

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

**Monday ▪ November 25, 2024 ▪ 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 Chairman Kirk Crowley at 7:01 p.m., on Monday, November 25, 2024. The following persons were present for all, or portions of the meeting.

Transportation District Board Members

Chairman: Kirk Crowley

Vice Chairman: Michael Haviken

Secretary/Treasurer: Shane Shumway
Mike Christensen

Eric Grover- Not Present

Clerk: Cindi Holyoak

Special Service District Administrator: Kelly Pehrson

Visitors

Todd Adair

2. Minutes Approval: Motion was made by Shane Shumway to approve the minutes of the September 9, 2024 meeting. The motion was seconded by Mike Christensen. The motion passed unanimously.

3. Public Hearing - 2025 Final Budget: Administrator Pehrson reviewed the 2025 budget which ended with anticipated revenue of \$460,000, anticipated SRS funding of \$315,000, and interest income of \$150,000, for a total of \$925,000 and total expenses equaled \$710,000. The hearing was opened to the public for discussion at 7:07 p.m. Todd Adair stated that money in savings is earning more interest than what is charged in interest, so it makes sense to leave the money in the bank rather than pay off the loans. There were no further comments. The hearing was closed at 7:08 p.m.

4. Consider 2024 Final Budget: Motion was made by Mike Christensen and seconded by Shane Shumway to approve the 2025 Final Budget.

Michael Haviken: Aye

Erik Grover: not present

Shane Shumway: Aye

Kirk Crowley: Aye

The motion passed unanimously.

5. Public Hearing - 2024 Budget Amendments: Administrator Pehrson discussed the adjustments as presented for review. He explained that mineral lease revenue came in higher than anticipated at \$457,000 but anticipated SRS funding of \$315,000 came in a few thousand dollars lower than anticipated, at \$312,000. The public hearing was opened at 7:11 p.m. There were no comments. The hearing was closed at 7:11 p.m.

6. Consider 2024 Budget Amendments: Motion was made by Shane Shumway to approve the 2024 Budget Amendments. The motion was seconded by Mike Christensen.

Michael Haviken: Aye

Erik Grover: not present

Shane Shumway: Aye

Kirk Crowley: Aye

The motion passed unanimously.

7. Consider Funding for County Road Crossing: Todd Adair discussed three engineering ideas for the crossing at Perkins costing between \$350,000 to \$100,000. He said after talking about the more expensive option, he is leaning towards the \$100,000 project which is the structures. He is hoping to get some financial help from the Transportation District and San Juan County could pay for the rest of the project. He said there were prior discussions about a CIB grant which could raise half of the funding. Administrator Pehrson said the project would need to be put on the county CIB Priority List and then public hearings would be held. He said the application period occurs once every quarter. He cautioned Todd not to waste a CIB application on a small project. Todd Adair said he would like to install four, ten-foot culverts across the bottom with concrete over the top. **Motion was made by Shane Shumway to approve \$100,000 for the road crossing project. The motion was seconded by Mike Christensen.**

Michael Haviken: Aye

Erik Grover: not present

Shane Shumway: Aye

Kirk Crowley: Aye

The motion passed unanimously.

8. Consider County School Route (SRS) Funding: Todd Adair said \$350,000 was requested for all the bus routes and work completed on them and the money was paid according to receipts submitted to Administrator Pehrson. There was discussion about requesting the 2025 amount of \$315,000 for chipping school bus routes. **Motion was made by Shane Shumway to approve \$315,000 in SRS funds for chip sealing bus routes. The motion was seconded by Mike Christensen**

Michael Haviken: Aye
Erik Grover: not present
Shane Shumway: Aye
Kirk Crowley: Aye
The motion passed unanimously.

9. Board Updates: There was no discussion.

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

\$39,628.17 in the checking account
\$821,133.03 in the SRS fund
\$2,514,265.02 in the mineral lease funds
Total assets: 3.3 million.

Liabilities:

Loan of \$500,000 is down to \$170,000
CIB Bond of \$2.1 million is down to \$750,000
Total liabilities: \$920,000

Equity:

3200 fund balance: 1,310,797.07
3250 committed capital projects: 850,000.00
Contribution (distribution) to fund balance: 294,229.15
Total Equity: 2,455,026.22

Profit/Loss: Total mineral lease income

Jan 1 - November 25, 2024:

State Mineral Lease Payment: \$307,145.88
Federal Payments: \$312,231.96
Interest Income: \$94,642.10
Capital 63B Interest Income: \$22,474.4
Total Income: \$117,116.50

Expenses:

Legal & Accounting: \$2400
Professional Services: \$12,800.00
Insurance: \$3,001
Board Stipend: \$875

Operating Costs: \$802.85

Pay to other Governmental Units: 578,014.40

Total Expenses: \$587,014.40

Net Income: \$294,229.15

Total Contribution (distribution): \$294,229.15.

11. Consider Accounts Payable: All payments for approval were included in the packet for review. **Motion was made by Mike Christensen to approve the payables, as presented. The motion was seconded by Shane Shumway and passed unanimously.**

Michael Haviken: Aye

Erik Grover: not present

Shane Shumway: Aye

Kirk Crowley: Aye

The motion passed unanimously.

12. Project Updates/Discussion:

Administrator Pehrson said he will have an analysis prepared for a CIB application for another 5 million dollar loan which can be used for new construction or overlay only.

Monticello City has plans for chip seal projects in the spring of 2025. There was discussion about a resolution for cities to show support for oil development and the current outlook for development. Administrator Pehrson discussed a lawsuit filed by the State of Utah against the Federal Government to regain control of 33% of all federal land in the State. This case will go to the Supreme Court and it is hoped that Congress will take action and free up some land for oil leases.

13. Upcoming Meeting Schedule: Mar 3, 2025 7:00 PM

14. Other Business: There was no other discussion.

15. Adjournment: Motion was made by Shane Shumway to adjourn the meeting at 7:39 p.m. The motion was seconded by Mike Christensen and passed unanimously.

Attest: /s/Cindi Holyoak

Approved: /s/ Kirk Crowley, Date: 03/24/2025