



## **BOARD OF COMMISSIONERS WORK SESSION MEETING**

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

**August 19, 2025 at 9:00 AM**

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### **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/1315947.MP3>

**VIDEO:** [https://www.youtube.com/watch?v=NCf0\\_mcY228](https://www.youtube.com/watch?v=NCf0_mcY228)

#### **CALL TO ORDER**

**Time Stamp 0:00:04 (audio) & video)**

Commission Chair Silvia Stubbs called the meeting to order at 9:23 a.m.

#### **ROLL CALL**

**Time Stamp 0:00:21 (audio) & 0:22:36 (video)**

Commission Chair Stubbs called for attendance:

#### **PRESENT**

Commission Chair Silvia Stubbs

Commission Vice-Chair Lori Maughan

Absent -Commissioner Jamie Harvey

#### **STAFF**

Mack McDonald, County Administrative Officer, (CAO)

Lyman W. Duncan, Clerk/Auditor

Jens Nielsen, Deputy County Attorney

#### **AGENDA ITEMS**

**Time Stamp 0:00:(audio & video)**

1. County Commission Policies and Procedures Discussion

**Time Stamp 0:00:32 (audio) & 0:23:04 (video)**

Johnny Miller, Legal Counsel for the Utah Counties Insurance Pool (UCIP) presented additional information regarding the commission's Policies & Procedures. For today's

discussion, Johnny split in half the Rules of Order and the Procedures for County Governance for his presentation today. He indicated Roberts Rules are to be followed when twelve (12) or more voting members are present, whereas the commission only has three (3) members.

There was a great deal of discussion as Johnny discussed his red-lined document he shared with the commissioners. He explained the reason behind his deletion of the Chair Pro Tem position (only comes into play when the Chair and Vice-Chair are absent from the meeting) therefore, the meeting only has one person in attendance, hence, no quorum. He explained the purpose of the roll call vote, rather than when they all vote yea, or nay. The signature on contracts, resolutions, ordinances and other documents means the commission approved the action or attestation rather than personal liability for the signer.

Johnny instructed the commission, clerk/auditor, and county attorney on our constitutional assigned duties. The attorney role was discussed at length and as to how they represent the county, commission, and even departments. The General Plan and the Land Use segment were discussed as to how the plan is developed. Johnny stated the Planning & Zoning Commission was established by state law, and that the planning & zoning department needs to keep updating the General Plan and all its components, rather than have the commission initiate the process.

If the commission asks the county attorney for a legal opinion on a contract and then chooses to go against from the legal opinion, then they lose legal immunity. The administrative law judge (ALJ) role was discussed regarding their legal opinions.

## ADJOURNMENT

**Time Stamp 1:32:51 (audio) & 1:53:23 (video)**

Motion to adjourn:

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

Voting Yea: Commission Chair Stubbs, Commission Vice-Chair Lori Maughan

\*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:   
San Juan County Board of County Commissioners

DATE: 9/2/25

ATTEST:   
San Juan County Clerk/Auditor

DATE: 9/2/25