

**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/Melissa Gill

Approved: /s/ Michael Haviken, Chairman Protempore, Date: March 23,
2026