

Minutes of the regular meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, January 7, 2020** in the Commission Chambers at the Daggett County Courthouse. Commissioners Randy Asay, Jack Lytle and Matt Tippetts were present. Auditor/Recorder Keri Pallesen, Attorney Niel Lund, Sheriff Erik Bailey, and Clerk/Treasurer Brian Raymond were also present. The meeting was called to order at 9:10 am by Commissioner Asay.

Also present: Lynette Asay

Issue Updates: Commissioner Asay said we've had discussion on getting a position posted for EMS and the EMT class is continuing. Harriet Dickerson reported that Mayor Rogers is doing better, but he is still in the hospital. Niel Lund said he has gotten a hold of one of the outstanding bill payers and there had been a miscommunication about the shutoff and they are willing to pay off the outstanding bills back to where they thought the water was turned off. They agreed to pay the bill to that point in time and we will waive the other fees since no water has been used. They have been getting a bill, but they thought it was turned off and didn't address it. The Other big outstanding bill has been unreachable. His phone will not allow messages and he has tried getting a hold of him at work. Commissioner Lytle said he would try getting a hold of him and Niel will send him a text.

Commissioner Tippetts commented on his meeting with Bret Reynolds and the Division of Aeronautics regarding the Airport AWOS Access and the parceling of the airport land in Dutch John, and any revenue would have to go back into the airport or we could even create an airport system. The details on that were not clear, but it could be under the Municipal Building Authority. The big issue is the revenue from the sales needs to go back into the airport. This money could be the match for grants and we would also get tax revenue once the property is sold and that can stay in the general fund and not have to be used for airports. There was talk of the original parcels and previous ownership and more research will need to be done on this as nobody was 100% sure whether it had been parceled from a larger parcel or not although it was thought to be the case.

On Friday Commissioner Tippetts went to Vernal to meet with Bret Reynolds and the BLM about improving the Red Creek Road with a FLAP Grant. They are supportive and will have internal meetings to discuss it further. This to widen and pave with possibly a double chip seal.

Commissioner Lytle asked to visit with the Sheriff afterwards about maintenance for the Jail and it appears things are available for maintenance personnel to access the jail.

Commissioner Lytle also asked about the utility bills and a brief discussion ensued.

Citizen Comments: No Citizen Comments were given.

Approve Minutes: Minutes for December 17, 2019 minutes were prepared by the Clerk/Treasurer's Office. Commissioner Lytle motioned to approve the minutes dated December 17, 2019. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

The Open Invoice Register Was Presented For Review And Approval: The Open Invoice Register for January 6, 2020 for \$69,203.12 was prepared by the Auditor/Recorder's Office. Keri Pallesen said there was a slight increase of approximately \$20 in the Lincoln Financial payment and that is for Life Insurance and disability that was a change from the original register sent out. Commissioner Lytle motioned to approve the Open Invoice Register in the amount of \$69,203.12 dated January 6, 2020. Commissioner Tippetts seconded the motion. Commissioner Asay asked about the West Tech bill and Commissioner Lytle said it was for the waste water repairs and on site work. All were in favor and the motion carried.

Disbursement Listing: The Disbursement Listing for January 6, 2019 was prepared by the Auditor/Recorder's Office. Commissioner Tippetts motioned to approve the Disbursement Listing dated January 6, 2019 in the amount of \$112,670.27. Commissioner Lytle seconded the motion and asked about the \$31,000 from the General Fund and Keri Pallesen said it was actually all the administrative costs that go into the General Fund. All were in favor and the motion carried.

Cash Summary: A Cash Summary dated January 6, 2020 was provided by the Clerk/Treasurer's Office. Commissioner Asay asked about Fund 80 and Commissioner Tippetts said that he was working on a check request for the weed Department that will help with that. Commissioner Lytle asked about the clearing on Fund 81 and Clerk/Treasurer Brian Raymond said that he was in the process of reconciling payments and the deposits have not been cleared up yet. Commissioner Lytle motioned to acknowledge the Cash Summary dated January 6, 2020. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Purchase Orders: There were no Purchase Orders to approve.

Correspondence: Niel Lund said he had sent the Commissioners emails regarding a meeting with our attorneys on the water leasing and the legislation for the Water Bank on the 22nd. Time is still to be determined.

Calendar Review: No discussion occurred.

Weekly Budget Review: No additional comments were made since this was sort of discussed earlier.

Policy and Legislation Items:

Discussion And Consideration Of Consolidation Of VAWA And VOCA Grants Into One Grant: Commissioner Asay turned the time over to Lynnette Asay. The VAWA group received more applications than they had money, and our VAWA grant fit under VOCA so they funded the VAWA request through that since there is more money available through VOCA. We received 1 ½ times as they were on different cycles and this will bring them together. Commissioner Lytle motioned to sign the agreement to combine the VAWA and VOCA grant into one grant. Commissioner Tippetts seconded the motion. All were in favor and the motion carried. Lynnette was thanked for her efforts.

Discussion And Consideration Of AWOS Access Road At Manila Airport: The information provided has been agreed upon, but the letter will formalize the construction of the Access Road. This has been discussed, but the letter provided is new and UDOT Aeronautics is waiting for us to get them information on the increases in funding needed for the Winter construction. That will go into a separate letter. Commissioner Lytle motioned to go forward with the letter suggesting that we will provide the labor and materials as part of our match. The motion was seconded by Commissioner Tippetts. All were in favor and the motion carried.

Discussion And Consideration Of Request For AWOS System At Manila Airport: Commissioner Tippetts said this is an increase for the winter conditions for the County to do the access road, but does not include unknown costs for putting the tower in during the winter. This would allow us to get the AWOS functioning sooner and allow us to pay DBT for their efforts so

they can finish up by the end of February. Their contract expires in February. Aeronautics will consider it once they get all the information. Commissioner Lytle suggested we move forward and asked for guidance. Commissioner Lytle motioned to move forward with preparing a letter to seek approval for additional funding to get the AWOS completed more quickly. Commissioner Tippetts seconded the motion. All were in favor and the motion carried. There was a question if there was enough contingency to cover this and there is some contingency money still available.

Discussion and Consideration Of MOU For UBMC Manila Clinic: Charlie Forbush of Uintah Basin Medical Center was given the floor. He said he couldn't find anything more recent than the April 2008 contract. He asked what the purpose for bringing it up and Commissioner Lytle said that it is trying to get information and find out about the Proforma that it mentions. Commissioner Asay asked about the changes in billing amounts. Mr. Forbush explained that a new provider involves expenses of getting that person in place and all the credentialing accomplished with the insurance companies and the State. We should be getting back to our goal of keeping expenses between \$10 and 12,000 per month. There was some new equipment purchased that was not expensed to the clinic.

As a nurse practitioner the State does not require her to have a supervising physician, but they have her working with several physicians to provide support and she is doing a good job and the staff is top notch. The credentialing is all done. Training is ongoing. There was a discussion about the allocation of expenses and that may change in the future, but it is working for both entities at the time. There was something in the original MOU that talked about a proforma and Mr. Forbush said he was willing to sit down with someone and further review the budget and expenses. They do the work and hope to get reimbursed by insurance within 120 days. Vaccines are ordered a year in advance and mostly they use everything up yearly. Charlie said he would love to see the Clinic breakeven but he doesn't foresee that ever happening. Most clinics in the U.S. don't break even especially if they don't have a lab on site. UBMC is starting an annual wellness visit follow up program and it has gone well for the other clinics where it's being done and so they are trying to get it going here by the first of February.

The Commissioners asked questions about vacation and coverage during Jessica's scheduled vacations. All the providers get 4 weeks of vacation and there are efforts to cover shifts, but the staffing schedule and a shortage of PAs and Nurses makes it difficult to do it throughout the System. They were sad to lose Nurse Marilyn Reed and for now they are going to adjust existing staff, but UBMC may hire someone new down the road to provide back up and needed assistance.

There was some discussion about maintenance and snow removal and Commissioner Asay is the contact and Jesse is the employee he works with to get these things done. There was discussion if a new MOU is needed or not. Charlie said he doesn't see anything that stands out that needs to be changed. The Commission mentioned that we are trying to develop a new facility and he has some people looking into grants, but doesn't have time to personally do this, and we could possibly match with CIB Funds. We can meet to discuss the finances further and relook at the pro forma. Mr. Forbush said he will be coming back in March for a quarterly update.

The Commissioners felt the conversation was very beneficial. Mr. Raymond will check his files for the pro forma documents. The Clinic is on the agenda each week.

Discussion And Consideration Of Surplus Of HP ProBook HP4530s Laptops Tag Numbers 3647, 3648: There was consideration of the tag numbers being on the list or not and the Sheriff suggested using the serial numbers because sometimes the tags are missing. It was decided to use tag numbers and if it is missing then to go to the serial number. Commissioner Tippetts motioned

to approve the surplus of Laptops with Tag Numbers 3647 and 3648 with no value as e-waste. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of Permanent Community Impact Fund (PCIF) Capital Improvements List: The list was provided and we need to get any revisions back to the Uintah Basin Association of Governments by January 31st. It was discussed that we would review this now or after the following agenda items. Commissioner Lytle asked if we could wait until the other items are finished.

Discussion And Consideration Of Public Relations Contract with Geoff Liesik: Attorney Niel Lund said he has been unable to reach Mr. Liesik. The proposal is enclosed in the packet and the information could be used in a contract. He probably has a contract already prepared since he already does this for other counties. Sheriff Bailey said that he will get Geoff's contact information out and he is okay with this. The Sheriff also thinks it will be very beneficial to the County. Mr. Raymond will follow up on this and schedule it on the agenda when a contract is prepared or received. Commissioner Lytle motioned to move forward with the PR Proposal of Geoff Liesik and put it on the agenda when a contract is ready. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of Sponsorship Agreement Of County Seat: There was a question if this wasn't already approved. Commissioner Lytle said he felt like it was good the way it is, but there was discussion of changing it. Commissioner Tippetts motioned to approve the contract with updated dates and the season changes under the sole source to pay it all at once. It was noted that Dutch John will pay \$2500 of the contract. Commissioner Lytle seconded the motion. All were in favor and the contract was approved. This doesn't really meet the guidelines for Professional services and would work under sole source.

Discussion And Consideration Of Permanent Community Impact Fund (PCIF) Capital Improvements List: Printed copies of the Capital Improvements List were provided and reviewed as to what to keep and what to move from 1 year to 2-5 year list or the other direction. Commissioner Lytle asked if the Municipal Building Authority would protect our PILT like it was originally thought. Mr. Raymond thought it could, but it worked differently than what we thought. Mr. Lytle said he would do some homework on this.

The airport is a high priority and we are doing the work now. Commissioner Tippetts thinks Taylor Flat needs to stay on the list, but may be a lower priority. Is there anything we need to add to the list? Is trails development on the list? If not it needs to be there. The Jail still needs a control board and the rodeo grounds still needs some improvements even if we don't have the PRCA. There was discussion on the scale fees and the costs of calibrating the scales twice a year. There was a desire to look at pricing on weighing commodities other than cattle like hay. Keri Pallesen said people should be paying for it when they return the key.

Commissioner Tippetts would like to keep the Community facility on the list. It would be nice to have this facility planned out and TriCounty and Northeast Counseling would spend more time here. We should see what we want and then see what it would cost to design it. Is there a committee working on this? Not yet and some Rural Hospital tax could be used as match money. Gasification has not been heard about for a while and is not in the budget for this year. Commissioner Tippetts will talk with Jerry Steglich to see where this is at.

The 2-5 year list was reviewed and the trails could go to one year. The Greendale Fire House and addition to the Courthouse are still there and not ready at this point. The Airport came up as

something that needs more work even though it's on the 1 year list and we need to find out more about the MBA and how that all works if we want to see the options for seeking funding. We should put it back on the agenda for the 22nd after we've talked with some of our partners.

Closed Session (If Needed): Not needed

With no further business Commissioner Lytle motioned to adjourn at 12:05 pm.

s/ Brian Raymond
Clerk/Treasurer_Brian Raymond

/s/ Randy Asay
Commissioner Randy Asay

/s/ Jack Lytle
Commissioner Jack Lytle

/s/ Matt Tippetts
Commissioner Matt Tippetts