MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, JUNE 26, 2023, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present -

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Building & Grounds Director Shane Jenkins, Emergency Management Director Mike Lefler, Weed Department Director Mike Cardon, Clerk-Auditor Chelise Jessen, Human Resource Director Judy Stevenson, Human Resource Generalist Emily Peatross, Eric Rube with Jones & DeMille, Roosevelt City Manager Josh Bake, and Deputy Clerk-Auditor Janet Jenkins is taking the meeting minutes.

Absent - Deputy Attorney Tyler Allred

Opening Comments
(9:00 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. They can use the inmates from the Jail until after the County Fair. This will help with mastic work in Roosevelt. Chip seal work started in Fruitland last week and should be completed by the end of next week. There are a few roads to zip; they are working with the oil companies to complete them. The hauling of material in Rock Creek is almost complete. Public Works Deputy Director Clint Curtis stated he is working with XCL. They have agreed to pay for half the repairs on road damage. UDOT is helping with the road by the old Thompson School. Lower Red Creek should be paved in the next couple of weeks. The old box car bridge road will be chipped this year.

Emergency Management Update
(9:10 a.m.)

Emergency Management Director Mike Lefler gives an update on the current mitigation work for the County. The new type 6 fire truck was received last Thursday. The truck will be going to the Tabiona Fire Department. On Saturday, he attended a Home Owner Association meeting with the Tabby Mountain subdivision. They received a grant from Forestry Fire and State Lands. An emergency warning siren was presented to them at the meeting. There is a meeting with Chevron on June 28th at the pump station for the first responder's appreciation. The East Fork EWP project is almost complete. This week, they will conduct a walk-through of the Rock Creek and Moon Lake areas.

Discussion & Consideration of the East Fork EWP WASCOB Application
(9:13 a.m.)

Emergency Management Director Mike Lefler and Eric Rube with Jones & DeMille spoke on the WASCOB application. The dam's height is higher than the NRCS practice standard, allowing up to 3 feet of water impoundment. The small dam burm is around 9 feet. The requirements for the small dam application are less than 20-acre feet of water and a low-hazard dam. This small dam meets all of the requirements. Commissioner Miles feels the County should not be obligated long-term for this project because the County will not be maintaining and cleaning the small dam. Mr. Rube will follow up on the County's obligation to the dam and report back as soon as he has more information. Commissioner Miles states he has been in contact with UCIP. The County needs a flood committee. *Commissioner Miles makes a motion to ratify the application submitted to the Army Core of Engineers for a dam permit. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration of the Bids for Utility Installation for the New Weed Building
(9:24 a.m.)

Building & Grounds Director Shane Jenkins presented two bids for the utility installation. K.W. Robinson Construction, Inc. for $84,996.60 and Oak Ridge Excavation, LLC for

$57,850.00. Director Jenkins recommends Oak Ridge Excavation, LLC as the low bidder. The parties discuss the bids. *Commissioner Killian makes a motion to accept the bid from Oak Ridge Excavation, LLC, for the utility installation in the amount of $57,850.00. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion of Surplus Protocol
(9:32 a.m.)

Commissioner Hansen states the county has surplus items on the public surplus website. Items range from small to big things, from office equipment to vehicles. Building & Grounds Director Shane Jenkins states that the surplus process is very time consuming and takes away from his department. Clerk-Auditor Chelise Jessen said the process might stall if each department is responsible for its items. The parties discuss the options and a price point. If the process stays the same, a part-time employee must be hired to cover the time to process the surplus.

Auditors Office – Vouchers
(9:44 a.m.)

Clerk-Auditor Chelise Jessen presented the vouchers for June 26, 2023, check numbers 161498 through 161650, for $1,092,202.93. The parties review the vouchers submitted. *Commissioner Miles makes a motion to approve the vouchers for June 26, 2023, as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Auditors Office – Tax Adjustments
(9:47 a.m.)

Clerk-Auditor Chelise Jessen presented the tax adjustment for the Treasurer's office. The property was on the May tax sale. The bidder didn't pay, so she has contacted the next four bidders, and no one is interested in purchasing the property. The property needs to be struck back to the County. *Commissioner Miles makes a motion to approve the tax adjustment for the Treasurer's Office as presented by the Clerk-Auditor Chelise Jessen. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion & Consideration of Weed Control Cooperative Agreement with UDOT Region Three
(9:49 a.m.)

Weed Department Director Mike Cardon presented the cooperative agreement with UDOT Region Three for weed control. The contract dates are July 1, 2022, through June 30, 2027. UDOT R3 will reimburse the County for invasive and noxious weed control on the State highway right-of-way in Duchesne County in the amount not to exceed $10,000 per state fiscal year. There are approximately 203 miles that will be treated. The parties discuss the contract and the expense of treating the areas. *Commissioner Killian makes a motion to approve the Weed Control Cooperative Agreement with UDOT Region Three and authorize the chair to sign. Commissioner Miles seconds the motion. Commissioner Killian votes aye, Commissioner Miles votes aye, and Commissioner Hansen votes aye. The motion passes.*

Recess 9:56 a.m. to 10:30 a.m.

Consideration of Minutes for Combined Commission Meeting held June 12, 2023
(10:30 a.m.)

Parties review the combined Commission meeting minutes held on June 12, 2023. *Commissioner Miles makes a motion to approve the minutes for June 12, 2023, as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

Discussion of Possible Subjects for the Next Meeting
(10:38 a.m.)

Calendaring & Weekly Update on Events
(10:41 a.m.)

Discussion & Consideration of County Fair Volunteers
(10:50 a.m.)

Human Resource Generalist Emily Peatross presented a list of three volunteers for the County Fair. The individuals have been through a background check. *Commissioner Killian makes a motion to approve the county fair volunteers 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 to Update 613.7 Bereavement Leave Policy
(10:52 a.m.)

Human Resource Director Judy Stevenson presented the updated policy 613.7 Bereavement Leave. The policy will now read: The county will grant three paid work days of bereavement leave to employees who are affected by a miscarriage or stillbirth in accordance with Utah State Code 17-33-5. *Commissioner Miles makes a motion to approve the update to policy 613.7 Bereavement Leave Policy as presented. Commissioner Killian seconds the motion. Commissioner Miles votes aye, Commissioner Killian votes aye, and Commissioner Hansen votes aye. The motion passes.*

HR Office – Payroll
(10:54 a.m.)

Human Resource Director Judy Stevenson presented the payroll report ending June 10, 2023; there were 231 employees paid. *Commissioner Killian makes a motion to approve the payroll ending June 10, 2023, as presented. Commissioner Miles seconds the motion. Commissioner Killian 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;
(10:56 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
(12:19 p.m.)

No action is to be taken.

Adjournment
(12:20 p.m.)

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

Read and approved this on the 3rd day of July 2023.

Irene Hansen — *Commission Chair*

Chelise Jessen — *Clerk-Auditor*

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes