

Minutes of the Electronic Meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, April 28, 2020** in the Commission Chambers at the Daggett County Courthouse and through electronic means. Commissioner Randy Asay was present and Commissioners Jack Lytle and Matt Tippetts were present electronically. Attorney Niel Lund and Auditor/Recorder Keri Pallesen were present and Sheriff Erik Bailey, Clerk/Treasurer Brian Raymond, and Judge Charlene Hartmann were present electronically. The meeting was called to order at 9:05 am by Commissioner Asay.

Present electronically: Kym Slagowski (electronic), Bret Reynolds of CIVCO Engineering, Senator Ron Winterton and present in-person: Shiloh Dupaix, Carrie Poulsen, Brianne Carter and Travis Dupaix

Approve Minutes: No minutes were available for approval.

Issue Updates: Commissioner Asay opened it up for updates and noted we are still working on the fire agreements with both towns. We are still on hold with EMTs and the Jail. Commissioner Lytle said we still need to deal with how to handle leaks that have occurred and will occur, but that discussion does not have to be held right now. Commissioner Lytle asked about the Spirit Lake Lodge Annexation issue and Shiloh Dupaix said that she had emailed them last week, but has not heard back.

Commissioner Asay said there was a TriCounty Health meeting yesterday and there are 6 COVID cases in Duchesne and 6 in Uintah County and in one instance in Duchesne the person contracted it elsewhere and is quarantined in Duchesne. In Wyoming, Sweetwater County has 10 cases and Uintah County has 6. COVID-19 testing will be at the clinic tomorrow from 8-5 and you have to register through testutah.com to get a QR code. They have 100 tests available and it was noted that the Clinic has posted it and maybe Kym Slagowski could get it posted on the website or facebook and she will work with Geoff Liesik to get the word out. There have been over 2,000 tests done in the Tri County area and if we can get 100 tests done in Daggett County that would be significant. Moffat County, Colorado is still at 6 cases.

Citizen Comments: Commissioner Asay opened it up and Kym noted that there were instructions to submit comments in writing prior to the meeting. Commissioner Lytle said Senator Winterton was trying to get in on the live stream and it wasn't working. Bret said that he still wasn't able to access the live stream to work. Kym suggested they try refreshing the browser and try again.

The Open Invoice Register Was Presented For Review And Approval: The Open Invoice Register of April 24, 2020 was prepared by the Auditor/Recorder's Office. Commissioner Tippetts motioned to approve the Open Invoice Register dated April 24, 2020 in the amount of \$8,379.32. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Disbursement Listing: The Disbursement Listing for April 21-24, 2020 was prepared by the Auditor/Recorder's Office. Commissioner Lytle motioned to accept the Disbursement Listing of Zions Checking April 21-24, 2020 for \$261,374.32 recognizing the biggest portion is the purchase for the Road Department that was approved last week. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Cash Summary: The Cash Summary dated April 27, 2020 was available for review. Commissioner Lytle asked Mr. Raymond if he had any concerns and he didn't. Commissioner

Tippets motioned to acknowledge receipt of the Cash Summary for April 27, 2020. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Purchase Orders: There were no purchase orders to review this week.

Correspondence: Commissioner Asay asked Clerk/Treasurer Brian Raymond to address the Primary Election. Clerk/Treasurer Brian Raymond said that there was legislation recently passed that affected the elections and a meeting with the State and all the Clerks was held yesterday. We will not be doing in person voting for the Primary Election, either early voting or election day voting, but we do have the option of doing Drive Thru Voting. We have to let the State know by May 1st. The way the code is written it puts the liability on the County. The Attorney said he didn't have any additional information. Mr. Raymond had talked with his Poll Workers and they did not think it would be worth doing the Drive Thru voting and he agreed that we should just do the election by mail only. Commissioner Lytle had mixed feelings and wondered if we should still have the Drive Thru option even if it's not well used. One poll worker was not sure she would be able to work, just because her business is shorthanded and the others were willing just didn't think it would be worth the effort. Sgt. Travis Dupaix got on and gave some information on tents that might be able to be used, if we decided to have a drive through voting station. He said that trucks might be an issue. Senator Winterton said that the County is in charge and the State thinks you can handle it. Most of the State is by mail, and the Clerk is the responsible person for the elections. Mr. Raymond said there is a provision that the disabled voters and UOCAVA (overseas/military) can be handled a little differently.

Sgt. Dupaix asked where the Drive Thru would be held and Mr. Raymond thought probably out front, but maybe in the back. Sgt. Dupaix thought the front would be better and asked what else would be needed. Mr. Raymond said that the State was working on getting PPE for Poll Workers, so the Counties would not have to dip into their limited amounts of PPE. Sgt. Dupaix was willing to help out in any way needed and we just let him know. Mr. Raymond was asked for his recommendation and he recommended that we go vote by mail only. Commissioner Asay thought that aligned good with what we are already doing and we could just go with the vote by mail. Commissioner Tippets was open to Brian's recommendation especially if we set up a drop box in the parking lot so people wouldn't even need to get out of their car. That worked for Mr. Raymond and Commissioner Lytle.

Shiloh Dupaix said she had information regarding an Economic Development Advisory Board and there are specific guidelines for the board. She had gotten some by-laws for other Counties. Commissioner Tippets said there were by-laws already set up and maybe they could work, but Commissioner Lytle said that we need to review those and the new information and see how well they line up. It would be good to have representation from both sides of the lake. Mrs. Dupaix said that we need to get this done by May 15th, so we need to put this on the agenda for next week.

Attorney Niel Lund said the Indigent Defense Council (IDC) agreement set up for the Public Defender has expired and we need to put this on the agenda for a renewal and extend what we did last year. Commissioner Lytle asked Mr. Lund for his recommendation and he said we should continue even though it cost a little more

Calendar Review: Commissioner Asay said there are several calls throughout the week to keep up on and it's been good to see the cooperation and working together that has been going on.

Policy and Legislation Items:

Discussion And Consideration Of Letter Of Recommendation For Plat Amendment For Sue Morgan: Commissioner Asay gave time to Carrie Poulsen to explain the issues. Carrie said she had sent out the information for these plat amendments and the first one is a desire of Sue Morgan to combine two lots to make them more buildable. Planning and Zoning has reviewed it and approved it and Sue Morgan is available by phone if you want to speak to her. It was asked if it needs to be passed by resolution, and Attorney Niel Lund said the Commission just needs to approve it if you desire to do so. Commissioner Lytle motioned to approve the Plat Amendment based on the Planning and Zoning Commission's recommendation. Commissioner Tippetts said based on the Planning and Zoning recommendation it seems pretty cut and dried. All were in favor and the motion carried.

Discussion And Consideration Of Letter Of Recommendation For Plat Amendment For Richard Thomason: Richard Thomason is out in the Flaming Gorge Pines and wants to combine two lots to make them more buildable and so he can put in an alternative septic system. Carrie Poulsen said the letters were sent out to the neighbors and there was no response back.

Commissioner Tippetts motioned to approve the amendment of the Plat for the Flaming Gorge Pines to join Richard Thomason's two lots as recommended by the Planning Commission. Commissioner Lytle seconded. Carrie was thanked for all her efforts.

Discussion And Consideration Of 2020 ACIP Pavement Preservation Scoping Estimate: Commissioner Asay gave Bret Reynolds of CIVCO Engineering a chance to speak. Mr. Reynolds said there were two projects for Dutch John this year and the state wanted to keep the projects separate. The project estimate for the Pavement Preservation Project is over the budgeted amount and he talked with the state and they want it submitted as written and we'll see what happens. It would cost the county \$3,000 more and the State \$27,000, but that overage is not approved yet. Commissioner Lytle asked if Bret had looked at the runway onsite recently and encouraged him to do that as the winter has been rough. He is planning on doing that as part of the design phase. We are probably looking for more money. We can recommend going forward with the \$3,000 more than that and we will have to do other options to find the funding whether its CIB, Road District or whatever. Bret said the Transportation District was not willing to do this, but it's something to consider if needed.

The expansion of the apron needs more research and to be part of the Airport Plan before it can go forward, so the State wanted the maintenance to get going as it needs to be done. Bret said this moves the project forward but does not obligate the County, but allows the next steps to be taken. This is more of an information exchange than needing a motion, but Commissioner Lytle thought it wouldn't hurt to have a motion to move forward with the Pavement Preservation Project and moved to do so. Commissioner Tippetts seconded the motion. All were in favor and the motion carried. Bret was thanked for his work.

Discussion, Consideration And Approval Of Section 9, Compensation, Of The Daggett County Policy And Procedure Manual: Commissioner Asay stated we had an Elected Officials meeting and discussed this and made a few changes. Attorney Niel Lund said that he didn't have any additional comments. Auditor/Recorder Keri Pallesen said there was a section that talks about furloughed employees and the County would have to pay the full cost of benefits and she felt that it should say their portion and not the full amount, since the County doesn't pay the working employees full benefits. Mr. Lund thought that would be fine. Keri Pallesen said that with next year's changes having one from each department might be problematic and maybe have one from each category of employee: Public Safety, Public Works and Administration (courthouse) as that

might make it easier and not exempt too many people from applying. There aren't any legal issues as long as everyone is treated equally, it's mostly administrative. You could move forward with the two changes. Commissioner Lytle was willing to make a motion, but had some questions on how to state her recommendations; and Keri restated her thoughts and additional discussion ensued. It was thought there could be a fourth category for the Elected officials and Niel thought it would be best to leave them out. He also recommended you could take out 9.8 and work on the language and add it later when it's ready.

Commissioner Lytle motioned to approve Section 9, of the County Policy and Procedure manual with the amendment of taking out 9.8 and changing the section on furloughed employees to reflect that the County will only pay the benefit amount for furloughed employees that they are currently receiving and not full benefits. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Discussion, Consideration And Approval Of Section 33, Drug Free Workplace, Of The Daggett County Policy And Procedure Manual: Commissioner Asay said we had also discussed this section pretty extensively. Commissioner Lytle asked for a review of that discussion. Attorney Niel Lund said the Probable Cause was a big discussion item and further discussion with Albert brought out that the wording was essential to be kept in and they would provide the needed training for that. Due to our nearness to Colorado this is an important policy.

Commissioner Tippetts motioned to approve Section 33. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Discussion, Consideration And Approval Of Section 34, Telework Policy, Of The Daggett County Policy And Procedure Manual: Commissioner Asay asked the attorney to give a review of everything that was discussed on this policy since he did such a good job last time. There was a lot of discussion about the list on the form and the version in the packet is not the updated version. We need to have the current version to review before approving it. It wasn't clear if this is critical and Kym thought it could be held for another week to go on next week's agenda.

Discussion And Consideration Of Resolution 20-03: A Resolution Establishing Method, Rules And Procedures For The 2020 Tax Sale And Allocating Administrative Costs To Delinquent Properties: Commissioner Asay asked Keri Pallesen if this was from her and she said that it was the same as last year's except for the dates. She was good with it being approved as it is as it's the way it's been done the last few years. Commissioner Lytle motioned to approve Resolution 20-03: A Resolution Establishing the Methods Rules and Procedures For the 2020 Tax Sale. Commissioner Tippetts seconded the motion. All were in favor and the motion carried. There was discussion about signatures and if it needs to be a regular signature or can be a stamped signature. Attorney Niel Lund said a Resolution only needs to be signed by the chair and doesn't have to be recorded. The Chair will sign it and we'll go forward with it. Mr. Raymond said he was okay with it per the attorney's suggestion.

Discussion And Consideration Of AMGN 2011 Fire Truck: Commissioner Asay brought up that there was no indication in the minutes of transferring this truck and there was discussion of the history and the ability to transfer the title. Mr. Lund reviewed that the County did have title and it was transferred to Dutch John, but there is no record authorizing the transfer. Commissioner Lytle said he had replied to an email and thought it had been approved along with the fire equipment. Brianne Carter said there were actually 6 vehicles transferred to Dutch John and only records approving 2 of them. Commissioner Lytle thought maybe if it was traded to another governmental

agency then we should be okay, but wasn't sure if the title was just for licensing purposes and not ownership. Brianne only had the front of the title and not the back side. Commissioner Lytle asked if a motion would be in order to transfer it to Dutch John as long as they understand that strings are still attached and they can't just sell it. Commissioner Asay wasn't sure if we could transfer it and Attorney Niel Lund said that what is done is done and our option is to do a motion so that it is clear on the records. Keri Pallesen said that Brianne was trying to get the documents in order to verify the transfer to take them off the financial statements. There was a question on the other trucks and the 1974 is up for sale and there was concern that it was the little one that is from the Bureau of Reclamation (BOR). Commissioner Lytle thought that one was older and that the 1974 Mac was from Vernal, but more investigation needs to be done. Commissioner Lytle made a motion that the intent was to transfer the AMGEN 2011 truck to Dutch John and it was transferred and this will document the Commission's intent to transfer it. Commissioner Tippetts seconded the motion. All were in favor and the motion carried. Brianne said she was fine with that and the agenda for next week needs to have three other vehicles on it for similar action.

Discussion And Consideration Of Premium Only Plan (POP) As A Cafeteria Style Plan For Employee Benefits: Attorney Niel Lund said these were run past Albert and there is a resolution involved, but it is not like a regular resolution, it documents that the Commission approved. It just needs to be approved. Commissioner Lytle so moved and then withdrew it. He then asked Keri Pallesen if she was okay with this and if she had any comments. Mrs. Pallesen was good with the documents as written. Commissioner Lytle motioned to approve the POP recommendation. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Closed Session: Commissioner Asay asked if Thompson Davis was on and he was and he still wanted to go into a Closed Session. Commissioner Tippetts motioned to go in and out of the Redevelopment Agency (RDA) meeting. Commissioner Lytle seconded the motion. All were in favor and the motioned carried.

Commissioner Tippetts motioned to go into a closed session for the purpose of negotiation of the Purchase, Exchange, or Lease of Real Property. Commissioner Lytle seconded the motion. A roll call vote was taken on the Closed Session motion, Matt Tippetts voted "Aye", Jack Lytle voted "Aye", and Randy Asay voted "Aye" The motion was carried at 11:14 am.

The Commission came back into regular session at 12:10 pm. Commissioner Tippetts motioned to come back into Open Session out of Closed Session. Commissioner Asay seconded the motion. All were in favor and the motion carried.

Commissioner Lytle said there was someone else that was looking for land in Dutch John and it is very preliminary. Commissioner Asay said we need to pay attention to getting our surveyor involved with future land sales.

With no further business Commissioner Lytle motioned to adjourn at 12:11 pm.
Commissioner Tippets seconded the motion and the meeting was adjourned.

/s/ Randy Asay
Commissioner Randy Asay

s/ Brian Raymond
Clerk/Treasurer_Brian Raymond

/s/ Jack Lytle
Commissioner Jack Lytle

/s/ Matt Tippets
Commissioner Matt Tippets