

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, SEPTEMBER 15, 2025, BEGINNING AT 9:00 A.M.
IN DUCHESNE, UTAH**

Present –

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Economic Development Director Deborah Herron, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Recorder Shelley Brennan, Sheriff Travis Tucker, Deputy Clerk-Auditor Hadley Cardwell, Emergency Management Director Josh Phillips, Human Resource Director Judy Stevenson, Chief Deputy Clerk-Auditor Lexie Clayburn, Attorney Legal Assistant Miriam Roberts, Attorney's Office Manager Elaine Despain, Human Resource Payroll & Benefits Administrator Jamie Park, Deputy Assessor Brandi Winterton, Duchesne County Resident Steve Roberts, 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.)

Presentation of Employee of the Month

(9:04 a.m.)

Human Resource Director Judy Stevenson presented the September Employee of the Month Award to Attorney Legal Assistant Miriam Roberts. She read the nomination letter submitted. Attorney's Office Manager Elaine Despain described her work ethic, ability to learn quickly, and how she is self-motivated. Ms. Roberts expressed her gratitude for the award and the opportunity to work for the County. Each Commissioner commended her on the award and conveyed their appreciation for her hard work and dedication.

Public Works Update

(9:10 a.m.)

Public Works Director Mike Casper gave an update to the public on upcoming and existing projects. The paving project in Tabiona Town is almost complete. They plan to stripe a center line on the Lower Red Creek Road (CR 1) that was recently paved. The parties discussed the outcome of using 3/8" chips instead of 1/2" on the road. They plan to work on Granita Park Road (CR 84) next, followed by the Talmage Cemetery. The graders are out getting caught up before winter. The parties discussed the road where the oil spill happened. There are painted circles where it may have been cored. They would like Director Casper to inspect it.

Discussion & Consideration of Approach Permits

(9:18 a.m.)

Public Works Deputy Director Clint Curtis presented two commercial approach permits. The parties discussed the permits and would like to meet with the owners to discuss a potential partnership for the affected roads. These permits will be on the next agenda for possible approval.

Discussion & Consideration of the JAG – Local Law Enforcement Block Grant

(9:29 a.m.)

Sheriff Travis Tucker presented the Federal grant that is administered through CCJJ for \$6,302.00. With the funding, they will purchase 12 Intoxilyzer 800 units. These units are a trusted field breath-testing device that accurately measures BAC by detecting alcohol molecules in a person's breath sample. Commissioner Chugg recognized that from 2023 to 2024, DUI stops increased 28%, rising from 48 to 66, reflecting both the success of targeted enforcement and the urgent need to address a persistent threat. *Commissioner Chugg made a motion to approve the grant application and authorize the chair to sign. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Purchasing a Fire Tender

(9:34 a.m.)

Emergency Management Director Josh Phillips updated the public on the current fire situation. The fire restrictions should be lifted this week. There are burn applications that are being submitted, and he is reviewing them on a case-by-case basis. He approved a controlled burn in Fruitland. There was an issue with botcholism in the hay, which made the landowners' horses sick. Director Phillips presented a quote from Black Diamond Welding for a custom fire tender; the tank is not included with the quote. The parties discussed the quote and decided to wait for the tank quote before approving.

Discussion of TriCounty Health Waste Water

(9:42 a.m.)

Commissioner Killian explained that TriCounty Health has created a committee to approve septic systems for contractors. The approval time for a septic system through TriCounty Health has been up to 4 to 6 months. Contractors can send in a video of the installation, and the committee will review and approve it. If a homeowner installs a septic system themselves, the approval process remains the same as before. A public hearing will be held to gather public input before the policy takes effect. There may be a fee increase; the current fee has not changed for sixteen years. The parties discussed how TriCounty Health is here to protect the public by enforcing regulations.

Discussion & Consideration of Flat Rate Billing for Conflict Cases

(9:52 a.m.)

Postponed by general consent.

Recess 9:53 a.m. to 10:02 a.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.

Discussion & Consideration of New Business Licenses

(10:02 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented four business licenses and one kennel license.

- Pivot Pros, owned by Karlee Walker, Kit Evans, and Rhett Walker, Uplaco, Utah.
- Kennel License for Hayden Ivie in Fruitland, Utah.
- Taggin Rags, owned by Malarie Miles, Mountain Home, Utah.
- BNB Storage Solutions, owned by Bryant Mullins, Duchesne, Utah.

- Musich Meats, owned by Lavern Musich, Roosevelt, Utah.

The parties discussed the licenses. *Commissioner Killian made a motion to approve the business licenses as approved by the Clerk-Auditor's Office. 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 Board of Equalization (BOE) Adjustments

(10:06 a.m.)

Clerk-Auditor Chelise Jessen presented a list of five parcels from September 1, 2025, through September 15, 2025, before the meeting. The parcel's values were adjusted, and the report shows the reason for each parcel. The parties discussed the adjustments. *Commissioner Chugg made a motion to approve the BOE Adjustments as presented. 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 Comment Letter to Support the Repeal of the Roadless Rule

(10:09 a.m.)

The parties reviewed and discussed the letter prepared by Clay Crozier with PLPCO. A portion of the letter reads: The roadless rule was implemented with the intention that it would improve the landscape and offer a backcountry experience for recreators, but its practical consequences have been catastrophic for the health of our forests. By prohibiting road construction and reconstruction, the rule has effectively paralyzed active forest management across vast landscapes. This careless approach has prevented our local land managers from implementing crucial projects, such as thinning, prescribed burns, and sanitation harvesting. As a result, our forests have become unnaturally dense, overgrown, and dangerously susceptible to disease and insect infestation. The fuel load has reached unprecedented levels, turning our beautiful mountains into a tinderbox awaiting a spark. The very "protection" offered by the rule has created the conditions for the catastrophic, landscape-scale wildfires we now face year after year. *Commissioner Killian made a motion to approve the letter and submit it as presented. 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 Paytient Benefit

(10:15 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park explained the benefit. It is offered to employees on the high-deductible plan. It is a credit line for the employee at zero interest to be used for medical expenses. Once used, the employees make payments through a withdrawal from their paycheck. The amount Paytient is charging for each employee each month is increasing from \$2.53 to \$3.12, or annually \$3,744.00. If this benefit were offered to all employees covered by health insurance, the cost would be \$2.95 per employee per month, or \$5,487.00 annually. The parties discussed the plan and different options. The Commissioners would like more information; no decision was made today.

Public Works Update

(10:40 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park explained she would like to encourage employees to go and get their annual preventative screenings done. She would like to promote it by offering a \$50.00 incentive to employees on the insurance who receive their preventive yearly screenings. This would identify major issues earlier when it is easier

to treat. When insurance companies review the annual renewal rate, this category is considered for the rate. Ms. Park believes that regular preventative exams for employees will save money on the renewal. The parties discussed the incentive and would like time to consider it.

HR Office – Payroll

(10:53 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending August 30, 2025; 223 employees were paid. *Commissioner Chugg made a motion to approve the payroll for the period ending August 30, 2025, as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Auditor's Office – Surplus

(10:56 a.m.)

Clerk-Auditor Chelise Jessen presented a desk for surplus from the Event Center before the meeting. The parties discussed the item. *Commissioner Killian made a motion to approve the surplus 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

(10:57 a.m.)

Deputy Clerk-Auditor Hadley Cardwell presented the vouchers for check numbers 170249 through 170370, dated September 15, 2025, totaling \$1,218,876.97. The parties reviewed the vouchers submitted. *Commissioner Killian made a motion to approve the vouchers for September 15, 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 September 2, 2025

(11:03 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on September 2, 2025. *Commissioner Killian made a motion to approve the minutes for September 2, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Assessor's Office – Tax Adjustments

(11:09 a.m.)

Deputy Assessor Brandi Winterton presented several tax adjustments. The properties have an internal issue with a code that added the wrong tax amount. She will remove the noted tax amount and add it back in manually. *Commissioner Chugg made a motion to approve the tax adjustments as listed. 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

(11:12 a.m.)

Calendaring & Weekly Update on Events
(11:13 a.m.)

Closed Session – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation
(11:40 a.m.)

Commissioner Killian made a motion to go in and out of a closed session to discuss: Pending or Reasonably Imminent Litigation. 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
(12:17 p.m.)

No action to be taken.

Human Resource Update
(12:17 p.m.)

Human Resource Director Judy Stevenson gave an update on the upcoming events for the employees. The Health Fair is on Thursday, September 18th, the Employee Appreciation Dinner at the Bluebell Corn Maze is on Tuesday, September 30th, and Open Enrollment will start in October.

Closed Session – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual
(12:18 p.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
(1:12 p.m.)

No action to be taken.

Adjournment
(1:13 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 1:13 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 22nd day of September 2025.

Greg Miles
Commission Chairman

Chelise Jessen
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes