



BOARD OF COMMISSIONERS MEETING
117 South Main Street, Monticello, Utah 84535. Commission Chambers
May 19, 2026 at 11:00 AM

AGENDA

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

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

CONFLICT OF INTEREST DISCLOSURE

PUBLIC COMMENT

Public comments will be accepted through the following Zoom Meet link
<https://us02web.zoom.us/j/88279631170> Meeting ID: 882 7963 1170 One tap mobile
+13462487799,,88279631170# US (Houston)

There will be a three-minute time limit for each person wishing to comment. If you exceed that three-minute time limit the meeting controller will mute your line.

As indicated in our Commission Policies and Procedures, the following applies:

The purpose of the San Juan County Commission meeting is to conduct county business in a public setting, as provided by law. We truly value and welcome public comment, as it gives citizens an important opportunity to share ideas, concerns, and suggestions that help strengthen our county.

To ensure everyone has a fair opportunity to speak, comments are limited to three minutes and should focus on county programs and operations. Objective criticism is welcome; however, complaints about specific county personnel or private individuals will not be permitted.

Please understand that public comment is not a debate or question-and-answer session, and an immediate response from the Commission should not be expected.

If you would like more information or further discussion, a member of our staff will be happy to assist you to set up a follow-up meeting. We appreciate your participation and your willingness to be involved in your county government.

CONSENT AGENDA (Routine Matters) Lori Maughan, County Chair

The Consent Agenda is a means of expediting the consideration of routine matters. If a Commissioner requests that items be removed from the consent agenda, those items are placed at the beginning of the regular agenda as a new business action item. Other than requests to remove items, a motion to approve the items on the consent agenda is not debatable.

- [1.](#) Approval of the Purchase of Additional 30 Yard Recycling Bin
- [2.](#) Approval of September 16, 2025 Commission Meeting Minutes
- [3.](#) Approval of the November 24, 2025 Commission Meeting Minutes
- [4.](#) Approval of December 2, 2025 Commission Meeting Minutes
- [5.](#) Approval of December 2, 2025 Commission Meeting Minutes
- [6.](#) Approval of the April 21, 2026, Commission Work Session Meeting
- [7.](#) Approval of the April 21, 2026 Commission Meeting Minutes
- [8.](#) Approval of the May 5, 2026 Commission Meeting Minutes
- [9.](#) Approval of the Check Register for April 10 through May 14, 2026
- [10.](#) Approval of a Letter of Support for UDOT for ongoing safety concerns of the entrance B129 Yellow Circle Road
- [11.](#) Approval of a Letter of Support for Active Re-Entry and Learning Center CIB Funding
- [12.](#) Approval of the Appointment of Ricky Eldredge to serve on the San Juan County Mental Health Board for a 4-Year Term
- [13.](#) Approval of the San Juan County Airport Liability placed on a 3-Year term

RECOGNITIONS, PRESENTATIONS, AND INFORMATIONAL ITEMS

- [14.](#) Presentation on the Energy Rebates Program
15. Discussion UAC Eric Clark Legal Service Contract as a Deputy Attorney
- [16.](#) Blanding Affordable Housing For Families Project Summary Information. Bill Knowlton, Manager Blanding Partners, LLC
17. Project Goals and Objectives Presentation, Balcony Technology. Cindi Holyoak, Recorder

BUSINESS/ACTION

- [18.](#) Consideration and Approval of a Master Services and License Agreement between San Juan County and Balcony Technology Group, Inc. Cindi Holyoak, Recorder

- [19.](#) Consideration and approval of a Data Sharing Agreement (DSA) between the Utah Department of Health and Human Services and the San Juan County Public Health Department. Mike Moulton, Public Health Interim Director
- [20.](#) Consideration and Approval of the San Juan Counseling's Area Plan for Fiscal Year 2027. Tammy Squires, Director of San Juan Counseling
- [21.](#) Consideration and Approval of the 2026 Purchase of Fencing Material. Jed Tate, Landfill Manager
- [22.](#) Consideration and Approval of a 6-Week Trial Implementation of the Flock License Plate Recognition (LPR) System. Lehi Lacy, County Sheriff
- [23.](#) Consideration and Approval of a 2026 Cooperative Agreement Between San Juan County and Utah State University. Talia Hansen, Economic Development Director
- [24.](#) CONSIDERATION AND APPROVAL OF AN ORDINANCE AMENDING ORDINANCE 2020-04 ESTABLISHING THE PURCHASING POLICY WITHIN SAN JUAN COUNTY. Tranner Sharpe, Human Resources
- [25.](#) CONSIDERATION AND APPROVAL OF A RESOLUTION FROM THE SAN JUAN COUNTY BOARD OF COMMISSIONERS APPROVING THE RECLASSIFICATION OF ELIGIBLE EMERGENCY MEDICAL SERVICES EMPLOYEES INTO APPROPRIATE URS RETIREMENT LANES. Tranner Sharpe, Human Resources
- [26.](#) CONSIDERATION AND APPROVAL TO AN AMENDED RESOLUTION CLARIFYING THE COUNTY COMMISSION FORM OF GOVERNMENT AND THE GOVERNING AUTHORITY OF THE SAN JUAN COUNTY BOARD OF COMMISSIONERS. Mitchell Maughan, County Attorney
- [27.](#) Consideration and Approval of the Agreement between San Juan County and Jones & DeMille Engineering, Inc for Professional Services. Lori Maughan, Commission Chair

EXECUTIVE SESSION

28. A Motion to Enter Into a Closed Executive Session to Discuss the Character, Professional Competence, or Physical or Mental Health of an Individual as Permitted Under UCA 52-4-205.
29. A Motion to Enter Into a Closed Executive Session for a Strategy Sessions to Discuss Pending or Reasonably Imminent Litigation as Permitted Under UCA 52-4-205.

COMMISSION REPORTS

ADJOURNMENT

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**



COMMISSION STAFF REPORT

MEETING DATE: May 19, 2026

ITEM TITLE, PRESENTER: 2026 Purchase of Additional 30 Yard Recycling Bin, Jed Tate, Landfill Manager

RECOMMENDATION: Consideration and Approval of Purchase of Waste & Recycling Bin

SUMMARY

We would like to purchase an additional 30 yard recycling bin. Our cardboard recycling has increased more than anticipated. We have received 3 bids, which the lowest bid is from a Utah State Purchasing vendor, Steel Products Manufacturing. They have given us a bid of \$7,775.00 with a shipping fee of \$2,000.00. This amount has been budgeted for 2026.

HISTORY/PAST ACTION

The Landfill was approved to purchase waste bins in May 5, 2026.

FISCAL IMPACT

The Landfill has budgeted money for this purchase.



BOARD OF COMMISSIONERS MEETING
117 South Main Street, Monticello, Utah 84535. Commission Chambers
September 16, 2025 at 11:00 AM

MINUTES

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

AUDIO:

VIDEO: <https://www.youtube.com/watch?v=YA45LtqgZe4>

CALL TO ORDER

Time Stamp 0:00:01 (audio) & 0:05:21 (video)

Commission Chair Silvia Stubbs called the meeting to order at 11:05 a.m.

ROLL CALL

Time Stamp 0:00:15 (audio) & 0:05:35 (video)

Commission Chair Silvia Stubbs polled for attendance:

COMMISSION

Commission Chair Silvia Stubbs
Commission Vice-Chair Lori Maughan
Commissioner Jamie Harvey

STAFF

Mack McDonald, County Administrative Officer (CAO)
Lyman W. Duncan, Clerk/Auditor
Jens Nielson, Deputy Attorney

INVOCATION

Time Stamp 0:00:27 (audio) & 0:05:47 (video)

Marjorie Haun offered the opening prayer.

PLEDGE OF ALLEGIANCE

Time Stamp 0:01:21 (audio) & 0:06:41 (video)

Lyman Duncan, resident of Monticello, led the audience in the Pledge of Allegiance.

CONFLICT OF INTEREST DISCLOSURE

Time Stamp 0:01:50 (audio) & 0:07:10 (video)

Commission Chair Stubbs asked if there were any conflicts of interest with today's agenda. Each commissioner affirmed they did not have any conflicts with the agenda.

PUBLIC COMMENT

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Questions: After being first recognized by the Chair, Commissioners and staff members may ask questions and make appropriate comments; however, no Commissioner should argue or debate an issue with the petitioner/member of the public.

No Assignment of Time: If there are several speakers on a matter, one person may not assign their time to another in an effort to increase the allowed speaking time. Individual citizens and citizen groups may select a person to make a presentation on their behalf, but each individual's speaking time will be limited to three minutes, subject to the discretion of the Chair or a vote of the Commission.

Orderly Conduct: Citizens attending meetings shall observe rules of propriety, decorum and good conduct. Unauthorized remarks and similar demonstrations shall not be permitted by the Chair who may direct the removal of offenders from the from the meeting.

Time Stamp 0:02:10 (audio) & 0:07:30 (video)

Mack opened the public comment portion of the commission meeting. He checked the sign-up sheet and then the online to see if anyone wanted to offer any comments. No one offered any comments.

CONSENT AGENDA (Routine Matters) Mack McDonald, San Juan County Administrator

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Time Stamp 0:03:17 (audio) & 0:08:37 (video)

Mack presented the consent agenda for the commission to review and approve.

Motion made by Commission Vice-Chair Maughan, Seconded by Commissioner Harvey.

Voting Yea: Commissioner Harvey, Commissioner Chair Stubbs, Commission Vice-Chair Maughan

1. Approval of \$23,257.98 in Small Purchases; \$2,399.98 on Roughneck Oil Pump Transfer Kit, \$2,110 on Oil Transfer Kit, \$1,549 on Rotomaster Turbocharger, \$2,199 on Fault Guidance and NextStep for the Road Department, and \$15,000 on Promotional Video Filming and Production for Visitor Services
2. Approval of the Utah Office of Tourism Co-op Marketing Grant Contract between the State of Utah and San Juan County

RECOGNITIONS, PRESENTATIONS, AND INFORMATIONAL ITEMS

3. Presentation on Vehicle Leasing. Kevin Lyman, Young Commercial

Time Stamp 0:05:22 (audio) & 0:10:42 (video)

Kevin Lyman, Young Commercial Leasing agent, presented the commercial vehicle leasing program for the commissioners to ask questions about their program.

4. Update on the Status of the General Plan. Mack McDonald, Chief Administrative Officer

Time Stamp 0:30:00 (audio) & 0:35:20 (video)

Mack presented the General Plan Status update for the commission to review. Previously, the commission had asked what portions were deleted out and what statements were added to the current general plan document, and if the planning & zoning board members and the public participated in the process. Surveys were distributed publicly to gauge what the citizens wanted in the general plan. There was a great deal of discussion regarding the process and direction for the general plan.

BUSINESS/ACTION

5. CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING THE HIRING OF DR. JORDON BEGAY AS THE SAN JUAN COUNTY PUBLIC HEALTH DIRECTOR AND LOCAL HEALTH OFFICER. Tranner Sharpe, Human Resources

Time Stamp 1:32:32 (audio & 1:37:52 (video))

Mack presented Dr. Jordon Begay as the new Public Health Director. Ron Skinner stated the process of hiring the new public health director was a positive experience and felt the outcome was great. The public health board was looking forward to his leadership. Ron also thanked Mike Moulton for his interim leadership during the past 5-6 months. Commissioner Harvey was thankful to all those who helped in the process of hiring Dr. Begay.

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan.
Voting Yea: Commissioner Harvey, Commissioner Chair Stubbs, Commission Vice-Chair Maughan

6. Approval of the Local Health Department's Women, Infant and Children (WIC) Program between San Juan County and State of Utah Department of Health & Human Services, Amendment 2. Mike Moulton, Interim Public Director

Time Stamp 1:43:30 (audio) & 1:45:50 (video)

Mack presented the WIC contract with the state of Utah for the commission to review and approve.

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan.
Voting Yea: Commissioner Harvey, Commissioner Chair Stubbs, Commission Vice-Chair Maughan

7. Consideration and Approval of the Amended Intergovernmental Agreement Between Navajo Nation and San Juan County for Road Projects Attachment G. Todd Adair, SJC Road Superintendent

Time Stamp 1:47:40 (audio) & 1:53:00 (video)

TJ Adair, Road Superintendent, presented the Intergovernmental Agreement with the Navajo Nation Department of Transportation for the commission to review and approve. The contract now includes Navajo Mountain.

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan.
Voting Yea: Commissioner Harvey, Commissioner Chair Stubbs, Commission Vice-Chair Maughan

8. Consideration and Approval of the Renewal Cooperative Agreement Changes between the Utah Department of Public Safety and San Juan County Sheriff's Office for the 24/7 Sobriety Program. Brian Spillman, Sergeant with Utah Highway Patrol, Statewide Coordinator for 24/7 Sobriety Program

Time Stamp 1:58:42 (audio) & 2:04:02 (video)

Mack presented the Cooperative Agreement with the state of Utah for the commission to review and approve.

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan. Voting Yea: Commissioner Harvey, Commissioner Chair Stubbs, Commission Vice-Chair Maughan

9. Consideration and Approval of the Letter of Comment on U.S. Department of Agriculture Proposed Rule to Rescind the 2001 Roadless Rule. Nick Sandberg, Public Lands Coordinator

Time Stamp 2:00:08 (audio) & 2:05:28 (video)

Nick Sandberg, Public Lands Coordinator, presented a Letter Of Comment for the Proposed Rule to Rescind the 2001 Roadless Rule for the commission to review and approve.

Motion made by Commission Vice-Chair Maughan, Seconded by Commissioner Harvey. Voting Yea: Commissioner Harvey, Commissioner Chair Stubbs, Commission Vice-Chair Maughan

10. Memorandum of Understanding (MOU) Between the Moab Free Health Clinic VISTA Program & San Juan County, Presented by Talia Hansen, Economic Development Manager

Time Stamp 2:02:40 (audio) & 2:08:00 (video)

Talia Hansen, Economic Development Manager, presented the AmeriVista MOU for the commission to review and approve. The new person will help Talia in her department.

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan. Voting Yea: Commissioner Harvey, Commissioner Chair Stubbs, Commission Vice-Chair Maughan

11. Consideration and Approval of a Letter of Support for KZMU Moab Public Radio's Grant Application to fund a Mobile Broadcasting Unit. Talia Hansen, Economic Development Manager

Time Stamp 2:05:20 (audio) & 2:10:40 (video)

Talia Hansen, Economic Development Manager, presented the Letter of Support for KZMU to fund a mobile broadcasting unit for the commission to review and approve.

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan. Voting Yea: Commissioner Harvey, Commissioner Chair Stubbs, Commission Vice-Chair Maughan

12. Consideration and Approval of the Proposed Order of Approval Between Mid-America Pipeline Company, LLC And San Juan County on the Centrally Assessed Division on the Utah State Tax Commission Settlement Stipulation. Mack McDonald, Chief Administrative Officer

Time Stamp 2:08:12 (audio) & 2:13:32 (video)

Mack presented the proposed order of approval with Mid-American Pipeline for the commission to review and approve.

Motion made by Commission Vice-Chair Maughan, Seconded by Commissioner Harvey.
Voting Yea: Commissioner Harvey, Commissioner Chair Stubbs, Commission Vice-Chair Maughan

PUBLIC HEARINGS

NONE

COMMISSION REPORTS

Time Stamp 2:17:26 (audio) & 2:22:46 (video)

Commissioner Maughan attended a meeting in Washington D.C. for the intent of increasing Payment in Lieu of Taxes (PILT). Most of her time was spent in conversations dealing with educating Congressional leadership from east coast states who do not have significant federal properties or resources like those found in the western U.S. and why PILT was so important to San Juan County.

Commissioner Harvey highlighted the upcoming visit of the state medical examiner, and the scheduled meeting with local mental health providers. He mentioned the need to address and overcome the cultural barriers in public and private conversations about suicide. He also spoke about the recent tornado on McCracken Mesa and Montezuma Creek and was thankful for the counties' support in this emergency.

Commissioner Stubbs spoke about attending the Utah Association of Counties convention in Layton last week. She is working on several grant projects, specifically on a grant from SERDA for the county. She will disclose the grant organization at a later meeting.

ADJOURNMENT

Time Stamp 2:24:28 (audio) & 2:29:48 (video)

Motion to Adjourn:

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan.
Voting Yea: Commissioner Harvey, Commissioner Chair Stubbs, Commission Vice-Chair Maughan

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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: _____

ATTEST: _____
San Juan County Clerk/Auditor

DATE: _____



BOARD OF COMMISSIONERS MEETING
117 South Main Street, Monticello, Utah 84535. Commission Chambers
November 24, 2025 at 6:00 PM

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/1357317.mp3>

VIDEO:

CALL TO ORDER

Time Stamp 0:00:03 (audio) & 0:00:00 (video)

Commission Chair Stubbs called the meeting to order at 6:03 p.m.

ROLL CALL

Time Stamp 0:00:20 (audio) & (video)

Commission Chair Stubbs called for attendance:

PRESENT

Commission Chair Silvia Stubbs

Commission Vice-Chair Lori Maughan

Commissioner Jamie Harvey

STAFF

Mack McDonald, Chief Administrative Officer, CAO

Lyman W. Duncan, Clerk/Auditor

INVOCATION

Time Stamp 0:00:32 (audio) & video)

Lyman W. Duncan, resident of Monticello, offered the opening prayer.

PLEDGE OF ALLEGIANCE

Time Stamp 0:01:15 (audio) & (video)

Lyman W. Duncan, resident of Monticello, led the audience in the Pledge of Allegiance.

CONFLICT OF INTEREST DISCLOSURE

Time Stamp 0:01:42 (audio) & (video)

Commission Chair Stubbs asked each commissioner if they had any conflicts with the agenda: Each stated that they did not have any conflicts with the agenda.

RECOGNITIONS, PRESENTATIONS, AND INFORMATIONAL ITEMS

Time Stamp 0:02:03 (audio) & (video)

1. Presentation of the 2026 Tentative Budget Proposals

Lyman W. Duncan, Clerk/Auditor, presented the 2026 Tentative Budget for the commission to review. He stated that almost all the revenues and expenses were included in the budget. The department heads recently met with the commission to express their “wish list” for potential department expenses in 2026. The commission agreed to meet again in December for continued discussion.

PUBLIC HEARINGS

Time Stamp 0:06:52 (audio) & (video)

Zoom Meet link <https://us02web.zoom.us/j/3125521102?omn=87400259717> Meeting ID: 312 552 1102
One tap mobile +13462487799,,3125521102# US (Houston)

2. Spanish Valley Owner, LLC submitted a request to the County for the establishment of a Special District to provide Sewer, Water, Emergency, and Road Services to their property.

The officers for Spanish Valley Owner, LLC presented their request for the county to provide these services to their resort. The State of Utah Division of Water Quality requires the creation of a Special District for these upgrades to occur.

Motion to Enter into Public hearing:

Motion made by Commission Vice-Chair Maughan, Seconded by Commissioner Harvey.
Voting Yea: Commissioner Harvey, Commission Chair Stubbs, Commission Vice-Chair Maughan

Mack opened the meeting to any public comments. No one than the applicant was in attendance, nor online; no comments were offered.

Motion to Close Public Hearing:

Motion made by Commissioner Harvey Seconded by Commission Vice-Chair Maughan.
Voting Yea: Commissioner Harvey, Commission Chair Stubbs, Commission Vice-Chair Maughan

Motion to decline the request from Spanish Valley Owner, LLC.

Motion made by Commission Vice-Chair Maughan, Seconded by Commissioner Harvey.
Voting Yea: Commissioner Harvey, Commission Chair Stubbs, Commission Vice-Chair Maughan

ADJOURNMENT

Time Stamp 0:13:02 (audio) & (video)

Motion to adjourn:

Motion made by Commission Vice-Chair Maughan, Seconded by Commissioner Harvey.
Voting Yea: Commissioner Harvey, Commission Chair Stubbs, Commission Vice-Chair Maughan

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APPROVED: _____ DATE: _____
San Juan County Board of County Commissioners

ATTEST: _____ DATE: _____
San Juan County Clerk/Auditor



BOARD OF COMMISSIONERS MEETING
 117 South Main Street, Monticello, Utah 84535. Commission Chambers
 December 02, 2025, at 11:00 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/1360685.mp3>

VIDEO: <https://www.youtube.com/watch?v=W-5o8jMe8fU>

CALL TO ORDER

Time Stamp 0:00:01 (audio) & 0:04:29 (video)

Commission Chair Silvia Stubbs called the meeting to order at 11:00 a.m.

ROLL CALL

Time Stamp 0:00:45 (audio) & 0:05:13 (video)

Commission Chair Stubbs called for attendance:

COMMISSION

Silvia Stubbs, Commission Chair
 Lori Maughan, Commission Vice Chair
 Jamie Harvey, Commissioner

STAFF

Mack McDonald, County Administrative Officer, CAO
 Lyman W. Duncan, Clerk/Auditor
 Jens Nielson, Deputy County Attorney

INVOCATION

Time Stamp 0:01:03 (audio) & 0:05:31 (video)

Commission Chair Silvia Stubbs offered the opening prayer.

PLEDGE OF ALLEGIANCE

Time Stamp 0:03:25 (audio) & 0:07:53 (video)

Jens Nielson, resident from Blanding, led the audience in the Pledge of Allegiance.

CONFLICT OF INTEREST DISCLOSURE

Time Stamp 0:04:05 (audio) & 0:08:33 (video)

Commission Chair Stubbs asked the commissioners if they had any conflicts of interest with today's agenda. Each affirmed they did not have any conflicts of interest with the agenda.

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Time Stamp 0:04:16 (audio) & 0:08:44 (video)

Mack opened the meeting for public comments, he checked the sign-in sheet, and then he checked online for any participants. No one offered any public comments.

CONSENT AGENDA (Routine Matters) Mack McDonald, San Juan County Administrator

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Time Stamp 0:05:45 (audio) & 0:10:13 (video)

Motion made by Commission Vice Chair Maughan, Seconded by Commissioner Jamie Harvey.
Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey.

Mack presented the consent agenda for the commission to review and approve:

1. Approval of \$27,116.95 for Small Purchases; \$259 on USPAP Online Class for the Assessor Department, \$1,111.01 on Cab Window Glass for the Road Department, \$15,000 on Lodging and Dining Videos for Visitor Services, \$2,080 on Catering, \$4,167 on Cell Phone Mount, Task Force Activation Fee and Task Force Storage Plan, and \$4,499.94 on Achilles Defense Loadout for the Sheriff's Office
2. Approval of October 21, 2025, Board of Commission Meeting Minutes for Review
3. Approval of November 4, 2025, Commission Board Minutes
4. Approval of November 18, 2025, Board of Commissioners Work Session Meeting
5. Approval of November 18, 2025, Board of Commission Meeting Minutes
6. Approval of the Check Register for October 18 - Nov 26, 2025
7. Approval of the Updated Budget for 2026 Appendix A to County Fire Warden Agreement. David Gallegos, Fire Chief
8. Approval of the Utah Cooperative Wildfire System Participation Commitment between Utah Division of Forestry, Fire and State Land and San Juan County for Fiscal Year 2026
9. Approval for Additional Policies to the San Juan County Senior Center Policy and Procedure Manual
10. Approval of the Bancorp Lease Agreement for a Sheriff's Office Ford Bronco Leased Vehicle

RECOGNITIONS, PRESENTATIONS, AND INFORMATIONAL ITEMS

11. San Juan County is terminating the Voluntary Benefits Contract we currently have with All State Insurance. We are requesting to use Guardian as our new provider for Voluntary Group Insurance

Time Stamp 0:20:54 (audio) & 0:25:22 (video)

Tranner Sharpe, Human Resource Manager, presented the information for the termination of the All State Voluntary Benefit Insurance and seeking permission to utilize Guardian for Voluntary Group Insurance. The commission agreed to consider the motion to approve at a later commission meeting.

BUSINESS/ACTION

12. Consideration and Approval for Service Missionary Volunteer Memorandum of Understanding (MOU) between San Juan County and The Church of Jesus Christ of Latter-day Saints. Tammy Gallegos, Aging Director

Time Stamp 0:27:58 (audio) & 0:32:26 (video)

Tammy Gallegos, Aging Director, presented the MOU with the Church of Jesus Christ of Latter-Day Saints for the commission to review and approve. The missionaries will serve in the Monticello Senior Center preparing and serving the meals. Commissioner Harvey asked if the service opportunity could become available to the other Senior Centers within the county.

Motion made by Commission Vice Chair Maughan, Seconded by Commissioner Jamie Harvey. Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey.

13. Consideration and Approval of the 2026 San Juan County Community Wildfire Preparedness Plan (CWPP). David Gallegos, Fire Chief

Time Stamp 0:36:01 (audio) & 0:40:29 (video)

David Gallegos, Fire Chief, presented the Wildfire Preparedness Plan for the commission to review and approve.

Motion made by Commission Vice Chair Maughan, Seconded by Commissioner Jamie Harvey. Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

14. Consideration and Approval of San Juan County Public Health Infrastructure 2023 Contract Between the State of Utah Health and Human Services and San Juan County Amendment #2. Mike Moulton, Public Health Interim Director

Time Stamp 0:55:37 (audio) & 1:00:05 (video)

Mike Moulton, Public Health Interim Director, presented the amendment for the commission to review and approve.

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan. Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

15. Consideration and Approval of the EPA Radon Grant Program with Utah Department of Environmental Quality. Mike Moulton, Public Health Interim Director

Time Stamp 0:57:15 (audio) & 1:01:43 (video)

Mike Moulton, Public Health Interim Director, presented the grant program for the commission to review and approve.

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan.
Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

16. Consideration and Approval of the Memorandum of Understanding between Southeastern Utah Downtown Alliance and San Juan County for General Operating and Community Support Grants within the County. Mack McDonald, Chief Administrative Officer

Time Stamp 1:00:37 (audio) & 1:05:05 (video)

Commission Chair presented the MOU for the commission to review and approve.

Motion made by Commission Vice Chair Maughan, Seconded by Commissioner Jamie Harvey.
Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

17. CONSIDERATION AND APPROVAL OF AN ORDINANCE 2025-03 ESTABLISHING A COUNTY DATA PRIVACY PROGRAM IN COMPLIANCE WITH THE UTAH GOVERNMENT DATA PRIVACY ACT (U.C.A. § 63A-19-101, et seq.). Mack McDonald, Chief Administrative Officer

Time Stamp 1:16:40 (audio) & 1:21:08 (video)

Mack presented the establishment of the Data Privacy Program for the commission to review and approve. There was a great deal of discussion, and eventually the commission asked for several items to be changed in the ordinance.

Motion to Table until the next commission meeting.

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan.
Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

18. Consideration and Approval of the 2025 Privacy Policy Statement for San Juan County. Mack McDonald, Chief Administrative Officer

Time Stamp 1:16:40 (audio) & 1:21:08 (video)

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan.
Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

PUBLIC HEARINGS

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

NONE HELD

COMMISSION REPORTS

Time Stamp 1:45:32 (audio) & 1:50:00 (video)

Commission Vice-Chair Maughan highlighted attending a meeting with Promise Partner Utah, a non-profit organization focused on economic mobility.

Commissioner Harvey spoke of the vehicle registration process and the apparent need for native residents to bring a Certificate of Indian Blood to the DMV Office. He is concerned that many members of the county may not know about the requirement and then must travel home to get their certificate before driving to Monticello again. Mack said he will check with the DMV staff and see what is happening regarding this issue.

Commission Chair Stubbs commented on the snow falling and said she needed to head home.

ADJOURNMENT

Time Stamp 2:00:16 (audio) & 2:04:44 (video)

Motion to adjourn:

Motion made by Commission Vice Chair Maughan, Seconded by Commissioner Jamie Harvey.
Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, 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: _____
San Juan County Board of County Commissioners

DATE: _____

ATTEST: _____
San Juan County Clerk/Auditor

DATE: _____



BOARD OF COMMISSIONERS MEETING
117 South Main Street, Monticello, Utah 84535. Commission Chambers
December 02, 2025, at 11:00 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/1360685.mp3>

VIDEO: <https://www.youtube.com/watch?v=W-5o8jMe8fU>

CALL TO ORDER

Time Stamp 0:00:01 (audio) & 0:04:29 (video)

Commission Chair Silvia Stubbs called the meeting to order at 11:00 a.m.

ROLL CALL

Time Stamp 0:00:45 (audio) & 0:05:13 (video)

Commission Chair Stubbs called for attendance:

COMMISSION

Silvia Stubbs, Commission Chair
Lori Maughan, Commission Vice Chair
Jamie Harvey, Commissioner

STAFF

Mack McDonald, County Administrative Officer, CAO
Lyman W. Duncan, Clerk/Auditor
Jens Nielson, Deputy County Attorney

INVOCATION

Time Stamp 0:01:03 (audio) & 0:05:31 (video)

Commission Chair Silvia Stubbs offered the opening prayer.

PLEDGE OF ALLEGIANCE

Time Stamp 0:03:25 (audio) & 0:07:53 (video)

Jens Nielson, resident from Blanding, led the audience in the Pledge of Allegiance.

CONFLICT OF INTEREST DISCLOSURE

Time Stamp 0:04:05 (audio) & 0:08:33 (video)

Commission Chair Stubbs asked the commissioners if they had any conflicts of interest with today's agenda. Each affirmed they did not have any conflicts of interest with the agenda.

PUBLIC COMMENT

Public comments will be accepted through the following Zoom Meet link

<https://us02web.zoom.us/j/88279631170> Meeting ID: 882 7963 1170 One tap mobile +13462487799,,88279631170# US (Houston)

There will be a three-minute time limit for each person wishing to comment. If you exceed that three-minute time limit the meeting controller will mute your line.

As indicated in our Commission Policies and Procedures, the following applies:

Procedure: Orderly procedure requires that each member of the public shall proceed without interruption from the audience and shall retire when their time is up; that all statements shall be addressed to the Commission, and that there be no questioning or argument between individuals.

Questions: After being first recognized by the Chair, Commissioners and staff members may ask questions and make appropriate comments; however, no Commissioner should argue or debate an issue with the petitioner/member of the public.

No Assignment of Time: If there are several speakers on a matter, one person may not assign their time to another in an effort to increase the allowed speaking time. Individual citizens and citizen groups may select a person to make a presentation on their behalf, but each individual's speaking time will be limited to three minutes, subject to the discretion of the Chair or a vote of the Commission.

Orderly Conduct: Citizens attending meetings shall observe rules of propriety, decorum and good conduct. Unauthorized remarks and similar demonstrations shall not be permitted by the Chair who may direct the removal of offenders from the from the meeting.

Time Stamp 0:04:16 (audio) & 0:08:44 (video)

Mack opened the meeting for public comments, he checked the sign-in sheet, and then he checked online for any participants. No one offered any public comments.

CONSENT AGENDA (Routine Matters) Mack McDonald, San Juan County Administrator

The Consent Agenda is a means of expediting the consideration of routine matters. If a Commissioner requests that items be removed from the consent agenda, those items are placed at the beginning of the regular agenda as a new business action item. Other than requests to remove items, a motion to approve the items on the consent agenda is not debatable.

Time Stamp 0:05:45 (audio) & 0:10:13 (video)

Motion made by Commission Vice Chair Maughan, Seconded by Commissioner Jamie Harvey.
Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey.

Mack presented the consent agenda for the commission to review and approve:

1. Approval of \$27,116.95 for Small Purchases; \$259 on USPAP Online Class for the Assessor Department, \$1,111.01 on Cab Window Glass for the Road Department, \$15,000 on Lodging and Dining Videos for Visitor Services, \$2,080 on Catering, \$4,167 on Cell Phone Mount, Task Force Activation Fee and Task Force Storage Plan, and \$4,499.94 on Achilles Defense Loadout for the Sheriff's Office
2. Approval of October 21, 2025, Board of Commission Meeting Minutes for Review
3. Approval of November 4, 2025, Commission Board Minutes
4. Approval of November 18, 2025, Board of Commissioners Work Session Meeting
5. Approval of November 18, 2025, Board of Commission Meeting Minutes
6. Approval of the Check Register for October 18 - Nov 26, 2025
7. Approval of the Updated Budget for 2026 Appendix A to County Fire Warden Agreement. David Gallegos, Fire Chief
8. Approval of the Utah Cooperative Wildfire System Participation Commitment between Utah Division of Forestry, Fire and State Land and San Juan County for Fiscal Year 2026
9. Approval for Additional Policies to the San Juan County Senior Center Policy and Procedure Manual
10. Approval of the Bancorp Lease Agreement for a Sheriff's Office Ford Bronco Leased Vehicle

RECOGNITIONS, PRESENTATIONS, AND INFORMATIONAL ITEMS

11. San Juan County is terminating the Voluntary Benefits Contract we currently have with All State Insurance. We are requesting to use Guardian as our new provider for Voluntary Group Insurance

Time Stamp 0:20:54 (audio) & 0:25:22 (video)

Tranner Sharpe, Human Resource Manager, presented the information for the termination of the All State Voluntary Benefit Insurance and seeking permission to utilize Guardian for Voluntary Group Insurance. The commission agreed to consider the motion to approve at a later commission meeting.

BUSINESS/ACTION

12. Consideration and Approval for Service Missionary Volunteer Memorandum of Understanding (MOU) between San Juan County and The Church of Jesus Christ of Latter-day Saints. Tammy Gallegos, Aging Director

Time Stamp 0:27:58 (audio) & 0:32:26 (video)

Tammy Gallegos, Aging Director, presented the MOU with the Church of Jesus Christ of Latter-Day Saints for the commission to review and approve. The missionaries will serve in the Monticello Senior Center preparing and serving the meals. Commissioner Harvey asked if the service opportunity could become available to the other Senior Centers within the county.

Motion made by Commission Vice Chair Maughan, Seconded by Commissioner Jamie Harvey. Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey.

13. Consideration and Approval of the 2026 San Juan County Community Wildfire Preparedness Plan (CWPP). David Gallegos, Fire Chief

Time Stamp 0:36:01 (audio) & 0:40:29 (video)

David Gallegos, Fire Chief, presented the Wildfire Preparedness Plan for the commission to review and approve.

Motion made by Commission Vice Chair Maughan, Seconded by Commissioner Jamie Harvey. Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

14. Consideration and Approval of San Juan County Public Health Infrastructure 2023 Contract Between the State of Utah Health and Human Services and San Juan County Amendment #2. Mike Moulton, Public Health Interim Director

Time Stamp 0:55:37 (audio) & 1:00:05 (video)

Mike Moulton, Public Health Interim Director, presented the amendment for the commission to review and approve.

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan. Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

15. Consideration and Approval of the EPA Radon Grant Program with Utah Department of Environmental Quality. Mike Moulton, Public Health Interim Director

Time Stamp 0:57:15 (audio) & 1:01:43 (video)

Mike Moulton, Public Health Interim Director, presented the grant program for the commission to review and approve.

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan.
Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

16. Consideration and Approval of the Memorandum of Understanding between Southeastern Utah Downtown Alliance and San Juan County for General Operating and Community Support Grants within the County. Mack McDonald, Chief Administrative Officer

Time Stamp 1:00:37 (audio) & 1:05:05 (video)

Commission Chair presented the MOU for the commission to review and approve.

Motion made by Commission Vice Chair Maughan, Seconded by Commissioner Jamie Harvey.
Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

17. CONSIDERATION AND APPROVAL OF AN ORDINANCE 2025-03 ESTABLISHING A COUNTY DATA PRIVACY PROGRAM IN COMPLIANCE WITH THE UTAH GOVERNMENT DATA PRIVACY ACT (U.C.A. § 63A-19-101, et seq.). Mack McDonald, Chief Administrative Officer

Time Stamp 1:16:40 (audio) & 1:21:08 (video)

Mack presented the establishment of the Data Privacy Program for the commission to review and approve. There was a great deal of discussion, and eventually the commission asked for several items to be changed in the ordinance.

Motion to Table until the next commission meeting.

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan.
Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

18. Consideration and Approval of the 2025 Privacy Policy Statement for San Juan County. Mack McDonald, Chief Administrative Officer

Time Stamp 1:16:40 (audio) & 1:21:08 (video)

Motion made by Commissioner Harvey, Seconded by Commission Vice-Chair Maughan.
Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

PUBLIC HEARINGS

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

NONE HELD

COMMISSION REPORTS

Time Stamp 1:45:32 (audio) & 1:50:00 (video)

Commission Vice-Chair Maughan highlighted attending a meeting with Promise Partner Utah, a non-profit organization focused on economic mobility.

Commissioner Harvey spoke of the vehicle registration process and the apparent need for native residents to bring a Certificate of Indian Blood to the DMV Office. He is concerned that many members of the county may not know about the requirement and then must travel home to get their certificate before driving to Monticello again. Mack said he will check with the DMV staff and see what is happening regarding this issue.

Commission Chair Stubbs commented on the snow falling and said she needed to head home.

ADJOURNMENT

Time Stamp 2:00:16 (audio) & 2:04:44 (video)

Motion to adjourn:

Motion made by Commission Vice Chair Maughan, Seconded by Commissioner Jamie Harvey.
Voting Yea: Commission Chair Stubbs, Commission Vice Chair Maughan, Commissioner Harvey

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APPROVED: _____
San Juan County Board of County Commissioners

DATE: _____

ATTEST: _____
San Juan County Clerk/Auditor

DATE: _____



BOARD OF COMMISSIONERS WORK SESSION MEETING
 117 South Main Street, Monticello, Utah 84535. Commission Chambers
 April 21, 2026, 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/1431723.MP3>

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

CALL TO ORDER

Time Stamp 0:00:01 (audio) & 0:20:47 (video)

Commission Vice-Chair Jamie Harvey called the meeting to order at 9:23 a.m.

ROLL CALL

Time Stamp 0:00:24 (audio) & 0:21:11 (video)

Commission Vice-Chair Jamie Harvey called for attendance:

PRESENT

Lori Maughan, Commission Chair, Absent
 Jamie Harvey, Commission Vice-Chair
 Silvia Stubbs, Commissioner

STAFF

Mack McDonald, County Administrator
 Lyman W. Duncan, Clerk/Auditor
 Jens Nielson, Deputy County Attorney
 Ryan Benally, USU Extension, Assistant Professor
 Reagan Wytsalucy, USU Extension Associate Professor
 Jerrica Torres, USU Extension Administrative Assistant

AGENDA ITEMS

1. Family and Consumer Science Directors Visit. Heidi LeBlanc, USU Extension

Time Stamp 0:00:54 (audio) & 0:21:41 (video)

Ryan Benally, USU Extension Assistant Professor, Home and Community Department, introduced his key topics for the county commission to review. He expressed concern for the county residents facing poverty and food insecurity. Ryan's focus is to improve their health by program expansion, specifically youth tobacco cessation, 4-H youth development (public speaking, STEM, leadership growth, career workshops), and food preservation techniques. The extension office receives numerous grants from federal & state sources. Commissioners Stubbs and Harvey thanked Ryan for his military service and for his community involvement throughout the reservation.

Reagan Wytalucy, USU Extension Associate Professor, Agriculture & Natural Resources, spoke about the grants received for the grazing program. There are several weather measuring stations throughout the Utah strip, which are intended to report weather data to Dine' elders.

2. Review and Final Update of the Commission Policies and Procedures

Time Stamp 0:53:56 (audio) & 1:14:43 (video)

Jens Nielson, Deputy County Attorney, presented the current "final" version for review. He asked if there were any items that needed to be corrected, added or deleted. There was discussion regarding the Clerk/Auditor's role, the job description for the County Administrator, agenda preparation deadline, and the consent agenda. The document will be moved to May 19, 2026, Commission Meeting for approval.

3. Commission Organization Chart

Time Stamp 1:32:31 (audio) & 1:53:18 (video)

Item moved to May 19, 2026, Commission Meeting

4. Review and Discuss San Juan County Purchasing Policy.

Time Stamp 1:32:45 (audio) & 1:53:32 (video)

Item moved to May 19, 2026, Commission Meeting

ADJOURNMENT

Time Stamp 1:33:25 (audio) & 1:54:12 (video)

Motion to adjourn:

Motion made by Commissioner Stubbs, Seconded by Commission Vice-Chair Jamie Harvey.

Voting Yea: Commission Vice-Chair Jamie Harvey, Commissioner Stubbs

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: _____

ATTEST: _____
San Juan County Clerk/Auditor

DATE: _____



BOARD OF COMMISSIONERS MEETING
117 South Main Street, Monticello, Utah 84535. Commission Chambers
April 21, 2026, at 11:00 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/1422033.MP3>

VIDEO: <https://www.youtube.com/watch?v=1kNj8PI0VTM>

CALL TO ORDER

Time Stamp 0:00:01 (audio & 0:00:51 (video)

Commission Chair Lori Maughan called the meeting to order at 11:01 a.m.

ROLL CALL

Time Stamp 0:00:15 (audio) & 0:01:05 (video)

Commission Chair Lori Maughan called for attendance:

PRESENT

Lori Maughan, Chair

Jamie Harvey, Vice-Chair

Silvia Stubbs, Commissioner

STAFF

Mack McDonald, County Administrator

Lyman W. Duncan, Clerk/Auditor

Mitch Maughan, County Attorney

Jens Nielson, Deputy County Attorney

Cindi Holyoak, Recorder

Nicole Perkins, Library Director

Mike Moulton, Public Health Interim Director

Lehi Lacy, Sheriff

Jeremy Hoggard, EMS Director

Glenis Pearson, Treasurer

Tammy Gallegos, Aging Director

Brad Bunker, County Surveyor

Corey Coleman, Planning & Zoning Director
 TJ Adair, Roads Superintendent
 Jed Tate, Landfill Manager
 Talia Hansen, Economic Development Director
 Macaela Ramsey, Library
 Marty Shupe, Deputy Treasurer
 Nathan Pitts, Deputy Assessor
 David Bronson, resident of Moab
 Britt Barton, resident of Blanding
 Trent Schaefer, resident of Monticello
 Brian Stubbs, resident of Blanding

INVOCATION

Time Stamp 0:00:22 (audio) & 0:01:12 (video)

Jens Nielson, resident of Blanding, offered the opening prayer.

PLEDGE OF ALLEGIANCE

Time Stamp 0:01:51 (audio) & 0:02:41 (video)

Silvia Stubbs, resident of Blanding, led the audience to recite the Pledge of Allegiance.

CONFLICT OF INTEREST DISCLOSURE

Time Stamp 0:02:15 (audio) & 0:03:05 (video)

Commission Chair Maughan asked the commissioners if they had any conflict of interest with today's agenda. Each affirmed they did not have any conflicts with the agenda.

PUBLIC COMMENT

Public comments will be accepted through the following Zoom Meet link
<https://us02web.zoom.us/j/88279631170> Meeting ID: 882 7963 1170 One tap mobile
 +13462487799,,88279631170# US (Houston)

There will be a three-minute time limit for each person wishing to comment. If you exceed that three-minute time limit the meeting controller will mute your line.

As indicated in our Commission Policies and Procedures, the following applies:

The purpose of the San Juan County Commission meeting is to conduct county business in a public setting, as provided by law. We truly value and welcome public comment, as it gives citizens an important opportunity to share ideas, concerns, and suggestions that help strengthen our county.

To ensure everyone has a fair opportunity to speak, comments are limited to three minutes and should focus on county programs and operations. Objective criticism is welcome; however, complaints about specific county personnel or private individuals will not be permitted.

Please understand that public comment is not a debate or question-and-answer session, and an immediate response from the Commission should not be expected.

If you would like more information or further discussion, a member of our staff will be happy to assist you in setting up a follow-up meeting. We appreciate your participation and your willingness to be involved in your county government.

Time Stamp 0:02:30 (audio) & 0:03:20 (video)

Commission Chair Maughan began by reading the above statement, then she opened the meeting for public comment. She checked the sign-in sheet and the Zoom online site for anyone interested in speaking:

No one offered any public comments.

CONSENT AGENDA (Routine Matters) Lori Maughan, Commission Chair

The Consent Agenda is a means of expediting the consideration of routine matters. If a Commissioner requests that items be removed from the consent agenda, those items are placed at the beginning of the regular agenda as a new business action item. Other than requests to remove items, a motion to approve the items on the consent agenda is not debatable.

Time Stamp 0:04:06 (audio) & 0:04:56 (video)

Commission Chair Maughan presented the consent agenda for the commission to review and approve.

Motion made by Commissioner Vice-Chair Harvey, Seconded by Commissioner Stubbs.

Voting Yea: Commissioner Vice-Chair Harvey, Commissioner Stubbs

1. Approval of \$6,941.39 in Small Purchases; \$1,800 on Stage Design and Installation for Business Basecamp for the Economic Development, and \$5,141.39 on Reman Diesel Particulate Filter for the Road Department
2. Approval of April 7, 2026, Commission Work Session Meeting Minutes
3. Approval of April 7, 2026, Commission Meeting Minutes
4. Approval of the Check Registers April 2 through April 9, 2026
5. Approval of the Local Authority Consent for Retail Alcohol License Form for Halls Crossing Marina Snack Bar
6. Approval for the Renewal of Alcohol License Application for Halls Crossing Marina Snack Bar
7. Approval of the 2025 Emergency Management Performance Grant for Fiscal Year 2025 through 2026
8. Approval of the Appointment of Vint DeGraw, Secretary and the Re-Appointment of Lisa Carr, Chair for the San Juan County Historic Prevention Committee to a 4-Year Term

9. Approval of the Appointment of Pratt Redd to the Blanding Cemetery Maintenance District Board for a 4-year Term
10. Approval of a Letter of Support for the Lawrence Welk Show 70th Anniversary

BUSINESS/ACTION

11. CONSIDERATION OF RESCINDING OF RESOLUTION 2026-04 CLARIFYING THE COUNTY COMMISSION FORM OF GOVERNMENT AND THE GOVERNING AUTHORITY OF THE SAN JUAN COUNTY BOARD OF COMMISSIONERS. Jamie Harvey, Commission Vice-Chair

Time Stamp 0:07:03 (audio) & 0:07:53 (video)

Commission Vice-Chair Harvey presented the Resolution for The Consideration of Rescinding Resolution 2026-04 for the commission to review and approve. He proposed that the Board should have all three (3) commissioners in attendance whenever they meet with the County Administrator. Commission Chair Maughan feels the current form of government restricted her from meeting with department heads, and she feels the county administrator is undermining her efforts. Commissioner Harvey reiterated that all three commissioners be present when meeting with department heads. Commission Chair Maughan expressed her concern that the three commissioners make the commitment to be in attendance for the regularly scheduled department head meetings. She also stated that the department heads are frustrated in working with the county administrator.

Commission Vice-Chair Harvey offered a motion to rescind last commission meeting's resolution. He then made a motion to supersede last commission meeting's resolution and table it instead. Jens recommended that legal clarification be provided.

Attorney Maughan stated all counties are required to declare the type of government which they want to operate under. San Juan County is using the three (3) commission member form of government, with a county administrator. He stated the repeal of the form of government isn't needed, since all power and authority reside with the commissioners. He felt the meeting with Mack was to offer an olive branch, overall, he felt it was a positive meeting. He asked Mack to make the audio recording public. Mitch asked if this standard applied to Commissioner Stubbs, who meets consistently with the county administrator.

Commission Vice-Chair Harvey expressed his highest regard to Commission Chair Maughan and Attorney Mitch Maughan. He offered a motion to amend his previous motion. Commission Chair Maughan expressed that thirteen (13) employees have reached out to her stating that they feel they can't or (won't) meet with the Administrator.

Attorney Maughan felt that parameters need to be established, such as when HR is writing up an employee, or when meeting with a department to work through a problem, etc. it needs to be brought to the commission members instead of the administrator. Mitch feels the county is inefficient and can be streamlined. The commission agreed to work together and participate in future employee meetings.

Commissioner Stubbs feels she is misunderstood as far as the amount of the time spent in Mack's office. She frequently seeks clarification with state law statutes and IT help from Mack.

After much discussion, the motion will be moved to next month's commission meeting.

12. CONSIDERATION AND APPROVAL OF A RESOLUTION SETTING THE TERM AND ROTATION OF THE CHAIR AND VICE CHAIR OF THE BOARD OF SAN JUAN COUNTY COMMISSION FOR THE YEAR 2026. Jamie Harvey, Commission Vice-Chair

Time Stamp 0:59:40 (audio) & 1:01:30 (video)

Commission Vice-Chair Harvey presented a motion to withdraw the Resolution Setting the Term and Rotation of the Chair and Vice-Chair of the Board for The Year 2026:

Motion to Withdraw:

Motion made by Commissioner Vice-Chair Harvey, Seconded by Commission Chair Maughan.
Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey
Voting Abstaining: Commissioner Stubbs

13. Consideration and Approval of a Memorandum of Understanding between the Ute Mountain Ute Tribe White Mesa, and San Juan County for a mobile WIC Clinic Services in White Mesa. Mike Moulton, Public Health Interim Director

Time Stamp 1:01:07 (audio) & 1:01:57 (video)

Mike Moulton, Public Health Interim Director, presented the MOU between the Ute Mountain Ute Tribe - White Mesa and San Juan County for a mobile WIC Clinic Services in White Mesa for the commission to review and approve:

Motion made by Commissioner Vice-Chair Harvey, Seconded by Commissioner Stubbs.
Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey, Commissioner Stubbs

COMMISSION REPORTS

Time Stamp 1:04:31 (audio) & 1:05:21 (video)

Commissioner Harvey expressed his appreciation for Mike Moulton, Interim Public Health Director, for reaching out to White Mesa residents for the WIC program. He is grateful the State of Utah home energy program came down to San Juan County and listened to leaders and community residents.

Commissioner Stubbs traveled to Navajo Mountain and attended their chapter meeting. She discussed the meetings and how they can be delayed if there is a lack of quorum members, if they are lacking a quorum, they wait until more quorum members arrive. She is also working on several projects which hopefully will benefit the area residents.

Commissioner Maughan participated in the San Juan County Council of Governments meetings with all the local cities and towns. The Regional Opportunity Council helps to create a priority list for economic development within the county. The Nuclear Community Campaign is still underway for the time being.

ADJOURNMENT

Time Stamp 1:14:55 (audio & video)

Motion to adjourn:

Motion made by Commissioner Vice-Chair Harvey, Seconded by Commissioner Stubbs.
Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey, Commissioner Stubbs

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APPROVED: _____ DATE: _____
San Juan County Board of County Commissioners

ATTEST: _____ DATE: _____
San Juan County Clerk/Auditor



BOARD OF COMMISSIONERS MEETING
117 South Main Street, Monticello, Utah 84535. Commission Chambers
May 05, 2026, at 11:00 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/1432221.mp3>

<https://www.utah.gov/pmn/files/1432221.mp3>

VIDEO: <https://www.youtube.com/watch?v=7P7dIH1PXR&t=11s>

CALL TO ORDER

Time Stamp 0:00:01 (audio) & 0:01:12 (video)

Commission Chair Maughan called the meeting to order at 11:00 a.m.

ROLL CALL

Time Stamp 0:00:08 (audio) & 0:01:19 (video)

Commission Chair Maughan called for attendance:

PRESENT

Lori Maughan, Chair

Jamie Harvey, Vice-Chair

Silvia Stubbs, Commissioner

STAFF

Mack McDonald, County Administrator

Lyman W. Duncan, Clerk/Auditor

Jens Nielson, Deputy Attorney

INVOCATION

Time Stamp 0:00:21 (audio) & 0:01:32 (video)

Nicole Perkins, resident of Blanding, offered the opening prayer.

PLEDGE OF ALLEGIANCE

Time Stamp 0:01:24 (audio) & 0:02:35 (video)

Jamie Harvey, resident of Montezuma Creek, led the audience in the Pledge of Allegiance.

CONFLICT OF INTEREST DISCLOSURE

Time Stamp 0:01:49 (audio) & 0:03:00 (video)

Commission Chair Maughan polled the commissioners for any conflicts. Each affirmed they did not have any conflicts of interest with today's commission agenda.

PUBLIC COMMENT

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<https://us02web.zoom.us/j/88279631170> Meeting ID: 882 7963 1170 One tap mobile +13462487799,,88279631170# US (Houston)

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As indicated in our Commission Policies and Procedures, the following applies:

The purpose of the San Juan County Commission meeting is to conduct county business in a public setting, as provided by law. We truly value and welcome public comment, as it gives citizens an important opportunity to share ideas, concerns, and suggestions that help strengthen our county.

To ensure everyone has a fair opportunity to speak, comments are limited to three minutes and should focus on county programs and operations. Objective criticism is welcome; however, complaints about specific county personnel or private individuals will not be permitted.

Please understand that public comment is not a debate or question-and-answer session, and an immediate response from the Commission should not be expected.

If you would like more information or further discussion, a member of our staff will be happy to assist you in setting up a follow-up meeting. We appreciate your participation and your willingness to be involved in your county government.

Time Stamp 0:02:05 (audio) & 0:03:16 (video)

Corey Coleman, Planning & Zoning Manager, requested the county manager give him all communications between the commission regarding a legal issue. He expressed concern with the vehicle leasing & purchasing program with the vendor.

CONSENT AGENDA (Routine Matters) Lori Maughan, County Chair

The Consent Agenda is a means of expediting the consideration of routine matters. If a Commissioner requests that items be removed from the consent agenda, those items are placed at the beginning of the regular agenda as a new business action item. Other than requests to remove items, a motion to approve the items on the consent agenda is not debatable.

Time Stamp 0:05:57 (audio) & 0:07:08 (video)

Motion made by Commissioner Vice-Chair Harvey, Seconded by Commissioner Stubbs.

Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey, Commissioner Stubbs

1. Approval of \$3,870.68 in Small Purchases; \$2,775 in Replacement Drive Kit and \$1,095.68 on Seal Kit for the Road Department
2. Approval of the Election Contractors Agreements for Bernice Lefthand, Carson Duncan, Charlotta Lacy, Duane Shockenmeyer, Cameron Degraw, Elsie Dee, J Michael Carter, Lorine Shockenmeyer, Linda Lewis, Lorissa Jackson, Ray Nakai, and Mary Ann Woody for the 2026 Elections Primary/General
3. Approval of Electric Honey Experience LLC 2026 Off Premise Beer License
4. Purchase of \$27,745 for a 40 Yard Bin and 30 Yard Recycling Bin for the Landfill

RECOGNITIONS, PRESENTATIONS, AND INFORMATIONAL ITEMS

5. Review and Legal Opinion regarding the County Commission Form of Government. Mitch Maughan, County Attorney

Time Stamp 0:07:49 (audio) & 0:09:00 (video)

Mitch Maughan, County Attorney, opened the discussion regarding his legal opinion concerning the type of the county form of government. Commissioner Stubbs asked Mitch about his training and work experience. Mitch provided a list of governments and organizations that he has worked for over the past 30 years.

San Juan County currently uses a three (3) commission government with a county administrator position. Commissioner Stubbs is concerned with the proposed elimination of the administrator's job position. She feels the proposed form of government (w/ a new organization chart) is a change from the past governance model of the county, with the Chair receiving additional assignments and powers.

Mitch felt the Chair didn't possess any more power than the other commissioners. Commission Chair Maughan spoke about the form of government which they have chosen to use in the county (a three (3) commission government with a county administrator position). She feels the organization chart lines are blurred within the county and feels the administrator serves the commission members, allowing the commission to lead the departments as needed. The organization chart was discussed at length. Mitch taught the commission that they hold all the legislative and executive powers as elected officials representing the residents of the county.

Commission Chair Harvey thanked Mitch for all his work while researching the legal opinion. He asked him to read Section Three (3) and Four (4) for the audience. There was discussion regarding his Conclusion, and the resolution which was passed several weeks ago. Commissioner Harvey presented a Resolution for the commission to review. The department head meetings of the last six (6) months were developed to receive input from department heads and commissioners.

BUSINESS/ACTION

6. Consideration and Approval of the Cooperative Agreement between the Utah Department of Transportation and San Juan County to improve county road between Pack Creek Cutoff Rd to Yellow Circle Rd. Todd Adair, San Juan County Road Superintendent

Time Stamp 0:45:15 (audio) & 0:46:26 (video)

TJ Adair, County Road Superintendent, presented the cooperative agreement to improve the county road between Pack Creek Cutoff Rd to Yellow Circle Rd for the commission to review and approve. The agreement with SITLA was approved in April. The road and parking lot will be upgraded from dirt to gravel, and the road department will perform the work as an in-kind contribution. TJ is concerned about not being involved with the original decision to use road department resources without being compensated.

Commission Chair Maughan spoke about inheriting the economic development project for the Mud Springs project. The groups involved are the BLM, SITLA, Grand County, UDOT, State of Utah Outdoor Recreation, and San Juan County. Phase One (1) money is now depleted; Phase Two (2) money is now available for the project members. Jared Beard, UDOT employee, spoke about covering any additional material costs. Commission Vice-Chair Harvey asked Jared if he could call him later, and he agreed to receive his call.

Motion made by Commissioner Vice-Chair Harvey, Seconded by Commissioner Stubbs.
Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey, Commissioner Stubbs

7. Consideration and Approval of the Memorandum of Understanding between Utah Education and Telehealth Network and San Juan County Library System for Monticello Library regarding E-rate for Internet Service. Nicole Perkins, Library Director

Time Stamp 1:06:16 (audio) & 1:07:27 (video)

Nicole Perkins, Library Director, presented the MOU with the Utah Education & Telehealth Network for the commission to review and approve.

Motion made by Commissioner Stubbs, Seconded by Commissioner Vice-Chair Harvey.
Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey, Commissioner Stubbs

8. Consideration and Approval of the Local Health Dept WIC Program between the Utah Department of Health & Human Services and San Juan County Amendment 4. Mike Moulton, Interim Health Officer

Time Stamp 1:10:33 (audio) & 1:11:44 (video)

Mike Moulton, Public Health Interim Public Director, presented the WIC Program contract with the Utah Department of Health for the commission to review and approve.

Motion made by Commissioner Vice-Chair Harvey, Seconded by Commissioner Stubbs.
Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey, Commissioner Stubbs

9. Consideration and Approval of Letter of Support for FY2026–2027 Rural County Grant Application Presented. Talia Hansen, Economic Development Director

Time Stamp 1:11:51 (audio) & 1:13:02 (video)

Talia Hansen, Economic Development Director, presented the Letter of Support for the Rural Grant Application for the commission to review and approve.

Motion made by Commissioner Vice-Chair Harvey, Seconded by Commissioner Stubbs.
Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey, Commissioner Stubbs

10. Consideration and Approval of a Contract with the Business Education and Resource Center (BEAR Center) for Economic Development Program Delivery and Facility Use. Talia Hansen, Economic Development Director

Time Stamp 1:14:51 (audio) & 1:16:02 (video)

Talia Hansen, Economic Development Director, presented the Contract with the Business Education and Resource (Bear Center) for the commission to review and approve.

Motion made by Commissioner Stubbs, Seconded by Commissioner Vice-Chair Harvey.
Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey, Commissioner Stubbs

11. Consideration and Approval of the Letter of Support for Amendment Request Fiscal Year 2025 through 2026 Rural County Grant. Talia Hansen, Economic Development Director

Time Stamp 1:16:46 (audio) & 1:17:57 (video)

Talia Hansen, Economic Development Director, presented the Letter of Support for Amendment Request for the commission to review and approve.

Motion made by Commissioner Vice-Chair Harvey, Seconded by Commissioner Stubbs.
Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey, Commissioner Stubbs

12. Consideration and Approval of a Vehicle Lease Agreement between The Bancorp Bank and San Juan County for the Economic Development Department. Mack McDonald, County Administrator

Time Stamp 1:17:55 (audio) & 1:19:06 (video)

Mack presented the vehicle lease agreement between Bancorp Bank and the SJC Economic Development for the commission to review and approve.

Motion made by Commissioner Vice-Chair Harvey, Seconded by Commissioner Stubbs.
Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey, Commissioner Stubbs

COMMISSION REPORTS

Time Stamp 1:19:05 (audio) & 1:20:16 (video)

Commissioner Harvey will be attending the NACO Economic Mobility Capstone program later this month. He feels the program so far has been very beneficial to be a part of and to learn from. The county received \$50,000 to create and develop economic opportunity programs for the residents of the county. He is also working with the Bureau of Indian Affairs to facilitate two payments owed to the county for previous road work. The Navajo Nation President is deliberating the approval for the road maintenance contract provided by the county.

He also wants the UDOT to provide lighting for the roundabout, without the lighting, he feels it's dangerous for the local drivers. Commissioner Harvey wants the Navajo Nation Road from the Montezuma Creek bridge to the Arizona Stateline to be taken over by UDOT. He also wants the temporary detour road route through the NDC housing in Montezuma Creek to be removed now that the roundabout is completed.

Commissioner Stubbs attended the open house for the Lisbon Valley Mine grand re-opening. She was grateful for their leadership in keeping faith with the mine property until copper prices rose enough to re-open. She attended the UAC conference in St. George and felt that the conference was very beneficial for her. She also spoke about the Navajo Revitalization Fund (NRF) and the current housing projects they are working on. Commissioner Stubbs expressed her concern about the Senior Center closing in Oljato and Navajo Mountain (and two others). The senior meal program funding comes from the federal government to the Navajo Nation; however, the meal programs remain closed, and the residents want the centers to be re-opened. The USU campus in Monument Valley has opened and there's pride and excitement within the community. Commissioner Stubbs addressed briefly the recent Supreme Court decision overturning race-based districting and its potential impact on San Juan County.

Commissioner Maughan attended UAC and participated in the Natural Resource meeting on Tuesday. She spoke about the Northwash Boat ramp project, which is near Hite Marina. She attended the Conservation District meeting in Green River and noted that everyone is concerned with the drought sitting on the state. Since San Juan County has been designated as being in a drought, funds are available to farmers and ranchers who have been adversely impacted. Commissioner Maughan was grateful for the opportunity to attend the re-opening of the Mariana Mine in Lisbon Valley.

EXECUTIVE SESSION

Time Stamp 1:47:50 (audio) & 1:49:01 (video)

Motion to Enter:

Motion made by Commissioner Vice-Chair Harvey, Seconded by Commissioner Stubbs.

Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey, Commissioner Stubbs

- 13. A Motion to Enter Into a Closed Executive Session to Discuss the Character, Professional Competence, or Physical or Mental Health of an Individual as Permitted Under UCA 52-4-205.
- 14. A Motion to Enter Into a Closed Executive Session for a Strategy Sessions to Discuss Pending or Reasonably Imminent Litigation as Permitted Under UCA 52-4-205.

ADJOURNMENT

Time Stamp 0:00:07 (2nd audio file) & 0:00:00 (video)

Motion made by Commissioner Vice-Chair Harvey, Seconded by Commissioner Stubbs.

Voting Yea: Commission Chair Maughan, Commissioner Vice-Chair Harvey, Commissioner Stubbs

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: _____

ATTEST: _____
San Juan County Clerk/Auditor

DATE: _____

**San Juan County
Check Register
All Bank Accounts - 04/10/2026 to 05/14/2026**

Item 9.

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
4imprint Inc	136904	14996180	05/05/2026	05/05/2026	2,141.44	Account #3923304	255040.480 - Preventative Block Gra	
					\$2,141.44			
50Below LLC	137014	1040	04/20/2026	05/08/2026	1,800.00	Business Basecamp Stage Design & Installation	104192950 - Econ Dev Expense Rei	
					\$1,800.00			
Abajo Incident Management Service	136832	001	04/23/2026	04/23/2026	5,000.00	Weekend Warrior Fifth Wheel Trailer	104620790 - Fair Capitol Expenditure	
					\$5,000.00			
Abbott Laboratories	136757	621582132	04/16/2026	04/17/2026	882.98	Customer #621582132	104678325 - Home Deliv Meals - Bla	
					\$882.98			
Accreditation Audit & Risk Managem	136833	2025.05.768	01/01/2026	04/23/2026	3,933.00	AARMS Monthly Service - Jun25 Dec26	214412250 - Equipment Operation	
					\$3,933.00			
Acorn Products LLC	136905	1785	05/05/2026	05/05/2026	2,507.00	Rebecca's PBG 5040 Shirts	255040.480 - Preventative Block Gra	
					\$2,507.00			
Acumen Fiscal Agent, LLC	136834	March 2026 UT V	04/22/2026	04/23/2026	1,330.00	Admin Fees	104685615 - VDHCBS Contracts	
Acumen Fiscal Agent, LLC	136834	San Juan March	04/23/2026	04/23/2026	38,265.45	Payroll Expenses	104685615 - VDHCBS Contracts	
					\$39,595.45			
					\$39,595.45			
AJC Architects, LLC	137015	2024-05.0121	05/08/2026	05/08/2026	1,012.50	Public Safety Building	454166310 - Professional and Techni	
					\$1,012.50			
Alvarado, Damasio	136906	472R26	05/04/2026	05/05/2026	141.19	Boot Reimbursement	214414480 - Special Department Sup	
					\$141.19			
Amazon Capital Services	136758	1633-QPGV-NRX	04/15/2026	04/17/2026	32.08	Account #A2V7QM9FKNUPWE	214414240 - Office Expense	
Amazon Capital Services	136758	17GG-CPFM-TM	04/16/2026	04/17/2026	84.39	Account #A2V7QM9FKNUPWE	214412250 - Equipment Operation	
Amazon Capital Services	136758	1CTD-FRG4-TJV	04/16/2026	04/17/2026	253.29	Account #A2V7QM9FKNUPWE	214412250 - Equipment Operation	
					\$369.76			
Amazon Capital Services	136835	1F7Q-97MD-HLP	04/22/2026	04/23/2026	209.14	Account #A2V7QM9FKNUPWE	214412250 - Equipment Operation	
Amazon Capital Services	136835	1PD7-NNRW-6KL	04/22/2026	04/23/2026	182.27	Account #A2V7QM9FKNUPWE	104256250 - Noxious Weed Equipme	
					\$391.41			
Amazon Capital Services	136907	134D-PHCT-DR1	05/04/2026	05/05/2026	106.76	Account #A2V7QM9FKNUPWE	104256480 - Noxious Weed Special	
Amazon Capital Services	136907	196R-3636-N1TJ	05/05/2026	05/05/2026	115.20	Account #A2V7QM9FKNUPWE	214412250 - Equipment Operation	
Amazon Capital Services	136907	1DN3-96X9-LLNT	05/04/2026	05/05/2026	39.58	Account #A2V7QM9FKNUPWE	214414240 - Office Expense	
Amazon Capital Services	136907	1F63-HJGD-GVQ	05/05/2026	05/05/2026	38.97	Account #A2V7QM9FKNUPWE	214412250 - Equipment Operation	
Amazon Capital Services	136907	1FC9-PW9Q-JFJ	05/04/2026	05/05/2026	38.99	Account #A2V7QM9FKNUPWE	104256480 - Noxious Weed Special	
Amazon Capital Services	136907	1JVK-VJP7-MRN	05/04/2026	05/05/2026	29.98	Account #A2V7QM9FKNUPWE	104256480 - Noxious Weed Special	
Amazon Capital Services	136907	1MT1-N7MD-1YH	05/05/2026	05/05/2026	16.59	Account #A2V7QM9FKNUPWE	214412250 - Equipment Operation	
Amazon Capital Services	136907	1QX7-LRKJ-GTR	05/05/2026	05/05/2026	48.99	Account #A2V7QM9FKNUPWE	214412250 - Equipment Operation	
Amazon Capital Services	136907	1WJJ-7FWJ-LPX	05/04/2026	05/05/2026	29.47	Account #A2V7QM9FKNUPWE	214412250 - Equipment Operation	
					\$464.53			
Amazon Capital Services	137016	1FVC-TFNT-9PD	05/05/2026	05/08/2026	37.97	Account #A2V7QM9FKNUPWE	214412250 - Equipment Operation	
Amazon Capital Services	137016	1H31-CDGY-NY1	05/08/2026	05/08/2026	104.63	Account #A2V7QM9FKNUPWE	214412250 - Equipment Operation	
Amazon Capital Services	137016	1LQ7-N6LP-RC3	05/08/2026	05/08/2026	49.30	Account #A2V7QM9FKNUPWE	214414240 - Office Expense	
					\$191.90			
					\$1,417.60			
Amerigas Propane LP	136759	3188785469	04/15/2026	04/17/2026	441.64	Account #200752247	156490270 - Utilities	
					\$441.64			

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All Bank Accounts - 04/10/2026 to 05/14/2026**

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Angela Houghton Realtor	137017	Refund: 1020	05/06/2026	05/08/2026	58.00	Refund: 1020 - Angela Houghton Realtor	101311000 - Accounts Receivable	
					\$58.00			
Asphalt Systems Inc - ASI	136908	38955	05/05/2026	05/05/2026	20,341.84	BOL/Ticket 26-043UT-01	214414410 - Road Supplies	
					\$20,341.84			
Austin, Ann M	136760	AAustin04102026	04/13/2026	04/17/2026	115.50	Planning & Zoning Board Stipend and Mileage	104114490 - Plan/Zone Board Stipen	
					\$115.50			
BearCat Mfg. Inc.	Refund	129741	05/05/2025	04/22/2026	-133.83	Customer #1826	214412250 - Equipment Operation	
BearCat Mfg. Inc.	Refund	BCM112425	12/31/2025	04/22/2026	133.83	Check 143264 - refund of returned parts	214412250 - Equipment Operation	
					\$0.00			
					\$0.00			
Beasley, Garrett	137018	GBeasRMB04272	05/08/2026	05/08/2026	20.00	Inmate Transport	104230230 - Jail Travel Expense	
					\$20.00			
Benn, Lyandra	137019	LyBennRMB0501	05/08/2026	05/08/2026	358.04	CIT Training Travel	104230230 - Jail Travel Expense	
					\$358.04			
Bethea, Derek	136761	DBethRMB04112	04/15/2026	04/17/2026	139.00	Brigham City Training Travel Reimbursement	104230230 - Jail Travel Expense	
					\$139.00			
Black, Justin	137020	JBlackRMB05042	05/08/2026	05/08/2026	28.00	Interfacility tranfer BMH to St. Mary's	264350230 - Travel Expense	
					\$28.00			
Black, Monty	137021	MBlackRMB0423	05/08/2026	05/08/2026	1,320.00	POST Training Travel	264350230 - Travel Expense	
					\$1,320.00			
Blanding City	136910	05022026	05/04/2026	05/05/2026	250.00	Wellness Center Rental Fee for 02May2026	104192950 - Econ Dev Expense Rei	
Blanding City	136910	553343140_0425	05/04/2026	05/05/2026	618.54	Account #553343140	156060270 - Utilities	
Blanding City	136910	653345422	05/04/2026	05/05/2026	112.56	Account #551751001	156720270 - Utilites	
Blanding City	136910	653345422	05/04/2026	05/05/2026	212.43	Account #501820007	156320270 - Utilities	
Blanding City	136910	653345422	05/04/2026	05/05/2026	277.71	Account #500790001	156520270 - Utilites	
Blanding City	136910	653345422	05/04/2026	05/05/2026	693.10	Account #501683003	156220270 - Utilities	
Blanding City	136910	653345422	05/04/2026	05/05/2026	711.58	Account #501640001	156120270 - Utilities	
Blanding City	136910	653345422	05/04/2026	05/05/2026	820.72	Account #551750001	156720270 - Utilites	
					\$3,696.64			
					\$3,696.64			
Bleggi, Kelly	136911	473R26	05/04/2026	05/05/2026	61.00	CDL License Reimbursement	214414620 - Miscellaneous Services	
Bleggi, Kelly	137022	KBleggRMB0413	05/08/2026	05/08/2026	91.00	UAC Conference Travel	214414330 - Employee Education	
					\$152.00			
Blomquist Hale Consulting Group Inc	137023	APR26-2211	05/08/2026	05/08/2026	784.80	Employee Assistance Coverage	104965140 - Undistributed Other Em	
Blomquist Hale Consulting Group Inc	137023	MAY26-2505	05/01/2026	05/08/2026	784.80	Employee Assistance Coverage	104965140 - Undistributed Other Em	
					\$1,569.60			
					\$1,569.60			
Blue Mountain Foods	136762	01-1038662	04/13/2026	04/17/2026	115.73	Account Seniors - Bluff	104677323 - Congregate Meals - Mo	
Blue Mountain Foods	136762	01-1045898	04/13/2026	04/17/2026	90.72	Account Seniors - Bluff	104678329 - Home Deliv Meals - Bluf	
Blue Mountain Foods	136762	01-1053143	04/13/2026	04/17/2026	89.76	Account Seniors - Bluff	104678329 - Home Deliv Meals - Bluf	
Blue Mountain Foods	136762	01-1060066	04/16/2026	04/17/2026	67.93	Account Seniors - Monticello	104678323 - Home Deliv Meals - Mon	
Blue Mountain Foods	136762	01-1060185	04/13/2026	04/17/2026	105.08	Account Seniors - Bluff	104677329 - Congregate Meals - Bluf	
Blue Mountain Foods	136762	01-1060203	04/13/2026	04/17/2026	56.98	Account Seniors - Bluff	104677329 - Congregate Meals - Bluf	
Blue Mountain Foods	136762	01-1061215	04/16/2026	04/17/2026	22.56	Account Seniors - Monticello	104677323 - Congregate Meals - Mo	
Blue Mountain Foods	136762	01-1062110	04/13/2026	04/17/2026	15.18	Account San Juan County	104230350 - Jail State Prisoner Expe	

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Check Register
All Bank Accounts - 04/10/2026 to 05/14/2026**

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Blue Mountain Foods	136762	01-1064028	04/16/2026	04/17/2026	125.11	Account Seniors - Monticello	104677323 - Congregate Meals - Mo	
Blue Mountain Foods	136762	01-1065305	04/16/2026	04/17/2026	13.16	Account Seniors - Monticello	104678323 - Home Deliv Meals - Mon	
Blue Mountain Foods	136762	01-1065419	04/13/2026	04/17/2026	101.50	Account Jail	104230480 - Jail Kitchen Food	
Blue Mountain Foods	136762	01-1067148	04/13/2026	04/17/2026	477.16	Account Jail	274230350 - Inmate Commissary Exp	
Blue Mountain Foods	136762	02-834726	04/15/2026	04/17/2026	39.97	Account Jail	104230480 - Jail Kitchen Food	
Blue Mountain Foods	136762	03-903137	04/16/2026	04/17/2026	69.95	Account Seniors - Monticello	104678323 - Home Deliv Meals - Mon	
					\$1,390.79			
Blue Mountain Foods	136836	01-1068753	04/17/2026	04/23/2026	55.07	Account Seniors - Monticello	104677323 - Congregate Meals - Mo	
Blue Mountain Foods	136836	01-1070033	04/23/2026	04/23/2026	6.69	Account San Juan County	214414240 - Office Expense	
Blue Mountain Foods	136836	01-1077876	04/22/2026	04/23/2026	63.61	Account Jail	104230480 - Jail Kitchen Food	
Blue Mountain Foods	136836	02-637131	04/17/2026	04/23/2026	34.92	Account Seniors - Monticello	104678323 - Home Deliv Meals - Mon	
					\$160.29			
Blue Mountain Foods	136912	01-1070029	05/04/2026	05/05/2026	5.49	Account San Juan County	214414240 - Office Expense	
Blue Mountain Foods	136912	01-1071926	04/27/2026	05/05/2026	141.89	Account Sheriff's Office	104215620 - Search Rescue Miscella	
Blue Mountain Foods	136912	01-1076262	05/05/2026	05/05/2026	43.76	Account Seniors - Monticello	104677323 - Congregate Meals - Mo	
Blue Mountain Foods	136912	01-1078883	05/05/2026	05/05/2026	44.01	Account Seniors - Monticello	104677323 - Congregate Meals - Mo	
Blue Mountain Foods	136912	01-1080316	05/04/2026	05/05/2026	28.47	Account San Juan County	214414240 - Office Expense	
Blue Mountain Foods	136912	01-1080805	05/05/2026	05/05/2026	17.45	Account Seniors - Monticello	104677323 - Congregate Meals - Mo	
Blue Mountain Foods	136912	01-1081359	04/27/2026	05/05/2026	8.72	Account Jail	104230480 - Jail Kitchen Food	
Blue Mountain Foods	136912	01-1084391	05/05/2026	05/05/2026	3.98	Account Seniors - Monticello	104678323 - Home Deliv Meals - Mon	
Blue Mountain Foods	136912	01-1085761	05/05/2026	05/05/2026	80.99	Account Seniors - Monticello	104678323 - Home Deliv Meals - Mon	
Blue Mountain Foods	136912	01-1086904	05/05/2026	05/05/2026	75.20	Account Jail	104230480 - Jail Kitchen Food	
Blue Mountain Foods	136912	01-1087681	05/05/2026	05/05/2026	80.60	Account Seniors - Monticello	104677323 - Congregate Meals - Mo	
Blue Mountain Foods	136912	01-1087915	05/05/2026	05/05/2026	43.91	Account San Juan County	214414230 - Travel Expense	
Blue Mountain Foods	136912	02-842424	04/24/2026	05/05/2026	11.38	Account Jail	104230480 - Jail Kitchen Food	
Blue Mountain Foods	136912	02-842430	04/24/2026	05/05/2026	197.10	Account San Juan County	214414240 - Office Expense	
Blue Mountain Foods	136912	03-913750	05/05/2026	05/05/2026	20.94	Account Seniors - Monticello	104678323 - Home Deliv Meals - Mon	
Blue Mountain Foods	136912	03-915995	05/05/2026	05/05/2026	30.79	Account Seniors - Monticello	104678323 - Home Deliv Meals - Mon	
Blue Mountain Foods	136912	03-924732	05/05/2026	05/05/2026	20.14	Account Seniors - Monticello	104677323 - Congregate Meals - Mo	
Blue Mountain Foods	136912	03-924787	05/05/2026	05/05/2026	21.87	Account Jail	104230480 - Jail Kitchen Food	
Blue Mountain Foods	136912	03-925377	05/05/2026	05/05/2026	19.88	Account Jail	104230480 - Jail Kitchen Food	
Blue Mountain Foods	136912	03-926648	05/05/2026	05/05/2026	456.54	Account Jail	274230350 - Inmate Commissary Exp	
					\$1,353.11			
Blue Mountain Foods	137024	01-1092133	05/08/2026	05/08/2026	48.02	Account: Seniors - Monticello - Home Delivery	104678323 - Home Deliv Meals - Mon	
Blue Mountain Foods	137024	01-1096118	05/08/2026	05/08/2026	19.73	Account: Seniors - Monticello - Home Delivery	104678323 - Home Deliv Meals - Mon	
Blue Mountain Foods	137024	03-929086	05/08/2026	05/08/2026	35.75	Account: Seniors - Monticello - Congregate	104677323 - Congregate Meals - Mo	
Blue Mountain Foods	137024	03-929256	05/05/2026	05/08/2026	15.54	Account Sheriff's Office	104230480 - Jail Kitchen Food	
					\$119.04			
					\$3,023.23			
Blueline Services	136913	84367	05/05/2026	05/05/2026	200.00	Collector Training	104134310 - Personnel Professional	
					\$200.00			
Bluff Dwellings Resort LLC	136763	2021401	04/10/2026	04/17/2026	922.00	FAM Tours	104193480 - Visitor Serv Special Dep	
Bluff Dwellings Resort LLC	136837	2021339	04/21/2026	04/23/2026	381.90	RAM Tours	104193480 - Visitor Serv Special Dep	
					\$1,303.90			
Bluff Water Works	136838	SDI-34091	04/01/2026	04/23/2026	35.00	Bluff Fire Station Metered Water	156440270 - Utilities	
					\$35.00			
Bob Barker Company Inc.	136764	INV2227045	04/13/2026	04/17/2026	9.80	Customer SANUT1	104230350 - Jail State Prisoner Expe	
					\$9.80			
Bound Tree Medical LLC	136839	86171934	04/21/2026	04/23/2026	662.80	Account #114364	264350610 - Miscellaneous Supplies	
Bound Tree Medical LLC	136914	86178266	04/23/2026	05/05/2026	399.17	Account #114364	264350610 - Miscellaneous Supplies	
Bound Tree Medical LLC	137025	86195475	05/08/2026	05/08/2026	151.74	Account #114364	264350610 - Miscellaneous Supplies	
					\$1,213.71			

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Bradford Tire LLC	137026	80946	05/08/2026	05/08/2026	112.49	Oil Change 541933EX	104210251 - Sheriff Gas, Oil and Gre	
Bradford Tire LLC	137026	81011	04/23/2026	05/08/2026	150.00	Unit 988 Alignment	214412250 - Equipment Operation	
					\$262.49			
					\$262.49			
Bradford, Autumn	136909	ABradfRMB04242	05/05/2026	05/05/2026	165.00	Public Health Leadership Program Travel	255450230 - PH Infrastructure Travel	
					\$165.00			
Brand Revolt	136915	2014782	05/05/2026	05/05/2026	30,225.00		104193920 - Visitor Serv Grants	
					\$30,225.00			
Brantley Distributing LLC	136841	26295580	04/23/2026	04/23/2026	146.60	Customer #14560	214412251 - Gas, Oil and Grease	
Brantley Distributing LLC	136841	26295740	04/23/2026	04/23/2026	1,193.00	Customer #14560	214412251 - Gas, Oil and Grease	
Brantley Distributing LLC	136841	PI0011113	04/23/2026	04/23/2026	974.70	Customer #14560	214412251 - Gas, Oil and Grease	
Brantley Distributing LLC	136841	PI0011114	04/23/2026	04/23/2026	1,719.50	Customer #14560	214412251 - Gas, Oil and Grease	
					\$4,033.80			
					\$4,033.80			
Brown, Peter	136916	091476	05/05/2026	05/05/2026	434.78	Audit Prep Travel Reimbursement	104142230 - Clerk/Auditor Travel Exp	
					\$434.78			
Bruce Bunker	137027	Refund: 1040	05/06/2026	05/08/2026	4.50	Refund: 1040 - Bruce Bunker	101311000 - Accounts Receivable	
					\$4.50			
Bruckner's Truck & Equipment	136842	XA108060533:01	04/22/2026	04/23/2026	1,233.92	Customer #177922	214412250 - Equipment Operation	
Bruckner's Truck & Equipment	136917	XA108060913:01	05/05/2026	05/05/2026	268.28	Account #177922	214412250 - Equipment Operation	
Bruckner's Truck & Equipment	136917	XA108061049:01	05/04/2026	05/05/2026	386.78	Customer #177922	214412250 - Equipment Operation	
Bruckner's Truck & Equipment	136917	XA108061050:01	05/05/2026	05/05/2026	230.92	Account #177922	214412250 - Equipment Operation	
					\$885.98			
					\$2,119.90			
C 4 Ever Green	136843	91629416	04/22/2026	04/23/2026	250.00	Account #012146371	104192950 - Econ Dev Expense Rei	
					\$250.00			
CAHC - Comfort at Home Care LLC	137028	348	05/08/2026	05/08/2026	247.28	Caregiver	104684615 - Respite Contracts	
CAHC - Comfort at Home Care LLC	137028	348	05/08/2026	05/08/2026	1,480.00	IIIB Alternatives	104672615 - Acc Trans Contracts	
CAHC - Comfort at Home Care LLC	137028	348	05/08/2026	05/08/2026	2,976.00	Alternatives	104679615 - State Alt Contracts	
					\$4,703.28			
					\$4,703.28			
Callahan, Riley	136765	RCallRMB040920	04/15/2026	04/17/2026	330.00	POST Training Travel Reimbursement	104210230 - Sheriff Travel Expense	
					\$330.00			
Canon USA, Inc.	136766	43046291	04/13/2026	04/17/2026	87.22	Customer #915671	104230310 - Jail Professional and Te	
Canon USA, Inc.	136844	42880769	04/21/2026	04/23/2026	124.15	Customer #915671	104145250 - Attorney Equipment Ope	
Canon USA, Inc.	136918	43046293	05/04/2026	05/05/2026	150.15	Customer #915671	104145240 - Attorney Office Expense	
					\$361.52			
Cengage Group	136919	999102444648	04/24/2026	05/05/2026	1,048.07	Account #100229313 Large Print Books	724581480 - Collection Development	
Cengage Group	136919	999102549835	04/24/2026	05/05/2026	14.94	Account #100229313 The Forest of Lost Souls	724581480 - Collection Development	
Cengage Group	136919	999102552016	04/24/2026	05/05/2026	21.45	Account #100229313 The Hard Line	724581480 - Collection Development	
Cengage Group	136919	999102567760	04/24/2026	05/05/2026	14.94	Account #100229313 The Big Empty	724581480 - Collection Development	
					\$1,099.40			
Cengage Group	137029	999102649993	05/08/2026	05/08/2026	22.10	Account #100229313	724581480 - Collection Development	
					\$1,121.50			

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Certified Laboratories	136845	9589111	04/22/2026	04/23/2026	24,078.45	Customer #312248	214412250 - Equipment Operation	
					\$24,078.45			
Child Support Services	136767	PR041226-1117	04/17/2026	04/17/2026	263.08	Case Number C001361546	102229500 - Other Deductions Payab	
Child Support Services	136767	PR041226-1117	04/17/2026	04/17/2026	279.06	Case Number C001392403	102229500 - Other Deductions Payab	
Child Support Services	136767	PR041226-1117	04/17/2026	04/17/2026	480.46	Case Number C001619928	102229500 - Other Deductions Payab	
					\$1,022.60			
Child Support Services	136920	PR042626-1117	05/01/2026	05/05/2026	263.08	Case Number C001361546	102229500 - Other Deductions Payab	
Child Support Services	136920	PR042626-1117	05/01/2026	05/05/2026	279.06	Case Number C001392403	102229500 - Other Deductions Payab	
Child Support Services	136920	PR042626-1117	05/01/2026	05/05/2026	480.46	Case Number C001619928	102229500 - Other Deductions Payab	
					\$1,022.60			
					\$2,045.20			
Cintas Corporation	136768	4265779505	04/16/2026	04/17/2026	66.55	Customer #13213559	214414140 - Other Employee Benefit	
Cintas Corporation	136846	4266573316	04/23/2026	04/23/2026	66.55	Customer #13213559	214414140 - Other Employee Benefit	
Cintas Corporation	136921	4267281835	05/04/2026	05/05/2026	66.55	Customer #13213559	214414140 - Other Employee Benefit	
Cintas Corporation	137030	4267982362	05/08/2026	05/08/2026	81.70	Customer #13212559	214414140 - Other Employee Benefit	
					\$281.35			
Clark, Sharmayne	137031	SClarkFB42026	05/08/2026	05/08/2026	560.00	Homemaker & Companion Services	104679615 - State Alt Contracts	
Clark, Sharmayne	137031	SclarkSC42026	05/08/2026	05/08/2026	560.00	Homemaker & Companion Services	104672615 - Acc Trans Contracts	
					\$1,120.00			
					\$1,120.00			
Coleman, Corey	136847	2363945	04/23/2026	04/23/2026	845.06	Building Code Books Purchase Reimbursement	104114310 - Plan/Zone Professional	
					\$845.06			
Collins, Catherine	137032	CCollings42026	05/08/2026	05/08/2026	560.00	Homemaker & Companion Services	104679615 - State Alt Contracts	
					\$560.00			
Cortez, Shonnell	136922	SCortRMB04222	04/24/2026	05/05/2026	26.00	Interfacility transfer SJH to St. Marys	104255230 - EOC Travel Expense	
					\$26.00			
Cricket Green Land and Water Searc	137033	Refund: 1002	05/06/2026	05/08/2026	39.18	Refund: 1002 - Cricket Green Land and Water Sea	101311000 - Accounts Receivable	
					\$39.18			
Curtis Blue Line	136769	1082718	04/10/2026	04/17/2026	256.00	Customer #C4302	104210250 - Sheriff Equipment Oper	
					\$256.00			
Dee, Elsie	136848	EDee 4-10 to 4-2	04/23/2026	04/23/2026	2,125.00	Navajo Liaison Services 4/10-4/21/2026	104173320 - Elections Liasons	
					\$2,125.00			
Dependable Automotive Services Inc	136923	4974	05/05/2026	05/05/2026	100.00	RO #4974	104210251 - Sheriff Gas, Oil and Gre	
					\$100.00			
Desert Mountain Corporation	136770	25-132405	04/15/2026	04/17/2026	4,116.55	RoadSaver Delivery	214414410 - Road Supplies	
Desert Mountain Corporation	136770	25-132407	04/15/2026	04/17/2026	30,602.25	RoadSaver Deliveries	214414410 - Road Supplies	
Desert Mountain Corporation	136770	25-132502	04/15/2026	04/17/2026	15,110.45	RoadSaver Deliveries	214414410 - Road Supplies	
					\$49,829.25			
Desert Mountain Corporation	137034	#25-132406	05/08/2026	05/08/2026	5,672.40	RoadSaver	214414410 - Road Supplies	
					\$55,501.65			
Desert Rose Resort & Cabins, LLC	136849	4193-480	04/17/2026	04/23/2026	1,737.78	India Media FAM	104193480 - Visitor Serv Special Dep	
Desert Rose Resort & Cabins, LLC	136924	DR104292026	05/04/2026	05/05/2026	24,000.00	2025 Rural County Gratn Awarwd - Tier 1 Final dis	104192950 - Econ Dev Expense Rei	
					\$25,737.78			

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Diamond Designs	136925	3858	04/27/2026	05/05/2026	1,301.00	EMS Shirts & Jackets	264350141 - Uniform Allowance	
					\$1,301.00			
Diamond Propane LLC	136771	023335	04/15/2026	04/17/2026	367.64	MC Fire Station	156445270 - Utilites	
					\$367.64			
Duncan, Lyman	136850	LDunc041726	04/17/2026	04/23/2026	625.20	UAR Conference Travel	104173230 - Elections Travel Expens	
					\$625.20			
Earthgrains Baking Company	136772	85272290007532	04/15/2026	04/17/2026	75.20	Customer #232004-1	104230480 - Jail Kitchen Food	
Earthgrains Baking Company	136851	85272290007571	04/22/2026	04/23/2026	75.20	Customer #232004-1	104230480 - Jail Kitchen Food	
Earthgrains Baking Company	137035	85272290007643	05/08/2026	05/08/2026	75.20	Customer #232004-1	104230480 - Jail Kitchen Food	
					\$225.60			
Election Systems & Software, LLC	136773	CD2145974	04/16/2026	04/17/2026	1,808.00	Customer #38760	104173310 - Elections Professional a	
Election Systems & Software, LLC	136852	CD2146586	04/20/2026	04/23/2026	5,140.00	Customer #38760	104173240 - Elections Office Expens	
Election Systems & Software, LLC	136852	CD2146602	04/20/2026	04/23/2026	8,235.00	Customer #38760	104173310 - Elections Professional a	
					\$13,375.00			
					\$15,183.00			
Emery Telcom Inc	136774	3431000_040120	04/13/2026	04/17/2026	189.90	Account #3431000	264350280 - Telephone	
Emery Telcom Inc	136926	3431000_050120	05/05/2026	05/05/2026	189.90	Account #3431000	264350280 - Telephone	
Emery Telcom Inc	136926	987300_0501202	05/05/2026	05/05/2026	119.96	Account #987300	104230350 - Jail State Prisoner Expe	
					\$309.86			
Emery Telcom Inc	137036	2278SZ10001.08	05/08/2026	05/08/2026	2,042.94	Company Code 2278	104574615 - TV Comm Contracts	
					\$2,542.70			
Empire Electric Assoc. Inc.	136853	25395_04152026	04/23/2026	04/23/2026	136.17	Account #25395	156710270 - Utilites	
Empire Electric Assoc. Inc.	136853	9579024_041520	04/23/2026	04/23/2026	1,335.61	Account #9579024	156020270 - Utilites	
					\$1,471.78			
Empire Electric Assoc. Inc.	136927	6135_04292026	05/04/2026	05/05/2026	20.95	Account #6135	156095270 - Utilites	
Empire Electric Assoc. Inc.	136927	9579003_042920	05/04/2026	05/05/2026	91.69	Account #9579003	156110270 - Utilites	
Empire Electric Assoc. Inc.	136927	9579004_042920	05/04/2026	05/05/2026	218.66	Account #9579004	156010270 - Utilites	
Empire Electric Assoc. Inc.	136927	9579005_042920	05/04/2026	05/05/2026	48.93	Account #9579005	156610270 - Utilites	
Empire Electric Assoc. Inc.	136927	9579006_042920	05/04/2026	05/05/2026	41.19	Account #9579006	156615270 - Utilites	
Empire Electric Assoc. Inc.	136927	9579010_042920	05/04/2026	05/05/2026	13.20	Account #9579010	156455270 - Utilites	
Empire Electric Assoc. Inc.	136927	9579020_042920	05/04/2026	05/05/2026	101.21	Account #9579020	156030270 - Utilites	
Empire Electric Assoc. Inc.	136927	9579025_042920	05/04/2026	05/05/2026	13.70	Account #9579025	156710270 - Utilites	
Empire Electric Assoc. Inc.	136927	9579027_042920	05/04/2026	05/05/2026	67.53	Account #9579027	156510270 - Utilites	
Empire Electric Assoc. Inc.	136927	9579028_042920	05/04/2026	05/05/2026	281.33	Account #9579028	156090270 - Utilites	
Empire Electric Assoc. Inc.	136927	9579029_042920	05/04/2026	05/05/2026	44.82	Account #9579029	156310270 - Utilites	
Empire Electric Assoc. Inc.	136927	9579032_042920	05/04/2026	05/05/2026	9.37	Account #9579032	156450270 - Utilites	
					\$952.58			
					\$2,424.36			
Enbridge Gas	136928	3617789388_032	05/05/2026	05/05/2026	362.48	Account #3617789388	156710270 - Utilites	
Enbridge Gas	136929	0922180000_042	05/05/2026	05/05/2026	233.36	Account #0922180000	156030270 - Utilites	
Enbridge Gas	136929	2922180000_042	05/05/2026	05/05/2026	104.88	Account #2922180000	156000270 - Facilities Maintenance U	
Enbridge Gas	136929	3153860000_042	05/05/2026	05/05/2026	101.06	Account #3153860000	156310270 - Utilites	
Enbridge Gas	136929	3617789388-021	05/05/2026	05/05/2026	583.87	Account #3617789388	156710270 - Utilites	
Enbridge Gas	136929	3617789388_042	05/05/2026	05/05/2026	224.00	Account #3617789388	156720270 - Utilites	
Enbridge Gas	136929	4922180000_042	05/05/2026	05/05/2026	98.48	Account #4922180000	156615270 - Utilites	
Enbridge Gas	136929	6063860000_042	05/05/2026	05/05/2026	169.56	Account #6063860000	156610270 - Utilites	
Enbridge Gas	136929	6353860000_042	05/05/2026	05/05/2026	1,719.83	Account #6353860000	156020270 - Utilites	

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Enbridge Gas	136929	6843860000_042	05/05/2026	05/05/2026	367.47	Account #6843860000	156010270 - Utilities	
Enbridge Gas	136929	7624767442_042	05/05/2026	05/05/2026	76.83	Account #7624767442	156410270 - Utilities	
Enbridge Gas	136929	7643860000_042	05/05/2026	05/05/2026	107.56	Account #7643860000	156110270 - Utilities	
Enbridge Gas	136929	8743860000_042	05/05/2026	05/05/2026	102.33	Account #8743860000	156510270 - Utilities	
					\$3,889.23			
					\$4,251.71			
Fastenal Company	136854	COBAY86293	04/23/2026	04/23/2026	279.25	Customer # COBAY1477	214412250 - Equipment Operation	
Fastenal Company	136854	COBAY86294	04/23/2026	04/23/2026	411.63	Customer # COBAY0409	214412250 - Equipment Operation	
Fastenal Company	136854	COBAY86295	04/23/2026	04/23/2026	211.13	Customer # COBAY0409	214412250 - Equipment Operation	
					\$902.01			
Fastenal Company	136930	COBAY86387	05/04/2026	05/05/2026	127.48	Account #COBAY1477	214412250 - Equipment Operation	
Fastenal Company	136930	COBAY86388	05/04/2026	05/05/2026	507.55	Account #COBAY0409	214412250 - Equipment Operation	
Fastenal Company	136930	COBAY86389	05/04/2026	05/05/2026	760.56	Customer #COBAY0409	214412250 - Equipment Operation	
					\$1,395.59			
					\$2,297.60			
FleetPride Inc	136775	133636715	04/15/2026	04/17/2026	-56.00	Account #120398-001	214412250 - Equipment Operation	
FleetPride Inc	136775	133712740	04/15/2026	04/17/2026	785.18	Account #120398-002	214412250 - Equipment Operation	
					\$729.18			
FleetPride Inc	136855	133863005	04/23/2026	04/23/2026	3,246.19	Account #120398-002	214412250 - Equipment Operation	
FleetPride Inc	136931	134120784	05/04/2026	05/05/2026	375.52	Account #120398-002	214412250 - Equipment Operation	
FleetPride Inc	136931	134144007	05/04/2026	05/05/2026	79.71	Account #120398-002	214412250 - Equipment Operation	
FleetPride Inc	136931	134213969	05/05/2026	05/05/2026	308.82	Account #120398-002	214412250 - Equipment Operation	
					\$764.05			
					\$4,739.42			
Four Corners Welding & Gas	136856	3013760	04/17/2026	04/23/2026	116.20	Customer ID 12402	264350610 - Miscellaneous Supplies	
Four Corners Welding & Gas	136856	3013835	04/21/2026	04/23/2026	25.00	Customer ID 12402	264350610 - Miscellaneous Supplies	
					\$141.20			
Four Corners Welding & Gas	136932	136399	05/04/2026	05/05/2026	-224.63	Credot Invoice #136399	214412251 - Gas, Oil and Grease	
Four Corners Welding & Gas	136932	3006233	05/05/2026	05/05/2026	38.25	Account 13800	574424250 - Equipment Operation	
Four Corners Welding & Gas	136932	3011386	05/05/2026	05/05/2026	38.25	Account #12403	574424250 - Equipment Operation	
Four Corners Welding & Gas	136932	3011387	05/04/2026	05/05/2026	85.25	Account #12403	214412251 - Gas, Oil and Grease	
Four Corners Welding & Gas	136932	3011747	05/04/2026	05/05/2026	207.12	Customer #12403	214412251 - Gas, Oil and Grease	
Four Corners Welding & Gas	136932	3013516	05/04/2026	05/05/2026	207.00	Customer #12403	214412250 - Equipment Operation	
Four Corners Welding & Gas	136932	3014424	05/04/2026	05/05/2026	266.31	Customer #12403	214412250 - Equipment Operation	
Four Corners Welding & Gas	136932	3014445	05/04/2026	05/05/2026	59.40	Customer #12403	214412250 - Equipment Operation	
Four Corners Welding & Gas	136932	3014670	04/27/2026	05/05/2026	116.20	Customer 12402	264350610 - Miscellaneous Supplies	
Four Corners Welding & Gas	136932	3015322	04/29/2026	05/05/2026	154.75	Customer ID 12403	214412251 - Gas, Oil and Grease	
Four Corners Welding & Gas	136932	3016404	05/05/2026	05/05/2026	264.00	Account #12402	264350610 - Miscellaneous Supplies	
Four Corners Welding & Gas	136932	3016904	05/05/2026	05/05/2026	38.25	Account #13800	574424250 - Equipment Operation	
Four Corners Welding & Gas	136932	3016905	05/05/2026	05/05/2026	85.25	Account #12403	214412251 - Gas, Oil and Grease	
					\$1,335.40			
Four Corners Welding & Gas	137037	3017868	05/08/2026	05/08/2026	139.83	Customer ID 12402	264350610 - Miscellaneous Supplies	
					\$1,616.43			
Freestone, Natalie	137038	Nfreestone42026	05/08/2026	05/08/2026	504.40	SHIP Training Travel	104686610 - Health Ins Miscellaneous	
					\$504.40			
Frontier Communications	136933	435-587-2797-03	05/05/2026	05/05/2026	264.73	Account #435-587-2797-030304-8	104225280 - Fire/Rescue Telephone	
Frontier Communications	136933	435-651-3351-08	05/05/2026	05/05/2026	303.22	Account #435-651-3351-082400-8	104225280 - Fire/Rescue Telephone	
					\$567.95			
					\$567.95			

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FTIWIFI	137039	1031922	05/08/2026	05/08/2026	54.99	Account #00061984-7	104225280 - Fire/Rescue Telephone	
					\$54.99			
Gallegos, David	136934	DGallRMB040120	05/05/2026	05/05/2026	88.00	LEPC Conference Travel	104255230 - EOC Travel Expense	
					\$88.00			
Gallegos, Tamara	136935	TGallRMB041520	04/24/2026	05/05/2026	198.00	LEPC Conf & URCC Mtg Travel Reimbursement	104255230 - EOC Travel Expense	
					\$198.00			
Garner, Martha	137040	MGamRMB05042	05/08/2026	05/08/2026	19.00	Vehicle to dealership for warranty work travel	214414230 - Travel Expense	
					\$19.00			
Giddings, Brayden	136776	BGiddRMB04102	04/13/2026	04/17/2026	288.00	LPO Training Travel Reimbursement	104210230 - Sheriff Travel Expense	
Giddings, Brayden	136936	BGiddingsRMB04	05/05/2026	05/05/2026	51.00	POST GraduationTravel	104210230 - Sheriff Travel Expense	
Giddings, Brayden	137041	BGiddRMB04232	05/08/2026	05/08/2026	37.61	Medical Pckup Reimbursement	104230312 - Jail Inmate Medical Exp	
					\$376.61			
Grainger	136777	9874534085	04/16/2026	04/17/2026	19.54	Account #809616402	214412250 - Equipment Operation	
Grainger	136777	9876028045	04/16/2026	04/17/2026	98.78	Account #809616402	214412250 - Equipment Operation	
					\$118.32			
Grainger	136857	9886861161	04/23/2026	04/23/2026	124.72	Account #809616402	214412250 - Equipment Operation	
					\$243.04			
Grand County Emergency Medical S	136937	248	05/05/2026	05/05/2026	435.00	Heartsaver, CPR/AED, and BLS Cards	264350210 - Subscriptions and Mem	
					\$435.00			
Guardian	136938	G04012026adj	05/05/2026	05/05/2026	-170.40	Group ID: 00 089079 - April adjustment	102238000 - Guardian Payable	
Guardian	136938	PR032926-7175	04/03/2026	05/05/2026	576.56	Guardian Hospital Indemnity	102238000 - Guardian Payable	
Guardian	136938	PR032926-7175	04/03/2026	05/05/2026	840.90	Guardian Accident	102238000 - Guardian Payable	
Guardian	136938	PR032926-7175	04/03/2026	05/05/2026	943.56	Guardian Critical Illness	102238000 - Guardian Payable	
Guardian	136938	PR033026-7175	04/03/2026	05/05/2026	68.47	Guardian Critical Illness	102238000 - Guardian Payable	
Guardian	136938	PR033026-7175	04/03/2026	05/05/2026	103.78	Guardian Accident	102238000 - Guardian Payable	
Guardian	136938	PR033026-7175	04/03/2026	05/05/2026	109.51	Guardian Hospital Indemnity	102238000 - Guardian Payable	
Guardian	136938	PR041226-7175	04/17/2026	05/05/2026	576.72	Guardian Hospital Indemnity	102238000 - Guardian Payable	
Guardian	136938	PR041226-7175	04/17/2026	05/05/2026	844.48	Guardian Accident	102238000 - Guardian Payable	
Guardian	136938	PR041226-7175	04/17/2026	05/05/2026	943.68	Guardian Critical Illness	102238000 - Guardian Payable	
Guardian	136938	PR041326-7175	04/17/2026	05/05/2026	68.50	Guardian Critical Illness	102238000 - Guardian Payable	
Guardian	136938	PR041326-7175	04/17/2026	05/05/2026	103.81	Guardian Accident	102238000 - Guardian Payable	
Guardian	136938	PR041326-7175	04/17/2026	05/05/2026	109.54	Guardian Hospital Indemnity	102238000 - Guardian Payable	
					\$5,119.11			
					\$5,119.11			
Halls, Craig C.	136939	RI0501261	05/01/2026	05/05/2026	11,000.00	Craig Halls Payment	104145310 - Attorney Professional an	
					\$11,000.00			
Hancock, Chance	136778	CHancRMB04092	04/15/2026	04/17/2026	165.00	POST Training Travle Reimbursement	104210230 - Sheriff Travel Expense	
Hancock, Chance	136858	CHancRMB04162	04/23/2026	04/23/2026	165.00	POST Training Travel Reimbursement	104210230 - Sheriff Travel Expense	
Hancock, Chance	136940	CHancockRMB04	05/05/2026	05/05/2026	264.00	POST Training Travel	104210230 - Sheriff Travel Expense	
					\$594.00			
Hansen, Christine Talia	137042	CHans03092026	03/06/2026	05/08/2026	431.20	2026 Basecamp Supplies & Raffle Prizes	104192251 - Econ Dev Gas, Oil and	
					\$431.20			
Happy Morgan Law	136779	HML04072026	04/13/2026	04/17/2026	4,917.50	Summary Invoice - April 2025	104126310 - Public Defender Profess	

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Happy Morgan Law	136941	HML05032026	05/05/2026	05/05/2026	4,952.50	Legal Services - May 2026	104126310 - Public Defender Profess	
					\$9,870.00			
Hoggard, Dennis	136942	DHoggRMB0421	05/05/2026	05/05/2026	110.00	CIT Conference Travel	104230230 - Jail Travel Expense	
Hoggard, Dennis	137043	DHoggRMB0450	05/08/2026	05/08/2026	28.00	Interfacility transfer BMH to St. Mary's	264350230 - Travel Expense	
					\$138.00			
Hoggard, Jeremy	136780	JHoggRMB03222	04/13/2026	04/17/2026	55.00	EMS Conference SLC	264350230 - Travel Expense	
					\$55.00			
Holland Equipment Company	136943	44565	05/04/2026	05/05/2026	2,513.06	Convolutd Poly Wire Mix Wafer Brush Segment	214412250 - Equipment Operation	
					\$2,513.06			
Holly, Thomasina	136859	323	04/23/2026	04/23/2026	1,010.00	Event Catering	104620790 - Fair Capitol Expenditure	
					\$1,010.00			
Hyve Ink LLC	136944	3314	04/23/2026	05/05/2026	834.75	EMS Shirts	264350141 - Uniform Allowance	
					\$834.75			
ImageNet Consulting LLC	136945	INV1609849	05/05/2026	05/05/2026	36.74	Customer #27912 Contract #40798-01	214414240 - Office Expense	
					\$36.74			
Imagenet Consulting, LLC - PA	136946	596734922	05/05/2026	05/05/2026	119.90	Account #4416893 Contract #500-50758439	104134310 - Personnel Professional	
Imagenet Consulting, LLC - PA	137044	596696002	04/21/2026	05/08/2026	167.38	Account #1649279	104230310 - Jail Professional and Te	
					\$287.28			
Jackson Group Peterbilt	136947	274180GJ	05/04/2026	05/05/2026	255.36	Account #1825	214412250 - Equipment Operation	
					\$255.36			
JCI Billing Services Inc	136781	401	04/16/2026	04/17/2026	1,480.00	Ambulance Claims Processing Fee 3/14 - 4/15/202	264350310 - Professional and Techni	
					\$1,480.00			
Jimmy Foy Collision Repair Center	136948	26932218	05/04/2026	05/05/2026	5,526.70	2010 Dodge R2500 Pickup	104211610 - Task Force Miscellaneous	
					\$5,526.70			
Kenworth Sales Company	136782	005P29506	04/16/2026	04/17/2026	485.84	Customer #15013	214412250 - Equipment Operation	
Kenworth Sales Company	136782	005P29589	04/16/2026	04/17/2026	152.96	Customer #15013	214412250 - Equipment Operation	
Kenworth Sales Company	136782	005P29618	04/16/2026	04/17/2026	780.64	Customer #15013	214412250 - Equipment Operation	
					\$1,419.44			
Kenworth Sales Company	136861	005P29606	04/22/2026	04/23/2026	184.70	Customer #15013	214412250 - Equipment Operation	
Kenworth Sales Company	136861	005P29669	04/22/2026	04/23/2026	172.19	Customer #15013	214412250 - Equipment Operation	
Kenworth Sales Company	136861	005P29686	04/22/2026	04/23/2026	778.94	Customer #15013	214412250 - Equipment Operation	
Kenworth Sales Company	136861	005P29698	04/22/2026	04/23/2026	409.38	Customer #15013	214412250 - Equipment Operation	
Kenworth Sales Company	136861	005P29773	04/22/2026	04/23/2026	143.36	Customer #15013	214412250 - Equipment Operation	
					\$1,688.57			
Kenworth Sales Company	136949	005P29827	05/04/2026	05/05/2026	6.50	Customer #15013	214412250 - Equipment Operation	
Kenworth Sales Company	136949	005P29832	05/04/2026	05/05/2026	38.36	Customer #15013	214412250 - Equipment Operation	
Kenworth Sales Company	136949	005P29865	05/04/2026	05/05/2026	15.76	Customer #15013	214412250 - Equipment Operation	
Kenworth Sales Company	136949	005P29972	05/04/2026	05/05/2026	240.70	Customer #15013	214412250 - Equipment Operation	
Kenworth Sales Company	136949	005P30048	05/05/2026	05/05/2026	374.54	Customer 15013	214412250 - Equipment Operation	
Kenworth Sales Company	136949	005P30052	05/05/2026	05/05/2026	-164.58	Customer #15013	214412250 - Equipment Operation	
					\$511.28			
Kenworth Sales Company	137045	005P30146	05/08/2026	05/08/2026	141.89	Customer #15013	214412250 - Equipment Operation	
Kenworth Sales Company	137045	005P30147	05/08/2026	05/08/2026	25.63	Customer #15013	214412250 - Equipment Operation	
					\$167.52			
					\$3,786.81			

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KeyTrak Inc	137046	2469843	05/08/2026	05/08/2026	191.13	Account #K66058	104210250 - Sheriff Equipment Oper	
					\$191.13			
Kilgore Companies, LLC	136950	1620495	04/24/2026	05/05/2026	3,370.81	Customer #25638	214414411 - Gravel	
Kilgore Companies, LLC	136950	1620957	04/27/2026	05/05/2026	3,138.65	Customer #25638	214414411 - Gravel	
Kilgore Companies, LLC	136950	1621297	05/04/2026	05/05/2026	1,350.00	Customer #25638	214414410 - Road Supplies	
Kilgore Companies, LLC	136950	1621388	05/04/2026	05/05/2026	13,569.54	Customer #25638	214414411 - Gravel	
Kilgore Companies, LLC	136950	1621648	05/05/2026	05/05/2026	1,800.35	Customer #25638	214414411 - Gravel	
Kilgore Companies, LLC	136950	1621658	05/05/2026	05/05/2026	6,115.00	Customer #25638	214414410 - Road Supplies	
Kilgore Companies, LLC	136950	1621907	05/05/2026	05/05/2026	3,069.86	Customer #25638	214414411 - Gravel	
Kilgore Companies, LLC	136950	1622185	05/05/2026	05/05/2026	3,386.66	Customer #25638	214414411 - Gravel	
					\$35,800.87			
Kilgore Companies, LLC	137047	1622989	05/08/2026	05/08/2026	1,338.75	Customer #25638	214414410 - Road Supplies	
					\$37,139.62			
Konexus, LLC	136951	18566	05/05/2026	05/05/2026	6,557.00		104255750 - EOC (SHSP) Equipment	
					\$6,557.00			
KUBL Group, LLC	136783	2806	04/15/2026	04/17/2026	4,850.00	Silver Support Plan 2/25/2026 - 2/24/2027	104210210 - Sheriff Subscriptions an	
KUBL Group, LLC	136783	2832	04/15/2026	04/17/2026	400.00	Project 19.13 San Juan County Maintenance	104210210 - Sheriff Subscriptions an	
					\$5,250.00			
					\$5,250.00			
Kunz PC	136862	428	04/23/2026	04/23/2026	661.50	3.00002-NSJCC v SJC and NSJCC v SJC	104156310 - Legal Defense Professio	
Kunz PC	136952	447	05/05/2026	05/05/2026	1,764.00	3.00002_NSJCC v SJC and NSJCC v. SJC	104156310 - Legal Defense Professio	
					\$2,425.50			
Lacy, Lehi	136863	LLacyRM041620	04/17/2026	04/23/2026	133.11	SAR - Snacks for missing person search Reimburs	104215620 - Search Rescue Miscella	
Lacy, Lehi	137048	LLacyRMB04282	05/08/2026	05/08/2026	290.00	Sheriff Mtg, Fatality Report Mtg, Glen Canyon Ex	104210230 - Sheriff Travel Expense	
					\$423.11			
Lambdin, Joell	136953	JLambRMB04172	04/24/2026	05/05/2026	625.00	2026 Preparedness Summit Travel Reimbursemen	255310230 - PHEP Preparedness Tra	
					\$625.00			
Landiin, Cajsa	136864	7009	04/23/2026	04/23/2026	1,482.37	Journalist Expenses Reimbursement	104193480 - Visitor Serv Special Dep	
					\$1,482.37			
Larry H. Miller Super Ford Inc - SLC	136784	2354025W	04/15/2026	04/17/2026	284.25	Account #B15203	214412250 - Equipment Operation	
Larry H. Miller Super Ford Inc - SLC	136784	2356265W	04/16/2026	04/17/2026	1,562.18	Account #B15203	214412250 - Equipment Operation	
					\$1,846.43			
Larry H. Miller Super Ford Inc - SLC	137049	2360223W	05/08/2026	05/08/2026	366.67	Account #B15203	214412250 - Equipment Operation	
					\$2,213.10			
Laws, Nolan	136954	NLaws04272026	05/05/2026	05/05/2026	20.00	Prisoner Transport	104230230 - Jail Travel Expense	
					\$20.00			
Lewis, Antonia Mary Ann	136785	258	04/02/2026	04/17/2026	260.00	Catering Services	104192950 - Econ Dev Expense Rei	
					\$260.00			
LexisNexis Risk Solutions Inc	137050	1300276202	05/08/2026	05/08/2026	700.00	Account #7064509	104210210 - Sheriff Subscriptions an	
					\$700.00			
Life-Assist Inc	136865	2103029	04/21/2026	04/23/2026	1,845.25	Customer #84535CO	264350610 - Miscellaneous Supplies	
Life-Assist Inc	136865	2105007	04/17/2026	04/23/2026	227.00	Customer #84535CO	264350610 - Miscellaneous Supplies	
					\$2,072.25			

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Life-Assist Inc	136955	2106229	04/24/2026	05/05/2026	842.03	Customer #84535CO	264350610 - Miscellaneous Supplies	
Life-Assist Inc	137051	2118218	05/08/2026	05/08/2026	336.07	Customer #84535CO	264350610 - Miscellaneous Supplies	
					\$3,250.35			
Little America-Salt Lake	136786	2181137	04/13/2026	04/17/2026	333.76		104111230 - Commission Travel Expe	
Little America-Salt Lake	136786	2181142	04/13/2026	04/17/2026	333.76		104111230 - Commission Travel Expe	
Little America-Salt Lake	136786	2181182	04/13/2026	04/17/2026	739.52		104113230 - Admin Travel Expense	
Little America-Salt Lake	136786	2181184	04/13/2026	04/17/2026	333.76		104111230 - Commission Travel Expe	
Little America-Salt Lake	136786	2181218	04/13/2026	04/17/2026	369.76		104111230 - Commission Travel Expe	
Little America-Salt Lake	136786	2181220	04/13/2026	04/17/2026	500.64		104111230 - Commission Travel Expe	
Little America-Salt Lake	136786	2181252	04/13/2026	04/17/2026	333.76		104111230 - Commission Travel Expe	
Little America-Salt Lake	136786	2181290	04/13/2026	04/17/2026	331.40	UAC Conference	104113230 - Admin Travel Expense	
Little America-Salt Lake	136786	2181291	04/13/2026	04/17/2026	369.76	UAC Conference	104111230 - Commission Travel Expe	
Little America-Salt Lake	136786	2181293	04/13/2026	04/17/2026	333.76	UAC Conference	104111230 - Commission Travel Expe	
					\$3,979.88			
Little America-Salt Lake	136866	LA03102026	04/23/2026	04/23/2026	331.40	Invoice 2181290	104113230 - Admin Travel Expense	
Little America-Salt Lake	136866	LA03102026	04/23/2026	04/23/2026	333.76	Invoice 2181142	104111230 - Commission Travel Expe	
Little America-Salt Lake	136866	LA03102026	04/23/2026	04/23/2026	333.76	Invoice 2181184	104111230 - Commission Travel Expe	
Little America-Salt Lake	136866	LA03102026	04/23/2026	04/23/2026	333.76	Invoice 2181252	104111230 - Commission Travel Expe	
Little America-Salt Lake	136866	LA03102026	04/23/2026	04/23/2026	333.76	Invoice 2181293	104111230 - Commission Travel Expe	
Little America-Salt Lake	136866	LA03102026	04/23/2026	04/23/2026	333.76	Invoice 27181137	104111230 - Commission Travel Expe	
Little America-Salt Lake	136866	LA03102026	04/23/2026	04/23/2026	369.76	Invoice 2181218	104111230 - Commission Travel Expe	
Little America-Salt Lake	136866	LA03102026	04/23/2026	04/23/2026	369.76	Invoice 2181291	104111230 - Commission Travel Expe	
Little America-Salt Lake	136866	LA03102026	04/23/2026	04/23/2026	500.64	Invoice 2181220	104111230 - Commission Travel Expe	
Little America-Salt Lake	136866	LA03102026	04/23/2026	04/23/2026	739.52	Invoice 2181182	104113230 - Admin Travel Expense	
					\$3,979.88			
					\$7,959.76			
Lumen	136787	772842929	03/05/2026	04/17/2026	-19.64	Account #70470067	104232310 - Dispatch Professional a	
Lumen	136787	776818164	03/31/2026	04/17/2026	19.64	Account #70470067	104232310 - Dispatch Professional a	
					\$0.00			
Lumen	136956	772842929	03/05/2026	05/05/2026	-19.44	Account #70470067	104232310 - Dispatch Professional a	
Lumen	136956	780845553	05/05/2026	05/05/2026	19.44	Account #70470067	104232310 - Dispatch Professional a	
					\$0.00			
					\$0.00			
Main Street Drug and Boutique	136957	57834	04/24/2026	05/05/2026	785.63	Account #1066	104230312 - Jail Inmate Medical Exp	
Main Street Drug and Boutique	136957	57854	04/24/2026	05/05/2026	16.13	Account #1066	104230312 - Jail Inmate Medical Exp	
Main Street Drug and Boutique	136957	57932	05/04/2026	05/05/2026	35.96	Account #1066	104256480 - Noxious Weed Special	
Main Street Drug and Boutique	136957	58126	05/05/2026	05/05/2026	19.83	Account #1066	104230312 - Jail Inmate Medical Exp	
					\$857.55			
Main Street Drug and Boutique	137052	57775	04/22/2026	05/08/2026	71.59	Account #1066	574424240 - Office Expense	
Main Street Drug and Boutique	137052	58061	05/08/2026	05/08/2026	39.89	Account #1066	104230312 - Jail Inmate Medical Exp	
Main Street Drug and Boutique	137052	58230	05/08/2026	05/08/2026	60.29	Account #1066	104230312 - Jail Inmate Medical Exp	
					\$171.77			
					\$1,029.32			
Matchers, Matilda	136867	SJCEV042126	04/21/2026	04/23/2026	150.00	Interpreter Case #265200194	103511000 - Justice Court Fines	
					\$150.00			
Maxwell Equipment Company Inc	136958	2012	05/04/2026	05/05/2026	6,000.00	Rental Mixer/Melter	214414410 - Road Supplies	
Maxwell Equipment Company Inc	136958	2036	05/05/2026	05/05/2026	2,205.68	Mixer/Melter Rent	214414255 - Equipment Rental	
					\$8,205.68			
					\$8,205.68			
Maxwell Products Inc.	136788	INV10810	04/16/2026	04/17/2026	3,497.28	GAP-Patch 550 (PolySkin)	214414410 - Road Supplies	
					\$3,497.28			

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McClure Inspections LLC	136868	1813	04/23/2026	04/23/2026	4,932.20	Abestos and Lead Testing	454850310 - Professional and Techni	
					\$4,932.20			
McNeely, Jerry	136959	RI0501262	05/01/2026	05/05/2026	1,500.00		104112310 - Planning Professional a	
					\$1,500.00			
MediVista Media LLC	136869	CO-3065	04/21/2026	04/23/2026	297.00	Everwell TV Subscription	255007210 - Indirect Admin Subscript	
					\$297.00			
Melissa Argyle RD CD	136960	INV-000026	04/24/2026	05/05/2026	300.00	San Juan Menu May - July 2026	101321000 - Notes Receivable	
					\$300.00			
MetLife Group Benefits	136961	MetLife041326	05/05/2026	05/05/2026	-506.58	Customer: 5955986	102230000 - Metlife Dental Payable	
MetLife Group Benefits	136961	PR033026-5230	04/03/2026	05/05/2026	36.76	Dental Employee +1	102230000 - Metlife Dental Payable	
MetLife Group Benefits	136961	PR033026-5230	04/03/2026	05/05/2026	36.82	Dental Employee Only	102230000 - Metlife Dental Payable	
MetLife Group Benefits	136961	PR033026-5230	04/03/2026	05/05/2026	620.20	Dental Family	102230000 - Metlife Dental Payable	
					\$187.20			
					\$187.20			
Mexican Hat Special Serv Dist.	136870	426-24	04/23/2026	04/23/2026	66.93	Customer #221	156480270 - Utilities	
					\$66.93			
Mitchell, Chance	137053	CMitcRMB04232	05/08/2026	05/08/2026	1,320.00	POST Training Travel	104230230 - Jail Travel Expense	
					\$1,320.00			
Monson, Sheila	136962	SMonsRMB0425	05/05/2026	05/05/2026	522.20	UAWA WIC Mtg Travel	255450230 - PH Infrastructure Travel	
					\$522.20			
Monticello City	136789	Permit #2025013	04/15/2026	04/17/2026	2,021.84	Jail Expansion Building Permit	454850310 - Professional and Techni	
Monticello City	136871	041226MFD	04/21/2026	04/23/2026	800.00	City Fire Responses	104220615 - Wild Fire Contracts	
Monticello City	137054	CMSpons-050526	05/05/2026	05/08/2026	250.00	Parent Empowerment Community Event Sponsors	104192620 - Econ Dev Miscellaneous	
					\$3,071.84			
Monticello Mercantile	136790	5763	04/15/2026	04/17/2026	10.47	Customer #76992 Monticello Library	724581620 - Special Programs	
Monticello Mercantile	136790	6033	04/16/2026	04/17/2026	5.28	Customer #76992 Road Dept.	214412250 - Equipment Operation	
Monticello Mercantile	136790	6074	04/09/2026	04/17/2026	1.49	Customer #76992 Courthouse	156010260 - Buildings and Grounds	
Monticello Mercantile	136790	6087	04/15/2026	04/17/2026	6.99	Customer #76992 Monticello Library	724581620 - Special Programs	
Monticello Mercantile	136790	6120	04/15/2026	04/17/2026	15.78	Customer #76992 Public Safety Bldg	156310260 - Buildings and Grounds	
Monticello Mercantile	136790	6121	04/13/2026	04/17/2026	35.99	Customer #76992 Sheriffs Office	104210620 - Sheriff Miscellaneous S	
Monticello Mercantile	136790	6123	04/16/2026	04/17/2026	25.57	Customer #76992 Road Dept.	214412250 - Equipment Operation	
Monticello Mercantile	136790	6135	04/15/2026	04/17/2026	103.43	Customer #76992 Maintenance	156040260 - Buildings and Grounds	
Monticello Mercantile	136790	6146	04/15/2026	04/17/2026	38.98	Customer #76992 Maintenance	156010260 - Buildings and Grounds	
Monticello Mercantile	136790	A58197	04/15/2026	04/17/2026	-1.70	Customer #76992 Public Safety Bldg	156310260 - Buildings and Grounds	
					\$242.28			
Monticello Mercantile	136872	6163	04/23/2026	04/23/2026	167.69	Customer #76992 Public Safety Bldg	156020260 - Buildings and Grounds	
Monticello Mercantile	136872	6164	04/23/2026	04/23/2026	2.09	Customer #76992 Public Safety Bldg	156020260 - Buildings and Grounds	
Monticello Mercantile	136872	6171	04/23/2026	04/23/2026	79.25	Customer #76992 Public Safety Bldg	156020260 - Buildings and Grounds	
Monticello Mercantile	136872	6175	04/23/2026	04/23/2026	8.28	Customer #76992 Public Safety Bldg	156020260 - Buildings and Grounds	
Monticello Mercantile	136872	6207	04/21/2026	04/23/2026	15.47	Cyustomer #76992 Ambulance EMT/EMS	264350330 - Employee Education	
Monticello Mercantile	136872	6223	04/21/2026	04/23/2026	36.97	Customer #76992 Ambulance EMT/EMS	264350610 - Miscellaneous Supplies	
Monticello Mercantile	136872	6242	04/21/2026	04/23/2026	46.98	Customer #76992 Ambulance EMT/EMS	264350610 - Miscellaneous Supplies	
Monticello Mercantile	136872	6243	04/23/2026	04/23/2026	11.78	Customer #76992 Public Safety Bldg	156020260 - Buildings and Grounds	
Monticello Mercantile	136872	6251	04/22/2026	04/23/2026	17.94	Customer #76992 Road Dept	104256250 - Noxious Weed Equipme	
					\$386.45			
Monticello Mercantile	136963	6268	05/04/2026	05/05/2026	8.79	Customer #76992 Road Dept.	214412250 - Equipment Operation	
Monticello Mercantile	136963	6284	05/04/2026	05/05/2026	3.29	Customer #76992 Road Dept.	214412250 - Equipment Operation	

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Monticello Mercantile	136963	6286	05/04/2026	05/05/2026	28.97	Customer #76992 Courthouse	454850310 - Professional and Techni	
Monticello Mercantile	136963	6323	04/27/2026	05/05/2026	13.78	Customer #76992 Ambulance EMT/EMS	264350610 - Miscellaneous Supplies	
Monticello Mercantile	136963	6328	05/04/2026	05/05/2026	7.87	Customer #76992 Road Dept.	214412250 - Equipment Operation	
Monticello Mercantile	136963	6329	05/04/2026	05/05/2026	10.98	Customer #76992 Road Dept.	214412250 - Equipment Operation	
Monticello Mercantile	136963	6332	05/04/2026	05/05/2026	26.98	Customer #76992 Road Dept.	214412250 - Equipment Operation	
Monticello Mercantile	136963	6345	05/05/2026	05/05/2026	23.37	Customer #76992 Road Dept	214412250 - Equipment Operation	
					\$124.03			
Monticello Mercantile	137055	6360/1	05/08/2026	05/08/2026	14.28	Account: 76992 - Maint Supplies	156040260 - Buildings and Grounds	
Monticello Mercantile	137055	6383/1	05/08/2026	05/08/2026	38.96	Account: 76992 - Admin building office remodel su	454850310 - Professional and Techni	
Monticello Mercantile	137055	6399/1	05/08/2026	05/08/2026	33.96	Account: 76992 - Admin building office remodel su	454850310 - Professional and Techni	
					\$87.20			
					\$839.96			
Morning Sun Financial Services of Ut	136791	1300	04/16/2026	04/17/2026	165.00	Aggregatino Servie Fee/PMPM	104682615 - State Waiver Contracts	
Morning Sun Financial Services of Ut	137056	1302	05/08/2026	05/08/2026	165.00	Aggregation Service Fee/PMPM - Apr 2026	104682615 - State Waiver Contracts	
					\$330.00			
Morris, Rose	137057	Rmorris42026	05/08/2026	05/08/2026	560.00	Homemaker & Companion Services	104679615 - State Alt Contracts	
					\$560.00			
Motor Parts Company	136792	595470	04/16/2026	04/17/2026	48.06		214412250 - Equipment Operation	
Motor Parts Company	136792	595611	04/16/2026	04/17/2026	543.14		214412250 - Equipment Operation	
Motor Parts Company	136792	595614	04/16/2026	04/17/2026	85.67		214412250 - Equipment Operation	
Motor Parts Company	136792	595633	04/16/2026	04/17/2026	12.75		214412250 - Equipment Operation	
Motor Parts Company	136792	595652	04/16/2026	04/17/2026	14.40		214412250 - Equipment Operation	
Motor Parts Company	136792	595653	04/16/2026	04/17/2026	37.13		214412250 - Equipment Operation	
Motor Parts Company	136792	595660	04/16/2026	04/17/2026	15.21		214412250 - Equipment Operation	
Motor Parts Company	136792	595678	04/15/2026	04/17/2026	15.27		104256250 - Noxious Weed Equipme	
Motor Parts Company	136792	595684	04/16/2026	04/17/2026	-78.14		214412250 - Equipment Operation	
Motor Parts Company	136792	595727	04/16/2026	04/17/2026	10.99		214412250 - Equipment Operation	
Motor Parts Company	136792	595741	04/16/2026	04/17/2026	14.49		214412250 - Equipment Operation	
Motor Parts Company	136792	595744	04/16/2026	04/17/2026	4.76		214412250 - Equipment Operation	
Motor Parts Company	136792	595769	04/16/2026	04/17/2026	24.58		214412250 - Equipment Operation	
Motor Parts Company	136792	595770	04/16/2026	04/17/2026	178.73		214412250 - Equipment Operation	
Motor Parts Company	136792	595857	04/16/2026	04/17/2026	6.56		214412250 - Equipment Operation	
					\$933.60			
Motor Parts Company	136873	903482	04/22/2026	04/23/2026	49.44		214412250 - Equipment Operation	
Motor Parts Company	136873	903535	04/22/2026	04/23/2026	11.08		214412250 - Equipment Operation	
Motor Parts Company	136873	903549	04/22/2026	04/23/2026	11.61		214412250 - Equipment Operation	
Motor Parts Company	136873	903562	04/22/2026	04/23/2026	412.50		214412250 - Equipment Operation	
Motor Parts Company	136873	903568	04/22/2026	04/23/2026	-36.00		214412250 - Equipment Operation	
Motor Parts Company	136873	903834	04/22/2026	04/23/2026	144.94		214412250 - Equipment Operation	
Motor Parts Company	136873	903947	04/22/2026	04/23/2026	-69.00		214412250 - Equipment Operation	
Motor Parts Company	136873	904076	04/23/2026	04/23/2026	446.97		214412250 - Equipment Operation	
Motor Parts Company	136873	904151	04/23/2026	04/23/2026	150.45		214412250 - Equipment Operation	
					\$1,121.99			
Motor Parts Company	136964	596138	05/04/2026	05/05/2026	37.97		214412250 - Equipment Operation	
Motor Parts Company	136964	596276	05/04/2026	05/05/2026	3.10		214412250 - Equipment Operation	
Motor Parts Company	136964	596419	05/04/2026	05/05/2026	94.35		104256250 - Noxious Weed Equipme	
Motor Parts Company	136964	596623	05/05/2026	05/05/2026	153.52		104210251 - Sheriff Gas, Oil and Gre	
Motor Parts Company	136964	904631	05/05/2026	05/05/2026	12.54		574424250 - Equipment Operation	
					\$301.48			
Motor Parts Company	137058	596693	05/08/2026	05/08/2026	4.34		104256480 - Noxious Weed Special	
					\$2,361.41			
Moulton, Mike	136965	MMoulTMB04172	04/24/2026	05/05/2026	795.12	2026 Preparedness Summit Travel Reimbursemen	255310230 - PHEP Preparedness Tra	
					\$795.12			

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Mountainland Supply Company LLC	136874	S107780792.001	04/23/2026	04/23/2026	36.56	Customer #107776	214412250 - Equipment Operation	
Mountainland Supply Company LLC	136966	S107811899.001	05/05/2026	05/05/2026	46.41	Customer #107776	214412250 - Equipment Operation	
					\$82.97			
Nakai, Ray	136875	RNakai04132026	04/23/2026	04/23/2026	158.96	Dennehotso Chapter Visit	104173320 - Elections Liasons	
Nakai, Ray	136967	RNakai04142026	05/05/2026	05/05/2026	129.48	Navajo Utah Commission Meeting Travel Reimbur	104173320 - Elections Liasons	
					\$288.44			
National Benefit Services, LLC	136968	1132777	05/04/2026	05/05/2026	63.65	Customer #SAN006	104965140 - Undistributed Other Em	
National Benefit Services, LLC	137059	CP443978	05/08/2026	05/08/2026	2,189.81	FSA	104965140 - Undistributed Other Em	
					\$2,253.46			
Navajo Tribal Utility Authority	136793	39001206242	04/15/2026	04/17/2026	123.87	Account #60040657	156445270 - Utilities	
Navajo Tribal Utility Authority	136876	32001710706	04/23/2026	04/23/2026	326.95	Account #60378369	156090270 - Utilities	
Navajo Tribal Utility Authority	136877	32001711874	04/23/2026	04/23/2026	125.58	Account #60271007	156490270 - Utilities	
					\$576.40			
New Technology Solutions LLC	136878	9834(2)	03/31/2026	04/23/2026	45.00	Waste Station Pest Control	156860270 - Utilities	
New Technology Solutions LLC	136878	9838	04/23/2026	04/23/2026	40.00	Health Dept. Pest Control	156060310 - Professional and Techni	
New Technology Solutions LLC	136878	9839	04/23/2026	04/23/2026	23.75	Library Pest Control	156140310 - Professional and Techni	
New Technology Solutions LLC	136878	9839	04/23/2026	04/23/2026	35.62	Library Pest Control	156110310 - Professional and Techni	
New Technology Solutions LLC	136878	9839	04/23/2026	04/23/2026	35.63	Library Pest Control	156120310 - Professional and Techni	
New Technology Solutions LLC	136878	9840	04/23/2026	04/23/2026	20.00	Fire Stations Pest Control	156430310 - Professional and Techni	
New Technology Solutions LLC	136878	9840	04/23/2026	04/23/2026	20.00	Fire Stations Pest Control	156440310 - Professional and Techni	
New Technology Solutions LLC	136878	9840	04/23/2026	04/23/2026	20.00	Fire Stations Pest Control	156445310 - Professional and Techni	
New Technology Solutions LLC	136878	9840	04/23/2026	04/23/2026	20.00	Fire Stations Pest Control	156480310 - Professional and Techni	
New Technology Solutions LLC	136878	9841	04/23/2026	04/23/2026	20.00	Ambulance Garage Pest Control	156510310 - Professional and Techni	
New Technology Solutions LLC	136878	9841	04/23/2026	04/23/2026	20.00	Ambulance Garage Pest Control	156520310 - Professional and Techni	
New Technology Solutions LLC	136878	9842	04/23/2026	04/23/2026	16.25	Public Safety Pest Control	156310310 - Professional and Techni	
New Technology Solutions LLC	136878	9842	04/23/2026	04/23/2026	16.25	Public Safety Pest Control	156320310 - Professional and Techni	
New Technology Solutions LLC	136878	9842	04/23/2026	04/23/2026	48.75	Public Safety Pest Control	156010310 - Professional and Techni	
New Technology Solutions LLC	136878	9842	04/23/2026	04/23/2026	48.75	Public Safety Pest Control	156020310 - Professional and Techni	
New Technology Solutions LLC	136878	9843	04/23/2026	04/23/2026	25.00	Senior Centers Pest Control	156210310 - Professional and Techni	
New Technology Solutions LLC	136878	9843	04/23/2026	04/23/2026	25.00	Senior Centers Pest Control	156220310 - Professional and Techni	
New Technology Solutions LLC	136878	9843	04/23/2026	04/23/2026	25.00	Senior Centers Pest Control	156230310 - Professional and Techni	
New Technology Solutions LLC	136878	9843	04/23/2026	04/23/2026	25.00	Senior Centers Pest Control	156240310 - Professional and Techni	
					\$530.00			
					\$530.00			
NICE Enterprises, Inc	136794	8142307	04/13/2026	04/17/2026	19.46	Account #4531740	104193280 - Visitor ServTelephone	
					\$19.46			
Nicholas & Company	136795	9578329	04/13/2026	04/17/2026	2,177.45	Customer #616590	104230480 - Jail Kitchen Food	
Nicholas & Company	136795	9578334	04/13/2026	04/17/2026	253.98	Customer #616580	104677323 - Congregate Meals - Mo	
Nicholas & Company	136795	9578334	04/13/2026	04/17/2026	380.99	Customer #616580	104678323 - Home Deliv Meals - Mon	
Nicholas & Company	136795	9578336	04/13/2026	04/17/2026	234.10	Customer #616580	104677328 - Congregate Meals - La	
Nicholas & Company	136795	9578336	04/13/2026	04/17/2026	234.10	Customer #616580	104678328 - Home Deliv Meals - La	
Nicholas & Company	136795	9578336	04/13/2026	04/17/2026	281.20	Customer #616580	104677325 - Congregate Meals - Bla	
Nicholas & Company	136795	9578336	04/13/2026	04/17/2026	421.52	Customer #616580	104678325 - Home Deliv Meals - Bla	
Nicholas & Company	136795	9578337	04/13/2026	04/17/2026	420.21	Customer #616580	104677329 - Congregate Meals - Bluf	
Nicholas & Company	136795	9578337	04/13/2026	04/17/2026	420.22	Customer #616580	104678329 - Home Deliv Meals - Bluf	
Nicholas & Company	136795	9582698	04/16/2026	04/17/2026	10.12	Customer #616580	104678325 - Home Deliv Meals - Bla	
Nicholas & Company	136795	9582699	04/16/2026	04/17/2026	151.74	Customer #616582	104677328 - Congregate Meals - La	
Nicholas & Company	136795	9582699	04/16/2026	04/17/2026	151.74	Customer #616582	104678328 - Home Deliv Meals - La	
Nicholas & Company	136795	9582699	04/16/2026	04/17/2026	182.09	Customer #616582	104677325 - Congregate Meals - Bla	
Nicholas & Company	136795	9582699	04/16/2026	04/17/2026	273.13	Customer #616582	104678325 - Home Deliv Meals - Bla	
					\$5,592.59			

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Nicholas & Company	136879	9586191	04/22/2026	04/23/2026	2,578.98	Customer #616590	104230480 - Jail Kitchen Food	
Nicholas & Company	136879	9586197	04/22/2026	04/23/2026	229.21	Customer #616580	104677323 - Congregate Meals - Mo	
Nicholas & Company	136879	9586197	04/22/2026	04/23/2026	346.82	Customer #616580	104678323 - Home Deliv Meals - Mon	
Nicholas & Company	136879	9590572	04/23/2026	04/23/2026	301.04	Customer #616580	104677328 - Congregate Meals - La	
Nicholas & Company	136879	9590572	04/23/2026	04/23/2026	301.04	Customer #616580	104678328 - Home Deliv Meals - La	
Nicholas & Company	136879	9590572	04/23/2026	04/23/2026	361.24	Customer #616580	104677325 - Congregate Meals - Bla	
Nicholas & Company	136879	9590572	04/23/2026	04/23/2026	541.87	Customer #616580	104678325 - Home Deliv Meals - Bla	
					<u>\$4,660.20</u>			
Nicholas & Company	136969	9590569	04/23/2026	05/05/2026	531.69	Customer #616590	104230480 - Jail Kitchen Food	
Nicholas & Company	136969	9594194	04/27/2026	05/05/2026	2,805.68	Customer #616590	104230480 - Jail Kitchen Food	
Nicholas & Company	136969	9594200	05/04/2026	05/05/2026	374.14	Customer #616580	104677323 - Congregate Meals - Mo	
Nicholas & Company	136969	9594200	05/04/2026	05/05/2026	561.20	Customer #616580	104678323 - Home Deliv Meals - Mon	
Nicholas & Company	136969	9594202	05/04/2026	05/05/2026	316.59	Customer #616580	104678329 - Home Deliv Meals - Bluf	
Nicholas & Company	136969	9594202	05/04/2026	05/05/2026	316.60	Customer #616580	104677329 - Congregate Meals - Bluf	
Nicholas & Company	136969	9598918	05/05/2026	05/05/2026	228.20	Customer #616590	104230480 - Jail Kitchen Food	
Nicholas & Company	136969	9602873	05/05/2026	05/05/2026	1,961.27	Customer #616590	104230480 - Jail Kitchen Food	
Nicholas & Company	136969	9602878	05/05/2026	05/05/2026	358.02	Customer #616580	104677323 - Congregate Meals - Mo	
Nicholas & Company	136969	9602878	05/05/2026	05/05/2026	537.02	Customer #616580	104678323 - Home Deliv Meals - Mon	
Nicholas & Company	136969	9602880	05/05/2026	05/05/2026	142.13	Customer #616580	104677328 - Congregate Meals - La	
Nicholas & Company	136969	9602880	05/05/2026	05/05/2026	142.13	Customer #616580	104678328 - Home Deliv Meals - La	
Nicholas & Company	136969	9602880	05/05/2026	05/05/2026	170.55	Customer #616580	104677325 - Congregate Meals - Bla	
Nicholas & Company	136969	9602880	05/05/2026	05/05/2026	255.83	Customer #616580	104678325 - Home Deliv Meals - Bla	
					<u>\$8,701.05</u>			
Nicholas & Company	137060	9607455	05/08/2026	05/08/2026	194.31		104230480 - Jail Kitchen Food	
					<u>\$19,148.15</u>			
Nielson, Cody	136796	CNielson0410202	04/13/2026	04/17/2026	79.48	Planning & Zoning Board Stipend and Mileage	104114490 - Plan/Zone Board Stipen	
					<u>\$79.48</u>			
O'Reilly Auto Parts	136797	6848-138304	04/15/2026	04/17/2026	80.23	Customer #3601683	214412250 - Equipment Operation	
O'Reilly Auto Parts	136797	6848-138422	04/15/2026	04/17/2026	48.12	Customer #3601683	214412250 - Equipment Operation	
					<u>\$128.35</u>			
O'Reilly Auto Parts	136880	6848-138750	04/22/2026	04/23/2026	18.64	Customer #3601683	214412250 - Equipment Operation	
O'Reilly Auto Parts	136880	6848-138806	04/22/2026	04/23/2026	467.98	Customer #3601683	214412250 - Equipment Operation	
O'Reilly Auto Parts	136880	6848-138816	04/22/2026	04/23/2026	-44.00	Customer #3601683	214412250 - Equipment Operation	
					<u>\$442.62</u>			
O'Reilly Auto Parts	136970	6848-138929	05/04/2026	05/05/2026	44.16	Customer #3601683	214412250 - Equipment Operation	
O'Reilly Auto Parts	136970	6848-138937	05/04/2026	05/05/2026	107.82	Customer #3601683	214412250 - Equipment Operation	
O'Reilly Auto Parts	136970	6848-139628	05/04/2026	05/05/2026	158.43	Customer #3601683	214412250 - Equipment Operation	
O'Reilly Auto Parts	136970	6848-139947	05/04/2026	05/05/2026	301.20	Customer #3601683	214412250 - Equipment Operation	
					<u>\$611.61</u>			
O'Reilly Auto Parts	137061	6848-140196	05/08/2026	05/08/2026	176.48	Customer #3601683	104256480 - Noxious Weed Special	
					<u>\$1,359.06</u>			
ODP Business Solutions, LLC	137062	462893515001	05/08/2026	05/08/2026	440.08	Account #47849426	104150240 - Non-Dept Office Expens	
ODP Business Solutions, LLC	137062	462948568001	05/08/2026	05/08/2026	39.13	Account #47849426	104150240 - Non-Dept Office Expens	
ODP Business Solutions, LLC	137062	462948705001	05/08/2026	05/08/2026	57.20	Account #47849426	104150240 - Non-Dept Office Expens	
ODP Business Solutions, LLC	137062	462948706001	05/08/2026	05/08/2026	6.78	Account #47849426	104150240 - Non-Dept Office Expens	
ODP Business Solutions, LLC	137062	462948707001	05/08/2026	05/08/2026	7.73	Account #47849426	104150240 - Non-Dept Office Expens	
					<u>\$550.92</u>			
					<u>\$550.92</u>			
Office Ally, Inc.	136971	OC32485	05/05/2026	05/05/2026	134.85	Customer #U684948	104685615 - VDHCBs Contracts	
					<u>\$134.85</u>			
Olsen, Avery	136972	AOlseRMB04222	05/05/2026	05/05/2026	366.95	Search and Rescue Supplies Travel	104215620 - Search Rescue Miscella	

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Olsen, Avery	137063	AOlseRMB03232	04/13/2026	05/08/2026	49.05	House of Fire Rescue Dinner Reimbursement	104215620 - Search Rescue Miscella	
					\$416.00			
Packard Wholesale Co.	136799	3052634	04/15/2026	04/17/2026	77.98	Customer ID 10311	156060265 - Custodial Supplies	
Packard Wholesale Co.	136799	3055590	04/10/2026	04/17/2026	331.47	Customjer ID 10301	104230350 - Jail State Prisoner Expe	
Packard Wholesale Co.	136799	3055591	04/10/2026	04/17/2026	277.46	Account #10325	104230480 - Jail Kitchen Food	
Packard Wholesale Co.	136799	3055592	04/10/2026	04/17/2026	349.48	Customer ID 10325	104230350 - Jail State Prisoner Expe	
					\$1,036.39			
Packard Wholesale Co.	136881	3056098	04/23/2026	04/23/2026	180.00	Customer ID 10312	156120265 - Custodial Supplies	
Packard Wholesale Co.	136881	3056099	04/23/2026	04/23/2026	157.66	Customer ID 10311	156060265 - Custodial Supplies	
Packard Wholesale Co.	136881	3056689	04/23/2026	04/23/2026	65.82	Customer ID 10328	104678323 - Home Deliv Meals - Mon	
Packard Wholesale Co.	136881	3056689	04/23/2026	04/23/2026	83.39	Customer ID 10328	104677323 - Congregate Meals - Mo	
Packard Wholesale Co.	136881	3056716	04/23/2026	04/23/2026	161.88	Customer ID 10328	104678325 - Home Deliv Meals - Bla	
					\$648.75			
Packard Wholesale Co.	136973	3056738	04/24/2026	05/05/2026	327.78	Customer ID 10301	104230350 - Jail State Prisoner Expe	
Packard Wholesale Co.	136973	3056739	04/24/2026	05/05/2026	271.04	Customer ID 10325	104230480 - Jail Kitchen Food	
Packard Wholesale Co.	136973	3056740	04/24/2026	05/05/2026	349.48	Customer #10325	104230350 - Jail State Prisoner Expe	
Packard Wholesale Co.	136973	3057241	05/05/2026	05/05/2026	474.18	Customer ID 10328	104678328 - Home Deliv Meals - La	
Packard Wholesale Co.	136973	3057241	05/05/2026	05/05/2026	510.27	Customer ID 10328	104677328 - Congregate Meals - La	
Packard Wholesale Co.	136973	3057241	05/05/2026	05/05/2026	711.26	Customer ID 10328	104678325 - Home Deliv Meals - Bla	
Packard Wholesale Co.	136973	3057241	05/05/2026	05/05/2026	765.40	Customer ID 10328	104677325 - Congregate Meals - Bla	
Packard Wholesale Co.	136973	3057248	05/05/2026	05/05/2026	254.25	Customer ID 10328	104677323 - Congregate Meals - Mo	
Packard Wholesale Co.	136973	3057248	05/05/2026	05/05/2026	398.66	Customer ID 10328	104678323 - Home Deliv Meals - Mon	
Packard Wholesale Co.	136973	3057287	05/05/2026	05/05/2026	375.97	Customer ID 10301	104230350 - Jail State Prisoner Expe	
Packard Wholesale Co.	136973	3057288	05/05/2026	05/05/2026	270.15	Customer ID 10301	104230350 - Jail State Prisoner Expe	
					\$4,708.44			
					\$6,393.58			
Page Steel	136882	136946	04/23/2026	04/23/2026	1,068.54	Customer ID CN9038	214412250 - Equipment Operation	
					\$1,068.54			
Page, Justin	136883	471R26	04/23/2026	04/23/2026	85.25	Haz Mat Endorsement	214414620 - Miscellaneous Services	
					\$85.25			
Palmer, Corbin	136800	CPalmRMB04022	04/13/2026	04/17/2026	352.00	POST Training Travel Reimbursement	104210230 - Sheriff Travel Expense	
Palmer, Corbin	136800	CPalmRMB04092	04/15/2026	04/17/2026	165.00	POST Training Travel Reimbursement	104210230 - Sheriff Travel Expense	
					\$517.00			
Palmer, Corbin	136884	CPalmRMB04162	04/23/2026	04/23/2026	165.00	POST Training Travel Reimbursement	104210230 - Sheriff Travel Expense	
Palmer, Corbin	136974	CPalmerRMB043	05/05/2026	05/05/2026	165.00	POST Training Travel	104210230 - Sheriff Travel Expense	
Palmer, Corbin	136974	CPalmRMB04220	05/05/2026	05/05/2026	165.00	POST Training Travel	255450230 - PH Infrastructure Travel	
					\$330.00			
					\$1,012.00			
Palmer, Payton	137064	PPalm042226	04/23/2026	05/08/2026	70.03	Dog Food Purchase Reimbursement	104210250 - Sheriff Equipment Oper	
					\$70.03			
Peak Industrial	136886	PSI-600634	04/23/2026	04/23/2026	109.00	Customer # C0011098	214412250 - Equipment Operation	
					\$109.00			
Pearson, Glenis	136801	GPearson041020	04/13/2026	04/17/2026	67.38	USB Purchase Reimbursement	104143240 - Treasurer Office Expens	
					\$67.38			
Pearson, Jill	137065	JPearRMB05042	05/08/2026	05/08/2026	19.00	Vehicle to deadship for warranty work travel	214414230 - Travel Expense	
					\$19.00			

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PepsiCo Beverage Sales	136975	80472613	05/05/2026	05/05/2026	409.11	Customer #3816559	104230480 - Jail Kitchen Food	
					\$409.11			
Perkins, Nicole	136976	NPerkRMB04162	05/05/2026	05/05/2026	80.00	State Library Director Training Travel	724581230 - Travel Expense	
					\$80.00			
Pitney Bowes - Purchase Power	136887	PurchasepowerA	04/22/2026	04/23/2026	396.23	Account #8000-9000-0182-4113	104230241 - Jail Postage	
Pitney Bowes - Purchase Power	136887	PurchasepowerM	04/22/2026	04/23/2026	559.74	Account #8000-9000-0182-4113	104230241 - Jail Postage	
					\$955.97			
					\$955.97			
Pitney Bowes Inc	136888	1028525377	12/02/2025	04/23/2026	74.58	Account #0011052015	104230241 - Jail Postage	
					\$74.58			
Pitts, Nathan	136802	NPittRMB040920	04/15/2026	04/17/2026	165.00	Assessor Training Travel Reimbursement	104146230 - Assessor Travel Expens	
					\$165.00			
Pugh, Delton	137066	Dpugh42026	05/08/2026	05/08/2026	252.00	Monthly visits, projects, & VA documents	104685615 - VDHCBs Contracts	
					\$252.00			
RAD Systems	137067	26RCTLC 3044	04/03/2026	05/08/2026	125.00	Annual Renewal Fee	104210210 - Sheriff Subscriptions an	
					\$125.00			
Reading Truck Equipment LLC	136977	S 203883	05/04/2026	05/05/2026	1,295.80	Sold To: 587-3230 435	214412250 - Equipment Operation	
					\$1,295.80			
Redds Ace Hardware LLC	136803	245975	04/09/2026	04/17/2026	18.99	Customer #10174	104256250 - Noxious Weed Equipme	
Redds Ace Hardware LLC	136803	246214	04/10/2026	04/17/2026	110.00	Account #10174	574424610 - Miscellaneous Supplies	
Redds Ace Hardware LLC	136803	249149	04/15/2026	04/17/2026	34.05	Customer #10174	454850310 - Professional and Techni	
					\$163.04			
Redds Ace Hardware LLC	136889	250057	04/23/2026	04/23/2026	12.51	Customer #10174	156020260 - Buildings and Grounds	
Redds Ace Hardware LLC	136889	254932	04/23/2026	04/23/2026	15.33	Customer #10174	156320260 - Buildings and Grounds	
					\$27.84			
Redds Ace Hardware LLC	136978	255329	05/04/2026	05/05/2026	42.74	Customer #10174	156120260 - Buildings and Grounds	
Redds Ace Hardware LLC	136978	263089	05/05/2026	05/05/2026	30.95		574424240 - Office Expense	
					\$73.69			
Redds Ace Hardware LLC	137068	264491	05/08/2026	05/08/2026	20.99	Account #10174	574424240 - Office Expense	
					\$285.56			
RelaDyne West, LLC	137069	1367421-IN	05/08/2026	05/08/2026	7,067.69	Account #31-0180327	574424251 - Gas, Oil and Grease	
					\$7,067.69			
Retriever, LLC	136804	2960	04/16/2026	04/17/2026	560.00	PO #58113	214412250 - Equipment Operation	
					\$560.00			
Richmond, Reagan	136890	1	04/21/2026	04/23/2026	199.73	Plane Fuel	104215620 - Search Rescue Miscella	
					\$199.73			
Rigg, Melissa	136805	MRigg04102026	04/13/2026	04/17/2026	115.50	Planning & Zoning Board Stipend and Mileage	104114490 - Plan/Zone Board Stipen	
					\$115.50			
River Canyon Wireless	136979	179964	05/04/2026	05/05/2026	39.99	Customer ID 1599804	104620270 - Fair Utilities	
					\$39.99			
Roberts, Alisha	137070	ARobe042226	05/08/2026	05/08/2026	28.00	Interfacility TransferSJH to St. Mary's	264350230 - Travel Expense	
					\$28.00			

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Rockmount Research & Alloys	136980	1301859	05/04/2026	05/05/2026	749.52	Customer #86328	214412250 - Equipment Operation	
					\$749.52			
Rocky Mountain Personal Care LLC	137071	47256	05/08/2026	05/08/2026	537.75	Personal Care Services	104672615 - Acc Trans Contracts	
					\$537.75			
Rocky Mountain Power	136981	59271696-002 2	05/04/2026	05/05/2026	61.50	Account #59271696-002 2	156430270 - Utilities	
Rocky Mountain Power	136981	59271696-005 5	05/04/2026	05/05/2026	76.68	Account #59271696-005 5	156230270 - Utilities	
Rocky Mountain Power	136981	59271696-012 1	05/04/2026	05/05/2026	100.21	Account #59271696-012 1	156830270 - Utilities	
Rocky Mountain Power	136981	59288636-003 7	05/04/2026	05/05/2026	67.17	Account #59288636-003 7	156090270 - Utilities	
Rocky Mountain Power	136981	59288636-008 6	05/04/2026	05/05/2026	26.87	Account #59288636-008 6	156480270 - Utilities	
Rocky Mountain Power	136981	59405396-002 9	05/04/2026	05/05/2026	29.34	Account #59405396-002 9	156730270 - Utilities	
Rocky Mountain Power	136981	73241784-002 0	05/04/2026	05/05/2026	75.04	Account #73241784-002 0	156435270 - Utilities	
Rocky Mountain Power	136981	73241784-003 8	05/04/2026	05/05/2026	117.54	Account #73241784-003 8	156440270 - Utilities	
					\$554.35			
					\$554.35			
Rogers, Griselda	136806	100	04/16/2026	04/17/2026	950.00	4/27/26 Montezuma Creek Clinic event	104192970 - Econ Dev Sponsorship	
Rogers, Griselda	136982	101	05/04/2026	05/05/2026	500.00	July Learning Exchange Catering	104192950 - Econ Dev Expense Rei	
Rogers, Griselda	136982	102	05/04/2026	05/05/2026	209.00	May - Dec Learning Exchange Coffee Service	104192950 - Econ Dev Expense Rei	
					\$709.00			
					\$1,659.00			
Roughrock Aviation, LLC	136983	RI0501263	05/01/2026	05/05/2026	6,500.00		105430615 - Cal Black Contracts	
					\$6,500.00			
Sagg, Carmelita L	136807	0027	04/16/2026	04/17/2026	300.00	Catering	104192950 - Econ Dev Expense Rei	
					\$300.00			
Sagg, Clifford L	136984	26003	05/04/2026	05/05/2026	300.00	ESRI Travel Costs	104192970 - Econ Dev Sponsorship	
					\$300.00			
Saggboy, Martha	136985	26002	05/04/2026	05/05/2026	300.00	ESRI Travel Costs	104192950 - Econ Dev Expense Rei	
					\$300.00			
Salt Lake Community College	136986	B2007757	05/04/2026	05/05/2026	1,727.00	Client ID #S01149183	104210230 - Sheriff Travel Expense	
					\$1,727.00			
San Juan Building Supply Inc.	136808	2604-004056	04/15/2026	04/17/2026	779.50	Account #2370	454850310 - Professional and Techni	
San Juan Building Supply Inc.	136808	2604-004416	04/15/2026	04/17/2026	16.90	Account #2370	454850310 - Professional and Techni	
					\$796.40			
San Juan Building Supply Inc.	136891	2604-005081	04/23/2026	04/23/2026	311.38	Account #2370	454850310 - Professional and Techni	
					\$1,107.78			
San Juan Clinic	136809	469R26	04/15/2026	04/17/2026	72.00	Account #107736 Financial #664581	214414620 - Miscellaneous Services	
San Juan Clinic	136809	9696463	04/10/2026	04/17/2026	81.06	Account #104857 Financial #650284	104230310 - Jail Professional and Te	
					\$153.06			
San Juan Clinic	136987	474R26	05/05/2026	05/05/2026	72.00	Account #91595 Financial #668793	104220615 - Wild Fire Contracts	
					\$225.06			
San Juan Health Services District	136988	4212026	04/27/2026	05/05/2026	100.00	Ambulance & Paramedic Kit medications	264350610 - Miscellaneous Supplies	
					\$100.00			
San Juan Hospital	136810	9695216	04/13/2026	04/17/2026	304.89	Account #131821 Financial #666653	104230312 - Jail Inmate Medical Exp	
					\$304.89			

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San Juan Pharmacy Blanding	136892	429466	04/20/2026	04/23/2026	92.95	Account San Juan County Jail	104230312 - Jail Inmate Medical Exp	
San Juan Pharmacy Blanding	136989	429855	04/27/2026	05/05/2026	11.12		104230312 - Jail Inmate Medical Exp	
San Juan Pharmacy Blanding	136989	429856	04/27/2026	05/05/2026	19.41		104230312 - Jail Inmate Medical Exp	
					<u>\$30.53</u>			
					\$123.48			
Schafer, Trent	136811	TSchafer0410202	04/13/2026	04/17/2026	50.00	Planning & Zoning Board Stipend and Mileage	104114490 - Plan/Zone Board Stipen	
					<u>\$50.00</u>			
Scism, Rex M	136812	2026 311	04/13/2026	04/17/2026	89.00	Invoice: 2026 311	104210330 - Sheriff Employee Educa	
					<u>\$89.00</u>			
Sharpe, Tranner	137072	TSharRMB03312	05/08/2026	05/08/2026	799.06	HR Meetings Travel	104134310 - Personnel Professional	
					<u>\$799.06</u>			
Shumway, Dennis	136990	DShumRMB0417	04/24/2026	05/05/2026	685.00	2026 Preparedness Summit Travel Reimbursemen	255310230 - PHEP Preparedness Tra	
Shumway, Dennis	136990	DShumwayRMG0	05/05/2026	05/05/2026	477.46	Local Environmental Health Admin Conf Travel Rei	255007230 - Indirect Admin Travel Exp	
					<u>\$1,162.46</u>			
Shumway, Dennis	137073	DShumRMB0501	05/08/2026	05/08/2026	477.46	Local Environmental Health Admin Conference Tra	255500030 - DEQ General Funds Gr	
					<u>\$1,639.92</u>			
Silas, Marilyn	137074	MSilas42026	05/08/2026	05/08/2026	560.00	Homemaker & Companion Services	104679615 - State Alt Contracts	
					<u>\$560.00</u>			
Sitterud Law	136991	RI0501264	05/01/2026	05/05/2026	14,500.00		104126310 - Public Defender Profess	
					<u>\$14,500.00</u>			
SJC Blanding Library or Nicole Perki	136992	PC042026Bluff	05/05/2026	05/05/2026	68.72	Bluff Petty Cash	724581923 - Grant Expenses - Borro	
					<u>\$68.72</u>			
SJC Inmate Account	137075	ITP042026	05/08/2026	05/08/2026	2,699.50	Trustee Payroll - April 2026	104230352 - Jail Inmate Humanitaria	
					<u>\$2,699.50</u>			
SJR Media	136813	SJCED0326	04/16/2026	04/17/2026	384.00	Basecamp Ads	104192490 - Econ Dev Advertising an	
SJR Media	136813	SJCHR0326	04/10/2026	04/17/2026	342.01	Statement #7073	574424220 - Public Notices	
SJR Media	136813	SJCHR0326	04/10/2026	04/17/2026	342.03	Statement #7073	104210220 - Sheriff Public Notices	
SJR Media	136813	SJCHR0326	04/10/2026	04/17/2026	342.03	Statement #7073	214414220 - Public Notices	
SJR Media	136813	SJCHR0326	04/10/2026	04/17/2026	342.03	Statement #7073	255007220 - Indirect Admin Public No	
					<u>\$1,752.10</u>			
SJR Media	137076	166993	05/08/2026	05/08/2026	18.20	Meeting Canceled Public Notice	104111220 - Commission Public Notic	
SJR Media	137076	SJCAGING0426	05/08/2026	05/08/2026	1,512.00	Medicare Help Ad	104686610 - Health Ins Miscellaneous	
					<u>\$1,530.20</u>			
					\$3,282.30			
SJSD Heritage Language Resource	136993	XX3549	05/04/2026	05/05/2026	80.06	SJCHPC Swallows Nest brochur printing	104575620 - Historical Miscellaneous	
					<u>\$80.06</u>			
Skaggs Companies Inc.	136814	335212	04/01/2026	04/17/2026	19.98	Account 103175	104230610 - Jail Miscellaneous Suppl	
Skaggs Companies Inc.	136994	450_A_342906_1	05/05/2026	05/05/2026	19.98	Account #103175	104230610 - Jail Miscellaneous Suppl	
					<u>\$39.96</u>			
Snap-on Industrial	136815	ARS/18139394	04/16/2026	04/17/2026	315.00	Customer #201095596	214412250 - Equipment Operation	
					<u>\$315.00</u>			

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Southern Tire Mart LLC	136816	6280008446	04/15/2026	04/17/2026	817.36	Customer #0578825	214412250 - Equipment Operation	
Southern Tire Mart LLC	136816	6280008505	04/15/2026	04/17/2026	878.76	Customer #0578825	214412250 - Equipment Operation	
Southern Tire Mart LLC	136816	6280008510	04/15/2026	04/17/2026	920.40	Customer #0578825	214412250 - Equipment Operation	
Southern Tire Mart LLC	136816	6280008512	04/15/2026	04/17/2026	1,121.42	Customer #0578825	214412250 - Equipment Operation	
Southern Tire Mart LLC	136816	6280008537	04/16/2026	04/17/2026	818.89	Customer #0578825	214412250 - Equipment Operation	
Southern Tire Mart LLC	136816	6280008538	04/16/2026	04/17/2026	2,407.02	Customer #0578825	214412250 - Equipment Operation	
Southern Tire Mart LLC	136816	6280008539	04/16/2026	04/17/2026	923.04	Customer #0578825	214412250 - Equipment Operation	
					<u>\$7,886.89</u>			
Southern Tire Mart LLC	136893	6280008566	04/22/2026	04/23/2026	595.12	Customer #0578825	214412250 - Equipment Operation	
Southern Tire Mart LLC	136893	6280008567	04/22/2026	04/23/2026	878.76	Customer #0578825	214412250 - Equipment Operation	
Southern Tire Mart LLC	136893	6280008578	04/22/2026	04/23/2026	436.92	Customer #0578825	214412250 - Equipment Operation	
					<u>\$1,910.80</u>			
Southern Tire Mart LLC	136995	6280008619	04/28/2026	05/05/2026	6,000.00	Customer #0578825	214412250 - Equipment Operation	
					<u>\$15,797.69</u>			
Southwest Colorado TV Translator A	136996	4-282026	05/04/2026	05/05/2026	2,000.00	Contract Services 4/12/26 - 5/11/26	104574615 - TV Comm Contracts	
					<u>\$2,000.00</u>			
Stash, Shirleen	136894	101	04/22/2026	04/23/2026	250.00	5th Annual Trail Ride Sponsorship	104192950 - Econ Dev Expense Rei	
					<u>\$250.00</u>			
State Trust Lands Administration	136997	SULA 2089	05/05/2026	05/05/2026	1,050.00	Lease or Permit # SULA2089	104850310 - Special Proj Professiona	
					<u>\$1,050.00</u>			
Summit Food Service LLC	136817	INV2000270761	04/15/2026	04/17/2026	499.85	Customer ID C8109000	274230350 - Inmate Commissary Exp	
Summit Food Service LLC	136817	INV2000270762	04/15/2026	04/17/2026	187.58	Customer ID C8109001	274230350 - Inmate Commissary Exp	
					<u>\$687.43</u>			
Summit Food Service LLC	136895	INV2000271285	04/21/2026	04/23/2026	685.85	Customer ID C8109000	274230350 - Inmate Commissary Exp	
Summit Food Service LLC	136998	INV2000271788	05/04/2026	05/05/2026	589.67	Customer ID C8109000	274230350 - Inmate Commissary Exp	
Summit Food Service LLC	136998	INV2000271789	05/04/2026	05/05/2026	179.85	Customer ID C8109001	274230350 - Inmate Commissary Exp	
Summit Food Service LLC	136998	INV2000272319	05/05/2026	05/05/2026	636.24	Customer ID C8109000	274230350 - Inmate Commissary Exp	
Summit Food Service LLC	136998	INV2000272320	05/05/2026	05/05/2026	2.38	Customer ID C8109001	274230350 - Inmate Commissary Exp	
					<u>\$1,408.14</u>			
					<u>\$2,781.42</u>			
SWECO Products Inc.	136818	2107132	04/15/2026	04/17/2026	552.21	Customer #843	214412250 - Equipment Operation	
					<u>\$552.21</u>			
Sysco Intermountain Food Svc.	136819	785237322	04/10/2026	04/17/2026	515.98	Customer #936070	104230480 - Jail Kitchen Food	
Sysco Intermountain Food Svc.	136819	785245650	04/15/2026	04/17/2026	493.45	Customer #936070	104230480 - Jail Kitchen Food	
					<u>\$1,009.43</u>			
Sysco Intermountain Food Svc.	136896	785260461	04/22/2026	04/23/2026	480.32	Customer #936070	104230480 - Jail Kitchen Food	
Sysco Intermountain Food Svc.	136999	785252149	04/27/2026	05/05/2026	344.02	Customer #936070	104230480 - Jail Kitchen Food	
Sysco Intermountain Food Svc.	136999	785266462	04/24/2026	05/05/2026	507.56	Customer #936070	104230480 - Jail Kitchen Food	
Sysco Intermountain Food Svc.	136999	785275240	05/04/2026	05/05/2026	1,770.70	Customer #936070	104230480 - Jail Kitchen Food	
Sysco Intermountain Food Svc.	136999	785284618	05/05/2026	05/05/2026	473.11	Customer #936070	104230480 - Jail Kitchen Food	
Sysco Intermountain Food Svc.	136999	785293323	05/05/2026	05/05/2026	467.13	Customer #936070	104230480 - Jail Kitchen Food	
					<u>\$3,562.52</u>			
					<u>\$5,052.27</u>			
Tapaha, Edward	136820	ETapaha Jan, Fe	04/10/2026	04/17/2026	318.70		104679615 - State Alt Contracts	
Tapaha, Edward	136820	ETapaha Jan, Fe	04/10/2026	04/17/2026	327.60	Translation Services Jan, Feb, & Mar 26	104685615 - VDHCBS Contracts	
Tapaha, Edward	136820	ETapaha Jan, Fe	04/10/2026	04/17/2026	652.20		104682615 - State Waiver Contracts	
					<u>\$1,298.50</u>			
					<u>\$1,298.50</u>			

**San Juan County
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Item 9.

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Teleflex LLC	136821	9511398493	04/15/2026	04/17/2026	550.00	Account #1075462	264350610 - Miscellaneous Supplies	
					\$550.00			
The Appraisers Inc	136822	3824.1	04/13/2026	04/17/2026	15,000.00	April 26 Appraisals	104146620 - Assessor Miscellaneous	
					\$15,000.00			
Tomchee, Lucinda M	137000	26001	05/04/2026	05/05/2026	300.00	ESRI Travel Costs	104192950 - Econ Dev Expense Rei	
					\$300.00			
Two Myles BBQ & More LLC	Frozen	000125	03/09/2026	04/20/2026	1,129.13	2026 Business Basecamp Catering	104192950 - Econ Dev Expense Rei	
Two Myles BBQ & More LLC	Frozen	TNBBQ125-rev	04/20/2026	04/20/2026	-1,129.13	2026 Business Basecamp Catering - reversal due t	104192950 - Econ Dev Expense Rei	
					\$0.00			
					\$0.00			
UC Appraisals, Inc	137001	April 7 - April 30	05/05/2026	05/05/2026	4,056.25	Blanding area residential properties appraisals - A	104146615 - Assessor Contracts	
					\$4,056.25			
United States Postal Service	136823	USPS	04/16/2026	04/17/2026	370.00	Permit #1000 BR	104173241 - Elections Postage	
United States Postal Service	136823	USPS3202026(2)	04/16/2026	04/17/2026	1,080.00	Permit #1000 BR BRM Annual Maintenance	104173241 - Elections Postage	
					\$1,450.00			
					\$1,450.00			
US Bank Equipment Finance	137002	580744985	05/05/2026	05/05/2026	577.82	Account #1080852	104150240 - Non-Dept Office Expens	
					\$577.82			
Utah Bureau of Criminal Identificatio	137003	20260481959	04/27/2026	05/05/2026	84.00	Billing Code #B1959	104134310 - Personnel Professional	
					\$84.00			
Utah Bureau of Forensic Services	137004	UBFS041726	04/28/2026	05/05/2026	1,786.67	DNA Collection Report	104230370 - Jail DNA Expenses	
					\$1,786.67			
Utah Department of Health and Hum	137005	26H5000823	04/23/2026	05/05/2026	7,157.07	Ambulance Assessment - SFY 2026 Q3	264350310 - Professional and Techni	
					\$7,157.07			
Utah Department of Public Safety	136824	26H0000697	04/13/2026	04/17/2026	480.00	UHP 24/7 Testing Fees, March 2026	274230350 - Inmate Commissary Exp	
Utah Department of Public Safety	137077	26H0000772	05/08/2026	05/08/2026	288.00	UHP 24/7 Testing Fees, April 2026	274230350 - Inmate Commissary Exp	
					\$768.00			
Utah Division of Technology Services	136897	2609R092000003	04/23/2026	04/23/2026	9.45		104145482 - Attorney Law Library Su	
					\$9.45			
Utah Division of Water Rights	137006	104850310	05/04/2026	05/05/2026	3,893.00	Cooperative Water Monticoring July 25 - June 26 P	104850310 - Special Proj Professiona	
					\$3,893.00			
Utah Navajo Trust Fund	137007	RI0501265	05/01/2026	05/05/2026	165.00		724581915 - Contributions to Other U	
					\$165.00			
Utah State University	137078	A35629-26-03	04/22/2026	05/08/2026	0.78	Account # A35629-584500	104610241 - Ag Ext Postage	
Utah State University	137078	A35629-26-03	04/22/2026	05/08/2026	26.50	Account # A35629-584500	104610210 - Ag Ext Subscriptions an	
Utah State University	137078	A35629-26-03	04/22/2026	05/08/2026	39.91	Account # A35629-584500	104610610 - Ag Ext Miscellaneous S	
Utah State University	137078	A35629-26-03	04/22/2026	05/08/2026	173.43	Account # A35629-584500	104610240 - Ag Ext Office Expense	
Utah State University	137078	A35629-26-03	04/22/2026	05/08/2026	1,569.20	Account # A35629-584500	104610230 - Ag Ext Travel Expense	
Utah State University	137078	A35629-26-03	04/22/2026	05/08/2026	3,173.28	Account # A35629-584500	104610620 - Ag Ext Miscellaneous S	
					\$4,983.10			
					\$4,983.10			

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Valdez, Derica	136899	DV04232026	04/22/2026	04/23/2026	600.00	NN Business Conference Catering	104192970 - Econ Dev Sponsorship	
					\$600.00			
Veritrace	136900	009079	04/21/2026	04/23/2026	1,104.40	Customer UTSANJ	255013.240 - Vital Statistics Office ex	
					\$1,104.40			
Verizon Wireless	136825	6138503686	04/15/2026	04/17/2026	40.01	Account #765507047-00003	104147280 - Surveyor Telephone	
Verizon Wireless	136901	6138493293	04/22/2026	04/23/2026	133.67	Account #665509557-00003	104610620 - Ag Ext Miscellaneous S	
Verizon Wireless	136901	6139995320	04/23/2026	04/23/2026	16.46	Account #742063425-00001	255450.280 - PH Infrastructure Workf	
Verizon Wireless	136901	6139995320	04/23/2026	04/23/2026	16.47	Account #742063425-00001	255310.280 - PHEP Preparedness Te	
Verizon Wireless	136901	6140454960	04/17/2026	04/23/2026	460.27	Account #365552000-00001	104672280 - Acc Trans Telephone	
Verizon Wireless	136901	6141017888	04/21/2026	04/23/2026	809.20	Account #665507629-00001	104230280 - Jail Telephone	
					\$1,436.07			
Verizon Wireless	137008	6135960443	04/23/2026	05/05/2026	24.73	Account #565508016-00001	105430280 - Cal Black Telephone	
Verizon Wireless	137008	6135960443	04/23/2026	05/05/2026	89.67	Account #565508016-00001	104256280 - Noxious Weed Telephon	
Verizon Wireless	137008	6138482618	04/23/2026	05/05/2026	24.73	Account #565508016-00001	105430280 - Cal Black Telephone	
Verizon Wireless	137008	6138482618	04/23/2026	05/05/2026	39.68	Account #565508016-00001	104256280 - Noxious Weed Telephon	
Verizon Wireless	137008	6138493273	05/04/2026	05/05/2026	341.06	Account #665507629-00003	104211610 - Task Force Miscellaneou	
Verizon Wireless	137008	6139982703	05/04/2026	05/05/2026	79.32	Account #642530092-00001	104145280 - Attorney Telephone	
Verizon Wireless	137008	6140975427	05/04/2026	05/05/2026	48.30	Account #265507612-00002	104665310 - SJC Homeless Professi	
Verizon Wireless	137008	6140975427	05/04/2026	05/05/2026	100.06	Account #265507612-00002	104113280 - Admin Telephone	
Verizon Wireless	137008	6140986066	05/05/2026	05/05/2026	100.74	Account #365506834-00001	104225280 - Fire/Rescue Telephone	
Verizon Wireless	137008	6141007256	05/05/2026	05/05/2026	-30.89	Account #565508016-00001	104256280 - Noxious Weed Telephon	
Verizon Wireless	137008	6141007256	05/05/2026	05/05/2026	24.60	Account #565508016-00001	105430280 - Cal Black Telephone	
Verizon Wireless	137008	6141007256	05/05/2026	05/05/2026	89.65	Account #565508016-00001	104256280 - Noxious Weed Telephon	
Verizon Wireless	137008	6141017890	04/24/2026	05/05/2026	7.98	Account #665507629-00004	101321000 - Notes Receivable	
Verizon Wireless	137008	6141028233	05/04/2026	05/05/2026	54.44	Account #765507047-00001	104112280 - Planning Telephone	
Verizon Wireless	137008	6141028233	05/04/2026	05/05/2026	86.42	Account #765507047-00001	104112280 - Commission Telephone	
Verizon Wireless	137008	6141028234	05/04/2026	05/05/2026	40.01	Account #765507047-00003	104147280 - Surveyor Telephone	
Verizon Wireless	137008	6141028246	05/04/2026	05/05/2026	476.10	Account #765508819-00001	104672280 - Acc Trans Telephone	
					\$1,596.60			
Verizon Wireless	137079	6141017909	05/08/2026	05/08/2026	900.96	Account #665509557-00003	104610280 - Ag Ext Telephone	
					\$3,973.64			
Vess, Ethan	137009	SJCFIRE04-28-2	05/05/2026	05/05/2026	10,034.24	Federal & State Fires payments	104220615 - Wild Fire Contracts	
					\$10,034.24			
Walker, Shea	136826	SWalker0410202	04/13/2026	04/17/2026	115.50	Planning & Zoning Board Stipend and Mileage	104114490 - Plan/Zone Board Stipen	
					\$115.50			
Wardle, Melissa	137080	MWardRMB0424	05/08/2026	05/08/2026	175.23	SAR Tracking Training Travel	104215620 - Search Rescue Miscella	
					\$175.23			
Washington National Insurance	136827	PR030126-3382	03/06/2026	04/17/2026	1,069.41	Washington National	102229000 - Washington National Pa	
Washington National Insurance	136827	PR031526-3382	03/20/2026	04/17/2026	1,069.41	Washington National	102229000 - Washington National Pa	
Washington National Insurance	136827	WNIC043026adj	04/14/2026	04/17/2026	0.13	Adjustment for April	102229000 - Washington National Pa	
					\$2,138.95			
					\$2,138.95			
Weeks, Tristan	137081	470R26	04/21/2026	05/08/2026	500.00	Aluminum Fenders	214412250 - Equipment Operation	
					\$500.00			
Wheeler Machinery Company	136828	PS002073677	04/15/2026	04/17/2026	119.51	Customer #080103	214412250 - Equipment Operation	
Wheeler Machinery Company	136828	PS002075463	04/15/2026	04/17/2026	5,141.39	Customer #080103	214412250 - Equipment Operation	
Wheeler Machinery Company	136828	PS002075464	04/15/2026	04/17/2026	442.60	Customer #080103	214412250 - Equipment Operation	
Wheeler Machinery Company	136828	PS002076065	04/15/2026	04/17/2026	272.66	Customer #080103	214412250 - Equipment Operation	
Wheeler Machinery Company	136828	PS002076184	04/15/2026	04/17/2026	1,783.00	Account #080103	214412250 - Equipment Operation	
					\$7,759.16			

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Wheeler Machinery Company	136903	S096752	04/22/2026	04/23/2026	350.00	Customer #080108	574424250 - Equipment Operation	
Wheeler Machinery Company	136903	SS000614930	04/21/2026	04/23/2026	20,128.78	Customer #080103	574424250 - Equipment Operation	
					<u>\$20,478.78</u>			
Wheeler Machinery Company	137010	PC000209607	05/05/2026	05/05/2026	-252.98	Customer #080103	214412250 - Equipment Operation	
Wheeler Machinery Company	137010	PC000209891	05/05/2026	05/05/2026	-2,221.97	Customer #080103	214412250 - Equipment Operation	
Wheeler Machinery Company	137010	PS002082834	05/05/2026	05/05/2026	503.60	Customer #080103	214412250 - Equipment Operation	
Wheeler Machinery Company	137010	PS002085481	05/05/2026	05/05/2026	2,399.15	Customer #080103	214412250 - Equipment Operation	
Wheeler Machinery Company	137010	PS002087094	05/05/2026	05/05/2026	2,103.18	Customer #080103	214412250 - Equipment Operation	
Wheeler Machinery Company	137010	SS000615852	04/27/2026	05/05/2026	6,033.19	Customer #080108	574424250 - Equipment Operation	
Wheeler Machinery Company	137010	SS000615895	05/04/2026	05/05/2026	2,445.62	Customer #080103	574424250 - Equipment Operation	
					<u>\$11,009.79</u>			
					\$39,247.73			
Woolpert	137082	PTIN0053776	05/08/2026	05/08/2026	3,203.43	Acciount #ARCA0000452	105430310 - Cal Black Professional a	
					<u>\$3,203.43</u>			
Wygant, Alan	137083	AWygaRMB0422	05/08/2026	05/08/2026	589.71	Jail Medical Conference Travel	104230230 - Jail Travel Expense	
					<u>\$589.71</u>			
Yamamoto-Sparks, Allison	136829	AYamamotoSpark	04/13/2026	04/17/2026	72.24	FAM Dinner - American Trails Magazine	104193480 - Visitor Serv Special Dep	
Yamamoto-Sparks, Allison	137011	AYamaRMB0424	05/05/2026	05/05/2026	406.00	Canadian Sales Mission Travel	104193230 - Visitor Serv Travel Expe	
					<u>\$478.24</u>			
Yazzie, Cortney	137012	CYazzRMB04232	05/05/2026	05/05/2026	56.00	Tourism Business Development Workshop Travel	104193230 - Visitor Serv Travel Expe	
					<u>\$56.00</u>			
Zion's Way Home Health & Hospice	137084	ZWEberling42026	05/08/2026	05/08/2026	80.00	HHA Services - Caregiver	104684615 - Respite Contracts	
Zion's Way Home Health & Hospice	137084	ZWHarris42026	05/08/2026	05/08/2026	560.00	HHA Services - IIIB Alternatives	104672615 - Acc Trans Contracts	
Zion's Way Home Health & Hospice	137084	ZWHmaryboy420	05/08/2026	05/08/2026	40.00	Aide Services - Alternatives	104679615 - State Alt Contracts	
Zion's Way Home Health & Hospice	137084	ZWJMaryboy420	05/08/2026	05/08/2026	40.00	Aide Services - Alternatives	104679615 - State Alt Contracts	
Zion's Way Home Health & Hospice	137084	ZWLee42026	05/08/2026	05/08/2026	640.00	Aide & Nursing Services - Alternatives	104679615 - State Alt Contracts	
Zion's Way Home Health & Hospice	137084	ZWSilas42026	05/08/2026	05/08/2026	632.20	HMA Services - Alternatives	104679615 - State Alt Contracts	
					<u>\$1,992.20</u>			
					\$1,992.20			
Zoro Tools, Inc.	136830	INV18783634	04/15/2026	04/17/2026	1,062.98	Customer #CUST21606308	156000740 - Facilities Maintenance E	
Zoro Tools, Inc.	137013	INV18920393	05/05/2026	05/05/2026	66.29	Customer #CUST21606308	156040260 - Buildings and Grounds	
					<u>\$1,129.27</u>			
					\$648,078.48			



COMMISSION STAFF REPORT

MEETING DATE: May 19, 2026

ITEM TITLE, PRESENTER: Letter of Support - Entrance Change for B129 Yellow Circle Road

RECOMMENDATION: Approval and signature

SUMMARY

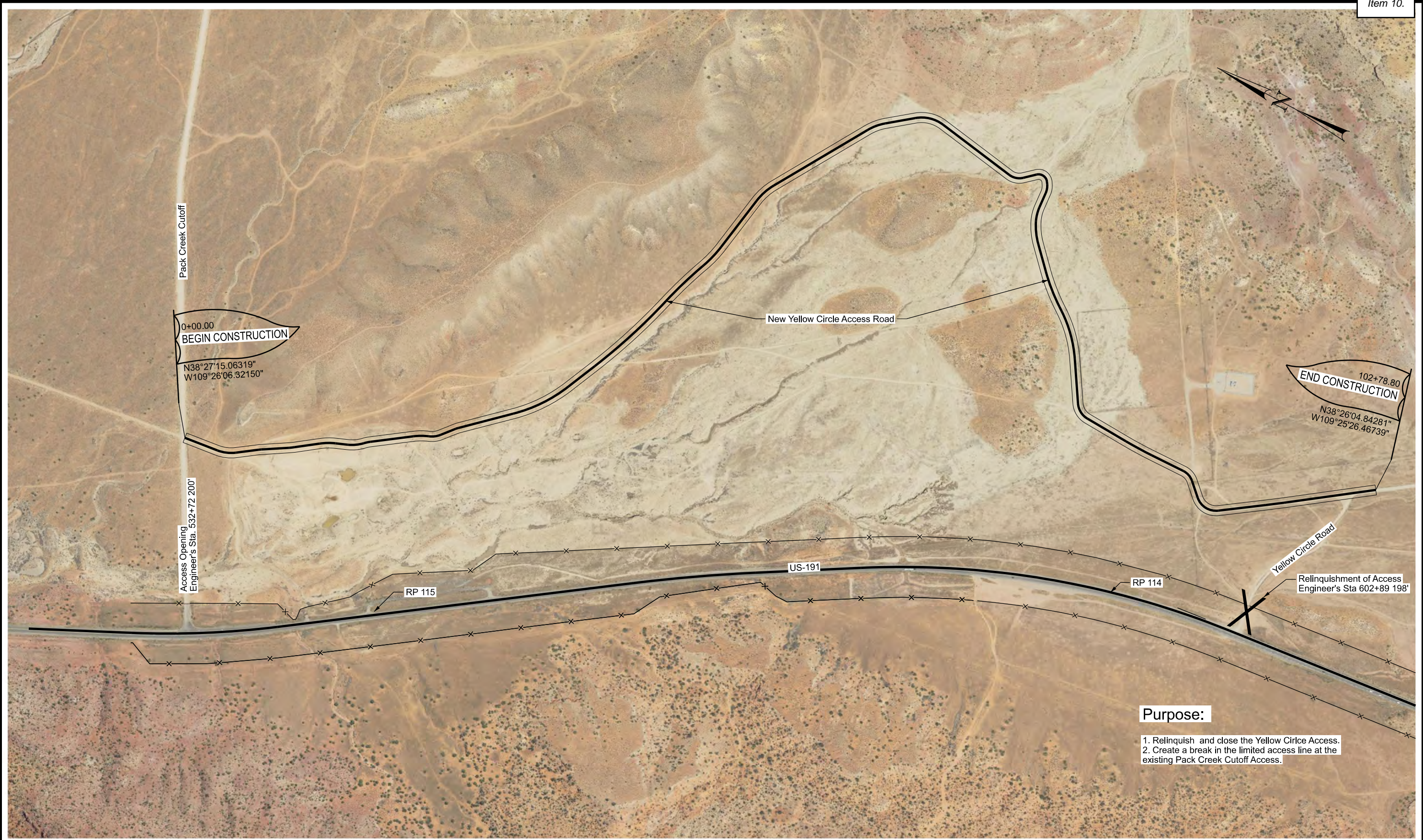
Letter of Support – UDOT has proposed changing the current entrance to B129 Yellow Circle Road, to B1651 Pack Creek Cut off Road due to ongoing safety concerns.

HISTORY/PAST ACTION

NA

FISCAL IMPACT

NA



Purpose:

- 1. Relinquish and close the Yellow Circle Access.
- 2. Create a break in the limited access line at the existing Pack Creek Cutoff Access.

US-191 MP 113.75 - 115.25 Access Changes

PROJECT NO. F-013-1()

PIN:

SHEET NO.

EX-01

DGN File: r:\work\hwy_bentlev.com\pub\boxes\01\Documents\DOT\Projects\Revision 4\Projects\Survey 2025_Connect\Survey\ZT\K3_BOW_SURVEY\US-191\SPANISH VALLEY_MP-114_YELLOW_CIRCLE_ACCESS\Yellow_Circle_Access_Exhibit.dgn 4-MAY-2026 PIN:



Lori Maughan	Chair
Jamie Harvey	Vice-Chair
Silvia Stubbs	Commissioner
Mack McDonald	Administrator

5/19/26

Terri Yelonek, Executive Director
10 S Fairgrounds Rd.
Price, UT 84501

Subject: Letter of Support for Active Re-Entry and Learning Center CIB Funding

On behalf of San Juan County Commission, we are pleased to offer our full support for Active Re-Entry and Carbon County's plan to seek CIB funding to construct a new Active Re-Entry, Activity, and Learning Center.

We understand the urgent need for a new facility due to the increasing number of consumers served, which has outgrown the current center's capacity. The existing space is no longer suitable for hosting essential life skills classes, activities, and groups. This limited space is especially problematic because many consumers use wheelchairs, assistive technology, and durable medical devices, which prevents them from moving freely around the room or accessing the restroom during an activity. Furthermore, the limited space and number of consumers have been noted as a fire hazard by a previous Fire Chief.

Active Re-Entry is a vital partner, providing free services and door-to-door transportation to individuals of all ages with all types of disabilities. We recognize the organization's broad reach, as it provides services in Carbon, Emery, Grand, San Juan, Uintah, Duchesne, and Daggett counties. Given that consumers are occasionally brought to the Price Center from our region to attend activities, we acknowledge the challenge the current facility presents, which has required Active Re-Entry to find alternative community locations to host events.

The construction of the new Active Re-Entry, Activity, and Learning Center is necessary to ensure the continuity and expansion of these vital services for our shared constituents. We strongly support your efforts to secure the necessary CIB funding for this project.

Sincerely,

Lori Maughan
San Juan County, Chair

<Sstubs@sanjuancountyut.gov>

Cc: Tammy Squires <tsquires@sanjuancc.org>, Andy Bayless <acbayless@gmail.com>

Item 12.

11 May 2026

Dear Commissioners Maughan, Stubs, and Harvey,

Approving Mr. Ricky Eldredge to serve on the San Juan Counseling Center Board of Directors will ensure the board remains at full strength while strengthening its administrative oversight.

Ricky brings a wealth of public service experience and leadership that will make him an outstanding addition to the board. Throughout his career as a Utah State Highway Patrolman and later as the Sheriff of San Juan County, he worked closely with individuals, families, and communities facing the very real challenges associated with poor mental health and substance abuse.

His years in law enforcement provided him with a unique and practical understanding of how mental health and addiction impact public safety, family stability, and community well-being. Ricky has consistently demonstrated compassion, sound judgment, and a commitment helping people during difficult circumstances. He understands the importance of collaboration between law enforcement, mental health professionals, and community organizations in addressing these complex issues effectively.

In addition to his law enforcement background, Ricky now successfully operates his own business, continuing his long-standing commitment to serving and strengthening the local community. He also volunteers his time with the local high school as an assistant football coach, where he serves as a positive mentor and role model for young people.

Ricky is well respected for his integrity, leadership, and dedication to the people of San Juan County. His perspective, experience, and community involvement will make him a tremendous asset to the San Juan Counseling Mental Health Board of Directors, and I am confident he will contribute thoughtfully and responsibly in this role.

I appreciate the commissioner's approval of Mr. Eldredge to serve on the SJC Mental Health Board of Directors.

Sincerely,

Steve Jensen
San Juan Counseling Board of Directors

Sljensen8421@gmail.com

--

202 Hall's Mill Road
Whitehouse Station, NJ 08889
Tel 908 572 5586

TO: Karen Petty
ARTHUR J GALLAGHER RISK MANAGEMENT SERVICES LLC
Las Vegas, Nevada 89144
EMAIL: Karen_Petty@ajg.com

FROM: Stacey Clemons

DATE April 28, 2026
SENT:

SUBJECT: San Juan County

COMMENTS: We have pleasure in enclosing our Airport Owners and Operators binder(s) and premium invoice(s) in respect of the referenced Insured.

Commission to your office is as follows: **15.00%**

Thank you for placing this business with Chubb.

Best Regards,



Stacey Clemons



202 Hall's Mill Road
 Whitehouse Station, NJ 08889
 Tel 908 572 5586

TO: Karen Petty
 ARTHUR J GALLAGHER RISK MANAGEMENT
 SERVICES LLC
 Las Vegas, Nevada 89144

FROM: Stacey Clemons

EMAIL: Karen_Petty@ajg.com

RISK ID: 272900
DATE SENT: April 28, 2026

AIRPORT OWNERS AND OPERATORS LIABILITY BINDER
 WITH
ACE PROPERTY AND CASUALTY INSURANCE COMPANY
 (AA S&P, A++ BEST)

In accordance with your instructions we have bound the insurance described below. This binder will be replaced by the policy when issued. **Policy No: AAP N0098257A 015**

Please read this binder carefully, as the limits, coverage and other terms and conditions may vary significantly from those requested in your submission and/or from the expiring policy. Terms and conditions that are not specifically mentioned in this binder are not included. The terms and conditions of this binder supersede the submitted insurance specifications and all prior proposals and binders. Actual coverage will be provided by and in accordance with the policy as issued.

The insurer is not bound by any statements made in the submission purporting to bind the insurer unless such statement is reflected in the policy or in an agreement signed by someone authorized to bind the insurer.

This binder has been constructed in reliance on the data provided in the submission. A material change or misrepresentation of that data voids this binder.

NAMED INSURED: San Juan County

NAMED INSURED'S ADDRESS: 117 South Main Street
 P.O. Box 9
 Monticello, Utah, 84535

PERIOD: From: April 28, 2026 To: April 28, 2029
 both days at 12:01 a.m. Local Time at the address of the Named Insured

INTEREST: The Insured's legal liability to which this policy applies, arising out of the Insured's Airport operations at the following airport location(s):

F.A.A. ID	State	Name
U96	UT	Cal Black Memorial Airport, Halls Crossing, UT

SUM INSURED: \$20,000,000 each occurrence/offense in respect of Bodily Injury, Personal and Advertising In and Property Damage combined, subject to the following limitations:

Products-Completed Operations Annual Aggregate Limit.	\$20,000,000
Personal Injury and Advertising Injury Annual Aggregate Limit.	\$20,000,000
Malpractice Annual Aggregate Limit.	\$20,000,000
Extended Coverage – War, Hi-jacking and Other Perils Annual Aggregate Limit.	\$20,000,000
Fire Damage Limit Any One Fire.	\$100,000
Medical Expense Limit Any One Person.	\$1,000
Hangarkeepers not “in flight” Limit Any One Occurrence.	\$20,000,000
Hangarkeepers not “in flight” Limit Any One Aircraft.	\$20,000,000
Non-Owned Aircraft Liability Limit Any One Occurrence.	Not Insured

DEDUCTIBLE: Nil Each Occurrence or offense, but not to exceed annual aggregate
Nil

CONDITIONS: The Airport Owners and Operators General Liability Policy contains, inter alia, the following exclusion clauses:

- War, Hi-Jacking and Other Perils Exclusion Clause
- Noise, Pollution and other Perils Exclusion Clause

The policy is also subject to the following:

- 30 days notice of cancellation, non-renewal or reduction in coverage by Insurer, but
- 10 days notice for non-payment of premium. This provision does not override the Automatic

Termination review or cancellation provisions of endorsements AAP 203 or AAP 237.

The policy may be cancelled or nonrenewed subject to the terms of the following endorsement

AAP UT (11/99) Utah Changes - Cancellation and Nonrenewal

Schedule of Policy Forms applicable to airports and locations in: **Utah**

Form Reference and Edition	Title
9001-UT (11/00)	Utah Changes
AAP 200 (10-24)	Airport Owners and Operators General Liability Policy - Jacket
AAP 201 (11/99)	Airport Owners and Operators General Liability Policy - Declarations
AAP 201S (11/99)	Airport Owners and Operators General Liability Policy - Schedule of Endorsements
AAP 202 (11/99)	Airport Owners and Operators General Liability Policy
AAP 203 (02/08)	Extended Coverage - War, Hi-jacking and Other Perils Endorsement
AAP 204 (11/03)	Amendment of Noise and Pollution and Other Perils Exclusion
AAP 219 (11/99)	Premium Installment Endorsement
AAP 220 (11/99)	Immunity Waiver Endorsement
AAP 234 (11/99)	Airport Limited Enhanced Coverage Endorsement
AAP 237 (11/99)	Nuclear Risks Exclusion Clause
AAP 242 (11/99)	Personal Injury Limitation Endorsement
AAP 248 (11/99)	Volunteers Endorsement

AAP 255 (03/08)	Date Recognition Limited Coverage Endorsement
AAP 256 (11/99)	Date Recognition Exclusion Endorsement
AAP 270 (01/15)	Amendment to Include Coverage for Certified Acts of Terrorism; Cap on Losses from Certified Acts of Terrorism
AAP 273 (11/03)	Pollution Endorsement
AAP 275 (01/15)	Limited Terrorism Coverage Endorsement
AAP 277 (01/06)	Silica And Silica-Related Dust Exclusion
AAP 306 (03/08)	Infringement of Copyright, Patent, Trademark or Trade Secret Endorsement
AAP 307 (03/08)	Amendment to Supplementary Payments (Court Cost) Endorsement
AAP 316 (03/24)	Exclusion – Access To Or Disclosure Of Confidential Or Personal Material Or Information – Advertising Or Personal Injury
AAP 317 (03/24)	Exclusion – Perfluoroalkyl And Polyfluoroalkyl Substances (PFAS)
AAP 340 (03/24)	Information Laws and Data Privacy Exclusion
AAP 342 (03/24)	Loss In Progress Endorsement
ALL-20887 (10/06)	ACE Producer Compensation Practices & Policies
ALL-21101 (11/06)	Trade or Economic Sanctions Endorsement
IL P 001 (01/04)	U.S. Treasury Departments' Office of Foreign Assets Control ("OFAC") Advisory Notice to Policyholders
TR-45231a (08/20)	Policyholder Disclosure Notice Of Terrorism Insurance Coverage

Payable in three equal installments of \$6,581 annually.

PERIOD

GL Premium: \$17,550

PERIOD

TRIA Premium: \$1,755

PERIOD

WAR Premium: \$438

TOTAL: \$19,743 / \$6,581 (annual)

Please read this document carefully and advise us of any discrepancies immediately.

On behalf of ACE Property and Casualty Insurance Company

By 
 Authorized Representative

CHUBB®

San Juan County

Policyholder

**POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM
INSURANCE COVERAGE**

Coverage for acts of terrorism is included in your policy. You are hereby notified that under the Terrorism Risk Insurance Act, as amended, the definition of act of terrorism has changed. As defined in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury---in consultation with the Secretary of Homeland Security, and the Attorney General of the United States---to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 80% of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The portion of your term premium that is attributable to coverage for acts of terrorism is \$1,755, and does not include any charges for the portion of losses covered by the United States government under the Act.

Arthur J. Gallagher Risk Management Services, LLC
Irvine, CA 92614
Phone: (949)349-9800

SALST1

Invoice #	6119915	1 of 2
ACCOUNT NUMBER	DATE	
UTAHCOU-01	5/6/2026	
BALANCE DUE ON	AMOUNT DUE	
5/6/2026	\$6,681.00	

Utah Counties Indemnity Pool
5397 S. Vine Street
Murray, UT 84107-6757



Insurance | Risk Management | Consulting

Aviation GL - Premises/ProdPolicyNumber: AAP N0098257A 015 Company: ACE Property & Casualty Insurance Co Effective: 4/28/2026 to 4/28/2029

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
43411351	4/28/2026	5/6/2026	RINS	26-27 San Juan Airport – Installment 1 of 3	\$6,581.00

Memo: San Juan County, Airport Liability (3-Year Term, Exp. 4/28/2029)

Agency Bill Administration F PolicyNumber: AFEE 26-27 Company: Arthur J. Gallagher - Irvine Effective: 4/28/2026 to 4/28/2029

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
43411363	4/28/2026	5/6/2026	FADM	Agency Bill Administration Fee	\$100.00

Please return this portion with your payment. Include your invoice number on your remittance to expedite processing.

SALST1

Utah Counties Indemnity Pool
5965 South 900 East, Suite 150
Murray, UT 84121

Invoice #	6119915
ACCOUNT NUMBER	DATE
UTAHCOU-01	5/6/2026
BALANCE DUE ON	AMOUNT DUE
5/6/2026	\$6,681.00
AMOUNT PAID	

Please send your remittance to:

Arthur J. Gallagher Risk Management Services, LLC
PO Box 39735
Chicago, IL 60694-9700



Insurance | Risk Management | Consulting

PAY ONLINE AT: www.ajg.com/ezpay

Arthur J. Gallagher Risk Management Services, LLC
Irvine, CA 92614
Phone: (949)349-9800

SALST1

Invoice #	6119915	2 of 2
ACCOUNT NUMBER	DATE	
UTAHCOU-01	5/6/2026	
BALANCE DUE ON	AMOUNT DUE	
5/6/2026	\$6,681.00	

Utah Counties Indemnity Pool
5965 South 900 East, Suite 150
Murray, UT 84121



Insurance | Risk Management | Consulting

Total Invoice Balance: \$6,681.00



Please return this portion with your payment. Include your invoice number on your remittance to expedite processing.

SALST1

Utah Counties Indemnity Pool
5965 South 900 East, Suite 150
Murray, UT 84121

Invoice #	6119915
ACCOUNT NUMBER	DATE
UTAHCOU-01	5/6/2026
BALANCE DUE ON	AMOUNT DUE
5/6/2026	\$6,681.00
AMOUNT PAID	

Please send your remittance to:

Arthur J. Gallagher Risk Management Services, LLC
PO Box 39735
Chicago, IL 60694-9700



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PAY ONLINE AT: www.ajg.com/ezpay



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TOMORROW**

Item 14.

San Juan County

Home Energy Rebates Work & Listening Session

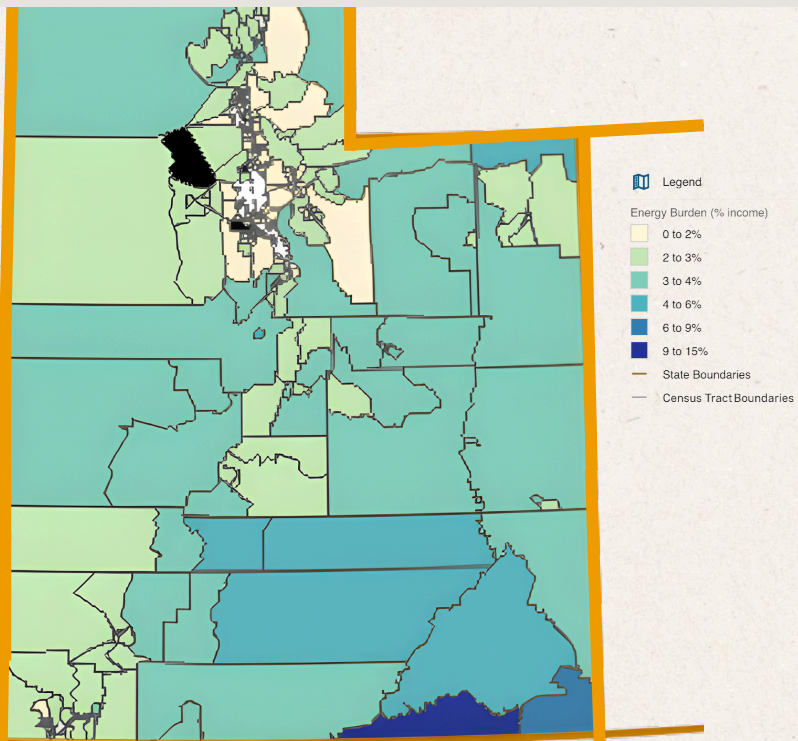
Report out to San Juan County Commission
May 19, 2026

Drew Cooper and Caitlin McLennan

What makes our County's energy affordability unique?

Establishing the need for residential weatherization and energy efficiency funding in San Juan County.

Energy Burden in San Juan County



Residents of San Juan County have **a much higher average energy burden of 7%**, compared to **Utah's statewide average of 2%**.

The average family in Monument Valley spends **\$3,431 on energy costs**. That's a **9% energy burden**.

Data source: US Department of Energy Low-income Energy Affordability Data
Tool: <https://www.energy.gov/scep/sisc/lead-tool>

Community Energy Efficiency Upgrade Survey

316

households
surveyed

across

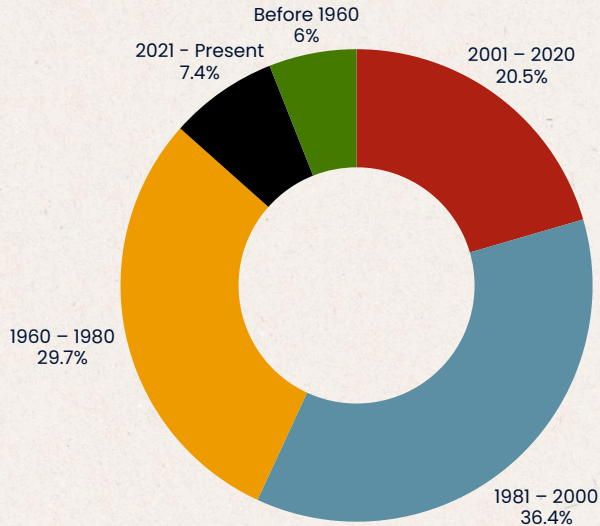
7
Utah Chapters.

Top findings:

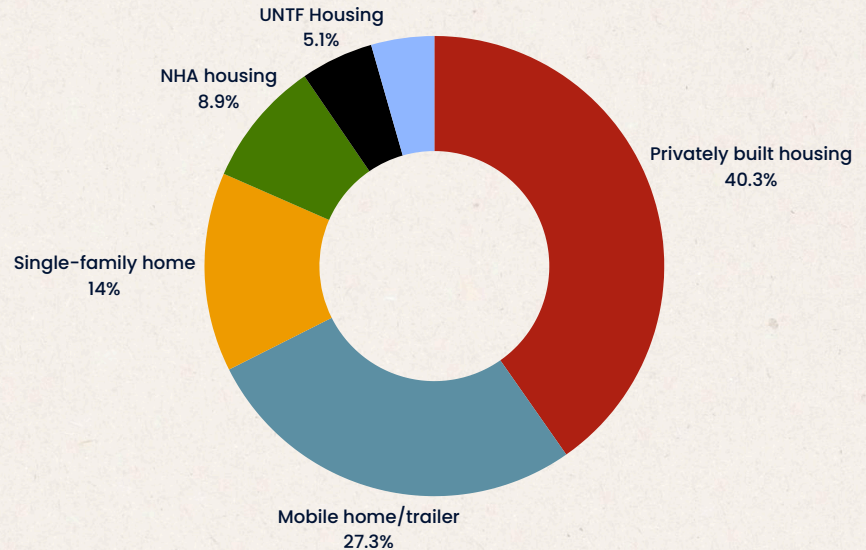
- 95.6% of those surveyed indicated they would like weatherization performed in their home.
- Most sought after improvements include: new doors, insulation, and new windows were mentioned most, in order.
- Wood stoves are overwhelmingly the most common current heating system with 272 mentions, far surpassing the next most common, space Heaters/Electric Radiant Heaters.

Housing Stock trends

Age of Housing Stock Surveyed

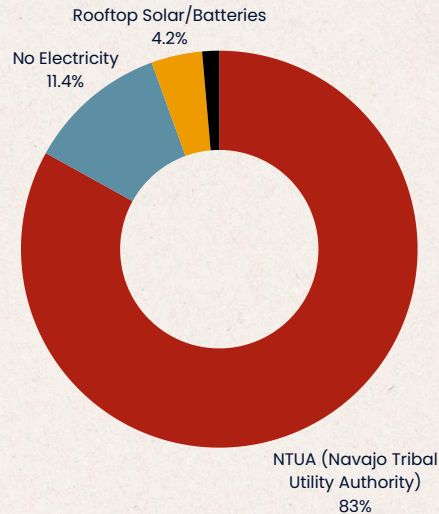


Type of Homes Surveyed

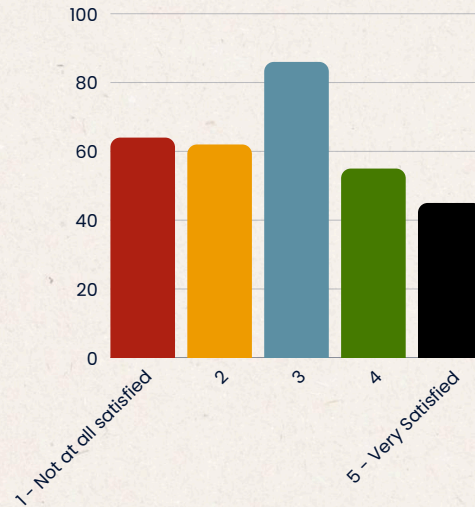


Housing Stock trends

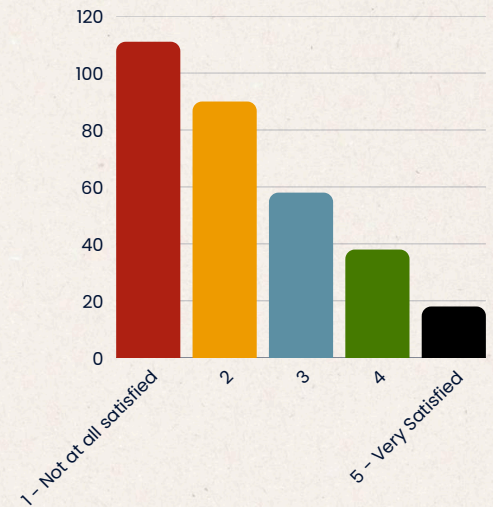
Electricity Source



Heating System: Satisfaction Levels



Cooling System: Satisfaction Levels



About the Home Energy & Efficiency Rebate Programs

Home Efficiency Rebates

Total Funding: \$50,698,180

- Rebate amount based on improvement of the overall energy performance of a single-family home (SFH) or multi-family building (MFB)
- If household is low or moderate income (LMI) household: Rebate covers 80% of project cost, rebate covers 50% of costs for all other households

Tribal Lands Set Aside: ~\$8 Million

Table 1. HOMES Rebates Based on Modeled Energy Savings for Single-Family Homes

	Rebate	Rebate Cap
at least 20% energy savings, but less than 35%		
if LMI household	80% of cost	\$4,000
all other households	50% of cost	\$2,000
at least 35% energy savings		
if LMI household	80% of cost	\$8,000
all other households	50% of cost	\$4,000

Source: §50121(c) of Inflation Reduction Act of 2022 (P.L. 117-169).

Notes: IRA defines LMI households to have income below 80% of the area median income for purposes of HOMES rebates.

HOMES Program: The greater the energy savings, the larger the rebate.

Item 14.

Level of Home Energy Savings	<u>Above</u> 80% AMI Rebate Value	<u>Under</u> 80% AMI Rebate Value
20% to 34% energy savings	50% of the cost up to \$2,000*	80% of the cost up to \$4,000*
35% or greater energy savings	50% of the cost up to \$4,000*	80% of the cost up to \$8,000*

Known as "HER" or "HEAR"

Home Electrification or Appliance Rebates

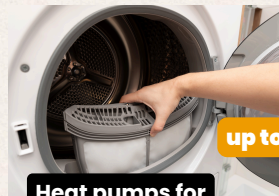
Total Funding: \$50,403,030 | HEEHRA generally limited to \$14,000 per household*

Authorizes point-of-sale rebates for purchases on new energy-efficient appliances:



up to \$8,000

Heat pumps for space heating



up to \$840

Heat pumps for clothes dryers or stoves



up to \$1,750

Electric water heaters

up to \$4,000



Electric load service center upgrade

up to \$1,600



Insulation, air sealing, and ventilation

up to \$2,500



Electric wiring upgrade

HER/HEAR rebates are tiered based on annual median income:

Item 14.

Below 80% AMI	<u>Above</u> 80% AMI but not greater than 150%	Above 150% AMI
May claim rebate for the full expense of the upgrade up to \$14,000	Eligible for rebates of 50% of their costs, up to \$14,000	Generally not eligible

What we heard

Reporting out on barriers, benefits, and opportunities for San Juan County.

Item 14.

MINIMIZE BARRIERS?

all limitations - figure out what l
or caused ved to

NEEDED

Key Barriers

- Ensure the maximum benefit to residents without electricity services.
- Navigating Home Site Lease agreements.
- Diminished community trust in the program, and the ability of the state to deliver rebates fairly.
- Consistent communication and consumer protection if and when utility rates increase to ensure savings.

7 ensure language understood
7 understand geographical limitations like NADP
up w/ solutions for contractors/providers
to understand all limitations - figure out what hasn't worked
or caused red tape (home site)

Maximizing Outreach

- Hire community liaisons, fluent in Diné bizaad (Navajo language).
 - Liaisons should also be knowledgeable on other services and programs offered in the area.
- Prioritize those on WAP and HEAT lists across the state.
- Make information readily visible in places beyond Chapter Houses, including gas stations, high schools, day care centers, and health centers like UNHS locations, radio stations, and news channels.

7 ensure language access
7 understand geographical limitations like Navajo
up w/ solutions for contractors/providers
to understand all limitations - figure out what hasn't worked
or caused red tape (home site)

Key Recommendations

Item 14.

1 Maintain consistent communication on the status of the program with Chapter Houses and local governments in the County.

2 Establish a closed contractor network and ensure consumers are responsible for the remaining cost of work performed to the contractor, *after* work is complete.

3 Consider “triaging” or bundling residential rebate projects in San Juan County and other rural areas in the state to generate sustained program demand.

4 Include local hire and training hour requirements on the Request for Qualifications requirements for contractors applying to the closed contractors list.

Any questions?

**UNITED
TODAY
STRONGER
TOMORROW**

United Today, Stronger Tomorrow (UTST) is an organizing project working across the Upper Mid- and Mountain West. We partner with grassroots leaders and community organizations to make sure governments and corporations are building a better future for families, friends, and neighbors.

UnitedToday.org

Thank you!

Drew Cooper, drew@unitedtoday.org

Caitlin McLennan, caitlin@unitedtoday.org

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UnitedToday.org

San Juan County Home Energy Rebates Listening & Work Session

Report Out Memo
Bluff, Utah
March, 2026

**UNITED
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TOMORROW**

Background

In 2024, in San Juan County, UTST and C4 Evergreen brought a group of local leaders together to meet with Utah's Office of Energy Development (OED) and Department of Environmental Quality (DEQ) staff to discuss the importance of weatherization and energy efficiency funding in the area, especially with the unique characteristics of the county's housing stock. The group focused on lifting up opportunities in the area, including workforce development, local economic growth, and healthier and more efficient homes in the county and Navajo Nation. Following this visit, the Office of Energy Development agreed to set aside approximately \$8 million, or about 20% of the HOMES program (Section 50121) of the Home Energy Rebates funding, to target tribal lands in the state of Utah.

Utah's Home Energy Rebates Program (HER/HOMES) is a combined \$100,998,902 grant program intended to support household energy performance and appliance upgrades.

The funding, awarded to the state in January 2025, falls in two programs:

- 1) **The Home Efficiency Rebate** (Home Energy Performance Based, Whole House Rebate, also 'HOMES') is designed to fund energy performance measures like building envelope, heating and cooling, and water heating projects for existing single and multi-family housing. The HOMES program's rebate calculation is based on the families' annual median income (AMI) and the level of energy savings attributable to the upgrades.
- 2) **The Home Electrification and Appliance Rebates** (HER or HEAR) is designed to fund specific appliance upgrades like insulation, air sealing, ventilation, heat pumps, electrical panels and wiring for new and existing single and multifamily housing. The HER program only applies to households under 150% AMI, and the rebate can fund \$7,000 to \$14,000 of appliance and energy efficiency improvements.

About San Juan County

According to the Department of Energy's [Low-income Energy Affordability Data \(LEAD\) Tool](#), Utah's average energy cost burden is 2%, and the average energy household cost is \$1,945. By comparison, the average household energy cost in Monument Valley, Utah, on the Navajo Nation, is 7-9%, and the actual energy cost is \$4,031 per household. Across the portion of the Navajo Nation that overlaps with the state of Utah, households face a higher energy cost burden than the vast majority of Utahns.

The Listening Session

On Monday, March 23rd, 2026 over 30 tribal, county, community and state leaders gathered to discuss the implementation and design of Utah's HER and HOMES Programs in San Juan County, Utah. This session was the first of many that the implementer for the state's program, GreenCat, will conduct as part of the community-engaged implementation phase. Participants discussed the nature of San Juan County, barriers to adoption of the program and current weatherization programs, and how the implementer can maximize benefits and minimize barriers to realize the program's robust potential for success.

Key Barriers:

1. Some home sites lack electricity services in the first place. The program should be designed (as possible dependent on DOE program guidelines) to ensure the maximum benefit to these residents as well, focusing on health and comfort outcomes.
2. Home site lease agreements are difficult to update, and families can't always navigate the paperwork burdens to officially transfer the lease agreements between generations. The result is many homeowners residing on deceased parents' land without having the homesite in their name. Programs like the Weatherization Assistance Program (WAP) and Home Energy Assistance Target (HEAT) Program, both administered in San Juan County through the Southeastern Regional Development Agency (SERDA), have learned lessons about navigating this challenge.
3. Limited community trust in the program, in part because of delays in implementation, and in the ability of the state to deliver rebates fairly. This listening session was well-received by community members, however additional trustbuilding will be critical to ensure adoption in the county and throughout tribal lands in Utah.
4. Consistent collaboration with the Navajo Tribal Utility Authority (and all other utilities in the area like Rocky Mountain Power and Empire Electric Association) will be essential. Participants emphasized the importance of ensuring benefits are received by community members even in the event utility rates increase after installation.

Maximizing Outreach:

1. Hire community liaisons, fluent in Diné Bizaad (Navajo language), to conduct home visits and communicate the program directly to community members. These liaisons ideally would be hired from the community, and already know community members. Liaisons could work in community and senior center locations in the area to develop a physical presence in the community, and work directly with Chapter House officials to maximize information sharing on the program. These liaisons should also be knowledgeable on other services

and programs offered in the area, like SERDA's WAP and HEAT, in addition to local food services, workforce development programs, and more.

- a. The program could also follow [Arizona's model](#) for implementation and target consumers in heating and cooling emergencies, like those on WAP and HEAT lists across the state. Targeting this population first could address immediate needs beyond those serviceable by current programs while deepening coordination.
2. Make information readily visible in places beyond Chapter Houses, including gas stations, high schools, day care centers, and health centers like the Utah Navajo Health System locations.
3. An effective communication strategy will be critical to reach the broad and diverse population in the county. Participants specifically mentioned information should be shared on local radio stations and social media channels.

Key Recommendations:

1. Develop a community outreach plan that provides direct information about the program to residents. The plan should include identifying and utilizing locally-relevant communication methods—on the Utah portion of Navajo Nation, this includes radio stations like KNDN.
2. Maintain consistent communication with Tribal Nation governments, including directly with the Navajo Utah Commission, Chapter Houses, and the Office of the President of the Navajo Nation. County Commissioners are willing to help coordinate communications with state agencies and local officials. This communication will be most effective by including program updates, timelines, and implementation information as soon as it is available.
3. Establish a closed contractor network to ensure beneficiaries do not have to pay up front costs of upgrades, and are solely responsible for the remaining cost of work performed to the contractor, as applicable based on the beneficiary's AMI. Up front costs will be a critical barrier to program adoption in San Juan County and other low-income, rural areas in the state. Minimizing up front cost by directly paying contractors for work performed ensures beneficiary adoption and expedient payment to the contractor.
 - a. [New Mexico](#), [Arizona](#), [Michigan](#) follow this model, ensuring all costs to the beneficiary are communicated before work is performed, paying the registered contractor performing the work first. Any remaining balance is paid by the beneficiary.
 - b. [Indiana](#) and [Colorado](#) have designed a similar process, however rebates are communicated to beneficiaries as a "discount" on the appliance and labor costs performed by a registered contractor.
4. Consider "triaging" or bundling residential rebate projects in San Juan County and other rural areas in the state to generate sustained program demand. This would not only ensure contractors who do not currently operate in the area

can justify time and travel, but reduce costs due to the remote nature of the county and Utah portion of the Navajo Nation. Participants in the Listening Session mentioned costs can vary widely across the area, in part due to geographic limitations and the extreme rurality of many communities here. Bidding residential rebates together could present multiple benefits including thorough planning of incentive stacking (like using WAP and HEAT programs first), and allow contractors to plan out multiple years of upgrades. This strategy could also increase the workforce and economic development opportunities of the program, creating opportunities for local trades people to stay in the county for longer term work.

5. There is a strong desire to ensure local workers and contractors are hired on projects, and for the program to prioritize training opportunities on those projects. Including local hire and training hour requirements on the Request for Qualifications requirements for contractors applying to the registered contractors list is one way to reach this goal.

BLANDING PARTNERS, LLC
1802 South Jordan Pkwy
South Jordan, Utah. 84095

May 11, 2026

VIA E-MAIL ONLY

San Juan County
Board of Commissioners
117 South Main, PO Box 9
Monticello, Utah. 84535

RE: Blanding Affordable Housing for Families – Project Summary

Dear Commissioners:

My name is Bill Knowlton, and on behalf of my partners and our development company, it is my pleasure to give you a brief overview of our proposed affordable housing project for families (the “Development”) in Blanding, Utah (the “City”).

The Development is a 25-unit apartment community, with 1-bedroom, 2-bedroom, and 3-bedroom units. The Development will be built to the Energy Star and Enterprise Green Communities standard, will have open space, a tot lot, a dog park, and ample parking. We will strive to ensure it is one of the nicer communities in the County.

In June 2025, our team presented to the Blanding City Council about the need for an affordable housing project for families in the community. We were met with enthusiastic and unanimous support from the City Council, and we quickly went to work to identify an appropriate parcel of land for the Development in the City. In September 2025, we worked directly with the Richard Perkins Family to put under contract a parcel of land located at 650 South Main Street (the “Property”). On November 18, 2025, the City Council unanimously approved a re-zone of the Property for the Development.

Additionally, we worked directly with the Utah Inland Port Authority (“UIPA”) and the City to secure project area funding for the City from UIPA, and the Property was included in the UIPA project area. Then, on March 25, 2026, the City unanimously approved a development agreement for \$151,000 in total value to the Development – which includes: in-kind services, waived fees, and covered public utility-related costs.

We will be making an application to the Utah Housing Corporation (“UHC”) for federal tax credits on June 17, 2026, for the primary funding source for the Development. However, with recent changes to UHC’s Qualified Allocation Plan – which is the governing document for the awarding of tax credits – we have encountered a budgetary shortfall of approximately \$300,000.

We are meeting with the City, state officials, our general contractor, banks, and tax credit syndicators to try and find additional resources for the Development; and are eager to work with the County to see what additional resources may be available.

San Juan County Board of Commissioners
May 11, 2026
Page 2 of 2

We are ready, willing and able to assist the County with its quality affordable housing supply for family members, and look forward to meeting with you to discuss this exciting Development in further detail.

Respectfully Yours,



Bill Knowlton, Manager
Blanding Partners, LLC

Master Services and License Agreement

THIS MASTER SERVICES AND LICENSE AGREEMENT (the “Agreement” or “MSLA”) is entered into as of this [31st] day of [May], 2026 (the “Effective Date”) by and between [San Juan County, UT], (“Subscriber”), a [County in the state of Utah, USA], with offices located at [117 South Main, Monticello, UT 84535] and **BALCONY TECHNOLOGY GROUP, INC.** (“Balcony”) a Delaware corporation with offices located 211 River Street, 9th Floor, Hoboken, NJ 07030. As used in this Agreement, each of the parties to this Agreement may be referred to individually as (a “Party”) and together (as “Parties”).

WHEREAS, the Subscriber seeks to modernize its property record systems to enhance public access, data security, operational efficiency, and interdepartmental collaboration;

WHEREAS, Balcony has a software platform and technical expertise necessary to implement a secure, blockchain-based system for managing and making available the Subscriber’s documents and/or data for the uses described within the attached Statement Of Work;

WHEREAS, subject to the terms of this Agreement, Balcony agrees to grant Subscriber a limited license to use the Subscription Services and provide Subscriber with certain Services in connection with the Subscription Services;

NOW, THEREFORE, in consideration of the mutual covenants herein, the parties agree as follows:

1. STATEMENT OF WORK

Subscriber shall execute a Statement of Work (“SOW”) for all services provided by Balcony which shall set forth the services to be provided, the cost of such services, the number of licenses ordered by the Subscriber, the Subscription Term of the SOW, the Effective Date of the SOW and such other terms and conditions agreed to by the Parties hereto (the “Subscription Services”). Such SOW(s) shall be governed and controlled by the terms and conditions of this MSLA.

2. SUBSCRIPTION AND LICENSES.

Subject to the terms and conditions of this Agreement, including the Subscriber’s payment of all applicable Fees when due, Balcony grants Subscriber a limited, non-exclusive, non-transferrable (except as expressly permitted herein), non-sublicensable, enterprise-wide, worldwide limited license to access and use the Subscription Services during the subscription term.

Balcony will provide such number of licenses as customer subscribes for in connection with proprietary software subject to all terms, rights and restrictions set forth in this Agreement and any SOWs entered into by the parties. During the Subscription Term, Subscriber may not exceed usage of the number of licenses it has contracted for in the SOW. If Subscriber's license use exceeds the number of licenses subscribed for in the SOW, Subscriber must purchase additional licenses for the remainder of the applicable Subscription Term.

3. SUPPORT; MAINTENANCE & SERVICE LEVEL AGREEMENT

Balcony shall provide Subscriber with the following Support Services in connection with the Subscription Services: (a) Systems maintenance and optimizations; (b) backups and restore points; and (c) Ongoing Subscriber Support, as may be updated by Balcony from time to time, provided that any such update shall not adversely and materially affect Subscriber's rights.

