

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, JUNE 29, 2026, BEGINNING AT 9:00 A.M. IN
DUCHESNE, UTAH**

Present –

Commissioner Greg Miles, Commissioner Tracy Killian, Commissioner Jeff Chugg, Deputy Attorney Grant Charles, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Deputy Clerk-Auditor Oaklee Larsen, Economic Development Director Kori Wilde, Emergency Management Director Josh Phillips, Human Resource Generalist Tommi Mascaro, Human Resource Director Judy Stevenson, Treasurer Stephen Potter, Economic Development Assistant Deborah Herron, Clerk-Auditor Chelise Curtis, Assessor Traci Herrera, Electronic Records Assistant Jaycie Carroll, Electronic Records Director Cristina Neilson, Sheriff Travis Tucker, Human Resource Payroll and Benefits Administrator Jamie Park, Deputy Assessor Brandi Winterton, Deputy Assessor Cheryl Fabrizio, Deputy Assessor Cory Luttrell, Ryan Robinson with Spectra, Lynn Sitterud with Senator Curtis' Office, Duchesne County Residents Rick Coil and Jeff Crozier, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:00 a.m.)

Chairman Miles welcomed everyone to the meeting.

Emergency Management Director Josh Phillips said the prayer.

Commissioner Jeff Chugg described what happened this year in history: In 1894, President Grover Cleveland signed a bill making the first Monday in September a national holiday, Labor Day. In 1904, Helen Keller, the first deaf and blind person to earn a bachelor's degree, graduated cumlaude from Radcliffe College in Cambridge, Massachusetts. In 1965, the United States launched its first large-scale ground combat operation in Vietnam, escalating American military involvement against North Vietnamese forces. In 1997, in a heavyweight title fight, Mike Tyson was disqualified after biting Evander Holyfield's ear. In 2007, after decades of recovery from DDT Poisoning, bald eagles were removed from the U.S. endangered species list, marking a major conservation victory.

Pledge of Allegiance

(9:05 a.m.)

Presentation of Employee of the Month

(9:06 a.m.)

Human Resource Director Judy Stevenson presented the June Employee of the Month Award to Human Resource Generalist Tommi Mascaro. She explained her hard work, eagerness to learn and grow, and happy personality. Electronic Records Assistant Jaycie Carroll read the nomination letter that she submitted for Ms. Mascaro. Human Resource Payroll and Benefits Administrator Jamie Park expressed her appreciation for Ms. Mascaro. Emergency Management Director Josh Phillips thanked Ms. Mascaro and the HR Department. Clerk-Auditor Chelise Curtis congratulated Ms. Mascaro and expressed confidence in the youth. Each Commissioner thanked her for her dedication and positive attitude.

Public Works Update

(9:14 a.m.)

Public Works Director Mike Casper provided an update of ongoing and upcoming work. The chips on Chuck's Meat Road (11500 W) in Arcadia didn't stick. They may have been dirty or not wet enough. They double-chipped County Road 121; they used smaller chips. It turned out well. They have double-chipped sealed a dirt road to test how it would hold up. The crew is off on Thursday in observance of the 4th of July. The parties discussed the damage to East River Road (CR 79) and the planned repairs. The parking lot at the Centennial Event Center needs crack sealing, and the Admin Building parking lot needs patching.

Discussion & Consideration of Approach Permits

(9:20 a.m.)

No permits were presented at this time.

Emergency Management Update

(9:21 a.m.)

Emergency Management Director Josh Phillips explained that the County is in critical fire weather. Some moisture could be expected in the High Uintas. He is planning for flooding if the predicted monsoon rains come. He has sandbags filled and ready. Engine 05 is expected back on July 3rd. There are four Type 1 teams fighting fires in Utah. They are on a tactical break due to the three fatalities over the weekend. They will resume attacking the fires today. The National Weather Service issued an extreme fire weather warning. This has been issued only twice before. The parties discussed the past dry winters and said the families of the lost firefighters are in their thoughts and prayers.

Discussion & Consideration of Fire Restrictions

(9:27 a.m.)

Emergency Management Director Josh Phillips explained that the State of Utah is under a Fire Restriction Order (Stage 2). This means there is a fireworks ban, which includes the County. The incorporated areas of the County will have to decide whether to allow them. Duchesne City, Myton, and Altamont have banned them; he is not sure about Roosevelt and Tabiona. A resident in Fruitland has requested that the County place digital signs about the ban on fireworks and open fires. Director Phillips will post flyers at the post offices and other bulletin boards throughout the County. The parties discussed advertising the fire restrictions on the radio. Deputy Attorney Grant Charles asked how he would enforce the fire restrictions. Director Phillips is working with the Sheriff's Office. The Commissioners thanked Director Phillips for his efforts.

Discussion & Consideration of Main Street Matching Grant Applications

(9:39 a.m.)

Economic Development Director Kori Wilde presented an application for the Main Street Matching Grant submitted by Ross' Quick Change for \$5,042.64. She explained the work they have completed and provided pictures. The parties discussed the application. *Commissioner Chugg made a motion to approve the Main Street Matching Grant application for Ross' Quick Change for \$5,042.64. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Supplemental Request for Revitalization Funding

(9:44 a.m.)

Commissioner Miles explained that he would like to request additional Revitalization Funding for the Road Department Relocation/Building of \$1,500,000 and the Construction of Fairgrounds Restroom/Engineering of \$175,000. The Road Department Building incurred extra costs for the water line, propane tanks, additional asphalt, and geotech issues with the ground. The County was given the wrong cost estimate for the Fairgrounds Restroom. The parties discussed the projects. *Commissioner Killian made a motion to approve the request to UBRF for additional funds for the construction projects 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 Spectra Quote

(9:47 a.m.)

Commissioner Chugg presented the Spectra Quote for \$64,399.21. Ryan Robinson with Spectra explained that the changes are for licensing and additional cameras for the Event Center. The parties discussed the quote and additional cameras. *Commissioner Chugg made a motion to approve the new Spectra Quote for adding additional cameras. 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

(9:45 a.m.)

Deputy Clerk-Auditor Oaklee Larsen presented the vouchers for June 29, 2026, check numbers 173316 through 173379, totaling \$656,803.18. The parties reviewed the submitted vouchers. *Commissioner Killian made a motion to approve the vouchers for June 29, 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 – Surplus

(9:55 a.m.)

Clerk-Auditor Chelise Curtis presented a list of surplus items from the I.T. Department. There are several computers, monitors, and laptops. The parties discussed the surplus items. *Commissioner Chugg made a motion to approve the surplus items as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Recess 9:58 a.m. to 10:27 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.

HR Office – Payroll

(10:30 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending June 20, 2026. A total of 229 employees were paid, with bills totaling \$942,868.42. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending June 20, 2026, as presented. 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 June 22, 2026

(10:33 a.m.)

The parties reviewed the combined minutes of the June 22, 2026, meeting. *Commissioner Chugg made a motion to approve the minutes of the June 22, 2026, meeting, 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 Possible Subjects for the Next Meeting

(10:36 a.m.)

Calendaring & Weekly Update on Events

(10:38 a.m.)

Recess 10:59 a.m. to 11:12 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.

Discussion & Consideration of Policy 631: Automatic Enrollment & Escalation in the URS Roth 457 (b) Plan and the URS Disclosure Form

(11:13 a.m.)

Human Resource Director Judy Stevenson presented Policy 631: Automatic Enrollment & Escalation in the URS Roth 457 (b) Plan and the URS Disclosure Form. She explained how she had been working with Deputy Attorney Grant Charles on the policy. The parties discussed forcing employees to save with URS and agreed that no one should be forced into anything; they should be given the choice to decide for themselves. It was decided that the employee should have the option to enroll or opt out. Not be automatically enrolled and then have to log in to opt out.

Human Resource Update

(11:40 a.m.)

Human Resource Director Judy Stevenson gave an update on her department. The open positions are: Correctional Officer, Deputy Recorder, Event Center Operations Coordinator, and Jail Control Room Operator. The Building Inspector position has two potential candidates. They would like to have a ride-along with each of them before deciding to fill the position. The Library Director asked Director Stevenson if he could display the County Employee dress code at the Libraries. He is seeing issues with patrons visiting the library. Deputy Attorney Charles explained the potential issues that could arise in enforcing the dress code.

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

(11:48 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

(12:32 p.m.)

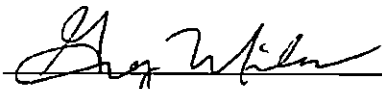
No action to be taken at this time.

Adjournment

(12:32 p.m.)

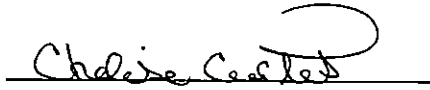
Commissioner Killian made a motion to adjourn the meeting at 12:32 p.m. Commissioner Miles stated that the end of the agenda had been reached and the motion is not contestable. The forum adjourned.

Read and approved this on the 6th day of July 2026.



Greg Miles

Commission Chairman



Chelise Curtis

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes