



BOARD OF COMMISSIONERS WORK SESSION MEETING

117 South Main Street, Monticello, Utah 84535. Commission Chambers

June 03, 2025, at 9:00 AM

MINUTES

The public will be able to view the meeting on San Juan County's Facebook live and Youtube channel

AUDIO: <https://www.utah.gov/pmn/files/1284033.MP3>

VIDEO: <https://www.youtube.com/watch?v=Y5btNpQj8Uw>

CALL TO ORDER

Time Stamp 0:00:13 (audio) & 0:07:58 (video)

Commission Chair Silvia Stubbs called the meeting to order at 9:09 a.m.

ROLL CALL

Time Stamp 0:00:52 (audio) & 0:8:40 (video)

Commission Chair Stubbs called for attendance:

PRESENT

Commission Chair Silvia Stubbs

Commission Vice-Chair Lori Maughan

Commissioner Jamie Harvey

STAFF

Mack McDonald, County Administrative Officer (CAO)

Lyman W. Duncan, Clerk/Auditor

Mitchell Maughan, County Attorney

Jens Nielson, Deputy County Attorney

AGENDA ITEMS

1. Commission Policy/Rules of Order Training Discussion. Johnnie Miller, UCIP

Time Stamp 0:01:08 (audio) & 0:08:53 (video)

Johnnie Miller, CEO for Utah Counties Insurance Pool. Johnnie was invited to provide training for the commission in holding public meetings. Utah Code Sec 1753206 – Separate Rules and Procedures for Conducting a Meeting – the ‘shall’ of parliamentary process. If the Separate Rules and Procedures for Conducting a Meeting are passed by the commission, then the Rule must be in paper form and be available for each public meeting and a link must be on the county website. Robert’s Rules should never be used if the governing group is less than 12 people.

Utah Code 1753207 - San Juan Policy & Procedures for the County Commission, a county commission “may” adopt rules in how to govern the county. Each commission has the right (annually) to set their own Procedures and Policy each year based on how they want to conduct their meetings.

Items for the commission to consider are should the clerk or the administrative officer set the agenda, should the chair approve what is on or off the agenda. The chair conducts the meetings and determines which motions are available. What steps occur if a quorum is not available, or when a commissioner walks out of the room for a visit or phone call, should the meeting stop or continue.

The clerk has their own section, it spells out the duties of the clerk before, during, and after the commission/public meeting.

The public comment portion of the meeting allows the public to speak. Once the public has completed speaking, they cannot speak during the business portion of the meeting. He encouraged the commission to receive public comments and to follow the agenda. The fiduciary duty of the commissioners is to vote. Roberts Rules allows the chair to make a motion if a motion is not forthcoming.

There was discussion regarding the noticing of an executive session. State code requires the motion to detail whether it is for discussion of the professional competence, mental health, or physical health of an individual or to discuss items of potential litigation. Separate the executive sessions if you have two different purposes.

The rules of conduct on how individuals are to act during the meeting. Rules for suspending the rules as far as they are in accordance with state law. Agenda items are required to be publicly noticed; any last-minute items need to be placed on another agenda on another date.

The commission has the choice of updating the citations in accordance with the Code or by date. He recommended the commission insert language regarding attorney opinions, which if followed grants legislative immunity. If given and not followed, then the commission is open to legal issues.

There was discussion that more work was needed on the policy and procedures document, so before taking a vote for the proposed policy, the commission is considering tabling the agenda item in the following commission meeting.

ADJOURNMENT

Time Stamp 1:12:50 (audio) & 1:20:35 (video)

Motion To Adjourn:

Motion made by Commission Chair Maughan, Seconded by Commission Chair Stubbs.

Voting Yea: Commissioner Stubbs, Commissioner Maughan

Absent: Commissioner Harvey

The Board of San Juan County Commissioners can call a closed meeting at any time during the Regular Session, if necessary, for reasons permitted under UCA 52-4-205

All agenda items shall be considered as having potential Commission action components and may be completed by an electronic method **In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for this meeting should contact the San Juan County Clerk's Office: 117 South Main, Monticello or telephone 435-587-3223, giving reasonable notice**

APPROVED: Silvia Stubbs
San Juan County Board of County Commissioners

DATE: 8/5/25

ATTEST: Lynne W. Owner
San Juan County Clerk/Auditor

DATE: 8/5/25