

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, JULY 28, 2025, BEGINNING AT 9:00 A.M. IN
DUCESNE, UTAH**

Present –

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Michael Goodrich, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Emergency Management Director Josh Phillips, Human Resource Director Judy Stevenson, Deputy Clerk-Auditor Hadley Cardwell, Human Resource Generalist Tommi Mascaro, Travel & Tourism Director Ryan Lundstrom, Economic Development Director Deborah Herron, Human Resource Payroll & Benefits Administrator Jamie Park, Community Development Planner Duncan Kading, Duchesne County Welcome Center Receptionist Kathy Roscoe, Duchesne County Residents Missy Harding, Jalene Harding, Doug Harding, Chase Harding, Gene Shawcroft, Brad Wells, Ric Cantrell, Troy Ovard, and Kirk Christensen with Central Utah Water Conservation District, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:00 a.m.)

Chairman Miles welcomed everyone to the meeting.

Pledge of Allegiance

(9:01 a.m.)

Recognition for the 2025 NHSRA World Champion Light Rifle – Missy Harding

(9:01 a.m.)

Missy Harding of Neola won the world championship for the National High School Rodeo Association in light rifle. Miss Harding described the competition that was held in Green River, Wyoming, against 160 kids. Each Commissioner congratulated her on the award and commended her hard work and dedication. Jalene Harding, her mom, expressed how proud she is of her and explained that she was a first-time qualifier. Doug Harding, her dad, said how proud he was of her and explained the dedication and discipline she has shown in practicing.

Discussion of the Closure of the Welcome Center and Recognition of Employee Contribution

(9:10 a.m.)

Travel & Tourism Director Ryan Lundstrom explained that Duchesne City is going to convert the space that the County used as the Welcome Center into a Museum for Pope House Items. The County has occupied this space since 2011, and Welcome Center Receptionist Kathy Roscoe has offered outstanding service during that time. Director Lunstrom presented Ms. Roscoe with a landscape picture as a token of appreciation for her service. Each Commissioner expressed their appreciation for her service and dedication to the County. Ms. Roscoe thanked everyone for the honor of serving the County.

Public Works Update

(9:15 a.m.)

Public Works Director Mike Casper provided an update on existing projects and upcoming work to the public. They focused on fogging last week. They will be chipping River Road this week. The County Fair is next week, and the crew will be busy with that.

Commissioner Miles said that he received a compliment about the road department and attention to detail. The roads in Talmage were done very well. The parties discussed the counter on Red Creek Road (CR 1). There were an average of 403 vehicles that used that road each day, with 203 that turned into Bandana Ranch. They discussed laying down some rottomill for about a mile.

Emergency Management Update

(9:21 a.m.)

Emergency Management Director Josh Phillips provided an update to the public on the current emergency and fire situations. He returned from an assignment in Cache County on Saturday. There was a fire in Logan Canyon that he was assisting with. Other firefighters and equipment will be returning this week. The parties discussed the red flag warning days and how they could come and go for the rest of the fire season. There was a side-by-side rollover in the Tabiona area; they were called out because of a possible rope rescue.

Central Utah Water Conservancy District Truth in Taxation Presentation

(9:26 a.m.)

Gene Shawcroft, CUWCD's General Manager, introduced himself, as well as the Board Members: Ric Contrell, Troy Ovard, Kirk Christensen, and Brad Wells. He then presented a Truth in Taxation County Report for fiscal year 2025-2026. In the packet, there is a map of the boundaries, information for the CUP Bonneville Unit features, how the district benefits the public, the revenues budget overview, the certified rate vs. an authorized rate tax revenue, the cost for an average household, some of the unanticipated/emergency replacement projects, the projected capital replacement expenditures in the Duchesne area, WTP Reserve Revenue vs. Capital Replacement Expenditures. There is a difference of \$6.4 million between the certified tax rate of 0.000380 and the authorized tax rate of 0.0004. The report shows that the average household value in Duchesne County is \$310,000. The certified rate estimated at 0.000380 would equal \$64.79. The proposed rate of 0.0004 would equal \$68.20, which is a \$3.41 annual tax increase to maintain the rate at 0.0004. The Truth in Taxation Public Hearing is in Roosevelt, UT, on August 25th at 6:00 pm and in Orem, Utah, on August 26th at 6:00 pm. The Final Budget hearing will be on August 27th at the board meeting at 1:00 pm.

The parties discussed the Colorado River negotiations between the upper and lower states.

Discussion of Retention & Disposition of Non-Approved or Non-Final Land Use Permits

(9:46 a.m.)

Community Development Planner Duncan Kading explained the retention schedule for plan reviews. He has twenty-eight Mylar plats that will be destroyed. There has been no action on them for over ten years. They attempted to contact the applicants with no response. They have not been signed or recorded. This is for information purposes only.

Discussion & Consideration of the Acceptance Letter for the Utah Rural County Grant

(9:52 a.m.)

Economic Development Director Deborah Herron presented a letter to the Utah Governor's Office of Economic Opportunity (GOEO). She showed a PowerPoint presentation of a status report for the Rural County Grant. She explained the four grant priorities: 1. Main Street Matching Grants \$90,000. 2. Duchesne Chamber of Commerce Membership \$12,000. 3. Business & Community Volunteer Mentoring \$80,000. 4. Business Training and Consulting \$18,000. She explained the projects for each priority and showed the

measurables. The grant period is complete, and she will be applying for the grant again later this year. The parties discussed the projects completed for each priority. *Commissioner Chugg made a motion to accept the letter as presented by Deborah Herron. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Director Herron explained that the naming contest for the conference room at the Irene Hansen Building has been chosen. The winner would like to be recognized at a Commission meeting.

Discussion of County Fair and Upcoming Activities

(10:11 a.m.)

Commissioner Miles explained that there will be BTA bus services from Roosevelt to the Centennial Event Center next week for the fair. They will start at 8:10 am, leaving the UB Tech parking lot in Roosevelt. Three buses will be used for the fair throughout the day and evening. The schedule will be shared on the County website and the County Fair website. There will be prize drawings for those who ride the bus. Commissioner Miles explained the events for the week starting on Saturday, August 2nd, going through Saturday, August 9th. The concert is on Wednesday, August 6th, featuring Travis Denning.

Recess 10:25 a.m. to 10:48 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 the Duchesne County Utah250 Community Committee

(10:49 a.m.)

Commission Executive Assistant Melissa Hughes presented the names of individuals who are interested in serving on the committee. Commission Executive Assistant Melissa Hughes said that Stephanie Carter and Taija Jackson would like to represent the Roosevelt area. Judy Stevenson would like to represent the Upper Community. Duncan Kading and Deborah Herron would like to represent Duchesne City. Melissa Hughes for Tabiona, Carrie Boren for Myton, and Judy Wilkerson for Fruitland. The parties discussed the names submitted. *Commissioner Killian made a motion to approve the board members 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

(10:53 a.m.)

Human Resource Payroll and Benefits Administrator Jamie Park presented the payroll report for the period ending July 19, 2025, which paid 223 employees. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending July 19, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Auditor's Office – Vouchers

(10:56 a.m.)

Deputy Clerk-Auditor Hadley Cardwell presented the vouchers for check numbers 169808 through 169896, dated July 28, 2025, totaling \$1,760,762.74. The parties reviewed the

vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for July 28, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Consideration of Minutes of the Combined Commission Meeting held July 21, 2025

(11:02 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on July 21, 2025. *Commissioner Chugg made a motion to approve the minutes for July 21, 2025, as corrected. 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

(11:11 a.m.)

Discussion & Consideration of County Volunteers

(11:14 a.m.)

Human Resource generalist Tommi Mascaro presented a list of nine volunteers who 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.*

Calendaring & Weekly Update on Events

(11:17 a.m.)

Human Resource Update

(11:23 a.m.)

Human Resource Director Judy Stevenson gave an update for her department. She explained the wellness competition with Uintah County. The Health Fair is on September 18th, nineteen vendors have signed up to come. The Employee Appreciation Event is at the Corn Maze on September 30th. She listed the current open positions. She attended the safety meetings for the departments to review the policy changes and incident reports.

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

(11:29 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

(12:13 p.m.)

No action is to be taken.

Recess 12:14 p.m. to 12:28 p.m.

Closed Session – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation

(12:28 p.m.)

Commissioner Chugg made a motion to go in and out of a Closed Session to discuss: Pending or Imminent Litigation. Commissioner Killian 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

(12:51 p.m.)

No action is to be taken.

Adjournment

(12:52 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 12:52 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 4th day of August 2025.

*Greg Miles
Commission Chairman*

*Chelise Jessen
Clerk-Auditor*

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes