

**MINUTES** of the work session meeting of the Uintah County Commission held **March 6, 2023** in the large Commission Conference Room of the Uintah County Building at 152 East 100 North, Vernal, Utah. Meeting commenced at 9:04 a.m.

**PARTICIPANTS:** Commissioners John Laursen and Brad Horrocks.

**ATTENDANCE:** Tegan Troutner, Michael Wilkins, Paul Chacon, Rick May, Sam Passey, Wendi Long, Jeremy Raymond, Deanna Nyberg, Brenda McDonald, Jon Stearmer, Ryan Mattson, Barbara Simper, Travis Campbell, and Tonya Craven.

Minutes recorded by Tai Duncan.

**WELCOME:** Commissioner Horrocks welcomed everyone to the work session and excused Commissioner Norton.

**1. TREASURER'S RECEIPT AND DISBURSEMENT REPORT – Wendi Long, Treasurer**

As per the new Financial Ordinance, Wendi presented a report of all her receipts and disbursements. She emailed the Commissioners prior to today's meeting so they could review the information. She brought extra copies of the report for attendees to ask questions and would be happy to explain in detail if necessary. She briefly reviewed the report. Page 1 shows all the Tax Trust receipts for January and February. They are broken out into categories: Motor Vehicle, Assessor, Redemptions, and Current Tax. Below those are the miscellaneous income for each month that is disbursed to taxing entities, Uintah County is one of the taxing entities. She added, as Treasurer, she works for all the taxing entities by collecting property tax. The disbursements to all these entities in January totals \$616,129.38 and February totals \$364,528.91. Of that total in January, the County received \$81,853.07 and \$70,836.54 in February. Page two shows the Treasurer's monthly receipts in January and February. These are not property tax but general monies collected in any department; such as Western Park, Landfill, Recorder, Library, etc. Any department that takes money must receipt it into the Treasurer's office. January totals were \$4,424,465.47 and February totals were \$3,422,537.34. She also provided information regarding monies receipted into the General Ledger on Tax Trust Fund 98: \$630,099.18 for January and \$359,151.41 in February. The last two pages are more detailed and more complicated. The month end receipt report reflects every single receipt and all monies that have gone through the Treasurer's office that month. They must balance every day with the Clerk-Auditor's office. When an office or department receives money, they must go to the Clerk-Auditor's office to get a receipt and then to the Treasurer's office for an official receipt and deposit. Wendi consolidated this information in page two to ensure it was clear and understandable. She won't include the last two pages in future reports if the Commission feels the first two are sufficient. Commissioner Horrocks and Commissioner Laursen agreed the first two pages are sufficient. Commissioner Horrocks asked if these figures are as expected, does everything look normal? Wendi responded the figures are typical for this time of year. She will continue adding months to the report as the year progresses so the Commission can compare and see how the year goes. November and December include large amounts of monies coming in due to property tax payments. Each month the totals can vary quite a bit; sometimes a late payment will come in. She also encouraged them to feel free to contact her with any questions they may have. The payments, page 1, go out once a month and she must balance them to the penny. No one else had any questions. Jon Stearmer, Deputy County Attorney, noted as long as a copy of the report goes with the minutes and it has been presented to the Commissioners, we meet statute.

**2. COMPUTER ADVISORY BOARD DISCUSSION – Brenda McDonald, Recorder**

Brenda had a copy of the Uintah County Computing & GIS Policy Advisory Committee for people to review. She took a few moments to highlight it. Page 1 shows the Board of Directors are the Commissioners. Voting members are the Computing and GIS Policy Advisory Committee; consisting of Clerk-Auditor, Assessor, Sheriff, Recorder, Treasurer, and Attorney. It originally included the Care Center but Brenda suggested replacing that position with the Surveyor. Non-voting members include Commission, GIS, Computer (IT), and Facilities. Subcommittees would be the IT Department and GIS

Department. The next two pages talk about the governance and structure. It was originally formed as an advisory committee of County Elected Officials and Department Heads to monitor and provide direction to Information Management Services, the computer department. The committee recommended a priority list of projects to be worked on to the Commission for approval. The goals and strategies were to be a benefit to users and the citizens. This has not been functioning since the early 2000's; the last minutes found were in 2006, but was never dissolved. The goal is to help guide the IT department to prioritize the requests made by different users in different departments; typically, we all feel our own request is the most important. The seven voting members will not increase and would be a rotation of representatives from users and Elected Officials. This committee acts as an advisor to the Commission as they are the budgeting authority. They are to meet on the first Wednesday of each month at 9 am. That could be updated and addressed with the committee needs. Brenda commented that once the committee got things up and running in a good fashion, the meetings were decreased to quarterly. This committee was created when the County system was originally being programmed. Brenda recommended a monthly schedule in order to address our current needs. GIS and IT would be able to provide reports on what has been accomplished and recommendations as to what is assigned next. Minutes will be taken by the secretary and read at each meeting. Any County office with projects or matters will be involved and may present their needs at a meeting. This is a basic committee but it helps provide direction to the IT department and lets other offices know where their important issue falls on the priority list. This will help with efficiency. Brenda also added there are items in our system that should not be shared and we have to be able to ensure they are kept confidential. Some reports that are used differently by different departments may have some errors and this committee would help align the reports as needed. Updates will definitely need to be made as this committee was last amended in 1996; if the Commission approves the committee to reconvene.

Commissioner Horrocks asked why the committee stopped meeting. Brenda noted it faded but was never dissolved, Michael Wilkins, Clerk-Auditor, agreed; everything was working smoothly so the committee wasn't needed. Commissioner Horrocks noted if there is a need for it, then it's a great idea. He suggested changes be made and a red line copy go out for review. Michael added the committee helped the IT department prioritize needs of the users and will need to be adjusted. It was integral to the development of our current system. Commissioner Laursen would like to see this committee back at it and moving forward. Rick May, IT Director, is in favor of a prioritized list to help requests get taken care of in a focused manner. Jon would like to see a document started with redlines to review and discuss. He feels like the Commissioner overseeing IT should be on the committee. Brenda noted all three are on the committee but not as voting members. The list, voted on by members of the committee, goes to the Commission for final approval. Sam Passey, Library, asked if anyone other than Elected Officials were part of the committee; perhaps they could make this a regular item in their Elected Officials meetings. Brenda noted it was originally comprised of the four core offices because that was who the system was being made for. They increased the committee in 1995 and again in 1996. Sam agrees with helping the IT department by prioritizing but didn't want to unintentionally hamstring them. Brenda assured him they would have a big voice as they are the individuals doing all the work. This has worked well in the past. Anita, retired IT Director, was very good at pointing out things that others hadn't thought of. This is an advisory board and will be making decisions so it will be a public meeting. Elected Officials' meetings are not public as they are not making any decisions.

Rick suggested changing the approval of the priority list from the Commission to the IT Director so he can take care of the planning. Brenda reiterated the list is never put together without the input of IT and the list is approved by the Commission because they are over that department and the budgeting authority. Rick said that made sense when the system was new but not as much now that it is just on-going support. Jon said it makes sense because the Commission has the final say over all departments. He also said it is subject to the Open and Public Meeting Act so it would require notice, minutes, etc. There was a Bill in this Legislative Session that addressed the Act that may or may not have been passed. That will need to be checked on as well. Brenda has been working on this and making some suggestions for changes but wanted to bring it to the Commission today for approval to continue. Commissioner Laursen agreed and suggested they send out a draft for review and input and then bring back to the Commission later. Commissioner Horrocks agreed.

### **3. 2023 BUDGET OPENER AND TRANSFER DISCUSSION – Michael Wilkins, Clerk-Auditor**

Michael noted that since the adoption of the 2023 budget, we have received several grants and several departments have asked for changes. One change in particular, is a transfer from one department to another in the same fund; Western Park to Western Park Capital Projects. This will require a resolution approved by the Commission but also approval to do the resolution. Several budgets need to be adjusted which can be done by resolution. Therefore, the agenda for tomorrow's meeting will be approval to move forward with the resolution for the transfer. The two resolutions and accompanying public hearing will take place next Tuesday. The Welcome Center had a budget above the grant amount and that will have to be reduced to what the grant funds actually are. The Library will also be adjusted. Western Park also received a grant for the Museum and there were several others, including the Sheriff's Department Mental Health grant. He wanted to ensure the Commission was aware and he will get all the changes to them to review before the meeting next week.

