Minutes of the Meeting of the Daggett County Commission and the Daggett County Redevelopment Agency held on **Tuesday, October 18, 2022** in the Commission Chambers in the Daggett County Courthouse at 95 North 1st West in Manila, Utah and through electronic means. Commissioners Randy Asay and Jack Lytle were present in person. Commissioner Tippets was excused. Clerk Brian Raymond, Recorder/Treasurer Brianne Carter and Sheriff Erik Bailey attended in person. Attorney Kent Snider, Auditor Keri Pallesen attended virtually. The meeting was called to order at 9:25 am by Commissioner Asay. The Invocation was given by Commissioner Randy Asay and then Commissioner Asay led those in attendance in the Pledge of Allegiance.

**Present In Person**: Bryan Meier of Sunrise Engineering, Kent Bond, Gage Bailey, Trevor Brooksby

**Present Online or by Phone:** Aaron Averett of Sunrise Engineering, David Rust of UBAOG

**Motion to Go In and Out of Redevelopment Agency (RDA):** Commissioner Lytle motioned to go in and out of the Redevelopment Agency (RDA) Meeting Agenda. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

| | Yes | No | Abstained | Absent |
|---|---|---|---|---|
| Commissioners Tippets: | | | | X |
| Commissioner Lytle: | X | | | |
| Commissioner Asay | X | | | |

The motion carried.

**Approve Minutes::** October 4, 2022 and October 11, 2022 minutes were available for review. Commissioner Lytle motioned to approve the October 4, 2022 Commission Meeting minutes. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

| | Yes | No | Abstained | Absent |
|---|---|---|---|---|
| Commissioners Tippets: | | | | X |
| Commissioner Lytle: | X | | | |
| Commissioner Asay | X | | | |

The motion carried.

Commissioner Lytle motioned to approve the October 11, 2022 Commission Meeting minutes. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

| | Yes | No | Abstained | Absent |
|---|---|---|---|---|
| Commissioners Tippets: | | | | X |
| Commissioner Lytle: | X | | | |
| Commissioner Asay | X | | | |

The motion carried.

**Issues Updates:** Commissioner Lytle said he talked with Bond Attorney Eric Johnson, so he will anticipate a call from Kent Snider. There will be additional MBA discussion later. Commissioner Lytle said he had spoken with Amy McDonald and it looks like they would consider the airport a minor Subdivision and so we need to get Jones and DeMille to fill out the application. The attorneys still need to communicate as the application doesn't really fit the desired result.

Commissioner Lytle spoke with Mark at Vermillion Ranch and they are concerned about the road repairs and inappropriate ATV use in their area. Commissioner Lytle tried to contact Matt, but didn't succeed, but he spoke with James Olsen and he will get some signs up that say the road is impassable. Commissioner Asay noted that the new Speed Limit signs are up in Manila and Brian said there are new signs out in the County as well.

**Citizen Comments:** David Rust of the Uintah Basin Association of Governments (UBAOG) was on digitally and explained that Governor Cox and the State of Utah have contracted with Camion and they are asking a favor of the County to provide three to five initiatives that the County is working on. Brian, brought up Trails, Airports, Affordable Housing. The Jail was brought up as a high priority, but the Sheriff brought up that the Housing issue should be #1 priority as nothing else can happen until there is more housing. The potential ski resort was also brought up that could be beneficial, but housing is still another issue and manpower for law enforcement. David explained that this information will be helpful.

**Cash Summary And Aging Report Review:** The Cash Summary Reports and the Aging Report were provided by the Recorder/Treasurer's Office. Brianne Carter came into the meeting and explained that the PTIF is in the negative as she had transferred too much and will transfer some back. She will make more transfers in early November. The PTIF fund is not negative, just one line item. Commissioner Asay said there is information on the aging report this week and Commissioner Lytle motioned to acknowledge receipt of the Cash Summary and Aging Report for all bank accounts as of October 17, 2022 including the Accounts Receivable of $41,000. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

| | Yes | No | Abstained | Absent |
|---|---|---|---|---|
| Commissioners Tippets: | | | | X |
| Commissioner Lytle: | X | | | |
| Commissioner Asay | X | | | |

The motion carried. Commissioner Lytle asked Brianne if she had been involved in the transfer of funds to the Fire and EMS District and she said she was and it is in process.

**Approve Open Invoice Register:** The Open Invoice Register was provided by the Auditor's Office. Commissioner Asay noted the Fire and EMS District is getting a payment of $41,159. Commissioner Lytle asked about the radios and the Sheriff said they are new for EMS and the Sheriff's Office and are dual band for both the 800 MHz and the current VHS band. They have assured us that the coverage will be saturated. The Wasatch Front is having trouble so it will be difficult to work here. Commissioner Lytle said that we have issues with VHF in some areas already. Commissioner Lytle motioned to approve the Open Invoice Register for normal invoices dated October 17, 2022 in the amount of $71,732.67. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

| | Yes | No | Abstained | Absent |
|---|---|---|---|---|
| Commissioners Tippets: | | | | X |
| Commissioner Lytle: | X | | | |
| Commissioner Asay | X | | | |

The motion carried.

**Disbursement Listing:** The Disbursement Listing was provided by the Auditor's Office for review. Commissioner Lytle motioned to accept the Disbursement Listing for Zion's Checking dated October 6, 2022 through October 17, 2022 in the amount of $118,297.06 with a void amount of

$664.63. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

| | Yes | No | Abstained | Absent |
|---|---|---|---|---|
| Commissioners Tippets: | | | | X |
| Commissioner Lytle: | X | | | |
| Commissioner Asay | X | | | |

The motion carried.

**Purchase Request Approvals**: There were no purchase requests to consider.

**Correspondence:** Commissioner Lytle said that he spoke with Rachel Albritton and they are trying to work with things and he recommended she work with the County Attorney on this. The sheriff said that he had correspondence regarding the jail. They want to co-op with the County and then we have the issues with staff and housing. They would manage, but we would need to staff it. The Sheriff said the community does not have the residents to open it again, but he would do it if he could. Commissioner Lytle said it would be a good training center with the way the housing is set-up. The Sheriff said the building is out of date. Commissioner Lytle asked if we had any kind of relationship with the Corrections Director and the Sheriff said the State Prison is struggling to be fully staffed and is requiring AP&P personnel to do a shift or two a week. The 2011 change to retirement has created this problem and there was additional discussion regarding that.

Trevor brought up an email from Skye and they wanted to meet with the Commission and the Water Department about the CIB project. Candace is not available Monday and that is the best day due to the UAC meetings that week. Commissioner Lytle will probably be on the road that day to get to the UAC meetings.

**Calendar Review:** Commissioner Lytle brought up that he will not be available for Commission Meeting on the 8th of November. Brian noted there will not be a Commission meeting on the 8th due to the General Election that day. The 27th is the AOG meeting in Duchesne. There is a Public Lands meeting on Friday. Wednesday morning there may be a Public Lands meeting. Brian said there is a Forest Service Open House scheduled for Wednesday, November 16 while we are all gone to UAC.

Commissioner Lytle said the Elk Hunt is on and the Deer Hunt starts Saturday. The Sheriff's Office has been called about two lost hunters already and there are still lots of hunting to go. There is a chance of snow this weekend, which could be a problem and the Sheriff will be out of town for Training.

**POLICY AND LEGISLATION:**

**Discussion And Consideration Of Surplus Jail Vehicle:** The Sheriff said they had arrested some people for passing funny money. They were arrested and now Secret Service and ATF are involved following an executed search warrant. The Attorney is involved with the Court on this issue this morning.

The Sheriff thought we had agreed to surplus this in the past and he has been waiting to see what happens and now it is just sitting, so he would like to surplus it so he can get three or four new radar systems. The Sheriff would like to go through Bob Hugo of Bancorp. Keri was okay with it.

Commissioner Lytle motioned to surplus the 2008 Ford Explorer with the appropriate VIN number ending in 18096 and then putting the money back into the Sheriff's Department for new radar systems. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion: Yes No Abstained Absent

| | | | | |
|---|---|---|---|---|
| Commissioners Tippets: | | | | X |
| Commissioner Lytle: | X | | | |
| Commissioner Asay | X | | | |

The motion carried.

**Discussion And Consideration Of Appointment Of Derlene Olsen To The Cemetery Board:** Commissioner Asay asked Derlene to come into the meeting and Brian was asked how long she is working and she will be done on Election Day. Derlene was thanked for being willing to be on the board.

Commissioner Asay motioned to approve Derlene Olsen to serve on the Cemetery Board. Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion:

| | Yes | No | Abstained | Absent |
|---|---|---|---|---|
| Commissioners Tippets: | | | | X |
| Commissioner Lytle: | X | | | |
| Commissioner Asay | X | | | |

The motion carried.

**Discussion And Consideration Of Work Release 2022-1 For Sunrise Engineering For DJ Water Tank MBA Project:** Commissioner Lytle asked if we could pause at 10:32 am so he can find out when the attorney could be available. He was not in his office so he was texted. The Commission came back into session at 10:40 am. Bryan Meier, Trevor Brooksby and Aaron Averett were on hand or virtual. Bryan Meier reviewed the document contents with the Commission. The Attorney was sent a copy, but they did not have any correspondence on it. The Costs were based on the engineering estimates. It details the costs involved on page 11. The possible addition of a secondary GAC treatment system may be needed after the pilot plant study, which would increase the costs.

Keri was asked if she had looked at this yet and she had not. Commissioner Lytle said that Keri and Brianne would be critical to this to get the bills paid and reimbursements received. We could approve in both meetings, but we don't want to get too far into this without the agreement between the County and the MBA. Trevor said there may be an agreement out there that can be tweaked. Brianne asked about the meeting request and Commissioner Lytle said it was discussed earlier and that is the work week possible. Aaron said that they had done ones like this before. Commissioner Lytle said he would like to see the total amount and know what the percentage is of the whole project. The Total including the GAC was $775,000 and the overall cost is $5.18 million without the GAC. There is contingency funding at about the same level as the possible GAC expense. The total engineering cost is about 12 or 13% of the total project budget. Aaron said that they are pretty confident that bids will come in within budget, but they have discussed what to do if they come in over budget. Commissioner Lytle asked if they had worked on options with Trevor and would it be part of the preliminary engineering.

Commissioner Lytle asked if the 125 gallons per minute is adequate and Trevor said that it exceeds current needs by about 25%, but should more growth occur there is room for additional capacity. There have been some fixes to the system and we are using 120-135 acre feet per year and about 120,000 gallons is our peak daily usage. The average is about 80,000 gallons per day.

Commissioner Lytle motioned to conditionally approve the Work Release 2022-1 For Sunrise Engineering For DJ Water Tank Improvements Project recognizing that it will be administered by the MBA with the County as the Administrator s of the System. In the amount of $755,000.00. Commissioner Asay seconded the motion The Commissioners voted as follows on the motion:

| | Yes | No | Abstained | Absent |
|---|---|---|---|---|
| Commissioners Tippets: | | | | X |

| | |
|---|---|
| Commissioner Lytle: | X |
| Commissioner Asay | X |

The motion carried. Following the motion, Trevor brought up the Sewer Master Plan and asked if it was covered with the original Water Plan RFP. Aaron thought the Water Plan was separate, but the RFP included it, but the contract was specific. Keri was asked if she had it, as was Brian and they both thought it was possible, but they couldn't put their hands on it right now. Attorney Kent Snider joined the meeting. The authorization letter should come this week. He was okay with the proposed process of approving both in the regular session. The Commission Meeting was recessed for the MBA meeting.

**Closed Session For Possible Purchase, Exchange Or Lease Of Real Property: :**
Commissioner Jack Lytle **MOVED** to meet in Closed Session for the purpose of discussing the character, or professional competence, or physical or mental health of an individual at 11:26 am. Commissioner Randy Asay **SECONDED** the motion. Acting Chairman Randy Asay called for a roll call vote and the Commissioners voted as follows:

| | Yes | No | Abstained | Absent |
|---|---|---|---|---|
| Commissioner Jack Lytle: | Aye | | | |
| Commissioner Randy Asay: | Aye | | | |
| Commissioner Matt Tippets | | | | X |

The motion carried.

Those present at the Closed Session were: Acting Commission Chair Randy Asay, Commissioner Jack Lytle, Auditor/HR Director Keri Pallesen and by virtual means Attorney Kent Snider.

Commissioner Randy Asay **MOVED** to adjourn the Closed Session and go back into Open Session at 12:04 pm. Commissioner Lytle **SECONDED** the motion. Acting Chairman Asay called for a vote and the Commissioners voted as follows:

| | Yes | No | Abstained | Absent |
|---|---|---|---|---|
| Commissioner Jack Lytle: | Aye | | | |
| Commissioner Randy Asay: | Aye | | | |
| Commissioner Matt Tippets | | | | X |

The motion carried. An affidavit will be completed for the Commissioners to sign.

With no further business Commissioner Asay adjourned the meeting at 12:04 pm.