

**MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION
MEETING HELD MONDAY, JULY 13, 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, Economic Development Assistant Deborah Herron, Clerk-Auditor Chelise Curtis, Chief Deputy Assessor Ginger Johnson, Human Resource Generalist Tommi Mascaro, Human Resource Payroll & Benefits Administrator Jamie Park, Information Systems Director Taylor Warr, Recorder Shelley Brennan, Building & Grounds Director Shane Jenkins, Pher Peterson with Strata Networks, Mike Whimpey, Jesse Helm, Troy Ovard, Ric Contrell, and Dylan Dastrup with Central Utah Water Conservancy District, Duchesne County Residents: Tom Bruton, Jana Clyde, Ray Gines, Larry Martin, Spencer Turnbow, Daniel Roberts, Wendi Roberts, Daniel Bowman, Shanae' Bingham, Brent Bingham, Pauline Haas, Misty Roberts, and Deb Evans, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Opening Comments

(9:00 a.m.)

Chairman Miles welcomed everyone to the meeting.

Commissioner Chugg said the prayer.

Pledge of Allegiance

(9:02 a.m.)

Commissioner Greg Miles described what happened this year in history: In 1787, the US Congress adopted the Ordinance of 1787 (Northwest Ordinance), establishing the first organized US Territory, setting requirements for statehood, guaranteeing equal status with the original 13 states, outlawing slavery, and protecting civil liberties. In 1863, the anti-draft protests in New York turned violent, with over 100 people killed, including the lynching of Black individuals, 2,000 injured, and 50 buildings burned; the riots lasted for 3 days. In 1923, the Hollywood sign was officially dedicated in the hills above Hollywood, Los Angeles. In 1977, New York City experienced a 25-hour blackout. In 1985, Live Aid, held at both Wembley Stadium (London) and JFK Stadium (Philadelphia, Pennsylvania), raised over \$70 million for famine relief in Africa. Also in 1985, U.S. President Ronald Reagan underwent surgery at Bethesda Naval Hospital to remove two small benign polyps from his colon. Vice President George H. W. Bush became Acting President for 8 hours.

Public Works Update

(9:05 a.m.)

Public Works Director Mike Casper provided an update of ongoing and upcoming work. They have completed the chipping project in Pleasant Valley on 10000 South. They plan to continue the paving on Red Creek Road (CR 1). The parties discussed patching and culvert repairs that are needed throughout the County. The results on the chips should be available today or tomorrow. The contracted crack sealing project is complete for this year.

Discussion & Consideration of Purchasing Propane Tanks for the Road Department

(9:09 a.m.)

Building & Grounds Director Shane Jenkins presented two quotes for propane tanks for the new Road Department location:

- Big T Propane - \$78,929.03, this includes 3 – 1,990-gallon propane tanks with piping, regulators, fittings, compressed propane gas, and labor.
- Mountain West Propane, Inc. - \$59,572.00, this includes 3 – 2,000-gallon propane tanks with piping, regulators, fittings, compressed propane gas, and labor.

Director Jenkins spoke to Ferrel Gas, and they quoted \$24,000 to \$26,000 per tank over the phone. The parties discussed the bids and the project. *Commissioner Killian made a motion to accept the bid from Mountain West Propane, Inc. for \$59,572.00 using Fund 41. 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 Strata Networks Agreement for New Road Department Building

(9:15 a.m.)

Information Systems Director Taylor Warr presented a quote from Strata Networks for the construction and installation of Strata fiber facilities to provide Business Ultimate Broadband service to the new Duchesne County Roads Department building. This includes placement and splicing of fiber to the building demarcation point for service activation. With a new 36-month service agreement, there is no charge for the fiber construction included in the proposal. The monthly cost is \$279.99. Pher Peterson with Strata Networks explained that this is the same cost that we are currently paying for the existing road department building. The parties discussed the quote. *Commissioner Chugg made a motion to approve the Strata Networks agreement and authorize the chair to sign on behalf of the County. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Emergency Management Update

(9:17 a.m.)

Emergency Management Director Josh Phillips gave a weather update. High heat and thunderstorms are predicted this week. The Buckbasin fire has grown to about 61 acres and is about 10 miles from the Duchesne County line. There was a roadside fire on Highway 208 that was quickly contained. Engine 05 was called out to California, and about half the team went with it. The two tactical tenders are ready for pickup. There is a heat advisory, and Director Phillips has had conversations with the State about cooling centers. He did not designate a specific location at this time.

Presentation of Central Utah Water Conservancy District – Truth in Taxation

(9:24 a.m.)

Mike Whimpey, the Assistant General Manager at CUWCD, introduced himself and explained that Gene Shawcroft sent his greetings and regrets that he couldn't attend. He introduced Board Chair Shelley Brennan, Jesse Helm, Ric Contrell, Troy Ovard, and Dylan Dastrup, who joined him today. He then presented a Truth in Taxation County Report for fiscal year 2026-2027. In the packet, there is a map of the boundaries, information for the CUP Bonneville Unit features, how the district benefits the public, unanticipated/emergency replacement projects, ongoing/upcoming projects, WTP reserve revenue vs. capital replacement expenditures, CUP reserve revenue vs. capital replacement expenditures, FY 2026-2027 expenditures budget overview, FY 2026-2027 revenues budget overview, certified rate 0.000394 - \$131 million, vs. authorized rate tax revenue 0.0004 - \$133 million, a difference of \$2 million, and what it will cost the average household. For a home costing \$325,000, the certified rate is estimated at 0.000394 = \$70.43, and the proposed rate is 0.0004 = \$71.50, for a difference of \$1.07 (1.5%) annual tax increase to maintain the rate at 0.0004. \$0.09 per month. Public Hearing will be held in Roosevelt on August 24th and in Orem on August 25th at 6:00 pm. The final budget hearing will be held on August 26th at 1:00 pm.

CUWCD Chair Shelley Brennan thanked Mike for the presentation and explained that the board is very sensitive to raising taxes. They are being very diligent in conserving the infrastructure and maintaining the facilities.

Discussion & Consideration of the State of Utah Contract for the Children's Justice Center

(9:39 a.m.)

Commissioner Chugg explained the contract amendment. The funding increased from \$727,887.56 to \$952,075.56, an increase of \$224,188.00. Other updates include the scope of work and agency standard terms and conditions for goods and/or services. These changes are highlighted in yellow on the contract. The parties discussed the contract. *Commissioner Killian made a motion to accept the new contract with the State of Utah for the Children's Justice Center for the increased amount of \$224,188.00 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.*

Recess 9:43 a.m. to 9:57 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 Resolution #26-06; A Resolution Appointing Board Members to Serve on the Hanna Water & Sewer Special Improvement District

(9:57 a.m.)

The Commission received thirteen letters of interest for the Hanna Water & Sewer Special Improvement District Board: Dustin Webb, Luke Defa, Dally Defa, Spencer Turnbow, Deb Evans, Brent Crouch, Larry Martin, Ray Gines, Daniel Roberts, Brent Bingham, Dusty Simpson, Daniel Bowman, and Hal Giles. Commissioner Chugg said it was amazing to have so many interested individuals seeking to serve on the board. Currently, the board has five members, and he would like to see it increased to seven. The bylaws allow five to eleven members.

(10:03 a.m.)

Misty Roberts asked about the district's name and whether it was correct on the resolution. Deputy Attorney Grant Charles explained that it is correct; nothing has been filed to change it. Ms. Roberts also expressed her concerns about the board members being full-time residents and registered voters in Duchesne County. She said she has no trust in the board members. Bills are not being sent to customers.

Commissioner Miles asked Clerk-Auditor Chelise Curtis whether she believes all 13 individuals are qualified to serve on the board. She said yes.

(10:10 a.m.)

Commissioner Killian asked Ray Gines why he had resigned and returned. Mr. Gines said he was voted on to the board, like the rest of the board members, 6 to 7 years ago. There was a lot of unity, but now there is a lot of chaos from one individual. He was asked to stay on the board and see the projects through.

Commissioner Chugg made a motion to approve Resolution #26-06, appointing Deb Evans, Ray Gines, Larry Martin, and Brent Crouch to serve until the next election in 2027, and Hal Giles, Spencer Turnbow, and Daniel Bowman to serve until the election in 2029, for the Hanna Water & Sewer Special Improvement District. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

(10:20 a.m.)

Clerk-Auditor Chelise Curtis said that when the district hires a clerk, the district must contact her office. The district's funding is being held due to a lack of reporting.

(10:22 a.m.)

Larry Martin said he spoke to Ray Gines and asked him to return to the board because of his history with them. He has been in contact with Dave Sanderson to help get the district cleaned up and up to date.

Commissioner Chugg said they have seen similar issues with other water districts in the County. Commissioner Miles said the board members have the authority to run the board, and he would like a report on the board's performance by the end of the year.

Discussion & Consideration of the Second Amendment to the Programmatic Agreement Between the U.S.D.I. Bureau of Land Management, Utah, the Utah State Historic Preservation Officer, the Advisory Council on Historic Preservation, the State of Utah School and Institutional Trust Lands Administration, Carbon and Duchesne Counties, and HRR II Uinta, LLC, Regarding the West Tavaputs Plateau Natural Gas Full Field Development Plan in Carbon and Duchesne Counties, Utah

(10:30 a.m.)

Commissioner Miles explained that a new operator is in the area, which is the reason for the amendment. Deputy Attorney Grant Charles said he has no issues with the amendment. *Commissioner Killian made a motion to accept the Second Amendment to the Programmatic Agreement Between the U.S.D.I. Bureau of Land Management, Utah, the Utah State Historic Preservation Officer, the Advisory Council on Historic Preservation, the State of Utah School and Institutional Trust Lands Administration, Carbon and Duchesne Counties, and HRR II Uinta, LLC, regarding the West Tavaputs Plateau Natural Gas Full Field Development Plan in Carbon and Duchesne Counties, Utah, 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.*

Discussion & Consideration of County Volunteers

(10:33 a.m.)

Human Resource Generalist Tommi Mascaro presented a list of three volunteers. The parties discussed the volunteers. *Commissioner Chugg made a motion to approve the three 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 URS Roth 457(b) Automatic Enrollment, Including: 1) Review of URS Service Agreement, 2) Revision to County Policy 631, and 3) Approval of Disclosure Form with Opt Out Provision

(10:39 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park explained how the auto-enrollment will work, the option to opt out, the updates to Policy 631, and the disclosure form. Deputy Attorney Charles described the changes. The parties discussed the option for automatic enrollment and how they hope all employees take advantage of saving for their future. *Commissioner Chugg made a motion to approve the URS Service Agreement, the revisions to Policy 631, and the disclosure form with the opt-out provision. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

HR Office – Payroll

(10:46 a.m.)

Human Resource Payroll & Benefits Administrator Jamie Park presented the payroll report for the period ending July 4, 2026. A total of 238 employees were paid, with bills totaling \$631,501.78. The parties reviewed the payroll. *Commissioner Killian made a motion to approve the payroll for the period ending July 4, 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 – Vouchers

(10:49 a.m.)

Deputy Clerk-Auditor Oaklee Larsen presented the vouchers for July 13, 2026, check numbers 173455 through 173530, totaling \$1,780,901.47. The parties reviewed the submitted vouchers. *Commissioner Chugg made a motion to approve the vouchers for July 13, 2026, as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Auditor's Office – Surplus

(10:56 a.m.)

Clerk-Auditor Chelise Curtis presented surplus items from the Sheriff's Office before the meeting. There is a desk and a shelf. *Commissioner Killian made a motion to approve the surplus items 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 Board of Equalization (BOE) Valuation Changes

(10:59 a.m.)

Clerk-Auditor Chelise Curtis presented the list of BOE Adjustments and described the reasons. Parcel 00-0002-8252; this home should be primary, old tax \$3,373.71, new tax \$1,855.52. Parcel 00-0032-6260; this home should be primary, old tax \$9,546.21, new tax \$5,465.67. Parcel 00-0035-3071; this home should be primary, old tax \$3,878.73, new tax \$2,133.28. Parcel 00-0005-4886; this home should be primary, old tax \$657.29, new tax \$436.91. Parcel 00-0032-1540; this home should be primary, old tax \$1,967.43, new tax \$1,236.28. Parcel 00-0032-8560; this home should be primary, old tax \$4,844.91, new tax \$2,966.73. The parties discussed the adjustments. *Commissioner Chugg made a motion to approve the Board of Equalization's adjustments 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 July 6, 2026

(11:01 a.m.)

The parties reviewed the combined minutes of the July 6, 2026, meeting. *Commissioner Killian made a motion to approve the minutes of the July 6, 2026, meeting, 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

(11:04 a.m.)

Calendaring & Weekly Update on Events

(11:06 a.m.)

Recess 11:16 a.m. to 1:01 p.m.

Commissioner Killian made a motion to recess until the public hearing at 1:00 pm. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

Public Hearing 1:00 pm

Present –

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Deputy Attorney Grant Charles, Community Development Administrator Mike Gottfredson, and Commission Executive Assistant Melissa Hughes is taking the meeting minutes.

Commissioner Killian made a motion to enter into a public hearing. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

Ordinance #26-432; An Ordinance Amending the Appeal Authority Definition and Prohibitions, Amending the Appeal and Variance Hearing Requirements, Amending the Appeal Standard of Review, Establishing a Single Appeal Authority, and Other Amendments to the Duchesne County Code

(1:02 p.m.)

Deputy Attorney Charles explained the changes to the ordinance. The titles need to match in the ordinance and personnel files. The parties discussed the titles and how to make them work best.

Community Development Administrator Mike Gottfredson stated that the title of Planning Division Director is mentioned several times in the ordinance. There are some specifics that this person has to be qualified to make the decisions. Another change in the ordinance renames minor subdivisions as simple subdivisions (4 lots or fewer). He recommends recessing the public hearing until after July 29th, when the Planning Commission meets again.

Public Comments

(1:21 p.m.)

No public comments.

Commissioner Chugg made a motion to recess the public hearing for Ordinance #26-432; An Ordinance Amending the Appeal Authority Definition and Prohibitions, Amending the Appeal and Variance Hearing Requirements, Amending the Appeal Standard of Review, Establishing a Single Appeal Authority, and Other Amendments to the Duchesne County Code until August 10th at 1:00 pm. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

Resolution #26-05; A Resolution Establishing Compensation for Specified Executive County Officers and Department Heads of Duchesne County for the Remainder of Fiscal Year 2026

(1:23 p.m.)

The parties discussed the resolution and how the directors have received training and certifications, and continue to advance their education. The proposed increases are:

- Building Dept. Director – 6%
- Library Director – 4.5%
- Weed Department Director – 6%
- Information Systems Director – 3.5%

This would be effective from July 19, 2026, to December 31, 2026.

Public Comments

(1:23 p.m.)

No public comments.

Ordinance #26-433; An Ordinance Amending Title 9, Chapter 6, Section 3 to Correct the Public Entity Type of Duchesne County

(1:27 p.m.)

Deputy Attorney Charles explained that Duchesne County Ordinance Title 9, Chapter 6, Section 3 incorrectly refers to Duchesne County as a “municipal corporation.” Duchesne County is a political and legal subdivision of the State of Utah.

Public Comments

(1:28 p.m.)

No public comments.

Regular Session

(1:29 p.m.)

Discussion & Consideration of Resolution #26-05; A Resolution Establishing Compensation for Specified Executive County Officers and Department Heads of Duchesne County for the Remainder of Fiscal Year 2026

(1:29 p.m.)

Commissioner Killian made a motion to approve Resolution #26-05; A Resolution Establishing Compensation for Specified Executive County Officers and Department Heads of Duchesne County for the Remainder of Fiscal Year 2026. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

Discussion & Consideration of Ordinance #26-433; An Ordinance Amending Title 9, Chapter 6, Section 3 to Correct the Public Entity Type of Duchesne County

(1:32 p.m.)

Commissioner Chugg made a motion to adopt Ordinance #26-433; An Ordinance Amending Title 9, Chapter 6, Section 3 to Correct the Public Entity Type of Duchesne County. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

Adjournment

(1:33 p.m.)

Commissioner Miles stated that the end of the agenda had been reached and the forum adjourned.

Read and approved this on the 27th day of July 2026.



Greg Miles

Commission Chairman



Chelise Curtis

Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes