MINUTES OF COMBINED COMMISSION WORKING & REGULAR SESSION MEETING HELD MONDAY, OCTOBER 26, 2026, BEGINNING AT 9:00 A.M. IN DUCHESNE, UTAH

Present –

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Clint Curtis with the Road Department, Public Works Director Mike Casper, Emergency Management Director Josh Phillips, Treasurer Stephen Potter, Deputy Treasurer Connie Sweat, Clerk-Auditor Chelise Curtis, Economic Development Director Kori Wilde, Assessor Traci Herrera, Chief Deputy Assessor Ginger Johnson, Deputy Assessor Cory Luttrell, Human Resources Director Joe Pulica, Community Development Planner Mike Gottfredson, Rick Coil, Jerry Lisonbee, Duchesne City Mayor Deborah Herron, UBAOG Director Laurie Brummond, and Commission Executive Assistant Melissa Hughes, who is taking the meeting minutes.

Excused – Deputy Attorney Grant Charles

Opening Comments
(9:00 a.m.)

Chairman Miles welcomed everyone to the meeting.

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

Open & Award the 2027, 2028, & 2029 Rodeo Bids
(9:02 a.m.)

Two bids were received for the 2027, 2028, and 2029 Duchesne County Fair Rodeo.

- C/J Rodeo Co - $11,700
- Broken Heart Rodeo Co, LLC - $22,000

The parties allow time for Jerry Lisonbee to review the bids. He recommended Broken Heart Rodeo Co, LLC. He explained that the contestants follow the rodeo contractor and the RMPRA. Broken Heart Rodeo Co, LLC has been the rodeo contractor for the County for the last few years. The Duchesne County Fair Rodeo has won Rodeo of the Year the last four years. The parties discussed the rodeo contractors and the experience of working with them. *Commissioner Chugg made a motion, based on past experience and the quality of participation we have received, to award the bid to Broken Heart Rodeo Co., LLC for $22,000.00 per year. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Public Works Update
(9:11 a.m.)

Clint Curtis with the Road Department provided an update of ongoing and upcoming work. Heavy rain has caused many issues on the gravel roads. He met with some landowners in Argyle Canyon about the road. There isn't much that can be done right now to repair it. The water has nowhere to go. He is working with Burdick Material, which will bring in some material. They have started moving to the new yard. The parking lot should be paved this week, as well as 2000 in Neola and State Street. They will install a culvert on 2000 this week. Clint asked whether TransWest can use a blanket bond, as other entities have

done. They have many permits for next year's transmission line installation. The parties discussed the weather and water conditions.

Discussion & Consideration of Aerial Imagery Bids
(9:15 a.m.)

Assessor Traci Herrera presented three bids for aerial imagery:

- Vexcel Imaging - $9,000.00 / year
- FINBEE TAC - $63,000 / year, annual program; $43,000 / year, biennial program
- Nearmap - $295,055.22 including two oblique captures and three vertical captures across five years. $254,799.06; all three options cover the same five areas on the same rotation, one per year.

Assessor Herrera recommended tabling the item for a week to compare the bids and what is included. The parties discussed the imagery included in the bids and the cost differences. This item will be placed on next week's agenda.

Emergency Management Update
(9:22 a.m.)

Emergency Management Director Josh Phillips provided a department update. Fires were quiet last week. The mitigation work is continuing in the Pinion Ridge area. He received three calls from residents in the area concerned about spring runoff and how the mitigation work could affect it. A mitigation burn is scheduled with the State, and they are assisting with it. Fire School is scheduled for January in St. George. He will have some firefighters attend. The parties discussed sending the fire chiefs to a leadership training. Commissioner Miles said he is concerned about the Duchesne River impacting homes with heavy runoff predicted for this coming spring. Russian Olive trees are growing in the area. He would like to see some mitigation work this winter to remove them. Director Phillips will work on obtaining the needed permits from the Army Corps. The parties discussed the water flow and how vegetation has altered it.

Discussion & Consideration of the Memorandum of Understanding and Intergovernmental Property Exchange Agreement
(9:36 a.m.)

The parties discussed the property exchange with Duchesne City and the values of the parcels for exchange. The County has an auction scheduled for November 7th. The old Road Department Building and property should be ready by December 1. *Commissioner Killian made a motion to approve the Memorandum of Understanding and Intergovernmental Property Exchange Agreement 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 Designating Interim Appeal Authorities
(9:41 a.m.)

Community Development Planner Mike Gottfredson explained that the County has advertised an RFP for an appeal authority on October 19th. The earliest an appeal authority could be appointed through the RFP process is November 16th. Four appeals have been filed; three administrative land use decision appeals are scheduled for October 28th. The appeals are for an administrative decision, not the Planning Commission's decision. He suggested having the Planning Commission designated as the interim appeal authority. The parties discussed the appeals and when they were filed. *Commissioner Chugg made a motion to designate the Planning Commission as the Interim Appeal Authority.*

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 situations and appeals they are seeing now, which they haven't seen in the past, and what is allowed on personal property as long as the conditions are met on the conditional use permits.

Discussion & Consideration to Ratify the Revitalization Fund Request
(10:03 a.m.)

Commissioner Miles explained that they requested an additional $500,000 in revitalization funds and that the remaining funds from the North Restroom and the UBAOG vehicles be swept over to the Road Department Building. *Commissioner Killian made a motion to ratify the request for $500,000 from the Revitalization Fund. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of Agreement to Advance Tax Revenue to Cover Bond Payments for Pinon Forest Special Service District
(10:05 a.m.)

Commission Executive Assistant Melissa Hughes, who chairs the Pinon Forest Special Service District, explained the need to clean and repair the well bore and pump. This cripled the district financially, and it cannot make its bond payments. She asked the County to advance $25,000 from upcoming tax revenue to pay the bond payments due at the end of October. Commissioner Miles said he also sits on the board and wanted to recuse himself. *Commissioner Chugg made a motion to approve the Agreement to Advance Tax Revenue to Cover Bond Payments for Pinon Forest Special Service District and authorize Commissioner Killian to sign on behalf of the County. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles abstained. The motion passed.*

Review of County Boards & Upcoming Expiring Seats
(10:09 a.m.)

Commission Executive Assistant Melissa Hughes presented a list of boards to which the County Commissioners appoint board members. The Uintah Basin Hospital Board, Northeastern Counseling, the Planning Commission, the Public Land Use Committee, Children's Justice Center, and TriCounty Health all have seats expiring at the end of December. The parties discussed the expiring seats. They will be advertised this week, and resumes or letters of interest will be accepted through November 27th.

Discussion & Consideration of the National Opioid Settlement Agreement Specific to Albertsons
(10:18 a.m.)

Postponed by general consent.

Recess 10:18 a.m. to 10:34 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.

Discussion & Consideration of RFP for an Independent Auditor
(10:34 a.m.)

Clerk-Auditor Chelise Curtis explained that the County is seeking proposals from qualified independent certified public accounting firms to provide annual independent auditing services. The purpose of the RFP is to provide interested firms with sufficient information to prepare responsive proposals. Firms are encouraged to provide additional information that demonstrates their qualifications and ability to provide high-quality governmental auditing services. The parties discussed the RFP and noted that the proposals are due on November 9th. *Commissioner Killian made a motion to authorize the RFP for an Independent Auditor 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
(10:38 a.m.)

Clerk-Auditor Chelise Curtis presented the surplus items from the Building & Grounds Department. The items included an old table, office chair, couch, ballot box, and standing desk attachment. 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.*

Auditor's Office – Vouchers
(10:40 a.m.)

Clerk-Auditor Chelise Curtis presented the vouchers for October 26, 2026, check numbers 174456 through 174502, totaling $291,498.60. The Commission reviewed the submitted vouchers. *Commissioner Killian made a motion to approve the vouchers for October 26, 2026, 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 the 2027 Insurance Renewals
(10:53 a.m.)

Human Resources Director Joe Pulica presented the 2027 Health Insurance Renewal rates. He presented two options and recommended option two. If the County goes with the original renewal, it would increase by 9.90%. Option 2 would increase by 4.18%. He explained the differences in the deductibles and out-of-pocket maximums. The parties discussed the insurance renewal options. *Commissioner Chugg made a motion to approve option 2 of the 2027 Health Insurance Renewal. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.*

Discussion & Consideration of an Update to Policy 613.14; Paid Administrative Leave
(11:46 a.m.)

Human Resources Director Joe Pulica presented the updated policy and explained the changes. Before placing an employee on paid administrative leave, the supervisor or department head shall consult with Human Resources to consider whether the employee can safely and appropriately perform other available work for the County. Consideration of alternative work shall not be limited by the employee's current position, job title, department, or regular job duties. The parties discussed the policy and proposed changes.

Commissioner Killian made a motion to approve the update to Policy 613.14, Paid Administrative Leave, as presented. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

Human Resources Update
(11:13 a.m.)

Human Resources Director Joe Pulica provided a department update. They hired the branch manager for the Roosevelt Library. She will start on November 9th. They are still working on the Planner position.

Consideration of Minutes of the Combined Commission Meeting held October 19, 2026
(11:15 a.m.)

The parties reviewed the combined minutes of the October 19, 2026, meeting. *Commissioner Chugg made a motion to approve the minutes of the October 19, 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
(11:24 a.m.)

Calendaring & Weekly Update on Events
(11:26 a.m.)

This Day in History
(11:27 a.m.)

Commissioner Miles told what happened on this day in History. In 1881, the Earp brothers and Doc Holliday faced the Clanton-McLaury gang in a legendary 30-second gunfight at the Okay Corral in Tombstone, Arizona, that became the most famous shootout in American frontier history. In 1861, a transcontinental telegraph line was completed, so the Pony Express officially ended its operations after 19 months, marking the end of a major U.S. Postal Service.

Recess 11:49 a.m. to 1:09 p.m.

Commissioner Chugg made a motion to recess until the 1:00 p.m. BOE Hearing. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

BOE Hearing – Tax Adjustments
(1:09 p.m.)

Present –

Commissioner Greg Miles, Commissioner Jeff Chugg, Commissioner Tracy Killian, Treasurer Stephen Potter, Clerk-Auditor Chelise Curtis, Assessor Traci Herrera, Chief Deputy Assessor Ginger Johnson, and Commission Executive Assistant Melissa Hughes, who is taking the meeting minutes.

Commissioner Killian made a motion to go into a BOE Hearing. Commissioner Chugg seconded the motion. Commissioner Killian voted aye, Commissioner Chugg voted aye, and Commissioner Miles voted aye. The motion passed.

Auditor's Office – BOE Records of Decisions

(1:10 p.m.)

Chief Deputy Assessor Ginger Johnson presented two records of decision from the Hearing Officer. Parcel 00-0011-9341 – Sizemore S Keith Trustee: The Board of Equalization is recommended to affirm the current assessed value of $112,000 for 2026. The value is equalized with the assessments of similar properties in the same market. Parcel 00-0001-1753 – Mark Hicken Investments LLC: The Board of Equalization is recommended to affirm the 2026 assessment of $325,341. The value is equalized with comparable parcels.

Auditor's Office – Tax Adjustments

(1:14 p.m.)

Treasurer Stephen Potter presented the tax adjustments and explained the reasons. Parcel 00-0032-7160 should be primary; the application is on file for a $1,688.15 credit. Parcel 00-0033-2655: the land was appraised incorrectly, for a $442.54 credit. Parcel 00-0003-1629: needed to be changed to primary for 2026 as per application for a $2,090.38 credit. Parcel 00-0017-8321: the container home is not complete; the building dept. provided verification. The property also has no electricity. This has now been removed. The owner plans to have solar for a $195.25 credit. Parcel 00-0004-1867; the home was only 10% complete on the lien date, not 36%. The owner and the building department verified this for a $1,165.64 credit. Parcel 00-0031-0528; veteran exemption refund request due to mortgage paying taxes for a $1,232.57 credit.

Discussion & Consideration of Tax Abatements

(1:18 p.m.)

Treasurer Stephen Potter presented the 2026 Individual Abatement Reports for the week ending October 23, 2026. The totals for the week are as follows: Circuit Breaker – 3 for $2,841.02; 20% Circuit Breaker – 2 for $841.52; Veterans – 5 for $8,704.14; for a total of 10 for $12,386.68.

Commissioner Miles explained the UBAOG purchased properties for low-income housing. The parcels should be exempt. Treasurer Potter will look at the parcels and present the tax adjustments next week.

Public Comments

(1:22 p.m.)

No public comments.

Chairman Miles declared the Public Hearing closed and moved the body back into Regular Session.

Commissioner Chugg made a motion to approve the two BOE records of final decision, the tax adjustments, and the tax abatements as presented. Commissioner Killian seconded the motion. Commissioner Chugg voted aye, Commissioner Killian voted aye, and Commissioner Miles voted aye. The motion passed.

DRAFT

Adjournment
(1:25 p.m.)

Commissioner Killian made a motion to adjourn at 1:25 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 2nd day of November 2026.

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

Minutes of the meeting prepared by Commission Executive Assistant Melissa Hughes

DRAFT