

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, MARCH 16, 2026, BEGINNING AT 9:00 A.M. IN
DUCHESNE, UTAH**

Present –

Commissioner Greg Miles, Commissioner Tracy Killian, Commissioner Jeff Chugg, Deputy Attorney Grant Charles, Deputy Clerk-Auditor Oaklee Larsen, Treasurer Stephen Potter, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Economic Development Director Deborah Herron, Jeff Crozier with Crescent Energy, Human Resource Director Judy Stevenson, Human Resource Generalist Tommi Mascaro, Human Resource Payroll & Benefits Administrator Jamie Park, Assessor Traci Herrera, Chief Deputy Assessor Ginger Johnson, Deputy Assessor Cheryl Fabrizio, Deputy Assessor Brandi Winterton, Deputy Assessor Cory Luttrell, Sheriff Travis Tucker, Clerk-Auditor Chelise Curtis, Community Development Assistant Director Mike Gottfredson, Information Systems Director Taylor Warr, Travel & Tourism Director Ryan Lundstrom, Bjourn Carlson with Farm Creek Meats, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:02 a.m.)

Chairman Miles welcomed everyone to the meeting.
Assessor Traci Herrera said the prayer.

Pledge of Allegiance

(9:04 a.m.)

Presentation of Department Recognition

(9:06 a.m.)

Human Resource Director Judy Stevenson presented the Department Recognition to the Assessor's Office. Each Commissioner commended them for the work they do, their attention to detail, and their work with the public when it's not usually positive. Assessor Traci Herrera thanked her team for their dedication and hard work.

Public Works Update

(9:13 a.m.)

Public Works Director Mike Casper updated the public on the ongoing and upcoming work. The shoulder project on 6000 North is continuing. They will move to State Street after it is completed. They would like to start on the hill next week. The parties discussed the right-of-way they are attempting to acquire. They graveled and graded roads in the Koch Field last week, and will be moving to the Tabiona area. The snow fence will be taken down this week as well.

Discussion & Consideration of Right-of-Way with Crescent Energy for a Lay Flat Line

(9:20 a.m.)

Jeff Crozier with Crescent Energy presented a map and explained the location and the requested right-of-way. They are planning to run a lay-flat water line along North Crescent and 1900 North. The water would be coming from Bottle Hollow Reservoir. The project will start at the end of August and continue through mid-October. The parties discussed approaches, obtaining landowner permission, the line running through the culverts, and potential issues during storms.

Discussion of Updating the Road Plan

(9:41 a.m.)

Commissioner Miles said that he visited with Scott Harman from Uintah County about temporary pipelines in County rights-of-way. Uintah County sent its Ordinance for us to review. The parties discussed the road department approving the request if the line is in place for less than 2 years. Deputy Attorney Grant Charles recommends agreements for each project rather than an Ordinance that can't be all-inclusive. The agreement can be specific to the area and project. An Ordinance and agreement will be considered at an upcoming meeting.

Discussion & Consideration to Ratify Appropriation for Flood Control & Storage Structure Planning

(9:57 a.m.)

Commissioner Miles explained that he is working with Jones & DeMille Engineering for a FY27 Community Project Funding Request – Pickup Wash Flood Control Project. The FEMA appropriations would be for a study. The application and support letter were due on March 11th. The study would help with flood control and water retention. The parties discussed the benefits to the County and the surrounding communities. Community Development Assistant Director Mike Gottfredson described working with the State Department of Emergency Management for the FEMA flood study. Duchesne County is requesting assistance to complete the following preconstruction tasks, totaling \$511,000. Preconstruction Engineering, Survey, Contractor Procurement - \$185,000. Geotechnical Evaluation - \$148,000, NEPA Compliance, Survey, Permitting, Corps Coordination, Dam Safety, Stream Alterations - \$111,000. Property Title Search; Option to Purchase - \$30,000. Water Rights; Legal - \$37,000. *Commissioner Chugg made a motion to ratify the Appropriation for Flood Control & Storage Structure Planning 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 Pelorus Updates to the Payroll System

(10:04 a.m.)

Human Resource Director Judy Stevenson explained that she and Human Resource Payroll & Benefits Administrator Jamie Park reviewed a presentation about Pelorus Vision. Payroll & Benefits Administrator Park described what Pelorus Vision is and what it can provide. Pelorus Vision is a secure, modern web-based portal that extends Pelorus beyond the desktop, providing online timekeeping and self-service access for employees. Pelorus Vision gives employees secure online access to their payroll and HR information from any device.

Employees can prepare timesheets, request time off, submit reimbursement receipts, view paychecks and payroll history, access W-2 forms, update direct deposit/bank details, and track leave balances.

Supervisors and administrators can review and approve timesheets; automatically load timesheets into Pelorus Financial to process payroll; approve profile changes, direct deposit changes, and reimbursements; set up and manage geofences and IP restrictions; provide HR documents to employees; and send notifications to employees.

This could improve payroll accuracy and reduce paper and manual processes. The parties discussed the potential cyber threat and the cost. The cost per employee is \$4.00 per month. Information Systems Director Taylor Warr will look into the program to help determine the risk.

Auditor's Office – Vouchers

(10:24 a.m.)

Deputy Clerk-Auditor Oaklee Larsen presented the vouchers for March 16, 2026, check numbers 172290 through 172355, totaling \$306,750.56. The parties reviewed the submitted vouchers. *Commissioner Killian made a motion to approve the vouchers for March 16, 2026, 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 – Tax Adjustment

(10:26 a.m.)

Treasurer Stephen Potter presented a tax adjustment for parcel 00-0035-0370 and explained that the property was combined with parcel 00-0035-0523 in 2024, but the amount wasn't credited, resulting in double taxation, for a credit of \$1,218.84. The parties discussed the tax adjustment. *Commissioner Chugg made a motion to approve the tax adjustment for parcel 00-0035-0370. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Treasurer Potter explained the situation for Farm Creek Meats and the request to waive the penalties and interest on the back taxes. Bjourn Carlson explained that his personal property had been audited for the business. It was determined that the freezer inside the building is personal property, not business property. Some of the housing was showing as secondary when it should be primary. The audit is complete, and they are working to bring the taxes up to date. The parties discussed the situation. *Commissioner Chugg made a motion to waive the penalty and interest for Farm Creek Meats and authorize the Treasurer's Office to negotiate a payment plan. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Recess 10:37 a.m. to 10:48 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.

Consideration of Minutes of the Combined Commission Meeting held March 09, 2026

(10:48 a.m.)

The parties reviewed the combined minutes of the Commission meeting held on March 09, 2026. *Commissioner Killian made a motion to approve the minutes of March 09, 2026, as amended. 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

(10:53 a.m.)

Calendaring & Weekly Update on Events

(10:56 a.m.)

Discussion & Consideration of Volunteers

(11:04 a.m.)

Human Resource Generalist Tommi Mascaro presented a list of fifteen volunteers. The parties discussed the volunteers. *Commissioner Chugg made a motion to approve the volunteers as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Human Resource Update

(11:06 a.m.)

Human Resource Director Judy Stevenson gave an update on her department. She has spoken with the caterer for the Employee Appreciation event coming up on May 15th. The Assessors' Office has hired three employees for the open positions. There are interviews scheduled this week for a part-time custodian and a seasonal flagger. A Corrections Officer position is open.

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

(11:10 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

(11:52 a.m.)

No action to be taken.

Adjournment

(11:52 a.m.)

Commissioner Killian made a motion to adjourn the meeting at 11:52 a.m. Commissioner Miles stated that the end of the agenda had been reached, and the forum adjourned.

Read and approved this on the 23rd day of March 2026.

Greg Miles

Commission Chairman

Chelise Curtis

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes