

Minutes of the Meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, September 1, 2020** in the Commission Chambers at the Daggett County Courthouse and through electronic means. Commissioners Randy Asay, Jack Lytle and Matt Tippets were present in person. Attorney Niel Lund, Sheriff Erik Bailey and Clerk/Treasurer Brian Raymond were present in person and Auditor/Recorder Keri Pallesen attended by electronic means. The meeting was called to order at 9:16 am by Commissioner Asay.

Present electronically: Kym Slagowski, Martin Pierce & Bart Jensen of Jones and DeMille Engineering, Senator Ron Winterton, LeGrand Bitter of Utah Association of Special Districts and Bret Reynolds of CIVCO Engineering. Present in-person: Mayor Coombs and Council member Gretchen Northcott of Manila, and Jake Isaacson of Tri-County Health Department

**Approve Minutes:** No minutes were available for review.

**Issue Updates:** Commissioner Asay gave the August 31st COVID-19 updates: Daggett County still has 0 cases and Uintah County has 81 recovered cases with 17 active and 9 hospitalizations with 98 positive cases; Duchesne County has 85 recovered and 10 active cases and 4 hospitalizations for a total 95 positives. The Ute Tribe has 14 recovered and 3 active cases, 5 have been hospitalized and they've had one death. In the TriCounty area the total is 180 recovered, 30 active and 18 hospitalized and one death for a total of 210 cases. There have been a total of 10,576 tests administered. In Uinta County, Wyoming they have 247 recovered, 51 probables and 2 deaths. Sweetwater County has 287 recovered, 18 probables and 2 deaths. Moffat County, Colorado has 32 recovered and 4 active.

The EMS Director Interviews are being held tomorrow morning at the Sheriff's office for 2 applicants. Commissioner Tippets and Asay can be there as Commissioner Lytle has a conflict. There was an email from Harriet Dickerson that the County should sell them some ground and that money could cover the EMS needs. No more info was available. Commissioner Lytle responded and said that was an interesting idea that will get further discussion.

There was no additional information on the Jail. There was discussion about the water and sewer billings and those who are late and how to proceed. The notes about collections can go in the bills going out this week.

Sheriff Bailey said one of the candidates asked if they could move their interview to this afternoon. The Commissioners thought that would work and the Sheriff said he would speak with Keri to see if that would work for her.

**Citizen Comments:** No citizens were in attendance to give comments.

**The Open Invoice Register Was Presented For Review And Approval:** The Open Invoice Register of August 27, 2020 was prepared by the Auditor/Recorder's Office. Commissioner Tippets motioned to approve the Open Invoice Register dated August 27, 2020 for the normal invoices in the amount of \$3,402.37. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

**Disbursement Listing:** The Disbursement Listing for August 22 - August 27, 2020 was prepared by the Auditor/Recorder's Office. Commissioner Lytle motioned to accept the Disbursement Listing from Zions's Checking for August 22 through August 27, 2020 in the amount of \$50,920.38. Commissioner Tippets seconded the motion. All were in favor and the motion carried.

**Cash Summary:** The Cash Summary dated August 31, 2020 was available for review. Commissioner Tippets motioned to acknowledge receipt of the Cash summary for all bank accounts as of August 31, 2020. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

**Disbursement Listing (Cont'd):** Commissioner Lytle motioned to approve the interfund transfer From Fund 16 to Fund 17 for VAWA funds to the VOCA Account in the amount of \$597.11 dated August 31, 2020. Commissioner Tippets seconded the motion. All were in favor and the motion carried. This was a closeout of the VAWA Grant Funds - Fund 16 as noted in the Budget Amendment of 7/16/2020.

**Purchase Orders:** There were no Purchase Orders to review..

**Correspondence:** The Survey for the CARES Act Funding was reviewed and it was thought that things should be kept as they are. Mr. Raymond explained he was trying to get information on the survey and accidentally submitted it, but it can be updated.

Keri Pallesen came into the meeting as she was having trouble hearing electronically. She had just sent out the Survey to everyone, but noted that Mr. Raymond had answered the survey. The Transparency has not been submitted yet and next time it will need to be submitted before we will get the third tranche. Keri was questioned regarding our standing and she wasn't sure as many of the credit card receipts had not been submitted and she was about ready to get them closed if people don't submit them in a more timely manner. It was thought that the Commissioners wanted to keep the payment the same for the next tranche..

**Calendar Review:** Commissioner Asay didn't have any Calendar review items and Commissioner Tippets had covered all his Calendar items already.

### **Policy and Legislation Items:**

**Discussion And Consideration Of Local District For Emergency Services (EMS) With the Town of Manila:** Commissioner Asay moved this forward at 10:05 am as Gretchen Northcott and Mayor Coombs of Manila were on hand and had scheduled this for 10:00 am even though it was on the agenda for 11:00 am. Mayor Coombs said he had Gretchen come as she did not get the information and neither had the rest of the Town Council. There was a feeling that it was being rushed and it was explained that the push was due to some funding that if kept in the General Fund could negatively impact PILT Revenues next year. The timing is critical and it looks like this could be a viable consideration and benefit all entities. Doing it together as a group instead of pushing it forward quickly could actually save time and money.

Options for board membership were discussed and as a local district the County would not be in charge if all entities participated each could have a say in the membership. The number of board members needs to be discussed. The Charter would need to be rewritten if a charter already exists and an entity that wants to join in the district. The tax is an option and not a reality. Right now the State PILT money is \$37,500 annually and although that's not a bad amount it is not enough funding to cover everything.. The Local district board once formed would decide whether to charge a tax or not.

Gretchen Northcott said that the district would have to stand on its own. Sheriff Bailey said that there is about \$100,000 being spent on EMS now and if that could go to the district, the PILT

money would be a big help. EMS is broken and sometime soon if we don't do something that will be a problem. Fire is good but nothing is guaranteed as the participants are volunteers. If we can come up with a stable funding then that would be good for everybody. Nobody wants more taxes, but if it could get some positive movement towards improving the fire and EMS situation. Gretchen said it would be worth waiting to get everyone on the same page. Commissioner Tippetts paraphrased General Patton that a good plan executed now is better than a perfect plan executed in a week. There is a need to do this now and he said he thinks we should press forward. Gretchen said she feels EMS is the single most important issue in the County. She feels the Town is willing to be all in and have a paid director running the District that is autonomous and does not need to contract. She is willing to pay some extra taxes to make sure it is solidly formed. Gretchen felt that taking the time to work together now would build a better district. Can a board member be a resident of the town or Wyoming? The attorney did not think so. The Commissioners thought that the Charter could anticipate adding the municipalities and still do this in stages. The District would assume the Counties role in the early stages and pay the money for the municipalities services. Gretchen had 3 pages of questions as to how this would work and was worried that they would not be able to get all their questions and fears answered, especially if their entrance into the district is after its formation. There's some fear there and Commissioner Lytle and Mayor Coombs addressed that fear.

LeGrand Bitter of the Utah Association of Special Districts was contacted and everyone introduced themselves and he was able to answer some questions. It was stated that the Town and County are looking more at the Local District. Attorney Lund asked Mr. Bitter about the ability for the Town to join in after the County forms a District. Mr. Bitter said that it was possible to do that. Other areas could Annex into the district after its formation and the district board could be modified. Once you get over 9 board members you do not have to keep it at an odd number. The negotiations of assets can get sticky when entities join after the fact. Gretchen Northcott stated that she is worried that the County and Town are on different timelines and it is too fast for the Town. Some of the issues could be worked into the Charter so they are dealt with upfront. The Association could help with some of that as you need to be careful not to compromise the viability of the District. Commissioner Lytle said we could do this in phases and Mr. Bitter agreed, but said it would be helpful to work through as much as possible beforehand. One question was about payroll and there are many options with the entities providing payroll, the District doing their own or even contracting them out to a third party, but whatever is decided can be part of the interlocal agreement.

The process of creating a district was discussed as being done by a resolution, which could be a joint resolution or separate resolutions if it wasn't a joint resolution. The Resolution is a resolution of intent and not necessarily a firm commitment. Mr. Bitter said that similar approaches were used in the past. The Town asked if they did the resolution, but down the road decided not to participate could they pull out and it was stated until the final formal resolution creating the district was approved they could pull out at any time. The terms could be somewhat open ended, but some things could be specified. The Board will be its own new entity. Gretchen asked about the noticing requirements. Mr. Lund said that after the resolution of intent was approved a hearing has to be held within 45 days. Commissioner Tippetts recommended putting the Resolution of Intent on next week's agenda. There were no further questions for Mr. Bitter and he was thanked for his time and excused. Gretchen said she liked what was being discussed, and was willing to take it to the Town Council for their consideration. It was decided to put this on the agenda for next week.

**Discussion and Consideration of Possibilities of Drive-Thru Flu Shots at the Clinic By Tri County Health Department:** Jake Isaacson of Tri County Health was here requesting use of the parking lot at the clinic for a Drive Thru Flu Shot Clinic on October 7th and 8th. He showed a flier from a previous year's clinic and stated that it would probably be done similarly. Commissioner

Lytle asked if Covid-19 testing would be included. The Commissioners thought it would be a good idea and was an administrative decision. Commissioner Lytle asked if they would be doing one in Dutch John and they have several others planned so they are somewhat short staffed so they will not be able to do that. It was an administrative decision not requiring a motion, but Commissioner Lytle asked to get this in the newsletter to inform the community.

**Correspondence/Calendar:** Commissioner Lytle asked the others who were interested to sign up for the USACCC conference on September 23-24th and maybe a public lands portion on the 25th. It's either virtual or in person. The Board meeting is the morning of the 23rd.

We received a letter from Harriet Dickerson requesting the County to sell some of the land to the Town of Dutch John to fund some of the planning efforts.

Commissioner Lytle said that at 3pm tomorrow afternoon the ribbon cutting for Strata completing their broadband project will take place at Manila High School. They are starting out at the Dam and doing lunch on the way here before the meeting at 3 pm.

Commissioner Asay said he had a letter from BLM for reclamation on the fire area. They will be meeting with the grazers tomorrow. Commissioner Lytle brought up an email from Jake Garfield to see if we want to be cooperative agents to rewrite the grazing requirements and Mr. Lytle thought it would be good to be involved in that process.

Commissioner Tippetts said they had conducted the Economic Development interviews and were working on the decision this afternoon and tomorrow. Commission meeting next week is on Wednesday due to Labor Day. Next week is the Economic Development Board meeting. The Board of Equalization meetings are on the 16th and 17th, plus the Weed Board and Conservation District meet that same week. Planning and Zoning is the 15th as they are being held on Tuesdays now and Brian Raymond was asked to get the calendar updated.

Commissioner Lytle said the 9th is the County Public Lands Coordination meeting at 8 am and the Quarterly UDOT meeting at 9:30 am. CIB meeting will be on Thursday and Friday is the SCIC meeting. Commissioner Tippetts asked when Kera was coming to meet with the School Board. Commissioner Tippetts brought up the Meeting on Friday with the Town of Dutch John and Tourism and Recreation and SITLA was a good meeting with people that can help the county and it was time well spent.

**Discussion And Consideration Of Approval Of Bid Documents For Dutch John Airport Runway Preservation Project:** Commissioner Asay turned the time over to Bret Reynolds of CIVCO Engineering. The bid documents are pretty much ready to go out and next week would be the first it could be in the paper. If it was in by Thursday it could be out next week and it could be opened on September 29th. Doing it any sooner wouldn't really be possible. The yellowed out part would be changed to reflect the new dates decided upon today.

The airport would need to be closed for 10 days for crack repair and then it would reopen and then close for 5 days and reopen and close for one more day. It would need to be closed for 16 days. It would need to be completed before July 1 or at least the first coat of paint and the second coat could be later. The Contractors would have to provide the X's and work with Brian Raymond to close the airport

Bret said he is bidding it with two types of surfacing: what we used last time or what was done in Manila, which is a little better product. You don't have to go with the low bid. We are not within the budgeted amount. The State doesn't want to redo the budget until we see where the bids come in. The extra needs would come from the Apron project and the County would have to come up with additional match funds. That could create problems, but we may lose one parking slot for the apron expansion. The construction of that won't go out until next year. There were questions about

the dirt runway if it's open or closed. Both runways are closed, but only one is officially closed, but this needs to be part of the master plan update. There are lots of old dates that need to be adjusted. and then he will get a copy to Brian to publish the Notice. Attorney Niel Lund asked if this is a request for proposals or bids? On a bid the commissioners can't reject the lowest bid. Commissioner Lytle motioned to go forward with the bid process as outlined with the dates being adjusted. The motion was seconded by Commissioner Tippetts. All were in favor and the motion carried.

**Discussion And Consideration Of Dutch John Airport Apron Expansion Project And How To Proceed:** Bret Reynolds spoke to this and said this project is funded and scheduled for Fiscal Year 2021. Now you have to decide how to select an engineer and how to proceed. This is for \$444,000 including Engineering Fees of \$86,000 and inspection fees of \$48,000. The Engineering fees are high with the need for a revised master plan and layout plan and environmental work beyond the normal engineering work. You can do the engineering now and the rest of the project next year. There is some money left over from the Manila projects and it can go to Dutch John or could help in Manila as cows are coming through the fence and we need to look at that. The tie downs in Manila don't meet the current standards and should be looked at to be redone. There are no good tie downs for larger airplanes. Commissioner Lytle asked about the AWOS for Dutch John. Mr. Reynolds said the next step of AWOS still needs to be figured out for Manila and the AWOS and lighting project completed before looking at Dutch John.

The item to consider on the board is how are you going to proceed? Are you going to go out with the RFP or continue with CIVCO Engineering? Niel Lund was asked his thoughts and said that if it is a continuing project it can continue, but if it is a new project we need to follow the procurement code. Mr. Raymond said the last contract he could find was for a contract for the Pavement Preservation Project. Bret said he sent files to Keri this morning and she got on the electronic meeting and said she had everything she needed except the contract for the Apron Expansion project. Mr. Lund said the Engineering duties are not part of the surveying duties per our contract but State Code says that you can direct the surveyor to do engineering work if they are an engineer. If you don't direct your Surveyor of Record to do the engineering the County would need to follow its procurement process. Bart Jensen was asked what experience Jones and DeMille had on airports and he said that several of his engineers had worked on airports before. Bret said Jones and DeMille have teamed up on projects before. Commissioner Tippetts said that an RFP can be written where price alone is not the determining factor vs a bid status. Bret said the other thing that could be done is to send out an RFP for an Engineer of Record for the airports. There was thought that maybe an RFP had already been done and Attorney Niel Lund said that a contract was not found and thought that was for the Surveying Contract. CIVCO has operated as Engineer of Record by project. Commissioner Tippetts said it sounds like we have the option of doing Engineering by project basis or we write an RFP for an Engineer of record for the airports. Mr. Lund said Jones and Demille as the surveyor could be tasked with the engineering. They can be asked to write the RFP or just bid on the project. the need to do an RFP on the Apron Expansion. Bret said the State would like the County to have an Engineer of Record. It was implied to the State that CIVCO was the Engineer of Record, but not through an official RFP. Continuity is key and someone doing them Commissioner Tippetts recommendation was to do an RFP for an Engineer of Record and Niel said he could help with tweaking the surveyor RFP. We need to get going on this so that the bid package can be prepared sooner rather than later.

Commissioner Lytle brought up the need to parcelize some of the land off the runway for development and asked everyone how we do that. Bret said the County needs to finish the Airport Layout Plan and define what air space do you need. There is more discussion needed and the airport layout plan needs to be completed. Aeronautics doesn't seem to know what we want to do and we've

got to do to get this done. There is lots of discussion still needed, but not today. The first thing is to update the Airport Layout Plan. Niel was asked if this needed a motion today and he said it did not, but it could be on the agenda next week with an RFP to review. Bret said the Commission could just give the project to CIVCO and it was brought up that the Commission could also just give it to Jones and DeMille. Commissioner Asay said Aeronautics doesn't seem to know what we want to do and we've got to do to get this done. We have to lay out the tasks and get going.

Commissioner Tippets motioned to adjourn at 12:40 pm Commissioner Lytle seconded the motion. All were in favor and the motion carried.

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