

Minutes of the Meeting of the Daggett County Commission/Redevelopment Agency Board held on **Tuesday, September 22, 2020** in the Commission Chambers at the Daggett County Courthouse and through electronic means. Commissioners Randy Asay, Jack Lytle and Matt Tippetts were present in person. Clerk/Treasurer Brian Raymond was present in person and Attorney Niel Lund, and Auditor/Recorder Keri Pallesen attended by electronic means. Sheriff Erik Bailey checked in before the meeting and had to get back on the road. The meeting was called to order at 9:05 am by Commissioner Asay.

Present electronically: Kym Slagowski, Bart Jensen of Jones and DeMille Engineering,
Present in-person: Greg and Lea Marsing

Approve Minutes: Commission Meeting minutes for August 11, 2020 Work Meeting, and August 18th and 25th Commission Meetings were available for review. Commissioner Tippetts motioned to approve the Work Meeting minutes from Tuesday, August 11, 2020. Commissioner Asay seconded the motion. All were in favor and the motion passed. Commissioner Lytle was not in attendance yet.

Commissioner Tippetts motioned to approve the August 18, 2020 Commission Meeting minutes. Commissioner Asay seconded the motion. All were in favor and the motion carried. Commissioner Lytle was not in attendance yet.

Commissioner Lytle said that he was excused during the early part of the meeting for August 25th and it was noted that it did explain that later in the minutes, but could be changed if needed. Commissioner Tippetts and Lytle noted there were some inconsistencies with the spelling of life packs which were corrected and some wording that needed clarification regarding the compression equipment. Commissioner Tippetts motioned to approve the amended August 25, 2020 Commission Meeting minutes. Commissioner Lytle seconded the motion. All were in favor and the motion carried.

Issue Updates: Commissioner Asay gave the COVID-19 updates: Daggett County still shows 1 positive case that has been retested and was negative and has to have another negative test before taking it off the listing. Uintah County has 101 recovered cases with 9 active and 7 hospitalizations; Duchesne County has 93 recovered and 10 active cases and 4 hospitalizations and 1 death. The Ute Tribe has 15 recovered, 7 active cases, 5 hospitalized and 1 death. In the TriCounty area there 209 recovered, 25 active cases and 18 hospitalized with 2 deaths with 234 positive cases and a total of 11,916 tests administered. Uinta County, Wyoming has 275 confirmed cases 65 probables and 2 deaths. Sweetwater County has 305 recovered cases and 18 probables and 2 deaths. Moffat County, Colorado has 38 total positives and 1 death. Commissioner Lytle said so far the Governor has not instituted a statewide mask requirement.

Attorney Niel Lund said that he reviewed the grants and they are fine and he needs to jump off. The hearing for the locals district scheduled for the 6th needs to be rescheduled. Commissioner Tippetts asked if that would still work for the end of the year. If it's posted today or tomorrow that will be fine as long as it gets posted. Commissioner Lytle asked if the hearings were going to be held in both places and Niel replied it's up to the Commissioners and that was the original intent. Niel said he would be available by phone if needed.

Commissioner Tippetts had not heard anything from the Realtor on the Jail. Commissioner Tippetts said he will invite him to participate in a future commission meeting. The new EMS Director will start next Monday and he will be in next week's Commission Meeting.

Commissioner Lytle wasn't sure where things are with Bianca Lyon and the promotional Red Emerald program plan that the State Tourism and GOED have been involved with and asked

Commissioner Tippetts to follow up with her to see where things are at and noted we need to tie in with the town as well. Commissioner Tippetts thought the Town's buy in first would be important and then the County could support it. The Chamber wasn't sure about the fit of the program for the Flaming Gorge area based on previous examples. Commissioner Asay asked for clarification and it relates to a promotional package and there is a grant that can help develop the plan.

Commissioner Lytle asked if Niel and Brian had made any progress on getting the collections issues taken care of for the Water and Sewer System. Mr Raymond said they hadn't done much yet, but brought up that he had talked with Drinking Water regarding approximately \$6,100 in the water tank fund that has been unused so far. Several options were available for the money including the bond transfer and a new computer for the Water System. The computer was discussed further with Kym Slagowski of IT and so additional research will be done on the costs of replacing the computer. The other option for the money is half of it could be used towards the final payment of the bond. The other thing that the money could be used for is a Source Protection Plan, which Trevor said is being updated with the help of Rural Water.

