

Minutes of the regular meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, December 6, 2016**. Commissioners Clyde Slaugh, Jack Lytle and Karen Perry were present. Keri Pallesen, County Auditor/Recorder, Jerry Jorgensen, County Sheriff, and Brian Raymond, County Clerk/Treasurer were also present. The meeting was called to order at 9:00 a.m. by Commission Chair Clyde Slaugh.

Also present: Randy Asay, Chris Clark, Mike Eriksson of Utah Forestry Fire and State Lands, James Olsen, Carrie Poulsen, Tonya Murray of the Uintah Daggett Children's Justice Center, plus Gareth Powell and Todd Hurd of Forsgren Engineering

**Old Business:** None at this time

**Citizen comments:** None given

**The Minutes of the Regular Commission meeting held on November 29, 2016 were presented for review and approval.** Commissioner Perry motioned to approve the minutes. Commissioner Slaugh seconded the motion. All were in favor and the motion carried. Minutes for the 22<sup>nd</sup> were table until Commissioner Lytle was available.

**The Open Invoice Register was presented for review and approval.** The invoice register of \$322,997.21 was presented by the Auditor's Office for review and approval. There were also questions regarding the \$90,000 transfer, which was for administrative fees, and the overall large amount of this week's invoices. Many of the Zion's bills have not been coded yet; some people are having challenges using the program. Commissioner Perry made a motion to approve the open invoice register as presented and Commissioner Slaugh seconded the motion. All were in favor and the motion carried.

**Correspondence:** None mentioned

**Weekly Budget Review:** Not discussed at this time.

#### **Policy and Legislation Items from the Posted Agenda:**

**Consideration Of Fire Hydrant Replacement Bids For Dutch John:** Chris Clark said there was a leaking hydrant in front of the Dutch John Fire Station and these bids are a result of seeking to fix the problem. The Hawk bid had two options-one for with dealing with sidewalks and asphalt (\$6750.00) and one if no asphalt or concrete work was needed (\$2500.00). Pallesen Constructions bid was \$9459.00 and covered everything. The Schofield Construction bid was \$9500.00. Commissioner Perry commented that it would be best to replace everything as if there is one leak another will probably soon follow. Commissioners wondered why there was such a price difference on the proposals and Mr. Clark wasn't sure. Jesse Slaugh has used Hawk before and they have done well. Further discussion was held until Commissioner Lytle was able to add his comments.

**Consideration of Dutch John WTP SCADA Project: Change Order Request #2 & #3:** Chris Clark said this was to add a switch outlet to ventilate the room if needed and the remote access has to be transferred to the new computer but a new license for the software has been purchased now for a total of \$309.06. Commissioner Perry made a motion to approve Change orders number 2 and

number 3 in the amount of \$309.06. Commissioner Slaugh seconded the motion and all were in favor. The motion carried.

**Consideration of Dutch John WTP SCADA Project: Payment Request #3:** Chris Clark said the project is nearing completion including the Change Orders and this request from Electrical Engineering & Automation Technology, LLC includes the work completed so far for a total of \$16,847.31. Commissioner Perry made a motion to approve the payment request and Commissioner Clyde Slaugh seconded the motion. All were in favor and the motion carried.

**Citizens Comments:** Linda Petersen was in to explain that the Business Licenses expire at the year end and those that are selling liquor need a license in order to operate and the Assessor's Office does not receive the information they need until mid to end of December, which makes it hard for them to do what they need during the busy holiday season at the end of the year. The request is to move the expiration date to March to make this easier for those businesses that are active and trying to sell liquor in January. Commissioner Perry asked that this be put on the agenda for next week.

**Consideration Of Fire Hydrant Replacement Bids For Dutch John (Continued):** Chris Clark repeated the bids for Commissioner Lytle and Mr. Lytle said he had worked with Hawk before and they have always done a good job. Mr. Clark said that Hawk's bid included all the things needed, but Pallesen's bid doesn't include new concrete. Commissioner Perry motioned to approve Hawk's 2<sup>nd</sup> Option to replace the whole pipe. Commissioner Lytle seconded the motion and all were in favor. The motion carried. Mr. Clark will follow up with Jesse Slaugh and move forward on this and make sure there isn't anything we are missing.

**Old Business:** The SCIC will allow Sevier County to be a member of the organization. There was a recommendation from the State Attorney General's office not to approve money to be spent out of state, so their recommendation was to work with the Road Service District and make sure there wasn't anything in their by-laws that disallowed this. James Olsen said the District has to spend money within the District, which could cause a problem since the bridge is out of the district. Upgrading the road would cost millions of dollars vs. the \$100,000 for the bridge.

**Commission Calendar Review:** Commissioner Lytle said there is a meeting on December 14<sup>th</sup> for the Colorado equivalent of the SCIC, but there is also a meeting in Vernal that same date. The Dutch John meetings are the 12<sup>th</sup> and 13<sup>th</sup> and UBAG is the 15<sup>th</sup>. SCIC will have a telephone budget meeting following the UBAG meeting. Commissioner Perry said she would like to see Commissioner Elect Randy Asay come to UBAG so he can be introduced and Mr. Lytle said he attended the SCIC meeting. Brian Raymond said he had contacted the State regarding the Swearing in of Newly Elected Officials and Tuesday, January 3<sup>rd</sup> at noon is the time set aside due to the holiday on Monday. Commissioner Lytle motioned to change the first meeting of the year on January 3<sup>rd</sup> and hold the Swearing in at Noon. Commissioner Perry seconded the motion. All were in favor and motion carried. Commissioner Lytle said we could ratify during next week's meeting.

**Discussion and Consideration of Contract with Forestry Fire and State Lands:** This item was moved up as Mike Eriksson was here regarding the contract that has been discussed before. It is not 100% sure whether the Legislature will fund the full-time wardens, which would mean Daggett County would only have to pay their portion for a part-time warden which would cost less. Mr. Eriksson brought Appendix B for everyone to review as a list of possible projects for the matching money. Duchesne County would like some Unified language in the Contract and other contract issues were discussed in detail and many questions were answered. This contract does not

affect how fires are managed on Federal lands-only how they are managed and paid for on State and private lands. The County should have some more meetings with our local Fire Chiefs to set up our plan and begin working on the match and Commissioner Perry said that it mentions fire prevention efforts by the Sheriff's Department could also count for the match. Any costs associated with developing plans could also count and up to 50% must be mitigation. Mr. Eriksson said that the county would be billed 50% of cost for fires on State and private land that the state comes into fight. Mr. Lytle said we need the Fire Warden to be more proactive in helping us through this process. Commissioner Lytle motioned to sign the contract and move forward. Commissioner Perry seconded the motion and all were in favor and the motion carried.

**Consideration of MOU for Uintah and Daggett Counties' Children's Justice Center:**

Tanya Murray was here to explain that the Children's Justice Center is to be a neutral place where the investigation begins when there is an allegation of child sexual abuse. Bryan and Jerilyn Smith have been coming to meetings for over 10 years and are very supportive as is Attorney Chad Woolley. The Memorandum of Understanding (MOU) is based on statute to recognize the need to share information and work cooperatively to minimize the pressure on the children. The Attorney had read through it and Sheriff Jorgensen has signed it. Commissioner Lytle motioned to approve the MOU and Commissioner Perry seconded the motion. All were in favor and the motion carried.

**Public Budget Hearing to Include Opening of the 2016 Budget:** Commissioner Perry made a motion to go into a Public Hearing for the Budget. Commissioner Lytle seconded the motion and all were in favor. The motion carried. No public were present, but several county employees were in attendance, so Auditor/Recorder Keri Pallesen displayed the proposed changes to the 2016 Budget and explained the proposed changes to mosquito line item, Ambulance, Hospital Tax and Capital Lease Fund. There were questions regarding the status of the Dam Security. The Sheriff's Office has turned in a bill for August and Susie Potter is working on the September bill of approximately \$52,000, which if everything is approved would leave a shortfall of about \$6,000. Training costs and other costs like sick leave have not been paid by the Bureau and maybe those costs should be coded to the Sheriff's office. Mrs. Pallesen would like to extract fees that were not submitted or not paid by the Bureau from the Dam Contract budget. Another option might be to do a journal entry for all the items not paid by the Bureau of Reclamation and allocate to other areas, which would still show the true costs. Either way, Mrs. Potter will need to provide information on all the expenses that were not reimbursed. The last option is to do a simple transfer of money in to bring the fund out of the deficit situation. The vehicle changes are a wash, but the changes should be made. The Commissary needs to be up with the additional inmates and the busy month of December yet to go. In the Accessing and Collecting Budget there is a fee being taken out for a new tax system that all counties will be using once the program is purchased. Commissioner Perry noted to Commission-elect Asay that the Rural Hospital Tax has seen increased fees over the past few years due to increasing costs from the Uintah Basin Medical Center. Commissioner Perry said she would like to see the county work towards more grants to improve the clinic and she volunteered to help if anyone would pursue it. The Trails Fund was another issue. We are waiting for a payment from the state that should make it whole. They assured Mr. Raymond it would be here by the end of the year. This was for a mountain bike trail. The CERT line item is another issue, but Travis Dupaix is the person we would need to talk to about this. The Shooting Range Fund is for projects, but the Capital fund is for the annual payment to SITLA for the land the Shooting range is on. We need to find out what the total interest would be if we let this go to full term. We received some insurance money for the Jail lightning strike so we have to adjust to show that. Search and Rescue budget was changed to use the entire fund balance, which doesn't require them to spend it all. Other budgets for the VOWA and VOCA grants have been set-up, but not used yet, but the legislature required the fund to

be eligible for future funding that hasn't been approved yet. There are some GIS expenses in the Road budget. There was discussion on how best to handle this. This project is just getting started, so it won't affect 2016. There were also questions about the B Road money and SRS money for the Road Department as there is currently a deficit showing for this fund, but there was money received that hasn't been allocated yet, so it looks like it will all work out. Commissioner Lytle asked if it was possible at some time in the future to see our bank account balances. Mr. Raymond explained that it was possible, but many of the accounts sweep into the General Fund account, which shows the balance as a zero. Keri Pallesen said there are accounts receivables that are messing up the budget at the moment, but it looks like there is plenty of money in the jail budget to avoid having to transfer anything into this fund. There was discussion about the Capital Improvement Fund and contributions are made in advance to meet expected improvements or capital purchases. Lighting is an important Capital Improvement budget item needed for the future. Use of the Fund Balance has been reduced which is a good thing, but each budget is usually over as it is prepared.

Commissioner Perry motioned to recess at 12:09 pm and to come back into session at 1:00 pm. Commissioner Lytle seconded the motion. All were in favor and motion carried.

Commissioner Perry made a motion to come back into session and go out of Public Hearing at 1:23 pm for a brief meeting with Forsgren Engineering.

Gareth Powell and Todd Hurd of Forsgren Associates said they are a multi-state company based out of Salt Lake with the closest office being in Evanston. They have worked with many small towns and Counties in Wyoming including Sublette County and Cokeville. They help with writing grants and finding resources to complete projects. They handed out some brochures and talked about the projects they've completed. They try hard to keep costs down and still deliver quality projects, so they would like to build a relationship and be considered for future projects in Daggett County.

Commissioner Lytle made a motion to go back into public hearing and Commissioner Perry seconded the motion. All were in favor and the motion carried. Comments were sought from anyone in the meeting regarding the 2016 Budget, the 2017 Budget and the 2017 Public Officials Salary. No comments were given. Commissioner Perry made a motion to go back into regular session and Commissioner Slauch seconded the motion. All were in favor and the motion carried.

**Consideration of Ordinance 16-16 Amending Daggett County's General Plan to include the County Resource Management Plan Regarding Wilderness and Related Special Designations.** There is no paperwork for the actual ordinance approving the document which is an amendment to the General Plan. Commissioner Perry made a motion to adopt the amendment proposed by Planning and Zoning and Commissioner Lytle seconded the motion with discussion. Commissioner Lytle asked if it needs to be an ordinance or resolution, and the Attorney said it would be a resolution. Neither a resolution nor an ordinance were prepared and the attorney said some of his clients like to prepare their own and have him review while others want him to prepare these documents and he is okay with either way. All were in favor and the motion carried.

**Consideration of 2016 Budget Amendments:** Commissioner Perry made a motion to approve the changes discussed during the Public Hearing and then close the 2016 Budget. Keri Pallesen said she would have a resolution for next week to finalize this. Commissioner Lytle seconded the motion and all were in favor. The motion carried.

**Consideration of 2017 Budget:** Keri Pallesen displayed the Summary of the 2017 Tentative Budget. Questions were asked about Economic Development and changes were made to decrease revenues and expenditures. The Dutch John Fire Department, TRT, Restaurant Tax, the Jail and Sheriff's budgets were also discussed. The loss of the Dam Contract has negatively affected staffing for the Sheriff's Department. The Sheriff's Department has saved about \$50,000 this year, but with Ken Rasmussen returning and Bryan Smith no longer working at the Dam he needs another \$50,000 in 2017. The entire General Fund Budget requires \$109,000 from the fund balance including about \$36,000 for the 3% COLA. The cost to the County of the vehicle leases is huge, so you may want to look at that in the future. Commissioner Perry said she thought we should keep it conservative at this time, but maybe once everything is set at the end of 2016 you may be able to go back and make increases based on the knowledge of what actually happened. There was some discussion of looking into assessing future increases to the insurance with COLA increases so the County doesn't have to come up with those climbing costs or mixing and matching bonuses vs. COLA. James Olsen said the School Board has been highly recommended not to go over 3 years without a COLA increase.

Consultant Bob Weidner was called about PILT and SRS and the current legislators are looking at getting PILT approved and it is looking okay for next year, but still looking for something to happen for SRS as nothing is scheduled at this point in time. The Road Department can live without SRS, but it will hurt.

Shaving Holiday leave was also discussed as an option to save money and there was more discussion on Paid Time Off vs. the current leave structure, which may be an area that could be looked at in the future, but there is not enough time to explore all the options today. Our revenues have been reduced over a million dollars over the past few years and we have done pretty good at cutting costs to stay close.

Commissioner Perry made a motion to adopt the Tentative 2017 Budget with the amendments made. The motion was not seconded so that the Commission can wait a week and see all the changes made in written form including increasing the jail revenues. The Elected Officials salaries were part of the original 3% COLA, but that is not reflected in the proposed ordinance. Commissioner Lytle asked about Commissioners whether they are full-time or part-time for the purposes of retirement. The Commissioners are considered part-time, but as far as HR is concerned all Elected Officials are considered full-time. Commissioner Perry motioned that all employees, including the elected officials, receive the 3% COLA except for the three Commissioners as they declined to take it. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

**Ordinance 16-13: Speed Limits On Specific Daggett County Roads:** Sheriff Jorgensen asked about the Speed Limit as he will be unable to attend next week's meeting and wondered if there was a need for further discussion. Commissioner Perry made a motion to approve Ordinance 16-13: Speed Limits On Specific Daggett County Roads. Commissioner Lytle seconded the motion and all were in favor and the motion carried.

**Staci Wilson To TriCounty Health Department Board:** Commissioner Lytle asked about Staci Wilson and Commissioner Perry said she was the Manila High School Nurse and she attended the TriCounty Health Department Board meeting last week and she gave good input, so she will be a good addition. Commissioner Perry made a motion to accept Staci Wilson to the TriCounty Board of Health to replace Pat Asbill whose term ended in November. Commissioner Lytle seconded the motion and all were in favor. The motion carried.

**TriCounty Health Department Inter Local Agreement:** The County Attorney had previously reviewed the agreement and he thought it was fine. Commissioner Lytle made the motion

to approve the agreement and Commissioner Perry seconded the motion. All were in favor and the motion carried.

**Forest Service Strata Project Cooperating Agency Status MOU:** Commissioner Lytle made the motion to approve the Forest Service Strata Project Cooperating Agency Status MOU. Commissioner Perry Seconded the motion with no further discussion. All were in favor and the motion carried.

**Consideration of State of Utah Contract for County Resource Management Planning:** Commissioner Lytle made a motion to approve the State Contract for Resource Management Planning. Commissioner Perry seconded the motion and all were in favor. The motion carried.

James Olsen asked if there was a need to have a public hearing for the ordinance for the roads. County attorney said there are only two hearings required and that was not one of them.

AT 3:47 pm Commissioner Lytle made the motion to go into closed session for potential/imminent litigation and Commissioner Perry seconded the motion. All were in favor and the motion carried.

Motion was made to leave the closed session at 4:33 pm was made by Commissioner Perry and seconded by Commissioner Lytle. All were in favor and motion carried.

With no further business Commissioner Lytle mad a motion to adjourn by acclamation and the meeting was adjourned at 4:35 pm by Commissioner Slaugh.

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\s\ Brian Raymond

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\s\ Clyde Slaugh

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\s\ Jack Lytle

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\s\ Karen Perry