

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, JUNE 30, 2025, BEGINNING AT 9:00 A.M. IN  
DUCHESNE, UTAH**

***Present –***

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Emergency Management Director Josh Phillips, Attorney Intern Daniel Beales, Human Resource Director Judy Stevenson, Clay Crozier with PLPCO, Nico Elardi with Outlaw Engineering, Laurie Brummond with UBOAG, Sheriff Travis Tucker, Noxious Weed Control Director Braxton Spencer, Duchesne County Fire Warden Brandon Peck, Cheryl Boren, Cicile Rios, and Tiffany Reyes with the Children's Justice Center, Deputy Clerk-Auditor Hadley Cardwell, Clerk-Auditor Chelise Stewart, Human Resource Generalist Tommi Mascaro, Human Resource Payroll & Benefits Administrator Jamie Park, Community Development Director Mike Hyde, Community Development Assistant Director Mike Gottfredson, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Present via Zoom -***

Levi Hardy with BH Inc, Brandon Roper, and Donni

***Opening Comments***

*(9:03 a.m.)*

Chairman Miles welcomed everyone to the meeting.

***Pledge of Allegiance***

*(9:03 a.m.)*

***Open & Award the County Building Project Bids***

*(9:04 a.m.)*

Two bids were received for the Duchesne County Road Department Building.

- BH Inc. - \$2,444,111.00
- Brett Woods Construction, Inc. - \$3,043,711.00

The Commissioners allow the parties to review the bids.

*(9:37 a.m.)*

Nico Elardi with Outlaw Engineering stated that all required documents have been received from both bidders. He recommended that BH Inc., the low bidder at \$2,444,111.00, be awarded the project. The parties discussed the bids and the project. *Commissioner Killian made a motion to accept the bid from BH Inc. for \$2,444,111.00 for the County Building Project. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

***Public Works Update***

*(9:07 a.m.)*

Public Works Director Mike Casper provided an update on existing projects and upcoming work to the public. Seventy percent of his crew is on the chipping project, the rest are working on the new yard. They are utilizing about 60 tons of emulsions per day on the project. They are testing a new piece of equipment tomorrow. It would be used for mowing

the rights-of-way. Several attachments are available for the equipment. The parties discussed the demo and how they will be sending a water truck to the site for the demo.

### ***Discussion & Consideration of the Cooperative Forest Road Agreement***

*(9:10 a.m.)*

Public Works Director Mike Casper presented the cooperative agreement between Duchesne County and the USDA, Forest Service, Ashley National Forest. The purpose of the agreement is to set forth the general terms and conditions, acceptable to the parties hereto, for the cooperative planning, surveying, design, construction, reconstruction, improvement, and maintenance of certain Forest Roads in the County of Duchesne, State of Utah, pursuant to the provisions of 16 U.S.C. 532-538, 23 U.S.C. 205, and the regulations issued by the Secretary of Agriculture. The parties discussed the agreement. *Commissioner Killian made a motion to approve the Cooperative Forest Road Agreement with the USDA, Forest Service, Ashley National Forest. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Emergency Management Update***

*(9:14 a.m.)*

Emergency Management Director Josh Phillips provided an update to the public on the current fire situations in the Uinta Basin. The weather is expected to be in the 90s this week. There is a chance of thunderstorms for the next three days. There is a high chance of lightning striking fires. Last week, a human-caused fire occurred in Fruitland. The structure that burnt was a tack shed. There was also a fire in Hanna that started as a wildland fire, catching the cotton on the ground and then spreading to a home. The home was a total loss. There are a few cottonwood trees that are still on fire that they are monitoring.

### ***Discussion of Fire Restrictions***

*(9:19 a.m.)*

Duchesne County Fire Warden Brandon Peck presented the Uintah Basin FDRA Fire Restriction Guidelines, which show Restriction Factors. He explained that, given the current weather conditions, fuel moisture content, and other factors, the County is under a Stage 1 Fire Restriction Order. Commissioner Miles expressed his frustration that there was no communication between the State and the County before the County was put under a Fire Restriction. Director Phillips explained that this year is trending similarly to 2007 and 2012. They saw fire issues in both of those years. The municipalities are not subject to fireworks restrictions.

### ***Children's Justice Center Annual Report***

*(9:26 a.m.)*

Children's Justice Center Director Cheryl Boren introduced herself, Cicile Rios, and Tiffany Reyes. She presented the Duchesne County CJC Statistical Report from July 1, 2024, through May 31, 2025. This report presents the number of new cases, the number of interviews conducted, the types of abuse reported, the number of therapy sessions provided, the demographic information of the victims, the total number of suspects, the relationship of the suspect to the primary victim, and the ages and genders of the suspects.

### ***Discussion & Consideration of the Children's Justice Center Mental Health Contract***

*(9:34 a.m.)*

Children's Justice Center Director Cheryl Boren presented the Contract for Services for a Mental Health Treatment Provider. She explained that Cicile Rios is the Mental Health Provider. She has been providing this service for six years. *Commissioner Chugg made a motion to approve the Mental Health Treatment Provider Contract with the Children's Justice Center. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion & Consideration of the State of Utah Contract for the Children's Justice Center***  
(9:35 a.m.)

Children's Justice Center Director Cheryl Boren presented the State of Utah Contract Amendment. She explained that the State looks at the statistics in the County to determine the contract amount. It has increased \$203,032.00 for this year. It is reviewed annually and amended as needed. The parties discussed the contract. *Commissioner Chugg made a motion to approve the State of Utah Contract Amendment, which is #230346. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

***Discussion of Noxious Weed Issues in Duchesne County***  
(9:41 a.m.)

Weed Control Director Braxton Spencer explained there are areas with white top and knapweed in the County. The roadways are also a concern. The grant with UDAF is almost complete; however, there were issues in changing the name from the previous Director. A Dedicated Hunter project, where volunteers sprayed musk thistle, was completed. The parties discussed noxious weed issues with landowners and how the Commission Assistant will assist in sending letters to them. Director Spencer has a good crew that is doing its best to make a difference. He would like to communicate with the Tribal Business Committee regarding noxious weed issues on tribal land.

***Recess 9:49 a.m. to 10:10 a.m.***

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

***Discussion & Consideration of an Ordinance Prohibiting Trucks from Utilizing Prohibited Roads or Using Roads in Prohibited Manners Where Posted and Amending the Duchesne County Code***  
(10:10 a.m.)

Attorney Intern Daniel Beales presented a draft ordinance prohibiting trucks from using prohibited roads or operating on roads in prohibited manners where posted, and amending the Duchesne County code. He described a situation where residents were unable to turn onto their route due to the truck traffic. The parties discuss roads that would be reflected in the ordinance, as well as the addition of combination vehicle and local agricultural operations. Intern Beales will make the suggested amendments to the ordinance.

***Discussion & Consideration of Ordinance 25-423; An Ordinance Regulating the Use of Political Campaign Signs in Duchesne County***  
(10:21 a.m.)

Deputy Attorney Tyler Allred explained the updates to the ordinance that were discussed at the previous meeting. The parties discussed the ordinance and how it will permit the

signs to be removed by the County. *Commissioner Chugg made a motion to adopt Ordinance 25-423; An Ordinance Regulating the Use of Political Campaign Signs in Duchesne County as written. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

#### ***Discussion & Consideration of the Cooperative Reimbursement Agreement with UDOT***

*(10:29 a.m.)*

Commissioner Miles explained that this allows the State to invoice the County for the replacement or installation of engine brake signs on State Highways in Duchesne County. The parties discussed the agreement and the cost of each sign, as well as the installation. This item will be addressed in a future Commission meeting.

#### ***Discussion & Consideration of Update to Policy 402: Reimbursement for Travel***

*(10:35 a.m.)*

Human Resource Director Judy Stevenson presented the updated policy. The parties discussed the changes and some additional changes that are needed. This item will be discussed and possibly approved at the next Commission meeting.

#### ***Auditor's Office – Vouchers***

*(11:08 a.m.)*

Deputy Clerk-Auditor Hadley Cardwell presented the vouchers for check numbers 169580 through 169631, dated June 30, 2025, totaling \$468,669.96. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for June 30, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

#### ***Human Resource Office – Payroll***

*(11:12 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending June 21, 2025, with 228 employees paid. The parties reviewed the payroll. *Commissioner Chugg made a motion to approve the payroll for the period ending June 21, 2025. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

#### ***Consideration of Minutes of the Combined Commission Meeting held June 23, 2025***

*(11:14 a.m.)*

The parties reviewed the combined minutes of the Commission meeting held on June 23, 2025. *Commissioner Chugg made a motion to approve the minutes for June 23, 2025, as amended. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

#### ***Discussion of Possible Subjects for the Next Meeting***

*(11:24 a.m.)*

#### ***Calendaring & Weekly Update on Events***

*(11:32 a.m.)*

#### ***Discussion & Consideration of County Volunteers***

*(11:50 a.m.)*

Human Resource generalist Tommi Mascaro presented a list of three volunteers who have passed the background check. The parties discussed the volunteers. *Commissioner Killian made a motion to approve the volunteers as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Human Resource Update***

*(11:51 a.m.)*

Human Resource Director Judy Stevenson gave an update for her department. She described the challenge that the Wellness Committee is hosting against Uintah County. We will be competing for the most miles walked, biked, or swum. There will be a trophy for the winner, and the employees can receive a t-shirt as a symbol of their support for the challenge. The employee appreciation event will be at the Bluebell Corn Maze on September 30<sup>th</sup> this year.

### ***Closed Session – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual***

*(11:55 a.m.)*

*Commissioner Killian made a motion to go in and out of a Closed Session to discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

### ***Consideration to take action during the closed session***

*(12:29 p.m.)*

No action is to be taken.

### ***Recess 12:30 p.m. to 1:19 p.m.***

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

### ***Recognition of Community Development Director Mike Hyde***

*(1:20 p.m.)*

The Commissioners recognized Community Development Director Mike Hyde for his twenty-one years of service. Today, he retired from the County. They expressed their appreciation for his impeccable work and the dedication he has devoted throughout the years.

### ***Adjournment***

*(1:34 p.m.)*

*Commissioner Killian made a motion to adjourn the meeting at 1:34 p.m. Commissioner Miles stated that the end of the agenda had been reached, and the meeting was adjourned.*

*Read and approved this on the 7<sup>th</sup> day of July 2025.*

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Greg Miles

Commission Chairman

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Chelise Stewart

Clerk-Auditor

*Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes*

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