MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, NOVEMBER 04, 2024, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present –

Commissioner Irene Hansen, Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Economic Development Director Deborah Herron, Deputy Treasurer Connie Sweat, Human Resource Director Judy Stevenson, Clerk-Auditor Chelise Jessen, Sheriff Travis Tucker, Sheriff's Office Manager Cynthia Wardle, Chief Deputy Jeremy Curry, Jail Commander Jason Curry, Jail Sargent Jordan Thompson, Jail Kitchen Supervisor Bobbie Jo Gallup, Treasurer Stephen Potter, Recorder Shelley Brennan, Emergency Management Director Josh Phillips, Human Resource Generalist Tommi Mascaro, Commissioner Elect Jeff Chugg, Treaven Grant with Mountains West Ranches, Duchesne County Residents Mark Gallup, Michelle Miller, and Clint Peatross, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments
(9:00 a.m.)

Chairperson Hansen welcomed everyone to the meeting.

Pledge of Allegiance
(9:01 a.m.)

Yellow Lake Fire Update
(9:02 a.m.)

Emergency Management Director Josh Phillips gave an update on the Yellow Lake Fire. The team has been reduced to a Type 4, and the Forest Service's BEAR team has been activated to help with the runoff in the spring. The fire has mostly been extinguished, but the Forest Service land will remain closed.

Presentation of Employee of the Month
(9:05 a.m.)

Human Resource Director Judy Stevenson presented Jail Kitchen Supervisor Bobbie Jo Gallup with the October Employee of the Month Award. She read Corporal John Jacobs' nomination letter. Jail Commander Jason Curry conveyed his gratitude for her hard work and dedication. Chief Deputy Sheriff Jeremy Curry explained that she is in charge of preparing 20,000 meals every month. This is a big job that she does well. Each Commissioner appreciated Mrs. Gallup's hard work and dedication to the County. Mrs. Gallup thanked everyone for the award.

Public Works Update
(9:14 a.m.)

Public Works Director Mike Casper gave an update on existing projects and upcoming work. Winter is almost here. They are preparing the equipment for the winter season. The River Road (CR 79) damage was patched last week, and two approaches were completed. The Duchesne Library parking lot was paved. They may have to use rotomille for the shoulder. The graders are out catching up on rough roads, which were the subject of complaints received. The department will work 4 10-hour shifts but will move to 6:00 a.m. to 4:30 p.m. until Thanksgiving. There is training at an oil factory this week, and at the end of November, the Build Utah Conference is in Vernal. Director Casper is planning for the entire department to attend.

Discussion & Consideration of Approach Permits
(9:21 a.m.)

Public Works Deputy Director Clint Curtis presented two commercial approach permits and explained the requests. A24-052 is for Berry Petroleum Company. The approach location is on Berry's "Ethel Pad" Ingress Road Coordinates—N33° 34' 37" E, Section 27, Township 4 South, Range 3 West, U.S.M. The parties discussed the request. *Commissioner Miles made a motion to approve approach permit A24-052 as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

A24-054 is for Ovintiv USA Inc. The location is on the corner of 9000 South 5550 West 40 10' 17.40' N 220 05' 43.75" W. Deputy Director Curtis explained that the requested approach is on a narrow, steep road with power lines. The road would need to be brought up to a standard truck route before the approach permit should be approved. The parties discussed the request. *Commissioner Miles made a motion not to hear the approach permit and to send it back for evaluation. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion of Minor Subdivisions
(9:27 a.m.)

Treaven Grant with Mountains West Ranches introduced himself and explained that he has some minor subdivisions in the development process. He is seeking clarification on the minor subdivision moratorium adopted at the September 16, 2024, Commission Meeting. Mountains West Ranches owns properties in different stages of the subdividing process. He wonders how the County is treating subdivisions that were in progress but not approved before the moratorium. Commissioner Killian explained the reason for the moratorium. The parties discussed the projects and the requirements. The subdivision applications will be reviewed on a case-by-case basis for approval.

Recess 10:08 a.m. to 10:22 a.m.

Commissioner Miles made a motion to recess. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.

Discussion & Consideration of the State of Utah Contract for Predator Control
(10:22 a.m.)

Duchesne County participates in the Predator Control Fund (PDCF) program for $3,000 annually. The Utah Department of Agriculture and Food (UDAF) will reimburse the county for 50% of the request, not to exceed the total annual contract portion of $1,500. The funds will be allocated and used within Duchesne County and administered by the UDAF for aerial predator management. The Attorney's office has reviewed the contract, and there is no concern. The parties discussed the contract and predator control in the County. *Commissioner Miles made a motion to approve the State of Utah Contract for Predator Control and authorize the chair to sign on behalf of the County. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of New Business Licenses
(10:27 a.m.)