Citizen Comments: Commissioner Asay opened it up for comments and none were given.

Cash Summary: The Cash Summary dated September 21, 2020 was available for review. Commissioner Asay noted that this is a change in formats. Commissioner Lytle said he didn't see any issues. Commissioner Lytle asked about the road tax and Commissioner Tippetts said it was submitted yesterday. Commissioner Lytle motioned to acknowledge receipt of the Cash summary for all bank accounts dated September 21, 2020. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Issue Updates (Cont'd): Kym thought the computer was 5 years old or older and the computer is still not functioning and needs another hard drive and controllers. She felt that it needs to be replaced as there have been multiple issues with this computer and thought that the computer and licensing will cost a minimum of \$5,000. The funding would need to come from fund 28 or the remaining funds, there were no funds in the IT budget for this year. Commissioner Lytle felt that using the grant would be good and Commissioner Tippetts agreed and thought the grant funds should be used. Kym said she facilitates the IT for the Water and Sewer System, but the funds come from their fund since it is supposed to be self-sustaining. Kym requested that Commissioner Lytle give Keri Palsen approval for a purchase order to get this ready for next week's Commission review. He said he would do that if Kym would follow through on the rest of it. An It work order is not needed, but she said she would take care of it for documentation purposes.

The Open Invoice Register Was Presented For Review And Approval: The Open Invoice Register of September 18, 2020 was prepared by the Auditor/Recorder's Office. Commissioner Lytle had a question on the Commission expense for subscriptions and Keri was unavailable for clarification. Commissioner Asay addressed it but didn't know all the answers. Keri came into the meeting and answered some questions about CARES Act Money and it needs to be spent. She also stated that the wages and other HR expenses were budgeted to the Commission budget and it should be a separate thing when we do the budget for next year and the same thing for the Recorder/Treasurer's Office. Commissioner Lytle motioned to approve the Open Invoice Register dated September 18, 2020 for the normal invoices in the amount of \$63,443.97. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Disbursement Listing: The Disbursement Listing for September 11, 2020 through September 18, 2020 was prepared by the Auditor/Recorder's Office. Commissioner Lytle motioned to accept the Disbursement Listing from Zions's Checking for September 11 - September 18, 2020 in the amount of \$25,083.04. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Purchase Orders: There were no Purchase Orders to review.

Correspondence: Commissioner Asay said he had received an inquiry of meeting with Blake Moore on Monday at 9 am for a breakfast meeting. Commissioner Lytle did not think he could make it but he would try and the other Commissioners would attend.

Mr. Raymond had some correspondence items in the packet, but didn't feel any of them needed to be addressed. One was from Jones and DeMille if they wanted to address that and Bart Jensen was on electronically but did not respond. The NACO item has a form that needs to be returned and Commissioner Lytle was asked to follow through on that.

Calendar Review: Commissioner Asay has a TriCounty meeting in Vernal tomorrow. Commissioner Tippetts said he has the USACCC conference tomorrow and Thursday and a 2 pm Elected Officials meeting this afternoon. Commissioner Lytle has a UAC meeting tomorrow before the USACC meeting and maybe a Public Lands meeting on Friday the 25th. He also has a CIB meeting on the 1st.

Weekly Budget Review: Will this be a part of the Elected Officials meeting. Commissioner Lytle asked if we could have the Commission Chambers be turned into offices and the CourtRoom be the Commission Chambers. This could be done in conjunction with the hearing date on number 5.

Policy and Legislation Items:

Discussion And Consideration Of Department Of Health Contract For Rural EMS Assessment Flex Grant: Commissioner Asay asked if this was the \$500 grant. Niel Lund had reviewed these and thought we could approve these. Commissioner Lytle motioned to approve the Department of Health's Rural EMS Flex Grant for \$500. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of Department Of Health Rural EMS Competitive Grant For Daggett County Ambulance: Commissioner Lytle motioned to approve the Department of Health Rural EMS Competitive Grant for Daggett County Ambulance. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of County Seat Proposal For 2021: Commissioner Tippetts said we participated at the \$3000 level in Season 9 and \$6,500 for Season 10 with help of Town of Dutch John at the \$2,500 level. Commissioner Asay said he had watched more episodes this year and thought it was very helpful. Commissioner Lytle thought we should reach out to the Towns and thought we should go forward with or without their help. Commissioner Lytle will talk with Dutch John and Commissioner Tippetts will talk with Manila. Commissioner Lytle moved that we approve the proposal and move forward with paying \$6,500 towards the County Seat with any assistance we can from the Towns or the Chamber. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

10:30 AM Presentation Of 2019 Audit - Greg Marsing: Commissioner Asay skipped to this agenda item a couple of minutes early and welcomed Greg Marsing and his wife Lea to the meeting. It's thicker and more expensive due to the additional information and research required. Commissioner Lytle asked if we had any findings and there were some. The Counties are required to be in budget with Departmental budgets and the auditors journal entries for a lease messed it up so they had to report it, but it wasn't considered a significant finding. The other thing worth mentioning is the letter to the Commissioners that reviews the issues or concerns that don't rise to the level of a finding but need to be addressed. Mr. Marsing quickly read and reviewed the letter sent August 10, 2020 regarding the Audit. The Retirement was discussed due to GASB 64 and the possibility of unfunded liabilities. Mr. Marsing noted that as long as you make your monthly payments to URS then your liabilities will be covered. Not all retirement systems are the same. Right now the compensated absences is about \$55,000. Pension liability is \$275,000 which is funded. In previous years the capital leases we haven't been required to report a lot on leases, but now all lease agreements need to be reported, so that affects how things are being done.

There was not a lot of difference from the previous year. One big thing was the \$2,200,000 of road infrastructure for the Brown's Park Road done by the Road District that is a County Asset. There are close to 30 funds, which . Page 12 is the Balance Sheet and combined Governmental Statement. It has the assets and the cash and equivalents includes the Road Districts so it is a little distorted. Page 13 addresses the liabilities and there are bond payments and bonds owed including the General Obligation Bond and 535,000 for Water Bonds so you're not too bad compared to some counties which have significant debt. It was also noted that cash and cash equivalents that are restricted for specific purposes of about \$3 million.

Page 14 shows that the County has high levels of expenses that are covered by tax revenues. It's not necessarily a problem, but it is important to be aware of it. Those things that affect County taxes play a significant role in the county's finances.

Page 15 shows an analysis of the major funds and their resources and use of funds. Major funds are 10% of governmental activity and 5% of all activity. The Transportation District, Rural Hospital Tax, RDA, and Class B Roads are the major funds and all the other 26 non-major funds found on pages 74-79 are combined for the last column. There are no deficit fund balances and that is important. Is it adequate that is up to the County, but they are being managed to stay positive.

Page 17 is the revenue and expenditures. On the 3rd line from the bottom is the General Fund bottom line for the general fund deficit of \$160,000, but \$143,000 was transferred out so it was pretty close. Mr. Marsing noted that Counties are not allowed to accumulate a lot of money in your General fund and you are near the limit. Some Counties have a Tax Stability Trust Fund to accumulate some funds for unusual circumstances and it is set up by resolution. Money comes in by an additional tax and interest on the deposits. It's a negative thing to collect more taxes, so the County has to decide if they want to do that or not. You could transfer money when you start, but not every year. There are restrictions on how or when you can spend it as it's an emergency fund. Mr. Marsing noted there are funds that have money that isn't being used and they might be able to be redirected to things that are more helpful: Dam Security was one and Dutch John Fire Department was another that you might want to look at.

Page 19 shows the enterprise fund balance sheet for Dutch John and Low Income Housing. Page 21 shows that the Operating Income is too low. Depreciation is about \$109,000 and that is equipment that is wearing out, so you can build your reserves. Sounds like some things are being done to take steps to take care of the expenditures.

Page 22 is the Statement of Cash Flows and Enterprise Funds are on an accrual basis, about ½ way down the page you had a net increase in cash and equivalents of about \$54,000. We are just a phone call away if you have any questions.

Commissioner Tippetts asked what we could do differently so we don't have to rely so heavily on property taxes. Some cities and county's own utilities which sometimes helps. Others charge fees. Commissioner Asay asked if we could sell some of our water to the Bureau for more electricity, since California is looking for more power. The bureau would need to run out of their own water first. Water Banks can be created and that could be beneficial as it's a scarce resource. It could negatively affect the ability to get water for agricultural purposes because the price will get too high. There was talk of past

Commissioner Lytle asked if we are healthy and appropriate in our methods? Mr. Marsing said there were no Auditor changes, but due to all the things going on in this county they thought it might be a lot worse than it is. You deserve a job well done.

Commissioner Asay asked what Capital Projects funds can be a place for excess funds. Mr. Marsing said most Counties have more projects than they will ever have enough funding to complete. Building Authorities are also used that way. Building Authorities build buildings and then fund them through lease payments instead of through bonds. Commissioner Lytle asked about how close we are to having too much money in the General Fund. Mr. Marsing said in most Counties it's at 100% of our Tax Revenue and we are close, so that was reviewed briefly, It was determined that our fund balances were just under our revenues, so that's a good thing, but is a balancing act. Mr. Marsing was thanked for his efforts.

The question was asked if we need to make a motion to accept and Keri didn't think so. Commissioner Lytle motioned to accept the Daggett County Financial Statement for the year ended December 31, 2019 as presented by Greg Marsing of Smuin, Rich and Marsing. Commissioner Tippetts seconded the motion. All were in favor and the motion carried.

Discussion And Consideration Of Sewer Improvements For Unincorporated Daggett County: There are no decisions to be made at this time, but Commissioner Tippetts asked if there was something that could be done to encourage the operator of the system to expand the sewer system into the County. Commissioner Asay said that we could allow easements and that . Mr. Raymond said maybe a little money could go into a capital fund that could be used to incentivize or grant to help encourage that type of expansion. There are other needs that may be more important, but it could be an option. Our system is their system. The Water and Sewer District is just a water District and they have no desire to do anything with sewer. There was additional discussion regarding growth and its affects both good and ill. Impact fees have been discussed in the past, especially when we are not growing, but if you are growing then it's easier to use those as there are lots of restrictions to their use. The Town has lots of loans on their system out at the moment, so getting additional funding might be difficult. Housing is needed for growth. Commissioner Lytle said the four or five parts of habitat apply for economic growth and they are land, water, cover and spacing. If everything is crammed together it's worthless. The same applies for quality of life as to habitat. It's all a give and take. To spread the costs among more people is a good thing, until you have to change the infrastructure.

Discussion And Consideration Of Setting The 2021 Budget Hearing Date: Commissioner Lytle asked if we had any recommendations from Keri and her thoughts were sooner rather than later. Mr. Raymond said he needs to have the date on the Tax Notice and that needs to go out in early October. The Assessing and Collecting item needs to be on the agenda next week. Mr. Raymond explained this is usually held in December and if there is a Truth in Taxation hearing

involved it has to be in the evening after 6 pm. Would December 8th at 6:30 or 6pm work? Keri Pallesen was asked to provide input, so she came back into the meeting. Mrs. pallesen said that the budget hearing could be the first week of December, but we've never done it that early before. The 8th gives a week between Thanksgiving and the next Tuesday. Is the possible intent. The Commissioners need to decide before October 1st. She asked if we have any numbers put together and she said we didn't. Every entity has to notify the County if they want to raise taxes. We need to publish a notice and that could go out in the Tax notices or separately. Keri explained that last year when the Assessor's Salary was raised and the new full-time person was budgeted for it was discussed that Assessing and Collecting would need to be raised. The person hasn't been hired, so we need to know what the plans are and the costs of those plans and also how the changing of the offices will affect Assessing and Collecting. Some counties charge Commission time and Attorney time to Assessing and Collecting. The hearing for Truth in Taxation is in June, but wasn't sure if there was one held in December. keri explained that we have four tax categories that we collect. General, County Assessing and Collecting, Multi-County Assessing and Collecting and the Bond tax. The multi-county tax goes to the state and then is divided up among the counties.

Commissioner Lytle motion was made to hold the hearing on Tuesday, December 8, 2020 at 6:00 pm. The motion was seconded by Commissioner Tippetts. All were in favor and the motion carried.

Closed Session For Possible Purchase, Exchange Or Lease Of Real Property: No closed session needed today.

Commissioner Lytle motioned to adjourn at 12:03 pm and the meeting was adjourned.