

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, JANUARY 05, 2026, BEGINNING AT 9:00 A.M. IN
DUCESNE, UTAH**

Present –

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Grant Charles, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Chief Deputy Clerk-Auditor Lexie Clayburn, Human Resource Generalist Tommi Mascaro, Human Resource Director Judy Stevenson, Economic Development Director Deborah Herron, Building & Grounds Director Shane Jenkins, Building & Grounds Assistant Emily Rowley, Building & Grounds Maintenance Technician Dean Powell, Building & Grounds Maintenance Technician Jake Sorenson, Building & Grounds Maintenance Technician / Grounds Keeper Jesse Flores, Building & Grounds Maintenance Technician Blaine Horrocks, Emergency Management Director Josh Phillips, Duchesne County Resident Jenny Thompson, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:01 a.m.)

Chairman Miles welcomed everyone to the meeting.

Building & Grounds Director Shane Jenkins said the prayer.

Pledge of Allegiance

(9:02 a.m.)

Presentation of Employee of the Month

(9:03 a.m.)

Human Resource Generalist Tommi Mascaro presented the January Employee of the Month Award to Building & Grounds Maintenance Technician / Grounds Keeper Jesse Flores. Building & Grounds Director Shane Jenkins explained Mr. Flores's maintenance skills and expressed appreciation for his hard work. Each Commissioner conveyed their gratitude to Mr. Flores for his dedication and the long hours he contributes.

Public Works Update

(9:11 a.m.)

Public Works Director Mike Casper gave an update on upcoming and existing projects. His crew is continuing the work on North Crescent (CR 176) this week. There was some snow over the weekend, and an accident occurred that damaged a dump truck. The parties discussed the snowpack in the mountain areas surrounding Duchesne County.

Fire & Emergency Management Update

(9:14 a.m.)

Emergency Management Director Josh Phillips presented a map of the fire mitigation work submitted to the State for a grant. He described the mitigation work completed and the focus area for future work. The parties discussed Highway 40 and working with UDOT. To date, 8.91 acres have been treated, and 11.38 acres refurbished. The average cost per acre, including equipment and hours, is \$7,413.79 and will decrease in the future. Duchesne County Fire – Engine 05 is on the list for fire calls across the County. They are starting to perform the Red Card Recerts and pack tests now until April 1st. The EOC hosted

a Hazmat Class that had 14 students – four from Neola, two from Tabiona, four from Duchesne City, three from Altamont, and one from Roosevelt. All ten students finished the course, but four will need to retake the written sections of Haz Ops and Haz Awareness on January 12th to complete certification.

Fire Marshal and Emergency Management Progress –

- They are working with the public and Mountain West on WUI and Subdivision road standards.
- Working on an ERP (Emergency Response Plan) for Duchesne County Sheriff's Office, for Crescent Energy Wells located close to the jail and courthouse.
- Working with SM Energy for ERP on a drilling program at the Sandlot/Talladega Well locations.
- Working fires as a liaison trainee (LOFR) for wildland and all other type 1-4 incidents.

Training and Certifications –

- Drone Training completed 2025
- Fire Investigator completed 2025
- Fire Instructor completed 2025
- ICS 300 completed 2025
- G191 completed 2025

The parties discussed the noticeable mitigation work completed in the County and a central location for residents to bring their slash for burning. This would provide a more controlled burn environment.

Discussion & Consideration of New Business Licenses

(9:34 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented one new business license.

- TWN Goodrich, LLC, owned by Rylee Goodrich, Bluebell, Utah.

The parties discussed the business. *Commissioner Chugg made a motion to approve the business license for TWN Goodrich, LLC. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Kilian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Beer License Renewals

(9:36 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented two beer license renewals.

- Bluebell Store and Grille
- Defa's Dude Ranch

She explained that the Sheriff's Office has completed a background check. The parties discussed the license renewals. *Commissioner Killian made a motion to accept the beer licenses as presented and authorize the chair to sign. 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

(9:37 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for check numbers 171602 through 171652, dated January 05, 2026, totaling \$436,582.98. The parties reviewed the vouchers submitted. *Commissioner Chugg made a motion to approve the vouchers for January 05, 2026, 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 Board Appointments

(9:34 a.m.)

Commission Executive Assistant Melissa Hughes received a letter of interest from Kevin Yack for the Planning Commission representing the Roosevelt/Myton area. Commissioner Miles read the letter. *Commissioner Killian made a motion to appoint Kevin Yack to the Planning Commission, representing the Roosevelt/Myton area. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

The parties discussed the seat vacancy on SSD#2 due to the passing of Kent Peatross.

Auditor's Office – Surplus

(9:43 a.m.)

Clerk-Auditor *Chelise* Curtis presented items for surplus from the Building & Grounds Department before the meeting. There is an old truck and trailer. The parties discussed the surplus items. *Commissioner Chugg made a motion to approve the surplus as presented. 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 December 29, 2025

(9:47 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on December 29, 2025. *Commissioner Killian made a motion to approve the minutes of December 29, 2025, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion of Possible Subjects for the Next Meeting

(9:50 a.m.)

Calendaring & Weekly Update on Events

(9:54 a.m.)

Human Resource Update

(10:08 a.m.)

No update at this time.

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

(10:09 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 Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

Consideration to take action during the closed session

(11:24 a.m.)

No action to be taken.

Closed Session – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation
(11:27 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
(11:57 a.m.)

No action to be taken.

Adjournment

(11:57 a.m.)

Commissioner Killian made a motion to adjourn the meeting at 11:57 a.m. Commissioner Miles stated that the end of the agenda had been reached, and the forum adjourned.

Read and approved this on the 12th day of January 2026.

Greg Miles
Commission Chairman

Chelise Curtis
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes