MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD OCTOBER 03, 2022, BEGINNING AT 9:00 A.M. IN DUCHESNE UTAH,

Present -

Commissioner Irene Hansen, Commissioner Greg Miles, County Attorney Deputy Tyler Allred, County Attorney Deputy Grant Charles, Public Works Director Ben Henderson, Clerk-Auditor JoAnn Evans, Clerk-Auditor Deputy Janet Jenkins, Clerk-Auditor Deputy Christie Walker, Human Resource Director Melissa Yergensen, Community Development Director Mike Hyde, Community Development Assistant Director Mike Gottfredson, Electronic Records Director Cristina Nielson, County Attorney Stephen Foote, Treasurer Stephen Potter, Chief Deputy Assessor Traci Herrera, Sheriff Travis Tucker, Recorder Shelley Brennan, Deputy Recorder Kitzi Hackford, Deputy Recorder Teresa Davis, Deputy Recorder Dawnie Murphy, Deputy Recorder Casey Mascaro, Duchesne County Republican Delegate Chairman Kyle Snow, Eric Major with Jones & DeMille Engineering Inc, Senator Ron Winterton, Former County Assessor Greg Garff, Duchesne County Resident Tracy Killian, and Commission Executive Assistant Melissa Hughes is taking minutes.

Opening Comments

(9:02 a.m.)

Acting Chairman Miles welcomes everyone to the meeting.

Pledge of Allegiance

(9:02 a.m.)

Presentation for October Employee of the Month

(9:03 a.m.)

Human Resource Director Melissa Yergensen presented the October 2022 Employee of the month to Deputy Recorder Teresa Davis. She reads the nomination from her peers. Ms. Davis voiced her gratefulness for the award. Recorder Shelley Brennan appreciates her for the hard work and dedication she provides to the department. The Commissioners appreciated her hard work and commitment to the County.

Discussion & Consideration of Vacancy for Last 3 Months of Duchesne County Commission Seat A

(9:08 a.m.)

Duchesne County Republican Party Deliagate Chairman Kyle Snow stated that the party met on Saturday, October 1, 2022. They received two applications from interested individuals to fill the interim Commission Seat A. The board voted unanimously and would like to submit the name Tracy Killian for appointment to Commission Seat A. *Commissioner Hansen makes a motion to accept the name Tracy Killian that the Republican Party submitted to fill the last three months of the Commission Seat A. Commissioner Miles seconds the motion. Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration of Midterm Vacancy of Duchesne County Assessor's Office

(9:12 a.m.)

Duchesne County Republican Delegate Chairman Kyle Snow stated that the party received one application for the vacant seat of County Assessor. The Republican Party would like to submit the name of Traci Herrera for Duchesne County Assessor. *Commissioner Hansen makes a motion to accept the nomination of Traci Herrera, as submitted by Kyle Snow: Republican Delegate Chairman, for the midterm vacancy of the Duchesne County Assessor. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Discussion & Consideration to Purchase Concrete Decking for the Lost Canyon Bridge

(9:17 a.m.)

Public Works Director Ben Henderson explained the Lost Canyon Bridge decking concern. UDOT has recommended for concrete to be used for the decking instead of other materials. This will improve longevity. Eric Major with Jones & DeMille Engineering Inc. updates the parties on the bid process for the concrete. They received two bids, one from Burdick Materials for $38,000 and the other from Sterns for $35,800. Burdick Materials is available to complete work immediately, whereas Sterns won't be

available when needed. *Commissioner Hansen makes a motion to approve the purchase of concrete decking for the Lost Canyon Bridge, as recommended, from Burdick Materials in the amount of $38,000. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Discussion of East Fork EWP
(9:26 a.m.)

Eric Major with Jones & DeMille Engineering Inc. gives an update on the East Fork EWP project. The latest information he has received from NRCS is to proceed with the work. The Farnsworth Canal Phase I work has started. The County should meet the in-kind match requirements with the rock that will be contributed. Depending on the weather, we may need to apply for an extension for extra time to complete the project.

Public Works Update
(9:37 a.m.)

Public Works Director Ben Henderson gives an update on existing projects and upcoming work. Fogging operations are complete for the year. They had extra material and were able to fog Potato Pit Road. The Road Department didn't receive any calls regarding flooding after the heavy rain storm on Sunday. Director Henderson will drive the areas of past concern.

Discussion & Consideration to Purchase Fleet Vehicles
(9:39 a.m.)

Commissioner Miles explained that the Library has a Ford Explorer that is worn out and needs to be replaced. We have moved fleet vehicles out to departments, and our fleet is down two vehicles. Public Works Director Ben Henderson has found a rare opportunity to purchase two vehicles from Salt Lake Valley Chrysler Dodge Jeep Ram for a state contract price. We have contacted local dealerships, and there is no availability. *Commissioner Hansen makes a motion to approve the purchase of two fleet vehicles, Jeep Compass Latitudes, in the amount of $32,430 each. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Recess 9:45 a.m. to 9:52 a.m.

Discussion & Consideration of Letter Regarding the Revision of Timber Cruising & Timber Sale Administration Directives
(9:53 a.m.)

Community Development Director Mike Hyde presented a letter to Mr. Michael Van Dyck: Forest Management Service Center. The conclusion of the letter reads: The County understands the need to occasionally revise and update Forest Service directives and other regulations to address changes in technology and to provide clarity for issues that have arisen over the years during the administration of the directives. The County appreciates our working relationship with Forest Service offices and personnel in our region as we join forces through Shared Stewardship, the Watershed Restoration Initiative, and other programs to improve forest health, watershed health, water quality, water yields, and wildlife habitat while allowing for the sustained production and use of forest resources for the timber industry and to reduce fuel loads. Please keep the objectives, guidelines, and policies of the Duchesne County Resource Management Plan in mind as these directives are amended and ensure that the directives do not have a negative impact on the contractor's ability to assist with needed vegetation management projects. The parties discuss the letter. *Commissioner Hansen makes a motion to accept and sign the letter as submitted by our Public Lands Department Mike Hyde, addressed to Mr. Michael Van Dyck: Forest Management Service Center as presented. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation;
(10:01 a.m.)

Commissioner Hansen makes a motion to go in and out of a closed meeting for a strategy session to discuss: Pending or Reasonably Imminent Litigation. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.

Back in Session
(10:26 a.m.)

No action is to be taken.

Discussion & Consideration of the Fraud Risk Assessment for 2022
(10:27 a.m.)

Clerk-Auditor JoAnn Evans presented the Fraud Risk Assessment Questionnaire. She explains the scoring and how the County has complied with almost all requirements. The County needs to set up a fraud risk hotline. The total score was 370 out of 395 possible points. Clerk-Auditor Evans has been to several risk training starting in 2010. She has implemented policies to reduce and prevent fraud risk. *Commissioner Hansen makes a motion to accept the Fraud Risk Assessment as presented. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Discussion & Consideration of Surplus Items
(10:32 a.m.)

Clerk-Auditor JoAnn Evans stated that there are filing cabinets and shelves from the Sheriff's Office and the Building Department. Commissioner Miles states that a Ford Explorer from the Library, the weed department 4-Wheeler, and the Sable will need to be placed in surplus. *Commissioner Hansen makes a motion to approve the surplus items that have been suggested today. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Discussion & Consideration of New Business Licenses
(10:39 a.m.)

Clerk-Auditor Deputy Janet Jenkins presented three new business licenses:

- Through the Ancestry Looking Glass, owned by Tania Evans, Duchesne, UT
- Roots & Branches Hanna, owned by Vanessa Croshaw, Hanna, UT
- The Service Pros LLC, owned by Justin Asay, Roosevelt, UT

The parties review and discuss the business licenses. *Commissioner Hansen makes a motion to accept the new business licenses that have been approved by the Clerk-Auditors office as presented by Janet Jenkins. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Auditors Office – Vouchers
(10:42 a.m.)

Clerk-Auditor Deputy Christie Walker presents the vouchers for October 03, 2022, check numbers 158715 through 158842, for $345,766.30. *Commissioner Hansen makes a motion to approve the vouchers for October 03, 2022, as presented. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Tax Adjustment - Abatement Approval
(10:46 a.m.)

Treasurer Stephen Potter presented the Auditor's Individual Abatement Report. Totals for the Abatement report are as follows: Residential Buildings - 176 for $82,399.78, Residential Land – 65 for $8,383.07, total - 241 for $90,722.85. The breakdown totals are as follows: Blind - $1,320.57, Circuit Breaker - $90,722.85, Indigent - $19,676.38, 20% Circuit Breaker - $52,869.82, Veterans - $164,649.13, Military - $3,073.25, for a total of $332,312.00. *Commissioner Hansen makes a motion to approve the Duchesne County Auditor's Individual Abatement Report as presented by Treasurer Stephen Potter. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Consideration of Minutes for Combined Commission Meeting held September 26, 2022
(10:53 a.m.)

Parties review the combined Commission meeting minutes held on September 26, 2022. *Commissioner Hansen makes a motion to approve the minutes for September 26, 2022, as presented. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.*

Discussion of Possible Subjects for the Next Meeting
(11:00 a.m.)

Calendaring & Weekly Update on Events
(11:02 a.m.)

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(11:18 a.m.)

Commissioner Hansen 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 Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The motion passes.

Back in Session
(12:20 p.m.)

No action is to be taken.

Adjournment
(12:20 p.m.)

Commissioner Hansen makes a motion to adjourn the meeting at 12:20 p.m. Commissioner Miles seconds the motion. Commissioner Hansen votes aye, and Commissioner Miles votes aye. The forum adjourns.

Read and approved this on the 17th day of October 2022.

Irene Hansen — JoAnn Evans

Irene Hansen
Acting Commission Chairman

JoAnn Evans
Clerk/Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes