the name of Valentina Sireech as presented. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, Commissioner Miles votes aye, and Commissioner Todd votes aye. The motion passes.*

Discussion of possible subjects for the next meeting
(9:49 a.m.)

Auditor's Office – Tax Adjustments
(9:50 a.m.)

Clerk-Auditor Deputy Janet Jenkins presented a tax adjustment for the Assessor's Office. This is to credit the penalty and interest in the amount of $333.57. *Commissioner Miles makes a motion to approve the tax adjustments as presented for the Assessor's office. Commissioner Hansen seconds the motion. Commissioner Hansen votes aye, Commissioner Miles votes aye, and Commissioner Todd votes aye. The motion passes.*

Recess 9:54 a.m. to 10:04 a.m.

Consideration of Minutes for Combined Commission Meeting held May 9, 2022
(10:04 a.m.)

Parties review minutes for the combined commission meeting held on May 9, 2022. *Commissioner Miles makes a motion to accept the minutes for May 9, 2022, as presented. Commissioner Hansen seconds the motion. Commissioner Todd votes aye, Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Auditors Office – Vouchers – No Vouchers to Approve this Week
(10:12 a.m.)

Commission Calendaring &Weekly Update on Events
(10:12 a.m.)

Discussion & Consideration of New Duchesne County Policy: Chapter 6 Sections 613, 614, 616 – 620
(10:25 a.m.)

Human Resource Director Melissa Yergensen presents the New Duchesne County Policy Chapter 6 sections 613, 614, 616 – 620. The parties review and discuss the sections listed.

Commissioner Miles makes a motion to approve Policy 613 Paid Time Off as presented. Commissioner Hansen seconds the motion. Commissioner Todd votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.

Commissioner Miles makes a motion to accept policy 614 Disability Leave as presented. Commissioner Hansen seconds the motion. Commissioner Todd votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.

Commissioner Miles makes a motion to approve policy 616 Affordable Health Act as presented. Commissioner Hansen seconds the motion. Commissioner Todd votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.

Commissioner Miles makes a motion to approve policy 617 Family and Medical Leave as presented. Commissioner Hansen seconds the motion. Commissioner Todd votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.

Commissioner Miles makes a motion to approve policy 618 Work-Related Illness and Injury Reporting as amended. Commissioner Hansen seconds the motion. Commissioner Todd votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.

Commissioner Miles makes a motion to approve policy 619 Temporary Modified – Duty Assignments as presented. Commissioner Hansen seconds the motion. Commissioner Todd votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.

Commissioner Miles makes a motion to adopt policy 620 Teleworking as amended. Commissioner Hansen seconds the motion. Commissioner Todd votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(10:54 a.m.)

Commissioner Miles makes a motion to go in and out of a closed meeting for a strategy session to discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual. Commissioner Hansen seconds the motion. Commissioner Todd votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.

Back in Session
(11:49 p.m.)

No action is to be taken.

Adjournment
(11:49 a.m.)

Commissioner Miles makes a motion to adjourn the meeting at 11:49 a.m. Commissioner Hansen seconds the motion. Commissioner Todd votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The forum adjourns.

Read and approved this on the 23rd day of May 2022.

Greg Todd — JoAnn Evans

Greg Todd
Commission Chairman

JoAnn Evans
Clerk/Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes