MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, MARCH 02, 2026, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present –

Commissioner Greg Miles, Commissioner Tracy Killian, Commissioner Jeff Chugg, Deputy Attorney Grant Charles, Clerk-Auditor Chelise Curtis, Chief Deputy Clerk-Auditor Lexie Clayburn, Deputy Clerk-Auditor Janet Jenkins, Deputy Clerk-Auditor Oaklee Larsen, Electronic Records Director Cristina Nielson, Electronic Records Assistant Jaycie Carroll, I.T. Director Taylor Warr, Recorder Shelley Brennan, Treasurer Stephen Potter, Surveyor Ryan Allred, Library Director Daniel Mauchley, Assessor Traci Herrera, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Economic Development Director Deborah Herron, Community Development Assistant Director Mike Gottfredson, Human Resource Director Judy Stevenson, Human Resource Generalist Tommi Mascaro, Clay Crozier with PLPCO, Duchesne High School Girls Wrestling Team and Coaches, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:02 a.m.)

Chairman Miles welcomed everyone to the meeting.

Commissioner Chugg said the prayer.

Pledge of Allegiance

(9:03 a.m.)

Presentation of Employee of the Month

(9:05 a.m.)

Human Resource Generalist Tommi Mascaro presented the March Employee of the Month Award to I.T. Director Taylor Warr. Assessor Traci Herrera explained the great work he has done in a short time as the Director. Director Warr thanked everyone for the award. Each Commissioner expressed their appreciation for the hard work and dedication, and commended him on the award.

Recognition of the Duchesne Eagles 2A Girls Wrestling State Championship

(9:09 a.m.)

The Commissioners recognized the Duchesne Eagles 2A Girls Wrestling team for winning the State Championship. This is a great accomplishment that they're very proud of. They have five captains, including three seniors. This is the third year in a row they have won the State Championship. The coaches described how the girls represented at state and how many of them are excelling academically as well.

Presentation for the Department Recognition

(9:22 a.m.)

Human Resource Director Judy Stevenson presented the Department Recognition to the Clerk-Auditors and Elections. Each Commissioner expressed their gratitude for the hard work and dedication to the public. Clerk-Auditor Chelise Curtis expressed her appreciation for her staff, Chief Deputy Lexie Clayburn, Deputy Clerk-Auditor Janet Jenkins, and Deputy Clerk-Auditor Oaklee Larsen. She explained how smoothly elections run with the help of Electronic Records Director Cristina Nielson and Electronic Records Assistant Jaycie Carroll. The parties discussed the integrity of the elections in Duchesne County.

Public Works Update

(9:30 a.m.)

Public Works Director Mike Casper updated the public on the ongoing and upcoming work. There was a little bit of snow a couple of weeks ago. The North Crescent (CR 176) project is now complete. They are working on a project with SSD #2. They are graveling the parking lot at the Noxious Weed Control Building. Graders will be working on the graveled roads in Altamont and the Koch Field. The parties discussed roads where no engine-brake signs are required. The Commissioners would like an inventory of the roads that are restricted. The screens on the crusher need to be replaced so that it will be down for a couple of days. The parties discussed other roads closed to commercial traffic and agreed that signs should be installed.

Discussion & Consideration of the Moon Lake Electric Power Poles on Pole Line Road and State Street
(9:41 a.m.)

Public Works Director Mike Casper presented a preliminary cost estimate from Moon Lake Electric to move the power poles at the intersection. Moon Lake Electric asked Duchesne County to pay a portion of the project. The proposal showed a preliminary cost estimate of $23,176.00 for the material, $21,683.00 for labor, and $1,550.00 for right-of-way, for a total of $46,409.00. The parties discussed the request. Commissioner Miles disclosed that he is a member of the Moon Lake Board of Directors. *Commissioner Killian made a motion to pay $15,000.00 of the project's material costs for moving the power poles on Pole Line Road and State Street. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles abstained. The motion passed.*

The parties discussed additional right-of-way needed for the project.

Discussion & Consideration of a Right-of-Way Permit
(9:50 a.m.)

Public Works Deputy Director Clint Curtis presented a request for a right-of-way permit. He explained that Scout Exploration Partners wants to bury two existing pipelines and install two new distribution pipelines. They want to pile the spoils on the road, which would close one lane of traffic. The parties discussed the effects this could have on the shoulder of the asphalt and possible repairs to the road. The parties would like more information about the area before making a decision.

Discussion & Consideration of the Library Memorandum of Understanding (MOU)
(10:02 a.m.)

Library Director Daniel Mauchley presented a Memorandum of Understanding between Duchesne County Library and Uintah County Library. He explained that five years ago, Wasatch County wanted to join, but is no longer interested. The purpose of the MOU is to define a working relationship among the Duchesne County Library and Uintah County Library to establish a joint shared catalog system and patron interface, materials exchange, and other services deemed advantageous by all participating parties. The parties discussed the MOU and the working relationship with Uintah County Library. *Commissioner Chugg made a motion to approve the Library MOU between Duchesne County and Uintah County 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 the UB Tech Support Letter for a Grant Request
(10:11 a.m.)

Commissioner Miles read the support letter for UB Tech's grant request. The parties discussed the grant request for a Well Control Simulator and its benefits to the basin. *Commissioner Killian made a motion to approve and sign the UB Tech Support Letter 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 Bids to Add Cameras and Access Points
(10:14 a.m.)

Commissioner Miles explained that two bids were received. Spectra provided a complete bid, and BHI's bid included only the Admin Building; it omits the rest of the County Buildings and the licensing cost. The Commissioners have been requesting a quote from BHI since October. The bid was received last week and is not inclusive. The parties discussed the maintenance of the equipment and programming, which is included in Spectra's price. The company that the County currently uses is not local and is very expensive for repair calls. There is an advantage to using a local distributor. *Commissioner Chugg made a motion to accept the Spectra bid for Verkada services for cameras and access control points for all county buildings, totaling $1,069,528.85, using Fund 41. 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
(10:22 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented three new business licenses:

- Pine Mountain Meat Co. LLC, owned by Jake Bird, Bluebell, Utah.
- DB Engineering, owned by Dean Brighton, Roosevelt, Utah.

- LMG Upholstery LLC, owned by Lisa Marie Goff, Myton, Utah.

The parties discussed the new businesses and locations. *Commissioner Killian made a motion to accept the new 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 Temporary Beer Permit Local Consent
(10:28 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented a Temporary Beer Event Permit Local Consent. She explained that the approval will go through the State DABC, but the event must have local consent when applying for the state permit. Commissioner Miles asked if the event would have their own security. Chief Deputy Clerk-Auditor Clayburn will find out. *Commissioner Chugg made a motion to ratify the Temporary Beer Permit Local Consent for Live A Little Entertainment Group. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Auditor's Office – Vouchers
(10:32 a.m.)

Chief Deputy Clerk-Auditor Lexie Clayburn presented the vouchers for March 02, 2026, check numbers 172120 through 172197, totaling $446,570.30. The parties reviewed the submitted vouchers. *Commissioner Killian made a motion to pay the vouchers for March 02, 2026, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Recess 10:35 a.m. to 10:51 a.m.

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

Auditor's Office – Tax Adjustment
(10:51 a.m.)

Treasurer Stephen Potter presented a tax adjustment for Parcel 00-0026-2869. He explained that the home was classified as secondary, but a family member has lived in it for the past five years. The owner is requesting an adjustment to a primary exemption. The parties discussed the situation and the amount of back taxes that are owed. *Commissioner Chugg made a motion to adjust the taxes for Parcel 00-0026-2869, remove the penalty and interest, and change the exemption from secondary to primary for 2021 and 2022 for an approximate amount of $4,000, as adjusted by the Treasurer. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted nay. The motion passed.*

HR Office – Payroll
(11:02 a.m.)

Human Resources Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending February 14, 2026. A total of 213 employees were paid. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending February 14, 2026, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Closed Session – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual
(11:06 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
(11:42 a.m.)

No action to be taken.

[redacted] [redacted] [redacted]

Discussion & Consideration of the Consulting Agreement with Gallagher
(11:43 a.m.)

Human Resource Director Judy Stevenson presented the updated agreement with Gallagher. She explained the requested changes that Gallagher honored. The parties discussed the agreement. *Commissioner Killian made a motion to approve the Consulting Agreement #1 with Gallagher 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.*

Human Resource Update
(11:45 a.m.)

Human Resource Director Judy Stevenson listed the current open positions: Appraiser Trainee and Appraiser I, II, Full-Time Correctional Officer, Custodian/Part-Time, Part-Time Economic Development Assistant, Justice Court Clerk/Part-Time, Part-Time Roosevelt Clerical/DMV position (Monday – Wednesday), and Seasonal Event Center and Fairgrounds Operation Attendant.

Closed Session – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation
(11:46 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
(12:54 p.m.)

No action to be taken.

Discussion & Consideration of Consulting Services with Matt Yergensen
(12:55 p.m.)

Commissioner Chugg explained Amendment No. 1 to the Consulting Services Agreement and how Mr. Yergensen would like to bank the unutilized hours for the County. This would save the County money if more hours are used in future months. The parties discussed the amendment. Deputy Attorney Grant Charles said he doesn't see any negative impact on the county if the amendment is approved. *Commissioner Chugg made a motion to approve Amendment No. 1 to the Consulting Services Agreement 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.*

Consideration of Minutes of the Combined Commission Meeting held February 17, 2026
(1:00 p.m.)

The parties reviewed the combined minutes of the Commission meeting held on February 17, 2026. *Commissioner Killian made a motion to approve the minutes of February 17, 2026, 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
(1:03 p.m.)

Calendaring & Weekly Update on Events
(1:06 p.m.)

Adjournment
(1:16 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 1:16 p.m. Commissioner Miles stated that the end of the agenda had been reached, and the forum adjourned.

Read and approved this on the 9th day of March 2026.

Greg Miles	*Chelise Curtis*
Commission Chairman	*Clerk-Auditor*

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes