

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, April 06, 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, Recorder Shelley Brennan, Treasurer Stephen Potter, Public Works Deputy Director Clint Curtis, Economic Development Director Deborah Herron, Economic Development Assistant Kori Wilde, Human Resource Director Judy Stevenson, Assessor Traci Herrera, Chief Deputy Assessor Ginger Johnson, Deputy Assessor Chloe Baumann, Deputy Assessor Cory Luttrell, Deputy Assessor Brandi Winterton, Clerk-Auditor Chelise Curtis, Human Resource Generalist Tommi Mascaro, Human Resource Payroll and Benefits Administrator Jamie Park, Chief Deputy Clerk-Auditor Lexie Clayburn, Weed Control Director Braxton Spencer, Jeff Baker, and Brock Harrison with Jones & DeMille Engineering, Duchesne County Residents Jenni Thompson, Rick Coil, Moreen Henderson, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:01 a.m.)

Chairman Miles welcomed everyone to the meeting.
Commissioner Killian 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 April Employee of the Month Award to Deputy Assessor Marta Valencia. Chief Deputy Assessor Ginger Johnson read the nomination letter she submitted. Assessor Traci Herrera thanked Ms. Valencia for her positive attitude and willingness to learn. Each Commissioner commended her on the award and thanked her for the hard work and dedication to the County.

Open & Award the 2026 Road Maintenance Bids for Crack Sealing

(9:10 a.m.)

Eight bids were received for the 2026 Road Maintenance Crack Sealing. The Commissioners opened the bids.

- Superior Asphalt, LC - \$144,720.00
- Holbrook Asphalt, LLC - \$141,675.00
- C & B Asphalt - \$107,020.00
- M & M Asphalt Services, Inc. - \$128,000.00
- Peckham Asphalt Paving, Inc. - \$106,300.00
- Morgan Pavement Maintenance - \$133,305.00
- Asphalt Preservation, LLC - \$134,600.00
- Bonneville Asphalt & Repair, L.C. - \$131,800.00

The parties allow Jones & DeMille Engineering and Deputy Director Clint Curtis time to review the bids.

(10:01 a.m.)

Jeff Baker with Jones & DeMille Engineering reported that the apparent low bid was Peckham Asphalt Paving, Inc. at \$106,300.00, with C & B Asphalt second at \$107,020.00. He would like more time to contact the references and asked to postpone awarding the bid until next Monday. The parties agreed to allow more time to contact the references.

Open & Award the 2026 Road Maintenance Bids for Striping

(9:20 a.m.)

One bid was received for the 2026 Road Maintenance Striping. The Commissioners opened the bid.

- RoadSafe Traffic Systems, Inc. - \$462,500.00

The parties allow Jones & DeMille Engineering and Deputy Director Clint Curtis time to review the bid.

(10:03 a.m.)

Jeff Baker with Jones & DeMille Engineering said the one bid was from the same company used last year for striping, and he recommended awarding the bid to RoadSafe Traffic Systems, Inc. The parties discussed the bid and the work last year. *Commissioner Killian made a motion to accept the striping bid from RoadSafe Traffic Systems Inc. for \$462,500.00. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Open & Award the 2026 Asphalt Emulsions Bids

(9:21 a.m.)

One bid was received for the 2026 Asphalt Emulsions. The Commissioners opened the bid.

- Peak Asphalt, LLC - \$1,191,161.50

The parties allow Jones & DeMille Engineering and Deputy Director Clint Curtis time to review the bid.

(10:05 a.m.)

Jeff Baker with Jones & DeMille Engineering said the one bid from Peak Asphalt, LLC has won the bid for the last several years. He recommended awarding the bid to them. The parties discussed the bid. *Commissioner Chugg made a motion to approve the bid from Peak Asphalt, LLC for \$1,191,161.50 based on the recommendation from Jones & DeMille Engineering. 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 Bureau of Land Management Contract Amendment for Noxious Weed Control

(9:22 a.m.)

Weed Control Director Braxton Spencer presented the Contract Amendment for Noxious Weed Control with the Bureau of Land Management. He explained the contract update. There is a reduction of funds: this is the amount that was not utilized in 2025. The parties discussed the contract amendment. *Commissioner Chugg made a motion to approve the amendment with the Bureau of Land Management for Noxious Weed Control 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.*

Closed Session – Strategy Session to Discuss: Pending or Reasonably Imminent Litigation and The Purchase, Exchange, Sale, or Lease of Real Property

(9:27 a.m.)

Commissioner Killian made a motion to go in and out of a closed session to discuss: Pending or Reasonably Imminent Litigation and The Purchase, Exchange, Sale, or Lease of Real Property. 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

(9:56 a.m.)

No action to be taken.

Discussion & Consideration of New Business Licenses

(9:56 a.m.)

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

- Slow Foxtrot Rentals LLC, owned by Brock Haymond, Fruitland, Utah.
- Diesel Repair Services, LLC, owned by Lex Fabrizio, Duchesne, Utah.
- DuraBuilt Decks, LLC, owned by Stanley Wayne Miller, Roosevelt, Utah.
- Double D Services, owned by Mark Daniels, Roosevelt, Utah.
- Lazy B Trucking Services, LLC, owned by Treyton Bowcut, Roosevelt, Utah.

She described each business and the approval process. The parties discussed the new businesses. *Commissioner Chugg made a motion to approve the business licenses as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Public Works Update

(10:10 a.m.)

Public Works Deputy Director Clint Curtis provided an update of ongoing and upcoming work. The culverts on 6000 South have been completed. The graders are out working while there is still moisture on the ground. The crusher will be back up and running this week. The parties discussed some upcoming approaches.

Auditor's Office – Vouchers

(10:11 a.m.)

Deputy Clerk-Auditor Oaklee Larsen presented the vouchers for April 06, 2026, check numbers 172462 through 172543, totaling \$481,905.81. The parties reviewed the submitted vouchers. *Commissioner Killian made a motion to approve the vouchers for April 06, 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 Adjustments

(10:13 a.m.)

Deputy Assessor Brandi Winterton presented a tax notice for personal property. She explained that the trailer is in a trailer park near the Roosevelt Airport. The property was purchased, and the new owner is requiring the old trailers to be moved. Most of the trailers are older than 1976, and cannot be relocated in the County. They are requesting that the penalties and interest be removed from the personal property taxes for a trailer owner, resulting in a \$314.01 credit. The parties discussed the situation. *Commissioner Killian made a motion to waive the penalty and interest for the owner. Commissioner Chugg*

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

Auditor's Office – Surplus

(10:27 a.m.)

Clerk-Auditor Chelise Curtis presented items from the Sheriff's Office and the Event Center for surplus before the meeting. There is a bookshelf, a desk, a 2013 Ford Explorer, and 20 livestock panels. The parties discussed the items for surplus. *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.*

HR Office – Payroll

(10:28 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending March 28, 2026. A total of 214 employees were paid. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending March 28, 2026. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Recess 10:32 a.m. to 10:53 a.m.

Commissioner Killian made a motion to saunter. 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 March 30, 2026

(10:53 a.m.)

The parties reviewed the combined minutes of the March 30, 2026, meeting. *Commissioner Chugg made a motion to approve the minutes of the March 30, 2026, meeting, as amended. 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

(10:58 a.m.)

Calendaring & Weekly Update on Events

(11:00 a.m.)

Human Resource Update

(11:07 a.m.)

Human Resource Director Judy Stevenson gave an update on her department. There are firefighter positions open in Fruitland, Tabiona/Hanna, and Neola, as well as seasonal Flagger positions. They are conducting interviews this week for the seasonal Noxious Weed Control employees. There is a safety meeting this week for the Road Department, Building & Grounds, and the Weed Control Department. She has received several RSVP's for the upcoming Employee Appreciation Event in May.

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

(11:09 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

(12:10 p.m.)

No action to be taken.

Adjournment

(12:10 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 12:10 p.m. Commissioner Miles stated that the end of the agenda had been reached, and the forum adjourned.

Read and approved this on the 13th day of April 2026.

Greg Miles

Commission Chairman

Chelise Curtis

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes