MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, MAY 8, 2023, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present -

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Deputy Clerk-Auditor Janet Jenkins, Human Resource Director Judy Stevenson, Emergency Management Director Mike Lefler, Community Development Director Mike Hyde, Community Development Assistant Director Mike Gottfredson, Clerk-Auditor Chelise Jessen, Treasurer Stephen Potter, Human Resource Payroll & Benefits Administrator Jamie Park, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:01 a.m.)

Chairperson Hansen welcomed everyone to the meeting.

Pledge of Allegiance

(9:01 a.m.)

Public Works Update

(9:02 a.m.)

Public Works Director Mike Casper gives an update on existing projects and upcoming work. Crews worked on the potholes on the Duchesne and Uintah County border along the LaRue/Lamb road last week. The work should be finished by the end of this week. They will move to Tower Road next. The crew will attend an MSHA class on Monday next week. The road in Red Creek is still being worked on. They may need to add a couple of culverts to the area to fix the drainage issues. Commissioner Miles received a call about opening the road in the area. Director Casper stated he would send a crew to open the road as soon as it was safe. There is still snow and mud in the area. The crusher crew is helping on the pavement projects. The department is down at least two employees, but they are currently conducting interviews to hire.

(9:15 a.m.)

Commissioner Miles asked Director Casper about the letter regarding road watering. Director Casper and Supervisor Curtis will work on drafting a letter to address this issue. Commissioner Miles also wondered about getting signs made for Class D roads stating they are not maintained.

Emergency Management Update

(9:08 a.m.)

Emergency Management Director Mike Lefler gives an update on the current mitigation work for the County. The East Fork EWP project is up and going. They have weekly planning meetings onsite every Tuesday morning. Fire mitigation work on Pinon Ridge has started. Director Lefler and Ivester Trees met with some landowners who were previously not interested in the mitigation work and explained the process. There is a Communication meeting on Thursday, May 11, 2023, at 6:00 pm at the Events Center. Director Lefler invited the Commission and the Road Department to attend if possible. They received the sandbagging machine last week. Director Lefler would like to train some Road Department employees to use the machine.

Discussion & Consideration of Correspondence to the USDA Forest Service

(9:18 a.m.)

Community Development Director Mike Hyde presented a letter to Ms. Mary Farnsworth, Region Forester USDA Forest Service, in reference to the objection period – Ashley National Forest Plan Update. Director Hyde states he has had the opportunity to meet with Ashley National Forest staff numerous times and review/comment on numerous documents since the planning process started in 2016. He explains that their record of decision and proposed forest plan is largely consistent with the objectives and policies of our resource management plan. However, if additional wilderness designations were to be recommended or if grazing management were altered (for example) through the objection resolution process, the proposed forest plan would be inconsistent with our county plan. Director Hyde reads paragraph four of the letter: Now that the objection period has commenced, we understand that Duchesne County is automatically granted interested party status for all resolution meetings with objectors. This letter is to formally notify you, as the Reviewing Officer, that Duchesne County is interested in any and all specific objections

that may be filed, and we request an opportunity to participate in resolution meeting logistics as they are developed. The letter goes on to read: Again, we appreciate the coordination, consultation, and cooperation that the Forest Service has extended to Duchesne County throughout the plan revision process. The parties discuss the letter and thank Director Hyde for his good work on the letter. *Commissioner Killian makes a motion to approve the letter regarding the Ashley National Forest Plan Update as presented. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration of a Right-of-Way Dedication Survey for the Improvement of CR 307

(9:26 a.m.)

Community Development Director Mike Hyde presented the request for action form. He explained that Uinta Wax had employed Outlaw Engineering Inc. to prepare a right-of-way for County Road #307, located on the south side of Highway 40, just east of Duchesne. Uinta Wax proposes to upgrade the road to accommodate truck traffic to lands owned by CH4 Energy – Finley Utah, LLC, located south of the highway. There have been negotiations with abutting property owners for the necessary right-of-way to accommodate this improved roadway. The right of way has been reviewed and approved by the County Assessor, County Treasurer, County Surveyor's office, County Recorder's office, and the County Public Works Department. The parties discuss the description. There was some confusion about using a center-line or meets-and-bounds description. They have used a center-line description. *Commissioner Miles makes a motion to authorize the chair to sign the right-of-way dedication survey prepared by Outlaw Engineering Inc. for the improvement of County Road #307. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion of the Dominion Energy Natural Gas Line Expansion

(9:35 a.m.)

Community Development Director Mike Hyde stated Dominion Energy contacted him for input for line expansion in Duchesne County. They provided maps of possible areas throughout the county. The legislation passed a bill to fund the expansion. The parties discuss areas in the County that would be ideal and feasible to expand the existing lines.

Discussion & Consideration of the County Receipting Policy

(9:46 a.m.)

Clerk-Auditor Chelise Jessen and Treasurer Stephen Potter present the Cash, Receipting, and Deposit Policy. The Purpose of the policy is to establish a uniform control design for all departments of Duchesne County that receive cash. This policy has been developed by the County Treasurer with input received from the County Auditor and external auditors. The parties discuss the policy and the process for outlying buildings in the County. *Commissioner Miles makes a motion to approve the cash receipting and deposit policy as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Auditor's Office – Tax Deferrals

(9:56 a.m.)

Treasurer Stephen Potter presented a tax deferral for the Treasurer's office. He explained the reason for the tax deferral. *Commissioner Killian makes a motion to approve the County tax minute as presented. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Recess 10:04 a.m. to 10:17 a.m.

Auditors Office – Vouchers

(10:17 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented the vouchers for May 8, 2023, check numbers 160997 through 161060, for $621,379.13. The parties review the vouchers submitted. *Commissioner Miles makes a motion to approve the vouchers as presented for May 8, 2023. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Auditor's Office – Tax Adjustments
(10:25 a.m.)

Deputy Clerk-Auditor Janet Jenkins presented a tax adjustment for the Assessor's office. The tax adjustment is for one parcel. The property was changed from primary to secondary, then back to primary. Paperwork was mailed out and not returned. *Commissioner Miles makes a motion to approve the tax adjustments for the Assessor's office as presented by Janet Jenkins. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

HR Office – Payroll
(10:29 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report ending April 29, 2023; there were 218 employees paid. *Commissioner Killian makes a motion to approve the payroll ending April 29, 2023, as presented. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion of Possible Subjects for the Next Meeting
(10:32 a.m.)

Consideration of Minutes for Combined Commission Meeting held May 1, 2023
(10:37 a.m.)

Parties review the combined Commission meeting minutes held on May 1, 2023. *Commissioner Miles makes a motion to approve the minutes for May 1, 2023, as corrected. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion of Snow Removal Damage to Fence Lines
(10:43 a.m.)

The Commissioners were contacted by residents about damage to their fences from snow removal. Some County roads do not have the width needed for the snow we received this year. Drifting snow makes the situation worse. The County's priority is to keep the roads open for the residents, and sometimes unintentional damage occurs. The parties discuss solutions. They will review the situation on a case-by-case basis.

Closed Meeting – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation;
(11:11 a.m.)

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

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

No action is to be taken.

Approval of Volunteers for the County Fair
(11:49 a.m.)

Human Resource Director Judy Stevenson presented a list of volunteers for the County Fair. The individuals have completed the application process, which includes a criminal background check. *Commissioner Miles makes a motion to approve the list of names that have been through the process for fair volunteers. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Human Resource Update
(11:51 a.m.)

Human Resource Director Judy Stevenson gives an update for the HR Department. Interviews will be conducted this week for the HR and Road Departments. She will advertise for the part-time victims advocate position today. The Sheriff's Department is fully staffed with corrections and patrol officers. In addition, two jail controller positions need to be filled.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual;
(11:52 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 Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.

Back in Session
(12:28 p.m.)

No action is to be taken.

Calendaring & Weekly Update on Events
(12:28 p.m.)

Adjournment
(12:36 p.m.)

Commissioner Miles makes a motion to adjourn the meeting at 12:36 p.m. Commissioner Killian seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The forum adjourns.

Read and approved this on the 15th day of May, 2023.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes