MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, MAY 18, 2026, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present –

Commissioner Greg Miles, Commissioner Tracy Killian, Commissioner Jeff Chugg, Deputy Attorney Grant Charles, Treasurer Stephen Potter, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Deputy Clerk-Auditor Oaklee Larsen, Human Resource Director Judy Stevenson, Economic Development Director Kori Wilde, Human Resource Generalist Tommi Mascaro, Economic Development Assistant Deborah Herron, I.T. Director Taylor Warr, I.T. Technician Mihai Cernatescu, I.T. Technician Zachary Setter, Recorder Shelley Brennan, Clerk-Auditor Chelise Curtis, Sheriff Travis Tucker, Attorney Stephen Foote, Assessor Traci Herrera, Emergency Management Director Josh Phillips, Fire Marshall Brandon Peck, Human Resource Payroll & Benefits Administrator Jamie Park, Deputy Assessor Brandi Winterton, Records Administration Clerk Jaycie Carroll, Union High School Drama Team & Coach, Mason Miles with Cherry Road, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:00 a.m.)

Chairman Miles welcomed everyone to the meeting and described what happened on this day in history: Mount St. Helens erupted in 1980.

Commissioner Miles said the prayer.

Pledge of Allegiance

(9:02 a.m.)

Recognition for Union High School Drama State Championship

(9:03 a.m.)

The Union High School Drama Coach explained the year and the final round. She said they are the hardest-working kids in the school and won the state championship by 7 points in the last round. Six seniors on the team are present. Each Commissioner congratulated them on the win and encouraged them to remember the lessons learned in their adult lives.

Presentation of Department Recognition

(9:12 a.m.)

Human Resource Director Judy Stevenson presented a five-year award to I.T. Director Taylor Warr and recognized the I.T. Department. I.T. Director Taylor Warr thanked his team for their hard work, dedication, and long hours they have put in during the admin building remodel. Each Commissioner thanked I.T. for everything they do for the County.

Discussion of State Fire Restrictions

(9:18 a.m.)

Duchesne County Fire Warden Branden Peck and Emergency Management Director Josh Phillips presented the Uintah Basin Fire Zone Fire Restrictions Criteria. It shows the criteria for Stage 1 and Stage 2. When at least four (4) criteria are met, consider implementing Stage 1 Restrictions. When Stage 1 is in place, and Stage 2 criteria are being met, consider Stage 2. The parties discussed the fires in the County and the spotting behavior seen, which is not typical for this time of year. Fire Warden Peck wanted to keep the communication on fire restrictions between the State and the County open. The Commissioners support the restrictions due to the severe drought.

***Discussion & Consideration of Resolution #26-03: A Resolution Declaring the Existence of a Drought in Duchesne County, Utah – Pursuant to U.C.A.* §17-78-307 Extension**

(9:25 a.m.)

The parties discussed the Resolution passed on April 27, 2026, and the need to extend it to address the farmers' and grasshopper issues. *Commissioner Chugg made a motion to extend Resolution #26-03: A Resolution Declaring the Existence of a Drought in Duchesne County, Utah – Pursuant to U.C.A. §17-78-307 Extension for the maximum allowable time. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

The parties discussed the mitigation work in the County and commented on its quality.

Discussion & Consideration of the Cooperative Agreement with the Utah Division of Forestry, Fire, and State Lands

(9:29 a.m.)

Fire Warden Brandon Peck explained the agreement. The parties discussed the updates and the potential of an updated WUI (Wildland Urban Interface) map. The State WUI map is vastly different than the County's. The parties discussed who would be designated to enforce the WUI code. The Fire Warden has done this in the past and would like to keep it the same. The parties also discussed Section 9: Wildland Fire Cost Actions. The county has currently been charging for negligent fires. *Commissioner Killian made a motion to approve the Cooperative Agreement with the Utah Division of Forestry, Fire, and State Lands, and in Section 14, designate the State Fire Warden to enforce the WUI code. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Public Works Update

(9:50 a.m.)

Public Works Director Mike Casper provided an update of ongoing and upcoming work. Last week, they participated in the 4Point clean-up. They dumped about 4 tons of garbage. This is a great program that has been ongoing for many years. They are paving in Pleasant Valley. The graders are out, and the crusher should be back up and running today. The parties discussed the chip-sealing project on River Road and the crack-sealing projects. The crack seal on the landfill road needs to be redone. The road wasn't clean when it was applied. The parties discussed the 2000 West Uintah Canyon Highway. The road is in dire need of repair, but its jurisdiction is unknown. The parties will communicate with the Business Committee to determine jurisdiction. There is a dust issue on 7000 West that needs to be mitigated. The annual MSHA training is scheduled for this week for the Road Department.

Discussion & Consideration of Approach Permits

(10:00 a.m.)

Public Works Deputy Director Clint Curtis presented four approach permits. He described the location of a new subdivision. The parties discussed the permits and the potential for illegal approaches to be installed. Deputy Director Curtis suggested postponing the approach permit A26-033 until more information can be obtained. *Commissioner Chugg* *made a motion to approve approach permits A26-028, A26-029, and A26-030 as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion of 4000 West Right-of-Way Request
(10:09 a.m.)

Commissioner Killian started the conversation about 4000 West, located off of Ioka Lane. The area is being developed, and the road needs to be paved. Complaints have been received regarding traffic and road conditions. The road may be annexed into Roosevelt City. Deputy Attorney Grant Charles said that Roosevelt City is including language requiring improvements to the road and its approaches.

Discussion & Consideration of Improvements to County Road 195
(10:24 a.m.)

Duchesne City Mayor Deborah Herron requested that County Road 195 be paved. She was approached by a developer who is building homes on the bench. Many entities, including the public, use this road. The parties discussed contacting the developer and the oil company to determine if there was an appetite to partner with the County and the City to improve the road. There are challenges on the road that will need to be addressed.

Recess 10:32 a.m. to 10:52 a.m.

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

Discussion & Consideration of Main Street Matching Grant Applications
(10:52 a.m.)

Economic Development Director Kori Wilde presented two applications for the Main Street Matching Grant. She described the carpet project for Just a Wee Bit Used LLC. They are requesting a matching grant amount of $4,336.00. Pictures of the project are included with the application. The other application is from Mark Hicken, CPA/ABS Accounting, for a $10,000 matching grant. He replaced computers and painted the outside of his building. Director Wilde mentioned that both businesses hired local companies to carry out the improvements. The parties discussed the businesses and improvement projects. *Commissioner Killian made a motion to approve the Main Street Matching Grant Applications as presented for Mark Hickens for $10,000, and Just a Wee Bit Used for $4,336. 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 improvements and the age of the building on Roosevelt Main Street.

Auditor's Office – Tax Adjustment
(11:01 a.m.)

Deputy Assessor Brandi Winterton presented a personal property tax notice for Duchesne Lodging. She explained that the Best Western was purchased in January 2025, and the taxes are much higher than they were under the previous owner. They are wondering whether the County can do anything to help. The parties discussed the net gain and the property that was reported. *Commissioner Chugg made a motion to waive the penalty and interest for the Best Western Duchesne Inn. 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

(11:05 a.m.)

Deputy Clerk-Auditor Oaklee Larsen presented the vouchers for May 18, 2026, check numbers 172931 through 173003, totaling $222,935.49. The parties reviewed the submitted vouchers. *Commissioner Killian made a motion to approve the vouchers for May 18, 2026, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

HR Office – Payroll

(11:08 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending May 09, 2026. A total of 249 employees were paid. The parties reviewed the payroll. *Commissioner Chugg made a motion to approve the payroll for the period ending May 09, 2026, 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 May 11, 2026

(11:10 a.m.)

The parties reviewed the combined minutes of the May 11, 2026, meeting. *Commissioner Killian made a motion to approve the minutes of the May 11, 2026, meeting, 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

(11:19 a.m.)

Calendaring & Weekly Update on Events

(11:23 a.m.)

Discussion & Consideration of County Volunteers

(11:35 a.m.)

Human Resource Generalist Tommi Mascaro presented a list of eight volunteers for the County Fair. 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.*

Discussion & Consideration of Updated Volunteer Application

(11:36 a.m.)

Human Resource Director Judy Stevenson presented the new County volunteer form. She demonstrated the process for applying and explained the changes. The parties discussed the process, the items needed, and those no longer needed. She also presented a draft handbook she would like to give to all volunteers. The parties discussed badges/name tags for volunteers at the fair.

Human Resource Update

(12:06 p.m.)

Human Resource Director Judy Stevenson gave an update on her department. The Employee Appreciation Event went well; the food and concert were good. There is a safety training session next week, on the 27th, titled Preventing Workplace Strains & Sprains. They have made an offer for the full-time I.T. position and are still conducting interviews for the part-time Justice Court Clerk position.

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

(12:10 p.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

(12:36 p.m.)

No action to be taken at this time.

Adjournment

(12:36 p.m.)

Commissioner Killian made a motion to adjourn the meeting at 12:36 p.m. Commissioner Miles stated that the end of the agenda had been reached, and the forum adjourned.

Read and approved this on the 1st day of June 2026.

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

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes