

Minutes of the Meeting of the Daggett County Municipal Building Authority held on **Tuesday, January 6, 2026** in the Commission Chambers in the Daggett County Courthouse at 95 North 1st West in Manila, Utah and through electronic means. Board Members Matt Tippetts, Jack Lytle and Randy Asay attended in person. Clerk Larinda Isaacson, Auditor Keri Pallesen and Attorney Kent Snider attended in person. The meeting was called to order at 9:55 am by Board Member Tippetts.

**Present In Person:** Bryan Gibson

**Present Online or by Phone:** Conner Haus, Mechelle Miller, Kurtis Shawcroft

**Approve MBA Minutes:** The MBA minutes from Tuesday, December 23, 2025 were made available by the Clerk's Office for review by the Board Members. Board Member Lytle motioned to approve the minutes for December 23, 2025. Board Member Asay seconded the motion. The Board Members voted as follows on the motion.

|                        | Yes | No | Abstained | Absent |
|------------------------|-----|----|-----------|--------|
| Board Member Tippetts: | X   |    |           |        |
| Board Member Lytle:    | X   |    |           |        |
| Board Member Asay:     |     |    | X         |        |

The motion carried.

### Issue Updates

**Water Treatment Plant:** Board Member Lytle stated that things are moving forward.

**New Clinic:** The building is looking beautiful. Windows will be coming on the 8th January.

**Citizen Comments:** No citizen comments at this time.

**MBA Cash Summary and MBA Accounts Receivable Report:** The MBA Cash Summary and MBA Accounts Receivable Report was provided by the Recorder/Treasurer's Office and reviewed by the Board Members. Board Member Lytle motioned to acknowledge receipt of the MBA Cash Summary Dated January 2, 2026 and MBA Accounts Receivable Report. Board Member Asay seconded the motion. The Board Members voted as follows on the motion:

|                        | Yes | No | Abstained | Absent |
|------------------------|-----|----|-----------|--------|
| Board Member Tippetts: | X   |    |           |        |
| Board Member Lytle:    | X   |    |           |        |
| Board Member Asay:     | X   |    |           |        |

The motion carried.

**MBA Open Invoice Register:** The MBA Open Invoice Register was provided by the Auditor's Office and reviewed by the Board Members. Board Member Lytle motioned to approve the MBA Open Invoice Register dated January 5, 2026 in the amount of \$377,445.71. Board Member Asay seconded the motion. The Board Members voted as follows on the motion:

|                        | Yes | No | Abstained | Absent |
|------------------------|-----|----|-----------|--------|
| Board Member Tippetts: | X   |    |           |        |
| Board Member Lytle:    | X   |    |           |        |
| Board Member Asay:     | X   |    |           |        |

The motion carried.

**MBA Disbursement Summary:** The MBA Disbursement Summary was provided by the Auditor's Office and reviewed by the Board Members. Board Member Lytle motioned to acknowledge receipt of the MBA Disbursement Dated December 18, 2025 to January 5, 2026 in the amount of \$14,659.06. Board Member Asay seconded the motion. The Board Members voted as follows on the motion:

|                        | Yes | No | Abstained | Absent |
|------------------------|-----|----|-----------|--------|
| Board Member Tippetts: | X   |    |           |        |
| Board Member Lytle:    | X   |    |           |        |
| Board Member Asay:     | X   |    |           |        |

The motion carried.

**Purchase Request:** There were no purchase requests at this time.

**Correspondence / Calendar:** There is a Clinic meeting on Thursday. Board Member Lytle will be attending a CIB Meeting Thursday the 8th at 8:30 am.

**Discussion and Consideration of Change Orders And Construction Change Directives For The Daggett County Health Business And Community Center (DCHBCC):**  
There were no change orders or directives for this week.

**Discussion and Consideration Of Change Order #2 For The Dutch John Water Treatment Plant:** Time was given to Kurtis Shawcroft with SunRise. Board Member Lytle motioned to accept Change Order # 2 for the Dutch John Water Treatment Plant in the amount of \$3,719.75. Board Member Asay seconded the motion. The Board Members voted as follows.

|                        | Yes | No | Abstained | Absent |
|------------------------|-----|----|-----------|--------|
| Board Member Tippetts: | X   |    |           |        |
| Board Member Lytle:    | X   |    |           |        |
| Board Member Asay:     | X   |    |           |        |

The motion carried.

**There was no need for a closed session.**

With nothing further to consider, Board Member Tippetts adjourned the meeting by acclamation at 10:34 am.

/s/Matt Tippetts  
Board Member/Matt Tippetts

/s/Larinda Isaacson  
Clerk/Larinda Isaacson

/s/Randy Asay  
Board Member/Randy Asay

/s/Jack Lytle  
Board Member/Jack Lytle