

**SAN JUAN TRANSPORTATION SPECIAL SERVICE DISTRICT
MEETING MINUTES**

**Monday ▪ August 7, 2023 ▪ 7:00 p.m.
117 S Main, Monticello, UT**

1. Call to Order - The special meeting of the San Juan Transportation Special Service District was called to order by George Rice at 7:05 p.m., on Monday, August 7, 2023. The following persons were present for all, or portions of the meeting.

Transportation District Board Members

Chairman: George Rice

Vice Chairman: Michael Haviken

Secretary/Treasurer:

Shane Shumway

Eric Grover

Kirk Crowley

Clerk: Cindi Holyoak

Special Service District Administrator: Kelly Pehrson

Visitors

Todd Adair

Nathan Langston

2. Minutes Approval: Motion was made by Michael Haviken to approve the minutes of the March 6, 2023 meeting. The motion was seconded by George Rice. The motion passed unanimously.

3. Board Updates: There were no updates.

4. Financial Review: Administrator Pehrson included a balance sheet for the board to review with the following summary:

\$27,436 in the checking account

\$1,145,202 in the SRS fund

\$2.5 million in the mineral lease funds

Total assets: 3.6 million.

Liabilities:

Loan of \$500,000 is down to \$236,000

CIB Bond of \$2.1 million is down to \$1,036,000

Total liabilities: \$1,272,000

Profit/Loss: Total mineral lease income

Jan - August: \$282,197.27

Federal Payments: \$334,097.80

Interest income: \$95,278.15

Total Income: \$711,573.22

Expenses:

Legal & Accounting: \$2,400

Professional Services: \$6,400

Board Stipend: \$450

Pay to other Governmental Units: \$203,000

Total Expenses: \$212,250

Net Income: \$499,323

5. Audit Review:

6. Consider Accounts Payable: All payments for approval were included in the packet for review. **Motion was made by Michael Haviken to approve the payables, as presented. The motion was seconded by Kirk Crowley and passed unanimously.**

Michael Haviken: Aye

George Rice: Aye

Erik Grover: Aye

Shane Shumway: Aye

Kirk Crowley: Aye

The motion passed unanimously.

7. Consider IT Purchases: Administrator Pehrson expressed the need to subscribe to Quickbooks Online to fulfill the accounting needs of the Transportation Special Service District . A new computer is also needed for administrative purposes. **Motion was made by Michael Haviken to approve the purchase of a new computer and subscription to Quickbooks Online. The motion was seconded by Shane Shumway and passed unanimously.**

8. Consider Funding Upcoming Projects for Bluff, Monticello, Blanding:

Blanding bid out a project which was approximately \$200,000 over budget; therefore, \$210,000 has been requested by the City.

Monticello: Nathan Langston said he is planning to finish the chip seal that was funded last year by the Transportation Dist, in September or October. For the upcoming year, he requested funding for chip seal and miscellaneous maintenance in the amount of \$121,000.

Bluff: Michael Haviken said SW Bluff needs to gravel roads and repair a collapsed area. He said Bluff also needs a consulting engineer. He is requesting \$55,000.

Motion was made by Kirk Crowley to approve as outlined. The motion was seconded by Michael Haviken and passed unanimously.

San Juan County: Todd Adair asked if he could request mineral lease funding to improve county roads that are not on the SRS routes. He said he needs roughly \$200,000 for flood damage and damage control. He will present this request in a future meeting. With SRS funding, Adair said 20 miles of school bus routes were chipped last year, for an amount of \$579,000. He requested \$350,000. **Motion was made by Michael Haviken to approve the request by San Juan County for \$350,000. The motion was seconded by Shane Shumway and passed unanimously.**

Upcoming Meeting Schedule: Nov 6, 2023

12. Other Business: None

13. Adjournment: Motion was made by Eric Grover to adjourn the meeting at 7:59 p.m. The motion was seconded by Kirk Crowley and passed unanimously.

Attest: /s/Cindi Holyoak

Approved: /s/ George Rice, Chairman 11/06/2023