### **4. MEMORANDUM OF AGREEMENT regarding the mitigation of adverse effects to the Ashley Canal Piping Project – Deanna Nyberg, Community Development**

Deanna noted the Agreement will be on the agenda tomorrow for approval. This is regarding the flood control piping by Ashley Central Canal. This is a half mile section, 500 North to Main Street of Kids Canal that will be left open for recreation. Uintah County will sponsor the project. The Library will be doing a short film and the Special Service District #1 will buy water shares to send down this section of the Kids Canal; it will be piped to the side. Sam said they received stories from the website last year and created a short film. NRCS, Natural Resources Conservation Services, thought it would make a good mitigation effort and will put up \$10,000 for the expansion of the short film. They can make it more robust and distribute it. There will also be a historic kiosk on the Kids Canal Trail that will be maintained for at least two years by USSD1. Rick asked what happens to the water after it goes through the canal, where is it utilized? Deanna noted it is collected at Main Street but wasn't sure where it would go from there, perhaps the golf course? Commissioner Horrocks asked if the shares had been purchased yet. He would also like to ensure the water shares go to good use after their run through the canal. He feels it is an excellent idea but was concerned about the price of the shares. Commissioner Laursen asked if Vernal City included any water shares. Deanna responded Vernal City is not included in the agreement at all. Rick thought there were a few shares used on the ball diamonds. Wendi was sure there were some water shares going to the cemeteries as well. Commissioner Horrocks agreed and noted there was an issue with the line to Maeser Cemetery and maybe this will help get that line utilized. Water is always needed so it is a good idea to purchase the shares. Sam added there has been correspondence that USSD1 has or is taking action on purchasing the rights. Jon noted the agreement is silent on who is purchasing the shares but the agreement does say that 0.2 cfs will be purchased to flow through the Kids Canal. That isn't very much water and it was agreed we hope that is enough to get through this section of canal; it may not be. Jon added we may be able to purchase more in the future if we find any available.

### **OTHER COMMENTS:**


Barbara Simper, Assessor, had a question on item #2, Computer Advisory Board; as a group they haven't heard anything about the plans for the County system or whatever direction we are headed. Is this topic something for this advisory board to address? Commissioner Laursen noted it is part of what the Advisory Board will need to discuss. Brenda agreed, and that is part of why the Commission will need to be able to approve items and budgets.

Tonya Craven, HR, took a moment to inform everyone today is Deanna's first day as Associate Planner for Community Development. Congratulations! Also, there were 90 participants in the Heart Healthy Challenge for February, totaling more than 5,000 miles. Thank you to all employees who participated.

Jeremy Raymond, Uintah Fire Suppression Special Service District, addressed an item not on the agenda but he had emailed the Commissioners. They will be moving forward with the Tridell Fire and Community Center. The existing building is leased by the Fire SSSD and built by the residents of Tridell. We need to determine what is best to do to remove that building by early June so they can begin the new facility. The new facility will be about 12,000 square feet with bays and the Community

Center. They are hoping for help from the County to ensure they can get it torn down and they will have to work with the Health Department to remove the septic system that is there. Additionally, there are two leased fire trucks coming back to the County. They are specialized for fire use. An old one has been used at the speedway to spray water for dust control. If the County has no use for them perhaps they need to be sold via surplus. Commissioner Laursen asked what they might be worth. Jeremy responded \$4,000 or \$5,000. The County may want to consider donating them to a rural department. Commissioner Horrocks asked if it would be needed at Buckskin Hills. Jeremy stated he wouldn't use it for fire fighting but it could be used as a water truck. A fire truck requires fire fighters. The speedway has what they need for dust control as does the Western Park and motor cross. Dutch John recently returned one back to us so they obviously do not need it. Jon suggested it be used for other events that may also need some dust control. The Fire SSSD provides fire control at the drag strip as needed. Surplus may be the best option. Jeremy will gather up the necessary information and get it to Michael so he can share it with those that need it. Michael noted the building will have to wait for snow to melt before it can be torn down. It is a metal building with sprayed on insulation on the inside so it will be difficult. Jeremy noted it is a nice building with a good furnace as well. We could bid it out for removal or surplus it. Jeremy suggested selling it as one unit, building and furnace, etc. Commissioner Laursen asked where they plan to park the equipment while the other building is being built. They have some room at the Water Treatment plant and Lapoint station. The Brush trucks could be stored outside. The plans for the new building are ready and they are hoping to begin early in June when CIB, Community Impact Board, funds are available. There is always the risk that the funding won't be available in June but they intend to move forward anyway. Michael asked Jeremy to get the information and a time frame to him so they could get it on Public Surplus. If there isn't any interest, it's removal can be added to the plan. Commissioner Horrocks added Jeremy did a great job at CIB in order to get their support and funding. They seem to understand and appreciate that 65-68% of their funding comes from our area. Jon added putting these items on Public Surplus would not require Commission action and therefore does not need to be on the agenda.

**ADJOURN:** The meeting adjourned at approximately 9:55 am.

  
BRAD HORROCKS, CHAIR  
*Acting chair Sonja Norton*

  
MICHAEL W. WILKINS, CLERK - AUDITOR

