AGENDA

NOTICE: Public notice is hereby given that the Box Elder County Board of County Commissioners will hold an Administrative/Operational Session commencing at 11:15 A.M. and a regular Commission Meeting commencing at 11:30 A.M. on Wednesday July 20, 2022 in the Commission Chambers of the Box Elder County Courthouse, 01 South Main Street, Brigham City, Utah.

1. ADMINISTRATIVE / OPERATIONAL SESSION
   A. Agenda Review / Supporting Documents
   B. Commissioners' Correspondence
   C. Staff Reports

2. CALL TO ORDER 11:30 A.M.
   A. Invocation Given by: Commissioner Hadfield
   B. Pledge of Allegiance Given by: Jenica Stander
   C. Approval of Minutes from 07-06-2022

3. ADMINISTRATIVE REVIEW / REPORTS / FUTURE AGENDA ITEMS

4. FORMER AGENDA ITEMS

5. EMERGENCY MANAGEMENT ISSUES
   A. 11:38 County Emergency Operation Plan-Mark Millet
   B. 11:40 Line of Succession-Mark Millet

6. ARPA

7. PUBLIC INTERESTS / PRESENTATIONS / CONCERNS
   A. 11:42 Traffic Calming Devices-Mayor Terry Nelson of Mantua
   B. 11:47 State Budget for Fiscal Year 2023-Sterling Marx
   C. 11:52 UTA Ridership Numbers and Historic Orchard Pathway-Beth Holbrook

8. COMMISSIONERS
   A. 12:02 Public Hearing for the Paddock Ag Protection Located in West Brigham City of the Unincorporated Box Elder County-Commissioners
   B. 12:12 Resolution #22-07 for Ag Protection for Paddock Properties in West Brigham City-Commissioners

9. COMMUNITY DEVELOPMENT
   A. 12:14 Public Hearing General Plan Amendment Regarding the County Resource Management Plan-Scott Lyons
B. 12:24 Ordinance #564-General Plan Amendment-Scott Lyons

10. WEED DEPARTMENT
   A. 12:26 Cooperative Agreement #22-23 Between Box Elder County and Utah Department of Natural Resources, Division of Wildlife Resources, for the Control of Phragmites and Invasive Weeds-Wyatt Freeze

11. HUMAN RESOURCES
   A. 12:28 Policy 15 Change-Jenica Stander

12. USU EXTENSION
   A. 12:30 Introduce New USU Extension Faculty Member Ashley Longmore-Mike Pace

13. WARRANT REGISTER

14. PERSONNEL ACTIONS / VOLUNTEER ACTION FORMS / CELL PHONE ALLOWANCE

15. CLOSED SESSION

16. ADJOURNMENT

Prepared and posted this 15th day of July, 2022. Mailed to the Box Elder News Journal and the Leader on the 15th of July, 2022. These assigned times may vary depending on the length of discussion, cancellation of scheduled agenda times and agenda alteration. Therefore, the times are estimates of agenda items to be discussed. If you have any interest in any topic you need to be in attendance at 11:30 a.m.

Marla R. Young - County Clerk
Box Elder County

NOTE: Please turn off or silence cell phones and pagers during public meetings. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made three (3) working days prior to this meeting. Please contact the Commission Secretary's office at (435) 734-3347 or FAX (435) 734-2038 for information or assistance.
AGENDA ITEM REQUEST FORM

All agenda items and any back-up material needs to be submitted to the Clerk’s Office by Thursday at 5:00 PM in order to be on the following Wednesday’s Agenda.

You may email back-up: ordinances, resolutions, contracts, agreements, and a brief explanation of your item to: tgibson@boxeldercounty.org

Meeting Date: 07-20-2022  Submitted Date: 07-14-2022
Person and Org Submitting Item: Mark Millet Emergency Manger  Time Requested: 2
Contact Information: 3813
Item to be Presented in: Commission Meeting,
Subject to be Presented: County Emergency Operation Plan

Reason for Request:
New County Emergency Operation Plan

What action have you taken/who have you contacted prior to this:

Official Action Requested:

Has the document been approved by the County Attorney?
AGENDA ITEM REQUEST FORM

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<th>Submitted Date:</th>
<th>07-14-2022</th>
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<td>Mark Millet Emergency Manager</td>
<td>Time Requested:</td>
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<tr>
<td>Contact Information:</td>
<td>3813</td>
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<tr>
<td>Item to be Presented in:</td>
<td>Commission Meeting,</td>
<td>Subject to be Presented:</td>
<td>Line of Succession-Mark Millet</td>
</tr>
</tbody>
</table>

Reason for Request:

To develop a list of succession, get it approved and sent back to the State DEM

What action have you taken/who have you contacted prior to this:

Official Action Requested:

Has the document been approved by the County Attorney?
Dear Mr. Stan Summers,

In accordance with Utah Code 53-2a-807, Emergency Interim Successors for Local Officers, the Utah Division of Emergency Management (DEM) is responsible for collecting emergency interim successors from each political subdivision in the State of Utah by July 1 of every year.

This code requires each political subdivision to provide DEM with three emergency interim successors and their order of succession for the chief executive officer and emergency manager to ensure continuity of government. DEM has on record that Box Elder County has elected to default to Utah Code §53-2a-807(2), and the emergency interim successors are as follows:

Chief Executive Officer
1. the chief executive officer of the political subdivision
2. the chief deputy executive officer of the political subdivision
3. the chair of the legislative body of the political subdivision
4. the chief law enforcement of the political subdivision

Emergency Manager: Mark Millett
1. Stan Summers, County Commissioner
2. Jeff Hadfield, County Commissioner
3. Jeff Scott, County Commissioner

For questions or concerns, contact Kelly Fernandez at 385.249.4179 or kfernandez@utah.gov.

Sincerely,

Kris Hamlet
Division Director
Utah Department of Public Safety
Division of Emergency Management
AGENDA ITEM REQUEST FORM

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You may email back-up: ordinances, resolutions, contracts, agreements, and a brief explanation of your item to: tginson@boxeldercounty.org

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<td>Person and Org Submitting Item:</td>
<td>Mayor Terry Nelson of Mantua Utah</td>
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<tr>
<td>Contact Information:</td>
<td><a href="mailto:Mayor@mantuautah.org">Mayor@mantuautah.org</a></td>
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<tr>
<td>Subject to be Presented:</td>
<td>Traffic Calming Devices</td>
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Reason for Request:
Willard Peak Road is heavily traffic headed to county property asking for county to provide calming device to assist with traffic speed control.

What action have you taken/who have you contacted prior to this:

Official Action Requested:
Provide with Traffic calming device on Willard Peak Road in the heavily residential area.

Has the document been approved by the County Attorney?
State Budget for Fiscal Year 2023

You may email back-up: ordinances, resolutions, contracts, agreements and a brief explanation of your item to: t gibson@boxeldercounty.org

Item to be presented in: Admin/Operational  Commission Meeting  
MBA  RDA  Closed Session  Other  

Date of meeting requested: 07/20/2022  Date form submitted: 07/11/2022  

Time allotment requested: 2 min.  5 min.  10 min.  Other  

Person & Organization submitting item: Box Elder County Children’s Justice Center  
Contact Information (Please include phone number)  
(435) 553-8078  

Subject to be presented:  
State Budget for Fiscal Year 2023  

(Please use specific language as to how you want the item noticed)  

Reason for request:  
Need commissioners to sign  

What action have you taken/Who have you contacted prior to this?  
Have spoken with County Attorney Steve Hadfield  

Official Action Requested:  
Signature needed  

Has the document been approved by the County Attorney?  Yes  No
AGENDA ITEM REQUEST FORM

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<tr>
<td>Subject to be Presented:</td>
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**Reason for Request:**

Need Commissioner Signatures

**What action have you taken/who have you contacted prior to this:**

Spoke with County Attorney Steve Hadfield

**Official Action Requested:**

Signature

**Has the document been approved by the County Attorney?** yes
All agenda items and any back-up material needs to be submitted to the Clerk’s Office by Thursday at 5:00 PM in order to be on the following Wednesday’s Agenda.

You may email back-up: ordinances, resolutions, contracts, agreements, and a brief explanation of your item to: tgbson@boxeldercounty.org

Meeting Date: 07-20-2022
Submitted Date: 07-14-2022
Person and Org Submitting Item: Beth Holbrook
UTA
Time Requested: 10 min
Contact Information: Hmitchell@rideuta.com
Item to be Presented in: Commission Meeting,
Subject to be Presented: Ridership Numbers and Historic Orchard Pathway

Reason for Request:

What action have you taken/who have you contacted prior to this:

Official Action Requested:

Has the document been approved by the County Attorney? N
AGENDA ITEM REQUEST FORM

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Meeting Date: 07-20-2022
Submitted Date: 07-14-2022
Person and Org Submitting Item: Commissioners
Time Requested: 2 min
Contact Information: 3347
Item to be Presented in: Commission Meeting,
Subject to be Presented: Resolution #22-07 for Ag Protection for Paddock Properties in West Brigham City.

Reason for Request:
To create an Ag Protection

What action have you taken/who have you contacted prior to this:

Official Action Requested:
Approval

Has the document been approved by the County Attorney?
All agenda items and any back-up material needs to be submitted to the Clerk’s Office by Thursday at 5:00 PM in order to be on the following Wednesday’s Agenda.

You may email back-up: ordinances, resolutions, contracts, agreements, and a brief explanation of your item to: tgibson@boxeldercounty.org

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<tr>
<td>Person and Org</td>
<td>Scott Lyons Community</td>
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<td>Submitting Item:</td>
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<td>Contact Information:</td>
<td>3316</td>
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<td>Item to be Presented in:</td>
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<td>Subject to be Presented:</td>
<td>Public Hearing General Plan Amendment Regarding the County Resource Management Plan</td>
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Reason for Request:
To make an amendment

What action have you taken/who have you contacted prior to this:

Official Action Requested:
Community Input

Has the document been approved by the County Attorney?
June 22, 2022

Dear Citizen,

Box Elder County has received a General Plan Amendment, text amendment to the Box Elder County General Plan to update the County Resource Management plan. Please be aware of an upcoming public hearing (notice is set forth below).

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing has been scheduled on July 20, 2022 at 11:30 a.m. or as soon as possible thereafter, to receive public input regarding a General Plan Amendment. The public hearing will be held in the Commission Chambers at the Box Elder County Courthouse 1 S Main Street, Brigham City, Utah 84302. All interested parties are invited to attend.

Sincerely,

Marla R. Young
Box Elder County Clerk
ORDINANCE NO. 564

AN ORDINANCE OF BOX ELDER COUNTY AMENDING THE GENERAL PLAN TO UPDATE CHAPTER 16, MINERAL RESOURCES AND CHAPTER 23, UTILITIES OF THE COUNTY RESOURCE MANAGEMENT PLAN.

WHEREAS, As per the Utah Public Lands Policy Coordinating Office, a recommendation has been made to update Chapter 16, Mineral Resources and Chapter 23, Utilities of the Resource Management Plan, of the Box Elder County General Plan; and

WHEREAS, the Box Elder County Planning Commission scheduled a public hearing on the recommendation to amend the General Plan and provided notice of the public hearing by mailing notice to each affected entity at least 10 calendar days before the public hearing, and by posting it on the County’s official website; and by publishing it on the Utah Public Notice Website at least 10 calendar days before the public hearing; and

WHEREAS, the Box Elder County Planning Commission, after appropriate notice, held a public hearing on June 16, 2022 to allow the general public to comment on this proposed General Plan amendment; and

WHEREAS, after providing for public comment from the general public, the Box Elder County Planning Commission has found and determined that this amendment will reasonably promote the public interest, conserve the values of other properties, avoid incompatible development, encourage appropriate use and development, and promote the general welfare; and

WHEREAS, based upon these findings, the Box Elder County Planning Commission has recommended that the Box Elder County Commission amend the General Plan as has been requested; and

WHEREAS, the Box Elder County Commission scheduled a public hearing on the Planning Commission’s recommendation to amend the General Plan and provided notice of the public hearing by mailing notice to each affected entity at least 10 calendar days before the public hearing, and by posting it on the County’s official website; and by publishing it on the Utah Public Notice Website at least 10 calendar days before the public hearing; and

WHEREAS, the Box Elder County Commission, after appropriate notice, held a public hearing on July 20, 2022, to allow the general public to comment on this proposed General Plan amendment; and

WHEREAS, after reviewing and discussing, the Board of County Commissioners of Box Elder County, Utah finds that the amendment to the General Plan will reasonably promote the public interest, conserve the values of other properties, avoid incompatible development, encourage appropriate use and development, and promote the general welfare;

NOW THEREFORE, the County legislative body of Box Elder County, ordains as follows:

SECTION 1: General Plan Amendment. The General Plan of Box Elder County is hereby amended to include the updates of Chapter 16, Mineral Resources and Chapter 23, Utilities of the County Resource Management Plan of the Box Elder County General Plan to read in its entirety as set forth in Exhibit A.
SECTION 2: Effective Date. This ordinance shall become effective fifteen (15) days after its passage.

PASSED, ADOPTED AND A SYNOPSIS ORDERED PUBLISHED this _____ day of ____________________, 2022, by the Board of County Commissioners of Box Elder County, Utah,

Commissioner Hadfield Voting ______
Commissioner Summers Voting ______
Commissioner Scott Voting ______

________________________________
Jeffrey Scott, Chair
Box Elder County Commission

Attest:

________________________________
Marla Young
Box Elder County Clerk

State of Utah ( )
ss
County of Box Elder ( )

On this __________ day of ____________________, 2022, personally appeared before me, the undersigned notary public, Jeffrey Scott, whose identity is personally known to me (or proved on the basis of satisfactory evidence) and who by me duly sworn (or affirm), did say he is the Commission Chairman for Box Elder County and said document was signed by him in behalf of said Corporation and acknowledged to me that said Corporation executed the same.

My Commission Expires:_______________

________________________________
Notary Public
16. Mineral Resources

16.1 Management Setting

**Context**

Locatable minerals are high-value ores and elements such as gold, silver, and copper. The extraction of locatable surface and subsurface mineral deposits on public lands is regulated by both the federal and state governments. Salable minerals include sand, gravel, and other aggregate, the extraction of which is regulated by Box Elder County. Information regarding the regulation and management of mineral development is available in this document under Section 17, Mining. Leasable minerals include oil, gas, coal, and other extracted energy sources, description and discussion of which are found in this document in Section 6, Energy Resources.

**Findings**

Box Elder County has moderate mineral resources, most notable in the western part of the county, including unique building stone quarries and a variety of minerals that are extracted from Great Salt Lake brines.

Brine shrimp are found in the Great Salt Lake and the harvest of which is a multi-million dollar industry. A large portion of the fishing fleet used to harvest shrimp is based out of Promontory Point. Brine shrimp harvests are managed by the Utah Department of Wildlife Resources.

*In 2022 the United States Geological Survey released an updated list of critical minerals for those minerals that are necessary for national security and economic prosperity. The updated list includes lithium, antimony, and tungsten. Per the Utah Geological Survey these minerals have notable locations in Box Elder County.*

23. Utilities

23.1 Management Setting

**Context**

Utilities, including reliable transportation of energy and communication services, are important to the people and businesses of Box Elder County. Utility corridors crossing public lands have the potential to adversely impact the natural resources, land uses, and visual quality.

Among the federal land management agencies and utility industry, the definition of a corridor varies. The Western Utility Group defines a corridor as: “A linear strip of land without definite
width, but limited by technological, environmental and topographical factors, and containing one or more utility, communication or transportation facilities. A corridor is a land use designation, identified for the purpose of establishing policy direction as to the preferred location of compatible linear facilities and compatible and conflicting land uses. It does not imply entitlement of use. Appropriate environment review and regulatory permitting must precede occupancy on a project-specific basis.”

**Findings**
Energy transmission via pipelines and powerlines occurs throughout Box Elder County, though precise counts, quantities, and locations are not available.

**Legal Context**
Utility corridors on public lands are generally managed during the land and resource planning stages. Forest Plans specifically address transportation and utility corridors.

**Applicable Laws**
Utility corridors are managed under land use planning procedures specified for the US Forest Service by the National Forest Management Act (16 USC §1600 et seq. [1976]) and for the US Bureau of Land Management by Federal Land Policy and Management Act (43 USC §1701 et seq. [1976]). Both federal land management agencies are subject to the National Environmental Policy Act (42 USC §4321 et seq. [1969]) planning process.

**23.2 Desired Future State**
Box Elder County supports utility development on public lands while properly mitigating impacts to other resources through coordination with and approval by the county.

Box Elder County desires active and effective participation in the federal land planning process designating corridors that may pass through the county. Box Elder County desires to become involved in the process early and to maintain active participation, and supports cooperative partnership with federal agencies and the utility industry wherever possible.

**23.3 Management Objectives and Associated Policies and Guidelines**

**23.3.1 Management Objective**
Lessen resource impacts from utility to corridor development and place new facilities adjacent to existing facilities whenever possible.

**Policies and Guidelines**
- When possible, manufacturing uses will be located adjacent to population centers in order to
- discourage urban sprawl and reduce the costs of providing utilities and services.[1]
- Encourage regionalization of utilities.
- Coordinate regionally with agencies, private entities, and providers in planning and designing utility corridors.
23.3.2 Management Objective (Utility Corridors)

Maintenance of existing utility corridors and plan for the future development of new utility corridors across federal and state lands to meet projected state and county growth and demand.

Policies and Guidelines

- Encourage utility companies, cooperatives, the Utah Division of Public Utilities and other applicable state and federal agencies to coordinate efforts with the County related to existing and future utility corridors.
- Protect access for utility companies to maintain and improve infrastructure and utility corridors.
- Expedited federal approval processes and policies for the maintenance of utility corridors and new construction projects.
- Support Bureau of Land Management instruction memorandums (e.g., Utah IM-2021-004) that allows utility companies to have additional flexibility to access infrastructure and utility corridors for maintenance purposes and to reduce the risk of wildfire impacts on the utility.
- Maintain and update wildland fire protection plans to reduce the risk of wildfire in utility corridors.
- Partner with other entities to avoid, minimize, and mitigate challenges that utility corridors may present to cultural resources and threatened, endangered, and sensitive species.
- Encourage redundancy and physical separation for utility facilities needed to serve local and regional consumers.
- Work with federal and state agencies to identify utility corridors needed to access and deliver to foreign or domestic markets, all forms of traditional mineral resources, critical minerals, and renewable energy resources.
- Ensure that sufficient utility corridors are available to provide essential utilities to local and regional consumers, including in areas with current or future federal special designations.
- Encourage feasibility studies for different types of utility transmission, distribution, and collection infrastructure.
- Support innovation to make existing and future utility corridor infrastructure more efficient, reliable, safe, climate-resilient, and sustainable.
- The State of Utah is an “any-of-the-above” energy state and Box Elder County supports that approach. Utility corridors must be preserved and developed to transport the complete range of energy resources.
- Federal agencies shall recognize and aid utilities in implementing wildland fire protection plans required of qualified utilities under Title 54-24-201 of the Utah Code.
- Interstate transmission lines should provide access for utilization of energy by citizens of Box Elder County, the state of Utah, or supply significant and continual incentives that benefit the citizens of the county and state.
- Utility corridors are needed in Box Elder County and the state of Utah to maintain affordable, reliable, abundant, and dispatchable energy at all times.
- Box Elder County will support minimizing impacts to prime and unique soils and irrigable acres to the maximum extent possible when new utility corridors are being considered.
- Box Elder County discourages natural gas vent lines (e.g. pig lines) in close proximity to electrical transmission and distribution lines, or other non-compatible operations.
- Every effort should be made to ensure that wildland fires are not caused by utility providers.
- Box Elder County recognizes the economic and educational importance of internet access.

23.3.3 Management Objective (Pipelines & Infrastructure)

In light of Utah’s arid environment and the world’s changing climate conditions, the need for sufficient and reliable water, energy, and critical resources, the need for storage and related infrastructure is ever increasing. Therefore, to ensure Utah’s ongoing drought resilience, energy security, and to provide for current and future needs, Box Elder County supports the state’s efforts to build and invest in necessary infrastructure, including additional pipelines, dams, reservoirs, above and below-ground storage facilities, and other feasible infrastructure.

Policies and Guidelines

- Support statewide economic opportunities and resilience for Utah communities through the provision of adequate pipelines and other infrastructure.
- Assist in the development of pipelines and sufficient infrastructure to meet Box Elder County’s current and future needs.
- Work with land managers in an attempt to ensure that project continuity issues on public lands do not inhibit project implementation.
- Support feasibility studies to prioritize water storage and pipeline projects and become proactive in order to capitalize on high water flows during flood years.
- Encourage the improvement of techniques and the utilization of aquifer storage and recovery.
- Support efficient and timely delivery of water and energy resources without damaging infrastructure.
- Support innovative and proven technologies to line earthen and concrete canals in order to reduce water loss and increase transportation efficiency.
- Form partnerships with stakeholders and obtain funding from the Bureau of Reclamation to form partnerships that benefit communities.
- Support water conservancy districts in applying for grants to improve water delivery systems.
- There may be a future need to supply hydrogen along major highway arteries. There are several different methods of utilizing hydrogen opportunities that need to be further studied and strategically implemented. Avoid hydrogen production that requires excessive water consumption.
- Strategically support hydroelectric production by using new technology such as in-pipe hydro systems within existing and future pipelines.
- When economically and technically feasible, and in the best interest of local communities and operators, encourage efforts to avoid decommissioning hydroelectric power facilities.
- Encourage the development of infrastructure projects aimed at recharging depleted aquifers.
- Encourage xeriscaping policies, incentive programs, and educational campaigns to reduce water usage and reliance.
- Increase watershed yields through active management of forests and other vegetated areas.
- Support the implementation of the Utah State Water Plan.
- Strategically promote watershed restoration and flood abatements after wildfires to improve soil retention, improve water quality, and reduce downstream impacts caused by flooding, siltation and debris flows.
- Encourage silt traps and other mechanisms to trap silt upstream and keep it from entering water treatment plants and downstream reservoirs that will ultimately need to be dredged when their storage capacity is reduced.
- Support innovation to make existing and future water storage and delivery systems more efficient, reliable, safe and sustainable.
- Support a network for the distribution of natural gas, crude oil, and refined petroleum products to domestic and foreign markets.
- Develop agreements with federal agencies to make it possible to maintain and improve dams, impoundments, and other facilities on federal lands with limited access in a timely and economically feasible manner. It is not economically feasible to transport equipment and supplies by helicopter.
- Encourage the use of Advanced Metering Infrastructure (AMI) to quickly identify water leaks reducing wasted water. The technology also allows remote monitoring and manipulation (valves, flow rates, pressure, etc.) of water conveyance infrastructure.
- Box Elder County supports coordinated efforts across all agencies, governments, tribal nations, and other land ownerships on infrastructure projects to minimize delays.
- Box Elder County encourages and requests federal appropriations for water infrastructure, including pipelines, water storage, and aquifer recharge.
- Box Elder County supports active forest management to increase water yields and water quality.
- Box Elder County supports active forest management to decrease water quality issues from wildfire, flooding, etc., which impacts water storage, water treatment, and water delivery systems.
- Box Elder County encourages water conservation measures, education, and incentives.
- Box Elder County supports the effort to conserve water by creating hydrogen through natural gas, coal, and other sources.
- Box Elder County supports and encourages the maintenance and development of pipelines and infrastructure that improve the state's market share and improve the quality of life for Utahns, provided such can be maintained and developed in a sustainable manner.
- Box Elder County opposes the creation of pipelines and infrastructure to remove water resources from the state of Utah in order to transport it to other states.
- Box Elder County expects pass-through pipelines and associated infrastructure to continually benefit the citizens of Utah and local communities.
• Box Elder County desires unimpeded and timely access to water storage facilities on federal lands to feasibly improve and maintain infrastructure in an effort to address water storage needs.
• Box Elder County supports projects that conserve water by the lining of ditches and canals.
• Box Elder County supports the preservation of existing hydroelectric facilities and construction of new facilities, including in-pipe hydro systems and other innovative technologies, when such is cost-effective for the operator(s).
• Box Elder County supports the construction and operation of pipelines and other infrastructure to enable the production and transportation of mineral resources from federal lands.
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Reason for Request:

What action have you taken/who have you contacted prior to this:

Official Action Requested:

Has the document been approved by the County Attorney?
Cooperative Agreement

BETWEEN
BOX ELDER COUNTY
AND
UTAH DEPARTMENT OF NATURAL RESOURCES,
DIVISION OF WILDLIFE RESOURCES

Pursuant to Utah Code §23-22-1, this COOPERATIVE AGREEMENT is made and entered into upon the date of the last signature to this document, between the State of Utah, Department of Natural Resources, Division of Wildlife Resources (UDWR) and Box Elder County for completion of the *Phragmites and Invasive Weed Control FY23 (WRI #5927)* proposed through the Utah Watershed Restoration Initiative (WRI).

The Parties agree as follows:

1. UDWR will:
   a. Reimburse actual costs incurred up to $11,000 for the completion of the *Phragmites and Invasive Weed Control FY23 (WRI #5927)*.
   b. UDWR will assist with entering of project completion reports as needed.

2. Box Elder County will:
   a. Will control Phragmites (common reed) in wetland areas throughout the county.
   b. Project activities will be completed by June 30, 2023.
   c. Oversee project work and ensure that project managers submit completion reports in the WRI online database within 3 months of completion of project or by August 31, 2023.

All provisions of Attachment A and Attachment B are incorporated into and become a part of this Cooperative Agreement. If provisions of the Cooperative Agreement conflict, the order of precedence shall be (i) Attachment A; (ii) Cooperative Agreement signature page; and (iii) Attachment B.

SIGNATURES ON FOLLOWING PAGE
Agreed to by:

<table>
<thead>
<tr>
<th>Box Elder County</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of Wildlife Resources/Deputy Director</td>
<td>Date</td>
</tr>
<tr>
<td>Division of Wildlife Resources/Financial Manager</td>
<td>Date</td>
</tr>
<tr>
<td>State of Utah/Division of Finance</td>
<td>Date</td>
</tr>
</tbody>
</table>
ATTACHMENT A – STANDARD TERMS AND CONDITIONS

1. INVOICING: The Parties agree to share records with one another detailing expenditures pursuant to the Cooperative Agreement on a quarterly basis, and to reconcile all accounts no later than June 30 annually. The Cooperative Agreement number shall be listed on all invoices, freight tickets, and correspondence.

2. LAWS AND REGULATIONS: Each Party shall responsible for ensuring their individual compliance with all applicable federal and state constitutions, laws, rules, codes, orders, and regulations, including applicable licensure, certification, and permitting requirements.

3. CONFLICT OF INTEREST: PARTNER represents that none of its officers or employees are officers or employees of UDWR or the State of Utah, unless prior written disclosure has been made to UDWR.

4. RECORDS ADMINISTRATION: PARTNER shall maintain all records necessary to properly account for PARTNER’s performance and the payments it receives from UDWR pursuant to this Cooperative Agreement. These records shall be retained by PARTNER for at least six (6) years after final payment, or until all audits initiated within the six (6) years have been completed, whichever is later. PARTNER agrees to allow, at no additional cost, the State of Utah, federal auditors, and UDWR staff, access to all such records.

5. TERMINATION: This Cooperative Agreement may be terminated with cause by UDWR in advance of the specified expiration date by providing prior written notice to PARTNER. PARTNER will be given ten (10) days after written notification to correct and cease the violations, after which this Cooperative Agreement may be terminated for cause immediately. This Cooperative Agreement may also be terminated without cause (for convenience), in advance of the specified expiration date, by either party, upon sixty (60) days written termination notice being given to the other party. UDWR and PARTNER may terminate this Cooperative Agreement, in whole or in part, at any time, by mutual agreement in writing. Upon termination of the Cooperative Agreement, PARTNER shall be compensated for eligible services properly performed up to the effective date of the notice of termination. In no circumstance shall UDWR be responsible for any costs for services unsatisfactorily performed, outside of the scope of the project proposal, performed after the effective date of the notice of termination, or for costs exceeding the reimbursable total identified herein.

6. GOVERNING LAW AND VENUE: This Cooperative Agreement shall be governed by the laws, rules, and regulations of the State of Utah. Any action or proceeding arising from this Cooperative Agreement shall be brought in a court of competent jurisdiction in the State of Utah. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.

7. DEBARMENT: PARTNER certifies that it is not presently nor has ever been debarred,
suspended, or proposed for debarment by any governmental department or agency, whether international, national, state, or local. PARTNER must notify the UDWR within thirty (30) days if debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract by any governmental entity during the Cooperative Agreement term.

8. **LIABILITY**: Each Party shall be responsible for any claims, losses, suits, actions, damages, and costs of every name and description arising out of their own performance under this Cooperative Agreement. If one or more parties are found negligent, they each shall bear their proportionate share of any allocated fault or responsibility. Nothing herein shall be construed as waiving any immunity, the monetary damage limitations, or any other provision set forth in the Utah Governmental Immunity Act, Utah Code §§ 63G-7-101 through 63G-7-904.
ATTACHMENT B – PROJECT PROPOSAL

[ADD PROJECT PROPOSAL]
AGENDA ITEM REQUEST FORM

All agenda items and any back-up material needs to be submitted to the Clerk’s Office by Thursday at 5:00 PM in order to be on the following Wednesday’s Agenda.

You may email back-up: ordinances, resolutions, contracts, agreements, and a brief explanation of your item to: tginson@boxeldercounty.org

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>07-20-2022</th>
<th>Submitted Date:</th>
<th>07-14-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person and Org Submitting Item:</td>
<td>Wyatt Freeze Weed Department</td>
<td>Time Requested:</td>
<td>2 min</td>
</tr>
<tr>
<td>Contact Information:</td>
<td><a href="mailto:wfreeze@boxeldercounty.org">wfreeze@boxeldercounty.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item to be Presented in:</td>
<td>Commission Meeting,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject to be Presented:</td>
<td>Cooperative Agreement #22-23 Between Box Elder County and Utah Department of Natural Resources, Divison of Wildlife Resources for the Control of Phragmites and Invasive Weeds-Wyatt Freeze</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for Request:

Requirement

What action have you taken/who have you contacted prior to this:

Official Action Requested:

Signature

Has the document been approved by the County Attorney? y
AGENDA ITEM REQUEST FORM

All agenda items and any back-up material needs to be submitted to the Clerk’s Office by Thursday at 5:00 PM in order to be on the following Wednesday’s Agenda.

You may email back-up: ordinances, resolutions, contracts, agreements, and a brief explanation of your item to: tgibson@boxeldercounty.org

Meeting Date: 07/20/2022
Submitted Date: 07/13/2022
Person and Org Submitting Item: Jenica Stander, HR
Time Requested: 2 min
Contact Information: jstander@boxeldercounty.org; 435-734-3364
Item to be Presented in: Commission Meeting
Subject to be Presented: Policy 15 Change

Reason for Request:
The Risk Management Committee reviewed the Fleet Management policy during their most recent meeting and they would like to include language to clarify the safety restraint usage while operating a vehicle.

What action have you taken/who have you contacted prior to this:
Attorney’s Office, Risk Management Committee

Official Action Requested:
Approve the policy change.

Has the document been approved by the County Attorney? Yes
It is the intent of Box Elder County to establish a Fleet Management Program to provide transportation for Box Elder County employees to perform their assigned duties. The designated fleet manager is responsible for the administration of the fleet. This includes the purchasing, replacing, maintaining servicing, and tracking of county vehicles; enforcing policies regarding their use and care, and budgeting projections. Fleet is defined as car, truck, sport utility vehicle (SUV), trailer, snowmobile, all-terrain vehicles (ATV), boat, or other mechanically engineered or motorized vehicle.

Fleet vehicles shall be purchased to meet the needs of county departments providing a) a safe vehicle, b) quantifiable fuel efficiencies/economy and c) ensuring maximum return in the county’s investment of capital. The fleet manager will be responsible to evaluate the marketplace and determine the most appropriate methods of purchasing, leasing, or otherwise acquiring vehicles for use by county employees.

15-1. **Ownership/Responsibility**

Ownership of all county assets, including vehicles and/or equipment, rests with the county commission. The fleet manager, under the direction of the county commissioners, manages the Fleet Management Program and assists department heads in making informed decisions. The fleet manager facilitates purchases on behalf of the department heads. Once a vehicle is assigned to a county department, the department head and fleet manager are responsible for determining how that vehicle will be used to best meet the needs of the organization.

15-2. **Driver’s License Check**

Driver’s licenses (Motor Vehicle Reports) of all operators of county vehicles (including volunteers) and those who the county should reasonably anticipate will drive a vehicle in the scope of employment are checked:

a. Before extending offer of employment or, in the alternative, extend a conditional offer of employment based upon satisfaction with drivers license history; and
b. Annually to determine status, restrictions, or modifications.

15-3. **Vehicle/Equipment Rotation**

The county intends to rotate vehicles/equipment to enhance vehicle value. Under this program the service life of a vehicle shall be determined by its warranty coverage, when possible and through market experience to be determined by fleet management. It shall be the goal of the Fleet Program to replace vehicles prior to or at warranty coverage-end to improve and/or reduce maintenance and repair costs, when fiscally viable. The fleet
manager will oversee the rotation and decide what is in the county’s best interest, under the direction of the county commission.

15-4. **Funding Method- Normal Replacement**

   A. Vehicles replaced under the Vehicle Replacement Program will be purchased from capital improvement project (CIP) funds, thus enabling those assets to be properly recorded on the county’s fixed assets. Department heads are responsible for preparing CIP budget requests for their departments each year and submitting them to the fleet manager who will submit them to the CIP Committee for their recommendation. Requests for replacement vehicles/equipment will identify the vehicle/equipment being replaced by make, model, and year and last six numbers of the VIN using the proper CIP form from the auditor’s office.

   B. Under no circumstances will a department be allowed to trade in a vehicle or use funds from a sold vehicle to purchase a new vehicle. Only funds currently budgeted for vehicles will be allowed in the purchasing process. Funds collected from the disposal of a vehicle at approved auction will be deposited in the appropriate fund.

15-5. **Participation and Authority**

All fleet vehicles shall be included in the vehicle replacement program. The county commission will approve requests for new vehicles/equipment during the budget process. The fleet manager will approve the selection of all new vehicles.

15-6. **Vehicle Turn-In**

County vehicles being replaced shall be turned in to the fleet manager upon delivery of the new vehicle or in the event a vehicle is no longer needed. Vehicles needing repairs or detailing shall be done in accordance with county policy and paid for by the department turning in the vehicle.

15-7. **Surplus Vehicles**

After vehicles are declared surplus, they shall be sent for public sale at a designated auction facility. This is coordinated by the fleet manager.

15-8. **Motor Pool/Vehicle Sharing**

The Fleet Management Program will provide motor pool vehicles for departments to use rather than purchasing a vehicle for use on a limited basis. The fleet manager will ensure vehicles are upgraded and modernized to maintain the motor pool’s operation. The fleet manager may designate a department or individual to log or track the use of motor pool vehicles at his/her discretion.
In situations where the need for a specific type of vehicle is cyclical or seasonal in nature, and a similar need for a like vehicle is demonstrated by another department, vehicle sharing is encouraged. This will provide for greater utilization of the asset. Motor pool vehicles will be used on a first-come, first-served basis, unless the vehicle has been reserved in advance.

15-9. Maintenance

A. All vehicles will receive regular service in accordance with requirements specified by the Box Elder County Fleet Manager. Vehicles shall be maintained at locations approved by the fleet manager. Any and all warranty work will be coordinated with the fleet manager in order to maintain accurate records on the fleet management program. The appropriate service schedule program must be followed. The fleet manager will periodically monitor scheduled service of fleet vehicles and shall provide findings to the department head(s). Failure to comply may result in loss of vehicle privileges and discipline as determined by department head or supervisor. Department heads shall report any vehicle problems or damage to the fleet manager and risk manager immediately and per county accident policy.

B. Each employee who is assigned the use of a specific vehicle is responsible to make sure the vehicle is scheduled for maintenance. The employee shall agree to keep the vehicle clean/washed and vacuumed regularly. It is the vehicle driver’s responsibility to maintain any county vehicle in a safe and operable condition.

C. Box Elder County encourages safe use of cell phones and radios while operating County vehicles/equipment. It is important that cell phone or radio usage not detract from safe driving practices. In the 2014 General Session of the Utah State Legislature, Senate Bill 253 passed amending “…the penalties for violating the prohibition on using a handheld wireless communication device while operating a moving motor vehicle.” The law makes manipulating a cell phone while driving a Class C misdemeanor. All persons driving a county vehicle shall use a cell phone while driving only in compliance with this law. County drivers shall use hands-free wireless communication devices when possible. County drivers shall not use text messaging, use electronic mail, dial a phone number, access the internet, view or record video, or enter data into a handheld wireless communication device while operating a vehicle.

A county employee shall not be prohibited from using a handheld wireless communication device during a “medical emergency, when reporting a safety hazard or requesting assistance relating to a safety hazard or when reporting criminal activity or requesting assistance relating to a criminal activity.”

D. The employee will wear and have all passengers wear their seat belts at all times in county vehicles. All employees shall wear properly adjusted safety restraints
when operating or riding in a seat equipped with restraints, in any vehicle leased, rented, or owned by Box Elder County, while on or off-duty, or in any privately owned vehicle while on-duty. The employee driving such a vehicle shall ensure that all other occupants are properly restrained (Utah Code 41-6a-1803).

E. It shall be the responsibility of each driver to ensure that his/her county vehicle is properly parked and locked while the vehicle is not in use.

15-10. Gas Card

A county gas card is assigned to each county vehicle. The employee driving the vehicle is responsible for the proper use of the county gas card. This card will stay with the vehicle and/or equipment at all times. A personal security code is a requirement to activate the gas card. Every effort will be made by the road department to get fuel at the county road shed, unless the driver is out of the area, at which time the gas card will be used.

15-11. Vehicle Damage

Any damage to any vehicle shall be reported to the immediate supervisor or department head, fleet manager and risk manager immediately. Any damage to the vehicle caused by negligence or non-compliance with fleet management rules shall be repaired and the cost of the repair shall be charged to the responsible department. If the vehicle operator is found to be negligent, he/she will be subject to discipline.

Vehicle Alterations - No county department or employee may make any alterations to or physical changes to any fleet vehicle or build-up equipment without the written consent of the department head and fleet manager. Altering the vehicle includes glue-on attachments, screws, drill holes, additional wiring, or adding unauthorized decals to the vehicle, etc., unless prior approval by department head and fleet manager has been obtained. Any unauthorized alterations shall be repaired and charged back to the appropriate department.

15-12. Requirements to Operate County Vehicles and Motorized Equipment

The following criteria are required for employees and volunteers to obtain/maintain the privilege of operating a county vehicle.

1. A valid driver’s license with the correct class for the vehicle operated.
2. Be the age of 18 or older.
3. A license that is not under suspension, revocation or denied.
4. Not be mentally or physically unable to drive safely.
5. Not have a habitual problem with alcohol or drugs.
6. Alcohol and drugs will not be transported in County Vehicles. Public safety employees transporting evidence is the only exception to this rule.
7. Not be a habitual violator of traffic laws and not have been cited for 2 or more moving violations within the previous (2) years.
8. Operators who have caused two or more vehicle accidents while driving during the course of their employment within a two-year period of time.
may lose driving privileges or be terminated from employment, if driving/operating a vehicle is a condition of their employment.

9. If convicted of driving while under the influence of alcohol or drugs or of reckless driving within the previous 2 years, the employee must immediately notify his or her department head and the fleet manager to obtain authorization to operate a county vehicle.

10. A conviction of driving under the influence of alcohol could result in loss of driving privileges or be terminated from employment, if driving/operating a vehicle is a condition of their employment.

11. Each employee who drives a motor vehicle within the scope of their employment and has an offense as set forth in this section must complete a driver-training course which is approved by, or offered by the UCIP Mutual, prior to September 1st, of the current year.

12. All county CDL holders will comply with federal and state law regarding the reporting of accidents, citations, or driving convictions involving the CDL holder. (Utah Code, Annotated 53-3-401-420, Uniform Commercial Drivers License Act).

15-13. Unauthorized Use

The following are unauthorized uses of county vehicles:

1. Only county employees or approved county volunteers shall operate county vehicles. Use of county vehicles for personal business, recreation and/or for purposes not incidental to county business, is prohibited. County vehicles shall not be used to transport family members, private citizens or any other non-county employees. However, county employees and approved county volunteers who are engaging exclusively in county business may use county vehicles to transport passengers who are not county employees when transporting those non-county employee passengers in a county vehicle is a necessary function of the county employee’s job. County employees and approved county volunteers wishing to transport another individual who is not a county employee (spouse, family member, friend, etc.) on county business (for example, out of town training) shall utilize their personal vehicle for such travel rather than a county owned vehicle.

2. With department head approval, county employees may use a county vehicle to participate in an official parade hosted by another local jurisdiction.

3. Use of alcohol, drugs or any other substances that could impede judgment and the safe operation of a county vehicle is prohibited.

4. Use of any tobacco products in a county vehicle is prohibited.

**On-Call Employee exception:** Employees who are “on call” are allowed to use county vehicles for personal and private use only when “on call.” This exception includes the Sheriff, Sheriff’s Command Staff and the Detective/Strike Force Sergeant who are all considered “on call” 24 hours/day, 7 days/week.

**Box Elder Sheriff’s Office Take-Home Vehicles:**
The Box Elder County Sheriff’s Office will allow take home vehicles outside of the county as policy states below for the following positions: Command Staff (currently Sheriff, Chief Deputy Sheriff, Jail Commander, Lieutenants, Emergency Manager, Detective Sergeant, and Buildings Supervisor). Personal Use for these positions is allowed because they are expected to respond to work 24/7.

Detectives will be allowed take home vehicles outside of the county as policy states below. Personal use is allowed with the county issued vehicle while they are “on call” because they are expected to respond to work 24/7 during this “on call” period. Any exceptions to this policy will need to be approved by the Sheriff’s Administration in advance, on a case by case basis, as the need arises.

The following positions are allowed take home vehicles outside of the county as policy states below for the following positions: Patrol deputies, corporals, and sergeants; Civil deputies and Sergeants; Court Security Sergeant, and Bailiff Sergeant. These positions are allowed a take home vehicle but no personal use. They are expected to respond to emergency call outs but not a 24/7 response.

**Take Home Mileage for Outside of County:**

Employees who take home their vehicles and live outside of Box Elder County will be subject to the following use schedule:

<table>
<thead>
<tr>
<th>Distance from County Line</th>
<th>Mileage Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>In County</td>
<td>No Charge</td>
</tr>
<tr>
<td>0-15 miles from County line</td>
<td>$30/month</td>
</tr>
<tr>
<td>15-30 miles from County line</td>
<td>$50/month</td>
</tr>
<tr>
<td>Over 30 miles from county line</td>
<td>Not allowed</td>
</tr>
</tbody>
</table>

Monthly fees will be incurred for the 1st-14th of the month and deducted from the employee’s paycheck on the first pay period of the month. The second fee set will be for the 15th to the end of the month (28, 29, 30 or 31st). The second half of the month deduction will be deducted on the 2nd pay period of the month. For months with 3 pay periods, a deduction will not occur on the 3rd paycheck of the month.

In the event that an employee is not driving their vehicle outside of the county as a take home vehicle, Human Resources will need to be informed the same day payroll changes are due (the Friday the pay period ends). Such instances might include: Leave of Absence, extended Military Leave, FMLA, Administrative Leave without Pay, temporary reassignment, etc. It is the responsibility of the employee to let Human Resources know in writing they are not taking the vehicle home so the deduction can be stopped.

**15-14. Vehicle Availability**

County vehicles assigned to any one employee may be reassigned for use by other employees at any time as determined by the fleet manager.

**15-15. Collision Investigation Involving Employee and/or Vehicles**
If while operating a county vehicle or a privately-owned vehicle in the performance of official duties, an employee is involved in an accident resulting in personal injury or property damage, he/she shall:

1. Request that all parties and properties concerned remain and render assistance at the scene of the accident, if possible, until a law enforcement representative has released them.

2. All accidents involving county vehicles or persons on duty and actively engaged in county business shall file a report with an appropriate law enforcement agency.

3. Employees are to refrain from making statements regarding the accident to anyone other than the investigating law enforcement representative, appropriate county officials, and representatives of his or her own insurance company if the employee’s privately-owned vehicle is involved. Statements made to investigating authorities should be factual information and statements made to the other party should be confined to exchange of driver’s license and insurance information only.

4. **Immediately** inform department head, risk manager and fleet manager of accident.

5. A copy of all police reports, any statements attached thereto and 3 bids for repair shall be forwarded to the fleet manager and risk management department immediately after completion of the investigation. The fleet manager will report such accidents to the County Accident Review Board and to the county’s insurance carrier.

6. Supervisors will follow the policy outlined in Section 12: Drug-Free Workplace, specifically 12-2 Testing. Post-accident testing is not required unless reasonable suspicion exists that the employee is under the influence of drugs and/or alcohol.

All employees who require a CDL license to perform their job function will be tested following the controlled substances and alcohol use and testing for the Federal Highway Administration 49CFR part 382. All collections will be performed according to 49CFR part 40.

**15-16. Incentive Program for Safe Driving**

Box Elder County would like to recognize and reward employees who drive safely as a primary function of their employment (more than 50% of their work time).

Quarterly Safe Driving meetings will be held from July 1-June 30 of each year. These trainings will consist of safe driving topics including but not limited to defensive driving, backing, safe driving techniques, etc. Employees who attend all 4 of the trainings will be invited to a safe driving luncheon in the Fall for the year previously attended. Attendance for online classes should be sent to the Risk Management office to be recorded for credit.

**15-17. Accident Review Board**

The Risk Management Committee shall serve as an Accident Review Board and will meet as a committee and review all vehicle accidents occurring on County time and in a County vehicle. Generally, the Accident Review Board will meet with employees when
an accident’s cost exceeds $1,000 or if there is a personal injury, but the Accident
Review Board retains the right to meet with employees, supervisors, and Administrative
Officers regarding any accident or costs.

15-18. Commercial Driver License (CDL)

Employees operating a commercial vehicle must comply with all of the requirements of
the Commercial Motor Vehicle Safety Act of 1986. This federal law governs the
operation of the following vehicles:

a. A single vehicle with a gross vehicle weight rating (GVWR) of more than
   26,000 pounds;
b. A trailer with a GVWR of more than 10,000 pounds if the gross
   combination weight rating is more than 26,000 pounds;
c. A vehicle designed to transport more than 15 persons (including the
   driver); and
d. Any size vehicle which requires hazardous materials placards.

1. Employees operating a commercial vehicle shall:

   a. Notify their immediate supervisor within 30 days of a conviction
      for any traffic violation except parking citations.
   b. Notify the Drivers License Division within 30 days if they are
      convicted in any other state of any traffic violation except parking
      citations.
   c. Notify their immediate supervisor if their license is suspended,
      revoked, or canceled, or if they are disqualified from driving.
   d. Not drive without a valid Commercial Driver’s License.
   e. Not be allowed to drive if they possess more than one license or if
      their CDL is suspended or revoked.

2. COSTS of CDL:

   When it is necessary for employees to renew their CDL, the County shall
pay the total amount of the costs for the written test, skills test and for
all endorsements required by the County. The County shall also pay the
entire cost for required physical examinations. The employee shall
undergo the exam at a medical facility determined by the County.
Expenses incurred by the County shall be paid out of department
budgets.

3. COSTS of CDL – New Employees:

   New employees may be expected to have a valid CDL upon hire and bear the entire cost
of obtaining a CDL including medical examination costs. At the discretion of the
Administrative Officer, the County may bear the cost of licensing for new employees and
employees promoted or placed in positions requiring a CDL.
15-19. **Failure to Comply**

Failure to comply with requirements of this section could result in loss of driving privilege or termination from employment.

15-20. **Fleet Vehicle Telematics System (GPS/Cameras)**

A. **Purpose.** Vehicle telematics systems consist of a tracking device and a forward facing camera installed in a vehicle that allows for the sending, receiving and storing of data. They capture data including location, speed, movements, and behavior of a vehicle and/or the driver/operator. Such systems are used by Box Elder County in its fleet vehicles to address safety, accountability, compliance, efficacy, and customer service. Information received can be used to diagnose and repair vehicles, create routing efficiencies, reduce idling and improve fuel efficiency, aid in theft recovery, and address driving behavior to improve safety.

This policy is not intended to be punitive or used solely to monitor individual County employees, although unsafe and unauthorized fleet vehicle usage may lead to disciplinary action. The Fleet Manager, County Risk Manager and appropriate Department Heads will actively review and/or monitor the data depending on various circumstances. Examples of such situations may include, but are not limited to, the following: post-accident analysis, complaint research (e.g. a report from a County resident), stolen vehicle recovery, productivity/operational evaluations (e.g. overseeing snow removal routes and procedures), and to dispatch/reroute equipment to meet immediate needs (e.g. fallen tree).

B. **Installation and Maintenance.** The Fleet Manager shall install and maintain a standardized fleet telematics system, consisting of a GPS unit and a forward facing camera on all Box Elder County fleet vehicles, with the exceptions listed below.

C. **Exceptions.** The following exceptions shall apply to the following Box Elder County fleet vehicles:

1. Box Elder County Sheriff’s Office patrol vehicles. No forward facing camera will be installed in any patrol vehicles used by the Sheriff’s Office.
2. Box Elder County Sheriff’s Office “on-call” vehicles. No forward facing camera will be installed in any on-call vehicles used by the Sheriff’s Office. In addition, all Sheriff’s Office on-call vehicles shall have a privacy button installed, which can be used at the discretion of the vehicle’s operator to turn off any vehicle telematics system installed in the vehicle.
3. Box Elder County Fire and Emergency Service response vehicles. No forward facing camera will be installed in any fire and emergency response vehicles used by Box Elder County.
D. **Use of Collected Data.** The data collected from the fleet telematics system shall be used by the Fleet Manager for the following purposes:

1. Monitoring and analytics of fleet vehicle diagnostics and performance.
2. Monitoring of location for asset inventory, theft recovery, operational efficiency and situational awareness.
3. Monitoring and analytics of operator behavior as it relates to safety.
4. Investigation of a vehicle-related or employee-related incident.

This data will be owned and maintained by the company providing the telematics systems to the County. The County may request a copy of specific data (e.g. accident, harsh or distracted driving incidents), which specific data would then be owned by the County. As much as is reasonably possible, any data owned by the County will be classified as private, controlled or protected under the provisions of the Utah Governmental Records Access and Management Act.

The Fleet Manager shall utilize the collected data to optimize the efficiency of the Box Elder County fleet of vehicles and make appropriate recommendations on fleet maintenance, upkeep and replacement to the Box Elder County Commission. In addition, the Fleet Manager may, upon reasonable request, provide collected data to Department Heads for use in managing the use of fleet vehicles their specific department.

E. **Reporting to Risk Management and Department Heads.** The Fleet Manager shall immediately report all information collected from accidents, harsh driving, distracted driving, or other safety information, to the County Risk Manager and the Department Head of the involved employee. It will then be the responsibility of the Risk Manager and Department Head to investigate and take appropriate action. Other than the reporting of this information, the Fleet Manager shall have no authority or responsibility to take any action against the involved County employee.

F. **Driver/Operator Responsibilities.** The presence of a telematics system in a County fleet vehicle does not relieve County employees of their responsibility to inspect their assigned fleet vehicle before each tour of duty and immediately report to their supervisor any damage or mechanical failure, including damage to any telematics system device. It is the driver’s/operator’s responsibility to operate the fleet vehicle in a safe manner, compliant with all Federal and State driving regulations, and to drive defensively to prevent injuries and property damage. In addition to taking all required trainings related to use of the system, drivers/operators shall routinely inspect the system camera for proper physical alignment and aim, remove any camera obstructions, make camera alignment corrections, or report camera installation issues or damage to ensure that the system operates as designed.

Box Elder County has a right to monitor its employees’ use of County fleet vehicles, and County employees should have no expectation of privacy when it comes to use of County fleet vehicles. Drivers/Operators shall not tamper, disconnect, alter, obstruct, or destroy technology and telematics devices installed on vehicles and equipment.
All agenda items and any back-up material needs to be submitted to the Clerk's Office by Thursday at 5 p.m. in order to be on the following Wednesday's Agenda.

You may email back-up: ordinances, resolutions, contracts, agreements and a brief explanation of your item to: tgibson@boxeldercounty.org

Item to be presented in: Admin/Operational [ ] Commission Meeting [✓] MBA [ ] RDA [ ] Closed Session [ ] Other [ ]

Date of meeting requested: July 20, 2022 Date form submitted: July 7, 2022

Time allotment requested: [✓] 2 min. [ ] 5 min. [ ] 10 min. [ ] Other [ ]

Person & Organization submitting item: Mike Pace, USU Extension

Contact Information: mike.pace@usu.edu, 435-695-2541

Subject to be presented:
Introduce new USU Extension Faculty member Ashley Longmore.

(Please use specific language as to how you want the item noticed)

Reason for request:
USU Extension has hired a new faculty member to replace Josh Dallin (who used to work in our office doing Livestock, Range and 4-H youth Livestock programs) and would you like to introduce her to the commissioners.

What action have you taken/Who have you contacted prior to this?
N/A

Official Action Requested:
Introduce new USU Extension Faculty member Ashley Longmore.

Has the document been approved by the County Attorney? Yes [ ] No [ ]
AGENDA ITEM REQUEST FORM

All agenda items and any back-up material needs to be submitted to the Clerk’s Office by Thursday at 5:00 PM in order to be on the following Wednesday’s Agenda.

You may email back-up: ordinances, resolutions, contracts, agreements, and a brief explanation of your item to: t gibson@boxeldercounty.org

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>07-20-2022</th>
<th>Submitted Date:</th>
<th>07-07-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person and Org Submitting Item:</td>
<td>Mike Pace USU Extension</td>
<td>Time Requested:</td>
<td>2 min</td>
</tr>
<tr>
<td>Contact Information:</td>
<td><a href="mailto:Mike.pace@usu.edu">Mike.pace@usu.edu</a> 435-695-2541</td>
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<tr>
<td>Item to be Presented in:</td>
<td>Commission Meeting,</td>
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<tr>
<td>Subject to be Presented:</td>
<td>Introduce New USU Extension Faculty Member Ashley Longmore-Mike Pace</td>
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Reason for Request:
Introduce New USU Extension Faculty Member Ashley Longmore-Mike Pace

What action have you taken/who have you contacted prior to this:
Na

Official Action Requested: USU Extension has hired a new faculty member to replace Josh Dallin (who used to work in our office doing Livestock, Range and 4-H youth Livestock programs) and would you like to introduce her to the commissioners.

Has the document been approved by the County Attorney?