Clerk-Auditor Chelise Jessen presented three new business licenses:

- Lazy K Outdoors, owned by Chandler Rogers, Neola, Utah.
- Rock N Roll Pilot Truck Services, owned by Nanette Markey, Neola, Utah.
- Murray Leasing, LLC, owned by Dehee Murray, Roosevelt, Utah.

The parties discussed the new businesses. *Commissioner Killian made a motion to accept the business licenses that have been approved by the Clerk-Auditor as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Discussion & Consideration of the Board of Equalization (BOE) Adjustments
(10:28 a.m.)

Clerk-Auditor Chelise Jessen presented a Record of Final Decision from the BOE Hearing Officer and explained that parcel 00-0035-0957 is in the Cedarview area. The land is not farmable. The Hearing Officer recommended affirming the current assessed value of $54,900 for 2024. The parties discussed the parcel and location. *Commissioner Miles made a motion to approve the BOE adjustment as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Auditors Office – Vouchers
(10:33 a.m.)

Clerk-Auditor Chelise Jessen presented the November 04, 2024, vouchers, check numbers 167147 through 167260, for $1,522,292.78. The parties reviewed the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for November 04, 2024, as presented. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Tax Adjustment - Abatement Approval
(10:38 a.m.)

Deputy Treasurer Connie Sweat presented the Auditor's Individual Abatement Report. Totals for the Abatement report are as follows: Residential Buildings - 1 for $186.00, Residential Land – 1 for $165.00, total - 2 for $351.00. The breakdown totals are as follows: Circuit Breaker – 1 for $351.00, 20% Circuit Breaker – 1 for $12.48, Veterans – 1 for $1,607.76, for a total of 3 for $1,971.24. *Commissioner Killian made a motion to approve the 2024 Individual Tax Abatement Report as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Assessor's Office – Tax Adjustment
(10:17 a.m.)

Treasurer Stephen Potter presented the tax adjustments for the Assessor's office. There are twenty-seven tax adjustments. The list is kept in the Clerk-Auditors office with the minutes. The parties discussed the adjustments. *Commissioner Miles made a motion to approve the tax adjustments minus parcel 00-0035-2219 for the State of Utah. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

HR Office – Payroll
(10:48 a.m.)

Human Resource Generalist Tommi Mascaro presented the payroll report ending October 26, 2024; 218 employees were paid. *Commissioner Killian made a motion to approve the payroll ending October 26, 2024, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Review Board Appointments
(10:51 a.m.)

Commission Executive Assistant Melissa Hughes presented a list of Duchesne County Boards appointed by the Commission. *Commissioner Miles made a motion to re-appoint Chey Long, Tara Evans, and Jason Wells to the Duchesne County Fair Board. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Commissioner Killian made a motion to appoint Irene Hansen to the TriCounty Health Department Board of Health. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen abstained. The motion passed.

Discussion of Possible Subjects for the Next Meeting
(11:06 a.m.)

Discussion & Consideration of County Volunteers
(11:11 a.m.)

None at this time

Auditors Office – Surplus
(11:12 a.m.)

Clerk-Auditor Chelise Jessen presented four items for surplus from the Public Works Department: a 2007 GMC Sierra 1500 Classic with 191,569 miles, a 1989 Military Fuel 5th Wheel Trailer, a 1995 Rosco RB 48 Hydra Sweep with a blown motor, and a 2007 GMC Sierra 1500 Classic with 196,762 miles. The parties discussed the surplus items. *Commissioner Miles made a motion to authorize the surplus of the listed items and offer the sweeper to Duchesne City for a scrap price. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.*

Human Resource Update
(11:18 a.m.)

Human Resource Director Judy Stevenson gave an update for her department. Open enrollment is happening now until Thursday, November 7th. Employees can sign up for the appreciation and award dinner on Friday, December 6th.

Closed Meeting – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual
(11:24 a.m.)

Commissioner Miles made a motion to go in and out of a closed meeting for a strategy session to discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual. Commissioner Killian seconded the motion. Commissioner Miles voted aye, Commissioner Killian voted aye, and Commissioner Hansen voted aye. The motion passed.

Back in Session
(12:22 p.m.)

No action is to be taken.

Consideration of Minutes for Combined Commission Meeting held October 28, 2024
(12:23 p.m.)

The parties reviewed the combined Commission meeting minutes for October 28, 2024. *Commissioner Killian made a motion to approve the minutes for October 28, 2024, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The motion passed.*

Calendaring & Weekly Update on Events
(12:33 a.m.)

Adjournment
(12:45 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 12:45 p.m. Commissioner Miles seconded the motion. Commissioner Killian voted aye, Commissioner Miles voted aye, and Commissioner Hansen voted aye. The forum adjourned.

Read and approved this on the 18th day of November 2024.

Irene Hansen
Commission Chair

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes