

AGENDA

Monday, March 23, 2026, at 7:00 pm
San Juan Transportation Special Service District Meeting
117 S Main, Monticello, Utah 84535

1. Welcome and Call to Order
2. Public Comment
3. Welcome to new faces
 - a. Melissa Gill - Secretary
 - b. Lloyd Wilson - Board Member from Spanish Valley
4. Consider for Approval: November 24, 2025, Minutes (action)
5. Review Funding Requests (discussion/action)
6. Consider for Approval: Payables and Funding Requests (action)
7. Financial Review, Including Potential Funding Requests for 2026 (action)
8. Consider for Approval: Matching B&C Road Funds for the Municipalities for 2026 (discussion/action)
9. Discuss Improving Fraud Prevention for the District (discussion)
10. Discuss Potential Change to Bylaws to Eliminate Terms of Board Members, as suggested by Commissioner Maughan (discussion)
11. Other Business and Administrative Communications (discussion)
12. Upcoming Meeting Schedule (information)
13. Upcoming Agenda Items (information)
14. Adjournment (action)

/s/ Melissa Gill, CMC, UCC

THE PUBLIC IS INVITED TO ATTEND ALL SAN JUAN COUNTY TRANSPORTATION MEETINGS. In accordance with the Americans with Disabilities Act, anyone needing special accommodations to attend a meeting may contact Melissa Gill, 435-587-2271 ext. 12, at least three working days prior to the meeting. SJC Transportation District may adjourn to closed session by majority vote, pursuant to Utah Code §52-4-4 & 5. The order of agenda items may change to accommodate the needs of the City Council, the staff, and the public.

Kirk Crowley

From: Melissa Gill
Sent: Monday, February 9, 2026 11:43 AM
To: Kirk Crowley
Subject: Expression of Interest - Recorder Position

Dear Members of the Board of Transportation,

I am writing to express my interest in the Recorder position. I currently serve as the Recorder for the City of Monticello and intend to continue in this role while extending my service to the Board.

My experience includes maintaining official records, composing, attesting, and issuing legal documents, performing secretarial duties, and serving as ex-officio auditor and election officer. I take pride in accuracy, organization, and ensuring compliance with all statutory requirements.

Thank you for your time and consideration. I would welcome the opportunity to serve the Board.

Sincerely,
Melissa Gill, CMC, UCC
Monticello City Recorder
435-587-2271 Ext. 12



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

**Monday ▪ November 24, 2025 ▪ 7:00 p.m.
117 S Main, Monticello, UT**

1. Call to Order - The meeting of the San Juan Transportation Special Service District was called to order by Michael Havikan, at 7:13 p.m., on Monday, November 24, 2025. The following persons were present for all, or portions of the meeting.

Transportation District Board Members

Chairman: Eric Grover - excused

Vice Chairman:

Secretary/Treasurer:

Michael Haviken

Shane Shumway

Mike Christiansen

Lori Maughan

Clerk: Cindi Holyoak

Special Service District Administrator: Kirk Crowley

Visitors

Todd Adair

2. Consider Minutes Approval:

Motion was made by Shane Shumway to approve the minutes of September 09, 2025. The motion was seconded by Mike Christensen and passed unanimously.

3. 2025 Amended Budget Hearing - Michael Haviken opened the 2025 Amended Budget hearing at 7:17 p.m. Administrator Crowley explained that the proposed amended budget in the yellow column adjusted the original budget to align more closely with actual 2025 spending, noting that incoming funds were slightly lower than anticipated. Administrator Crowley revised the interest income projection to \$155,000 and adjusted expenses, noting that while \$710,000 was budgeted for payments to governmental units, only \$376,000 was paid out, including \$350,000 to the county and \$26,000 to the cities so far.

Kirk noted that \$100,000 previously allocated to the county for the Perkins Crossing project has been spent and that the county will send a bill for it before year-end, which should be included in the amended budget. Michael Haviken mentioned that Bluff's project would cost about \$130,000, and they would look for a 50% match of \$65,000. Kirk clarified that the district funds up to 50% of the C road amount they get, based on completed, invoiced work.

There was no further public comment. Michael Haviken closed the hearing for the amended budget at 7:23 p.m.

4. Consider 2025 Amended Budget Hearing - Motion was made by Shane Shumway to approve the 2025 Amended Budget. The motion was seconded by Michael Haviken and passed unanimously.

Michael Haviken - Aye

Shane Shumway - Aye

Mike Christiansen - Aye

Eric Grover - not present

The motion passed unanimously.

5. 2026 Final Budget Adoption Hearing - Michael Haviken opened the 2026 Final Budget Adoption hearing at 7:24 p.m. Administrator Crowley discussed the uncertainty surrounding State Mineral Lease payments, noting that only \$22,000 of the budgeted \$320,000 has been received, with no guarantee of receiving the missed 2025 funds in 2026 due to controversies in Washington. They clarified that the missing funds are from the federal SRS payments, not the state mineral lease payments, which are projected at \$362,000 for 2026. There were no public comments. The hearing was closed at 7:37 p.m.

6. Consider 2026 Final Budget Adoption - Motion was made by Mike Christiansen to approve the 2026 final Budget. The motion was seconded by Michael Haviken and opened for discussion.

Michael Haviken - Aye

Shane Shumway - Aye

Mike Christiansen - Aye

Eric Grover - Not Present

The motion passed unanimously.

7. Financial Review - Administrator Crowley reported total overall funds of over \$3.3 million, including an operating account balance of \$17,000, the PTIF (SRS restricted funds) at \$530,000, and another project account with \$2.7 million. Additionally, the total outstanding loan balances have been reduced to \$741,000 from an initial \$2.6 million.

8. Consider Payables - Administrator Crowley presented the list of payables, excluding those approved on September 29th. Expenses since the last meeting totaled \$194,000, with most of that amount being note payments of \$1,575 and \$33,000 to the Utah State Division of Finance. The list also included operational expenses and stipends for staff and board members.

Motion was made by Shane Shumway to approve the payables as presented. The motion was seconded by Mike Christensen and passed unanimously.

Michael Haviken - Aye
Shane Shumway - Aye
Mike Christiansen - Aye
Eric Grover - not present
The motion passed unanimously.

9. Funding Requests/Municipalities Balances - Administrator Crowley mentioned that the county might request an additional \$75,000 from the mineral money next year for the Alkali road project. This project involves installing larger culverts to mitigate flooding and silt issues, similar to work done at Perkins.

10. Administrative Communication - Administrator Crowley reported that Lloyd Wilson from Spanish Valley agreed to serve on the board if the board desires northern county representation. The board needs to clarify the process for appointing new members and update the board member list, which Kirk noted is currently inaccurate on the website. Michael Haviken requested that the bylaws and board member list updates be added to the agenda for the next meeting. Kirk agreed to find the most current bylaws, noting that existing bylaws from 2018 may not reflect current practices regarding designated zones and appointments. The current bylaws specify four representatives in designated zones and one appointed by the San Juan County Commission. Shane Shumway mentioned past efforts to redistrict to spread out representation. Kirk Crowley suggested that current board members represent the south and central areas, and an appointee is needed for the north end of the county. Shane noted the cities might prefer representation by council members, but Administrator Crowley confirmed it is not a requirement in the existing bylaws. The board decided to schedule the next meeting for February 2nd to review letters of interest from potential new board members, aiming to have a fully reconstituted board at the subsequent regular meeting on March 2nd. Administrator Crowley will put a public notice in the newspaper and on the state website for at least two weeks to solicit letters of interest. Michael Haviken will circulate their copy of the updated bylaws.

7. Upcoming Meeting Schedule: Feb 2, 2026 7:00 PM (Live-In person)

8. Other Business: There was no other discussion.

9. Adjournment: Motion was made by Shane Shumway to adjourn the meeting at 8:03 p.m. The motion was seconded by Mike Christensen and passed unanimously.

Attest: /s/Cindi Holyoak

Approved: /s/ Michael Haviken, Chairman Protempore, Date: Feb 2, 2026

Kirk Crowley

From: James Francom <jfrancom@blanding-ut.gov>
Sent: Monday, March 9, 2026 4:25 PM
To: kcrowley@armada3pl.com
Cc: Patrick Parsons; Pratt Redd
Subject: Re: San Juan Transportation Special Service District Funding
Attachments: 20250822 INV 29344 HE.pdf; 20250822 INV 29345 HE.pdf; 20250916 INV 29809 HE.pdf; 20260127 INV10251 Maxwell Products (p).pdf; 20251103 INV9717 Maxwell Products processed update billing info.pdf; 20251015 INV 1 CJ Crack Seal.pdf; 20260113 INV 4 CJ Crack Seal #4.pdf; 20251104 INV 2 CJ.pdf; 20260105 INV 3 CJ Crack Seal #3.pdf; 20251117 INV 18050412 BG.pdf

Kirk,

Thanks for the quick response and the information. For some reason I thought we were approved for \$275,000 instead of the \$254,481.40 available, but I am guessing the information was just an estimate. The \$257,374 amount was from previous project receipts above and beyond what was needed when we were last funded in 2024. To keep it simple we can just look at current expenses. I attached the receipts for the most recent Crack Seal Project for approval at your next board meeting.

James Francom
Financial Director
Blanding City
435-678-2791 ext 3485

On Mon, Mar 9, 2026 at 1:06 PM Kirk Crowley <kcrowley@armada3pl.com> wrote:

James,

Good afternoon.

Attached is my tracking spreadsheet where I track the Road B & C funds that are coming in, and how much has been paid out to the units. The spreadsheet may be a little difficult to follow, so feel free to call me if you want to go through it together. Here are a few things to note.

1. The Road B&C funding on a state-wide basis has been announced through December. You can see this on the tab labeled "FY26".
2. The Transportation District Board has approved a match of Road B&C funds for 2025, but we have not yet approved a match for 2026. I anticipate that we will do that at the next board meeting, on March 23rd, but I can't speak for the board. I will ask them for that approval.
3. As of 12/31/25, Blanding has \$254,481.40 in available, approved funds, that have not been distributed. See the "Summary" tab in the spreadsheet and look at the numbers in green.

4. The last time that Blanding received funds from the Transportation District was 11/1/24, according to my records (see the tab labeled "QB Pmt to Units). That payment is reflected in the total balance available.
5. The District will match 50% of a project's cost, up to the amount of the funds available. Based on that formula, you would need to submit invoices equal to or more than \$508,962.80 in order to get the full amount available to you at the current time. Based on your email, you have more than that in the Road Crack Seal project that you referenced.
6. If you would like to get a distribution of that amount now, please send me copies of the invoices from the project, as well as a formal request for the funds that are available, up to \$254,481.40. We have a board meeting on March 23rd, and I can get that distribution approved then as long as I have what is needed prior to that day.
7. As far as funds available for next year, we don't know the total amount of B&C road funds that will be paid out yet. Also, the Board hasn't approved those funds to be distributed yet, but I expect that they will at the March 23rd meeting. In 2025, Blanding's allocation was \$254,481.40. I expect the number for 2026 will be that much or a little more. It probably won't hit \$275,000.00, but it won't be too far off.
8. In your email you state that you will carry over \$226,772 to next year. I'm not understanding what you are saying there, but maybe you can help me understand. For round numbers, let's say the amount of B&C road funds will be \$260,000 for 2026. You would need \$520,000 of projects in order to draw what is available (using my round number, which is not exact). The funds don't necessarily need to be used in the year that they are received by the District. The balance can carry forward.

Let me know if you have questions about this. I would love for you guys to have someone at the Board meeting on March 23rd. I think we have been inviting Patrick, but if you would like to come, we can send you an invitation as well. My phone number is (435) 459-2302 if you want to discuss any of this.

Thank you,

Kirk Crowley

From: James Francom <jfrancom@blanding-ut.gov>
Sent: Monday, March 9, 2026 11:16 AM
To: Kirk Crowley <kcrowley@armada3pl.com>
Cc: Patrick Parsons <pparsons@blanding-ut.gov>; Pratt Redd <predd@blanding-ut.gov>
Subject: Re: San Juan Transportation Special Service District Funding

According to my records we had \$257,374 in carryover expenses from the previous year and needed to incur \$292,626 in expenses to receive the full \$275,000 for this year. I have attached the expenses from

our Road Crack Seal project which totaled \$519,398.11. Therefore, we should carry over \$226,772 to next year. Please let me know if you need any additional information or documentation.

Thanks,

James Francom

Financial Director

Blanding City

435-678-2791 ext 3485

On Thu, Aug 28, 2025 at 12:11 PM Kirk Crowley <kcrowley@armada3pl.com> wrote:

Patrick,

Give me a call when you have a few minutes. 435-459-2302.

Thank you,

Kirk

Sent from my mobile phone.

From: Patrick Parsons <pparsons@blanding-ut.gov>
Sent: Thursday, August 28, 2025 12:08:57 PM
To: kcrowley@armada3pl.com <kcrowley@armada3pl.com>
Cc: James Francom <jfrancom@blanding-ut.gov>
Subject: Re: San Juan Transportation Special Service District Funding

Hey Kirk,

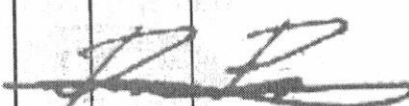
HOLLAND EQUIPMENT CO.



DELIVERY TICKET

Date	S.O. No.
8/22/2025	29344

2870 WEST 2100 SOUTH - SLC, UT 84119
 PHONE: (801) 972-1601 - FAX: (801) 972-6730

Name / Address				Ship To			
BLANDING CITY 50 WEST 100 SOUTH BLANDING, UT 84511				PRESTON			
Customer P.O...	Terms	Rep	Ship Date	Ship Via	FOB	Order taken by	
	Net 30	004	8/22/2025	JAMIE	SLC	JAMIE	
Ordered	Shi...	B/O	Item Number	Description	Rate	Amount	
1			D185T4F	ROTAIR 185 CFM AIR COMPRESSOR S/N C47696 SPECIAL PRICING ON UNIT IN STOCK	24,375.00	24,375.00	
 Streets - This is part of the Crack Seal Project				Subtotal Tax (8.45%) Total		\$24,375.00 \$0.00 \$24,375.00	
WE APPRECIATE YOUR BUSINESS! PLEASE EXAMINE THIS RECEIPT PROMPTLY. IF NO ERRORS ARE REPORT'D WITHIN 10 DAYS, THE INVOICE WILL BE CONSIDERED CORRECT. PLEASE INCLUDE ORDER NUMBER OR INVOICE NUMBER WITH PAYMENT. AMOUNT PAID BEYOND TERMS LISTED ON INVOICE ARE SUBJECT TO A 1.5% MONTHLY FINANCE CHARGE. IF THIS IS TO BE PAID BY A CREDIT CARD, A 3% CONVENIENCE FEE WILL BE ADDED				ACKNOWLEDGE RECEIPT OF GOODS The undersigned hereby acknowledges receipt & delivery of goods described herein and that goods are complete & without defect. Signed _____ Date _____ Print Your Name Above			

PGR


HOLLAND EQUIPMENT CO.



DELIVERY TICKET

Date	S.O. No.
8/22/2025	29345

2870 WEST 2100 SOUTH - SLC, UT 84119
 PHONE: (801) 972-1601 - FAX: (801) 972-6730

Name / Address				Ship To			
BLANDING CITY 50 WEST 100 SOUTH BLANDING, UT 84511				PRESTON			
Customer P.O. No.	Terms	Rep	Ship Date	Ship Via	FOB	Order taken by	
	Net 30	004	9/17/2025	JAMIE	SLC	JAMIE	
Ordered	Shi...	B/O	Item Number	Description	Rate	Amount	
1			311-021-902	CIMLINE 230 GALLON CRACK SEALER TRAILER APPLICATOR , DIESEL, HEATED HOSE, 2022 M-SERIES UPDATE COMES WITH THE FOLLOWING - ENGINE COVER M-SERIES WITH PUMP - LED FLASHING ARROW BOARD, M1 / M2 - SPARE PARTS KIT, ON BOARD MOUNTED M-SERIES - OPERATOR HORN COMMUNICATION FROM WAND ALL ***ABOVE IS UNIT CURRENTLY IN STOCK WITH ABOVE OPTIONS INCLUDED**** M2 OPTIONS ABOVE PRICING IS ONLY GOOD ON CURRENT MODEL IN STOCK SINCE WE ARE NOW BEING ASSESSED A 3-1/2% TARIFF ON UNITS GOING FORWARD THAT WILL BE ADDED 81925JE1 S/N 1G92M1528SM119123	82,900.00	82,900.00	
 Streets - This is part of the Crack Seal Project				Subtotal Tax (8.45%) Total		\$82,900.00 \$0.00 \$82,900.00	
<p align="center">WE APPRECIATE YOUR BUSINESS!</p> <p>PLEASE EXAMINE THIS RECEIPT PROMPTLY. IF NO ERRORS ARE REPORTED WITHIN 10 DAYS, THE INVOICE WILL BE CONSIDERED CORRECT. PLEASE INCLUDE ORDER NUMBER OR INVOICE NUMBER WITH PAYMENT. AMOUNT PAID BEYOND TERMS LISTED ON INVOICE ARE SUBJECT TO A 1.5% MONTHLY FINANCE CHARGE.</p> <p align="center">IF THIS IS TO BE PAID BY A CREDIT CARD, A 3% CONVENIENCE FEE WILL BE ADDED</p>				<p align="center">ACKNOWLEDGE RECEIPT OF GOODS</p> <p>The undersigned hereby acknowledges receipt & delivery of goods described herein and that goods are complete & without defect.</p> <p>Signed _____ Date _____</p> <p align="center">Print Your Name Above</p>			

HOLLAND EQUIPMENT CO.



DELIVERY TICKET

Date	S.O. No
9/16/2025	29809

2870 WEST 2100 SOUTH - SLC, UT 84119
 PHONE: (801) 972-1601 - FAX: (801) 972-6730

Name / Address	Ship To
BLANDING CITY 50 WEST 100 SOUTH BLANDING, UT 84511	PRESTON

Customer P.O. No.	Terms	Rep	Ship Date	Ship Via	FOB	Order taken by
	Net 30	004	9/16/2025	JAMIE		JAMIE / SIERRA

Ordered	Shi...	B/O	Item Number	Description	Rate	Amount	
1			1125-5-100	HANDCRANK REEL FOR 1-1/4" OD X 100', 3000 PSI	671.32	671.32	
2			12-CHG2-MI	3/4" BARB X CHICAGO 2 LUG MALLEABLE IRON	13.32	26.64	
1			CHG2-12FP-MI	MALLEABLE IRON CHCG-2 LUG X 3/4" FPT AM8	14.64	14.64	
100			3/4" DUROFLEX	3/4" DURO FLEX 250 RED, 12GLX-12MP-12MP SPAGHETTI - STANDARD (FEET)	3.9751	397.51	
				91225JE2			
				REF: ELGI 185CFM AIR COMPRESSOR SO 29344			
						Subtotal	\$1,110.11
						Tax (8.45%)	\$0.00
						Total	\$1,110.11

[Handwritten Signature]

Streets - This is part of the Crack Seal Project

PGR

WE APPRECIATE YOUR BUSINESS!

PLEASE EXAMINE THIS RECEIPT PROMPTLY. IF NO ERRORS ARE REPORTED WITHIN 10 DAYS, THE INVOICE WILL BE CONSIDERED CORRECT. PLEASE INCLUDE ORDER NUMBER OR INVOICE NUMBER WITH PAYMENT. AMOUNT PAID BEYOND TERMS LISTED ON INVOICE ARE SUBJECT TO A 1.5% MONTHLY FINANCE CHARGE.

IF THIS IS TO BE PAID BY A CREDIT CARD, A 3% CONVENIENCE FEE WILL BE ADDED

ACKNOWLEDGE RECEIPT OF GOODS

The undersigned hereby acknowledges receipt & delivery of goods described herein and that goods are complete & without defect.

Signed _____ Date _____

Print Your Name Above



**MAXWELL
PRODUCTS**

INVOICE

#INV10251 DATE: 01/27/2026

City of Blanding
50 West 100 South
Blanding UT 84511
United States

SHIP TO:
City of Blanding
50 West 100 South
Blanding UT 84511
United States

SALES REP: **PAYMENT TERMS:** Net 30 **SHIP DATE:** 01/27/2026 **DUE DATE:** 02/26/2026

ITEM	QTY	RATE	AMOUNT	TAX RATE
Nuvo CS B (PolySkin)	46,810 lb	\$0.55	\$25,745.50	0%
Freight	1 ea	\$1,100.00	\$1,100.00	0%

SUB TOTAL: \$26,845.50

SALES TAX: \$0.00

TOTAL: \$26,845.50

CREDIT/PAYMENTS: \$0.00

Buyer is responsible for all applicable sales and use taxes.

BALANCE DUE \$26,845.50

REMIT TO: Maxwell Products 650 South Delong St. Salt Lake City, UT 84104 | Phone: 801.972.2090 | Fax: 801.972.5536 | Toll-Free: 800.266.2090

RETURN POLICY

No goods will be accepted without prior consent in writing from Maxwell Products. Pallets must be unopened with original labeling intact in like-new condition. All returns must be freight prepaid by the customer and returned within 30 days of the original shipment/receipt. Credit for returned material will be applied to future purchases. Some specialty or made-to-order products may not be returnable.

[Handwritten Signature] PGR

40747 ROADS PROJECTS - Crack Seal material for the road project



**MAXWELL
PRODUCTS**

INVOICE

#INV9717 DATE: 11/03/2025

City of Blanding
50 West 100 South
Blanding UT 84511
United States

SHIP TO:
City of Blanding
50 West 100 South
Blanding UT 84511
United States

SALES REP: Chris Robb

PAYMENT TERMS: Net 30

SHIP DATE: 11/03/2025

DUPLICATE DATE: 12/03/2025

ITEM	QTY	RATE	AMOUNT	TAX RATE
Nuvo CS B (PolySkin)	46,707 lb	\$0.55	\$25,688.85	0%
Winter Sale Discount	46,707 ea	(\$0.05)	(\$2,335.35)	0%
- Freight	1 ea	\$1,150.00	\$1,150.00	0%

SUB TOTAL: \$24,503.50

SALES TAX: \$0.00

TOTAL: \$24,503.50

CREDIT/PAYMENTS: \$0.00

Buyer is responsible for all applicable sales and use taxes

BALANCE DUE \$24,503.50

REMIT TO: Maxwell Products 650 South Delong St. Salt Lake City UT 84104 | Phone: 801.972.2090 | Fax: 801.972.5536 | Toll-Free: 800.266.2090

RETURN POLICY

No goods will be accepted without prior consent in writing from Maxwell Products. Pallets must be unopened with original labeling intact in like-new condition. All returns must be freight prepaid by the customer and returned within 30 days of the original shipment/receipt. Credit for returned material will be applied to future purchases. Some specialty or made-to-order products may not be returnable.

[Handwritten Signature] PGR

**YOUR ACCOUNT
IS PAST DUE**
We would appreciate your
payment today!

40747 Road Project - Crack Seal Material



CJ Crack Seal

Carlson + Johnson

2032 West 1040 South, Lehi Ut 84043
385-312-2988 - cjcrackseal@gmail.com

Invoice

Prepared Date 10/15/2025

Blanding City Crack Seal Invoice 1

50 West 100 South
Blanding Utah 84511

Item	QTY		Unit Price	Total
Mobilization and Material	1	Lump Sum	\$ 51,200.00	\$ 51,200.00

\$ 51,200.00

General Notes:

Does not include remove or replace of asphalt, unless specified above.

This price only includes 2 Mobilizations

Contractor License Number is: **11435123-0160**

Payment shall be made 30 days from invoice date

This bid is based on the cost of Fuel, and Oil on bid day. Any cost increase will be passed through the Owner

This bid proposal is based on the acceptance of all items detailed above. This Proposal is strictly limited to the scope of work outlined above. If accepted, this proposal will become a contract

ACCEPTED:	
The above prices, specification and conditions are satisfactory and hereby accepted	
Buyer:	Pratt Redd - City Manager
Signature:	<i>PGR</i>
Date of Acceptance:	10.15.2025

Confirmed by CJ Crackseal	
Signature:	
Date of Acceptance:	



Carlson + Johnson
2032 West 1040 South, Lehi Ut 84043
801-874-6327 - cjcrackseal@gmail.com

PGR

Invoice

Prepared Date 1/13/2026

Blanding Crack Seal Project #4
Second Truck Load of 21 Pallets of Crack Seal
Blanding Utah

4040747 - Roads Project

Item	QTY		Unit Price	Total
Crack Seal -Billed per Pallet, Includes blow out and clean cracks and fill with hot rubberized asphalt, Traffic Control	21	Pallet	\$ 4,800.00	\$ 100,800.00

\$ 100,800.00

General Notes:

Does not include remove or replace of asphalt, unless specified above.
 This price only includes 2 Mobilizations
 Contractor License Number is: **11435123-0160**
 Payment shall be made 30 days from invoice date
 This bid is based on the cost of Fuel, and Oil on bid day. Any cost increase will be passed through the Owner
 This bid proposal is based on the acceptance of all items detailed above. This Proposal is strictly limited to the scope of work outlined above. If accepted, this proposal will become a contract

ACCEPTED:
The above prices, specification and conditions are satisfactory and hereby accepted
Buyer:
Signature:
Date of Acceptance:
Confirmed by CJ Crackseal
Signature:
Date of Acceptance:



CARLSON + JOHNSON
CRACK FILL & SEAL COAT

Carlson + Johnson

2032 West 1040 South, Lehi Ut 84043
385-312-2988 - cjcrackseal@gmail.com

Invoice

Prepared Date 11/4/2025

Blanding City Crack Seal Invoice 2

50 West 100 South
Blanding Utah 84511

Item	QTY		Unit Price	Total
Mobilization and Material	1	Lump Sum	\$ 102,400.00	\$ 102,400.00

\$ 102,400.00

General Notes:

Contractor License Number is: **11435123-0160**
Payment shall be made 30 days from invoice date

ACCEPTED:	
The above prices, specification and conditions are satisfactory and hereby accepted	
Buyer: <i>PGR</i>	40747 ROADS PROJECTS
Signature:	
Date of Acceptance:	



Carlson + Johnson
 2032 West 1040 South, Lehi Ut 84043
 801-874-6327 - cjcrackseal@gmail.com

Invoice

Prepared Date 1/5/2026

Blanding Crack Seal Project #3
 Second Truck Load of 21 Pallets of Crack Seal
 Blanding Utah

Item	QTY		Unit Price	Total
Crack Seal -Billed per Pallet, Includes blow out and clean cracks and fill with hot rubberized asphalt, Traffic Control	21	Pallet	\$ 4,800.00	\$ 100,800.00

#####

General Notes:

Does not include remove or replace of asphalt, unless specified above.
 This price only includes 2 Mobilizations
 Contractor License Number is: **11435123-0160**
 Payment shall be made 30 days from invoice date
 This bid is based on the cost of Fuel, and Oil on bid day. Any cost increase will be passed through the Owner
 This bid proposal is based on the acceptance of all items detailed above. This Proposal is strictly limited to the scope of work outlined above. If accepted, this proposal will become a contract

ACCEPTED:
The above prices, specification and conditions are satisfactory and hereby accepted
Buyer:
Signature:
Date of Acceptance:
Confirmed by CJ Crackseal
Signature:
Date of Acceptance:

[Handwritten Signature] PGR

40747 ROADS PROJECTS - Crack Seal Project



Blades Group
 3 FM 1403
 Uvalde, Tx 78801
 accounting@bladesgroupllc.com

Invoice

Date	Invoice #
11/17/2025	18050412

Bill To
City of Blanding, UT 50 West 100 South Blanding, UT 84511

Ship To
City of Blanding, UT 576 W 550 N Blanding, UT 84511

P.O. Number	Terms	Due Date	Ship Date	Shipping Meth...	Tracking No
Verbal - Preston Gr...	Net 30	12/17/2025	11/17/2025	SAIA	771188398804

Product	Description	Quantity	U/M	Price Each	Amount
RA-50	RockAsphalt - 50lb Bag	186	ea	24.00	4,464.00
<p><i>PGR</i></p> <p><i>[Signature]</i></p> <p>40747 ROADS PROJECTS - Apply this purchase to the Crack Seal Project</p>					
Remit To: Blades Group LLC 3 FM 1403 Uvalde, Tx 78801				Total \$4,464.00	
				Payments/Credits \$0.00	
				Balance Due \$4,464.00	

Invoice: 5788R

SAN JUAN COUNTY

P.O. Box 188
Monticello, Utah 84535

Phone 435-587-3230

San Juan Transportation SSD

Date February 3, 2025

CR 347 Bug Point/ Perkins Crossing Project	
180 Feet 96" (8Ft) Culverts @ \$250.00 per foot	\$45,000.00
6 - 96" Culbert Bands @ \$400.00 per each	\$2,400.00
18 Jersey Barriers @\$ 435.22 each	\$7,833.96
Culvert Bedding , Gravel, Rip Rap	\$33,465.57
1366 Hrs Equipment Costs	\$82,429.88
1245 Hrs Labor	\$38,131.45
San Juan County Match	\$109,260.86
	\$100,000.00

Road

Department

21.3387

\$100,000.00

Acct. No.

Amt.

Acct. No.

Amt.

Acct. No.

Amt.

Acct. No.

Amt.



Town of Bluff

190 N 3rd East – Unit #1
PO Box 324, Bluff, UT 84512
435-672-9990
office@townofbluffutah.gov

February 12, 2026

Submitted via email to: kcrowley@armanda3pl.com

San Juan Transportation Board
Attn: Kirt Crowley
Post Office Box 1073
Monticello, Utah 84535

Dear Mr. Kirt Crowley,

On behalf of the Town of Bluff, I am respectfully submitting our request for matching roads funds for the current fiscal year. To-date, the Bluff Roads Department has incurred \$172,044.20 in expenses which we have categorized as eligible expenses for the Matching Grant program, resulting in a **request for payment of \$86,022.10 from the San Juan Transportation Board.**

Attached to this letter, you will find the required documentation to support our request including a summary of spending, all invoices, as well as copies of checks and electronic payment confirmations for the eligible road expenses.

We appreciate San Juan County's continued partnership and support in improving our local infrastructure. We are incredibly grateful for the increase in matching funds for this fiscal year which has enabled us to take on additional projects.

If you require any additional information or have questions regarding this submission, please do not hesitate to contact me at mayorewing@townofbluffutah.gov.

Sincerely,


Josh Ewing (Feb 11, 2026 09:03:27 MST)

Josh Ewing
Mayor, Town of Bluff

CC:
Michael Haviken, Roads Manager
Erin Nelson, Town Manager

Attachments:
Town of Bluff_02.10.26 Transportation Board Request for Matching Funds Documentation

Town of Bluff
Roads Department Summary of Spending
Submitted to San Juan Transportation Board on February 17, 2026
Invoices from 7/1/2025 - 2/9/2026

Date Invoiced	Amount	Invoice Number	Vendor	Copy of Check or Online Bill Pay Confirmation	Exhibit Letter
7/29/2025	\$ 5,075.00	138327	Jones and Demille Engineering	Online Bill Payment Confirmation	A
8/26/2025	\$ 5,800.00	138621	Jones and Demille Engineering	Check Copy	B
9/25/2025	\$ 2,175.00	138879	Jones and Demille Engineering	Check Copy	C
10/15/2025	\$ 560.00	11999	Helgerson Property Maintenance	Online Bill Payment Confirmation	D
12/16/2025	\$ 375.00	139681	Jones and Demille Engineering	Online Bill Payment Confirmation	E
1/12/2026	\$ 4,332.00	139910	Jones and Demille Engineering	Check Copy	F
1/5/2026	\$ 98,757.20	26455	Sonderegger Inc	Check Copy	G
1/10/2026	\$ 54,970.00	26783	Sonderegger Inc	Check Copy	H

Total Expenses \$ 172,044.20

**50% Match Requested
from San Juan
Transportation Board:** \$ 86,022.10



**Jones & DeMille
Engineering**

www.jonesanddemille.com/pay | 800.748.5275
1535 South 100 West, Richfield, UT 84701

Professional Services Invoice

July 29, 2025
Project No: 2505-034.00
Invoice No: 0138327
Town of Bluff - 2025 Pavement Management Plan
Project Manager: Danny Flannery

Ann Leppanen
Mayor
Town of Bluff
PO Box 324
Bluff, UT 84512

TOTAL THIS INVOICE	\$5,075.00
OUTSTANDING INVOICES	
TOTAL AMOUNT DUE	\$5,075.00

Total billed, received, and outstanding information can be viewed at the bottom of this invoice."

Professional Services from June 01, 2025 to June 30, 2025

Phase	30	Town of Bluff - 2025 Pavement Management Plan			
Fee					
Total Fee		14,500.00			
Percent Complete	35.00	Total Earned		5,075.00	
		Previous Fee Billing		0.00	
		Current Fee Billing		5,075.00	
		Total Fee		5,075.00	
		Total this Phase		\$5,075.00	
		TOTAL THIS INVOICE		\$5,075.00	

Billings to Date	Current	Prior	Total Billed	Received	A/R Balance
	5,075.00	0.00	5,075.00	0.00	5,075.00

Thank you - we appreciate your business!
TERMS: NET 30 DAYS, 1.5% Finance Charge per Month on Past Due Invoices.
Please remit payment to 1535 South 100 West, Richfield, UT 84701 or at <https://jonesanddemille.com/pay>
Credit card transactions over \$5,000 will be subject to a 3% processing fee.

Exhibit A: Payment Confirmation

Erin Nelson

From: Jones & Demille Engineering Inc <system@paysimple.com>
Sent: Monday, August 11, 2025 3:20 PM
To: Bluff Bookkeeping
Cc: ap@jonesanddemille.com
Subject: Thank You for Your Payment to Jones & Demille Engineering Inc (Transaction ID #143931951) for the amount of \$5075.00

=====
Web Authorization Payment Receipt
=====

Dear Erin Nelson:

We have successfully processed your payment.

We are confirming that per your web authorization we have debited your bank account as follows:

Date: 08/11/2025
Customer ID: 40794696
Transaction ID: 143931951
Amount: \$5075.00
Account: Zions Bank, ending in 6064
Project #: 2505-034.00
Invoice #: 0138327
Retainer Payment: False
Description:

We have your billing address on file as:

Town of Bluff
Erin Nelson
PO BOX 324
Bluff, UT 84512

Note that because this is an electronic transaction, these funds may be withdrawn from your account as soon as the above noted transaction date.

If you believe any of the above information is incorrect, please contact us at kevin@jonesanddemille.com or (435)896-8266.

Thank you for your business.

Warm regards,
Jones & Demille Engineering Inc
1535 S 100 W
RICHFIELD, UT 84701
(435)896-8266
kevin@jonesanddemille.com
www.jonesanddemille.com



**Jones & DeMille
Engineering**

www.jonesanddemille.com/pay | 800.748.5275
1535 South 100 West, Richfield, UT 84701

Professional Services Invoice

August 26, 2025
Project No: 2505-034.00
Invoice No: 0138621
Town of Bluff - 2025 Pavement Management Plan
Project Manager: Danny Flannery

Accounts Payable
Accounts Payable
Town of Bluff
PO Box 324
Bluff, UT 84512

TOTAL THIS INVOICE	\$5,800.00
OUTSTANDING INVOICES	
TOTAL AMOUNT DUE	\$5,800.00

Total billed, received, and outstanding information can be viewed at the bottom of this invoice."

Professional Services from July 01, 2025 to July 31, 2025

Phase 30 Town of Bluff - 2025 Pavement Management Plan

Fee				
Total Fee	14,500.00			
Percent Complete	75.00	Total Earned	10,875.00	
		Previous Fee Billing	5,075.00	
		Current Fee Billing	5,800.00	
		Total Fee		5,800.00
		Total this Phase		\$5,800.00
		TOTAL THIS INVOICE		<u>\$5,800.00</u>

	Current	Prior	Total Billed	Received	A/R Balance
Billings to Date	5,800.00	5,075.00	10,875.00	5,075.00	5,800.00

Thank you - we appreciate your business!
TERMS: NET 30 DAYS, 1.5% Finance Charge per Month on Past Due Invoices.
Please remit payment to 1535 South 100 West, Richfield, UT 84701 or at <https://jonesanddemille.com/pay>
Credit card transactions over \$5,000 will be subject to a 3% processing fee.



**Jones & DeMille
Engineering**

www.jonesanddemille.com/pay | 800.748.5275
1535 South 100 West, Richfield, UT 84701

Professional Services Invoice

September 25, 2025
Project No: 2505-034.00
Invoice No: 0138879
Town of Bluff - 2025 Pavement Management Plan
Project Manager: Danny Flannery

Accounts Payable
Accounts Payable
Town of Bluff
PO Box 324
Bluff, UT 84512

TOTAL THIS INVOICE	\$2,175.00
OUTSTANDING INVOICES	
TOTAL AMOUNT DUE	\$2,175.00

Total billed, received, and outstanding information can be viewed at the bottom of this invoice."

Professional Services from August 01, 2025 to August 31, 2025

Phase 30 Town of Bluff - 2025 Pavement Management Plan

Fee				
Total Fee	14,500.00			
Percent Complete	90.00	Total Earned	13,050.00	
		Previous Fee Billing	10,875.00	
		Current Fee Billing	2,175.00	
		Total Fee		2,175.00
		Total this Phase		\$2,175.00
		TOTAL THIS INVOICE		<u><u>\$2,175.00</u></u>

	Current	Prior	Total Billed	Received	A/R Balance
Billings to Date	2,175.00	10,875.00	13,050.00	10,875.00	2,175.00

Thank you - we appreciate your business!
TERMS: NET 30 DAYS, 1.5% Finance Charge per Month on Past Due Invoices.
Please remit payment to 1535 South 100 West, Richfield, UT 84701 or at <https://jonesanddemille.com/pay>
Credit card transactions over \$5,000 will be subject to a 3% processing fee.

Exhibit D: Invoice

INVOICE

Helgerson Property Maintenance
470 PO Box
Bluff, UT 84512

stormytonya@hotmail.com
+1 (970) 570-7527



Bill to

Town of Bluff
po box 324
Bluff, UT 84512 United States

Invoice details

Invoice no.: 11999
Terms: Net 30
Invoice date: 10/15/2025
Due date: 11/14/2025

#	Product or service	Description	Amount
1.	Services	Tree Removal	\$560.00
Total			\$560.00

Ways to pay



Contact Helgerson Property Maintenance to pay.

[View and pay](#)

Exhibit D: Payment Confirmation

From: [Linda Sosa](#)
To: [Erin Nelson](#)
Subject: FW: Payment confirmation: Invoice #11999-(Helgerson Property Maintenance)
Date: Monday, November 17, 2025 11:50:35 AM

From: QuickBooks Payments <quickbooks@notification.intuit.com>
Sent: Monday, November 17, 2025 10:59 AM
To: Linda Sosa <linda@townofbluffutah.gov>; Bluff Bookkeeping <bookkeeper@townofbluffutah.gov>
Subject: Payment confirmation: Invoice #11999-(Helgerson Property Maintenance)



[Manage payment](#)



You paid \$560.00

to **Helgerson Property Maintenance** on 11/17/2025

Payment details

Invoice no.	11999
Invoice amount	\$560.00
Total amount	\$560.00

Status	Paid
Payment method	VISA ****7717
Authorization ID	MU0264020911

Please don't reply to this email, if you need any help regarding this message, please contact the business directly.

Thank you,

Helgerson Property Maintenance

9705707527

stormytonya@hotmail.com

470 PO Box, Bluff, UT, 84512, USA

No additional transfer fees or taxes apply. Intuit Payments Inc (IPI) processes payments as an agent of the business. Payments processed by IPI constitutes payment to the business and satisfies your obligation to pay the business, including in connection with any dispute or case, in law or equity. Money movement services are provided by IPI pursuant to IPI's licenses (NMLS #1098819, <https://www.intuit.com/legal/licenses/payment-licenses>). IPI is located at 2700 Coast Avenue, Mountain View, CA 94043, 1-888-536-4801.

[Security](#) | [Privacy statement](#) | [Terms of Service](#)

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2800 E. Commerce Center Place, Tucson, AZ 85706





**Jones & DeMille
Engineering**

www.jonesanddemille.com/pay | 800.748.5275
1535 South 100 West, Richfield, UT 84701

Professional Services Invoice

December 16, 2025

Project No: 2407-035.00

Invoice No: 0139681

Town of Bluff - Calf Canyon Road Repair Design

Project Manager: Timothy Halper

Accounts Payable
Accounts Payable
Town of Bluff
PO Box 324
Bluff, UT 84512

TOTAL THIS INVOICE	\$375.00
OUTSTANDING INVOICES	
TOTAL AMOUNT DUE	\$375.00

Total billed, received, and outstanding information can be viewed at the bottom of this invoice."

Professional Services from November 01, 2025 to November 30, 2025

Phase	70	Construction Administration			
Fee					
Total Fee		1,500.00			
Percent Complete	25.00		Total Earned	375.00	
			Previous Fee Billing	0.00	
			Current Fee Billing	375.00	
			Total Fee		375.00
			Total this Phase		\$375.00

	Current	Prior	Total Billed	Received	A/R Balance
Billings to Date	375.00	0.00	375.00	0.00	375.00
			TOTAL THIS INVOICE		\$375.00

	Current	Prior	Total Billed	Received	A/R Balance
Billings to Date	375.00	7,370.00	7,745.00	7,370.00	375.00

Thank you - we appreciate your business!

TERMS: NET 30 DAYS, 1.5% Finance Charge per Month on Past Due Invoices.

Please remit payment to 1535 South 100 West, Richfield, UT 84701 or at <https://jonesanddemille.com/pay>

Credit card transactions over \$5,000 will be subject to a 3% processing fee.

Erin Nelson

From: Jones & Demille Engineering Inc <system@paysimple.com>
Sent: Tuesday, December 30, 2025 4:19 PM
To: Bluff Bookkeeping
Cc: ap@jonesanddemille.com
Subject: Thank You for Your Payment to Jones & Demille Engineering Inc (Transaction ID #148412720) for the amount of \$375.00

=====
Web Authorization Payment Receipt
=====

Dear Erin Nelson:

We have successfully processed your payment.

We are confirming that per your web authorization we have debited your bank account as follows:

Date: 12/30/2025
Customer ID: 41923104
Transaction ID: 148412720
Amount: \$375.00
Account: Zions Bank Corp., ending in 6064
Project #: 2407-035.00
Invoice #: 0139681
Retainer Payment: False
Description:

We have your billing address on file as:

Town of Bluff
Erin Nelson
PO BOX 324
Bluff, UT 84512

Note that because this is an electronic transaction, these funds may be withdrawn from your account as soon as the above noted transaction date.

If you believe any of the above information is incorrect, please contact us at kevin@jonesanddemille.com or (435)896-8266.

Thank you for your business.

Warm regards,
Jones & Demille Engineering Inc
1535 S 100 W
RICHFIELD, UT 84701
(435)896-8266
kevin@jonesanddemille.com
www.jonesanddemille.com



**Jones & DeMille
Engineering**

www.jonesanddemille.com/pay | 800.748.5275
1535 South 100 West, Richfield, UT 84701

Michael Haviken
C Roads Manager
Town of Bluff
PO Box 324
Bluff, UT 84512

Professional Services Invoice

January 12, 2026
Project No: 2407-035.00
Invoice No: 0139910
Town of Bluff - Calf Canyon Road Repair Design
Project Manager: Timothy Halper

TOTAL THIS INVOICE	\$4,332.00
OUTSTANDING INVOICES	
TOTAL AMOUNT DUE	\$4,332.00

Total billed, received, and outstanding information can be viewed at the bottom of this invoice."

Professional Services from December 01, 2025 to December 31, 2025

Phase	70	Construction Administration		
Fee				
Total Fee		2,620.00		
Percent Complete	75.00	Total Earned	1,965.00	
		Previous Fee Billing	375.00	
		Current Fee Billing	1,590.00	
		Total Fee		1,590.00
		Total this Phase		\$1,590.00

Phase	80	Materials Testing		
Professional Personnel				
		Hours	Rate	Amount
Construction Project Manager I		8.50	150.00	1,275.00
Materials Technician II		10.00	105.00	1,050.00
Totals		18.50		2,325.00
Total Labor				2,325.00
Reimbursable Expenses				
Mileage (reimb.)				417.00
Total Reimbursables				417.00
		Total this Phase		\$2,742.00
		TOTAL THIS INVOICE		\$4,332.00

	Current	Prior	Total Billed	Received	A/R Balance
Billings to Date	4,332.00	7,745.00	12,077.00	7,745.00	4,332.00

Thank you - we appreciate your business!
TERMS: NET 30 DAYS, 1.5% Finance Charge per Month on Past Due Invoices.
Please remit payment to 1535 South 100 West, Richfield, UT 84701 or at <https://jonesanddemille.com/pay>
Credit card transactions over \$5,000 will be subject to a 3% processing fee.

Exhibit

Letter

Check Copy

A

See Online Payment Confirmation Above

1032

TOWN OF BLUFF
ROADS ACCOUNT
190 N 3RD E
BLUFF, UT 84512

DATE 9/19/2025 31-5/1240

PAY TO THE ORDER OF Jones + DeMille Engineering \$ 5,800.00
Five Thousand Eight Hundred + ⁰⁰/₁₀₀ DOLLARS

ZIONS BANK | 1-800-974-8800
FOR Invoice # 2505-034.00

[Signature]
Lunch D. Davis

⑈00001032⑈ ⑆124000054⑆ 981526064⑈

B

C

1033

TOWN OF BLUFF
ROADS ACCOUNT
190 N 3RD E
BLUFF, UT 84512

DATE 10/21/2025 31-5/1240

PAY TO THE ORDER OF Jones and DeMille Engineering \$ 2,175.00
Two Thousand One Hundred Seventy Five and ⁰⁰/₁₀₀ DOLLARS

ZIONS BANK | 1-800-974-8800
FOR Invoice # 0138879

[Signature]
Lunch D. Davis

⑈00001033⑈ ⑆124000054⑆ 981526064⑈

D

See Online Payment Confirmation Above

E

See Online Payment Confirmation Above

F

1035

TOWN OF BLUFF
ROADS ACCOUNT
190 N 3RD E
BLUFF, UT 84512

DATE 1/20/2026 31-5/1240

PAY TO THE ORDER OF Jones + Demille Engineering Inc. \$ 4,332.00
Four Thousand Three Hundred Thirty two and ⁰⁰/₁₀₀ DOLLARS

ZIONS BANK | 1-800-974-8800
FOR Invoice # 0139910

[Signature]
Lunch D. Davis

⑈00001035⑈ ⑆124000054⑆ 981526064⑈

G

1037

TOWN OF BLUFF
ROADS ACCOUNT
190 N 3RD E
BLUFF, UT 84512

DATE 2/10/2026 31-5/1240

PAY TO THE ORDER OF Sonderegger Inc. \$ 98,757.20
Ninety Eight Thousand Seven Hundred Fifty Seven + ²⁰/₁₀₀ DOLLARS

ZIONS BANK | 1-800-974-8800
FOR Invoice # 26455

[Signature]
Lunch D. Davis

⑈00001037⑈ ⑆124000054⑆ 981526064⑈

H

1036

TOWN OF BLUFF
ROADS ACCOUNT
190 N 3RD E
BLUFF, UT 84512

DATE 1/20/2026 31-5/1240

PAY TO THE ORDER OF Sonderegger Inc. \$ 54,970.00
Fifty Four thousand Nine Hundred Seventy + ⁰⁰/₁₀₀ DOLLARS

ZIONS BANK | 1-800-974-8800
FOR Invoice # 26783

[Signature]
Lunch D. Davis

⑈00001036⑈ ⑆124000054⑆ 981526064⑈



Town of Bluff

190 N 3rd East – Unit #1
PO Box 324, Bluff, UT 84512
435-672-9990
office@townofbluffutah.gov

March 19, 2026

Submitted via email to: kcrowley@armada3pl.com

San Juan Transportation Board
Attn: Kirt Crowley
Post Office Box 1073
Monticello, Utah 84535

Dear Mr. Kirt Crowley,

On behalf of the Town of Bluff, I am respectfully submitting a request for matching roads funds for the current fiscal year. Since our previous request mid-February, the Bluff Roads Department has incurred an additional \$36,063.36 in expenses which we have categorized as eligible expenses for the Matching Grant program, resulting in a **second, separate request for payment of \$18,031.68 from the San Juan Transportation Board.**

Attached to this letter, you will find the required documentation to support our request including a summary of spending, all invoices, as well as copies of checks and electronic payment confirmations for the eligible road expenses.

We appreciate San Juan County's continued partnership and support in improving our local infrastructure. We are incredibly grateful for the increase in matching funds for this fiscal year which has enabled us to take on additional projects.

If you require any additional information or have questions regarding this submission, please do not hesitate to contact me at mayorewing@townofbluffutah.gov.

Sincerely,


Josh Ewing (Mar 20, 2025 11:50:13 CDT)

Josh Ewing
Mayor, Town of Bluff

CC:
Michael Haviken, Roads Manager
Erin Nelson, Town Manager

Attachments:
Town of Bluff_03.18.26 Transportation Board Request for Matching Funds Documentation

Town of Bluff
Roads Department Summary of Spending
Submitted to San Juan Transportation Board on March 18, 2026
Invoices from 2/10/2026 to March 16, 2026

Date Invoiced	Amount	Invoice Number	Vendor	Copy of Check or Online Bill Pay Confirmation	Exhibit Letter
2/20/2026	\$ 3,223.36	140302	Jones and Demille Engineering	Online Bill Payment Confirmation	A
3/13/2026	\$ 30,040.00	26522	Sonderegger Inc.	Copy of Check	B
3/13/2026	\$ 2,800.00	12334	Helgerson Property Maintenance	Copy of Check	C

Total Expenses \$ 36,063.36

**50% Match Requested
from San Juan
Transportation Board: \$ 18,031.68**

Exhibit

Letter Check Copy

A See Online Payment Confirmation

TOWN OF BLUFF 1042
ROADS ACCOUNT
190 N 3RD E
BLUFF, UT 84512

DATE 3/17/2006 31-5/1240

PAY TO THE ORDER OF Sanderegger Inc. \$ 30,040.00

Thirty Thousand Forty and n/100 DOLLARS

ZIONS BANK. 1-800-974-8800
FOR INVOICE # 26522 Gravel & Asphalt
Per Town of Bluff

98 15 26064

B

C

TOWN OF BLUFF 1041
ROADS ACCOUNT
190 N 3RD E
BLUFF, UT 84512

DATE 3/17/2006 31-5/1240

PAY TO THE ORDER OF Helgerson Property Maintenance \$ 2800.00

Two Thousand Eight Hundred and n/100 DOLLARS

ZIONS BANK. 1-800-974-8800
FOR INVOICE # 12334 Paul work
drainage @ Town

98 15 26064

Exhibit A: Invoice



**Jones & DeMille
Engineering**

www.jonesanddemille.com/pay | 800.748.5275
1535 South 100 West, Richfield, UT 84701

Michael Haviken
C Roads Manager
Town of Bluff
PO Box 324
Bluff, UT 84512

Professional Services Invoice

February 20, 2026
Project No: 2407-035.00
Invoice No: 0140302
Town of Bluff - Calf Canyon Road Repair Design
Project Manager: Timothy Halper

TOTAL THIS INVOICE	\$3,223.36
OUTSTANDING INVOICES	
TOTAL AMOUNT DUE	\$3,223.36

Total billed, received, and outstanding information can be viewed at the bottom of this invoice."

Professional Services from January 01, 2026 to January 31, 2026

Phase	70	Construction Administration		
Fee				
Total Fee		2,620.00		
Percent Complete	100.00	Total Earned	2,620.00	
		Previous Fee Billing	1,965.00	
		Current Fee Billing	655.00	
		Total Fee		655.00
		Total this Phase		\$655.00

Phase	80	Materials Testing		
Professional Personnel				
			Hours	Rate
				Amount
Materials Technician (billed by test)			1.00	0.00
Construction Project Manager I			9.50	160.00
Materials Technician II			5.00	110.00
Project Administrative Assistant II			.75	125.00
Totals			16.25	2,163.75
Total Labor				2,163.75
Reimbursable Expenses				
Mileage (reimb.)				278.61
Total Reimbursables				278.61
Unit Billing				
2/3/2026	Curing and Breaking 4"x8" Cylinder		3.0 Breaks @ 42.00	126.00
	Total Units			126.00
				126.00
			Total this Phase	\$2,568.36
			TOTAL THIS INVOICE	\$3,223.36

Project	2407-035.00	Bluff - Calf Canyon Road Repair			Invoice	0140302
		Current	Prior	Total Billed	Received	A/R Balance
Billings to Date		3,223.36	12,077.00	15,300.36	12,077.00	3,223.36

Thank you - we appreciate your business!

TERMS: NET 30 DAYS, 1.5% Finance Charge per Month on Past Due Invoices.

Please remit payment to 1535 South 100 West, Richfield, UT 84701 or at <https://jonesanddemille.com/pay>

Credit card transactions over \$5,000 will be subject to a 3% processing fee.

Exhibit A: Payment Confirmation

From: [Jones & Demille Engineering Inc](#)
To: [Town of Bluff Bookkeeping](#)
Cc: ap@jonesanddemille.com
Subject: Thank You for Your Payment to Jones & Demille Engineering Inc (Transaction ID #150801648) for the amount of \$3223.36
Date: Monday, March 9, 2026 12:17:40 PM

=====
Web Authorization Payment Receipt
=====

Dear Erin Nelson:

We have successfully processed your payment.

We are confirming that per your web authorization we have debited your bank account as follows:

Date: 03/09/2026
Customer ID: 42531723
Transaction ID: 150801648
Amount: \$3223.36
Account: Zions Bank Corp., ending in 6064
Project #: 2407-035.00
Invoice #: 0140302
Retainer Payment: False
Description:

We have your billing address on file as:

Town of Bluff
Erin Nelson
PO Box 324
Bluff, UT 84512

Note that because this is an electronic transaction, these funds may be withdrawn from your account as soon as the above noted transaction date.

If you believe any of the above information is incorrect, please contact us at kevin@jonesanddemille.com or (435)896-8266.

Thank you for your business.

Warm regards,
Jones & Demille Engineering Inc
1535 S 100 W
RICHFIELD, UT 84701
(435)896-8266
kevin@jonesanddemille.com
www.jonesanddemille.com

SONDEREGGER INC.

P.O. BOX 713
MONTICELLO, UT 84535
Telephone (435) 587-2035

3-13 2026

To Bluff City

Address _____

City _____

Location City Streets

		<u>Grade & Crushed asphalt</u>		
			<u>30,040</u>	<u>00</u>
<small>TERMS OF SALE: Attempt will be made to discharge concrete at location specified by buyer. In the event Buyer or his agent orders delivery beyond curb line. Company will not assume liability for damage to sidewalks, driveways, or other property.</small>			SALES TOTAL	<u>30040</u> <u>00</u>
<small>ACCOUNTS ARE DUE AND PAYABLE ON THE 10TH DAY OF THE MONTH FOLLOWING DELIVERY. A FINANCE CHARGE OF 1.8% PER MONTH (18% ANNUAL PERCENTAGE RATE) WILL BE CHARGED ON ALL PAST DUE BALANCES. BUYER AGREES TO PAY ALL COSTS OF COLLECTION INCLUDING A REASONABLE ATTORNEY FEE INCURRED IN COLLECTION.</small>			SALES TAX	<u>0</u>
			TOTAL	<u>30040</u> <u>00</u>

Signature _____

Exhibit C: Invoice

INVOICE

Helgerson Property Maintenance
470 PO Box
Bluff, UT 84512

stormytonya@hotmail.com
+1 (970) 570-7527



Bill to

Town of Bluff
po box 324
Bluff, UT 84512 United States

Invoice details

Invoice no.: 12334
Terms: Net 30
Invoice date: 03/13/2026
Due date: 04/12/2026

#	Product or service	Description	Amount
1.	Services	Road Work Completed by Twin Rocks	\$2,500.00
2.	Services	Digging drainage on the south side of the road and extra gravel	\$300.00

Total **\$2,800.00**

Ways to pay



Contact Helgerson Property Maintenance to pay.

[View and pay](#)






3.18.2026 Bluff Request for Matching Roads Funds Letter

Final Audit Report

2026-03-20

Created:	2026-03-18
By:	Erin Nelson (manager@townofbluffutah.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAb9EYRyxgr6voEciF98NEK0LeqMf9t06j

"3.18.2026 Bluff Request for Matching Roads Funds Letter" History

-  Document created by Erin Nelson (manager@townofbluffutah.gov)
2026-03-18 - 1:44:08 AM GMT
-  Document emailed to Josh Ewing (mayorewing@townofbluffutah.gov) for signature
2026-03-18 - 1:44:16 AM GMT
-  Email viewed by Josh Ewing (mayorewing@townofbluffutah.gov)
2026-03-20 - 4:49:41 PM GMT
-  Document e-signed by Josh Ewing (mayorewing@townofbluffutah.gov)
Signature Date: 2026-03-20 - 4:50:13 PM GMT - Time Source: server
-  Agreement completed.
2026-03-20 - 4:50:13 PM GMT

Transaction List by Date - Custom Dates

San Juan County Transportation Special Service District

November 26, 2025-March 23, 2026

DATE	TRANSACTION TYPE	NUM	POSTING (Y/N)	NAME	MEMO/DESCRIPTION	AMOUNT
12/10/2025	Check	UCIP121025	Yes	Utah Counties Indemnity Pool	2026 Contribution	-2,848.00
12/17/2025	Check	QB121725	Yes	Quickbooks	Online Software	-80.06
01/20/2026	Check	QB012026	Yes	Quickbooks	Online Software	-79.99
02/17/2026	Check	INT021726	Yes	Quickbooks	Online Software	-79.99
03/16/2026	Check	INT031626	Yes	Quickbooks	Preparation and mailing of 2025 1099's	-38.37
03/17/2026	Check	INT031726	Yes	Quickbooks	Online Software	-79.99
03/23/2026	Check		Yes	Mike V Christensen	03/23/26 regular meeting	-50.00
03/23/2026	Check		Yes	Cindi Holyoak	02/02/26 regular meeting	-200.00
03/23/2026	Check		Yes	Michael Haviken	02/02/26 regular meeting	-50.00
03/23/2026	Check		Yes	Lloyd Wilson	03/23/26 regular meeting	-50.00
03/23/2026	Check		Yes	Kirk Crowley	Dec 2025-Feb 2026 Administrator Services	-3,000.00
03/23/2026	Check		Yes	Shane Shumway	03/23/26 regular meeting	-50.00
03/23/2026	Check		Yes	Erik Grover	03/23/26 regular meeting	-75.00
03/23/2026	Check		Yes	Michael Haviken	03/23/26 regular meeting	-50.00
03/23/2026	Check		Yes	Melissa Gill	03/23/26 regular meeting	-200.00
03/23/2026	Check		Yes	San Juan County - Road Department	SRS Funds Project Funds were transferred to San Juan County via a PTIF transfer to the San Juan County PTIF account.	-100,000.00
03/23/2026	Check		Yes	City of Blanding	2025 Project Match	-254,481.40
03/23/2026	Check		Yes	Town of Bluff	Road Fund Request February and March 2026	-104,053.78
TOTAL						-
						\$465,466.58



OFFICE OF THE
STATE AUDITOR

Questionnaire

Revised December 2020

Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking "Yes" on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked "Yes" and enter the total on the "Total Points Earned" line.
- Based on the points earned, circle/highlight the risk level on the "Risk Level" line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

*Total Points Earned: 205 /395 *Risk Level: **Very Low** > 355 Low 316-355 Moderate 276-315 High 200-275 **Very High** < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	X	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?		5
b. Procurement?	X	5
c. Ethical behavior?		5
d. Reporting fraud and abuse?		5
e. Travel?		5
f. Credit/Purchasing cards (where applicable)?		5
g. Personal use of entity assets?		5
h. IT and computer security?		5
i. Cash receipting and deposits?		5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?		20
a. Do any members of the management team have at least a bachelor's degree in accounting?		10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?		20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?		20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?		20
7. Does the entity have or promote a fraud hotline?		20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?		20

*Entity Name: San Juan Transportation Special Services District

*Completed for Fiscal Year Ending: 12/31/25 *Completion Date: 2/28/26

*CAO Name: _____ *CFO Name: Kirk Crowley

*CAO Signature: _____ *CFO Signature: 

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?		X		
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".				X
4. Are all the people who have access to blank checks different from those who are authorized signers?		X		
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".				X
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".				X
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".				X
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".				X
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".				X

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

⊗ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.