GRAND COUNTY COUNCIL
REGULAR MEETING
Grand County Council Chambers
125 East Center Street, Moab, Utah

AGENDA
Wednesday, January 2, 2019

4:00 p.m.

☐ Call to Order
☐ Pledge of Allegiance
☐ Nomination and Appointments of Council Chair and Vice Chair for 2019 (2018 Chairwoman McGann)

☐ Approval of Minutes (Chris Baird, Clerk/Auditor)
  A. December 18, 2018 (County Council Meeting)

☐ Ratification of Payment of Bills
☐ General Council Reports and Future Considerations
☐ Elected Official Reports
☐ Council Administrator Report
☐ Department Reports
☐ Agency Reports
☐ Citizens to Be Heard
☐ Presentations (none)
☐ General Business- Action Items- Discussion and Consideration of:
  B. Approving proposed reclassification of Deputy County Attorney position from Grade 18 to Grade 20 (Chris Baird, Clerk/Auditor and John West, HR Director)
  C. Adopting proposed requirements for taxi-lane developments at Canyonlands Field Airport, Postponed from December 18, 2018 (Judd Hill, Airport Director)
  D. Adopting proposed resolution approving amendments on a Replat at Voth Subdivision, located at 3801 East Lake Lane (Zacharia Levine, Community and Economic Development Director)
  E. Adopting proposed resolution to approve the partial bond release for Sage Creek (Zacharia Levine, Community and Economic Development Director)
  F. Adopting proposed resolution establishing the Grand County Audit Committee (Ruth Dillon, Council Administrator)
  G. Adopting proposed resolution establishing a policy and hotline on reporting fraud or abuse (Ruth Dillon, Council Administrator)
  H. Adopting proposed resolution establishing a code of ethics policy and annual pledge for officers and employees (Ruth Dillon, Council Administrator)
  I. Approving Volunteer Appointments to District and County Boards and Commissions (Council Liaison to the Board or Ruth Dillon, Council Administrator):
    1. Airport Board
    2. Canyonlands Health Care Special Service District
    3. Council on Aging
    4. Historic Preservation Commission
    5. Housing Authority of Southeastern Utah Board
6. Moab Area Travel Council Advisory Board
7. Library Board
8. Transportation Special Service District

J. Approving Volunteer Appointment to the Budget Advisory Board, for the County Elected Official position (Council Chair)

K. Approving assignments of County Council Representatives/Liaisons to District and County Boards, Commissions and Committees and other agencies (Council Chair)

☐ Consent Agenda- Action Items

L. Approving proposed addendum to the agreement that established the Southeastern Utah Association of Governments

☐ Discussion Items

M. Discussion on calendar items and public notices (Bryony Hill, Council Office Coordinator)

N. Discussion on next steps for High Density Housing Overlay (Council Member McGann)

☐ Public Hearings- Possible Action Items (none)

☐ Closed Session(s) (if necessary)

☐ Adjourn

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS. In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend County Council meetings are encouraged to contact the County two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. T.D.D. (Telecommunication Device for the Deaf) calls can be answered at: (435) 259-1346. Individuals with speech and/or hearing impairments may also call the Relay Utah by dialing 711. Spanish Relay Utah: 1 (888) 346-3162

It is hereby the policy of Grand County that elected and appointed representatives, staff and members of Grand County Council may participate in meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real time interaction in the way of discussions, questions and answers, and voting.

At the Grand County Council meetings/hearings any citizen, property owner, or public official may be heard on any agenda subject. The number of persons heard and the time allowed for each individual may be limited at the sole discretion of the Chair. On matters set for public hearings there is a three-minute time limit per person to allow maximum public participation. Upon being recognized by the Chair, please advance to the microphone, state your full name and address, whom you represent, and the subject matter. No person shall interrupt legislative proceedings.

Requests for inclusion on an agenda and supporting documentation must be received by 5:00 PM on the Wednesday prior to a regular Council Meeting and forty-eight (48) hours prior to any Special Council Meeting. Information relative to these meetings/hearings may be obtained at the Grand County Council’s Office, 125 East Center Street, Moab, Utah; (435) 259-1346.

A Council agenda packet is available at the local Library, 257 East Center St., Moab, Utah, (435) 259-1111 at least 24 hours in advance of the meeting.
Pledge of Allegiance

The Pledge of Allegiance was led by Peggy Taylor

Approval of Minutes (Diana Carroll, Clerk/Auditor)

A. October 2, 2018 (Joint City-County Council Meeting)

B. October 30, 2018 (County Council Special Meeting: Joint Meeting with Moab City, followed by Town Hall), Postponed from November 7, 2018

C. November 7, 2018 (Regular Council Meeting), postponed from November 20, 2018

D. November 20, 2018 (Regular Council Meeting), postponed from December 4, 2018

E. November 26, 2018 (County Council Special Meeting: Dalton Wells/Dinosaur Site Discussion), postponed from December 4, 2018

F. December 4, 2018 (County Council Meeting)

Motion: Motion by Council Member Curtis Wells to approve the minutes of October 2, October 30, November 7, November 20, November 26, and December 4 with the below corrections:

October 30, 2018 Minutes: Meeting start and adjourn times need to be corrected.

November 7, 2018 Minutes: On page 3 spelling of SUBSTUTEMOTION needs to be changed to SUBSTITUTE MOTION

November 26, 2018 Special Meeting Minutes: Jaylyn Hawks was present for the meeting starting at 1:55pm.

December 4, 2018 Minutes: October 16th minutes for Item U: 'Moab to Salt Lake City' instead of 'Salt Lake City to Price'

October 4th, 2018 Minutes: Terry Morse reported on the Moab Mosquito Abatement District meeting.

November 7th, 2018 Minutes: Terry Morse was present for this meeting.

October 30th, 2018 Minutes: Mayor Niehaus called the meeting to order.

Motion seconded by Council Member Terry Morse carries 5-0
Ratification of Payment of Bills

**Motion:** Motion by Council Member Curtis Wells to ratify payment of the bills totaling $1,277,806.83 ($1,031,439.89 payroll, $246,366.94 accounts payable) and authorize the chair to sign all associated documents. Motion seconded by Council Member Greg Halliday carries 5-0 by rollcall vote.

General Council Reports and Future Considerations

Council Member Greg Halliday: Reported on a meeting with the BLM; Attended the Transportation Special Service District meeting; and, Attended Thompson Springs Water District Board meeting.

Council Member Evan Clapper: Attended a Sand Flats Stewardship Committee meeting; and, attended the Grand County Emergency Medical Services Special Service District meeting.

Council Member Mary McGann: Attended a Homeless Coordinating Committee meeting; and, attended a Grand County Solid Waste Special Service District meeting.

Council Member Terry Morse: Attended the Grand County Planning and Zoning Commission meeting; attended the Grand County Recreation Special Service District meeting; attended the Housing Task Force meeting; and, attended the Council on Aging meeting.

Elected Official Reports

No reports

Council Administrator Report

Council Administrator Ruth Dillon reported that the Needs Assessment is progressing well and that she is currently negotiating with the City of Moab regarding on-going building permits.

**Motion:** Motion by Council Member Curtis Wells to place agenda items H and I before item G. Motion seconded by Council Member Terry Morse carries 5-0

Presentations

H. **Presentation recognizing employees’ years of service (Department Heads, Elected Officials and Human Resources Director)**

H.R. Director John West led the presentation of “years of service” awards.

I. **Presentation to outgoing Elected Officials (Chairwoman McGann)**

Council Chair Mary McGann presented a gift to out-going elected officials Andrew Fitzgerald and Diana Carroll (who was absent).

Department Reports

G. **Report on 2017 Old Spanish Trail Arena Recreation Complex (Steve Swift, Arena Director)**

Arena Director Steve Swift presented the annual report for the Old Spanish Trail Arena’s 2018 activities and statistics.

Agency Reports

No reports
Citizens to Be Heard

Grand County Citizen Marc Horowitz recommended reformatting the agenda to place “Citizen’s to be Heard” after the pledge of allegiance. Mr. Horowitz inquired why council members on the phone, who can’t hear well, are considered to be a part of the meeting, and commented on the poor quality of the audio in the council chambers.

General Business- Action Items- Discussion and Consideration of:

J. Approving proposed bid award to purchase a mixture of grass seeds as part of the Noxious Weed Invasive Species Management Grant (Tim Higgs, Weed Supervisor)

Motion: Motion by Council Member Curtis Wells to approve proposed bid award for the purchase of a mixture of grass seeds as part of the Noxious Weed Invasive Species Management Grant to Southwest Seed Inc. in the amount of $16,812.87, and authorize the Chair to sign all associated documents. Motioned seconded by Council Member Greg Halliday carries 5-0.

K. Approving proposed Interlocal Agreement with Grand County Emergency Medical Services Special Service District (GCEMSSSD) for transitioning all County EMS Department assets and liabilities, inventory and employees to the new district, pending legal review (Andy Smith, EMS Director)

Motion: Motion by Council Member Curtis Wells to approve the attached interlocal agreement between Grand County and the Emergency Medical Services Special Service District and authorize the chair to sign all associated documents. Motion seconded by Council Member Greg Halliday carries 5-0.

L. Approving proposed Interlocal Agreement with the City of Moab governing the transfer of funds to support strategic planning and operations related to active transportation and trails (Zacharia Levine, Community and Economic Development Director)

Motion: Motion by Council Member Curtis Wells to approve the Interlocal Agreement with the City of Moab governing the transfer of funds to support strategic planning and operations related to active transportation and trails, and authorize the Chair to sign all associated documents. Motion seconded by Council Member Greg Halliday carries 4-0 (council member Clapper was temporarily unavailable by telephone).

M. Adopting proposed ordinance approving the Vista Antigua Planned Unit Development Phase 1 Final Plat (Zacharia Levine, Community and Economic Development Director)

Motion: Motion by Council Member Curtis Wells to adopt the proposed ordinance approving the Vista Antigua Planned Unit Development Phase 1 Final Plat, and authorize the Chair to sign all associated documents. Motion seconded by Council Member Greg Halliday carries 5-0.

N. Adopting proposed ordinance amending the Land Use Code for a High Density Housing Overlay (Zacharia Levine, Community and Economic Development Director)

Motion: Motion by Council Member Evan Clapper to adopt proposed ordinance amending the Land Use Code for a High Density Housing Overlay, and authorize the Chair to sign all associated documents. Motion fails for lack of a second.

O. Approving contract award to Montgomery Archeological Consultants for development and implementation of Historic Properties Treatment Plan for Phase II runway expansion, at Canyonlands Field Airport (Judd Hill, Airport Director)

Motion: Motion by Council Member Curtis Wells to approve the contract award to Montgomery Archeological Consultants for development and implementation of Historic Properties Treatment Plan for Phase II runway expansion at Canyonlands Field Airport, and authorize the Chair to sign associated documents. Motion seconded by Council Member Greg Halliday carries 5-0.

P. Adopting proposed requirements for taxi-lane development at Canyonlands Field Airport (Judd Hill, Airport Director)
Motion: Motion by Council Member Curtis Wells to postpone action until the Airport Director finishes any needed revisions. Motion seconded by Council Member Terry Morse carries 5-0.

Q. Ratifying 2019 healthcare renewal contract of coverage with existing carriers, postponed from November 20, 2018 (John West, Human Resources Director and Chris Baird, Budget Officer)

Motion: Motion by Council Member Curtis Wells to postpone action. Motion seconded by Council Member Greg Halliday carries 5-0.

R. Adopting proposed resolution amending the 2018 budget (Chris Baird, Budget Officer)

Motion: Motion by Council Member Curtis Wells to adopt the attached resolution modifying the Grand County 2018 budget as presented and authorize the Chair to sign all associated documents. Motion seconded by Council Member Greg Halliday carries 5-0.

S. Adopting a proposed resolution adopting the 2019 budget (Chris Baird, Budget Officer)

Motion: Motion by Council Member Greg Halliday to adopt the attached resolution approving the Grand County 2019 budget as presented and authorize the Chair to sign all associated documents. Motion seconded by Council Member Terry Morse carries 5-0.

T. Adopting proposed Resolution approving Position Pay Plan, Employee Pay Plan, Step & Grade Chart, and new, reclassified, or re-titled positions effective January 1, 2019 (Chris Baird, Budget Officer)

Motion: Motion by Council Member Terry Morse to adopt the attached resolution approving the position pay plan, employee pay plan, step and grade chart, and new, reclassified, or re-titled positions as presented and authorize the chair to sign all associated documents. Motion seconded by Council Member Curtis Wells carries 5-0.

U. Adopting proposed ordinance increasing the salaries of Elected Officials, separate from County Council Members (Chris Baird, Budget Officer)

Motion: Motion by Council Member Curtis Wells to approve the attached ordinance increasing the salaries of Elected Officials, separate from County Council Members and authorize the chair to sign all associated documents. Motion seconded by Terry Morse carries 5-0.

V. Adopting proposed ordinance increasing the salaries of County Council Members (Chris Baird, Budget Officer)

Motion: Motion by Council Member Greg Halliday to approve the attached ordinance increasing the salaries of the County Council and authorize the chair to sign all associated documents. Motion seconded by Council Member Terry Morse carries 5-0.

Consent Agenda- Action Items

W. Ratifying the Chair’s signature on proposal for the excavation of the water well pipe leak, in the amount of $6,621.00 at Canyonlands Field Airport

X. Approving proposed ground lease for the construction of a hangar with Ken Lord at Canyonlands Field Airport

Y. Approving proposed ground lease for the construction of a hangar with Ben Byrd at Canyonlands Field Airport

Z. Approving renewal of Utah Local Government Trust (ULGT) Liability and Workers Compensation Insurance

AA. Approving renewal of contract with Bear Cloud Software for STR Helper, an overnight rental monitoring service

BB. Approving 2019 annual meeting schedule for the County Council

CC. Approving proposed letter to three individual taxpayers denying the reconvening of the local Board of Equalization, in order to protect the State Code process, due to the
individuals having missed the September 15, 2018 deadline to appeal the valuation or the equalization of their real property

DD. Adopting proposed resolution amending Resolution No. 3088 that updated the Safety and Accident Review Committee and the Accident Review Policy, in order to remove Emergency Medical Services Representative as a voting member due to no longer being a county department

EE. Approving proposed easement agreement with San Juan County for the purpose of constructing a connector road to be used only for ingress, egress, utilities and maintenance

FF. Approving proposed Geographic Information System (GIS) support block with GIS Inc.

GG. Approving proposed job descriptions, as redrafted and reformatted by Personnel Systems & Services, for the Clerk/Auditor’s Office:
   1. Chief Deputy Clerk
   2. Deputy Clerk/Payroll
   3. Deputy Clerk III
   4. Deputy Clerk II
   5. Deputy Clerk I

HH. Approving proposed job descriptions for Trail Mix employees to be placed with the Community and Economic Development Department, effective January 1, 2019 (transferred from Canyonlands Natural History Association)
   1. Active Transportation & Trails Manager
   2. Active Transportation & Trails Operations Coordinator
   3. Active Transportation & Trails Technician

II. Approving proposed job descriptions for Thompson Welcome Center employees to be placed with the Moab Area Travel Council, effective January 1, 2019 (transferred from Canyonlands, USA, Inc. aka Canyonlands Travel Region)
   1. Thompson Welcome Center Manager
   2. Thompson Welcome Center Representative

JJ. Approving proposed job description for a part-time Social Media Specialist to be placed with the Moab Area Travel Council, effective January 1, 2019

KK. Approving proposed job description for an IT/GIS Support Technician to be placed with the Information Technology (IT) Department, effective January 1, 2019

LL. Approving proposed job description and reclassification from Lead Maintenance Technician to Assistant Director to be placed with the Old Spanish Trail Arena Recreation Complex, effective January 1, 2019

   Motion: Motion by Council Member Curtis Wells to approve the consent agenda. Motion seconded by Council Member Terry Morse carries 5-0.

Discussion Items

MM. Calendar items and public notices (Bryony Hill, Council Office Coordinator)

   Council Office Coordinator Bryony Hill presented the calendar items and public notices.

Public Hearings- Possible Action Items (none)

Closed Session(s) Purchase, Exchange, Lease or Sale of Real Property

   Motion: Motion by Council Member Curtis Wells to enter into closed session to discuss the purchase, exchange, lease, or sale of real property. Motion seconded by Council Member Terry Morse carries 5-0.
The Council entered closed session at 6:30 p.m.

Evan Clapper left the meeting via phone at this time.

**Motion:** Motion by Council Member Curtis Wells to leave closed session. Motion seconded by Council Member Greg Halliday carries 4-0.

The Council left closed session at 7:00 p.m.

**Adjourn**

Council Chair Mary McGann adjourned the Grand County Council meeting at 7:00 p.m.

Mary McGann  
Grand County Council Chair

**ATTEST:**

Diana Carroll,  
Grand County Clerk/Auditor
**AGENDA SUMMARY**

**GRAND COUNTY COUNCIL MEETING**

January 2, 2019

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<th>Agenda Item: B</th>
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<tr>
<td><strong>TITLE:</strong></td>
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<td><strong>FISCAL IMPACT:</strong></td>
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<td><strong>PRESENTER(S):</strong></td>
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**RECOMMENDATION:**

I move to approve the reclassification of the Deputy County Attorney position from Grade 18 to Grade 20, approve the assignment of the starting pay position for the Deputy County Attorney up to Grade 20, Step 4, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

Under Article IV, Section C of the Grand County Employee Handbook, the compensation for employees is set according to each position’s classification on the step and grade chart. Further, all employees are hired at the entry compensation level and progress through the salary range based upon performance unless the Council suspends policy and gives a Department Head discretion to offer a competitive compensation package to a new employee.

On December 4, 2018, the Grand County Council approved the creation of a Deputy County Attorney position with a Grade 18 status. On December 18, 2018, the Grand County Council approved a salary line item in the County Attorney’s budget for the Deputy County attorney’s salary package (including benefits) in the amount of $123,675 (of which amount $78,152 is salary).

The Grand County Attorney’s office published the Deputy County Attorney position through December 14, 2018 and conducted three interviews with deputy candidates (together with the Sheriff’s Office and Moab Police Department) on December 17, 2018. On December 19, 2018, the 4-person interview committee chose a preferred candidate for the position.

However, during the application and interview process, the County Attorney determined that the Grade 18 classification limits her ability to hire a Deputy County Attorney with the necessary education and experience. For example, the G18 status would start our Deputy County Attorney 10% lower than San Juan County starts their deputy – even though Grand County’s cost of living is higher and criminal caseload greater. And a prosecutor with 20 years of experience would only make $78,152 (which is similar pay for a 3-year prosecutor in other parts of the state).

In addition, in studying other job classifications in the County, the County
Attorney believes the Grade 20 classification is most appropriate for the Deputy County Attorney position. The Deputy will be responsible for prosecuting all District Court cases (including all major crimes) as well as Drug, Justice, and Juvenile Court cases; directly supervise three (3) paralegals in the office; and consult and cooperate with law enforcement agents and investigations. Further, the Deputy is required to have seven (7) years of secondary education, is FLSA-exempt and not entitled to overtime, and absorbs secondary trauma as a part of the job.

The preferred Deputy candidate is a great fit for the Deputy County Attorney position because he will enter his fourth year of licensed practice in February 2019; he has a master’s degree and Juris Doctorate; he has roots in southeast Utah and is already familiar with Moab’s criminal bar and law enforcement agents; and he also comes to law with a decade of earlier work experience.

Accordingly, the County Attorney requests the Council take the following steps to enable her to offer a competitive compensation package to the Deputy County Attorney:

1. Reclassify the Deputy County Attorney position as Grade 20;
2. Approve a starting pay position for the Deputy County Attorney up to Grade 20, Step 4, to be determined in the County Attorney’s discretion.

The request action will not increase the budget, but will require a transfer of approximately $6,000 in salary and benefits between the Deputy Services and Salary line items within the County Attorney’s budget.

**ATTACHMENT(S):**
Deputy County Attorney Job Description
GRAND COUNTY
JOB DESCRIPTION

<table>
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<th>Job Title: Deputy County Attorney</th>
<th>FLSA Status: Exempt</th>
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<tr>
<td>Department: Attorney</td>
<td>Salary: Starting at $69,437 DOE</td>
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<td>Grade: 18</td>
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**General Purpose**
Perform full performance professional legal duties as required to expedite the efficient and effective prosecution of criminal cases and to advise county officials, agents and employees on related matters.

**Supervision**
Supervised by the County Attorney.
Supervises office staff as assigned or on an as-needed basis.

**Essential Functions**
1. Receives, reviews and screens crime reports and intake activities on criminal cases, etc. from law enforcement agencies within the county; assures proper legal procedures and processes are adhered to; determines quality of case and eligibility for filing to pursue legal action; follows established procedures in preparing and processing the bringing of charges and pursuing legal penalties;
2. Prepares for court by performing legal research, drafting briefs, gathering and analyzing evidence; delivers the County's case in criminal proceedings; attends and participates in arraignments, sentencing, preliminary hearings, trials and other court hearings;
3. Prepares writs, subpoenas, warrants, petitions, affidavits and other legal documents; submits regular reports, written or verbal to apprise supervisor of status of assigned cases;
4. Provides legal advice to law enforcement officers in their preparation of necessary paperwork as needed to expedite law enforcement efforts, such as search warrants, arrest warrants, etc. ;
5. Acts as liaison between the County Attorney's Office and local law enforcement agencies and provides legal advice to these agencies as assigned; and
6. Performs related duties as assigned.

**Minimum Qualifications**
A. Graduation from an accredited law school with a Juris Doctorate Degree.
B. Prior prosecution experience.
C. Licensed to practice law in the State of Utah (or capability of being admitted by start date).
D. Working knowledge of the principles of law and their application; criminal trial procedures and the rules of evidence; Federal Code, United States Constitution, Utah Code, Utah Constitution and local ordinances as they apply to county government and its operation; and case law related to a variety of county government subjects
E. Skill in the art of negotiation and cooperative problem solving; leadership and organizational behavior management; skill in the operation of computers.
F. Ability to successfully conduct the prosecution or defense in all criminal cases assigned; present statements of fact, law and argument cleverly and logically; gather and evaluate information obtained through research investigations, and interrogations; develop effective relationships with the public, government officials, and judicial personnel; supervise staff.
Work Environment
Tasks require variety of physical activities, not generally involving muscular strain. Physical dimensions include walking, standing, stooping, sitting, reaching, talking, etc. Interpersonal communication skills essential to job functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

ADA ACCOMMODATIONS
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statement of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job changes. The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Grand County fully complies with THE AMERICANS WITH DISABILITIES ACT (ADA)

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the Deputy County Attorney. They are not intended to be an exhaustive list of all responsibilities demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice.

This job description, created December 4, 2018, supersedes and replaces all earlier versions.
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AGENDA SUMMARY
GRAND COUNTY COUNCIL MEETING
JANUARY 2, 2019

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<tr>
<td>TITLE: Adopting proposed requirements for taxi-lane developments at Canyonlands Field Airport, Postponed from December 18, 2018</td>
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<td>FISCAL IMPACT: Up to $50,000.</td>
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<td>PRESENTER(S): Judd Hill, Airport Director</td>
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PREPARED BY:
Judd Hill
Canyonlands Field Airport Director
435-259-4849
jhill@grandcountyutah.net

FOR OFFICE USE ONLY:
Attorney Review:
N/A

RECOMMENDATION:
I move to adopt proposed requirements for taxi-lane developments at Canyonlands Field Airport, and authorize the Chair to sign associated documents.

BACKGROUND:
Canyonlands Field Airport is growing rapidly in terms of both business and private development. The airport now has no more room for additional hangar development adjacent to existing taxilanes.

The Airport Board has been discussing this issue for some time and voted unanimously to recommend the attached policy for expanding growth at the airport at the December 2018 meeting.

In order for these areas to be developed, the County would pay for the survey, the geotechnical, and design of the taxilanes. This cost would be Approx. $50,000: $5,000 survey, $10,000 geotechnical, $35,000 design.

This type of project is eligible for airport grant funding. However, development of taxilanes is a lower priority than taxiway replacement, ramp upgrades, runway safety areas, displaced threshold removal/relocation of Blue Hills Rd., and snow removal equipment.

If Grand County pays the cost upfront, the costs can be recouped at 90%/10% grant funding, or the cost can be paid by a private entity that desires to build hangars prior to when the airport and also build taxilanes.

ATTACHMENT(S):
1. Policy for Construction of Taxiways, Ramps and general infrastructure at Canyonlands Field.
**Policy for Construction of Taxiways, Ramps and general infrastructure at Canyonlands Field**

The airport may supply all infrastructure for ramps, taxiways, storm water management, water and sewer necessary for hangars and tiedown construction. A developer can use the existing infrastructure if it is available or funded. The developer has the following options if the necessary infrastructure for the planned development is not in place or funded:

Wait for the airport to provide the infrastructure.

OR

Build the infrastructure necessary themselves adhering to the following:

- The development would follow the airport master plan and be approved by the Airport Board and the County.
- The airport would supply the necessary engineering for the infrastructure required for ramps, taxiways, storm water management, water and sewer for the development of hangars or tiedowns.
- The airport may charge the developer for their portion the infrastructure engineering costs necessary for the planned development.
- Ground lease(s) must be in place before construction can begin.
- The developer would be responsible for the management and costs of construction for the infrastructure and hangar/tiedown development.
- The engineer of record and the airport would be responsible to supervise the construction and confirm that the construction was done according to the plans. The cost of the construction supervision by the engineer of record may be passed on to the developer by the airport.
- The airport has the right to not allow hangar/tiedown construction until the infrastructure construction is completed according to plans.
- All infrastructure built by the developer would become the property of the airport and would be maintained by the airport after the construction is completed.
Title: Adopting proposed resolution approving amendments on a Replat at Voth Subdivision, located at 3801 East Lake Lane

Fiscal Impact: N/A

Presenter(s): Community and Economic Development Staff

Stated Motion:
Move to adopt proposed resolution approving amendments on a Replat to split current 2.01 acre lot into two (2) one (1) acre lots at Voth Subdivision, located at 3801 E. Lake Lane, and authorize the Chair to sign all associated documents.

Staff Recommendation:
Review and consider feedback provided from the planning commission related to the Voth Subdivision, Lot 1 Amended Plat. Grand County Planning Commission recommended approval of the Voth Subdivision, Lot 1 Amended Plat to the Grand County Council on December 17, 2018.

Background:
The proposed subdivision meets all County subdivision standards. See Staff Report and Draft Resolution noting the required decommissioning of an existing septic system and connection to GWSSA sanitary sewer.

Also, see staff report attached.

Attachment(s):
- Staff Report
- Proposed Resolution
- Drainage Waver
- Voth Subdivision, Lot 1 Amended Plat
- RMP letter
- GWSSA letter
- Title Report
STAFF REPORT
COMMMUNITY DEVELOPMENT DEPARTMENT
GRAND COUNTY

DATE: 
TO: Grand County Planning Commission
SUBJECT: Amendment to Voth Subdivision – Creating Lots 1A and 1B (1 acre each) from Existing Lot 1 (2 acres)

PROPERTY OWNER: Sheri Griffith
PROP. OWNER REP.: Stephanie Williams
ENGINEER: Red Desert Land Surveying
PROPERTY ADDRESS: 3801 E. Lake Lane
SIZE OF PROPERTY: 2.01 acres
EXISTING ZONE: Rural Residential (RR)
EXISTING LAND USE: Rural Residential (RR)

ADJACENT ZONING AND LAND USE
Rural Residential (RR)

APPLICATION TYPE
Subdivision within existing platted subdivision

SUMMARY OF REQUEST
This is an amendment to an existing subdivision, Voth Subdivision Lot 1. The applicant is wanting to split the current 2.01 acre lot into two (2) one (1) acre lots. Given the current Rural Residential (RR) zone this is compatible with the one (1) unit/acre density requirement.

SITE IMPROVEMENTS / ADDITIONS / CHANGES
Per GWSSA agreement both lots would need to connect to sanitary sewer. Applicant is working with Rocky Mountain Power and is requiring all existing power lines to be relocated at developer’s expense and be recorded on a final site plan, with 10’ to 30’ utility easements.

APPLICATION PROCEDURE
☐ Administrative
☐ Legislative
☒ Public Hearing at Planning Commission
☒ County Council
☐ Public Meeting at Planning Commission
☒ County Council

ATTACHMENTS
☐ Approval Letters
☐ Site Plan
☐ Landscape Plan
☐ Vicinity Map
☐ Legal Notice
☐ Legal Description
☐ Public Comments
☐ Agency Comments
☐ Response to Standards
☐ Other:
STAFF RECOMMENDATION: ☒ Approve
☐ Approve with Conditions ☐ Deny ☐ Postpone

CONSIDERATIONS FOR APPROVAL, DENIAL, AND/OR POSTPONEMENT

Grand County Land Use Code, 9.5 Final Plat

COMPATABILITY WITH GENERAL PLAN

The proposed subdivision complies with the general plan.

COMPATABILITY WITH LAND USE CODE (ZONING)

The proposed subdivision complies with all pertinent sections of the LUC and the RR – Rural Residential zoning district.

LAND USE CODE REFERENCE SECTIONS

Section 9.5 Final Plat, 2.5 RR, Rural Residential District

PROPERTY HISTORY

Originally Lot 1 of Voth Subdivision.
RESOLUTION ______ 2019

RESOLUTION OF THE GRAND COUNTY COUNCIL
APPROVING AN AMENDMENT TO THE VOTH SUBDIVISION

WHEREAS, Sheri Griffith (hereinafter referred to as “Applicant”), submitted an application to amend the Voth Subdivision by further subdividing Lot 1 more specifically described as the following real property located in Grand County, Utah:

BEGINNING AT THE SOUTHWEST CORNER OF LOT 1, VOTH SUBDIVISION, SAID CORNER BEING NORTH 00°06'00" WEST 992.30 FEET FROM THE WEST QUARTER CORNER OF SECTION 26, TOWNSHIP 26 SOUTH, RANGE 22 EAST, SALT LAKE BASE AND MERIDIAN, AND RUNNING THENCE NORTH 00°06'00" WEST 325.11 FEET; THENCE SOUTH 89°46'00" EAST 248.20 FEET; THENCE SOUTH 11°27'00´EAST 331.90 FEET; THENCE NORTH 89°46'00" WEST 213.52 FEET; THENCE WITH A CURVE HAVING A RADIUS OF 50.00 FEET, TO THE LEFT WITH AN ARC LENGTH OF 157.16 FEET, (A CHORD BEARING OF NORTH 89°48'49' WEST 100.00 FEET) TO THE POINT OF BEGINNING, HAVING AN AREA OF 87,359 SQUARE FEET, 2.01 ACRES.

WHEREAS, the Voth Subdivision was approved by the Grand County Council on January 12, 1980;

WHEREAS, the Voth Subdivision and Lot 1 described above are zoned Rural Residential (RR);

WHEREAS, the Applicant is proposing subdivision of Lot 1 into two lots identified as Lot 1-A (43,638 Sq. Feet or 1.00 Acre) and Lot 1-B (43,721 Sq. Feet or 1.00 Acre);

WHEREAS, the existing home is connected to a septic system. There is an existing sewer connection in the cul-de-sac. GWSSA requires the existing home decommission the septic system and connect to the sanitary sewer system;

WHEREAS, the Planning and Zoning Commission reviewed the proposed amendment to the Voth Subdivision at a public hearing on December 17, 2018 and found that the Applicant had satisfied the Grand County Land Use Code, and recommended approval to the County Council;

WHEREAS, the County Council considered all evidence and testimony presented with respect to the subject application;

NOW, THEREFORE, BE IT RESOLVED by the Grand County Council that it does hereby approve an amendment to the Voth Subdivision as proposed and described on the “Voth Subdivision, Lot 1 Amended”, dated December 14, 2018, which creates Lot 1A and Lot 1B.

PASSED, ADOPTED, AND APPROVED by the Grand County Council in open session this 2nd day of January, 2019, by the following vote:

Those voting aye: __________________________________________

Those voting nay: __________________________________________

Those abstaining: _________________________________________

Those absent: _____________________________________________
Kenny Gordon  
**Grand County**  
**Community Development Coordinator**  
125 E. Center Street  
Moab, UT 84532  
November 29, 2018

**RE: Stephanie Williams Lot 1 Voth Subdivision – Split Parcel, Grand County, Utah**

Dear Mr. Gordon:

We will be requesting a drainage study waiver on this minor subdivision application. The proposed, Voth Subdivision, Lot 1 Amended, is to divide the existing subdivision lot into two lots. The property is 2 acres in total and each new lot will be one acre in size. Lot 2 as proposed has an existing home.

With respect to the Code requirement to perform a drainage study on any project creating more than 7,000 square feet (SF) or 15% of lot development of impervious area, we have calculated the allowable vs. proposed impervious areas related to the project. Details depicting the allowable and proposed site measurements are attached. In summary, the proposed project will increase the impervious area by approximately 6,500 Square feet (SF) per lot based on the following calculations.

Lot 1 allowable impervious area = 6,545 @ 15%; planned 3,500 SF home/ADU, 12’ x 200’ driveway = 2400, parking and paths = 600 SF  
Total parcel 1 development planned = 6,500 SF,

Lot 2 allowable impervious area = 6,558 @ 15%; existing impervious area from survey 6,200 SF  
Total parcel 2 development planned = 0 SF

The subdivision is located in a floodplain and notated on the plat. There is enough buildable area on the lots out of the flood area to assume that no improvements would be located in the flood zone.

Because the proposed Minor subdivision will not increase the impervious area of each lot by more than 15 percent of lot size or 7000 square feet, we would like to be exempt form a drainage study.

Thank you for your attention to this matter.

If you have any questions, comments or concerns, please do not hesitate to contact me.

Sincerely,
Based on the request from "Stephanie Williams", Rocky Mountain Power is providing a letter stating our intent to provide permanent or temporary electrical service. We will need a copy of proposed site plan (I have seen & reviewed the preliminary site plan @ this time. RMP will supply power when customer & Rocky Mountain Power is ready to proceed) to know if all right of ways and or easements will work, before power can be served to customer. Customer to record all utility easement where new power lines will be located, or are already located, to feed existing & new locations. This is needed to know if all right of ways and or easements will work, before power can be served at "North end of Lake Lane" Moab, Utah. It is our intent to serve this new site called, "Griffith Property Management Minor Record Survey" with electrical power. Before providing power, all existing power lines are to be located at developer’s expense and be recorded on final site plan, with noted 10' to 30' utility easements. Preliminary utilities have been reviewed and are approved.

In the process of providing power to this project, any line extensions required will be done in accordance with our current regulations and line extension policy.

As part of the line extension policy the customer will be required to provide all advance payments for line extensions, easements and approved plats for this development prior to lines being installed.

If you have any questions or concerns please e-mail or call @ 259-3232 or 259-3210

Sincerely,

Gary Lawley
Estimator, Moab Office
September 11, 2018

Grand County Community Development
Zacharia Levine, Director
125 E. Center St.
Moab, UT 84532

Re: Replat of 3801 S. Lake Lane

Dear Zacharia,

The second lot resulting of the replat of 3801 S. Lake Lane can be served both water and sewer by GWSSA. There are some conditions to be met prior to commitment to service. They are below.

- We believe the existing home is connected to a septic system. There is an existing sewer connection in the cul-de-sac. GWSSA requires the existing home connects to the sanitary sewer system as a condition of approval.

- GWSSA has an existing water main that runs north-south along the entire west side of the lot and continues north to Kerby Lane. The easement must be shown on the replat.

If you have any questions or concerns regarding the above conditions; please feel free to contact me at the number above.

Sincerely,

[Signature]

Dana Van Horn
Agency Manager
ALTA COMMITMENT FOR TITLE INSURANCE

ISSUED BY
STEWART TITLE GUARANTY COMPANY

NOTICE

IMPORTANT - READ CAREFULLY: THIS COMMITMENT IS AN OFFER TO ISSUE ONE OR MORE TITLE INSURANCE POLICIES. ALL CLAIMS OR REMEDIES SOUGHT AGAINST THE COMPANY INVOLVING THE CONTENT OF THIS COMMITMENT OR THE POLICY MUST BE BASED SOLELY IN CONTRACT.

THIS COMMITMENT IS NOT AN ABSTRACT OF TITLE, REPORT OF THE CONDITION OF TITLE, LEGAL OPINION, OPINION OF TITLE, OR OTHER REPRESENTATION OF THE STATUS OF TITLE. THE PROCEDURES USED BY THE COMPANY TO DETERMINE INSURABILITY OF THE TITLE, INCLUDING ANY SEARCH AND EXAMINATION, ARE PROPRIETARY TO THE COMPANY, WERE PERFORMED SOLELY FOR THE BENEFIT OF THE COMPANY, AND CREATE NO EXTRACTIONLIABILITY TO ANY PERSON, INCLUDING A PROPOSED INSURED.

THE COMPANY'S OBLIGATION UNDER THIS COMMITMENT IS TO ISSUE A POLICY TO A PROPOSED INSURED IDENTIFIED IN SCHEDULE A IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF THIS COMMITMENT. THE COMPANY HAS NO LIABILITY OR OBLIGATION INVOLVING THE CONTENT OF THIS COMMITMENT TO ANY OTHER PERSON.

COMMITMENT TO ISSUE POLICY

Subject to the Notice; Schedule B, Part I - Requirements; Schedule B, Part II - Exceptions; and the Commitment Conditions, STEWART TITLE GUARANTY COMPANY, a Texas corporation (the "Company"), commits to issue the Policy according to the terms and provisions of this Commitment. This Commitment is effective as of the Commitment Date shown in Schedule A for each Policy described in Schedule A, only when the Company has entered in Schedule A both the specified dollar amount as the Proposed Policy Amount and the name of the Proposed Insured.

If all of the Schedule B, Part I - Requirements have not been met within six months after the Commitment Date, this Commitment terminates and the Company's liability and obligation end.

Countersigned by:

Anderson-Oliver Title Insurance Agency, Inc.
94 E. Grand Ave.
Moab, UT 84532
(435) 259-3000

For purposes of this form the "Stewart Title" logo featured above is the represented logo for the underwriter, Stewart Title Guaranty Company.
COMMITMENT CONDITIONS

1. DEFINITIONS
(a) "Knowledge" or "Known": Actual or imputed knowledge, but not constructive notice imparted by the Public Records.
(b) "Land": The land described in Schedule A and affixed improvements that by law constitute real property. The term "Land" does not include any property beyond the lines of the area described in Schedule A, nor any right, title, interest, estate, or easement in abutting streets, roads, avenues, alleys, lanes, ways, or waterways, but this does not modify or limit the extent that a right of access to and from the Land is to be insured by the Policy.
(c) "Mortgage": A mortgage, deed of trust, or other security instrument, including one evidenced by electronic means authorized by law.
(d) "Policy": Each contract of title insurance, in a form adopted by the American Land Title Association, issued or to be issued by the Company pursuant to this Commitment.
(e) "Proposed Insured": Each person identified in Schedule A as the Proposed Insured of each Policy to be issued pursuant to this Commitment.
(f) "Proposed Policy Amount": Each dollar amount specified in Schedule A as the Proposed Policy Amount of each Policy to be issued pursuant to this Commitment.
(g) "Public Records": Records established under state statutes at the Commitment Date for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without Knowledge.
(h) "Title": The estate or interest described in Schedule A.

2. If all of the Schedule B, Part I - Requirements have not been met within the time period specified in the Commitment to Issue Policy, this Commitment terminates and the Company’s liability and obligation end.

3. The Company’s liability and obligation is limited by and this Commitment is not valid without:
(a) the Notice;
(b) the Commitment to Issue Policy;
(c) the Commitment Conditions;
(d) Schedule A;
(e) Schedule B, Part I - Requirements;
(f) Schedule B, Part II - Exceptions; and
(g) a countersignature by the Company or its issuing agent that may be in electronic form.

4. COMPANY’S RIGHT TO AMEND
The Company may amend this Commitment at any time. If the Company amends this Commitment to add a defect, lien, encumbrance, adverse claim, or other matter recorded in the Public Records prior to the Commitment Date, any liability of the Company is limited by Commitment Condition 5. The Company shall not be liable for any other amendment to this Commitment.

5. LIMITATIONS OF LIABILITY
(a) The Company’s liability under Commitment Condition 4 is limited to the Proposed Insured’s actual expense incurred in the interval between the Company’s delivery to the Proposed Insured of the Commitment and the delivery of the amended Commitment, resulting from the Proposed Insured’s good faith reliance to:
   (i) comply with the Schedule B, Part I - Requirements;
   (ii) eliminate, with the Company’s written consent, any Schedule B, Part II - Exceptions; or
   (iii) acquire the Title or create the Mortgage covered by this Commitment.
(b) The Company shall not be liable under Commitment Condition 5(a) if the Proposed Insured requested the amendment or had Knowledge of the matter and did not notify the Company about it in writing.
(c) The Company will only have liability under Commitment Condition 4 if the Proposed Insured would not have incurred the expense had the Commitment included the added matter when the Commitment was first delivered to the Proposed Insured.

This page is only a part of a 2016 ALTA® Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I - Requirements; and Schedule B, Part II - Exceptions; and a countersignature by the Company or its issuing agent that may be in electronic form.

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File No. 11648
ALTA Commitment For Title Insurance 8-1-16 (4-2-18)
Page 2 of 3
(d) The Company's liability shall not exceed the lesser of the Proposed Insured's actual expense incurred in good faith and described in Commitment Conditions 5(a)(i) through 5(a)(iii) or the Proposed Policy Amount.
(e) The Company shall not be liable for the content of the Transaction Identification Data, if any.
(f) In no event shall the Company be obligated to issue the Policy referred to in this Commitment unless all of the Schedule B, Part I - Requirements have been met to the satisfaction of the Company.
(g) In any event, the Company's liability is limited by the terms and provisions of the Policy.

6. LIABILITY OF THE COMPANY MUST BE BASED ON THIS COMMITMENT
(a) Only a Proposed Insured identified in Schedule A, and no other person, may make a claim under this Commitment.
(b) Any claim must be based in contract and must be restricted solely to the terms and provisions of this Commitment.
(c) Until the Policy is issued, this Commitment, as last revised, is the exclusive and entire agreement between the parties with respect to the subject matter of this Commitment and supersedes all prior commitment negotiations, representations, and proposals of any kind, whether written or oral, express or implied, relating to the subject matter of this Commitment.
(d) The deletion or modification of any Schedule B, Part II - Exception does not constitute an agreement or obligation to provide coverage beyond the terms and provisions of this Commitment or the Policy.
(e) Any amendment or endorsement to this Commitment must be in writing and authenticated by a person authorized by the Company.
(f) When the Policy is issued, all liability and obligation under this Commitment will end and the Company's only liability will be under the Policy.

7. IF THIS COMMITMENT HAS BEEN ISSUED BY AN ISSUING AGENT
The issuing agent is the Company's agent only for the limited purpose of issuing title insurance commitments and policies. The issuing agent is not the Company's agent for the purpose of providing closing or settlement services.

8. PRO-FORMA POLICY
The Company may provide, at the request of a Proposed Insured, a pro-forma policy illustrating the coverage that the Company may provide. A pro-forma policy neither reflects the status of Title at the time that the pro-forma policy is delivered to a Proposed Insured, nor is it a commitment to insure.

9. ARBITRATION
The Policy contains an arbitration clause. All arbitrable matters when the Proposed Policy Amount is $2,000,000 or less shall be arbitrated at the option of either the Company or the Proposed Insured as the exclusive remedy of the parties. A Proposed Insured may review a copy of the arbitration rules at <http://www.alta.org/arbitration>.

STEWART TITLE GUARANTY COMPANY

All notices required to be given the Company and any statement in writing required to be furnished the Company shall be addressed to it at P.O. Box 2029, Houston, Texas 77252-2029.
ALTA COMMITMENT FOR TITLE INSURANCE
SCHEDULE A

ISSUED BY
STEWART TITLE GUARANTY COMPANY

Transaction Identification Data for reference only:
Issuing Agent: Anderson-Oliver Title Insurance Agency, Inc.
Issuing Office: 94 E. Grand Ave., Moab, UT 84532
ALTA® Universal ID: N/A
Loan ID Number: 11648
Commitment Number: 11648
Issuing Office File Number: 11648
Property Address: 3801 South Lake Lane, Moab, UT 84532
Revision Number:

1. Commitment Date: October 05, 2018 at 8:00 A.M.

2. Policy to be issued:
   
   (a) ALTA Owner's Policy Standard
   
   Proposed Insured:
   
   (b) ALTA Loan Policy Standard
   
   Proposed Insured:
   
   TITLE COMMITMENT ONLY
   
   Proposed Policy Amount
   
   Premium: $220.00

3. The estate or interest in the Land described or referred to in this Commitment is:
   
   Fee Simple

4. Title to the said estate or interest in the Land is at the Commitment Date hereof vested in:
   
   Griffith Management Company, LLC, a Utah limited liability company

5. The Land is described as follows:
   
   Grand County, Utah:
   
   Lot 1, VOTH SUBDIVISION, according to the official plat thereof. (Parcel No. 02-0SVO-0001)

   EXCEPTING therefrom all coal and other minerals.

This page is only a part of a 2016 ALTA® Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I - Requirements; and Schedule B, Part II - Exceptions; and a countersignature by the Company or its issuing agent that may be in electronic form.

This page is only a part of a 2016 ALTA® Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I - Requirements; and Schedule B, Part II - Exceptions; and a countersignature by the Company or its issuing agent that may be in electronic form.

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File No. 11648
ALTA Commitment For Title Insurance Schedule 8-1-16
Page 1 of 1
Requirements

All of the following Requirements must be met:

1. The Proposed Insured must notify the Company in writing of the name of any party not referred to in this Commitment who will obtain an interest in the Land or who will make a loan on the Land. The Company may then make additional Requirements or Exceptions.

2. Pay the agreed amount for the estate or interest to be insured.

3. Pay the premiums, fees, and charges for the Policy to the Company.

4. Documents satisfactory to the Company that convey the Title or create the Mortgage to be insured, or both, must be properly authorized, executed, delivered, and recorded in the Public Records.
ALTA COMMITMENT FOR TITLE INSURANCE
SCHEDULE B PART II

ISSUED BY
STEWART TITLE GUARANTY COMPANY

Exceptions

File No.: 11648

THIS COMMITMENT DOES NOT REPUBLISH ANY COVENANT, CONDITION, RESTRICTION, OR LIMITATION CONTAINED IN ANY DOCUMENT REFERRED TO IN THIS COMMITMENT TO THE EXTENT THAT THE SPECIFIC COVENANT, CONDITION, RESTRICTION, OR LIMITATION VIOLATES STATE OR FEDERAL LAW BASED ON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

The Policy will not insure against loss or damage resulting from the terms and provisions of any lease or easement identified in Schedule A, and will include the following Exceptions unless cleared to the satisfaction of the Company:

1. Any defect, lien, encumbrance, adverse claim, or other matter that appears for the first time in the Public Records or is created, attaches, or is disclosed between the Commitment Date and the date on which all of the Schedule B, Part I - Requirements are met.

2. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records. Proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.

3. Any facts, rights, interests, or claims which are not shown by the Public Records, but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.

4. Easements, liens, or encumbrances, or claims thereof, which are not shown by the Public Records.

5. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land and not shown by the Public Records.

6. (a) Unpatented mining claims; (b) reservations or exceptions in patents or in Acts authorizing the issuance thereof; (c) water rights, claims or title to water; ditch rights; (d) minerals of whatsoever kind, subsurface and surface substances, including but not limited to coal, lignite, oil, gas, uranium, clay, rock, sand and gravel and other hydrocarbons in, on, under and that may be produced from the Land, together with all rights, privileges, and immunities related thereto, whether or not the matters excepted under (a), (b), (c) or (d) are shown by the Public Records. The Company makes no representation as to the present ownership of any such interests. There may be leases, grants, exceptions or reservations of interests that are not listed.

7. Any lien or right to a lien for services, labor, or material heretofore or hereafter furnished, imposed by law and not shown by the Public Records.

8. Taxes for the year 2018 are accruing as a lien; not yet due and payable in the amount of $1,402.35.

9. Minerals of whatsoever kind, subsurface and surface substances, including but not limited to coal, lignite, oil, gas, uranium, clay, rock, sand and gravel in, on, under and that may be produced from the Land, together with all rights, privileges, and immunities relating thereto, whether or not appearing in the Public Records or listed in Schedule B. The Company makes no representation as to the present ownership of any such interests. There may be leases, grants, exceptions or reservations of interests that are not listed.

This page is only a part of a 2016 ALTA® Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I - Requirements; and Schedule B, Part II - Exceptions; and a countersignature by the Company or its issuing agent that may be in electronic form.

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File No. 11648
UT ALTA Commitment For Title Insurance Schedule 8-1-16
Page 1 of 2
Exceptions


11. Easements and matters contained in the following plats, to-wit:
   a. ALL AMERICAN ACRES Plat recorded November 17, 1975 as Entry No. 359011 in Book 237 at page 519.
   b. VOTH SUBDIVISION Plat, a Subdivision of Lot 22, ALL AMERICAN ACRES, recorded April 2, 1980 as Entry No. 385641 in Book 306 at page 192.

12. REVOLVING CREDIT DEED OF TRUST:
   Dated: April 23, 2002
   Amount: $36,000.00
   Trustor: Lee G. Griffith
   Trustee: Zions First National Bank
   Lender: Zions First National Bank
   Recorded: May 2, 2002
   Entry No.: 457083
   Book/Page: 580/570

A judgment search was made in the following names and none were found of record except as noted above:
Griffith Management Company, LLC, a Utah limited liability company

CHAIN OF TITLE:

According to the Official Records, there have been no documents conveying the land described herein within a period of 24 months prior to the date of this commitment, except as follows: None
WHAT DO THE STEWART TITLE COMPANIES DO WITH YOUR PERSONAL INFORMATION?

Federal and applicable state law and regulations give consumers the right to limit some but not all sharing. Federal and applicable state law regulations also require us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand how we use your personal information. This privacy notice is distributed on behalf of the Stewart Title Guaranty Company and its title affiliates (the Stewart Title Companies), pursuant to Title V of the Gramm-Leach-Bliley Act (GLBA).

The types of personal information we collect and share depend on the product or service that you have sought through us. This information can include social security numbers and driver's license number.

All financial companies, such as the Stewart Title Companies, need to share customers' personal information to run their everyday business—to process transactions and maintain customer accounts. In the section below, we list the reasons that we can share customers' personal information; the reasons that we choose to share; and whether you can limit this sharing.

### Reasons we can share your personal information.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Do we share</th>
<th>Can you limit this sharing?</th>
</tr>
</thead>
<tbody>
<tr>
<td>For our everyday business purposes—to process your transactions and maintain your account. This may include running the business and managing customer accounts, such as processing transactions, mailing, and auditing services, and responding to court orders and legal investigations.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>For our marketing purposes—to offer our products and services to you.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>For joint marketing with other financial companies</td>
<td>No</td>
<td>We don't share</td>
</tr>
<tr>
<td>For our affiliates' everyday business purposes—information about your transactions and experiences. Affiliates are companies related by common ownership or control. They can be financial and non-financial companies. Our affiliates may include companies with a Stewart name; financial companies, such as Stewart Title Company.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>For our affiliates' everyday business purposes—information about your creditworthiness.</td>
<td>No</td>
<td>We don't share</td>
</tr>
<tr>
<td>For our affiliates to market to you—For your convenience, Stewart has developed a means for you to opt out from its affiliates marketing even though such mechanism is not legally required.</td>
<td>Yes</td>
<td>Yes, send your first and last name, the email address used in your transaction, your Stewart file number and the Stewart office location that is handling your transaction by email to <a href="mailto:optout@stewart.com">optout@stewart.com</a> or fax to 1-800-335-9591.</td>
</tr>
<tr>
<td>For non-affiliates to market to you. Non-affiliates are companies not related by common ownership or control. They can be financial and non-financial companies.</td>
<td>No</td>
<td>We don't share</td>
</tr>
</tbody>
</table>

We may disclose your personal information to our affiliates or to non-affiliates as permitted by law. If you request a transaction with a non-affiliate, such as a third party insurance company, we will disclose your personal information to that non-affiliate. [We do not control their subsequent use of information, and suggest you refer to their privacy notices.]

SHARING PRACTICES

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How often do the Stewart Title Companies notify me about their practices?</td>
<td>We must notify you about our sharing practices when you request a transaction.</td>
</tr>
<tr>
<td>How do the Stewart Title Companies protect my personal information?</td>
<td>To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer, file, and building safeguards.</td>
</tr>
<tr>
<td>How do the Stewart Title Companies collect my personal information?</td>
<td>We collect your personal information, for example, when you request insurance-related services, provide such information to us. We also collect your personal information from others, such as the real estate agent or lender involved in your transaction, credit reporting agencies, affiliates or other companies.</td>
</tr>
<tr>
<td>What sharing can I limit?</td>
<td>Although federal and state law give you the right to limit sharing (e.g., opt out) in certain instances, we do not share your personal information in those instances.</td>
</tr>
</tbody>
</table>

Contact us: If you have any questions about this privacy notice, please contact us at: Stewart Title Guaranty Company, 1980 Post Oak Blvd., Privacy Officer, Houston, Texas 77056
WHAT DO/DOES THE Anderson-Oliver Title Insurance Agency, Inc. DO WITH YOUR PERSONAL INFORMATION?

Federal and applicable state law and regulations give consumers the right to limit some but not all sharing. Federal and applicable state law regulations also require us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand how we use your personal information. This privacy notice is distributed on behalf of Anderson-Oliver Title Insurance Agency, Inc., and its affiliates (“N/A”), pursuant to Title V of the Gramm-Leach-Bliley Act (GLBA).

The types of personal information we collect and share depend on the product or service that you have sought through us. This information can include social security numbers and driver's license number.

All financial companies, such as Anderson-Oliver Title Insurance Agency, Inc., need to share customers' personal information to run their everyday business—to process transactions and maintain customer accounts. In the section below, we list the reasons that we can share customers' personal information; the reasons that we choose to share; and whether you can limit this sharing.

<table>
<thead>
<tr>
<th>Reasons we can share your personal information</th>
<th>Do we share?</th>
<th>Can you limit this sharing?</th>
</tr>
</thead>
<tbody>
<tr>
<td>For our everyday business purposes—to process your transactions and maintain your account. This may include running the business and managing customer accounts, such as processing transactions, mailing, and auditing services, and responding to court orders and legal investigations.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>For our marketing purposes—to offer our products and services to you.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>For joint marketing with other financial companies</td>
<td>No</td>
<td>We don't share</td>
</tr>
<tr>
<td>For our affiliates' everyday business purposes—information about your transactions and experiences. Affiliates are companies related by common ownership or control. They can be financial and non-financial companies.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>For our affiliates' everyday business purposes—information about your creditworthiness.</td>
<td>No</td>
<td>We don't share</td>
</tr>
<tr>
<td>For our affiliates to market to you</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>For non-affiliates to market to you. Non-affiliates are companies not related by common ownership or control. They can be financial and non-financial companies.</td>
<td>No</td>
<td>We don't share</td>
</tr>
</tbody>
</table>

We may disclose your personal information to our affiliates or to non-affiliates as permitted by law. If you request a transaction with a non-affiliate, such as a third party insurance company, we will disclose your personal information to that non-affiliate. [We do not control their subsequent use of information, and suggest you refer to their privacy notices.]

Sharing practices

How often do/does Anderson-Oliver Title Insurance Agency, Inc. notify me about their practices? We must notify you about our sharing practices when you request a transaction.

How do/does Anderson-Oliver Title Insurance Agency, Inc. protect my personal information? To protect your personal information from unauthorized access and use, we use security measures that comply with federal and state law. These measures include computer, file, and building safeguards.

How do/does Anderson-Oliver Title Insurance Agency, Inc. collect my personal information? We collect your personal information, for example, when you
• request insurance-related services
• provide such information to us
We also collect your personal information from others, such as the real estate agent or lender involved in your transaction, credit reporting agencies, affiliates or other companies.

What sharing can I limit? Although federal and state law give you the right to limit sharing (e.g., opt out) in certain instances, we do not share your personal information in those instances.

Contact Us
If you have any questions about this privacy notice, please contact us at: Anderson-Oliver Title Insurance Agency, Inc., 94 E. Grand Ave., Moab, UT 84532

File No.: 11648
VOTH SUBDIVISION
SUBDIVISION OF LOT 22, ALL AMERICAN ACRES
SECTION 26 T26S R22E

THIS PLAT IS FOR NAME CHANGE RECORDS ONLY
SEE OFFICIAL PLAT FOR ALL OTHER PURPOSES

Graphic Scale
VOTH SUBDIVISION
SUBDIVISIONS OF LOT 22, ALL AMERICAN ACRES

NOTE - ALL NECESSARY IMPROVEMENTS FOR A WATER SYSTEM, SANITARY SEWER SYSTEM, GAS SERVICE, ELECTRICAL SERVICE, CURB AND GUTTER, STREET PAVEMENT AND SIDEWALKS SHALL BE FINANCED BY THE PURCHASER OF THE LOT. NOT GRAND COUNTY.

SURVEYOR'S CERTIFICATE

I, JOHN E. KEGH, do hereby certify that I am a Regularly Licensed Professional Surveyor and I hold certificate No. 495-L. I have surveyed the tract or lot of land shown on the plat and described below and have subdivided and recorded the same in the Improvement District of the Town of Grand, Grand County, Utah. I hereby certify that the plat herein described is true and correct to the best of my knowledge and belief.

SURVEYOR

NOTE - ALL NECESSARY IMPROVEMENTS FOR A WATER SYSTEM, SANITARY SEWER SYSTEM, GAS SERVICE, ELECTRICAL SERVICE, CURB AND GUTTER, STREET PAVEMENT AND SIDEWALKS SHALL BE FINANCED BY THE PURCHASER OF THE LOT. NOT GRAND COUNTY.

APPROVAL AS TO FORM

APPROVED THIS 19__.

COUNTY COMMISSIONER

ACKNOWLEDGMENT

STATE OF UTAH

On the ___ day of ____, A.D. ____, personally appeared before me, the undersigned Justice of Peace that I am duly qualified as such, and acknowledged the instrument to be his free act and deed, for the purpose of conveying the herein described tract of land to the Purchaser, and for the payment of the purchase price thereof.

JUDGE OF PEACE

C. H. MORGAN

COUNTY COMMISSIONER

AMERICAN ACRES, an Improvement District, in and for Grand County, Utah, made of plat of said Improvement District, the foregoing instrument to be of full force and effect.

COUNTY COMMISSIONER

[Signatures and seals of officials]
SPECIAL WARRANTY DEED

THIS SPECIAL WARRANTY DEED is given by SHERI GRIFFITH, with an address of 2740 Old City Park Road, Moab, Utah 84532 (as "Grantor"), to GRIFFITH MANAGEMENT COMPANY, LLC, a Utah limited liability company, with an address of 2740 Old City Park Road, Moab, Utah, 84532 (as "Grantee").

For valuable consideration, Grantor hereby conveys and warrants only as against all claiming by, through or under it to Grantee certain real estate situated in Grand County, State of Utah, more particularly described as follows:

LOT 1, VOTH SUBDIVISION, ACCORDING TO THE OFFICIAL PLAT THEREOF.

EXCEPTING THEREFROM ALL COAL AND OTHER MINERALS.

SUBJECT TO EASEMENTS, RESERVATIONS, RIGHTS-OF-WAY AND RESTRICTION HOWEVER EVIDENCED. PARCEL NO. 02-OSVO-0001

DATED effective as of 16 Sept. 2011.

SHERI GRIFFITH

STATE OF UTAH

COUNTY OF GRAND

The foregoing instrument was acknowledged before me on Sept. 16, 2011, by SHERI GRIFFITH.

NOTARY PUBLIC

TISHA AYERS
572421
My Commission Expires
January 09, 2012
STATE OF UTAH
### Agenda Summary

**GRAND COUNTY COUNCIL**

**January 2, 2019**

**AGENDA ITEM: E**

<table>
<thead>
<tr>
<th><strong>TITLE:</strong></th>
<th>Adopting proposed resolution to approve the partial bond release for Sage Creek</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FISCAL IMPACT:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>PRESENTER(S):</strong></td>
<td>Zacharia Levine, Community &amp; Economic Development Director</td>
</tr>
</tbody>
</table>

**Motion:**

Move to adopt the proposed resolution to approve the partial bond release, and authorize the Chair sign all associated documents.

**Staff Recommendation:**

Approve

**Background:**

Sage Creek approval included a requirement to bond for incomplete infrastructure improvements. As public improvements are completed, a subdivider may apply from time to time to the Zoning Administrator for partial release of the collateral deposited with the County Clerk in accordance with the Land Use Code (9.5.5B1). The County Engineer shall independently inspect the construction of improvements while in progress, and, shall likewise inspect such improvements upon completion of construction. The design engineer shall certify that construction was completed to plan, and shall have approved any change(s) to the approved plan in consultation with the County Engineer. After final inspection, the County Engineer shall notify the subdivider and the Zoning Administrator in writing as to its acceptance or rejection (9.5.5B4).

December 4, 2018 County Council approved a partial bond release in the amount of $268,182.21.

This partial bond release amount: $286,668.21.

**Attachment(s):**

1. Proposed Resolution
2. County Engineer Letter
WHEREAS, final acceptance of required subdivision improvements and the subsequent release of a portion of the bond shall be made by resolution of the County Council (Council);

WHEREAS, On August 21, 2018 Council granted final plat approval of Sage Creek Subdivision Council granted final plat approval of Sage Creek Subdivision, zoned Highway Commercial (HC);

WHEREAS, the Council has approved a warranty cash bond for required improvements per the Subdivision Improvements Agreement (SIA);

WHEREAS, the Council has approved a partial bond release on December 4, 2018 in the amount of $268,182.21;

WHEREAS, partial bond releases have been requested for the following infrastructure;

Sage Creek Subdivision.

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pavement</td>
<td>$85,927.90</td>
</tr>
<tr>
<td>Storm Drain</td>
<td>$200,740.31</td>
</tr>
<tr>
<td>Partial Release Total</td>
<td>$286,668.21</td>
</tr>
</tbody>
</table>

WHEREAS, partial bond releases and bond amount remaining are as follows;

Sage Creek Subdivision.

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Bond Amount</td>
<td>$1,009,432.42</td>
</tr>
<tr>
<td>Bond Release #1 Amount (Nov. 2018)</td>
<td>$268,182.21</td>
</tr>
<tr>
<td>Bond Release #2 Amount (Dec. 2018)</td>
<td>$286,668.21</td>
</tr>
<tr>
<td>Total Bond Amount Released</td>
<td>$554,850.42</td>
</tr>
<tr>
<td>Bond Amount Remaining</td>
<td>$454,582.00</td>
</tr>
</tbody>
</table>

WHEREAS, the County Engineer has accepted required improvements and found them to be complete according to the approved standards and specifications;

WHEREAS, the following bond releases shall be authorized;

Sage Creek Subdivision - $286,668.21
WHEREAS, Sage Creek Subdivision, Wane Ashton (Applicant) has requested a portion of the bond release for the Sage Creek Subdivision required improvements ($454,582.00 retained for remaining required improvements);

NOW, THEREFORE, BE IT RESOLVED by the Grand County Council that it does hereby approve the acceptance of the Sage Creek Subdivision improvements, excepting all private roads and private easements;

APPROVED by the Grand County Council in open session this 2nd, day of January 2019, by the following vote:

Those voting aye: __________________________________________________________
Those voting nay: _________________________________________________________
Those absent: ____________________________________________________________

ATTEST:                                          Grand County Council

_______________________________  _________________________________
Chris Baird, Clerk/Auditor    Marry McGann, Chair
December 19, 2018

Subject: Sage Creek at Moab – Bonding Release #2

C/O Kenny Gordon, Grand County Development Coordinator
Grand County
125 E. Center
Moab, Utah 84532

Dear Kenny:

We concur with the request from Wayne Aspen to a partial bond release in the amount of $286,668.21 for work completed on Sage Creek at Moab per the attached spreadsheet.

Original Bond Amount: $1,009,432.42
Bond Release #1 Amount (Nov 2018): $268,182.21
Bond Release #2 (Dec 2018) $286,668.21
Total Bond Amount Released $554,850.42
Bond Amount Remaining $454,582.00

If you have any questions or concerns please feel free to call me.

Sincerely,
HORROCKS ENGINEERS

David Dillman, PE
Principal

cc: file
<table>
<thead>
<tr>
<th>Line Item Description</th>
<th>Unit</th>
<th>Item Price</th>
<th>Plan Qty</th>
<th>Item Cost</th>
<th>% Complete</th>
<th>Balance to Complete</th>
<th>Bondable</th>
<th>On-Site &amp; Off-site Horizontal Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAWN &amp; GARDEN</td>
<td>LS</td>
<td>78,755.00</td>
<td>1</td>
<td>$ 78,755.00</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>MOBILIZATION</td>
<td>LS</td>
<td>28,500.00</td>
<td>1</td>
<td>$ 28,500.00</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>CLEARING &amp; GRUBBING</td>
<td>LS</td>
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<td>1</td>
<td>$ 12,234.00</td>
<td>100%</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>LANDSCAPING</td>
<td>LS</td>
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<td>1</td>
<td>$ 14,133.00</td>
<td>0%</td>
<td>14,133.00</td>
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<td>-</td>
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<tr>
<td>PLANTING</td>
<td>LS</td>
<td>32,941.20</td>
<td>1</td>
<td>$ 32,941.20</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>STREET CONSTRUCTION</td>
<td>LF</td>
<td>86,275.00</td>
<td>1</td>
<td>$ 86,275.00</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4&quot; X 4&quot; Concrete Sidewalk**</td>
<td>LF</td>
<td>74,184.00</td>
<td>1</td>
<td>$ 74,184.00</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3/4&quot; Hot Mix Asphalt Pavement**</td>
<td>LF</td>
<td>32,941.20</td>
<td>1</td>
<td>$ 32,941.20</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CHIP SEAL</td>
<td>EA</td>
<td>86,275.00</td>
<td>1</td>
<td>$ 86,275.00</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>WATER</td>
<td>SF</td>
<td>13,900.00</td>
<td>1</td>
<td>$ 13,900.00</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>WATERWAY &amp; APRON</td>
<td>LF</td>
<td>86,275.00</td>
<td>1</td>
<td>$ 86,275.00</td>
<td>100%</td>
<td>-</td>
<td>-</td>
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<tr>
<td>WATER</td>
<td>EA</td>
<td>86,275.00</td>
<td>1</td>
<td>$ 86,275.00</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>WATERWAY &amp; APRON</td>
<td>LS</td>
<td>200,740.31</td>
<td>1</td>
<td>$ 200,740.31</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>STORM DRAIN &amp; SEWER</td>
<td>LF</td>
<td>108,090.94</td>
<td>1</td>
<td>$ 108,090.94</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>EXISTING</td>
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<td>10,200.00</td>
<td>1</td>
<td>$ 10,200.00</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CLEARING &amp; GRUBBING</td>
<td>LF</td>
<td>800.00</td>
<td>1</td>
<td>$ 800.00</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>DEDICATED</td>
<td>LF</td>
<td>1,000.00</td>
<td>1</td>
<td>$ 1,000.00</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SWPPP</td>
<td>LF</td>
<td>268,182.21</td>
<td>1</td>
<td>$ 268,182.21</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>DEDICATED</td>
<td>LF</td>
<td>201,886.48</td>
<td>1</td>
<td>$ 201,886.48</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>OTHER</td>
<td>LF</td>
<td>286,668.21</td>
<td>1</td>
<td>$ 286,668.21</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CONSTRUCTION ENTRANCE</td>
<td>LF</td>
<td>1,000.00</td>
<td>1</td>
<td>$ 1,000.00</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SWPPP &amp; DEDICATED</td>
<td>LF</td>
<td>1,009,432.42</td>
<td>1</td>
<td>$ 1,009,432.42</td>
<td>100%</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Note:** Draw #1 November 26, 2018; Draw #2 December 17, 2018.
### Agenda Summary

**Grand County Council Meeting**  
**January 2, 2019**

**Agenda Item: F**

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Adopting proposed resolution establishing the Grand County Audit Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fiscal Impact:</strong></td>
<td>Up to $10,000 is budgeted for a financial expert advisor</td>
</tr>
<tr>
<td><strong>Presenter(s):</strong></td>
<td>Ruth Dillon, Council Administrator</td>
</tr>
</tbody>
</table>

**Recommended Motion:**

I move to adopt the proposed resolution establishing the Grand County Audit Committee, and authorize the Chair to sign all associated documents. I further move to appoint Council Members ____________, ___________, and ____________ to the Grand County Audit Committee to provide independent advice, assistance, and recommendations to the full Council in the oversight of both the internal and external audit functions of the organization, and as necessary, to secure a financial expert advisor who may not be a member of the Committee and who must attend meetings.

**Background:**

This matter was discussed during the November 20, 2018 County Council meeting with a draft policy provided. The State Auditor’s Office is concerned about statewide county internal controls that are needed to ensure that there is no fraud or embezzlement occurring within county government. They have recently established a system to evaluate fraud risk reducing measures. As you know, Seth Oveson, CPA, the Supervisor of the Local Governments Division of the State Auditor’s Office, has been making site visits to each county, and Grand County’s site visit was held November 27th with the Clerk/Auditor, the County Treasurer, and follow-up phone calls to individual County Council Members.

As was reported in an October Joint Budget Advisory Board-County Council meeting, the State Auditor’s Office has instituted a points system for county fraud risk reducing measures. There is a possible total of 175 points with ranges from “Very Low” risk (at greater than or equal to 145 points)… to “Very High” risk at less than 65 points. Perhaps as early as mid-January 2019, Grand County’s points will be officially determined by the State Auditor’s Office and made publicly available.

Two significant fraud risk reducing measures identified by the State Auditor’s Office and for Council consideration are: establishing an Audit Committee (20 points) and adopting a policy on reporting fraud or abuse (35 points). Additional points are derived from adopting a code of ethics policy and annual pledge for officers (County Council and all other Elected Officials) and employees, also for consideration as part of the proposed resolution.

**Establishing an Audit Committee**

The purpose of an Audit Committee, to be comprised of **three County Council Members**, is to provide independent advice, assistance, and recommendations to the full Council in the oversight of both the internal and...
external audit functions of the organization.

As identified by the State Auditor’s Office, the Audit Committee’s members, collectively, should:

- Possess the requisite knowledge necessary to understand technical and complex financial reporting issues.
- Have the ability to communicate with auditors, public finance officers and the County Council.
- Be knowledgeable about internal controls, financial statement audits and management/operational audits.
  - If no Audit Committee members have sufficient personal internal control or finance knowledge, the Committee must gain this knowledge via a financial expert advisor (either volunteer or paid), who may **not** be a member of the Committee and who must attend meetings.

**External audit focus**

The Audit Committee will:

- Provide recommendations to the County Council regarding the selection of the third-party external auditor.
- Meet with the external auditor prior to commencement of the audit to review the engagement letter.
- Review and discuss with the external auditor any risk assessment of the entity’s fiscal operations.
- Review the draft annual audit report and accompanying draft management letter, including the external auditor’s assessment of the entity’s system of internal controls.
- Make a recommendation to the County Council on accepting the annual audit report.
- Review every corrective action plan and monitor management’s implementation of same.

**Internal audit focus**

The purpose of the internal audit is to provide an independent, objective assurance and consulting activity designed to add value and improve risk management efforts. This helps by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of processes and controls designed to manage risk.

To help ensure independence and objectivity, the Internal Auditor reports to the Audit Committee and will develop an annual audit plan for Audit Committee approval, implement the plan, and conduct investigations of alleged or suspected impropriety, fraud, misappropriation, or other misuse of County funds, among other duties.

The Audit Committee will:

- Make recommendations to the County Council regarding the appointment of the Internal Auditor.
- Assist in the oversight of the internal audit function to ensure that high risk areas and key control activities are periodically evaluated and tested.
• Review significant recommendations and findings of the Internal Auditor and decide appropriate next steps.
• Monitor management’s implementation of the Internal Auditor’s recommendations.
• Participate in the evaluation of the performance of the internal audit function.
• Administer a hotline for individuals to report fraud or abuse, and oversee hotline complaints received and investigated by the Internal Auditor.
  o Set the scope and the time & resource budget for a given investigation to proceed via the Internal Auditor.
  o Report investigation results to the full Council.
• Report its activities to the full Council as needed, including written reports on key decisions and recommendations and more specifically on suspected fraud, waste or abuse, or significant internal control findings and indications of material or significant non-compliance issues with state or federal laws or county policies.

Policies for future consideration and additional points
Many other fraud risk reducing measures have been identified by the State Auditor’s Office, including policies on internal audit function (50 points); entity-related travel; credit cards; cash receipting and deposit; personal use of entity assets; Information Technology (IT) & computer; qualified staff (CPA or degree in Accounting); qualified staff (40 hours of formal financial training each year); and Board Members/County Council having completed Office of State Auditor Training, among others.

Attachment(s):
1. Proposed resolution establishing the Grand County Audit Committee with Exhibit A, Hotline Reporting form
RESOLUTION NO. ________

A RESOLUTION ESTABLISHING
THE GRAND COUNTY AUDIT COMMITTEE

WHEREAS, the State Auditor’s Office is concerned with counties as to internal controls—systems to ensure that there is no fraud or embezzlement—and has therefore established a system for counties to earn points for evidence of fraud risk reducing measures; and

WHEREAS, initial county points are expected to be determined by the State Auditor’s Office in January 2019 and made available publicly, indicating current levels of fraud risk; and

WHEREAS, more points may be earned and updated with additional evidence of identified fraud risk reducing measures; and

WHEREAS, some of the highest available points in fraud risk reducing measures are for Council-adopted policies and implementation regarding “Internal Audit Function” and “Audit Committee;” and

WHEREAS, Grand County utilizes a third-party external auditor, yet external audits do not focus on internal controls; and

WHEREAS, the Grand County Council, in accomplishing their objectives, requires assistance in the oversight of both the internal and external audit functions of county government; and

WHEREAS, an initial 2019 budget of $10,000 has been approved by the County Council in anticipation of establishing an Audit Committee; and

WHEREAS, to augment fraud risk reducing measures, a fraud hotline and webpage will be made available with a form—Exhibit A of this resolution—for communicating improper governmental activities, together with a process for communicating same to the Grand County Audit Committee via the Internal Auditor; and

WHEREAS, three Council Members will comprise the Grand County Audit Committee who must collectively have requisite knowledge about internal controls, financial statement audits and management/operational audits, or, if no audit committee members have sufficient internal control or finance knowledge, the Committee must gain this knowledge via a financial expert advisor (either volunteer or paid); and

WHEREAS, if the Audit Committee must utilize a financial expert advisor, such advisor must be independent of management, be present for meetings, not be a member of the Audit Committee, and not vote on Committee actions.

NOW THEREFORE, be it resolved that Grand County hereby establishes the Grand County Audit Committee for the purpose of providing independent advice, assistance, and recommendations to the Grand County Council in the oversight of the internal and external audit functions of Grand County, with duties and functions further outlined in Addendum A.
This Resolution was duly and regularly introduced and passed by vote at a regular meeting of the Grand County Council, State of Utah, on the 2nd day of January, 2019.

ATTEST: 

_________________________  ___________________________

Chris Baird, Clerk/Auditor  _____________________, Chair

GRAND COUNTY COUNCIL

_________________________

_________________________, Chair
Addendum A
The Grand County Audit Committee Duties and Functions

Establishment and Purpose
Hereby established is the Grand County Audit Committee (hereafter referred to as the “Committee”) for the purpose of providing independent advice, assistance, and recommendations to the Grand County Council in the oversight of the internal and external audit functions of Grand County.

Composition and Requisite Skills
The Grand County Audit Committee is comprised of three County Council members. Having less than a quorum of Council members ensures that investigations regarding the work of management, external auditors, and internal auditors remain confidential until reports are made public to the full Council. The Committee members collectively should possess the knowledge in accounting, auditing, and financial reporting needed to understand and evaluate Grand County’s financial statements, the external audit, and the entity’s internal audit activities. Accordingly, the Audit Committee’s members, collectively, should:

- Possess the requisite knowledge necessary to understand technical and complex financial reporting issues.
- Have the ability to communicate with auditors, public finance officers and the County Council.
- Be knowledgeable about internal controls, financial statement audits and management/operational audits.
  - If no audit committee members have sufficient personal internal control or finance knowledge, the committee must gain this knowledge via a financial expert (either volunteer or paid) advisor.
    - The financial expert advisor must:
      - Be independent of management
      - Be present for meetings
      - Not be a member of the Audit Committee
      - Not vote on committee actions

Duties and Responsibilities
The duties and responsibilities of the Committee include the following:

- **External Audit Focus**
  - Provide recommendations regarding the selection of the external auditor
• Meet with the external auditor prior to commencement of the audit to, among other things, review the engagement letter.

• Review and discuss with the external auditor any risk assessment of the entity’s fiscal operations developed as part of the auditor’s responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable.

• Receive and review the draft annual audit report and accompanying draft management letter, including the external auditor’s assessment of the entity’s system of internal controls, and, working directly with the external auditor, assist the County Council in interpreting such documents.

• Make a recommendation to the County Council on accepting the annual audit report.

• Review every corrective action plan developed by Grand County management and assist the County Council in the implementation of such plans.

• **Internal Audit Focus**
  
  • Make recommendations to the County Council regarding the appointment of the Internal Auditor.

  • Assist in the oversight of the internal audit function as described under Internal Audit, including reviewing the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested, and reviewing the results of internal audit activities.

  • Review significant recommendations and findings of the Internal Auditor.

  • Monitor management’s implementation of the Internal Auditor’s recommendations.

  • Participate in the evaluation of the performance of the internal audit function.

  • Administer the Grand County Hotline as described under Hotline Policy. Oversee Hotline complaints received and investigated by the Internal Auditor.

• **Administrative Matters**

  • Hold regularly scheduled meetings.

  • Review and revise these Duties and Functions, as necessary.

**Membership**

The membership duties of the Committee include the following:
• **Good Faith** – Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and Grand County with such care as a generally prudent person in a similar position would use under similar circumstances.

• **Independence** – An individual may not serve on an Audit Committee if he or she:
  
  o Is employed by the County in any capacity other than serving on the County Council.
  
  o Currently provides, or within the prior two years, has provided, goods or services to the County.
  
  o Is a family member of a County employee or officer.
  
  o Is the owner of or has a direct and material interest in a company providing goods or services to the County.

• **Confidentiality** – During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The Committee shall have an obligation to the entity to maintain the confidentiality of such information.

**Meetings and Notification**

The Committee shall meet a minimum of 4 times each year. An agenda of each meeting should be clearly determined in advance and the Audit Committee should receive supporting documents in advance, for reasonable review and consideration.

The Audit Committee shall create meeting minutes which include the meeting:

• Agenda

• Time, date, and location

• Attendance

• Findings requiring further investigation

• Items to report to the County Council

**Decision-Making Process**

All decisions shall be reached by vote of a simple majority of the total membership of the Committee. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present. Meetings shall be conducted according to Robert’s Rules of Order Newly Revised 11th Edition, or newer.

**Officers**
Officers elected by the Committee shall be elected at the first meeting of every year and serve a
term of one year or until a successor is elected from the Board. The officers shall consist of the
following positions with their associated duties:

Section 1. Chairperson: The Committee shall elect from its members a Chairperson who shall
be responsible to call meetings, set the agenda and conduct the meetings.

Section 2. Vice Chairperson: The Committee shall elect from its members a Vice Chairperson
who shall fulfill the responsibilities in the absence of the Chairperson.

Section 3. Secretary: The Committee shall elect from its members a Secretary who shall keep all
minutes of the meetings and send copies to all Board Members. The Secretary shall assist the
Chairperson or Vice Chairperson in preparing an agenda for the meetings and keep records to
help the Board perform its function.

Reporting Requirements

The Committee has the duty and responsibility to report its activities to the Grand County
Council as needed, but not less than annually. Periodic written reports of Audit Committee
activities are an important communication link between the Audit Committee and the County
Council on key decisions and responsibilities. The Audit Committee’s reporting requirements
are to:

- Report on the scope and breadth of Committee activities so that the County Council is
  kept informed of its work.
- Provide minutes or a summary of minutes of meetings which clearly record the actions
  and recommendations of the Committee.
- Report on their review of the County’s draft annual external audit report and
  accompanying management letter and their review of significant findings.
- Report on suspected fraud, waste or abuse, or significant internal control findings and
  activities of the internal control function.
- Report on indications of material or significant non-compliances with laws or County
  policies and regulations.
- Report on any other matters that the Committee believes should be disclosed to the
  County Council.

Charter Review

The Committee shall assess and report to the County Council on the adequacy of these duties
and functions no less than annually or as necessary. Modifications to these Duties and
Functions, as recommended by the Audit Committee, should be presented to the County
Council in writing for their review and action.
Internal Audit

Purpose
The purpose of Internal Audit is to provide an independent, objective assurance and consulting activity designed to add value and improve the risk management efforts of Grand County. It helps the County and the County Council accomplish their objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of processes and controls designed to manage risk.

Independence
To help ensure independence and objectivity, the Internal Auditor reports to the Audit Committee. The Audit Committee appoints the Internal Auditor.

Authority
The Internal Auditor and any auditors working under their supervision (collectively the Internal Auditors) are authorized to:

- Have full, free and unrestricted access to the records, property and personnel of all County departments, boards and commissions, in order to conduct internal audits.
- Have access to all documents and records of organizations receiving funds originating or passed through by the County to ensure that adequate internal controls are in place and operating effectively, regarding the expenditure of those funds relating to the County.
- Have full and free access to the Audit Committee.
- Obtain the necessary assistance of personnel in departments of the County where they perform audits, as well as other specialized services from within or outside the County.

To maintain an independent status, Internal Auditors are not authorized to:

- Perform any operational duties for the County or its boards and committees.
- Initiate or approve accounting policies and procedures or transactions external to their own audit operations.
- Direct activities of any County employees who are not supervised by the Internal Auditor, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the Internal Auditors.

Scope and Responsibilities
The Internal Auditor will:

I. Develop an annual audit plan using appropriate risk-based methodology and considering risks or concerns identified by management to be submitted to the Audit Committee for approval. The annual audit plan shall include at a minimum, the following information:
   a. The scope of each proposed audit, including a summary of the nature, records, and time period covered by each audit to be conducted.
   b. Identification of the department, board, service, program, function, or policy to be audited.
   c. Each potential audit objective to be addressed.
II. Implement the annual audit plan as approved, including any requested special projects as approved by the Audit Committee.

III. Conduct investigations of alleged or suspected impropriety, fraud, misappropriation, or other misuse of County funds, and seek advice from the County attorney as appropriate and provide required reports to appropriate authorities.

IV. Coordinate with external auditors and monitor the implementation of corrective actions recommended by external auditors as appropriate.

V. Submit reports to the Audit Committee indicating audits completed, major findings, corrective actions taken by management, and significant findings which have not been fully addressed by management.

VI. Maintain a qualified, competent audit staff having the necessary knowledge, skills and disciplines to perform this function.

VII. Request adequate resources necessary to accomplish audit objectives.

VIII. Coordinate with the State Auditor and external auditors to minimize duplication of efforts and maximize efficient audit coverage.

IX. Receive, track, and report Hotline complaints to the Audit Committee.

The Internal Auditor may:

I. Subject to the approval of the Audit Committee, conduct special reviews and programmatic reviews at the request of the County Council, elected officials, department heads, boards and committees.

II. Subject to the approval of the Audit Committee, provide assistance to County departments, boards and committees for evaluation of financial controls and other audit related matters.

III. Amend the annual audit plan, subject to the approval of the Audit Committee.

IV. Initiate, conduct, or expand the scope of an audit or investigation if a finding requires expansion of the scope, or if a determination has been made that fraud, abuse, or an unlawful act may have occurred.

Hotline Policy

The “Grand County Hotline” provides an avenue for citizens, including public employees and contractors, to report improper governmental activities including:

- Waste or misuse of public funds, property, or manpower
- Violations of a law, rule, or regulation applicable to the government
- Gross mismanagement
- Abuse of authority
- Unethical conduct

Publication and Outreach

A separate webpage on the Grand County website will be created that publishes information about the Hotline. The webpage will be accessible from the main page of the County website.
The Hotline webpage will also serve to make the public and County employees aware of the hotline. The Hotline may be published on other County documents as appropriate.

Filing a Complaint

Complaints should be submitted in writing. Complainants should also submit any available evidence that supports the complaint. Essential information includes specifics on ‘who, what, where, when’ as well as any other details that may be important such as information on other witnesses, documents, and pertinent evidence. The complaint form shown in exhibit A will be published on the Grand County website. Complainants are not required to use the form. However, due to limited resources, the County is unable to accept complaints that are not specific in nature or that are not well supported by credible evidence. Complaints will be able to be submitted via the following methods:

- Email: All emails to the Hotline address, hotline@grandcountyutah.net will be automatically forwarded to the Internal Auditor once one is appointed.
- US Mail: A postal address will be published on the Grand County website for the Internal Auditor once one has been appointed.
- Phone: A phone number will be published on the Grand County website for the Internal Auditor once one has been appointed. Callers to the Hotline number will be given information on how to submit their complaint in writing.

Entity Processing of a Hotline Complaint

1. After receipt of the complaint, the Internal Auditor will review the allegation and any evidence provided by the complainant.

The list below represents some of the factors that are considered during the screening and prioritization process.

- Does the complaint involve actions by a person subject to the entity’s authority?
- Does the complaint pertain to improper governmental activities? Disagreements with management decisions or actions taken by elected officials that are within the law will not be investigated.
- Has the complainant taken appropriate steps to resolve the issue with the County? If the County is not responsive, the concern relates to top management, or the complainant desires anonymity, consideration will be increased.
- What is the timing and frequency of alleged improper activity? Allegations of improper activities that are recent and/or on-going may receive a higher priority.
• Should the allegation be investigated by another entity? Are there other agencies that have oversight of the complaint? Is a member of the County Council or the Audit Committee being accused?

• Can the complaint can be efficiently and effectively investigated? Overly broad or vague complaints or complaints where evidence is unavailable may be declined or receive a low priority.

2. The Internal Auditor communicates to the Audit Committee:
   • The allegation of the complaint
   • Any facts supporting or refuting the complaint
   • A recommendation based upon preliminary inquiry

3. Audit Committee decides the appropriate next action:
   • Discontinue the investigation
   • Continue with the investigation
   • Refer the investigation to another agency

4. If the investigation proceeds, the Audit Committee sets the following:
   • Time and resource budget
   • Scope of the audit

5. Internal Auditor completes the audit

6. Internal Auditor creates a report outlining the work performed and conclusions

7. Internal Auditor provides the report to the Audit Committee

8. Audit Committee reports investigation results to entire County Council

9. County Council addresses any findings noted in the report

Whistleblower Protection

_Utah Code_ § 67-21-3 prohibits public employers from taking adverse action against their employees for reporting government waste or violations of law in good faith, to the appropriate authorities. A public entity employee, public body employee, legislative employee, or judicial employee, is presumed to have communicated in good faith if they have given written notice or otherwise formally communicated the conduct to the entity (see _Utah Code_ § 67-21-3(1)(b)(vi) for more information).

Confidentiality

The identity of the complainant is considered protected information under the Utah Government Records Access and Management Act (GRAMA) and will be kept confidential if requested by the complainant. (See _Utah Code_ Section 67-3-1(17)).

Complaints may be submitted anonymously to the Hotline. However, it is preferable that the complainant provide their name and phone number to allow for follow-up, questions,
investigate the complaint thoroughly, and report the results back to the complainant. Also, anonymous complaints do not invoke the Whistleblower protections.
Exhibit A
Grand County Hotline Reporting Form

Complainant Information:

<table>
<thead>
<tr>
<th>Complainant to remain anonymous?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Complainant would like a response?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Complainant Name</th>
<th>Check One</th>
<th>Date Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State Employee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local Government Employee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Citizen/Contractor</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone/cell/e-mail</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Work Address and information (if applicable)</th>
</tr>
</thead>
</table>
Information Concerning the Complaint (Please complete one form for each separate complaint)

Each improper action should be noted separately and supported with reliable and sufficient evidence. Supplying detailed information contributes to a thorough and efficient investigation. This form is designed to help you supply the needed information.

<table>
<thead>
<tr>
<th>Who is the person(s) the complaint is against? (Please provide name, position, agency, division, and phone #)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Who is the above person’s supervisor? (Please provide name, position, and phone #)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What is the assertion of improper governmental activity? Please describe in detail.</th>
</tr>
</thead>
</table>
When did the event(s) take place? Please include dates, time, and frequency.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where did the event(s) occur?</td>
<td></td>
</tr>
<tr>
<td>Are there any other persons who might provide information or who witnessed the event? If so, what are their names, positions, agencies, divisions, and their contact information?</td>
<td></td>
</tr>
<tr>
<td>Is there evidence that can be examined or documentation that can be reviewed? (Please provide any documentation you have.)</td>
<td></td>
</tr>
<tr>
<td>How do you know about the improper action? Did you see it occur? Did you see documentation indicating it occurred? Did you hear about it from someone else?</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td>What specific law or state regulation has been violated?</td>
<td></td>
</tr>
</tbody>
</table>

Please include with your mailing or attach to the email, supporting documentation, details and ANY and ALL other information available to support the complaints or concerns.
<table>
<thead>
<tr>
<th>Agenda Item: G</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE: Adopting proposed resolution establishing a policy on reporting fraud or abuse</td>
</tr>
<tr>
<td>FISCAL IMPACT: N/A</td>
</tr>
<tr>
<td>PRESENTER(S): Ruth Dillon, Council Administrator</td>
</tr>
</tbody>
</table>

**RECOMMENDED MOTION:**
I move to adopt the proposed resolution establishing a policy on reporting fraud or abuse, and authorize the Chair to sign all associated documents.

**BACKGROUND:**
This matter was discussed during the November 20, 2018 County Council meeting with a draft policy provided.

As was reported in an October Joint Budget Advisory Board-County Council meeting, the State Auditor’s Office has instituted a points system for county fraud risk reducing measures. A significant fraud risk reducing measure identified by the State Auditor’s Office is to adopt a policy on reporting fraud or abuse (35 points).

**Establishing a policy on reporting fraud or abuse**
A hotline policy, with whistleblower protections afforded by State Code at le.utah.gov (67-21-3) and (67-3-1(17)), provides an avenue for citizens, public employees, contractors, and the like to report improper governmental activities including:

- Waste or misuse of public funds, property, or manpower
- Violations of a law, rule, or regulation applicable to the government
- Gross mismanagement
- Abuse of authority
- Unethical conduct

All emails to a new address (hotmail@grandcountyutah.net) will be set up to automatically forward to the Internal Auditor, once an Internal Auditor is identified. Other avenues of communication will be by U.S. Mail or by phone to a specific County website-posted hotline number. After receipt of the complaint, the Internal Auditor will review the allegation and any evidence provided by the complainant, and will communicate to the Grand County Audit Committee (to be comprised of three Council Members) the complaint, including facts supporting or refuting it, along with a recommendation. The Audit Committee will report the investigation results to the full Council being mindful of confidential and protected information under the Government Records Access and Management Act (GRAMA) (67-3-1(17)).

**ATTACHMENT(S):**
1. Proposed resolution establishing a policy on reporting fraud or abuse
RESOLUTION NO. ________

A RESOLUTION ESTABLISHING
A POLICY FOR REPORTING FRAUD OR ABUSE

WHEREAS, the State Auditor’s Office is concerned with counties as to internal controls—systems to ensure that there is no fraud or embezzlement—and has therefore established a system for counties to earn points for evidence of fraud risk reducing measures; and

WHEREAS, initial county points are expected to be determined by the State Auditor’s Office in January 2019 and made available publicly, indicating current levels of fraud risk; and

WHEREAS, more points may be earned and updated with additional evidence of identified fraud risk reducing measures; and

WHEREAS, a policy for reporting fraud or abuse is considered by the State Auditor’s Office to be a fraud risk reducing measure; and

WHEREAS, State Code provides Whistleblower protections in Section 67-21-3 which prohibits public employers from taking adverse action against their employees for reporting in good faith to the appropriate authorities on government waste or misuse of public funds, property, or manpower; or suspected violations of a law, rule, or government regulation.

NOW THEREFORE, be it resolved that Grand County hereby establishes as Addendum A, a policy and method for reporting fraud or abuse.

This Resolution was duly and regularly introduced and passed by vote at a regular meeting of the Grand County Council, State of Utah, on the 2nd day of January, 2019.

ATTEST: GRAND COUNTY COUNCIL

_________________________  ___________________________
Chris Baird, Clerk/Auditor  _____________________, Chair
Grand County Reporting Fraud or Abuse Policy

1.1 Definitions

A. "Improper governmental action" means any action by a Grand County employee:

1) That is undertaken in the performance of the employee's official duties, whether or not the action is within the scope of the employee's employment; and

2) That is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety or is a gross waste of public funds.

1.2 Reporting Fraud or Abuse

Employees who become aware of improper governmental actions should submit a Hotline Reporting Form to the County-appointed Internal Auditor via email, U.S. mail, or phone (hotline) stating in detail the basis for the employee's belief that an improper governmental action has occurred. This includes situations in which the employee reasonably believes the improper governmental action involves his or her supervisor.

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate department with responsibility for investigating the improper action.

The Internal Auditor shall take prompt action to assist Grand County in properly investigating the report of improper governmental action. Grand County officers and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed and reported by the Internal Auditor to the Audit Committee, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

Grand County employees may report information about improper governmental action directly to the appropriate department with responsibility for investigating the improper action or directly to the Council Administrator for the purpose of advising the Audit Committee, if the employee reasonably believes that an adequate investigation was not undertaken by Grand County or its Internal Auditor to determine whether an improper governmental action occurred, or that insufficient action has been taken to address the improper governmental action or that for other reasons the improper governmental action is likely to recur.
Grand County employees who fail to make a good-faith attempt to follow the Grand County procedures in reporting improper governmental action shall not receive the protections provided by Grand County in these procedures.

1.3 Complaints, Investigations, Review and Enforcement

A. Any person may file a complaint alleging an improper governmental action or a violation of this policy.

B. The complaint shall be in writing and shall, except as described in section C below, be signed by the complainant. The written complaint should state the nature of the alleged violation(s), the date(s), time and place of each occurrence, and name of the person(s) charged with the violation(s). The complaint shall be filed with the County-appointed Internal Auditor by the complainant. The complaint shall include all available documentation or other evidence to demonstrate a reason for believing that a violation has occurred.

C. This policy is intended to protect employees who choose to come forward in good faith with complaints about governmental actions and conduct of Grand County employees.

Anonymous complaints have the potential to subject the person who is the subject of the complaint to an investigation that may, at the least, cause stress and embarrassment, and may, at most, result in discipline or termination of employment. Grand County is reluctant to begin an investigation based on an anonymous complaint due to the fact that evidence will be difficult to obtain and verify, and it will be impossible to assess the complainant's credibility. Complainants and whistleblowers have protection from retaliation under Grand County policy and state law, and a thorough investigation of such complaints is Grand County’s goal. It may not be possible to conduct a thorough investigation when a complainant remains anonymous. Therefore, Grand County reserves the right to decline to investigate any complaint that is provided anonymously.

If a complaint is received anonymously it shall be directed to the Internal Auditor for a recommendation on the processing of the complaint. Upon review of the complaint, the Internal Auditor will recommend to the Audit Committee either that the complaint has no merit or that it should be investigated. Such a recommendation will be made within ten (10) days of receipt of the complaint, if possible. Upon receipt of the Internal Auditor’s recommendation, the Audit Committee shall make the final determination on whether or not to continue the investigation, end the investigation, or refer the matter to an outside entity.
D. Within thirty (30) days after receipt of a complaint, the Internal Auditor or, if necessary, another person appointed by the Audit Committee, shall conduct a preliminary investigation. If the Internal Auditor or a member of the Audit Committee or a Council member or other Elected Official are implicated in the complaint, the Audit Committee will determine an independent person who will conduct the investigation. Criminal allegations will be referred to the proper law enforcement agency.

E. If the Internal Auditor determines, after preliminary investigation, that there are no reasonable grounds to believe that a violation has occurred, the Internal Auditor shall advise the Audit Committee to dismiss the complaint. If the Audit Committee does dismiss the complaint, it shall do so in writing, setting forth the facts and provisions of law upon which the dismissal is based, and shall provide a copy of the written dismissal to the complainant, to the person charged with the violation and to the County Council.

1.4 Whistleblower Protection

Utah Code § 67-21-3 prohibits public employers from taking adverse action against their employees for reporting in good faith government waste or violations of law to the appropriate authorities. A public entity employee, public body employee, legislative employee, or judicial employee, is presumed to have communicated in good faith if they have given written notice or otherwise formally communicated the conduct to the person in authority over the person alleged to have engaged in the illegal conduct.
AGENDA SUMMARY
GRAND COUNTY COUNCIL MEETING
JANUARY 2, 2019

Agenda Item: H

<table>
<thead>
<tr>
<th align="right">TITLE:</th>
<th>Adopting proposed resolution establishing a code of ethics policy and annual pledge for officers and employees</th>
</tr>
</thead>
<tbody>
<tr>
<td align="right">FISCAL IMPACT:</td>
<td>N/A</td>
</tr>
<tr>
<td align="right">PRESENTER(S):</td>
<td>Ruth Dillon, Council Administrator</td>
</tr>
</tbody>
</table>

RECOMMENDED MOTION:
I move to adopt the proposed resolution establishing a code of ethics policy and annual pledge for officers and employees, and authorize the Chair to sign all associated documents.

BACKGROUND:
This matter was discussed during the November 20, 2018 County Council meeting with a draft policy provided.

As was reported in an October Joint Budget Advisory Board-County Council meeting, the State Auditor’s Office has instituted a points system for county fraud risk reducing measures. There is a possible total of 175 points with ranges from “Very Low” risk (at greater than or equal to 145 points)... to “Very High” risk at less than 65 points. Perhaps as early as mid-January 2019, Grand County’s points will be officially determined by the State Auditor’s Office and made publicly available.

Additional points are derived from adopting a code of ethics policy and annual pledge for officers (County Council and all other Elected Officials) and employees.

Establishing a code of ethics policy and annual pledge for officers and employees
A code of ethics policy and written annual pledge for all officers and employees is considered by the State Auditor’s Office to be a fraud risk reducing measure. The policy outlines prohibited conduct including:

- Conflicts of interest
- Improper use of official position
- Accepting gifts or loans, except as otherwise provided by law
- Disclosing privileged information
- Directly or indirectly receiving financial or beneficial interest in a County transaction
- Nepotism
- Misuse of public resources or property, including records
- Outside employment that interferes with performance
- Political activity during office hours, except as otherwise provided by law
- Preferential treatment
- Specific types of conduct after leaving employment (disclosing privileged information; assisting in proceedings involving a matter in
which the employee or officer was involved; representing or advocating in any matter in which the former officer or employee was involved; or participating as a competitor for a County contract having assisted in the work to be done).

The policy further outlines a required process to annually gather signatures of an ethics pledge, with a form provided.

Finally, the policy outlines a conflict of interest policy for officers, with a disclosure form provided.

**ATTACHMENT(S):**

1. Proposed resolution establishing the Grand County Officer and Employee Code of Ethics Policy with Exhibit A, Annual Ethics Pledge Form for officers and employees and Exhibit B, Annual Conflict of Interest Disclosure Form for officers
RESOLUTION NO. ________

A RESOLUTION ESTABLISHING
A CODE OF ETHICS POLICY AND ANNUAL PLEDGE FORM
FOR GRAND COUNTY OFFICERS AND EMPLOYEES
AND
A CONFLICT OF INTEREST POLICY AND ANNUAL DISCLOSURE FORM
FOR GRAND COUNTY OFFICERS

WHEREAS, the State Auditor’s Office is concerned with counties as to internal controls—systems
to ensure that there is no fraud or embezzlement—and has therefore established a system for
counties to earn points for evidence of fraud risk reducing measures; and

WHEREAS, initial county points are expected to be determined by the State Auditor’s Office in
January 2019 and made available publicly, indicating current levels of fraud risk; and

WHEREAS, more points may be earned and updated with additional evidence of identified fraud
risk reducing measures; and

WHEREAS, a code of ethics policy and written annual ethics pledge for all officers and
employees is considered by the State Auditor’s Office to be a fraud risk reducing measure; and

WHEREAS, the supervising Elected Official, County Council Administrator, or Department Head
will maintain the signed annual Pledge Forms for their respective offices and departments; and

WHEREAS, a conflict of interest policy and notarized annual disclosure form for all officers is
considered by the State Auditor’s Office to be a fraud risk reducing measure; and

WHEREAS, the Council Administrator shall maintain scans of the notarized annual disclosure
forms for all officers and will provide same, at the end of February each year, to the Grand County
Audit Committee for consideration of the disclosures and possible consultation with the Internal
Auditor in order to potentially eliminate or mitigate conflicts of interest within Grand County
government.

WHEREAS, a February County Council Consent Agenda each year will acknowledge the list of
notarized annual disclosure forms received by duly elected or appointed officers of Grand County.

NOW THEREFORE, be it resolved that Grand County hereby establishes as Addendum
A, a code of ethics policy outlining prohibited conduct, and an associated annual ethics pledge
and form for Grand County officers and employees as Exhibit A, as well as a conflict of interest
policy and annual notarized disclosure form for Grand County officers as Exhibit B.

This Resolution was duly and regularly introduced and passed by vote at a regular meeting of the
Grand County Council, State of Utah, on the 2nd day of January, 2019.

ATTEST: GRAND COUNTY COUNCIL

__________________________________________  ___________________________
Chris Baird, Clerk/Auditor _____________________, Chair
Addendum A
Grand County Officer and Employee Code of Ethics

With Officer Conflict of Interest Policy

Code of Ethics

I. Prohibited Conduct

No current employee, or officer (elected or Council-appointed official), as specified, shall:

A. Disqualification from Acting on Transactions Involving Grand County Business.

1. Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where conflict occurs;

2. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the employee is required to act in the discharge of his or her official duties, and fail to disqualify himself or herself from acting or participating;

3. Fail to disqualify himself or herself from acting on any transaction which involves Grand County and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership;

4. Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any contract or transaction to which Grand County or any Grand County agency may be a party, and fails to disclose such interest to the appropriate Grand County authority prior to the formation of the contract or the time Grand County or Grand County agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in accordance with applicable law.


1. Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the employee, rather than primarily for the benefit of Grand County; or to achieve a private gain or an exemption from duty or responsibility for the employee or any other person;

2. Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any Grand County funds or Grand County property, for a purpose which is, or to a reasonable person would appear to be, for other than a Grand County purpose; provided, that nothing shall prevent the
private use of Grand County property which is available on equal terms to the public generally (such as the use of library books or tennis courts), the use of Grand County property in accordance with Grand County policy for the conduct of official Grand County business (such as the use of a Grand County automobile), if in fact the property is used appropriately; or the use of Grand County property for participation of Grand County in activities of associations of governments or governmental officials;

3. Except in the course of official duties, assist any person in any Grand County transaction where such Grand County employee's assistance is, or to a reasonable person would appear to be, enhanced by that employee's position with Grand County; provided that this subsection shall not apply to: any employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance;

4. Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing or seeking to do business with Grand County, and influence or attempt to influence the selection of, or the conduct of business with, such business entity by Grand County.

C. Accept Gifts or Loans.

1. Ask for or receive, directly or indirectly, any compensation, gift, gratuity, or thing of value, or promise thereof, for performing or for omitting or deferring the performance of any official duty, action by Grand County other than the compensation, costs or fees provided by law; except that the following shall be allowed:

   a) Unsolicited flowers, plants, and floral arrangements;

   b) Unsolicited advertising or promotional items of nominal value, such as pens and notepads;

   c) Unsolicited token or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;

   d) Unsolicited food items given to a department when the contents are shared among employees and the public;

   e) Unsolicited items received for the purpose of evaluation or review provided the officer or employee has no personal beneficial interest in the eventual use or acquisition of the item by Grand County;

   f) Information material, publications, or subscriptions related to the recipient’s performance of official duties;
g) Food and beverages consumed at hosted receptions where attendance is related to official duties;

h) Meals, beverages, and lodging associated with retreats or other meetings where the official serves as a representative, designee or is otherwise assigned to another organization or entity from Grand County;

i) Travel costs, lodging, and tuition costs associated with Grand County sanctioned training or education when not provided by a private entity under contract with Grand County;

j) Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization and other officials or employees of similar agencies are in attendance;

k) Unsolicited gifts from dignitaries from another entity or other jurisdiction that are intended to be personal in nature;

l) Campaign contributions; and

m) Unsolicited gifts with an aggregate economic value of $50.00 or less from a single source in a calendar year received either directly or indirectly by the official or employee.

D. Disclose Privileged Information.

1. Disclose or use any privileged or proprietary information gained by reason of his or her official position for the immediate or anticipated personal gain or benefit of the employee or any other person or entity; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

E. Financial or Beneficial Interest in Grand County Transaction.

1. Regardless of prior disclosure thereof hold or acquire a beneficial interest, direct or indirect, personally or through a member of his or her immediate family, in any contract which, in whole or in part, is, or which may be, made by, through, or under the supervision of such employee; or accept, directly or indirectly, any compensation, gratuity, or reward in connection with such contract from any other person or entity beneficially interested therein.

F. Nepotism.

1. Violate Utah Code § 52-3, which prohibits employment of relatives, with few exceptions.
G.  Misuse of Public Resources or Property.
   1.  Violate Utah Code § 76-8-4, which delineates the unlawful use of public funds and destruction of Grand County property, including records.

H.  Outside Employment.
   1.  Retain secondary employment outside of Grand County employment, which, as determined by the supervisor and Human Resources Director, and according to Utah Administrative Code R477-9-2:
       a)  Interferes with an employee's efficiency performance.
       b)  Conflicts with the interests of Grand County or the State of Utah.
       c)  Gives reason for criticism or suspicion of conflicting interests or duties.

I.  Political Activity.
   1.  Except as otherwise provided by law:
       a)  The partisan political activity, political opinion, or political affiliation of an applicant for a position with Grand County may not provide a basis for denying employment to the applicant.
       b)  A Grand County officer's or employee's partisan political activity, political opinion, or political affiliation may not provide the basis for the officer or employee's employment, promotion, disciplinary action, demotion, or dismissal.
       c)  A Grand County employee may not engage in political campaigning or solicit political contributions during hours of employment.
       d)  A Grand County officer or employee may not use Grand County equipment while engaged in campaigning or other political activity.
       e)  A Grand County officer or employee may not directly or indirectly coerce, command, or advise another Grand County officer or employee to pay, lend, or contribute part of the officer's or employee's salary or compensation, or anything else of value to a political party, committee, organization, agency, or person for political purposes.
       f)  A Grand County officer or employee may not attempt to make another officer or employee's personnel status dependent on the officer's or employee's support or lack of support of a political party, affiliation, opinion, committee, organization, agency, or person engaged in political activity.

2.  A Grand County employee who has filed a declaration of candidacy may:
a) Be given a leave of absence for the period between the primary election and the general election; and

b) Use any vacation or other leave available to engage in campaign activities.

3. Neither the filing of a declaration of candidacy nor a leave of absence under this section may be used as the basis for an adverse employment action, including discipline and termination, against the employee.

4. Nothing in this chapter shall be construed to:

   a) Prohibit a Grand County officer or employee's voluntary contribution to a party or candidate of the officer or employee's choice; or

   b) Permit Grand County officer or employee partisan political activity that is prohibited under federal law.

5. No Grand County officer or employee shall solicit or participate in soliciting any assessment, subscription, or contribution to any political party during working hours on the premises of any Grand County property.

6. No Grand County officer or employee shall promise any appointment to any position with Grand County as a reward for any political activity.

7. A regular Grand County employee who is elected as a Grand County officer shall terminate Grand County employment prior to being sworn into the elected office.

J. **Preferential Treatment.**

1. Canvassing members of the governing body, directly or indirectly, in order to obtain preferential consideration in connection with any appointment to Grand County service shall disqualify the candidate for appointment.

2. No person shall be appointed to, removed from, or in any way favored or discriminated against with respect to any appointive public office because of such person's race, color, age, religion, sex, national origin, or functional limitation as defined by applicable state or federal laws, if otherwise qualified for the position or office.

3. No Grand County officer or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

K. **Prohibited Conduct After Leaving Grand County Office or Employment:**

1. No former employee shall, during the period of one (1) year after leaving Grand County office or employment:
a) Disclose or use any privileged or proprietary information gained by reason of his/her Grand County employment for his/her gain or anticipated gain, or for the gain or anticipated gain of any person, unless the information is a matter of public knowledge or is available to the public on request;

b) Assist any person in legal proceedings involving the agency of Grand County with which he/she was previously employed, involving a matter in which he or she was officially involved, participated or acted in the course of duty;

c) Represent any person as an advocate in any legal matter in which the former employee was officially involved while a Grand County officer or employee;

d) Participate as a competitor in any competitive selection process for a Grand County contract in which he or she assisted Grand County in determining the project or work to be done or the process to be used.

II. Annual Ethics Pledge

A. Requirement to Sign Annually

1. All officers and employees of Grand County are required to sign the annual ethics pledge, found in Exhibit A, on or near their date of hire and again at the beginning of each subsequent year, beginning in January 2019, for submission to the supervising Elected Official, County Council Administrator, or Department Head for departmental retention and re-use.  
2. All Elected Officials, the Council Administrator, and all Department Heads are encouraged, through Leadership Team meetings, to support their direct reports in annually signing the ethics pledge.

3. All employees who have not signed the ethics pledge by February 1st of each year shall be reminded by their supervisor that they need to sign. Any employee who has not signed by March 1st shall be in violation of County policy and shall be subject to the “Employee Counseling/Coaching/Discipline” policy of the Employee Handbook.

4. All Grand County officers who have not signed the ethics pledge by February 1st of each year shall be reminded by the Council Administrator that they need to sign. Any Grand County Officer who has not signed by March 1st shall be in violation of County policy and shall be officially notified by the County Council Chair of said violation.
III. Conflict of Interest

A. Policy

1. Grand County officers individually commit themselves in their official capacity to ethical, businesslike, and lawful conduct, including appropriate use of their authority and decorum at all times. Officers must avoid even the appearance of impropriety to ensure and maintain public confidence in Grand County. Officers owe a fiduciary duty to Grand County and must not act in a manner that is contrary to that duty or to the interests of Grand County. Officers must place the interests of Grand County over their own personal interests with respect to the governance, policy, strategic direction and operations of Grand County.

B. Conflict of Interest

1. It is the intent of the County Council to meet and exceed those protections against conflicts of interest contained in State law. Under this policy, a conflict of interest arises when an officer has a personal interest in a matter that is or may be in conflict with or contrary to Grand County’s interests and objectives to such an extent that the officer is or may not be able to exercise independent and objective judgment within the context of the best interest of Grand County. For the purposes of this policy, an officer’s “personal interest” includes those of his or her relatives, business associates or other persons or organizations with whom he or she is closely associated.

2. The following provisions shall serve as a guide to officers with respect to the affairs of Grand County:

   a) Grand County officers shall not receive, accept, take or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person or entity if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment, or be considered as part of a reward for action or inaction. Officers are required to submit a report to the County Council and Grand County’s Internal Auditor of the actual or estimated value of any gifts or casual entertainment received as an officer that exceeds $50.00.

   b) The complete confidentiality of proprietary business information must be respected at all times. Officers are prohibited from knowingly disclosing such information, or in any way using such information for personal gain or advancement, or to the detriment of Grand County, or to individually conduct negotiations or make contacts or inquiries on behalf of Grand County unless officially designated by the County Council.

   c) Officers are prohibited from acquiring or having a financial interest in any property that Grand County acquires, or a direct or indirect financial interest in a supplier, contractor, consultant, or other entity with which
Grand County does business. This does not prohibit the ownership of securities in any publicly owned company except where such ownership places the officer in a position to materially influence or affect the business relationship between Grand County and such publicly owned company. Any other interest in or relationship with an outside organization or individual having business dealings with Grand County is prohibited if this interest or relationship might tend to impair the ability of the officer(s) to be independent and objective in his or her service to Grand County.

d) If members of the immediate family of an officer have a financial interest as specified above, such interest shall be fully disclosed to the County Council which shall decide if such interest should prevent Grand County from entering into a particular transaction, purchase, or engagement of services. The term “immediate family” means officer’s spouse, parent, dependent children, and other dependent relatives.

e) When a conflict of interest exists, the officer shall publicly declare the nature of the conflict and may recuse him or herself on any official action involving the conflict.

f) Officers may not realize, seek, or acquire a personal interest in a business that does business with Grand County.

g) Officers (all Elected Officials, including County Council Members, and the Council-appointed County Council Administrator) shall complete a Conflict of Interest Disclosure Form, located as Exhibit B, annually by the end of January. This Form shall be signed and notarized. Completed forms shall be submitted to the County Council Administrator and made available to the public upon request.

h) All Grand County officers who have not signed the disclosure form by February 1st of each year shall be reminded by the Council Administrator that they need to sign. A list of all officers who have signed the disclosure form will be acknowledged via the Council Consent Agenda in February of each year.

i) The Council Administrator shall provide copies of all completed forms to the Audit Committee by the end of February each year.

j) The Audit Committee shall review all completed forms and consider the disclosures. The Audit Committee should work with the Internal Auditor to see about making changes to assignments, duties, or contracts deemed appropriate to eliminate or mitigate conflicts of interest within Grand County government.
Annual Ethics Pledge Form

The following pledge is required to be made annually by all officers and employees of Grand County:

I, _______________________________ am an employee or officer of Grand County, Utah. I pledge to adhere to the code of ethics as approved by the County Council. These topics include, but are not limited to: improper use of official position, accepting gifts or loans, disclosing privileged information, retaining a financial or beneficial interest in a transaction, nepotism, misuse of public resources or property, outside employment that interferes with productivity, political activity during office hours (except as otherwise provided by law), preferential treatment, and prohibited conduct after leaving office or employment. Additionally, I pledge to disclose all conflicts of interest on the conflict of interest disclosure form. I understand that state statute and Grand County Ordinance provide for penalties for violation of specific unethical behavior. Signing this document verifies that I have been provided time to read applicable statutes and ordinances, as well as the Grand County code of ethics.

INITIALLY DATED THIS _______ DAY OF ________________, 2019.

By: ____________________________________________

Printed Name: ___________________________________

2019 Title or Position: ____________________________

RE-READ: _____ (initials) ___________ (date) RE-READ: _____ (initials) ___________ (date)

RE-READ: _____ (initials) ___________ (date) RE-READ: _____ (initials) ___________ (date)

RE-READ: _____ (initials) ___________ (date) RE-READ: _____ (initials) ___________ (date)

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RE-READ: _____ (initials) ___________ (date) RE-READ: _____ (initials) ___________ (date)

RE-READ: _____ (initials) ___________ (date) RE-READ: _____ (initials) ___________ (date)
Annual Conflict of Interest Disclosure Form

The following disclosures are required to be made annually by all officers of Grand County pursuant to Utah Code Annotated 17-16a-6, 7, and 8. If additional space is needed, please use a separate sheet of paper. Per statute, the information provided shall be kept on file with the Grand County Council’s Office and may be subject to disclosure to the public.

I, ________________________________, am the duly elected/Council-appointed _________________________________ of Grand County.

1. I am an officer, director, agent, employee or owner of a substantial* interest in the following business entities which are subject to the regulation of Grand County, and within such business entities, I hold the following positions:

   Business Entity Name:                  Position within Business Entity:
   ______________________________________  ______________________________________
   ______________________________________  ______________________________________
   ______________________________________  ______________________________________
   ______________________________________  ______________________________________
   ______________________________________  ______________________________________

   *Ownership of a substantial interest is defined in U.C.A. 17-16a-3(8) as an interest of 10% or more of the shares of a corporation, or a 10% or more ownership interest in other entities, legally or equitably held or owned by the officer, the officer's spouse, or the officer's children.

   Note: There is no case law or statutory guidance as to what constitutes a business entity "subject to regulation of the County." A business which is simply issued a business license by the County may or may not be deemed by a court, administrative agency, an auditor, or member of the public to be an entity regulated by the County. Businesses regulated by interlocal agencies of which the County is a member may or may not be deemed to be a business regulated by the County (i.e., a restaurant subject to regulations imposed by an interlocal agency).

   A business entity which requires a conditional use permit to operate may more likely be deemed to be a business entity regulated by the County than a business that simply receives a business license from the County.

2. I am an officer, director, agent, employee or owner of a substantial* interest in the following business entities which do business with or anticipate doing business with Grand County:

   Business Entity Name:                  Position within Business Entity:
   ______________________________________  ______________________________________
   ______________________________________  ______________________________________

   Please note that pursuant to U.C.A. §17-16a-7, an officer must disclose his or her interest or involvement in such an entity immediately prior to any discussion in an open and public
meeting pertaining to business that the County may do with any such entity, regardless of
whether a disclosure of interest or involvement in the business was made in this document.

3. The following personal interests or investments of mine create a potential or actual conflict
between my personal interest and my public duties:

_______________________________________________________________________________
_______________________________________________________________________________

* * * OPTIONAL DISCLOSURES * * *

4. The following disclosures of other business interests, investments, and other matters are not
required to be made by law, but are made with the intent to more fully disclose other interests
that may be deemed relevant to the administration of public duties, or in furtherance of my
intent to provide a more complete disclosure of my economic or personal activities, or for
other reasons:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

I have read and fully completed the Annual Conflict of Interest Disclosure Form.
DATED BEFORE A NOTARY PUBLIC THIS _______ DAY OF __________________, 20____.

By: ________________________________

Printed Name: _______________________

Title/Office: __________________________

SWORN TO AND SUBSCRIBED BY ME

THIS _______ DAY OF __________________, 20____.

NOTARY PUBLIC
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Approving Volunteer Appointment(s) to District and County Boards and Commissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Airport Board</td>
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</table>

**FISCAL IMPACT:** None

**PRESENTER(S):** Rory Paxman, Council Liaison for the Board

**RECOMMENDATION:**
I move to approve the appointment of Robert Greenberg, with term expiring 12/31/2022, to serve on the Airport Board and authorize the Chair to sign all associated documents.

**BACKGROUND:**
The Airport Board met in an open meeting and reviewed two applications submitted for one open vacancy as of 12/31/2018. The Board voted to forward the recommendation of applicant Robert Greenburg to County Council for appointment, with terms expiring 12/31/2022.

**Other application received:**
Roger Stone

Resolution No. 3007 established a board appointment process and requirements of board members, commissioners, and committees. Board Members agree, in signing the application, to abide by Conflict of Interest Ordinance No. 462.

Upon appointment, the Council’s Office will mail the appointees a letter congratulating them and inviting them to a training/orientation to be scheduled for 2019.

**ATTACHMENT(S):**
1. Board Recommendation
2. Applications Received
3. Resolution 3007
4. Ordinance 462
December 4th, 2018

Grand County Council
125 E. Center Street
Moab, UT 84532

Re: Airport Board Recommendation Letter

Dear Grand County Council Members:

The Airport Board received two (2) applications for one (1) open vacancy; one application (Greenberg) was received 5 days after the deadline, but prior to the board meeting. The Airport Board met on December 3rd, 2018 and interviewed both candidates, Roger Stone and Robert Greenberg.

On December 3rd, 2018 the Airport Board met in an open meeting and voted unanimously (3-0-1, Greenberg abstained) to recommend to Council Robert Greenberg to a term ending 12/31/2022.

Thank you,

[Signature]

Judd Hill
Board and Commission Application and Certification Form

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or council@grandcountyutah.net

Board or Commission Position Applied For: Airport Board

Name: Bob Greenberg

Mailing Address: 453 E Center

City: Moab State: UT ZIP Code: 84532

Day Phone: 260 9665 Email Address: bbgmoab@gmail.com

In what year did you establish your current residency in Grand County? 1978
(residency is required for all Boards; some District boards require residency within the District, which may not include Moab City limits; two years' residency prior to assuming board membership is required for Planning Commission)

If not Grand County, which county do you reside in? (applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah)

Occupation or professional training: Retired

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying (if needed, attach a separate page):

Many terms on airport board including serving as chair or vice chair.

________________________
________________________
________________________
________________________
________________________
________________________
________________________
List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

[Signature]

Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:

- Must be a Grand County resident (unless otherwise noted);
- Terms shall be for four years, unless a shorter period is required by law, or unless a mid-term vacancy is being filled;
- All terms shall end December 31st with the new member taking office the first meeting in January of the following year;
- Board Members shall have the appropriate expertise when required by law;
- Submit applications to the Council's Office in accordance with the requirements contained in the notice;
- Agree to abide by the County's Conflict of Interest Ordinance.

Additionally, the State Code has the following requirements for Special Service Districts in Grand County:

- No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;
- No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;
- A Board Member may not be compensated separately as a Board Member and as an employee for providing the same service;
- Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District.

I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County's Conflict of Interest Ordinance (No. 482, November 2007) and do not have any inherent conflicts in serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

Signature: [Signature] Date: [Date]

Council's Office · 125 E. Center St. · Moab, UT 84532 · (435) 259-1346 · www.grandcountyutah.net
Board and Commission Application and Certification Form

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or council@grandcountyutah.net

Board or Commission Position Applied For: Grand County Airport Board

Name: Roger Stone

Mailing Address: P.O. Box 963

City: Moab State: UT ZIP Code: 84532

Day Phone: 435-259-9421 Email Address: roger@flyredtail.com

In what year did you establish your current residency in Grand County? 1983 1st time (residency is required for all Boards; some District boards require residency within the District, which may not include Moab City limits; two years’ residency prior to assuming board membership is required for Planning Commission)

If not Grand County, which county do you reside in? (applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah)

Occupation or professional training: Aircraft Mechanic and Painter

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying (if needed, attach a separate page):

Lineman at Imperial Flying Service, Imperial, CA

Mechanic, Lineman, Tanker Operator at Post Flying Service, Imperial, California - 260-353 1182 Reference Larry Rose 260-353 0404 Reference

RCNY as mechanic - Nick Lannou Reference

Lead Mechanic, Wildwood Auto Shop, Wildwood, CA

Council’s Office · 125 E. Center St. · Moab, UT 84532 · (435) 259-1346 · www.grandcountyutah.net
List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

Self-employed Owner/operator HPL Transport, Shelley, MT
Lead Mechanic & Foreman - Eden Valley Automotive, Love, land, CO
Currently Employed at Redtail Air KCNP Moab
John Ramsey, Co-owner
Mike Ramsey, Co-owner

I have other character and work references if needed

Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:

- Must be a Grand County resident (unless otherwise noted);
- Terms shall be for four years, unless a shorter period is required by law, or unless a mid-term vacancy is being filled;
- All terms shall end December 31st with the new member taking office the first meeting in January of the following year;
- Board Members shall have the appropriate expertise when required by law;
- Submit applications to the Council's Office in accordance with the requirements contained in the notice;
- Agree to abide by the County's Conflict of Interest Ordinance.

Additionally, the State Code has the following requirements for Special Service Districts in Grand County:

- No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;
- No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;
- A Board Member may not be compensated separately as a Board Member and as an employee for providing the same service;
- Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District.

I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County's Conflict of Interest Ordinance (No. 462, November 2007) and do not have any inherent conflicts in serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

Signature: __________________________ Date: 10-2-18

Council's Office · 125 E. Center St. · Moab, UT 84532 · (435) 259-1346 · www.grandcountyutah.net
RESOLUTION 3007

A RESOLUTION OF THE GRAND COUNTY COUNCIL AMENDING RESOLUTIONS 2995/2806/2625 ESTABLISHING A BOARD APPOINTMENT PROCESS AND ESTABLISHING REQUIREMENTS OF BOARD MEMBERS AND COMMISSIONERS SERVING GRAND COUNTY

WHEREAS, The Grand County Council recognizes there is a need to create an appointment process for appointing volunteer board members and commissioners to the various boards and commissions serving Grand County, as well as Local District and Special Service District non-elected boards, the Housing Authority of Southeastern Utah board and the Southeastern Utah District Health Department board ("Boards"), and

WHEREAS, The Grand County Council recognizes there is a need for all Boards to have the same general requirements for board members and commissioners including those required by law, and

WHEREAS, The Grand County Council shall approve all appointments to Boards that are under the authority of the Grand County Council supported by ordinance, resolution, or ordered by state law, and

WHEREAS, The Boundary Commission, under the authority of the Grand County Council, is authorized to make appointments to their Commission as specified in the enabling documents, and

WHEREAS, The County Committees established by resolution under the authority of the Grand County Council are each authorized to make appointments to their committees, if needed, as specified in each such enabling resolution, or as amended. County volunteer committees include Moab Tailings Project Steering Committee, Old Spanish Trail Arena Advisory Committee (with terms), Sand Flats Stewardship Committee, Star Hall Advisory Committee, and Trail Mix Committee and other committees as they may be established by the County Council from time to time.

NOW THEREFORE, THE GRAND COUNTY COUNCIL RESOLVES AS FOLLOWS:

All Board appointments shall be selected in the following manner:

1. By October 1st the Council Office shall notify the current Board of those members whose terms will expire at the end of the calendar year. In cases where a vacancy is created during the middle of a board member’s term (mid-term vacancy), the Council Office shall notify the respective Board of the vacancy and post a notice of the vacancy as soon as practically possible.

2. The Grand County Council Office shall post a notice of Board vacancies, including mid-term vacancies, in a local newspaper of record, bulletin boards within the County Courthouse, and on the County’s website. The published notice shall list general requirements for serving on the
Board(s) and shall be open until filled, unless the board member whose term expires at year-end expresses in writing their desire to remain on the Board until the vacancy is filled, beyond year-end. The notice shall identify an application due date, after which the Council Office shall forward all submitted applications for review and consideration, including interview of new applicants, by the respective Board for recommendation to the County Council.

3. Interested residents shall submit an official Board, Commission, and Committee Certification and Application Form ("Application") contained in Exhibit 1 of this Resolution to the Council Office. The Application may be utilized by Committees yet does not apply to those Committees in which membership is attained without appointment.

4. The Council Office shall receive by personal delivery, mail or email all Applications which shall be stamped with the date received. The Council Office shall review that the Applications have been completed and that the applicants meet the requirements for service to the requested Board, and forward all Applications that appear to meet the requirements for service to the appropriate Board Chair and/or staff liaison to the Board for verification of meeting the requirements and consideration for appointment.

5. Boards shall interview all new qualified applicants (Council may be invited to interviews).

6. During the interview process the Board Members are encouraged to ask questions that verify an applicant’s eligibility of meeting requirements for service contained in this Resolution and other adopted documents including but not limited to: state law, county ordinance, and adopted bylaws of the Board to ascertain an applicant’s qualifications for appointment. The Boards forward recommendation(s) by motions which contain findings as to their recommendation to the County Council; such affirmative Board recommendations shall be in writing from the Board Chair or staff liaison, addressed to the County Council, and provided to the Council Office within seven (7) days of the adopted motion and within ninety (90) days’ receipt of applications.

7. The County Council, at the next regular meeting in which appointments may be considered shall appoint a recommended applicant, or an applicant of the Council’s choice, or keep the position open to consider additional applicants. Year-end appointments shall be considered by the County Council after January 1st of the following year.

8. Since the County Council will not have appointed a new member to the Board at the expiration of term, the current board member, if willing and able to continue to serve, shall express in writing their desire to remain on the Board until they are replaced. If such board member is unwilling or unable to remain on the Board, or if such board member does not timely express in writing their desire to remain on the Board until they
are replaced, then the position is considered vacant at the expiration of term, until filled.

9. In the event that an ordinance is in conflict with this resolution, the ordinance shall prevail.

General Board Member Requirements:

- Must be a Grand County Resident unless otherwise indicated by Ordinance, Land Use Code, or Board Bylaws approved by the County Council.
- Terms shall be for four years, unless a shorter or longer period is required by law; a mid-term vacancy is a partial term.
- All terms shall end December 31st with the new member taking office the first meeting following appointment by the County Council. Upon Council Office receipt of affirmative written Board member recommendation(s), annual year-end appointments shall be made in the first January County Council meeting of the following year.
- Board Members shall have the appropriate expertise when required by law.
- Submit applications to the Council Office in accordance with the requirements contained in the notice.
- Agree to abide by the County’s Conflict of Interest Ordinance.

Special Service District Board Member Requirements:

Special Service District Board Members shall meet the requirements of this section and the current applicable state code requirements.

- No appointed member of the Board may be a full or part-time employee of the district while serving on the Board.
- No person employed by a special service district as a full-time or part-time employee may serve on the governing Board of the district.
- A board member may not be compensated separately as a board member and as an employee for providing the same service.
- Each trustee/board member appointed by the County legislative body shall be an elector of the district.
- Some districts require board member residency within the district’s geographical boundaries.

IT IS FURTHER RESOLVED THAT:

Boards are encouraged to amend their Bylaws to reflect the established appointment process and requirements.

Members who are currently serving on Boards who do not meet the requirements stated in this document shall be replaced once their term is completed.
APPROVED THIS 17th DAY OF DECEMBER, 2013, BY THE FOLLOWING VOTE:

Those voting aye: Ciarus, Holyoak, Paxman, Jackson, Tubbs, Ballantyne, Nyland
Those voting nay: 
Absent: 

ATTEST:

Diana Carroll, Clerk/Auditor

GRAND COUNTY COUNCIL

Gene Ciarus, Chair
EXHIBIT 1: APPLICATION
Board and Commission Application and Certification Form

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or council@grandcountyutah.net

Board or Commission Applied For: ________________________________

Name: ______________________________________________________________________

Mailing Address: ______________________________________________________________________

City: __________________ State: _______ ZIP Code: _______

Day Phone: __________________ Email Address: __________________

In what year did you establish your current residency in Grand County? ______ (residency is required for all Boards; some District boards require residency within the District, which may not include Moab City limits; two years' residency prior to assuming board membership is required for Planning Commission)

If not Grand County, which county do you reside in? (applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah)

______________________________

Occupation or professional training: ________________________________

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying (if needed, attach a separate page):

______________________________

______________________________

______________________________

______________________________

______________________________

______________________________

______________________________

______________________________
List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:


Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:

- Must be a Grand County resident unless otherwise indicated in Board Bylaws or Ordinance approved by the County Council;
- Terms shall be for four years, unless a shorter period is required by law, or unless a mid-term vacancy is being filled;
- All terms shall end December 31st with the new member taking office the first meeting following appointment by the County Council. Such year-end appointments shall be made in the first January County Council meeting of the following year;
- Board Members shall have the appropriate expertise when required by law;
- Submit applications to the Council’s Office in accordance with the requirements contained in the notice;
- Agree to abide by the County’s Conflict of Interest Ordinance.

Additionally, the State Code has the following requirements for Special Service Districts in Grand County:

- No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;
- No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;
- A Board Member may not be compensated separately as a Board Member and as an employee for providing the same service;
- Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District.

I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County’s Conflict of Interest Ordinance (No. 462, November 2007) and do not have any inherent conflicts in serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

Signature: ___________________________ Date: ___________________
ORDINANCE NO. 462

AN ORDINANCE ESTABLISHING POLICIES AND PROCEDURES FOR CONFLICTS OF INTERESTS OF GRAND COUNTY OFFICERS

WHEREAS, it is the intent of Grand County Government to promote confidence in County government and ensure that citizens of the community are represented in a fair and impartial manner by public officers who do not have a personal financial interest in items under consideration before the County.

WHEREAS, Grand County also desires that County officers adhere to standards of conduct and ethics higher than those minimums set forth in the County Officers and Employees Disclosure Act (hereinafter the “Act”), under Utah Code Ann. § 17-16a-1 et seq.

BE IT THEREFORE ORDAINED, by the County Council of Grand County, Utah, that the following provisions are enacted to establish rules of procedure for the conduct of County elected and appointed County officers.

1. Each officer who is a member of the County Council, Planning Commission, Service District, or any other public body of Grand County, including all Boards and Commissions is required to disclose to that body a conflict of interest prior to consideration, in any public meeting or hearing before such public body, of any action on a matter in which the officer has a conflict of interest. For the purposes of this ordinance a conflict of interest exists if the officer or his or her: parent, sibling, other member of the same household, a client, or employer meets one or more of the following criteria:

   A. Is required to disclose a conflict of interest as required and defined by the Act in Utah Code Ann. § 17-16a-3; however, notwithstanding the provisions of said Act, the following provisions shall also apply.

   B. Has an ownership interest in a business having matters under proper consideration before the public body.

   C. Has an ownership interest in a piece of property for which zoning, conditional use or development approvals are under consideration.

   D. Represents as an agent, provides a professional service, or is a paid advisor to an individual or organization with matters under consideration before the public body.

Each officer with a conflict of interest as defined above shall be required to disclose such conflict to the public body on which that officer participates prior to consideration of the matter. Officers with a conflict of interest may not attempt to influence other public officers or appointed staff outside of the meeting.

2. An officer of the County Council, Planning Commission or other public body of Grand County who is required by Paragraph 1 above to disclose a conflict of interest shall recuse himself or herself from participating in, commenting on, or voting on the matter in which such conflict exists. If the officer insists on voting, his or her vote shall be recorded in the minutes as
Ordinance No. 462

an abstention. In determining whether a vote is tied or a matter is adopted, the abstention vote shall be treated as if the member were absent from the meeting.

3. A public officer with a conflict of interest as defined above may attend meetings of other public bodies of which he or she is not a member and at which the matter creating the conflict is considered. Such an officer may speak on the matter under consideration, only after first declaring a conflict of interest and explaining the nature of the conflict.

4. Any provisions of this ordinance that are more restrictive than the those of the Act may be suspended by the County Council, Planning Commission, or other Board, Commission, or Committee of Grand County if the body hears the nature of the conflict of interest and a 2/3 majority of the remaining body assembled agree by affirmative vote that said conflict of interest under this Ordinance should not prohibit conflicted officer from participating, commenting and voting during the meeting, and such a vote shall suspend the prohibiting provision.

5. Any officer who shall intentionally fail to disclose a potential conflict as defined in Paragraph 1 shall be guilty of a misdemeanor offense in accordance with Utah Code Ann. § 17-16a-10, for which violation that officer shall be subject to removal from office and/or dismissal from county employment pursuant to the Act.

6. This ordinance shall take effect immediately upon passage by majority affirmative vote.

PASSED, ADOPTED, AND APPROVED by the Grand County Council in open session this 20th day of November, 2007, by the following vote:

Those voting aye: Lewis, Holyoak, Ciarius, Greenberg, McNeely, Graham
Those voting nay: _______________________________________________________
Those voting absent: Langianese__________________________________________

GRAND COUNTY

Jim Lewis, County Council Chair

ATTEST

Diana Carroll, Clerk Auditor
AGENDA SUMMARY

GRAND COUNTY COUNCIL MEETING
JANUARY 2, 2019

Agenda Item: I-2

<table>
<thead>
<tr>
<th>TITLE: Approving Volunteer Appointment(s) to District and County Boards and Commissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Canyonlands Health Cared Special Service District Board</td>
</tr>
</tbody>
</table>

| FISCAL IMPACT: None |

| PRESENTER(S): Council Member Hawks, Council Liaison to the Board |

---

**PREPARED BY:**

Bryony Hill
Council Office Coordinator

**FOR OFFICE USE ONLY:**

Attorney Review:

N/A

---

**RECOMMENDATION:**

I move to approve the appointment of Tim McGinty, with term expiring 12/31/2022, to serve on the Canyonlands Health Care Special Service District Board, and authorize the Chair to sign all associated documents.

**BACKGROUND:**

The Canyonlands Health Care Special Service District Board met in an open meeting and reviewed one application submitted for one open vacancy as of 12/31/2018. The Board voted to forward the recommendation of applicant Tim McGinty to the County Council for appointment, with term expiring 12/31/2022.

No other applications were received.

Resolution No. 3007 established a board appointment process and requirements of board members, commissioners, and committees. Board Members agree, in signing the application, to abide by Conflict of Interest Ordinance No. 462.

Upon appointment, the Council’s Office will mail the appointee a letter congratulating them and inviting them to a training/orientation to be scheduled for 2019.

**ATTACHMENT(S):**

1. Board recommendation
2. Application received
December 20, 2018

Grand County Council
125 E. Center Street
Moab, UT 84532

Re: Canyonlands Health Care Special Service District (CHCSSD) Recommendation Letter

Dear Grand County Council Members:

The CHCSSD received 1 application(s) for 1 open vacancy. The CHCSSD met on December 20, 2018 and discussed the application for the 1 candidate, Tim McGinty.

On December 20, 2018 the CHCSSD Board met in an open meeting and voted unanimously to recommend to Council Tim McGinty, term ending 12/31/22.

Thank you,

Kirstin Peterson,
Board Chair
Board and Commission Application and Certification Form

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or council@grandcountyutah.net

Board or Commission Position Applied For: __________________________

Name: __________________________

Mailing Address: __________________________

City: __________________________ State: UT ZIP Code: 84532

Day Phone: __________________________ Email Address: __________________________

In what year did you establish your current residency in Grand County? 1998

(residency is required for all Boards; some District boards require residency within the District, which may not include Moab City limits; two years’ residency prior to assuming board membership is required for Planning Commission)

If not Grand County, which county do you reside in? (applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah) N/A

Occupation or professional training: Registered Nurse (RN, BSN)

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying (if needed, attach a separate page):

I HAVE WORKED FULL TIME AS A REGISTERED NURSE FOR APPROX. 25 YEARS, WITH THE MAJORITY OF MY PRACTICE BEING IN EMERGENCY NURSING, BUT MY BACKGROUND ALSO INCLUDING MEDICAL-SURGICAL, SUBACUTE/LONG-TERM CARE, AND EVEN ONCOLOGY SETTINGS. VOLUNTEERING AT A LONG-TERM CARE CENTER IN COLLEGE IS WHAT LED ME TO PURSUE A CAREER IN NURSING.

I AM A STRONG ADVOCATE FOR MODERN, ETHICAL, PROFESSIONAL NURSING.
List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

- I HAVE BEEN INVOLVED WITH MANY ADMINISTRATIVE COMMITTEES OR SUB-COMMITTEES OVER THE PAST 20 YEARS AT Moab Regional Hospital, SUCH AS PHYSICIAN PEER REVIEW, ELECTRONIC HEALTH RECORD SELECTION, ETC. SOME OF THESE HAVE INVOLVED SOME DEGREE OF INTERACTION WITH THE HOSPITAL'S BOARD OF DIRECTORS.

Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:
- Must be a Grand County resident (unless otherwise noted);
- Terms shall be for four years, unless a shorter period is required by law, or unless a mid-term vacancy is being filled;
- All terms shall end December 31st with the new member taking office the first meeting in January of the following year;
- Board Members shall have the appropriate expertise when required by law;
- Submit applications to the Council's Office in accordance with the requirements contained in the notice;
- Agree to abide by the County's Conflict of Interest Ordinance.

Additionally, the State Code has the following requirements for Special Service Districts in Grand County:
- No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;
- No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;
- A Board Member may not be compensated separately as a Board Member and as an employee for providing the same service;
- Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District.

I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County's Conflict of Interest Ordinance (No. 462, November 2007) and do not have any inherent conflicts in serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

Signature: [Signature]
Date: 12/18/18

Council's Office · 125 E. Center St. · Moab, UT 84532 · (435) 259-1346 · www.grandcountyutah.net
Agenda Item: I-3

Title: Approving Volunteer Appointment(s) to District and County Boards and Commissions:
3. Council on Aging

Fiscal Impact: None

Presenter(s): Council Member Morse, Council Liaison for the Board

Recommendation:
I move to approve the appointments of Sandy McKimmey and Kathy Shields with terms expiring 12/31/2022, to serve on the Council of Aging Board and authorize the Chair to sign all associated documents.

Background:
The Council on Aging Board met in an open meeting and reviewed two applications submitted for two open vacancies as of 12/31/2018. The Board voted to forward the recommendation of applicants Sandy McKimmey and Kathy Shields to County Council for appointment, with terms expiring 12/31/2022.

No other applications were received.

Resolution No. 3007 established a board appointment process and requirements of board members, commissioners, and committees. Board Members agree, in signing the application, to abide by Conflict of Interest Ordinance No. 462.

Upon appointment, the Council’s Office will mail the appointees a letter congratulating them and inviting them to a training/orientation to be scheduled for 2019.

Attachment(s):
1. Board recommendation
2. Applications received
December 11, 2018

Grand County Council
125 E. Center Street
Moab, UT 84532

Re: Council on Aging Recommendation Letter

Dear Grand County Council Members:

The Council on Aging received two applications for two open vacancies. The Council on Aging met on December 10, 2018 and interviewed candidates, Sandy McKimmey and Kathy Shields.

On December 10, 2018, the Council on Aging met in an open meeting and voted unanimously to recommend to Council Sandy McKimmey term ending December 31, 2022 and Kathy Shields term ending December 31, 2022.

Thank you,

Vice Chair

[Signature]
Sandy McKimmey
Board, Commission, and Committee Certification and Application Form

Please fill out this certification, and return it to the Grand County Council Office.

Board Position Applied For: Council for Aging

Name: Sandy McKinney

Address: 400 N 500 W #45

City: Moab State: Utah Zip Code: 84532

Phone Number: 435-260-0784 Email Address: djm@precis.com.net

In what year did you establish your current residency in Grand County: 1998

Occupation or professional training: retired deli/club management

List your work experience that is relevant to your application for a position on the County Board for which you are applying:

45 years work experience in management of employees, listening to problems and helping solve.

Previous years on Council for Aging and currently on Council.

Volunteered at Care Center for years.
List your non-work experience that is relevant to your application for a position on the County Board for which you are applying:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Grand County Resolution has the following board member requirements:

- Must be a Grand County Resident
- Terms shall be for four years, unless a shorter period is required by law
- All terms shall end December 31st with the new member taking office the first meeting in January of the following year
- Board Members shall have the appropriate expertise when required by law

Additionally the State Code has the following requirements for Special Districts

- No appointed member of the board may be a full or part-time employee of the district while serving on the board.
- No person employed by a special service district as a full-time or part-time employee may serve on the governing board of the district.
- A board member may not be compensated separately as a board member and as an employee for providing the same service.
- Each trustee/board member appointed by the County legislative body shall be an elector of the district.

I have read and I certify that all the information on this form is true and correct and I meet the requirements listed above.

Signature: [Signature]
Date: 10-30-2018
Please fill out this certification, and return it to the Grand County Council Office.

Board Position Applied For: 

Name: Kathleen Shields

Address: 524 Bowen Cir

City: Moab State: UT Zip Code: 84532

Phone Number: 435-260-1207 Email Address: dkbowthorpe@gmail.com

In what year did you establish your current residency in Grand County: 2003

Occupation or professional training: Care Giver for Seniors

List your work experience that is relevant to your application for a position on the County Board for which you are applying:

Counsel on Aging

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________
List your non-work experience that is relevant to your application for a position on the County Board for which you are applying:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Grand County Resolution has the following board member requirements:

- Must be a Grand County Resident
- Terms shall be for four years, unless a shorter period is required by law
- All terms shall end December 31st with the new member taking office the first meeting in January of the following year
- Board Members shall have the appropriate expertise when required by law

Additionally the State Code has the following requirements for Special Districts:

- No appointed member of the board may be a full or part-time employee of the district while serving on the board.
- No person employed by a special service district as a full-time or part-time employee may serve on the governing board of the district.
- A board member may not be compensated separately as a board member and as an employee for providing the same service.
- Each trustee/board member appointed by the County legislative body shall be an elector of the district.

I have read and I certify that all the information on this form is true and correct and I meet the requirements listed above.

Signature: [Signature] Date: 10-3-18
AGENDA SUMMARY
GRAND COUNTY COUNCIL MEETING
JANUARY 2, 2019

Agenda Item: I-4

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Approving Volunteer Appointment(s) to District and County Boards and Commissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FISCAL IMPACT:</td>
<td>None</td>
</tr>
<tr>
<td>PRESENTER(S):</td>
<td>Council Member Halliday, Council Liaison for the Board</td>
</tr>
</tbody>
</table>

RECOMMENDATION:
I move to approve the appointment of Harry “Doug” Ekker with term expiring 12/31/2022, to serve on the Historical Preservation Commission and authorize the Chair to sign all associated documents.

BACKGROUND:
The Historical Preservation Commission met in an open meeting and reviewed one application submitted for two open vacancies as of 12/31/2018. The Board voted to forward the recommendation of applicant Harry “Doug” Ekker to County Council for appointment, with term expiring 12/31/2022.

No other applications were received

Resolution No. 3007 established a board appointment process and requirements of board members, commissioners, and committees. Board Members agree, in signing the application, to abide by Conflict of Interest Ordinance No. 462.

Upon appointment, the Council’s Office will mail the appointees a letter congratulating them and inviting them to a training/orientation to be scheduled for 2019.

ATTACHMENT(S):
1. Board recommendation
2. Application received
December 7, 2018

Grand County Council
125 E. Center Street
Moab, UT 84532

Re: Grand County Historic Preservation Committee Recommendation Letter

Dear Grand County Council Members:

The Grand County Historic Preservation Committee (HPC) received one application for two open vacancies. The HPC met on November 16, 2018 and interviewed the individual candidate, Mr. Harry Douglas Ekker.

On November 16, 2018 the HPC met in an open meeting and voted unanimously to recommend to the Council Mr. Ekker, term ending December 31, 2022

Thank you,

Jody J. Patterson, Ph.D.
HPC Chair
Board and Commission Application and Certification Form

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or council@grandcountyutah.net

Board or Commission Position Applied For: **HISTORICAL PRESERVATION COMMISSION**

Name: **HARRY DOUGLAS EKKER**

Mailing Address: **PO BOX 171**

City: **GREEN RIVER** State: **UT** ZIP Code: **84525**

Day Phone: (435) 749-1768 Email Address: dlekker@grandcountyutah.net

In what year did you establish your current residency in Grand County? **RESIDENT OF EMERY COUNTY SINCE AUG 2016**

(residency is required for all Boards; some District boards require residency within the District, which may not include Moab City limits; **two years' residency prior to assuming board membership is required for Planning Commission**)

If not Grand County, which county do you reside in? (applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah) **EMERY, GREEN RIVER SINCE ALX, 2016**

Occupation or professional training: **AIRPORT OPERATION SPECIALIST - CANYONLAND FIELD**

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying (if needed, attach a separate page):

- **WORK FOR NPS IN 2000 @ DINOSAUR NATIONAL MONUMENT**
- **WORKED WITH ARCHAEOLOGICAL PROTECTION RANGERS TO HELP PROTECT CULTURAL ASSETS IN PARK. TRAINED WITH FEDERAL AGENTS ON CRIME SCENE PRESERVATION OF VANDALIZED ARCHAEOLOGICAL & PALEONTOLOGICAL SITES. MADE ARRESTS AND CONVICTIONS AN NPS LAW ENFORCEMENT RANGER.**

Council's Office · 125 E. Center St. · Moab, UT 84532 · (435) 259-1346 · www.grandcountyutah.net
List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

Grew up and lived in Emery and Grand Counties for over 30 yrs. Family has resided in Grand, Emery, and Wayne Counties for over 100 yrs. My knowledge of the area would be a great asset to this Commission.

---------------------------------------------

Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:

- Must be a Grand County resident (unless otherwise noted);
- Terms shall be for four years, unless a shorter period is required by law, or unless a mid-term vacancy is being filled;
- All terms shall end December 31st with the new member taking office the first meeting in January of the following year;
- Board Members shall have the appropriate expertise when required by law;
- Submit applications to the Council's Office in accordance with the requirements contained in the notice;
- Agree to abide by the County's Conflict of Interest Ordinance.

Additionally, the State Code has the following requirements for Special Service Districts in Grand County:

- No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;
- No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;
- A Board Member may not be compensated separately as a Board Member and as an employee for providing the same service;
- Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District.

I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County's Conflict of Interest Ordinance (No. 462, November 2007) and do not have any inherent conflicts in serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

Signature: __________________________ Date: 10/01/2018
### Agenda Summary

**GRAND COUNTY COUNCIL MEETING**  
**JANUARY 2, 2019**

**Agenda Item:** I-5

| Title: | Approving Appointment(s) to District and County Boards and Commissions:  
5. Housing Authority of Southeastern Utah Board |
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<tbody>
<tr>
<td>Fiscal Impact:</td>
<td>None</td>
</tr>
<tr>
<td>Presenter(s):</td>
<td>Council Member Hawks, Council Liaison to the Board</td>
</tr>
</tbody>
</table>

#### Recommendation:

I move to approve the appointments of Cathy Bonde and Jerry McNeely, San Juan Representative, with terms expiring 12/31/2023, to serve on the Housing Authority of Southeastern Utah Board, and authorize the Chair to sign all associated documents.

#### Background:

The Housing Authority of Southeastern Utah Board met in an open meeting and reviewed two applications submitted for three vacancies as of 12/31/2018. The Board voted to forward the recommendation of applicants Cathy Bonde and Jerry McNeely to the County Council for appointment, with terms expiring 12/31/2023.

No other applications were received.

Resolution No. 3007 established a board appointment process and requirements of board members, commissioners, and committees. Board Members agree, in signing the application, to abide by Conflict of Interest Ordinance No. 462.

Upon appointment, the Council’s Office will mail the appointee a letter congratulating them and inviting them to a training/orientation to be scheduled for 2019.

#### Attachment(s):
1. Board recommendations (HASU & San Juan County)  
2. Applications received
December 20, 2019

Grand County Council
125 E. Center Street
Moab, UT 84532

RE: Housing Authority of Southeastern Utah Board Recommendation Letter

Dear Grand County Council Members:

The HASU Board of Directors received two applications for two terms beginning January of 2019. The Board met today, December 20, in an open meeting and interviewed both candidates, Cathy Bonde and Jerry McNeely. Following the interviews, Board members present, less Cathy Bonde who abstained, voted in favor of recommending Cathy Bonde to the Council for another term ending 12/31/2023. All Board members present, less Jerry McNeely who abstained, also voted in favor of recommending Jerry McNeely to the Council another term ending 12/31/2023.

Thank you,

Judy Powers
HASU Vice-Chair
November 27, 2018

Ben Riley, Executive Director
Housing Authority of Southeastern Utah
321 East Center Street
Moab, Utah 84532

Dear Mr. Riley,

The San Juan County Commission would like to re-appoint Jerry McNeely to the Housing Authority of Southeastern Utah. We feel that he has represented San Juan County well on the board and know that he will provide valuable knowledge and insight as he continues to serve and help in this position.

Sincerely,
San Juan County Commission

Bruce Adams, Chairman
Board, Commission, Committee & Special Service District Application & Certification Form

Board, Commission, Committee & Special Service District Application & Certification Form

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or council@grandcountyutah.net

| Housing Authority of Southeastern Utah |
| Board, Commission, Committee or Special Service District Applied For: |
| Catherine Bonde |
| 1610 Murphy Lane |
| Moab |
| UT |
| 84532 |
| 435-220-0117 |
| catbonde@yahoo.com |
| Field not completed. |
| Management, Human Resources, Accounting |
| I currently provide administrative services for a small group of local companies. Services include Human Resources, Governmental Compliance, Bookkeeping, and Project Management. |
position on the Board or Commission for which you are applying:

List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

I have served on the HASU Board since 2011 - many of those years as Chair. I have helped guide the organization through financial difficult times to the strong organization it is today. I have served on a number of other Boards including the Olene Walker Housing Land Trust, Moab Arts and Recreation Center Advisory Committee, Moonflower Community Cooperative, and currently serve on the Canyonlands Natural History Association Board. I have been actively involved in housing issues for the last two decades.

Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:

- Must be a Grand County resident (unless otherwise noted);
- Terms shall be for four years, unless a shorter period is required by law, or unless a mid-term vacancy is being filled;
- All terms shall end December 31st with the new member taking office the first meeting in January of the following year;
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- Submit applications to the Council’s Office in accordance with the requirements contained in the notice;
- Agree to abide by the County’s Conflict of Interest Ordinance.

Additionally, the State Code has the following requirements for Special Service Districts in Grand County:

- No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;
- No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;
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- Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District.

I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County’s Conflict of Interest
Ordinance (No. 462, November 2007) and do not have any inherent conflicts in serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>First Name</td>
<td>Catherine</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>A</td>
</tr>
<tr>
<td>Last Name</td>
<td>Bonde</td>
</tr>
<tr>
<td>Date:</td>
<td>11/13/2018</td>
</tr>
</tbody>
</table>

Email not displaying correctly? [View it in your browser.](#)
Board and Commission Application and Certification Form

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or council@grandcountyutah.net

Board or Commission Position Applied For: Housing Authority of Southeastern Utah

Name: Jerry C. McNeill

Mailing Address: 752 West 400 North

City: Moab State: UT ZIP Code: 84532

Day Phone: 960-8664 Email Address: None

In what year did you establish your current residency in Grand County? 1949

If not Grand County, which county do you reside in? (applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah)

Occupation or professional training: I have been on every board from 1989 to now - 2013

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying (if needed, attach a separate page):

I am on the HASU Board as of right now!!!

acting Chair

Rep of HASU for San Juan County -
List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Grand County Resolution 2806 (November 2007) contains the following Board Member requirements:

- Must be a Grand County resident (unless otherwise noted);
- Terms shall be for four years, unless a shorter period is required by law, or unless a mid-term vacancy is being filled;
- All terms shall end December 31st with the new member taking office the first meeting in January of the following year;
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- Submit applications to the Council's Office in accordance with the requirements contained in the notice;
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Signature: ___________________________ Date: ____________

Council's Office · 125 E. Center St. · Moab, UT 84532 · (435) 259-1346 · www.grandcountyutah.net
## Title:
Approving Volunteer Appointment(s) to District and County Boards and Commissions:

6. Moab Area Travel Council Advisory Board

### Fiscal Impact:
None

### Presenter(s):
Council Member Hawks, Council Liaison to the Board

---

### Recommendation:
I move to approve the appointments of Cherie Major, Jacob Suter, and Jason Taylor, with terms ending 12/31/2022, to serve on the Moab Area Travel Council Advisory Board, and authorize the Chair to sign all associated documents.

### Background:
The Moab Area Travel Council Advisory Board met in an open meeting and reviewed four applications submitted for three open vacancies as of 12/31/2018. The Board voted to forward the recommendation of applicants Cherie Major, Jacob Suter, and Jason Taylor to County Council for appointment with terms expiring 12/31/2022.

Other applications received:
Rebecca McCallister

Resolution No. 3007 establishes a board appointment process and requirements of board members, commissioners, and committees. Board Members agree, in signing the application, to abide by Conflict of Interest Ordinance No. 462.

Upon appointment, the Council’s Office will mail the appointee a letter congratulating them and inviting them to a training/orientation to be scheduled for 2019.

### Attachment(s):
1. Board recommendation
2. Applications received
December 18, 2018

Grand County Council
125 E. Center Street
Moab, UT 84532

Re: Moab Area Travel Council Board Recommendation Letter

Dear Grand County Council Members:

The Moab Area Travel Council Advisory Board received 4 application(s) for 3 open vacancies. The Chair and one Board Member of the Moab Area Travel Council Advisory Board met on December 4, 2018, and December 10, 2018 and interviewed all 4 candidates, Cherie Major, Jacob Suter, Jason Taylor, and Rebecca McCallister.

On December 11, 2018 The Moab Area Travel Council Advisory Board met in an open meeting and voted unanimously to recommend to Council
Cherie Major term ending 2022 and
Jason Taylor term ending 2022 and
Jacob Suter term ending 2022

Thank you,

Howard Trephenie
Moab Travel Council Advisory Board Chair
Board and Commission Application and Certification Form

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or council@grandcountyutah.net

Board or Commission Position Applied For: Moab Travel Council

Name: Cherie Major

Mailing Address: 1530 Mill Creek Dr

City: Moab State: UT ZIP Code: 84532

Day Phone: 435 260-7374 Email Address: Cherie@actcampground.com

In what year did you establish your current residency in Grand County? 2012
(residency is required for all Boards; some District boards require residency within the District, which may not include Moab City limits; two years' residency prior to assuming board membership is required for Planning Commission)

If not Grand County, which county do you reside in? (applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah)

Occupation or professional training: Professor of Education 30 years Classroom Teacher 7 years

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying (if needed, attach a separate page):

Act Campground owner 4 years
Camp Host 2 years or RV
Chair + Member of Many Boards + Committees
University of Idaho Department Chair
Lead + organized 3 European tours
Grant Writer + grant reader (Washington DC)

Council's Office · 125 E. Center St. · Moab, UT 84532 · (435) 259-1346 · www.grandcountyutah.net
List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

- National + International Travel
- Outward Bound instructor & trainer

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Signature: [Signature]
Date: 10/31/2018
Board, Commission, Committee & Special Service District Application & Certification Form

Board, Commission, Committee & Special Service District Application & Certification Form

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Board, Commission, Committee or Special Service District Applied For:

Moab Area Travel Council

Name: Jacob Suter

Mailing Address: 1435 Murphy Lane

City: Moab

State: Ut

Zip Code: 84532

Day Phone: 760-774-2390

Email Address: jacob.suter@yahoo.com

In what year did you establish your current residency in Grand County?

2011

If not Grand County, which county do you reside in?

Field not completed.

Occupation or professional training:

NPS/ Canyonlands

List your work experience that is relevant to your application for a

MBA from WGU. Bachelors from WIU. 10+ years in the NPS. Own a B&B in Moab
List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

Field not completed.

Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:

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<tbody>
<tr>
<td>First Name</td>
<td>Jacob</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>C</td>
</tr>
<tr>
<td>Last Name</td>
<td>Suter</td>
</tr>
<tr>
<td>Date:</td>
<td>10/23/2018</td>
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</table>

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Board, Commission, Committee & Special Service District Application & Certification Form

Board, Commission, Committee & Special Service District Application & Certification Form

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<table>
<thead>
<tr>
<th>Board, Commission, Committee or Special Service District Applied For:</th>
<th>Moab Area Travel Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Jason Taylor</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>483 Kachina Way</td>
</tr>
<tr>
<td>City:</td>
<td>Moab</td>
</tr>
<tr>
<td>State:</td>
<td>Utah</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>84532</td>
</tr>
<tr>
<td>Day Phone:</td>
<td>14352601487</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:jason@westernriver.com">jason@westernriver.com</a></td>
</tr>
<tr>
<td>In what year did you establish your current residency in Grand County?</td>
<td>1994</td>
</tr>
<tr>
<td>If not Grand County, which county do you reside in?</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>Occupation or professional training:</td>
<td>Utah Operations Manager for Western River Expeditions/Moab Adventure Center, Owner of Canyonlands Jeep Adventures</td>
</tr>
<tr>
<td>List your work experience that is relevant to your application for a</td>
<td>I have been the Operations Manager for Western River Expeditions in Moab since 2002, I am also the founder and owner of Canyonlands Jeep and Car rentals established in 2004. I employ over 100 people during the summer months that count</td>
</tr>
</tbody>
</table>
position on the Board or Commission for which you are applying:

on tourism dollars to survive and make a living in Grand County. I work with tourist and guests in Moab everyday and I think I can bring my experiences in the private tourism sector to serve the residents of Grand County.

List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

My wife and I own a nightly rental and work often with local organizations that benefit the community.

Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:

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<tbody>
<tr>
<td>First Name</td>
<td>Jason</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>R</td>
</tr>
<tr>
<td>Last Name</td>
<td>Taylor</td>
</tr>
<tr>
<td>Date:</td>
<td>10/9/2018</td>
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Board, Commission, Committee & Special Service District Application & Certification Form

Board, Commission, Committee & Special Service District Application & Certification Form

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<table>
<thead>
<tr>
<th>Board, Commission, Committee or Special Service District Applied For:</th>
<th>Travel Council Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Rebecca McAllister</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>25 North 400 East</td>
</tr>
<tr>
<td>City:</td>
<td>Moab</td>
</tr>
<tr>
<td>State:</td>
<td>UT</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>84532</td>
</tr>
<tr>
<td>Day Phone:</td>
<td>801-440-6836</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:moabmade@gmail.com">moabmade@gmail.com</a></td>
</tr>
<tr>
<td>In what year did you establish your current residency in Grand County?</td>
<td>2013</td>
</tr>
<tr>
<td>If not Grand County, which county do you reside in?</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>Occupation or professional training:</td>
<td>Small business owner at Moab Made</td>
</tr>
<tr>
<td>List your work experience that is relevant to your application for a</td>
<td>My career as a tourism based business owner has given me an increased desire to be a part of helping tourism thrive in our community. I also feel that as a liaison between over 100 members of the local artisan community and the tourists visiting</td>
</tr>
</tbody>
</table>
Moab I have had a great amount of experience and feedback on the positive relationship between the two. Prior to opening Moab Made I spent 6 months working at our Moab airport. This was also an incredible work experience directly related to tourism.

When I moved to Moab in 2013 I took as many opportunities as possible to really dive into our local culture and community events. Which is really easy to do in our town. I feel very fortunate to have met so many incredible community members over the years. Being involved with a wide variety of community events from Art walk, Beacon After School Programs, League of Women Voter Activities, Art Council, Youth theatre events, etc has given me the opportunity to build relationships with a dynamic range of people within the community. I feel that building relationships has been a key aspect to keeping a finger on the pulse of how tourism effects our community.

Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:

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<tbody>
<tr>
<td>First Name</td>
<td>Rebecca</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>L</td>
</tr>
<tr>
<td>Last Name</td>
<td>McAllister</td>
</tr>
<tr>
<td>Date:</td>
<td>10/31/2018</td>
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**AGENDA SUMMARY**

**GRAND COUNTY COUNCIL MEETING**  
**JANUARY 2, 2019**

---

| Agenda Item | TITLE: Approving Volunteer Appointment(s) to District and County Boards and Commissions:  
|-------------|  
| 7. Library Board | FISCAL IMPACT: None  
| PRESENTER(S): Council Member Clapper, Council Liaison to the Board |

---

**RECOMMENDATION:**
I move to approve the appointments of Jeremy Lynch, regular Board Member, and Jessica Anderson, High School Representative, to serve on the Library Board, with terms expiring 12/31/2022 and 12/31/2020, respectively, and authorize the Chair to sign all associated documents.

**BACKGROUND:**
The Library Board met in an open meeting and reviewed two applications submitted for two open vacancies as of 12/31/2018. The Board voted to forward the recommendation of applicants Jeremy Lynch, term ending 12/31/2022 and Jessica Anderson, term ending, 12/31/2020, to the County Council for appointment.

No other applications were received

Resolution No. 3007 establishes a board appointment process and requirements of board members, commissioners, and committees. Board Members agree, in signing the application, to abide by Conflict of Interest Ordinance No. 462.

Upon appointment, the Council’s Office will mail the appointee a letter congratulating them and inviting them to a training/orientation to be scheduled for 2019.

**ATTACHMENT(S):**
1. Board recommendation  
2. Applications received
December 7, 2018

Grand County Council
125 E. Center Street
Moab, UT 84532

Re: Grand County Public Library Board Recommendation Letter

Dear Grand County Council Members:

The Grand County Public Library Board received two applications for two open vacancies, one regular and one High School Representative, Jeremy Lynch and Jessica Anderson respectively.

On November 6, 2018 the Grand County Public Library Board interviewed both candidates in a regularly scheduled open meeting and voted unanimously to recommend to Council both candidates, Jeremy Lynch, term ending 12/31/2022 and Jessica Anderson, term ending 12/31/2020.

Thank you,

Carrie Valdes,
Library Director
Board, Commission, Committee & Special Service District Application & Certification Form

Board, Commission, Committee & Special Service District Application & Certification Form

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or council@grandcountyutah.net

Board, Commission, Committee or Special Service District Applied For:

GCPL Board

Name: Jeremy Lynch

Mailing Address: PO Box 4

City: Moab

State: UT

Zip Code: 84532

Day Phone: (435) 259-9151

Email Address: jeremyelliotlynch@gmail.com

In what year did you establish your current residency in Grand County?

2013

If not Grand County, which county do you reside in?

Field not completed.

Occupation or professional training:

Regenerative Design Specialist

List your work experience that is relevant to your application for a

A degree in the humanities, experience managing an independent bookstore, and an affinity for education-driven community centers.
List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

<table>
<thead>
<tr>
<th>Experience</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>Four years serving on the GCPL Board.</td>
<td></td>
</tr>
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<tbody>
<tr>
<td>First Name</td>
<td>Jeremy</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>E</td>
</tr>
<tr>
<td>Last Name</td>
<td>Lynch</td>
</tr>
<tr>
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# Board, Commission, Committee & Special Service District Application & Certification Form

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<tr>
<th>Board, Commission, Committee or Special Service District Applied For:</th>
<th>Library Board, High School Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Jessica Anderson</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>1880 spanish valley dr</td>
</tr>
<tr>
<td>City:</td>
<td>Moab</td>
</tr>
<tr>
<td>State:</td>
<td>Utah</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>84532</td>
</tr>
<tr>
<td>Day Phone:</td>
<td>4352104981</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:jellojessy123@yahoo.com">jellojessy123@yahoo.com</a></td>
</tr>
<tr>
<td>In what year did you establish your current residency in Grand County?</td>
<td>2002</td>
</tr>
<tr>
<td>If not Grand County, which county do you reside in?</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>Occupation or professional training:</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>List your work experience that is relevant to your application for a</td>
<td>Moab Tourism Center</td>
</tr>
</tbody>
</table>
List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

Over 30 library volunteer hours

Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:

• Must be a Grand County resident (unless otherwise noted);
• Terms shall be for four years, unless a shorter period is required by law, or unless a mid-term vacancy is being filled;
• All terms shall end December 31st with the new member taking office the first meeting in January of the following year;
• Board Members shall have the appropriate expertise when required by law;
• Submit applications to the Council’s Office in accordance with the requirements contained in the notice;
• Agree to abide by the County’s Conflict of Interest Ordinance.

Additionally, the State Code has the following requirements for Special Service Districts in Grand County:

• No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;
• No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;
• A Board Member may not be compensated separately as a Board Member and as an employee for providing the same service;
• Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District.

I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County’s Conflict of Interest Ordinance (No. 462, November 2007) and do not have any inherent conflicts in
serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

<table>
<thead>
<tr>
<th>Applicant Certification</th>
<th>By checking this box and typing my name below, I am electronically signing my application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Jessica</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>J</td>
</tr>
<tr>
<td>Last Name</td>
<td>Anderson</td>
</tr>
<tr>
<td>Date:</td>
<td>2/28/2002</td>
</tr>
</tbody>
</table>

Email not displaying correctly? [View it in your browser.]
AGENDA SUMMARY
GRAND COUNTY COUNCIL MEETING
JANUARY 2, 2019

Agenda Item: I-8

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Approving Volunteer Appointment(s) to District and County Boards and Commissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8. Transportation Special Service District</td>
</tr>
<tr>
<td>FISCAL IMPACT:</td>
<td>None</td>
</tr>
<tr>
<td>PRESENTER(S):</td>
<td>Council Member Halliday, Council Liaison to the Board</td>
</tr>
</tbody>
</table>

Prepared By:
Bryony Hill
Council Office Coordinator

FOR OFFICE USE ONLY:
Attorney Review: N/A

RECOMMENDATION:
I move to approve the appointment of Ashley Wareham to the Transportation Special Service District with term expiring December 31, 2022 and authorize the Chair to sign all associated documents.

BACKGROUND:
The Transportation Special Service District met in an open meeting and reviewed one application submitted for two open vacancies. The Board voted to forward the recommendation of applicant Ashley Wareham, term expiring 12/31/2022, to the County Council for appointment.

No other Applications were received

Resolution No. 3007 establishes a board appointment process and requirements of board members, commissioners, and committees. Board Members agree, in signing the application, to abide by Conflict of Interest Ordinance No. 462.

Upon appointment, the Council’s Office will mail the appointees a letter congratulating them and inviting them to a training/orientation to be scheduled for 2019..

ATTACHMENT(S):
1. Board recommendation
2. Application received
December 11, 2018

Grand County Council
125 E. Center Street
Moab, UT 84532

Re: Grand County Transportation Special Services District Recommendation Letter

Dear Grand County Council Members:

The Grand County Transportation Special Services District received 1 application for 1 open vacancy. The Grand County Transportation Special Service District met on December 11, 2018 and interviewed all 1 candidate, Ashley Wareham.

On December 11, 2018 the Grand County Transportation Special Services District met in an open meeting and voted unanimously to recommend to Council Ashley Wareham term ending 12/31/2022.

Thank you,

[Signatures]
Greg Halliday
Robert Welch
James Kogsh
Board and Commission Application and Certification Form

Instructions: Complete and sign this form and return it to Grand County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or council@grandcountyutah.net.

Board or Commission Position Applied For: Grand County Transportation Special Service District

Name: Ashley Wayeham

Mailing Address: 1320 Red Valley Ct

City: Moab State: UT ZIP Code: 84532

Day Phone: 216-0498 Email Address: harrisonashley19@gmail.com

In what year did you establish your current residency in Grand County? 2006
(residency is required for all Boards; some District boards require residency within the District, which may not include Moab City limits; two years' residency prior to assuming board membership is required for Planning Commission)

If not Grand County, which county do you reside in? (applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah) N/A

Occupation or professional training: secretary at excavation company

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying (if needed, attach a separate page):

Background knowledge of roads and equipment used to build and maintain roads. I have lived in Moab my whole life and have a knowledge of the roads and paths in the area.

Council's Office • 125 E. Center St. • Moab, UT 84532 • (435) 259-1346 • www.grandcountyutah.net
List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

[Handwritten text]

TSSD Board since 2016. I have the knowledge and understanding of the TSSD Board and feel I could be an asset to the board as a member.

*Charlie Harrison, Treasurer of TSSD Board is my father.*

Grand County Resolution 3007 (December 2013) contains the following Board Member requirements:

- Must be a Grand County resident (unless otherwise noted);
- Terms shall be for four years, unless a shorter period is required by law, or unless a mid-term vacancy is being filled;
- All terms shall end December 31st with the new member taking office the first meeting in January of the following year;
- Board Members shall have the appropriate expertise when required by law;
- Submit applications to the Council's Office in accordance with the requirements contained in the notice;
- Agree to abide by the County's Conflict of Interest Ordinance.

Additionally, the State Code has the following requirements for Special Service Districts in Grand County:

- No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;
- No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;
- A Board Member may not be compensated separately as a Board Member and as an employee for providing the same service;
- Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District.

I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County's Conflict of Interest Ordinance (No. 462, November 2007) and do not have any inherent conflicts in serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

Signature: [Signature] Date: 11/13/2018

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Council's Office · 125 E. Center St. · Moab, UT 84532 · (435) 259-1346 · www.grandcountyutah.net
AGENDA SUMMARY
GRAND COUNTY COUNCIL MEETING
JANUARY 2, 2019

Agenda Item: J

TITLE: Approving Volunteer Appointment to the Budget Advisory Board, for the County Elected Official position

FISCAL IMPACT: None

PRESENTER(S): Council Chair

RECOMMENDATION:
I move to approve the appointment of Chris Kauffman, with term expiring 12/31/2020, to serve on the Budget Advisory Board, and authorize the Chair to sign all associated documents.

BACKGROUND:
The Budget Advisory Board was created by Ordinance, which was adopted on February 6, 2018.

The Board consists of seven persons:
- The County’s Auditor shall be a permanent member of the Board.
- The Board shall contain one additional County Elected Official who is not a Council member and not the Grand County Attorney.
- The Board shall contain two County Council members.
- The Board shall contain one non-elected County Department Head.
- The balance of the Board shall be comprised of the designated Grand County Budget Officer (if not one of the persons listed above) and any other registered Grand County voter(s) with a demonstrated interest in, or professional knowledge of budgeting and finance.

On December 7, 2018, an email was sent out seeking applicants for the (one) County Elected Official vacancy and the (one) non-elected County Department Head vacancy.

As of 12/31/2018, there was one application that was received for the County Elected Official vacancy.

At this time, we have not received any applications for the non-elected County Department Head vacancy.

ATTACHMENT(S):
1. Applicant Email/Application
2. Ordinance No. 572
Grand County Council,

This email is my formal request to be considered for a second volunteer appointment to the Budget Advisory Board (BAB). I have read the conflict of interest ordinance (#462).

After serving on the BAB during its first year, I am excited to take on another term, further the successes we have achieved and make new progress. My experience of the BAB has been very positive and so has the feedback I have received from other elected officials and department heads. I think we made significant headway on the goals outlined for the board but there is more to do. I look forward to the opportunity to tackle the challenges ahead.

Thank you for your consideration,

Chris Kauffman
Grand County Treasurer
125 E. Center St.
Moab, UT 84532
435-259-1338 work
435-260-8775 cell
ORDINANCE No. 572
AN ORDINANCE FORMALY ESTABLISHING THE GRAND COUNTY BUDGET ADVISORY BOARD AND DEFINING ITS DUTIES AND FUNCTIONS

WHEREAS, the Grand County Council, as the legislative authority and governing body of Grand County, Utah, is responsible to adopt the budget for Grand County by resolution as per Utah Code Ann. § 17-36-15;

WHEREAS, the Grand County Council was established as a citizen body whose members are increased and compensation is reduced, and whose members serve on a part-time basis primarily in a legislative, policy-making role per Grand County Code Ann. § 02-04-09;

WHEREAS, the Grand County Council is encouraged to cooperate with and fully utilize the county’s appointed boards and commissions, and to give full consideration to information and recommendations communicated by such boards and commissions, in order to maximize citizen participation in county government per Grand County Code Ann. § 02-04-09;

WHEREAS, the Grand County’s optional form of government establishes a citizen body and a subsequent need for the Grand County Council to maintain and fully utilize an adequate, competent professional county staff to perform, administer and have day-to-day oversight over the county’s operations and functions, pursuant to general policies and directives promulgated by the council per Grand County Code Ann. § 02-04-09;

WHEREAS, the Grand County Council is also encouraged to fully cooperate with the city of Moab and other government entities and to fully utilize all mechanisms legally and practically available to consolidate and share governmental services, functions and facilities, in order to maximize governmental efficiency and economy per Grand County Code Ann. § 02-04-09;

WHEREAS, an informative, transparent, and collaborative tentative budget process between the Grand County Council, County Elected Officials, Grand County Department Heads, and the Budget Officer is essential to provide quality services to the citizens of Grand County and to maintain and enhance economic efficiency of Grand County resources;

WHEREAS, a Budget Advisory Board providing fiscal analysis and planning to the Grand County Council in an advisory capacity will enhance, vastly improve, and increase transparency in the financial decision making process for Grand County;
NOW THEREFORE, be it ordained that the Grand County Council formalizes and establishes the Grand County Budget Advisory Board defining the duties and functions of the Board as contained in Exhibit A.

COUNTY COUNCIL OF GRAND COUNTY, UTAH

This Ordinance was duly and regularly introduced and passed at a regular meeting of the Grand County Council, State of Utah on the 6th day of February, 2018 by the following vote:

AYES: Clapper, Halliday, Hawks, McGann, Paxman, Trim, Wells
NAYS: 
ABSENT: 

Attest:
Diana Carroll, Clerk/Auditor

Mary McGann, Chair
Establishment and Purpose.

Section 1. Hereby established is the Grand County Budget Advisory Board (hereafter referred to as the “Board”) for the purpose of advising the Grand County Council on matters pertaining to fiscal policies and procedures, and assisting the Grand County Council in fulfilling the statutory responsibilities contained in the Uniform Fiscal Procedures Act for Counties, Utah Code Ann. § 17-36-1 et seq., and as amended.

Board Organization.

Section 1. The Board shall consist of seven voting members and have the following composition.

The Board consists of seven persons:

- The County’s Auditor shall be a permanent member of the Board.
- The Board shall contain one additional County Elected Official who is not a Council member and not the Grand County Attorney.
- The Board shall contain two County Council members.
- The Board shall contain one non-elected County Department Head.
- The balance of the Board shall be comprised of the designated Grand County Budget Officer (if not one of the persons listed above) and any other registered Grand County voter(s) with a demonstrated interest in, or professional knowledge of budgeting and finance.

Board Responsibilities.

Section 1. Specifically, the Board performs the following advisory functions on an ongoing basis:

- Serves the Grand County Council in an advisory capacity;
- Provides any other budgetary or financial reports required by the Council;
- Reviews county fiscal policies and procedures and advises the Council as to whether they reflect the Council’s goals, expectations and priorities;
- Reviews proposed departmental budgets;
- Helps the Council understand and interpret the financial statements and audit reports;
- Advises the Council on the selection, qualifications, independence and performance of the County’s external auditor;
• Oversees proper external review of the County’s audited statements, as well as the organization's financial risk management to include monitoring the internal control environment (17-36-45);
• After the first year in which the Board is formed, review the internal control environment of at least two County Departments or Elected Offices in the County each year, giving highest priority to those handling financial transactions;
• Establish a schedule to ensure that all County Departments and Elected Offices are reviewed at least once every 8 years;
• Report review findings to the County Council and, if appropriate, recommends investigation into potential violations of policies or laws.

Responsibilities Beyond Board’s Purview.

Section 1. The Board shall not have supervisory responsibility over and shall have no authority to hire, fire, or discipline Grand County employees or interpret or administer Grand County Employment Policies and Procedures.

Section 2. The Board shall not have responsibility for or authority to make decisions regarding any appropriation of County funds, which shall reside with the County Council and the County employee or supervisor who administers the budget.

Officers of the Board.

Officers elected by the Board shall be elected at the first meeting of every year and serve a term of one year or until a successor is elected from the Board. The officers shall consist of the following positions with their associated duties:

Section 1. Chairperson: The Board shall elect from its members a Chairperson who shall be the presiding officer of the Board. The Chairperson shall be an Elected Official of the County, or the designated Budget Officer. The Chairperson shall be responsible to call meetings, set the agenda, and conduct the meetings.

Section 2. Vice Chairperson: The Board shall elect from its members a Vice Chairperson who shall fulfill the responsibilities in the absence of the Chairperson. The Vice Chairperson shall be an Elected Official of the County, the designated Budget Officer, or a County Employee.

Section 3. Secretary: The Board shall appoint a Secretary to keep all minutes of the meetings and send copies to all Board Members. The Secretary shall assist the Chairperson or Vice Chairperson in preparing an agenda for the meetings, post notices and approved minutes of all Board Meetings and keep records to help the Board perform its function. Once the Board has approved the minutes, the official signed copy of the minutes shall be forwarded to the County Clerk/Auditor for retention. Administrative duties of the Secretary may be delegated to the County Council Administrator or a member of their staff.
Meeting and Business Activities.

Section 1. Four of the seven voting members of the Board shall constitute a quorum.

Section 2. The Board shall hold regular meetings the date and time of which will be advertised at the beginning of each year within the County and noticed to the local newspaper of record. Meetings shall be in compliance with the Open and Public Meetings Act, Utah Code Ann. § 52-4-101 et seq., and as amended.

Section 3. If the Board is reviewing the internal control environment of a Department or Elected Office of one of the Board members, a separate sub-committee shall be formed consisting of at least 5 of the other Board members to conduct the review. The Board member whose Office or Department is being reviewed shall recuse themselves from any votes regarding the review or recommendations stemming from it.

Section 4. The Board shall use Robert's Rules of Order in conducting business at its meetings.

Board Member Appointments.

Section 1. The appointment process for Board Members shall be according to the prescribed process approved by Ordinance or Resolution by the Grand County Council. The appointment of members shall be for a term of two years.

Section 2. The members of the Board, except the County Auditor and the designated Budget Officer, are appointed by the Council at the beginning of each year to serve a term of two years. Terms should be staggered so that approximately half of the terms are completed each year. Board members, except the County Auditor and designated Budget Officer, whom are permanent members, may serve up to two consecutive two-year terms.

Vacancies.

Section 1. Vacancies occurring by reason of death, resignation or other cause shall be filled to the date of expiration of the unexpired term by appointment of another person by the County Council.

Removal of Members.

Section 1. The Grand County Council may remove any member of the Board at any time and without cause.
Section 2. The Grand County Council shall consider a recommendation for removing a Board Member if four members of the Board approves such a motion. Any motion from the Board recommending removal should contain findings of facts that support the recommendation.

**Reporting**

The Board reports directly to the Grand County Council, as communicated by the designated Budget Officer of Grand County.

**Adoption of Bylaws.**

The Board shall adopt and amend Bylaws for the conduct of their meetings and the management of the Board, as they deem proper, but not inconsistent with Grand County Ordinances and the laws of the State of Utah. Proposed Bylaws shall be adopted in accordance with Grand County Ordinance No. 472 (Chapter 2.18 of the codified Grand County Ordinances).

**Compensation and Reimbursement.**

Section 1. No compensation shall be paid to Board Members for their services. Expenses may be reimbursed to Board Members when all the following criteria have been met:

- Expense is associated with the Board’s business;
- The Grand County Council has appropriated funds for said expense;
- The expense is authorized by the Grand County Council Administrator; and
- The Board Member submits the necessary paperwork required by the County for reimbursement.
**AGENDA SUMMARY**

**GRAND COUNTY COUNCIL MEETING**

**JANUARY 2, 2019**

<table>
<thead>
<tr>
<th>Title</th>
<th>Approving assignments of County Council Representatives/Liaisons to District and County Boards, Commissions and Committees and other agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Impact</td>
<td>None</td>
</tr>
<tr>
<td>Presenter(s)</td>
<td>Council Chair</td>
</tr>
</tbody>
</table>

**Recommendation:**
I move to approve the assignments of County Council Representatives/Liaisons to District and County Boards, Commissions and Committees and other agencies as discussed today.

**Background:**
Per the Governing Body Policies and Procedures:

**County Board/Commission/Committee and Local and Special Service District Board Representation:** All County Boards, Commissions, and Committees and Local and Special Service District Boards may include one Council Member representative either as a voting or ex-officio member according to the Board/Commission’s enabling ordinance unless otherwise prohibited by law. County Committees shall include a Council Member representative, if required, according to the Committee’s enabling resolution.

**Assignments to County Boards, Commissions & Committees and Local & Special Service District Boards:** In January of each year the Council shall review each Council Representative position to County Boards, Commissions and Committees, and Local and Special Service District Boards, and other agencies. Council Members shall indicate which assignments they would prefer. For assignments selected by more than one Council Member, the Council shall vote on who receives the assignment. In the event that no Member volunteers for an assignment, the Chair shall assign a Member.

**Council Members’ Role:** Council Members assigned to serve on County Boards, Commissions and Committees, and Local and Special Service District or other agency Boards shall serve as the liaison to the County Council, whether a voting member per enabling documents or not. Council Members shall represent the County Council but cannot commit the County without the approval of the majority of the Council.

**Boards/Commissions/Committees/Agencies Reporting to the Council:** Council Representatives to Boards/Commissions/Committees and agencies shall regularly report to the Council during the General Council Report section of the Agenda and/or as necessary action is required. Council Members shall request that the Chair place on the
agenda as separate items any reports of assignments or meetings that require more detailed discussion or consideration.

COUNCIL MEMBER PARTICIPATION: Council Members who are not assigned representatives are encouraged to attend any Board, Commission, or Committee meeting for informational purposes and shall notify the Council Representative of their interest to attend. Council Members not assigned as Council Representatives attending these meetings shall participate as members of the public.

COUNTY COMMITTEES: County Committees may be established through Resolution by the Council and may include an assigned Council Representative and interested community members/stakeholders as voting members. Such committees are less formal than Boards and Commissions and are generally established to support special long-term projects and facility utilization. Such committees shall act as an advisory body to Council and shall not have the authority to make Council decisions or to expend County funds unless specifically and legally authorized to do so by resolution. Council Members are encouraged to participate on County committees.

SPECIAL SERVICE DISTRICT BOARDS: In accordance with State Code 17D, Chapter 1, the County Council may establish Special Service District ("District") Boards. These Boards are independent of the County save that the County Council shall, pursuant to State Code Section 17D-1-303, make all appointments to such Administrative Control Boards except for District Boards elected by the public and where otherwise established in the organization’s bylaws or enabling documents. Each District Board shall include one Council Member representative as appointed or assigned by the Council to serve the term established by the District bylaws. All business conducted by the District Board shall be independent of the County with the exception of the involvement of the Council Representative. Joint meetings of the Council Membership and the District Boards are encouraged for the purpose of establishing common goals and objectives.

ATTENDANCE: Council Members are required to attend all regularly scheduled and special Board, Commission, and Committee meetings to which they are assigned. If regular attendance at an assigned Board, Commission, or Committee meeting is not possible, the Council Member will make arrangements for a re-appointment for that assignment.

ATTACHMENT(S):
1. Draft 2019 Council Assignments
<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>Vote</th>
<th>Rep/Liaison</th>
<th>Meeting Dates &amp; Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Board</td>
<td>no</td>
<td>Rory (Alt.- Jaylyn)</td>
<td>1st Mon @ 5pm (if the Monday falls on a Holiday, it will be the following Monday)</td>
<td>Chambers</td>
</tr>
<tr>
<td>Arches SSD Board</td>
<td>yes</td>
<td>Evan</td>
<td>3rd Thurs; monthly @ 4pm</td>
<td>Fairfield Inn &amp; Suites</td>
</tr>
<tr>
<td>Boundary Commission</td>
<td>yes</td>
<td>Jaylyn (Alt-Evan)</td>
<td>as needed, at least once a year</td>
<td>Chambers</td>
</tr>
<tr>
<td>Budget Advisory Board</td>
<td>yes</td>
<td>Jaylyn</td>
<td>as needed</td>
<td>Chambers</td>
</tr>
<tr>
<td>Building Codes Board of Appeals</td>
<td>no</td>
<td>Evan</td>
<td>as needed</td>
<td>Chambers</td>
</tr>
<tr>
<td>Canyonlands Healthcare SSD Board (CHCSSD)</td>
<td>yes</td>
<td>Jaylyn</td>
<td>1st Thurs monthly @ 5:30pm, except for Jan &amp; July will be 2nd Thursday</td>
<td>Hospital room 3</td>
</tr>
<tr>
<td>Catastrophic Wildfire Initiative, Governor's</td>
<td>N/A</td>
<td>Greg</td>
<td>as needed</td>
<td></td>
</tr>
<tr>
<td>CCP (Canyon Country Partnership)</td>
<td>N/A</td>
<td>Jaylyn (Alt.- Curtis)</td>
<td>All day: Mar 21, Apr 25, Jun 27, Aug 22, Oct 24, Dec 5</td>
<td>Regional</td>
</tr>
<tr>
<td>Cemetery Maintenance District Board</td>
<td>yes</td>
<td>Evan</td>
<td>2nd Tues @ 6pm, &amp; Dec, Mtg @ 5:30pm</td>
<td>Dist Ofc</td>
</tr>
<tr>
<td>Chamber of Commerce</td>
<td>N/A</td>
<td>Rory</td>
<td>last wed. @ 8:30am</td>
<td>Zions Bank</td>
</tr>
<tr>
<td>Children's Justice Center (CJC) Advisory Board</td>
<td>yes</td>
<td>Mary</td>
<td>Semi-annually 3rd Wed of Feb 21 &amp; Aug 15 @ 12pm</td>
<td>Fire Dept</td>
</tr>
<tr>
<td>Conservation District, Grand County</td>
<td>N/A</td>
<td>Mary</td>
<td>2nd Tues @ 2pm</td>
<td>MRH</td>
</tr>
<tr>
<td>Council on Aging Board</td>
<td>no</td>
<td>Terry</td>
<td>2nd Mon every other month, starting Feb @ 12:30pm</td>
<td>Grand Ctr</td>
</tr>
<tr>
<td>Economic Development Corporation of Utah</td>
<td>N/A</td>
<td>Curtis</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Emergency Medical Services SSD</td>
<td>yes</td>
<td>Evan</td>
<td>1st Monday of every month. September meeting will be 2nd Monday. 9am</td>
<td>EMS trg Rm</td>
</tr>
<tr>
<td>Federal Agencies Liaison</td>
<td>N/A</td>
<td>Curtis (Alt. Greg)</td>
<td>TBD</td>
<td>BLM Field Office</td>
</tr>
<tr>
<td>Film Commission Committee</td>
<td>N/A</td>
<td>Curtis</td>
<td>as needed</td>
<td>City Offices</td>
</tr>
<tr>
<td>Historical Preservation Commission (HPC)</td>
<td>no</td>
<td>Greg (Alt.- Mary)</td>
<td>2nd Fri @ 10:00am every other month beginning in January</td>
<td>Grand Center</td>
</tr>
<tr>
<td>Homeless Coordinating Committee</td>
<td>yes</td>
<td>Mary</td>
<td>2nd Wed @1:00pm; monthly</td>
<td>Zions Bank</td>
</tr>
<tr>
<td>Housing Authority Board (HASU)</td>
<td>no</td>
<td>Jaylyn</td>
<td>3rd Thur @ 12PM</td>
<td>City Chmbrs</td>
</tr>
<tr>
<td>Housing Task Force, Interlocal</td>
<td>yes</td>
<td>Terry</td>
<td>First Thurs @ 11AM every month</td>
<td>Library</td>
</tr>
<tr>
<td>Key Leader Board (GC School District)</td>
<td>yes</td>
<td>Terry</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>Library Board</td>
<td>yes</td>
<td>Evan</td>
<td>2nd Thurs @ 5:30pm every other month, beginning January</td>
<td>Library</td>
</tr>
<tr>
<td>Local Emergency Planning Committee (LEPC)/HAZ</td>
<td>N/A</td>
<td>Greg</td>
<td>11:30 am quarterly on Mar 19, Jun 21, Sep 20, except Dec 19 mtg @ 3:30pm</td>
<td>Fire Dept</td>
</tr>
<tr>
<td>Mental Health Board (Four Corners)</td>
<td>yes</td>
<td>Jaylyn</td>
<td>4th Wed @ 2:45pm every other month; Jan, Mar, May, Jul, Sep, Nov</td>
<td>Green Rvr</td>
</tr>
<tr>
<td>Moab Tailings Project Steering Committee (MTP)</td>
<td>yes</td>
<td>Mary, (Alt.- rory)</td>
<td>4th Tues @ 3PM Jan 22, April 23, July 23, &amp; Oct 29</td>
<td>Chambers</td>
</tr>
<tr>
<td>Mosquito Abatement District Board (MMAD)</td>
<td>yes</td>
<td>Terry</td>
<td>1st Monday @ 5:30pm except no mtg in Jan</td>
<td>Dist Ofc</td>
</tr>
<tr>
<td>Museum of Moab</td>
<td>yes</td>
<td>Greg</td>
<td>3rd Wed of the month @ 5:30 pm</td>
<td>Museum</td>
</tr>
<tr>
<td>OSTA Advisory Committee</td>
<td>no</td>
<td>Rory</td>
<td>2nd Tues @ 5:30pm</td>
<td>OSTA Conf Rm.</td>
</tr>
<tr>
<td>Performance Review Committee</td>
<td>no</td>
<td>Rotating</td>
<td>Monthly (typically 3rd Thurs @ 1:30pm)</td>
<td>Chambers</td>
</tr>
<tr>
<td>Planning Commission</td>
<td>no</td>
<td>Terry</td>
<td>2nd &amp; 4th Tues @ 5pm; monthly</td>
<td>Chambers</td>
</tr>
<tr>
<td>Public Health Board (Health Department)</td>
<td>yes</td>
<td>Curtis</td>
<td>4th Tuesday; every other month beg. Jan; 5-7pm</td>
<td>Green Rvr</td>
</tr>
<tr>
<td>Recreation SSD Board</td>
<td>yes</td>
<td>Terry</td>
<td>3rd Wed @ 7PM , except Nov. &amp; Dec. are 2nd Wed.</td>
<td>City Chmbrs</td>
</tr>
<tr>
<td>Committee Name</td>
<td>Member</td>
<td>Contact Person</td>
<td>Meeting Details</td>
<td>Location</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
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<td>--------------</td>
</tr>
<tr>
<td>Sand Flats Stewardship Committee</td>
<td>yes</td>
<td>Evan</td>
<td>2nd Thurs @ 3pm quarterly beginning in March</td>
<td>EMS trg Rm</td>
</tr>
<tr>
<td>SEUALG (Southeastern Utah Association of Local Gov)</td>
<td>yes</td>
<td>Curtis (Alt. Mary or Jaylyn)</td>
<td>4th Thurs @ 1pm with occasional date changes</td>
<td>Price/Moab</td>
</tr>
<tr>
<td>Solid Waste Management SSD Board</td>
<td>yes</td>
<td>Mary</td>
<td>2nd Thurs @ 4pm, No meeting in July and December's meeting will start at 5pm</td>
<td>District Office</td>
</tr>
<tr>
<td>Special Service Water District Board (GWSSA)</td>
<td>yes</td>
<td>Curtis</td>
<td>1st &amp; 3rd Thurs @ 7pm</td>
<td>Water Dist Ofc</td>
</tr>
<tr>
<td>Star Hall Advisory Committee</td>
<td>yes</td>
<td>Mary</td>
<td>as needed</td>
<td></td>
</tr>
<tr>
<td>Thompson Springs Fire District Board</td>
<td>no</td>
<td>Greg</td>
<td>3rd Tuesday of the month, 4pm</td>
<td>Chambers</td>
</tr>
<tr>
<td>Thompson SSD (Water) Board (Elected)</td>
<td>no</td>
<td>Greg</td>
<td>2nd Thurs @ 7pm</td>
<td>Thompson</td>
</tr>
<tr>
<td>Trail Mix Committee</td>
<td>yes</td>
<td>Evan</td>
<td>2nd Tues @ 11am</td>
<td>Grand Ctr</td>
</tr>
<tr>
<td>Transportation SSD Board</td>
<td>yes</td>
<td>Greg</td>
<td>2nd Tues @ 6:00pm</td>
<td>Road Shed</td>
</tr>
<tr>
<td>Travel Council Advisory Board, Moab Area</td>
<td>no</td>
<td>Jaylyn</td>
<td>2nd Tues @ 3:00pm - no July meeting</td>
<td>Chambers</td>
</tr>
<tr>
<td>USU - Moab Dean's Advisory Board</td>
<td>N/A</td>
<td>Curtis</td>
<td>2nd Thursday Monthly, 3-4PM</td>
<td>USU Moab</td>
</tr>
<tr>
<td>Watershed Partnership, Moab Area</td>
<td>yes</td>
<td>Mary</td>
<td>3rd Wed @ 1-3pm every other month; Jan, Mar, May, July, Sept &amp; Nov</td>
<td>Grand Ctr</td>
</tr>
<tr>
<td>Weed Control Board, Noxious</td>
<td>yes</td>
<td>Rory</td>
<td>1st Mon @ 4pm every other month; Jan 7, March 4, May 6, July 1, Sept 9, Nov 4</td>
<td>Grand Ctr</td>
</tr>
</tbody>
</table>
Addendum to AGREEMENT

establishing the

SOUTHEASTERN UTAH ASSOCIATION OF GOVERNMENTS

Whereas, an Agreement establishing the SOUTHEASTERN UTAH ASSOCIATION OF GOVERNMENTS was executed May 21, 1970;

Whereas, Resolutions of Adoption of the Southeastern Utah Association of Governments executed by the parties on November 27, 1979 ratified the May 21, 1970 Agreement. The Agreement and Resolutions includes as parties, Emery County, Carbon County, San Juan County, and Grand County;

Whereas, Pursuant to Utah Code in 1970 an agreement creating an interlocal entity was limited to 50 years.

Whereas, the parties now desire to extend the existence of the SOUTHEASTERN UTAH ASSOCIATION OF GOVERNMENTS according to Utah Code §11-13-204(3) to remain in existence until the latest to occur of:

(a) 50 years after the date of the agreement or amendment;

(b) five years after the interlocal entity has fully paid or otherwise discharged all of its indebtedness;

(c) five years after the interlocal entity has abandoned, decommissioned, or conveyed or transferred all of its interest in its facilities and improvements; or

(d) five years after the facilities and improvements of the interlocal entity are no longer useful in providing the service, output, product, or other benefit of the facilities and improvements, as determined under the agreement governing the sale of the service, output, product, or other benefit;

Now Therefore, the SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS shall remain in existence according to the terms set forth in Utah Code §11-13-204(3).

All other terms and conditions of the May 21, 1970 Agreement and November 27, 1979 Resolutions of Adoption shall remain in effect.

IN WITNESS WHEREOF, the hands of the parties are set below:

APPROVED AS TO FORM

BY: _____________________________
    Mike Olsen
    Emery County Attorney

EMERY COUNTY
BOARD OF COMMISSIONERS

BY: _____________________________, Chairman
    Emery County Commission

DATE: __________________________

DATE: _________________________
CARBON COUNTY
BOARD OF COMMISSIONERS

BY: ____________________________
   Gene Strate
   Carbon County Attorney

DATE: __________________________

APPROVED AS TO FORM

SAN JUAN COUNTY
BOARD OF COMMISSIONERS

BY: ____________________________
   Kendall Laws
   San Juan County Attorney

DATE: __________________________

APPROVED AS TO FORM

GRAND COUNTY
CITY COUNCIL

BY: ____________________________
   Christina Sloan
   Grand County Attorney

DATE: __________________________

APPROVED AS TO FORM
AGREEMENT

establishing the

SOUTHEASTERN UTAH ASSOCIATION OF GOVERNMENTS

THIS AGREEMENT made and entered into by and between the undersigned County and County Councils of Government (hereinafter collectively called the "Association of Governments") hereby agree that the provisions hereinafter set forth, shall be incorporated in full and become part of the existing Agreement setting up the "Association" and shall be so incorporated by Resolution of the governing bodies of the member groups who hereby agree to be governed thereby.

WITNESSETH

WHEREAS, it has been determined that there is a public need for the establishment of an areawide "Association of Governments" at the multi-county level coterminous with the boundaries of Emery, Carbon, San Juan, and Grand Counties in the State of Utah, to provide a forum for study and discussion of regional problems of mutual interest to the county and city governments within the region and to serve as a multi-purpose organization to coordinate and carry out comprehensive and functional planning and development activities in the region; and

WHEREAS, the parties hereto are empowered under existing laws of the State of Utah to study, plan, discuss, and recommend policies and procedures for the solution of areawide problems, and to enter into certain agreements and expend allocated funds in the exercise of such powers; and

WHEREAS, it is the desire of the parties hereto to become members of and participate in the "Association" hereby established.
NOW, THEREFORE, in consideration of the execution of this agreement by the parties eligible to membership in the "Association" hereby established and to be known as the Southeastern Utah Association of Governments, said parties agree as follows:

(i)  **Duration of this Agreement.** This Agreement shall continue in effect until it is rescinded by mutual consent of the parties except as affected by the termination provisions provided hereinafter.

(2)  **Organization.** This "Association" is a voluntary organization having only that separate legal status necessary under state and federal laws and regulations to allow entering into contracts for receiving financial assistance therefrom and to execute agreements with other local entities and the State of Utah. The "Association" shall be subject to and governed by the Articles of Association that shall be adopted and by this reference made a part of this Agreement and shall become effective upon the execution of this agreement by each of the parties signifying an approval and adoption of said Articles of Association and constitute consent to be governed thereby.

(3)  **Purposes.** The purposes of this "Association" are:

(a) To provide a common forum to identify, discuss, and study regional challenges and opportunities.

(b) To achieve advantages of cooperative action which cannot be achieved individually and to make the most effective use of local leadership and staff resources.

(c) To serve as a multi-purpose "umbrella-type" organization to engage and carry out planning and development programs as determined by the "Association" to be applicable to achieve regional benefit.

(d) To serve as a reviewing and policy-making body with respect to proposals of both public and private agencies. Specifically, the "Association" shall review and coordinate federal, state, and local
applications for loans or grants from the United States of America on behalf of all units of government operating within the region. The "Association" shall seek to become designated by the Governor of the State of Utah as the official non-metropolitan "Clearinghouse" for the multi-county areas of Grand, San Juan, Emery, and Carbon Counties for the purposes of meeting the requirements of Title IV of the Intergovernmental Cooperation Act of 1968 and Bureau of the Budget Circular A-95.

(4) **Membership and Administration.** Membership in the "Association" shall be attained by each county and city governments within the multi-county area by and through representatives appointed from the respective County Councils of Governments where constituted or by duly authorized representatives acting on behalf of the governing bodies of those local governmental entities not included in an official County Council of Government.

The duly appointed representatives of the "Association" shall constitute a joint board which shall be responsible for administering the cooperative undertakings of the "Association." The membership of the "Association" shall consist of:

(a) One (1) member from each Board of County Commissioners of every county in the region.

(b) One (1) member representing mayors from each county in the region. Members selected to represent all cities and towns in the region shall be chosen from the County Council of Government where established.

(5) **Finances.**

(a) Revenues of the "Association" shall be from member contributions, grants, gifts, donations, fees, or other payments received for purposes consistent with its functions. Expenditures shall be for the purposes of carrying out the function of the "Association."

(b) The fiscal year shall be determined by the "Association."
(c) Prior to the time each year when the member governments adopt their respective budgets, the "Association" shall determine whether financial contributions from its members will be necessary during the subsequent fiscal year. If it is determined that contributions are necessary, it shall prepare a proposed budget describing the estimated expenditures and revenues for the year and list the amount of contribution to be requested from each member.

(d) The "Association" may provide in its bylaws for the time and manner of making payments of contributions to the "Association."

(e) The "Association" may request the financial officer of one of its member governments to act as fiscal agency for the "Association" and to establish an account in the name of the "Association" to receive money and make its disbursements. The fiscal agent shall make payments of the "Association's" expenses upon vouchers signed by the Chairman or Vice-Chairman.

(6) Termination. Upon termination of this Agreement, any property, assets, or funds acquired by the "Association" shall be distributed among the parties hereto in proportion to the respective contribution of each said parties thereof as determined by the officers of the then "Association."

The "Association" can be dissolved and the agreement under which it was organized terminated by the (3/4) vote of all participating and duly authorized members at a meeting specially held on the subject of said termination which meeting shall be held only pursuant to written notice to all member governing entities ten days prior to the said meeting. In the event termination is taken by the Council, a resolution to that effect shall be executed by the members of the "Association" and sent to each of the member governing bodies represented in the "Association."

THIS AGREEMENT shall be executed in four (4) copies, each to be considered an original, and shall be effective upon the date that the
same has been executed by the Chairman of the County Councils of Governments or the authorized representative where a County Council of Government has not been formed.

DATED THIS ___________ DAY OF ___________ 1970.

[Signatures]

Chamber County Council of Governments

Grand County Council of Governments

Eagle County Council of Governments

San Juan County Council of Governments

APPROVED AS TO FORM:

[Signature]

Attorney General
RESOLUTION OF ADOPTION OF THE
SOUTHEASTERN UTAH ASSOCIATION OF GOVERNMENTS

WHEREAS, it appears to be in the interest of Carbon County to enter into agreement with other adjoining counties in a cooperative agency and

WHEREAS, the counties of Carbon, Emery, Grand and San Juan have all expressed a desire and intention to form one organization known as the Southeastern Utah Association of Governments and

WHEREAS, it would appear to be in this county's interest to join in such organization in order to propagate the most proficient and efficient procedures and operation of local government, to promote and coordinate social and economic development in the four county areas, to provide solutions for problems and opportunities of concern to all counties and to provide solutions for problems and opportunities of concern to all counties and to provide technical and administrative skills heretofore unmanageable and to give complete force and effect to that document titled, Agreement Establishing the Southeastern Utah Association of Governments, dated the 21st day of May, 1970 and that certain document titled, By-Laws of the Southeastern Utah Association of Governments, dated the 28th day of June 1978.

THEREFORE, it is hereby resolved by the Board of County Commissioners of the County of _______ State of Utah, in a lawful session convened, that the County Commissioners are directed and empowered for and in behalf of this County to ratify, sign, execute and deal any and all documents, whatever necessary, to effectuate, promote, maintain and further the aims and actuality of the Southeastern Utah Association of Governments.

DATED This ______ day of November, 1979

Commission Chairman
Commissioner
Commissioner
RESOLUTION OF ADOPTION OF THE
SOUTHEASTERN UTAH ASSOCIATION OF GOVERNMENTS

WHEREAS, it appears to be in the interest of ________________ County to enter into agreement with other adjoining counties in a cooperative agency and

WHEREAS, the counties of Carbon, Emery, Grand and San Juan have all expressed a desire and intention to form one organization known as the Southeastern Utah Association of Governments and

WHEREAS, it would appear to be in this county's interest to join in such organization in order to propagate the most proficient and efficient procedures and operation of local government, to promote and coordinate social and economic development in the four county areas, to provide solutions for problems and opportunities of concern to all counties and to provide solutions for problems and opportunities of concern to all counties and to provide technical and administrative skills heretofore unmanageable and to give complete force and effect to that document titled, Agreement Establishing the Southeastern Utah Association of Governments, dated the 21st day of May, 1970 and that certain document titled, By-Laws of the Southeastern Utah Association of Governments, dated the 28th day of June, 1978.

THEREFORE, it is hereby resolved by the Board of County Commissioners of the County of ________________ State of Utah, in a lawful session convened, that the County Commissioners are directed and empowered for and in behalf of this County to ratify, sign, execute and deal any and all documents, whatever necessary, to effectuate, promote, maintain and further the aims and actuality of the Southeastern Utah Association of Governments.

DATED this ________________ day of ________________, 1979

[Signatures of Commissioners]
RESOLUTION OF ADOPTION OF THE
SOUTHEASTERN UTAH ASSOCIATION OF GOVERNMENTS

WHEREAS, it appears to be in the interest of _______ County to enter into agreement with other adjoining counties in a cooperative agency and

WHEREAS, the counties of Carbon, Emery, Grand and San Juan have all expressed a desire and intention to form one organization known as the Southeastern Utah Association of Governments and

WHEREAS, it would appear to be in this county's interest to join in such organization in order to propagate the most proficient and efficient procedures and operation of local government, to promote and coordinate social and economic development in the four county areas, to provide solutions for problems and opportunities of concern to all counties and to provide solutions for problems and opportunities of concern to all counties and to provide technical and administrative skills heretofore unmanageable and to give complete force and effect to that document titled, Agreement Establishing the Southeastern Utah Association of Governments, dated the 21st day of May, 1970 and that certain document titled, By-Laws of the Southeastern Utah Association of Governments, dated the 28th day of June 1978.

THEREFORE, it is hereby resolved by the Board of County Commissioners of the County of _______ State of Utah, in a lawful session convened, that the County Commissioners are directed and empowered for and in behalf of this County to ratify, sign, execute and deal any and all documents, whatever necessary, to effectuate, promote, maintain and further the aims and actuality of the Southeastern Utah Association of Governments.

DATED This ________ day of _______ , 1979

[Signatures of Commissioners]

[Handwritten Signature]
RESOLUTION OF ADOPTION OF THE
SOUTHEASTERN UTAH ASSOCIATION OF GOVERNMENTS

WHEREAS, it appears to be in the interest of San Juan County to enter into agreement with other adjoining counties in a cooperative agency and

WHEREAS, the counties of Carbon, Emery, Grand and San Juan have all expressed a desire and intention to form one organization known as the Southeastern Utah Association of Governments and

WHEREAS, it would appear to be in this county's interest to join in such organization in order to propagate the most proficient and efficient procedures and operation of local government, to promote and coordinate social and economic development in the four county areas, to provide solutions for problems and opportunities of concern to all counties and to provide solutions for problems and opportunities of concern to all counties and to provide technical and administrative skills heretofore unmanageable and to give complete force and effect to that document titled, Agreement Establishing the Southeastern Utah Association of Governments, dated the 21st day of May, 1970 and that certain document titled, By-Laws of the Southeastern Utah Association of Governments, dated the 28th day of June 1978.

THEREFORE, it is hereby resolved by the Board of County Commissioners of the County of San Juan State of Utah, in a lawful session convened, that the County Commissioners are directed and empowered for and in behalf of this County to ratify, sign, execute and deal any and all documents, whatever necessary, to effectuate, promote, maintain and further the aims and actuality of the Southeastern Utah Association of Governments.

DATED This 22nd day of October, 1979

Commission Chairman

Commissioner

Commissioner
# January 2019

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>New Years Day</strong></td>
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<td></td>
<td>9:00AM EMS SSD (EMS Training Center)</td>
<td>9:00AM Swearing in New Elected Officials (Chambers)</td>
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<td>11:00AM Trail Mix (Grand Center)</td>
<td>7:00PM Thompson Water District Board (Thompson Fire Station)</td>
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<td>4:00PM Noxious Weed Control (Grand Center)</td>
<td>10:00AM Historical Preservation Commission (Grand Center)</td>
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<td></td>
<td>5:00PM Airport Board Meeting (Chambers)</td>
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<td></td>
<td>8:00AM County Offices Closed (Chambers)</td>
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<td></td>
<td>2:00PM Conservation District (Hospital)</td>
<td></td>
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<td>3:00PM Travel Council Advisory (Chambers)</td>
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<td>5:00PM Planning Commission (Chambers)</td>
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<td>6:00PM Cemetery Maintenance District (Sunset Memorial)</td>
<td></td>
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<td></td>
<td>8:00PM Transportation Special Service District (GC Road Shed)</td>
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<td></td>
<td>2:00PM County Council Meeting (Chambers)</td>
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<td>12</td>
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<td></td>
<td><strong>Year-end Holiday</strong></td>
<td>1:00PM Watershed Partnership (Grand Center)</td>
<td>12:00PM Housing Authority of Southeastern Utah (City Chambers)</td>
<td>1:00PM Historical Preservation Commission (Grand Center)</td>
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<tr>
<td></td>
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<td></td>
<td>11:00AM EMS SSD (EMS Training Center)</td>
<td>12:00PM Housing Authority of Southeastern Utah (City Chambers)</td>
<td>4:00PM Arches Special Service District (Fairfield Inn &amp; Suites - 1863 N. Highway 191)</td>
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<td></td>
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<td></td>
<td>4:00PM Noxious Weed Control (Grand Center)</td>
<td>10:00PM Historical Preservation Commission (Grand Center)</td>
<td>4:00PM Arches Special Service District (Fairfield Inn &amp; Suites - 1863 N. Highway 191)</td>
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<td>5:00PM Airport Board Meeting (Chambers)</td>
<td>12:00PM Housing Authority of Southeastern Utah (City Chambers)</td>
<td>4:00PM Arches Special Service District (Fairfield Inn &amp; Suites - 1863 N. Highway 191)</td>
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<td>8:00AM County Offices Closed (Chambers)</td>
<td>12:00PM Housing Authority of Southeastern Utah (City Chambers)</td>
<td>4:00PM Arches Special Service District (Fairfield Inn &amp; Suites - 1863 N. Highway 191)</td>
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<td>12:00PM Housing Authority of Southeastern Utah (City Chambers)</td>
<td>12:00PM Housing Authority of Southeastern Utah (City Chambers)</td>
<td>4:00PM Arches Special Service District (Fairfield Inn &amp; Suites - 1863 N. Highway 191)</td>
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<td></td>
<td>4:05PM County Council Meeting (Chambers)</td>
<td>12:00PM Housing Authority of Southeastern Utah (City Chambers)</td>
<td>4:00PM Arches Special Service District (Fairfield Inn &amp; Suites - 1863 N. Highway 191)</td>
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<td></td>
<td><strong>MLK day</strong></td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td>8:00AM County Offices Closed</td>
<td>1:00PM Homeless Coordinating Committee Meeting (Zions Bank)</td>
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<td></td>
<td></td>
<td></td>
<td>2:45PM Mental Health Board (Four Corners) (Green River)</td>
<td>1:00PM Homeless Coordinating Committee Meeting (Zions Bank)</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>3:00PM Moab Tailings Project Steering Committee (Chambers)</td>
<td>1:00PM Homeless Coordinating Committee Meeting (Zions Bank)</td>
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<td></td>
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<td></td>
<td>5:00PM Health Board Meeting (Green River)</td>
<td>1:00PM Homeless Coordinating Committee Meeting (Zions Bank)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>5:00PM Planning Commission (Chambers)</td>
<td>1:00PM Homeless Coordinating Committee Meeting (Zions Bank)</td>
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<td>20</td>
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<td>25</td>
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<td></td>
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<td></td>
<td><strong>Year-end Holiday</strong></td>
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**New Years Day**
- 8:00AM County Offices Closed

**MLK day**
- 8:00AM County Offices Closed
## February 2019

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- **27**
  - 9:00AM EMS SSD (EMS Training Center)
  - 5:00PM Airport Board Meeting (Chambers)
  - 5:30PM Mosquito Abatement District (District Office)

- **28**
  - 8:30AM Chamber of Commerce (Zions Bank)

- **29**
  - 4:00PM County Council Meeting (Chambers)

- **30**
  - 1:30PM BLM/Grand County Coordination Mtg (Moab Field Office)

- **31**
  - 5:00PM Planning Commission (Chambers)
  - 6:00PM Cemetery Maintenance District (Sunset Memorial)
  - 6:00PM Transportation Special Service District (GC Road Shed)

- **1**
  - 5:30PM Museum of Moab (Grand Center)
  - 8:30AM Rural Day on the Hill (Capitol Hill - SLC)

- **2**
  - 12:00PM Housing Authority of Southeastern Utah (City Chambers)
  - 4:00PM Arches Special Service District (Fairfield Inn & Suites - 1963 N. Highway 191)

## March 2019

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<th>Sunday</th>
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- **3**
  - 4:00PM County Council Meeting (Chambers)

- **4**
  - 11:00AM Trail Mix (Grand Center)
  - 2:00PM Conservation District (Hospital)
  - 3:00PM Travel Council Advisory (Chambers)

- **5**
  - 5:00PM Cemetery Maintenance District (Sunset Memorial)
  - 6:00PM Transportation Special Service District (GC Road Shed)

- **6**
  - 7:00PM Thompson Water District Board (Thompson Fire Station)

- **7**
  - 4:00PM Thompson Springs Special Service Fire District Mtg (Chambers)

- **8**
  - 5:30PM Museum of Moab (Grand Center)

- **9**
  - 12:00PM Housing Authority of Southeastern Utah (City Chambers)

- **10**
  - 4:00PM Arches Special Service District (Fairfield Inn & Suites - 1963 N. Highway 191)

- **11**
  - 8:00AM County Offices Closed

- **12**
  - 5:00PM Health Board Meeting (Green River)
  - 5:00PM Planning Commission (Chambers)

- **13**
  - 8:30AM Chamber of Commerce (Zions Bank)
  - 1:00PM Homeless Coordinating Committee Meeting (Zions Bank)
Employment Opportunities

**Deputy Recorder**
Posted December 13, 2018 8:00 AM | Closes January 4, 2019 5:00 PM
GENERAL PURPOSE Performs a variety of administrative support and technical duties designed to expedite the processing, recording, abstracting and archiving of legal... Full Description

Apply Online

**GCSO - Administrative Asst. for Jail & Emergency Management**
Posted October 25, 2018 8:00 AM | Closes January 4, 2019 5:00 PM
Must Complete Sheriff's Office Application Click Here to Download Job Summary Under the supervision of the Jail Commander, performs a variety of working...

**GCSO - Administrative Asst. for Sheriff's Office**
Posted December 6, 2018 8:00 AM | Closes January 4, 2019 5:00 PM
Must Complete Sheriff's Office Application Click Here to Download GENERAL PURPOSE Performs a variety of working level administrative support and technical...

**GCSO Corrections Officer**
Posted August 1, 2017 8:00 AM | Closes January 31, 2019 5:00 PM
Must Complete Sheriff's Office Application Click Here to Download Job Summary Under the supervision of the Assistant Jail Commander the Corrections Officer is a...

**GCSO Patrol Deputy**
Posted August 1, 2017 8:00 AM | Closes January 31, 2019 5:00 PM
Must Complete Sheriff's Office Application Click Here to Download Job Summary Under the direct supervision of the Patrol Supervisor the Deputy Sheriff...

**GCSO Victim Advocate**
Posted March 21, 2018 8:00 AM | Closes January 31, 2019 5:00 PM
Must Complete Sheriff's Office Application Click Here to Download Job Summary Under the supervision of the Sheriff the Victim Advocate will act as advocate...

**GCSO-Communications/Dispatch**
Posted January 26, 2018 8:00 AM | Closes January 31, 2019 5:00 PM
Must Complete Sheriff's Office Application Click Here to Download Job Summary Under the direct supervision of the Jail Commander the... Full Description
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<th>Date</th>
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<td>26</td>
<td>Arches Ultra by Mad Moose Events</td>
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<td>FEBRUARY</td>
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<td>16</td>
<td>Red Hot by Grass Roots Events</td>
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