

Minutes of the regular meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, August 30, 2016**. Commissioners Jack Lytle and Karen Perry were present. Keri Pallesen, County Auditor/Recorder, Lesa Asay, County Assessor and Brian Raymond, County Clerk/Treasurer were also present. Commissioner Slaugh was excused and the meeting was called to order at 9:20 a.m. by Acting Chair Jack Lytle.

Also present were: Carrie Poulsen, Mark Wilson, Craig Collett and Albert Foster.

Old Business: None at this point in time

Citizen comments: None given

The Minutes of the Regular Commission meeting held on August 23, 2016 were presented for review and approval. Karen Perry said she didn't see any problems with them and made the motion to approve the minutes as presented. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

The Open Invoice Register was reviewed. Karen Perry said she had a question on a Sheriff's Department item – Vehicle Lighting Solutions for \$753, this doesn't mean they are buying another truck? Keri Pallesen said she wasn't aware of anything like that. Commissioner Perry made a motion to approve the open invoice register as presented and Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Correspondence: Jack Lytle said he had responded to Mark Ward's request for a letter to the Utah Retirement System. Brian Raymond asked if he had emailed it to the people at Retirement Systems and Commissioner Lytle said he had.

Commissioner Lytle said he had received an email from Mark Silver who had some concerns regarding the Tiny Homes that are being proposed. Mark Silver is worried that things are going too fast. There are issues to be dealt with and he is trying to bring them to our attention. According to Tri-County Health Department, the composting toilets would still need a waste water system to deal with the gray water.

Dustin Bambrough sent an application for Community Planning Assistance for Wildfire. Commissioner Lytle said he would send that info to Brian Raymond and Carrie Poulsen to get it out there. Craig Collett said he there had been quite a bit of work done around the private lands in Greendale, but he wasn't sure what program they did that under.

Commission Calendar Review: Commissioner Lytle noted the SCIC meeting is in the afternoon on Thursday. Moffatt County will present the proposal they gave to their CIB Board and what they will need from our CIB Board. Commissioner Perry said the money for the bridge is less than what it would cost to improve the jeep trail.. UCIP risk management is also this Wednesday and Thursday in Bryce. We have requested that it be more centralized as this is a long drive, especially on a holiday weekend. USAAC is the 21st – 23rd in Vernal, so hopefully we can all attend at least part of it. September 12th is BTA-Welcome Wagon discussions. Karen Perry said she wasn't planning on attending-Jack Lytle said he will try. September 7th at 9am is the Forest Plan revision meeting as a phone in meeting and it's at the same time as Commission Meeting. If Clyde Slaugh can be here for Commission Meeting and depending on what's on the agenda, Jack Lytle said he would like to attend.

Budget Review: Nothing was reviewed

Consideration of Policy and Legislation Items from the Posted Agenda:

Consideration of Planning & Zoning Recommendation to Adopt The 2015 ICC Code Books: Commissioner Perry made a motion to support adoption of the ICC Code Books. Commissioner Lytle seconded the motion and all were in favor. The motion carried.

Discussion & Update on Consideration of Completion or Continuation of Dutch John Utility Services: Commissioner Lytle wanted to make a request to get into the guts of the billing through Kym Slagowski and the program and figure out why it's not working. Whatever she can do to review it and relieve the Clerk's office of the pressure they are feeling for people displeased with their last bill. Get it so we can plug it in run it and mail out the bills. Commissioner Lytle said Jesse Slauch and crew will start from the bottom, read them all, match them to the numbers and then move up to the program to make sure it's working properly. It would be nice to get a clean reading for August and get it working and ready to hand off.

Albert Foster is on the agenda for 10:00 am and it's not quite 10 yet, so we'll start into the other items and come to this closer to 10 am

Consideration of Amended Proposal From Rural Community Consultants for Preparation of the County Resource Management Plan and Discussion of Possible Request for Proposals: Jack Lytle asked if Karen Perry had had a chance to review this. Commission Perry replied that she had read it and motioned to accept the proposed contract from Rural Community Consultants for the preparation of the County Resource Management Plan. Commissioner Lytle seconded the motion and all were in favor, so the motion carried.

It's still not 10 am, but the Commission Assistant discussion might take longer than the available time, so that was tabled until after the Discussion with Albert Foster and the next item was discussed.

Ashley National Forest Seeking Comments On Proposed Dutch John Basin/Dowd Mountain Wildlife Water Guzzlers Project: Commissioner Perry said she wasn't sure if the other Commissioners had seen this and thought it should be a part of the public record. Jack Lytle said he had seen it, but had a concern about the one in Dutch John Basin due to its proximity to the airport, which may create some hazards. It's close to the airport, but not right there. Jack Lytle said he would prefer it to be in section 18 around the corner. From a wildlife perspective they are good wherever you put them, but from a county standpoint you don't want critters near the airport. The others look good and they may have already put the Jarvie guzzler in. Dowd will need to be looked at for the location in relation to trails. Commissioner Lytle said he would prepare some comments and forward them to the rest of the commission for their review.

Consideration Of Proposal For Facil HR Consulting Services - Albert Foster: Albert Foster thanked the Commission for the opportunity to talk with them and mentioned that he is on the Roosevelt City Council and they had just hired Rural Community Consultants and the Council is looking forward to their assistance. Mr. Foster introduced himself and stated that he works for Facil Enterprises/Facil HR. He said he used to work for Gallagher Benefits which has done the benefits

for the County for the last 10 years. Mr. Foster stated that he had completed a Masters in HR about 5 years ago and taught a class for UBATC, where he noticed a great need for this type of training. Mr. Foster attended a training for the League of Cities and Towns where they talked about social media and they learned that 78% of people in attendance had social media, but only 22% had a policy about how to do it, who posts, etc. etc. Utah passed two laws this year and one may apply to Daggett County. He updates policy and procedures, employee handbooks and offers all types of trainings to fulfill HR requirements. Mr. Foster said video training is okay, but it doesn't allow for people to ask questions during the training. What I am offering is a flat fee for unlimited questions and will be proactive in updating your personnel handbook and providing trainings. Mr. Foster asked if there were any other questions. Keri Pallesen couldn't think of anything specific but noted we could use the help. Mr. Foster said he would like to start off with an HR Audit. Karen Perry said she thought we need this. Jack Lytle asked what other companies he had contracted with so far. He has worked for many companies in the past, but just getting started under this umbrella with Northeastern Counseling Center, Central Utah Behavioral Health and Roosevelt City. Commissioner Lytle asked how long is this contract good for, to which Mr. Foster replied that there is a thirty day cancellation notice and he doesn't anticipate this will take 10 years. If you have turnover in HR it would be very beneficial to have somebody else watching over this and providing expertise. Mr. Albert mentioned that it is cheaper than hiring a part-time employer and provides more expertise and no benefit costs. Craig Collett said as a business person he knows this is important and few entities have the expertise they need. Mr. Foster said this would be a complete review of the HR policies and Mark Wilson thought it was a wise investment. Commissioner Perry made a conditional motion to do a two year contract with a one year review period based on comments from the County attorneys. Commissioner Lytle seconded the motion and all were in favor. The motion carried.

Discussion & Consideration of Options for filling the Commission Assistant, Economic Development Director & Chamber Assistant Positions: Commissioner Lytle said he hadn't talked to any employees yet. County Assessor Lesa Asay said she had talked to Carrie Poulsen. Mrs. Poulsen said she was not interested in any additional hours and thought there may be a need to attend lots of meetings, but the Commission responded that they did not see that part continuing, but may require a few meetings like PLAC and doing the minutes. Carrie just didn't know what would be required and if she had enough time to do what was being asked of her. The Commission doesn't want to overwhelm Mrs. Poulsen, but do want to keep her busy as things with Dutch John are dropping off. The Commission would need to be notified if it becomes too much. She is currently working 21 hours a week doing Planning and Zoning and assisting with Motor Vehicle Registrations.

Lesla Asay, said she had not had a chance to talk with Linda Petersen yet and was waiting for a final decision from the Commission before approaching her. Mark Wilson said that the Chamber had talked about this and prepared a list of marketing duties and Brian Raymond had a prepared a list for the Commission and Mark had worked to combine the two lists. The whole goal is to provide a sustainable way to market Flaming Gorge. The first step is to look at reassignment of County personnel and allow them to grow in their position to help with execution and monitoring of programs and activities that have been set up by the Chamber Board and the County Commission.

Mark Wilson explained how others areas like Visit Salt Lake or Uintah County do promotion and reiterated that the Commission would have oversight of the whole program. The sustainability of the program is critical and maybe we don't go for the marketing professional right away, but that we work towards a marketing coordinator position in the future. Mark said it's not impossible for the Chamber to organize better, but why would we want to duplicate services when we are such a small

community. Commissioner Lytle asked if the items listed on #3 (Constant Contact, Utah.com, Travel on Global) on Mark Wilson's list were new or ongoing. Mr. Wilson replied that they were ongoing. Mr. Lytle also asked what UADMO meant. Mr. Raymond and Mr. Wilson explained that it stands for Utah Association of Destination Marketing Organizations and many areas have these organizations, but small areas like ours often just use the Chamber as a Destination Marketing Organization (DMO). Craig Collett said we can't do everything Mr. Raymond was doing in his full-time position with a part-time staff position, but we can do some things that will be positive in promoting Flaming Gorge. The list presented does not replace Kay Potter or Tammy Twitchell, but picks up some of the things Mr. Raymond was previously doing. The Chamber was thinking of 8-10 hours per week, but it will vary and needs to be flexible as there are some times that are really busy and others that are not quite as busy. Mr. Wilson said the visitor/adventure guide took a lot of time and is one of those busy times. Mr. Wilson also said that we don't see that this person will need to travel out of the area a lot, but maybe a little. Mr. Collett said this position needs to be a regular thing so it is more consistent, but Mark Wilson said we will not be able to complete the whole list in 8-10 hours, and he hates to be held to that amount. Some other considerations that are not on Marks list are the State Fair Booth and RDA, which is more of an Economic Development issue than marketing. Mrs. Perry asked if hiring a person for 21 hours a week, so they get retirement, but not the other benefits like health insurance, etc. would work. Consolidating to one person vs. having three to manage would be beneficial. Mr. Lytle asked Mr. Foster about requirements for giving new duties and posting of a change in jobs. Mr. Foster said that if the job description says other duties as assigned you are good to assign new duties and even if doesn't you can still usually modify peoples jobs. Lesa Asay said she felt like this could be handled in her office and Mr. Raymond said it would be a good start to handling some of the action items that are coming up and the information requests that occur regularly. Craig said there is some value in keeping people with various skill levels, like Tammy Twitchell and Kay Potter on the payroll. Investing in administration doesn't bring another person to Flaming Gorge. Mr. Foster said using existing employees could bring some efficiency as they have skills already, where a new person would take time to get up to speed.

Mr. Lytle asked the Chamber how much of the Coordinator's wage they anticipate to come from TRT fund. Mr. Wilson said that the position wasn't in this year's budget, but there may be a little money that hasn't been used. Mr. Lytle asked about TRT revenue so far this year. Mr. Raymond replied that we are up, but maybe not as much as we had hoped and explained the payment process and that different businesses are on different schedules. Mr. Lytle asked if compliance is good, but Mr. Raymond said he was unsure, but felt like it was pretty good. The overnight rentals and other types of things that may be going on in the area may need to be investigated. Lesa Asay asked if there is an audit that can be done to verify payment of expected taxes. Auditor Recorder Keri Pallesen thought the Tax Commission would be the ones that do the audit. The County could instigate an audit if there was a question if it was being paid properly or not. There may be people that just don't understand they are supposed to be paying these taxes.

Mark Wilson brought it back to starting with assigning 8-10 hours of work per week to help us to get this started and then we could evaluate from there. Can we specifically allocate time towards tourism promotion? Karen Perry said we should talk to Linda Peterson soon and Lesa Asay feels that it is something that could work if she would wants to do it. It was suggested that if Linda is interested, then it may be better to hire someone else to do motor vehicles. The Chamber has tried to hire its own person in the past and we have struggled to find efficiency and appropriate knowledge base. We are talking about a known quantity and that could translate really well into getting some things done.

Mr. Lytle asked about Kay's current job description and who supervises her. Mr. Collett said she is a County employee but she reports to the Chamber Executive Board and Mr. Wilson said he reviews their payroll sheets. If we were to do an annual review for Mrs. Potter, who would do that, the Chamber or Clyde as her County supervisor. This new person would be in a similar job situation. The Chamber as the marketing professionals would provide the direct supervision, but under the direction of the Commissioners.

Assessor Lesa Asay said that if we are adding duties and responsibilities, we should be looking at a possible pay raise. Mr. Foster said you might want to consider a bonus instead of a pay raise so you don't have to take a raise away later. Keri Pallesen said we need a policy on a wage scale and how to implement it also. Mrs. Pallesen also asked where the pay is coming from. Mr. Raymond's wages came from the Commission budget in the general fund, but we need to discuss this for future budgeting. Jack Lytle said he would want it tracked for transparency. Keri Pallesen said the Timekeeper would be able to manually track hours and pay from different departments, but it is not user friendly. Kay Potter currently tracks her hours and the projects she is working on. Other employees have to do it for grants and other restricted money. Regardless of the timekeeper system, we want to know where time is being spent, especially if something is taking more time than was originally anticipated. Commissioner Lytle said there's so much more to discuss. We will know more as we go along. Everything on page one are things that need dealing with right now, but pages two and three are wish list items. Lesa Asay asked about helping with Daggett Days, which is on a weekend, and would that have to be paid time. Commissioner Perry said it would have to be paid. There was discussion regarding how this would work and various options involved when the employee under consideration already has a full schedule. Mr. Foster said that variable hour employees create challenges for the HR department and could create some problems if they go over hours. The list Mr. Wilson created for marketing would be easier for the new person, but the Commission wanted to see what other activities Mr. Raymond was doing. Mr. Lytle asked what the target date is and the reply was yesterday. Karen Perry asked Lesa Asay if she would be in tomorrow and she said yes, so Lesa Asay and Karen Perry will talk to Linda Petersen tomorrow to see if there is interest. Jack Lytle said he would talk with Carrie Poulsen this afternoon. Jack Lytle said he would like to table further consideration until we know if Linda Petersen is interested and then fine tune things if she is interested. If that occurs then the next action is to complete the Personnel Action Form. We would want Commissioner Slauch to approve the Personnel Action Form, since it his department. Commissioner Perry's understanding was that we have considered and are now pursuing utilizing current employees to pick up specific duties and that may entitle a bonus for these new duties. Commissioner Perry motioned to pursue utilizing current employees to pick up specific duties and that if they accept these duties it may entitle a bonus for these new duties. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Consideration of Memorandum of Understanding with Utah Office of Tourism Cooperative Marketing Program Round 2016: Commissioner Lytle asked if this was the BEAR program and Brian Raymond explained that this was Utah Office of Tourism marketing program and our original application was for \$18,985.00 and the actual amount awarded was \$14,421.00. Mark Wilson stated that the Chamber is in favor of the Commission completing the Contract in order to receive the approved money. Mr. Raymond read the County's requirements for the agreement. There will be a need to determine where we are going to set our goals on additional room rentals. Mr. Raymond said that he had originally set the ROI level for all four projects being fully funded to equal 3 extra night rentals for each room and campground. The TTAB and Chamber need to finalize that, but you can approve this now without that supplemental information.

Commissioner Perry made the motion to approve the agreement with the consideration that we find out what Government Funding they are looking for and that we change the signature from Brian Raymond to Clyde Slauch. Commissioner Lytle asked for a timeout for clarification of what this funding is for. Mr. Raymond explained that the original funding request was for the four different marketing projects for out of state marketing which are: 1) \$12,000.00 was for Social Media and a friends of Flaming Gorge Newsletter; 2) \$12,020.00 for brochure mailings outside of Utah; 3) Outdoor Utah Adventure Guide Ad – there is some question as to whether or not this brochure will even be printed this year, so this might be one way to lower our expenditure (\$4,950.00); 4) Utah.com web page advertising (\$9,000.00)-These are ads on high traffic pages of the Utah.com website. We also might be able to reduce the mailings amount as we are receiving more digital downloads and less people requesting mailing, but because of that they are more expensive as we don't have enough for bulk-mail. This is funding to pay for marketing that we are already trying to do. We can get 50% upon signing of the agreement and the rest gets paid after all the projects are completed and paperwork completed. Commissioner Lytle accepted the motion and seconded it. All were in favor and the motion carried.

With no further business the meeting was recessed at 11:31 am

/s/ Brian Raymond

/s/ Karen Perry

/s/ Jack Lytle