MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, SEPTEMBER 21, 2026, BEGINNING AT 9:02 A.M. IN DUCHESNE, UTAH

Present –

Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Grant Charles, Public Works Director Mike Casper, Public Works Deputy Director Clint Curtis, Emergency Management Director Josh Phillips, Attorney Stephen Foote, Treasurer Stephen Potter, Economic Development Director Kori Wilde, Recorder Shelley Brennan, Clerk-Auditor Chelise Curtis, Deputy Clerk-Auditor Mikele Giles, Duchesne City Mayor Deborah Herron, Human Resources Director Joe Pulica, Sheriff's Office Manager Cynthia Wardle, Deputy Clerk-Auditor Oaklee Larsen, I.T. Director Taylor Warr, Human Resourses Generalist Tommi Mascaro, and Commission Executive Assistant Melissa Hughes, who is taking the meeting minutes.

Excused – Commissioner Jeff Chugg

Opening Comments
(9:00 a.m.)

Chairman Miles welcomed everyone to the meeting.

Attorney Stephen Foote said the prayer.

Pledge of Allegiance
(9:01 a.m.)

This Day in History
(9:02 a.m.)

Chairman Miles told what happened on this day in history: In 1780, American General Benedict Arnold met with British Major John Andre to discuss surrendering West Point to the British in exchange for money and a Commission in the British Army. The plot was uncovered, Andre was captured and executed, and Arnold became infamous as a traitor. In 1776, Nathan Hale, a 21-year-old Yale graduate and schoolteacher, was arrested by British forces in occupied New York City. Hale had volunteered as a spy for the Continental Army, disguised as a Dutch schoolmaster, to gather intelligence on British troop movements. Betrayed by a cousin, he was taken into custody and hanged the following day without trial. His final words — "I only regret that I have but one life to lose for my country" — became a lasting symbol of American patriotism. In 1939, President Franklin D. Roosevelt addressed Congress to urge amendments to the Neutrality Acts in response to the outbreak of World War II in Europe History. The Neutrality Acts of 1936 and 1937 had imposed strict restrictions on the sale of arms and war materials to belligerents, reflecting strong U.S. isolationist sentiment at the time. In 1970, Monday Night Football premiered on ABC, created by Roone Arledge, with the Cleveland Browns defeating the New York Jets 31–21.

Public Works Update
(9:04 a.m.)

Public Works Director Mike Casper provided an update of ongoing and upcoming work. Rain has caused more road issues. Antelope Canyon has major issues. He has sent trucks, loaders, and graders to the area. Director Casper said some oil companies helped repair and clean roads. Asphalt sank in an area of the county. The parties discussed what could have caused the failure. During Saturday's hailstorm, some roads had 2 to 3 feet of water in crossings. They have been cleaning out and repairing culverts. More rain is forecasted this week. The work on Pole Line Road is continuing.

Discussion & Consideration of Approach Permits
(9:08 a.m.)

Public Works Deputy Director Clint Curtis presented two approach permits. A26-067 and A26-068. Deputy Director Curtis explained the locations. The parties discussed the approach permit locations. *Commissioner Killian made a motion to approve the approach permits as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Purchasing a Bucket Truck for the Road Department
(9:10 a.m.)

Public Works Director Mike Casper presented a quote from Custom Truck One Source for a 2026 Freightliner Business Class M2 106 Bucket Truck. He explained that this Missouri company is the only one he could find with new bucket trucks. The parties discussed the truck and the budget. This item has been postponed until a later meeting.

Emergency Management Update
(9:13 a.m.)

Emergency Management Director Josh Phillips gave an update. He has been addressing the water and debris flows. The Type 6 Truck is back from Texas. The Emergency Management Assistant is attending a training in Grand Junction, CO. The parties discussed the side-by-side and trailer on last week's agenda. Director Phillips obtained the three competitive bids that are required for procurement. Deputy Attorney Grant Charles said that is all that is needed, because it is under the threshold needing Commission approval.

Discussion & Consideration to Approve the Duchesne County Fair Insanity Fest Motorsports Thrill Show
(9:16 a.m.)

Commissioner Miles explained that the Fair Board would like to renew with the Insanity Fest Motorsports Thrill Show for 2027. They would like to pay half of the contract using their 2026 budget. *Commissioner Killian made a motion to proceed with the Live A Little Entertainment Group Thrill Show for $17,250 and authorize the chair to sign. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Resolution No. 26-07; A Resolution Supporting the Drafting of an Amended Project Area to Add Property in the Black Gold, Utah Inland Port Authority Project Area
(9:18 a.m.)

The parties discussed some parcels that may be added in Duchesne City. Duchesne City Mayor Deborah Herron said she met with the Inland Port Authority and explained where the parcels would be added. The parties would like to postpone the approval until all parcels from Roosevelt City and Duchesne City are complete. This item will be considered at a later meeting.

Discussion & Consideration of UAC Amicus Brief Contribution
(9:23 a.m.)

Deputy Attorney Grant Charles explained the request. UAC is hiring an attorney and would like the counties to share the cost. They are preparing case information to send to UAC. Attorney Stephen Foote thinks that Duchesne County should be involved. The parties discussed how many jurors are required and the issues it could cause if that number is increased. *Commissioner Killian made a motion to contribute to the UAC Amicus Brief. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Recess 9:28 a.m. to 9:44 a.m.

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

Discussion & Consideration of the Beer Tax Funds
(9:44 a.m.)

Sheriff's Office Manager Cynthia Wardle explained that the beer tax funds are used for ankle monitors and extra DUI shifts. They will carry over $14,299.16, for a total of $53,021.91. The parties discussed the program and funds. *Commissioner Killian made a motion to approve the annual beer tax report and renew the program for funds. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration to Revise County Policies; 604.3(b)(1)(a), 604.3(b)(1)(f), and 604.3(b)(1)(h)
(9:48 a.m.)

Human Resources Director Joe Pulica presented the proposed changes to the County Policies; 604.3(b)(1)(a), 604.3(b)(1)(f), and 604.3(b)(1)(h). The parties discussed the updates, the reasons for the changes, and when they would take effect. *Commissioner Killian made a motion to revise County Policies; 604.3(b)(1)(a), 604.3(b)(1)(f) as*

amended, and 604.3(b)(1)(h), and go into effect today. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

The parties discussed how to provide the updated policies to the employees.

Human Resources Update
(10:13 a.m.)

Human Resources Director Joe Pulica provided an update on his department. He said he has been leading the disciplinary actions; he thinks supervisors or directors should lead them. He would like to train them to determine when and where policy was broken or violated. No one knows the employees better than their supervisors.
He is also working on a better offboarding process and employee wage increase form.
The road department hired a new mechanic who starts today, and the Health Fair is on Thursday.

Discussion & Consideration of Camera System Access for Time Card Audits
(10:21 a.m.)

I.T. Director Taylor Warr explained the new camera system, the difficulty for the Clerk-Auditor when conducting time card audits, and the different options for viewing the camera system. The parties discussed that the camera system should be used only for the purpose for which it is intended or authorized.

Auditor's Office – Vouchers
(10:34 a.m.)

Deputy Clerk-Auditor Oaklee Larsen presented the vouchers for September 21, 2026, check numbers 174160 through 174220, totaling $458,317.45. The Commission reviewed the submitted vouchers. *Commissioner Killian made a motion to approve the vouchers for September 21, 2026, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

HR Office – Payroll
(10:30 a.m.)

Human Resource Generalist Tommi Mascaro presented the payroll for the period ending September 12, 2026, with 218 employees paid. The parties reviewed the payroll. *Commissioner Killian made a motion to approve payroll ending September 12, 2026, as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Consideration of Minutes of the Combined Commission Meeting held September 14, 2026
(10:39 a.m.)

Postponed by general consent.

Discussion of Possible Subjects for the Next Meeting
(10:40 a.m.)

Calendaring & Weekly Update on Events
(10:44 a.m.)

Closed Session – Strategy Session to Discuss: The Character, Professional Competence, or Physical or Mental Health of an Individual and Pending or Reasonably Imminent Litigation
(10:52 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, and Pending or Reasonably Imminent Litigation. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

Consideration to take action during the closed session
(1:00 p.m.)

No action to be taken at this time.

BOE Hearing – Tax Adjustments 1:00 pm

Present: Commissioner Greg Miles, Commissioner Tracy Killian, Deputy Attorney Grant Charles, Assessor Traci Herrera, Clerk-Auditor Chelise Curtis, and Commission Executive Assistant Melissa Hughes, who is taking the meeting minutes.

Excused – Commissioner Jeff Chugg

Commissioner Killian made a motion to go out of the regular meeting and into a Board of Equalization Hearing. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

BOE Adjustments

(1:01 p.m.)

Assessor Traci Herrera presented Stipulations of Agreement for Real Property Valuation for the following parcels: 00-0019-9848, 00-0027-5382, 00-0008-4719, 00-0019-9855, 00-0029-1942, 00-0004-0869, 00-0021-2732, 00-0004-0778, 00-0034-9230, 00-0030-2855, 00-0032-0570, 00-0035-2711, 00-0000-2729, 00-0011-9507, 00-0027-8675, 00-0003-1652, and 00-0003-4169. She explained the adjustments.

(1:05 p.m.)

Commissioner Miles moved out of the BOE Hearing and back into regular session.

Regular Session

(1:05 p.m.)

Commissioner Killian made a motion to approve the BOE Adjustments as presented. Commissioner Miles seconded the motion. Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

Adjournment

(1:07 p.m.)

Commissioner Killian made a motion to adjourn at 1:07 p.m. Commissioner Miles stated that the end of the agenda had been reached and that the motion was not contestable. The forum adjourned.

Read and approved this on the 5th day of October 2026.

Jeff Chugg
Interim Commission Chairman

Chelise Curtis
Clerk-Auditor

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes