

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION  
MEETING HELD MONDAY, DECEMBER 01, 2025, BEGINNING AT 9:00 A.M.  
IN DUCHESNE, UTAH**

***Present –***

Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Tyler Allred, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Human Resource Director Judy Stevenson, Electronic Records Director Cristina Neilson, Treasurer Stephen Potter, Chief Deputy Clerk-Auditor Lexie Clayburn, Darrell Gillman with the Duchesne Soil Conservation District, Human Resource Payroll & Benefits Administrator Jamie Park, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

***Present via Zoom –*** Commissioner Greg Miles

***Opening Comments***

*(9:00 a.m.)*

Interim Chairman Killian welcomed everyone to the meeting.

***Pledge of Allegiance***

*(9:00 a.m.)*

***Public Works Update***

*(9:01 a.m.)*

Public Works Director Mike Casper gave an update on upcoming and existing projects. Most of his crew is working on the North Crescent project this week. They finished the culvert on 3000 South last week. An auxiliary building for the new yard was delivered last week. Director Casper is continuing to look for someone to stripe the newly paved road to the Justice Center. His crew has moved back to the four 10-hour shifts. The parties discussed the cost and efficiency of a new wash plant versus repairing the existing one. The new crusher is working very well. Salt hauling is complete, and he is expecting a few more loads of cinder this year.

Public Works Deputy Director Clint Curtis gave an update on the Vialytics. B paved and graveled roads are mapped. They are about halfway complete on the D roads. The parties discussed the road numbers and names.

***Discussion & Consideration of County Board Appointments***

*(9:12 a.m.)*

Commission Executive Assistant Melissa Hughes presented a list of boards appointed by the Commission. The parties discussed the expiring seats on the Planning Commission, Public Land Use Committee, Special Service District #3, and the resignation from the Duchesne/Strawberry seat of the Water Conservancy District. *Commissioner Chugg made a motion to reappoint Clyde Watkins to Special Service District #3 and John Barton to the Public Land Use Committee. Commissioner Miles seconded the motion. Commissioner Chugg voted aye, Commissioner Miles voted aye, and Commissioner Killian voted aye. The motion passed.*

***Discussion & Consideration of the Duchesne Conservation District, UDAF, & NRCS Report***

*(9:17 a.m.)*

Darrell Gillman with the Duchesne Conservation District presented the 2025 report and explained the programs offered.

- The ARDL Program provides low-interest loans to farmers and ranchers for projects that meet the conservation and pollution control goals of the program. Six loans for about \$420,000 were made in Duchesne County through the ARDL Program.
- The Agriculture Voluntary Incentive Program (AgVIP) allows participants to sit down with Nutrient Management Planners from UDAF to discuss their agricultural operations; then utilize soil tests, manure tests, and crop nutrient uptake. The Planner can develop a crop nutrient management plan (CNMP) that will identify best management practices for each operation.
- Utah Soil Health Program (Now combined with AgVIP) was created during the 2021 General Session (HB0296) to recognize soil health as essential to protecting the state's soil and water resources, bolstering the state's food supply, and sustaining the state's agricultural industry. Currently, Duchesne County has two

producers with soil health contacts. In Duchesne County, the district also helps promote soil health by offering no-till drills for landowners to rent at minimal cost. Over 600 acres were planted this year using district drills.

- The Agriculture Water Optimization Program works with the producers to help them optimize water use while maintaining or improving agricultural production. Duchesne County has twelve producers or canal companies funded this year for almost \$2,200,000.00.
- District Tree Program/Utah Pollinator Habitat Program—The district continues to sell bare-root trees and shrubs at reduced prices in this area. This year, they sold just under 4,600 trees/shrubs. Duchesne County had six individuals who received 50 to 80 plants each from the state pollinator program.

Mr. Gillman described the outreach and events they have participated in, as well as other State programs available. The district, in cooperation with the County Weed Control Department, released Knapweed Root Weevil (*Cyphocleonus Achates*). The District purchased the insects, and the Weed Control Department conducted 12 releases in different areas, releasing 100 insects per release, in the fall of 2025. The District paid \$2,000.00 for the insects.

### ***Discussion & Consideration of New Business Licenses***

*(9:43 a.m.)*

Chief Deputy Clerk-Auditor Lexie Clayburn presented seven new business licenses.

- Renew Landscaping LLC, owned by Juan S Bravo Gomez, Fruitland, Utah.
- Carter Welding & Construction, owned by Kyle David Carter, Roosevelt, Utah.
- BDA.Utah Code LLC, owned by Adam Johnson, Fruitland, Utah.
- Live Wilde LLC, owned by Kori Wilde, Fruitland, Utah.
- South Cove Venture, LLC, owned by Jaime Hansen, Roosevelt, Utah.
- Operational Technology Solutions Holdings LLC, owned by Jen Fenn, Roosevelt, Utah.
- Speedy Goat C Store, owned by Cassidy Reynolds, Myton, Utah.

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

### ***Auditor's Office – Vouchers***

*(9:48 a.m.)*

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for check numbers 171277 through 171320, dated December 1, 2025, totaling \$737,406.88. The parties reviewed the vouchers submitted. *Commissioner Miles made a motion to approve the vouchers for December 1, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Miles voted aye, Commissioner Chugg voted aye, and Commissioner Killian voted aye. The motion passed.*

### ***HR Office – Payroll***

*(9:50 a.m.)*

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending November 22, 2025; 215 employees were paid. The parties reviewed the payroll. *Commissioner Chugg made a motion to approve the payroll for the period ending November 22, 2025, as presented. Commissioner Miles seconded the motion. Commissioner Chugg voted aye, Commissioner Miles voted aye, and Commissioner Killian voted aye. The motion passed.*

### ***Auditor's Office – Tax Adjustments***

*(9:54 a.m.)*

Treasurer Stephen Potter presented a tax adjustment for six parcels. Parcel 00-0016-4974 was taxed as improved with power and septic, but it doesn't have either, resulting in a \$171.50 credit. Serial UMR-0008-0371 is a primary residence but was taxed as secondary, resulting in a \$1,134.91 credit. Parcel 00-0029-5687, the ag building was assessed on parcel 00-0003-5539 for a credit of \$140.53. Parcel 00-0033-4001 was deleted, but it remains active for a charge of \$641.21. Parcel 00-0000-5201 should have been .25 acres, not .31, for a credit of \$307.39. Parcel 00-0034-9258 should be listed as primary residency for a credit of \$1,147.78. The parties discussed the tax adjustments. *Commissioner Miles made a motion to approve the tax adjustments for December 1, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Miles voted aye, Commissioner Chugg voted aye, and Commissioner Killian voted aye. The motion passed.*

***Consideration of Minutes of the Combined Commission Meeting held November 24, 2025***

*(9:59 a.m.)*

The parties reviewed the combined minutes of the Commission meeting held on November 24, 2025. Commissioner Chugg made a motion to approve the minutes of November 24, 2025, as presented. Commissioner Miles seconded the motion. Commissioner Chugg voted aye, Commissioner Miles voted aye, and Commissioner Killian voted aye. The motion passed.

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

*(10:01 a.m.)*

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

*(10:03 a.m.)*

***Human Resource Update***

*(10:09 a.m.)*

Human Resource Director Judy Stevenson gave an update on her department. Open enrollment is complete, and they ensured each employee had the opportunity to enroll in the benefits if they desired. She listed the open positions for the County.

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

*(10:14 a.m.)*

Commissioner Chugg 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 Miles seconded the motion. Commissioner Chugg voted aye, Commissioner Miles voted aye, and Commissioner Killian voted aye. The motion passed.

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

*(10:35 a.m.)*


No action to be taken.

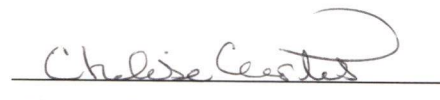
***Adjournment***

*(10:36 a.m.)*

Commissioner Miles made a motion to adjourn the meeting at 10:36 a.m. Commissioner Killian stated that the end of the agenda had been reached, and the meeting was adjourned.

Read and approved this on the 8<sup>th</sup> day of December 2025.

  
Greg Miles  
Commission Chairman

  
Chelise Curtis  
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes