

Minutes of the regular meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, July 23, 2019** in the Commission Chambers at the Daggett County Courthouse. Commissioners Randy Asay, Jack Lytle and Matt Tippetts were present. Auditor/Recorder Keri Pallesen, Sheriff Erik Bailey, Attorney Niel Lund and Clerk/Treasurer Brian Raymond were also present. The meeting was called to order at 9:05 a.m. by Commissioner Asay.

Also present: Trevor Brooksby, Barry Colovich, Christian Colovich

Issue Updates: Commissioner Asay said that the Clinic has a new person hired, Jessica Jimerson and she is a nurse practitioner, but still needs to get certified to do UDOT physicals.

Commissioner Tippetts reported on last Tuesdays Trails meeting and they are looking at what type of an organization they can create to receive funding that will not affect PILT money. Two representatives were there from Sunrise Engineering and one from CIVCO Engineering and they are very interested in helping us implement the master plan. There was talk about how to fund a coordinator and that hasn't been finalized as the committee could help keep the focus and then a paid position might not be needed and any funding raised could be used for seed money or matching money for grants. If the committee is county-wide, the funding could possibly come from the county, but it would also be good to have some funding from the towns as well. TriCounty Health, Forestry Fire and State Lands and Forest Service representatives were also in attendance.

Commissioner Asay mentioned the Planning and Zoning meeting talked about the Wildland Urban Interface (WUI) and there was someone from Forestry Fire and State Lands.

Commissioner Lytle said that the Municipal Building Authorities is being used to fund many things including ambulances, etc. so we need to do some additional research to see the best uses for the county's money. The NACO meeting was a good meeting and had lots of good information, especially about Public Lands.

Citizen Comments: No comments given today.

Approve Minutes: No Minutes were available for review this week.

The Open Invoice Register Was Presented For Review And Approval: The Open Invoice Register of July 22, 2019 for \$10,068.73 was prepared by the Auditor/Recorder's Office. Commissioner Asay asked about the variety of wireless coverage and the large amount on weeds. Commissioner Lytle made a motion to approve the Open Invoice Register in the amount of \$10,068.73 dated July 22, 2019. Commissioner Tippetts seconded the motion. All were in favor. The motion carried.

Disbursement Listing: The Auditor/Recorder's Office provided the Disbursement Listing. Commissioner Lytle asked about the payment to the State Treasurer and Auditor/Recorder Keri Pallesen said it was for the Justice Court. Commissioner Tippetts motioned to accept the County Disbursement Listing dated July 16-July 22, 2019 in the amount of \$67,886.80. Commissioner Lytle seconded the motion. All were in favor. The motion carried.

Cash Summary: A Cash Summary dated July 22, 2019 was provided by the Clerk/Treasurer's Office. Commissioner Lytle said he had talked with Lynette Asay and there is a delay in receiving funds for VAWA, which is negative this week. Mr. Raymond noted that VOCA was negative is now positive. Commissioner Tippetts made the motion to acknowledge receipt of the

County Cash Summary dated July 22, 2019. Commissioner Lytle seconded the motion. All were in favor. The motion carried.

Purchase Orders: Commissioner Lytle said he had one, but Keri Pallesen reminded him that this is only required for purchases over \$5,000.00 and his was under that threshold.

Correspondence: Clerk/Treasurer Brian Raymond noted that there was an email letter about the new nurse practitioner and the Medical Center was looking for ideas and assistance in getting her welcomed and integrated into the community. The PRCA Rodeo could be a place where she could be introduced and also Daggett Daze.

Commission Calendar Review: Commissioner Asay said he has a Board of Health meeting next Friday and Commissioner Tippets said the County Fair is starting Sunday. Commissioner Lytle said the Utah Association of Counties (UAC) has two applicants for Executive Director and is looking for a date to interview them.

Policy and Legislation Items:

Discussion And Consideration Of Amendment to Traffic Code: Commissioner Asay said this has more work needing to be done before discussing it so it was tabled until next week.

Discussion And Consideration Of State Grant Agreement Modification #1 For The 2019 Manila Airport Preservation Project: Commissioner Tippets gave some background on this and said that the Modification is an increase that goes from \$127,800 to 131,450.23 which is a difference of \$3,650.23. This was due to the way the Scope of Work was written by CIVCO as it is difficult to get an accurate footage amount for crack sealing and the depth of the crack sealing so it often runs over. Also the paint was bid by gallon and sometimes it takes a little more to do it right. There will also be a \$400 amount that the county will be responsible, but the state is willing to pick up 90% of the increase. Commissioner Lytle motioned to approve the Modification for the Manila Airport Runway Project and Commissioner Tippets seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of Public Land Survey System (PLSS) Grant: Commissioner Asay brought this up and Mr. Raymond said we should invite Kym Slagowski into the meeting, but Commissioner Lytle couldn't find her or reach her on the phone. It appears that the BEAR grant or at least a portion of it was approved. The Public Land Survey System Grant application was approved and this is the contract. Attorney Niel Lund said he had reviewed it and he didn't see any problems, but if you want the money you have to agree to it as written. Commissioner Tippets motioned to approve the contract for the PLSS Grant in the amount of \$15,000 and Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of Resolution 19-11: A Resolution Opening and Amending 2019 Daggett County Budget: Commissioner Asay noted that we started on this last week and have done more work on it, but still have more work to do. The first Item under **Fund 10** is to Increase Intergovernmental Revenue by \$21,450, from \$782,000 to \$803,450 due to the airport grant changes.

Increase Miscellaneous Revenue by \$17,000, from \$55,900 to \$72,900 and this was for the truck be sold to the Water and Sewer Fund in Dutch John.

Increase Contributions and Transfers In by \$40,727, from \$386,584 to \$427,311, but this may change as other

Increase Clerk/Treasurer Expenditures by \$10,000, from \$109,350 to \$119,350.

Increase Building & Ground Expenditures by \$23,934, from \$228,205 to \$252,139 and this was for the purchase of the Dodge Truck.

Increase Sheriff Expenditures by \$39,500, from \$528,780 to \$568,280 and this was to buy the decals, buy the equipment and strip the decals. The dealer will do it for a small fee and Commissioner Lytle volunteered to help shuttle vehicles if needed.

Increase Airport Expenditures by \$23,834, from \$683,028 to \$706,862.

Increase Transfer Out to PRCA Rodeo Fund 39 by \$16,000 from \$0 to \$16,000 and Commissioner Lytle said he would like to see this come from Fund 40 instead of Fund 10 as indicated. Commissioner Lytle said this would be from the money given by the legislators instead of out of tax money. Commissioner Tippetts and Commissioner Asay thought that was better.

There was discussion on the elected officials meeting this afternoon and a call with Kyle Walker of Pelorus. Commissioner Lytle suggested an Elected Official agenda item-purchase of an animal at the fair again this year. Commissioner Asay will not bid this year. Keri Pallesen said she was not involved in the auction any longer. It's a good idea to talk about this.

Decrease Transfer Out to Capital Lease Fund by \$18,091, from \$134,300 to \$116,209.

Total General Fund Revenues= \$2,735,880. Total General Fund Expenditures = \$2,794,702.

B Road Fund 11:

Increase Sale of Fixed Assets Revenue by \$23,934, from \$0 to \$23,934, which is the price of the truck transaction.

Increase Fund Balance by \$23,934, from \$109,800 to \$133,734.

Total B Road Fund Revenues = \$471,934. Total B Road Fund Expenditures = \$471,934.

Capital Lease Fund 15:

Decrease Contributions and Transfers In by \$18,091, from \$40,300 to \$22,209 for the Sheriff's vehicles.

"Increase" was changed to "Decrease" for the Lease Vehicle Expenditures by \$18,091, from \$40,300 to \$22,209.

Total Capital Lease Fund Revenues = \$22,209. Total Capital Lease Fund Expenditures= \$22,209.

Dutch John Enterprise Fund 28:

Commissioner Lytle said the \$70,000 number under depreciation might be low. One year was \$130,000 and others were less than that. Trevor Brooksby was asked if he had numbers to plug in and he said that overages were the only number not taken into account and they are really hard to estimate. He talked with Terry Smith and he got the new rates and estimated about \$39,000 based on last year's usage and so maybe a half that might be appropriate. There weren't too many sprinklers going in June, but July has been hotter and drier. We know we'll have some, but it's hard to anticipate Mother Nature. Could we hold the Depreciation and overages until the end of the year when we'll have a better feel for the numbers? We are \$32,000 ahead without depreciation and if you add in the overages it will be closer and we are only looking at a half a year. There are late fees that are not being counted anywhere and there have already been a couple of thousand collected. Mr. Lytle asked if the depreciation is a real number or is it only on paper. Mrs. Pallesen answered it is not a cash item. The Closeout of the Tank project may increase depreciation and it is anticipated it will be done by the end of the year. The only items left are the backup motor and the heater system and we held off on that in case we decided to do the transfer. Chemical pumps have been improved.

Increase Water Sales Revenue by \$30,374, from \$160,000 to \$190,374.

Increase Sewer Service Charges Revenue by \$19,356, from \$53,000 to \$72,356.

Increase Sale of Fixed Assets Revenue by \$10,000, from \$0 to \$10,000, which is the vehicle amount we hope to get from the GMC. A one year buy is split between the sewer and water.

Increase DJ Water Expenditures by \$51,275, from \$123,100 to \$174,375.

Increase DJ Sewer Expenditures by \$22,660, from \$40,800 to \$63,460.

Total Dutch John Enterprise Fund Revenues= \$329,730 and Expenditures = \$329,730.

Commissioner Lytle asked if Keri Pallesen was okay with these numbers and she said she needs to know that the Commission is good with these numbers and what amount to put into the capital outlay. Is it \$9,000.00 and Mr. Raymond said that the replacement fund is \$32,804.91 and the reserve fund has \$8,263 and the bond fund has \$17,900. The reserve builds slowly up so there is one bond payment in reserve and the bond fund builds annually to the \$21,000. If there is a bad month where expenditures were higher than revenues, you don't have to pay into these funds, but you do have to make it up when you can. Mrs. Pallesen said that the \$32,045 is the current coverage to be applied to Capital Outlay. Capital Assets are expenditures over \$5,000, so the question was asked if that tied up the funds, but it also includes projects of over \$5,000. It doesn't appear we have capital for sewer. The fund revenues would stay where they are and the revenues would now match.

PRCA Rodeo Fund 39:

Increase Transfers Out by \$16,000, from \$7,200 to \$23,200.

Total PRCA Rodeo Fund Revenues= \$97,800. Total PRCA Rodeo Fund Expenditures = \$97,800.

Capital Improvement Fund 40 (Rodeo Grounds 53):

Increase Contributions and Transfers In by \$16,000, from \$152,992 to \$168,992.

Decrease Rodeo Grounds Expenditures by \$16,000, from 21,657 to \$5,657.

Increase Transfers Out by \$32,000, from \$50,000 to \$82,000.

Total Capital Improvement Fund 40 Fund Revenues = \$168,992.

Total Capital Improvement Fund 40 Fund Expenditures = \$168,992.

Increase Contributions and Transfers In by \$16,000, from \$20,000 to \$36,000, which will come from the gift from the legislature. Commissioner Lytle said that hopefully we will get more sponsors and not have to touch this. Commissioner Asay asked if the Stock Contractor was getting us National Sponsors and Commissioner Lytle said they have gotten some, but they are in-kind and not cash sponsors. We've learned a lot of the couple of years so far. This fall we will have to have the conversation of what now. Commissioner Lytle asked Keri if we took a recess if she could type this up so we could see a revised sheet to review. She said she could. Commissioner Lytle recommended that we have a recess while Keri works on updating the information.

Discussion And Consideration Of Travel And Purchasing/Credit Card Policy:

Auditor/Recorder Keri Pallesen stepped out and a recess was taken starting at 10:26 am to get her to come back into the meeting for this agenda item. The Commission came back into session at 10:35 am. Mrs. Pallesen said this was on the agenda as the auditors have talked with us and so we need to figure out what we want to do. Commissioner Lytle asked how much different we are from the State Auditor recommendation and said he would look at it more. Mrs. Pallesen said that she thought the biggest thing is the recommendation that travel should be approved by the Department Head before it takes place should be implemented. There was discussion on rates for hotel as they vary and are often higher than State rates but sometimes it's harder to find a safe neighborhood near where you need to be at the \$100 rate. Commissioner Tippetts said that the problem isn't so much the rate, but that people are traveling and there is no justification or documentation as to why they were traveling. There is no pre-approval process by policy only the post approval process. Using personal credit cards instead of County Purchasing cards was discussed, but it was also discussed that travel could be limited to anticipated expenses on a purchasing card. State Code requires repayment of Personal Expenses on a County Card at 150%. With credit cards it was suggested that the Commission

approve credit limits instead of the Department Head and Auditor. Keri Pallesen said that in the past we have encouraged the use of the cards, but it looks like we need to get away from this. This ties into the need for having a Purchase Order for expenditures over \$1,000. Commissioner Asay said in his former job he had to get a PO before he used his card. This is not to be punitive but to protect the employee and the County. This will be discussed more in the Elected Officials meeting this afternoon to get Department Head input. Motion to table this item until next week by Commissioner Lytle which was amended to postpone acting on this for two weeks. It could be discussed during the Issue Updates section. Commissioner Tippetts seconded the motion. There was a clarification and all were in favor and the motion carried. Commissioner Tippetts asked what would be wrong with keeping this in the Policy Section. Commissioner Lytle said that in the past we left things too long and it detracted and Commissioner Asay said the Parliamentarian said it's not professional to keep putting it off as sometimes people come to a meeting expecting to have a decision made and it doesn't get made, which is not good. Commissioner Tippetts asked if we could have a running list under the Commission Updates line and Mr. Raymond said he could do that.

Discussion And Consideration Of County Owned Facilities in Dutch John:

Commissioner Asay said that he has been thinking of this for a while and since there is an expense to these facilities that we need to put them up for sale or figure out a way to get help paying for the expenses. The school may be a place we can have public meetings so we don't need to keep the Conference Hall. Commissioner Lytle said that he wasn't really willing to make a decision on this right away but is interested in having the discussion between the Commissioners and then the Town of Dutch John after a consensus is reached among the Commissioners. The Town was interested in picking up where the discussion left off at the time of the instigation of the lawsuit. There are some raw wounds from the lawsuit and the County may not be in a position where we can give anything away, but there are compensations other than money. A mediated/moderated discussion might be good when we are ready for this. Commissioner Lytle said that this could start in Closed Session as we prepare for negotiation of sale, lease, or exchange of real property. Commissioner Asay said the Town has indicated they want to build new buildings, so why should we give them old buildings for nothing when we have a use for them and they don't want it unless it is given to them. Commissioner Lytle asked if there was a lease on the ground under the Manila Fire Department Building and what is that fee. It was thought it was a 99 Year lease for minimal cost. The Firehouse could be used for ambulance or Search and Rescue. They could get grants for new buildings and would we lease or sell them the ground? We've offered to fix the roof. Commissioner Tippetts was mostly listening and he thought there was value in sitting down and talking. Commissioner Asay asked Commissioner Lytle to contact Buddy as he didn't want to do it by email. There are good uses for those buildings besides what they are being used for now. There could be an offer to have them come over to a meeting. Commissioner Lytle motioned to table this discussion and add it to the issues update section until we are ready to formally meet. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Closed Session: Discussion And Negotiation Of Possible Land Sales: Commissioner Lytle motioned to go in and out of Redevelopment Agency Meeting. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Commissioner Lytle motioned to go into closed session at 11:36 am for the purpose of negotiating the possible sale, exchange or lease of real property with a roll call vote. Commissioner Tippetts seconded the motion. Commissioner Lytle voted "Aye", Commissioner Tippetts voted "Aye" and Commissioner Asay also voted "Aye", so the motion carried.

Commissioner Lytle motioned to go out of Closed session at 1:23 pm. Commissioner Tippetts seconded the motion and all were in favor. The motion carried.

Discussion And Consideration Of Resolution 19-11: A Resolution Opening and Amending 2019 Daggett County Budget (Cont'd): Commissioner Lytle noted that we had information from Keri Pallesen regarding the previously discussed changes and so the changes were reviewed and questions were answered by Keri Pallesen to ensure that the Commissioners desires were reflected in the amended version of the resolution. Commissioner Tippetts motioned to adopt Resolution 19-11 as amended and provided on the printed version. Commissioner Lytle seconded the motion. All were in favor and the motion carried. Commissioner Tippetts asked if there needs to be a motion to close the budget and the attorney said the passing of the resolution was sufficient to close the budget. Commissioner Lytle said he would like to thank the Auditor/Recorder for here efforts to get this completed..

Commissioner Asay also gave thanks to the Scouts, Jesse Platt, Brianne Carter, and John Foster for facilitating the painting of the fence around the rodeo grounds.

Commissioner Lytle motioned to adjourn at 1:35 pm.

/s/ Randy Asay

Commissioner Randy Asay

s/ Brian Raymond

Clerk/Treasurer_Brian Raymond

/s/ Jack Lytle

Commissioner Jack Lytle

/s/ Matt Tippetts

Commissioner Matt Tippetts