Balcony shall use commercially reasonable efforts to make the Service available in accordance including management of all Balcony servers, data warehouses, blockchain and software to ensure uptime and highest level of security. Balcony shall meet the following performance benchmarks: system reliability of 99.5% uptime; resolution of user-reported issues within 48 hours; and completion of scheduled updates and maintenance without substantial disruption. "Substantial Disruption" refers to any event or failure by Balcony that significantly impairs the Subscribers' ability to perform its duties, meet its legal obligations, or provide services to the public as defined in the Service Level Agreement ("SLA") attached hereto as Exhibit "A".

Subscriber sole and exclusive remedy shall receive the service credit(s) set forth in the SLA.

4. PAYMENT

Net 30 days. Unless an alternate payment schedule is specified in the applicable SOW, Balcony will invoice Subscriber upon execution of this agreement. The Balcony invoice shall be payable within thirty (30) days after Subscriber's receipt of the invoice.

Method of Payment. All payments shall be issued by ACH, wire, or by check in USD currency.

Interest. In the event that the Subscriber fails to pay said invoice(s) within the payment terms, interest shall accrue at 1.5% per month thereafter until the invoice is paid in full.

Disputes. To dispute a charge on an invoice, Subscriber must identify the specific charge in dispute and provide a written explanation of the basis of the dispute within thirty (30) days of the applicable due date. The Parties will work in good faith to resolve the dispute no longer than thirty (30) days from the date of such explanation. If Balcony agrees that a disputed charge was in error or otherwise invalid, Balcony shall issue a credit or reverse the amount incorrectly billed. If Balcony determines in good faith that a disputed charge was billed correctly, Subscriber's payment will be due no later than ten (10) days after Balcony provides notice of such determination. In the event that a dispute cannot be resolved, the dispute shall be resolved in accordance with the arbitration provisions set forth in Section 18.12.

Non-Payment. Balcony reserves the right to suspend services, cancel or terminate software licenses and services for non-payment of any undisputed amounts, if Subscriber fails to pay within thirty (30) days after receipt of written notice of such failure to pay.

5. TERM; AUTO-RENEW

The initial term of this Agreement shall be for [36 (X)] months beginning as of the Effective Date (“Initial Term”). Renewal pricing shall be mutually agreed in writing at least 120 days prior to renewal. In absence of agreement, the contract will not auto-renew.

Multi-year Subscriptions. If Subscriber purchases a multi-year subscription for Balcony Software, the purchase is for the full value stated in the SOW and is non-cancellable during the Term stated in the SOW.

6. TERMINATION

Either party may terminate this Agreement for a material breach, if the other party materially breaches this Agreement and such breach remains uncured 30 days after the non-breaching party provides the breaching party with written notice of such breach.

Either Party may terminate this Agreement in whole or in part immediately upon notice if the other Party (a) is liquidated, dissolved, or adjudged to be in a state of bankruptcy or receivership, (b) is insolvent, unable to pay its debts as they become due, or makes an assignment to or for the benefit of its creditors, or (c) ceases to conduct business for any reason on an on-going basis leaving no qualified successor to perform its obligations hereunder.

Upon termination of this Agreement for any reason, neither party shall be relieved of any duty, obligation, debt or liability that arose or accrued prior to the termination of the Agreement and Subscriber shall pay Balcony for approved services performed up to the effective termination date.

Upon expiration or termination of this Agreement, Balcony shall provide reasonable assistance to Subscriber and to any third party designated by Subscriber to facilitate the continued and uninterrupted provision of services with respect to Subscriber’s accounts similar to the services to be provided by Balcony hereunder under the same terms and conditions, at Subscriber’s expense, for a maximum period of one (1) month.

In the event of Balcony's insolvency, dissolution, or cessation of business operations, Balcony shall, within thirty (30) days, or a commercially reasonable period based on data volume, return to Subscriber all Subscriber Data in a complete, accessible, and industry-standard format, including all blockchain-associated records, at no additional cost, except for reasonable costs associated with custom data extraction or formatting beyond standard export formats.. Balcony shall provide reasonable documentation sufficient to allow Subscriber to access and utilize such data independently.

7. ACCEPTABLE USE POLICY; SUSPENSION OF SERVICES.

While Services may be used by the appropriate User(s) that Subscriber authorizes, Subscriber may not sublicense, resell or supply the Service for use in or for the benefit of any other organization, entity, business, or enterprise without Balcony's prior written consent. Subscriber agrees not to submit to the SaaS any material that is illegal, misleading, defamatory, indecent or obscene, in poor taste, threatening, infringing of any third-party proprietary rights, invasive of personal privacy, otherwise objectionable or in violation of Balcony's AUP (collectively "Objectionable Matter"). Subscriber will be responsible to ensure that the Users do not submit any Objectionable Matter. In addition, Balcony reserves the right to remove any data that constitutes Objectionable Matter or violates any Balcony rules regarding appropriate use or AUP but is not obligated to do so. Subscriber and Users will comply with all applicable laws regarding Subscriber's Data, use of the Service and the Software, including laws involving personal data and any applicable export controls.

Balcony may immediately suspend Subscriber's access to, or use of, its license(s) upon notice to Subscriber if: (i) Balcony believes that there is a significant threat to the security, integrity, functionality, or availability of its software or any content, data, or application; (ii) to prevent or stop illegal activity, or to comply with applicable laws, or regulations by Subscriber or users; (iii) Subscriber is in breach of the Objectionable Matter restriction above or Section 9 (Restrictions); (iv) if Subscriber exceeds the scope or usage restrictions of the license granted by Balcony or (v) if required by law (including under a court order); provided, however, Balcony will use commercially reasonable efforts under the circumstances to provide Subscriber with notice and, if applicable, an opportunity to remedy such violation prior to any such suspension.

8. BALCONY REPRESENTATIONS AND WARRANTIES

Software Warranty. Balcony warrants, for Subscriber's benefit alone, that the Software will conform materially and substantially to the specific SOW deliverables during the Subscription Term ("Software Warranty"), as set forth in the applicable Quotes.

Professional Services Warranty. Balcony warrants that all services shall be performed in a professional and workmanlike manner, consistent with then-current industry standards ("Service Warranty"). Subscriber's sole and exclusive remedy for a breach of the service warranty shall be, at Balcony's option, either to re-perform such Professional Services. Such remedy shall only be available if Subscriber notifies Balcony in writing within thirty (30) calendar days of the completions of each individual deliverable as set forth in the applicable Statement of Work.

Warranty Exclusions. The foregoing warranties set forth herein do not apply to any failure of the Software or Services caused by (a) Subscriber's failure to follow Balcony's installation, operation, or Services instructions, procedures, or Documentation; (b) Subscriber's mishandling, misuse, negligence, or improper installation, de-installation, storage, servicing, or operation of the Software; (c) modifications or repairs not authorized by Balcony; (d) use of the Software in combination with equipment or software not supplied by Balcony or authorized in the Documentation; and/or (e) power failures or surges, fire, flood, accident, actions of third parties, or other events outside Balcony's reasonable control. Balcony cannot and does not warrant the performance or results that may be obtained by using the Software, nor does Balcony warrant that the Software is appropriate for Subscriber's purposes or error-free. If during the Software

Warranty Period, a nonconformity is reported to Balcony, Balcony, at its option, will use commercially reasonable efforts to repair or replace the non-conforming Software.

The Services, including, any reports or materials provided by Balcony as part of the Services, and Subscriber's use thereof, (i) shall not violate, infringe or misappropriate any patent, published patent application, copyright, trademark, service mark, trade secret or other intellectual property or industrial property rights of any third party (collectively, "Intellectual Property Rights") or the laws or regulations of any governmental or judicial authority; (ii) Balcony has the right to provide the Services specified under this Agreement; and (iii) nothing in this Agreement restricts Subscriber from the right to use for its own purposes, any ideas, methods, techniques, materials and information developed as a result of Balcony providing the Services without restriction, liability or obligation, except as may be expressly specified herein.

No Destructive Elements. Balcony represents and warrants that it will use commercially reasonable efforts to ensure that the software does not contain any known computer code, programs or programming devices intentionally designed to disrupt, modify, delete, damage, deactivate, disable, harm or otherwise impede in any manner, including aesthetic disruptions or distortions, the operation of its Service, or any other software, firmware, hardware, computer system or network (sometimes referred to as "Trojan horses," "viruses" or "worms"). Balcony will test the Products utilizing the most recent version and the most recent data file of a reputable, commercially available anti-virus-checking software program prior to delivery to Subscriber to ensure that it is free of such items.

Subscriber Data

A. *Data management* Balcony shall maintain appropriate administrative, physical and technical safeguards and restrictions reasonably designed to: (i) insure the security, confidentiality, and integrity of Subscriber Data in the Hosting Environment; (ii) protect against any anticipated threats or hazards to the security or integrity of Subscriber Data in the Hosting Environment; and (iii) protect against unauthorized access to or use of such Subscriber Data in the Hosting Environment that could result in substantial harm or inconvenience to Subscriber. Safeguards shall include, without limitation, regular monitoring, and reasonable measures to prevent access, use, modification, or disclosure of Subscriber Data by Balcony personnel, except (a) to provide the Service and prevent or address service or technical problems, (b) as compelled by law in accordance with this Agreement, or (c) as expressly permitted in writing by Subscriber. Safeguards shall be materially consistent with the security requirements and safeguards generally utilized in the industry for protection of Subscriber Data, subject to Subscriber's obligations set out in this Agreement.

B. *Notification* Balcony shall notify Subscriber in writing, as soon as reasonably possible (but in no case later than ten (10) business days unless applicable privacy law or regulation require earlier or delayed notice, in which case Balcony shall abide by such law or regulation) of: (i) any data breach of Subscriber Data; (ii) any use or disclosure of Subscriber Data that is materially contrary to the authorizations or obligations in this Agreement; or (iii) any unauthorized access to or acquisition of such Subscriber Data that materially compromises the security, confidentiality, or integrity of such Subscriber Data of which it becomes aware and

which creates a substantial risk of identity theft or fraud against one or more of Subscriber's customers. Balcony shall be responsible for costs arising from breaches caused by its systems, personnel, or gross negligence. Subscriber shall be responsible for breaches caused by its own systems, personnel, willful misconduct, intentional acts, or misuse. In no event shall either party be liable for indirect, incidental, or consequential damages arising from a data breach, except as required by law.

C. *Subscriber Responsibilities.* Subscriber shall be solely responsible for all Subscriber Data in transit to and from the Hosting Environment, including, without limitation, the accuracy, quality, integrity and legality of such Subscriber Data, and Subscriber shall encrypt all Subscriber Data. Balcony shall not be liable for any damages arising from the failure of Subscriber to encrypt the Subscriber Data or for any lost or damaged Subscriber Data.

D. Subscriber Data License, Security, and Responsibility

1. Ownership and License

Subscriber owns and retains all rights, title, and interest in and to all Subscriber Data. Subscriber hereby grants Balcony and its Affiliates, subcontractors, and service providers a non-exclusive, worldwide, royalty-free, transferable (solely in connection with the provision of the Service), and sublicensable (solely to the extent necessary to perform the Service) license to host, store, copy, transmit, display, modify, format, and otherwise process Subscriber Data, and any non-Balcony applications utilized by Subscriber with the Subscriber Data, in perpetuity, as reasonably necessary to provide, maintain, secure, and improve the Service, perform analytics, and comply with applicable law.

Balcony may create and use aggregated or anonymized data derived from Subscriber Data, provided that such data does not identify Subscriber or any individual. Except for the limited licenses granted herein, Balcony acquires no right, title, or interest from Subscriber under this Agreement in or to any Subscriber Data or non-Balcony applications licensed or owned by Subscriber.

2. Subscriber Representations and Indemnity

Subscriber and its vendors represent and warrant that:

- (a) Subscriber and its vendors have obtained all rights and consents necessary for Balcony to process Subscriber Data in accordance with this Agreement;
- (b) the Subscriber Data, and Balcony's processing thereof, will not infringe, misappropriate, or violate the rights of any third party or any applicable law; and
- (c) the Subscriber Data does not contain viruses, worms, Trojan horses, or other harmful computer code, files, scripts, agents, or programs. Balcony shall not be liable for any infringement of intellectual property rights or other claims arising from the County's or its vendors' failure to secure such rights.

Subscriber shall indemnify, defend, and hold harmless Balcony from any third-party claims arising from a breach of the foregoing representations and warranties.

3. Subscriber Security and Backup Obligations

Subscriber is solely responsible for establishing, monitoring, and implementing security practices to control access to and use of the Services and all Subscriber Data therein. Subscriber shall maintain the security of all credentials, passwords (including administrative and user passwords), Equipment, systems, and premises, and shall be solely responsible for any unauthorized access, damage, or loss arising from failure to do so.

Subscriber acknowledges that Balcony does not provide backup or maintenance services for Subscriber Data, and Subscriber shall be solely responsible for the backup of all Subscriber Data. Subscriber shall also be responsible for obtaining and maintaining any Equipment or ancillary services necessary to access or use the Services, including modems, hardware, servers, software, operating systems, networking, and related technology.

4. Limitation of Liability

Balcony shall not be liable for any loss, damage, or unauthorized access resulting from Subscriber's failure to comply with its security or backup obligations, or from Subscriber's use of Equipment, credentials, or access methods.

9. SUBSCRIBER RESPONSIBILITIES AND RESTRICTIONS

Subscriber agrees to provide timely access to systems, personnel, and data necessary for Balcony's performance. The Subscriber shall also designate a primary point of contact for coordination of project activities

Subscriber is responsible for the activity occurring in and through the Subscription Services by the Subscriber and anyone on its behalf, where Subscriber controls access privileges. Subscriber shall use commercially reasonable efforts to prevent unauthorized access to, or use of, the

Subscription Services and will notify Balcony as soon as reasonably possible, in case of any unauthorized use of any password or account or any other known or confirmed breach of security or privacy rights.

Subscriber Security Obligation. As between the parties, Subscriber will be solely responsible for establishing, monitoring and implementing security practices to control the physical access to and use of the Services and all Subscriber Data therein. Balcony will not be liable, and Subscriber will be solely responsible for any unauthorized access, damage or loss that may occur through the use or misuse of Subscriber's credentials, equipment, systems or premises. Subscriber acknowledges that Balcony does not provide or undertake backup or maintenance services for Subscriber Data and Subscriber will be solely responsible for backup of all Subscriber Data.

Customer shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services, including, without limitation, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, "Equipment"). Customer shall also be responsible for maintaining the security of the Equipment, Customer account, passwords (including but not limited to administrative and user passwords) and files, and for all uses of Customer account or the Equipment with or without Customer's knowledge or consent

Alerts. Balcony may utilize the metadata associated with Alerts on a deidentified basis to develop and improve Balcony Services.

Representation and Warranties. Subscriber and its vendors represent and warrant that: (i) Subscriber and its vendors have obtained and will obtain and continue to have, during the applicable Subscription Period, all necessary rights, authority, consents and licenses for the access to and use of Subscriber Data, including any Personal Data included therein, as contemplated by this Agreement; and (ii) Balcony's use of Subscriber Data in accordance with this Agreement will not violate any Applicable Laws or cause a breach of any agreement or obligations between Subscriber, its vendors, and any third party.

Subscriber specifically agrees to limit the use of the Software to those specifically granted in this Agreement for the Subscription Term as set forth herein and in the applicable SOW. Subscriber shall not (and shall not permit others to) do any of the following with respect to the Subscription Services: (i) license, sublicense, sell, resell, rent, lease, transfer, assign, lend, distribute, time share, operate as a service bureau, or otherwise make any of the Subscription Services available for access by third parties; (ii) conduct any security scanning and/or penetration testing or use the Subscription Services in any way which is not in accordance with this Agreement, or in a way which adversely affects other subscribers and their use of the Subscription Services; (iii) make any commercial use of the Subscription Services or grant any third party any right to use the Subscription Services, whether or not for any consideration. Subscriber shall not access or use the Subscription Services for developing or operating products or services intended to be offered to third parties; (iv) disassemble, reverse engineer, decompile, or otherwise attempt to derive the source code, algorithms or technology included in the Subscription Services; (v) copy, create derivative works based on, or otherwise modify the Subscription Services; (vi) remove or modify

a copyright, trademark, logo or other proprietary rights notice or brand labeling in the Subscription Services; (vii) externally publish or release any benchmarking or performance data, or comparative study or analysis, applicable to the Subscription Services; (viii) circumvent, disable or otherwise interfere with security-related or access-related features of the Subscription Services; (ix) represent that it possesses any proprietary interest in the Subscription Services; (x) directly or indirectly, take any action to contest Balcony's Intellectual Property Rights in the Subscription Services or infringe them in any way; and/or (xi) exceed the number of licensed users in the SOW; (xii) use any "open source" or "copyleft software" in a manner that would require Balcony to disclose the source code of the Software or other provided Services to any third party. Subscriber represents, covenants, and warrants that Subscriber will use the Subscription Services solely in compliance with this Agreement, the Documentation and all applicable laws and regulations.

Balcony reserves the right to terminate this Agreement for cause in case Subscriber materially breaches the provisions of this Section.

10. INTELLECTUAL PROPERTY RIGHTS & PROTECTION.

Balcony retains all rights, title and interest in and to the Software and Services. In all instances, Balcony retains all rights, title, and interest, including, but not limited to, all intellectual property rights such as copyright, patent, trademark, service mark, trade secret, and suis generis rights in and to the Software, and all copies thereof including all derivations, modifications and enhancements thereto. This Agreement does not provide Subscriber with title or ownership of the Software, but only a right of limited use as outlined herein. Subscriber (and shall ensure that the Users, as well as other employees and staff of Subscriber) shall make, and hereby irrevocably make, all necessary assignments or assignments reasonably requested by Balcony to ensure and/or provide Balcony with the ownership rights set forth in this paragraph. Nothing herein constitutes a waiver of Balcony's intellectual property rights under any law.

11. CONFIDENTIALITY

During the Term, each party may be provided with certain non-public technical, financial, proprietary, confidential or trade secret information or data of the other party, a reasonable person or entity should have reason to believe is proprietary, confidential, or competitive (the "Confidential Information"). Confidential Information shall include sensitive information, including without limitation, any information identified as confidential, information about the Subscription Services, documentation, roadmap, information related to Balcony's business, products, internal practices and any proprietary or sensitive information of Balcony. All Confidential Information remains the property of the Disclosing Party. In addition, each Party will maintain in confidence and not disclose to any third party the existence or terms of the Agreement unless permitted in writing by the other Party or as otherwise required by Law. Confidential Information shall exclude any information that the receiving party can demonstrate (i) is now or subsequently becomes generally available in the public domain through no fault or breach on the part of receiving party; (ii) was in the rightful possession or known by the receiving party prior to disclosure by the disclosing party; (iii) receiving party rightfully obtained, without restrictions, from a third party who has the right to transfer or disclose it, without default or breach of this Agreement and/or any other confidentiality obligations; or (iv)

the receiving party has independently developed, without breach of this Agreement or any use of or reference to the disclosing party's Confidential Information.

The receiving party agrees: (a) not to disclose the disclosing party's Confidential Information to any third parties other than to its Affiliates and their directors, officers, employees, advisors or consultants (collectively, the "Representatives") on a strict "need to know" basis only, and provided that such Representatives are bound by written agreements to comply with the confidentiality obligations as protective as those contained herein; (b) not to use or reproduce any of the disclosing party's Confidential Information for any purposes except to carry out its rights and responsibilities under this Agreement; (c) to keep the disclosing party's Confidential Information confidential using at least the same degree of care it uses to protect its own Confidential Information, which shall in no event be less than a reasonable degree of care. The receiving party shall remain liable at all times for any breach of this Section by any of its Representatives.

Notwithstanding the foregoing, if any Confidential Information is required to be disclosed by law, order of a court or by an administrative body, to the extent legally permissible, the receiving party shall notify disclosing party promptly and in writing of such required disclosure and shall reasonably cooperate with the disclosing party, at the disclosing party's reasonable request and expense, in any lawful action to contest or limit the scope of such required disclosure and its efforts to seek a protective order or other appropriate relief.

The receiving party acknowledges and agrees that the disclosing party may suffer financial and other loss and damage if any Confidential Information is disclosed except as permitted by this Agreement, and that monetary damages alone may be an insufficient remedy for any such breach. The receiving party agrees that the disclosing party, in addition to any other right or remedy that it may have available to it at law or in equity, will have the right to seek and obtain immediate injunctive relief in any court of competent jurisdiction to prevent a breach of this Section and to compel specific performance with regard to this Section.

The parties' obligations with respect to Confidential Information shall expire five (5) years following termination or expiration of this Agreement unless a longer period of protection applies under applicable law.

12. INDEMNIFICATION

Balcony shall indemnify, defend and hold Subscriber and their directors, officers, shareholders, employees and agents harmless from and against all judgments, awards, settlements, liabilities, damages, liens and claims, and all related costs, expenses and other charges suffered or incurred as a result of or in connection with a claim, including reasonable attorneys' fees and disbursements, costs of investigation, litigation, settlement and judgment, and any taxes, interest, penalties and fines with respect to any of the foregoing (collectively, "Loss(es)") arising from any demands, claims or legal action by any third party based upon any claim that the Subscription Services infringe upon the intellectual property rights of such third party. Balcony's indemnity obligation under this Section shall not extend to claims based on or caused by: (i) an unauthorized modification of the Subscription Services made by Subscriber where the Subscription Services would not be infringing without such modification, or (ii) Subscriber's combination of the Subscription Services with a third-party product; or (iii) Subscriber's use of the Subscription Services other than in accordance with the terms of this Agreement, or (iv) an

actual or alleged breach, negligence or willful misconduct of Subscriber or any of their directors, offices, employees or agents.

If the Subscription Services become the subject of an indemnification claim, Balcony shall use reasonable efforts, at Balcony' option and sole expense to either: (i) procure for Subscriber the right to continue to use the Subscription Services as contemplated hereunder, or (ii) modify the Subscription Services to eliminate any claim which might result from its use hereunder, provided that the Subscription Services' performance must remain at least as good as provided in the Documentation, or (iii) replace the Subscription Services with equally suitable, compatible and functionally equivalent non-infringing subscription services, at no additional charge to Subscriber. If the remedies in sub-sections (i)-(iii) are not commercially practicable, as shall be determined by Balcony, Subscriber shall cease using the Subscription Services and shall be entitled to a pro-rated refund of any pre-paid Fees for the remaining, unused portion of the subscription period. The remedies in this Section are exclusive with respect to any claim of infringement raised in connection with the Subscription Services.

The indemnified Party will provide the indemnifying Party prompt notice of each such Claim received by the indemnified Party; provided, however, that no failure to so notify the indemnifying Party will relieve the indemnifying Party of its obligations under this Agreement, except to the extent that the indemnifying Party can demonstrate actual prejudice attributable to such failure. The indemnifying Party will have the right and authority to control and direct the investigation, defense, and settlement of such Claim, provided that (a) the indemnified Party will be entitled to participate in the defense of such Claim and to employ counsel at its own expense, and (b) if a settlement imposes an obligation or restriction on the indemnified Party, or requires the indemnified Party to make an admission, the indemnifying Party will obtain the prior written approval of the indemnified Party before entering into any settlement of such Claim. The indemnifying Party will have no liability for settlements or agreements entered into without its prior written consent. The indemnified Party will provide such cooperation and assistance as may be reasonably requested by the indemnifying Party in connection with the investigation, defense, or settlement of the Claim at the indemnifying Party's expense.

13. AUDIT RIGHTS.

Balcony (or a third party designated by Balcony) shall have the right, upon reasonable notice to Subscriber, one (1) time per each twelve (12) month period and at Balcony' sole cost and expense during regular business hours to conduct an audit of Subscriber's use of the Service. Any such audit shall consist solely of a review of Subscriber's compliance with the terms and conditions of this Agreement. Subscriber shall provide all reasonable assistance to Balcony during such review. If an audit determines that Subscriber's use of the Service fails to comply with the terms of the Agreement, other than excess license use, Subscriber shall reimburse Balcony for the cost of such audit. In the event that Balcony determines that Subscriber is utilizing more Users than licensed hereunder, Balcony shall notify Subscriber in writing of any alleged discrepancy and Subscriber agrees to pay such amounts within thirty (30) calendar days from receipt of such notification. The amount due shall be calculated from the initial time of over deployment and shall be subject to interest at the lesser of one and a half (1.5 %) percent per month or the highest rate permitted by law.

14. INSURANCE

During the Term, Balcony shall maintain insurance coverage of such types and in such amounts as is consistent with relevant industry best practices, in any event, no less than Balcony is required by law to maintain, including and as applicable, workers' compensation, comprehensive liability, business interruption, product liability, errors and omissions, and cybersecurity insurance. Balcony shall provide evidence of such insurance upon the request of Subscriber.

15. TAXES.

Subscriber shall be liable for payment of all local state and federal sales, use, excise, personal property or other similar taxes or duties that are levied upon and related to the performance of obligations or exercise of rights under this Agreement. Balcony may be required to collect and remit taxes from Subscriber, unless Subscriber provides Balcony with a valid tax exemption certificate. Balcony will invoice Subscriber for all such taxes based on Software and/or Services provided hereunder. In no event will either party be responsible for any taxes levied against the other party's net income.

16. COMPLIANCE WITH LAWS; EXPORT LAWS

Balcony shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including but not limited to: New Jersey Open Public Records Act (OPRA); All local public contracting and disclosure laws; and political contribution reporting requirements.

Subscriber acknowledges that the Balcony Software and/or Balcony Services are subject, amongst others, to United States Government export control laws. Subscriber shall comply with all applicable export control laws, obtain all applicable export licenses, and will not export or re-export any part of the Software and/or Services to any country in violation of such restrictions or any country that may be subject to an embargo by the United States Government or to End-Users owned by, or with affiliation to, such countries embargoed by the United States Government.

17. ANTI-BRIBERY POLICY

Reseller and its employees and agents has not and shall not, directly or indirectly, make any offer, payment, inducement, promise or gift, or otherwise authorize the giving of, anything of value for the purpose of influencing any act or decision (including a decision not to act) of an official of any government or inducing such a person to use their influence to affect any governmental act or decision in order to obtain, retain or direct any business, including the U.S. Foreign Corrupt Practices Act and all federal and state laws, or any Subscriber policies of which Balcony has been given notice regarding the offering of unlawful or improper inducements in connection with the Agreement. If at any time during the term of this Agreement, Subscriber determines that the foregoing representation, warranty and covenant is inaccurate, then, in addition to any other rights Subscriber may have under this Agreement, at law or in equity, Subscriber may terminate this Agreement for cause without affording Balcony an opportunity to cure.

18. GENERAL TERMS

18.1 Relationship of Parties Balcony is an independent contractor of Subscriber and is and will not be an agent of Subscriber for any purpose. Balcony has sole responsibility for the activities of Balcony and its personnel and may not bind or otherwise obligate Subscriber in any manner.

18.2 Use of Name Balcony, with the express prior written consent of Subscriber, is authorized to refer to Subscriber by name and trademark, and briefly to describe the Subscriber in its business development materials, including printed materials and Internet websites.

18.3 Third Party Beneficiaries

Except for the license grants, indemnification obligations and as otherwise specified in this Agreement, nothing in this Agreement or in any SOW, express or implied, is intended to confer any rights, benefits, remedies, obligations or liabilities on any person (including, without limitation, any employees of the Parties) other than the Parties or their respective successors or permitted assigns.

18.4 Assignment

Neither this Agreement nor any part hereof may be assigned (whether by operation of law or otherwise) by either Party without the other Party's prior written consent, which consent may not be unreasonably withheld, and any assignment without the other Party's prior written consent will be void. Notwithstanding the foregoing, this Agreement will be binding upon the Parties' respective successors and permitted assigns.

18.5 Notice

Notices under this agreement may be sent to the addresses set forth below by (i) personal delivery, (ii) certified mail, (iii) overnight courier, or (iv) email. Notices sent via personal delivery or overnight courier are deemed received upon delivery confirmation. Notices sent by certified mail are deemed received three business days after dispatch. Notices sent by email are deemed received on the next business day, provided the email includes a read receipt or written acknowledgment from the receiving party.

Notice addresses:

If to Balcony:

Name Michael Reichel

If to [Subscriber]:

Name: Cindi Holyoak

Title Treasurer

Company name: Balcony Technology Group, Inc.

Address: 221 River St 9th Floor

City, State zip code: Hoboken, NJ 07030

Email address: mike@balcony.technology

Title: County Recorder

Subscriber name: San Juan County, UT

Address: 117 South Main

City, State zip code: Monticello, UT 84535

Email address: cholyoak@sanjuancountyut.gov

With a copy to:

JMcdonnell@connellfoley.com

steve.verp@technologygeneralcounsel.com

18.6 Validity

Each party represents and warrants, on a present and ongoing basis, to the other party that: (a) it is validly existing entity and in good standing under the laws of the place of its establishment or incorporation; (b) it has full corporate power and authority to execute, deliver and perform its obligations under this Agreement; (c) the person signing this Agreement on its behalf has been duly authorized and empowered to enter into this Agreement; (d) this Agreement is valid, binding and enforceable against it in accordance with its terms; and (e) its commitments and the rights and privileges granted herein do not conflict with any other Agreement or legal obligation.

18.7 Waiver; Remedies Non-Exclusive

No failure or delay on the part of any Party in exercising any right or remedy provided in this Agreement will operate as a waiver thereof; nor will any single or partial exercise of or failure to exercise any such right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy provided herein or at law or in equity. Except as expressly provided herein, no remedy specified in this Agreement is intended to be exclusive of any other remedy, and each and every remedy will be cumulative and in addition to every other right or remedy provided herein or available at law or in equity.

18.8 Enforceability

If any provision of this Agreement is held to be unenforceable, the remaining provisions of this Agreement will be unimpaired and will remain in full force and effect.

18.9 Force Majeure

Neither party shall be liable for any failure or delay in performing Services or any other obligation under this Agreement, nor for any damages suffered by the other or an End-user by reason of such failure or delay, which is, indirectly or directly, caused by an event beyond such party's foreseeable control including but not limited to strikes, riots, natural catastrophes, terrorist acts, pandemic, endemic, epidemic, outbreak(s), governmental intervention, or other acts of God, or any other causes beyond such party's reasonable control ("Force Majeure Event"). The Party seeking relief under this Section "Force Majeure" ("Impacted Party") shall provide to the other Party hereto notice within fifteen (15) calendar days of a Force Majeure Event, stating a

good-faith estimate of the expected time and effect of such Force Majeure Event (“Impact”). The Impacted Party shall use commercially reasonable efforts to mitigate the impact of such Force Majeure Event. In the event such Impact continues for more than forty (45) days from receipt of such notice, then either Party hereto may terminate this Agreement, without penalty or liability, by providing no less than thirty (30) days prior written notice.

18.10 Original Agreement; Counterparts

This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together constitute one and the same agreement. The Agreement may be delivered electronically or by facsimile transmission, and the Parties hereby agree that any electronic or facsimile signatures hereto are legal, valid and enforceable as originals.

18.11 Headings; Construction

The headings in this Agreement are for purposes of reference only and will not in any way limit or affect the meaning or interpretation of any of the terms hereof. As used herein, the word “including” shall be deemed to be followed by “but not limited to”.

18.12 Arbitration; Costs and Attorney’s Fees

Both Parties agree that any controversies, claims, or disputes arising under, or regarding, this Agreement that are not resolved by the affected Parties informally after good faith attempts to do, shall be resolved by arbitration before one (1) arbitrator in Bergen County, New Jersey in accordance with the Commercial Arbitration Rules of the American Arbitration Association (“AAA”). The appointing agency shall be the AAA and the arbitrator shall apply New Jersey law to both interpret this Agreement and fashion an award. Any Party to this Agreement also may, without waiving any remedy under this Agreement, seek from any court having jurisdiction, injunctive, interim or provisional relief that is necessary to protect the rights or property of that Party, including specific performance, pending the appointment of the arbitrator. The decision or award of the arbitrator shall be final and binding upon all Parties. Any arbitral award may be entered as a judgment or order in any court of competent jurisdiction. Any such arbitration proceeding and award shall be confidential. In connection with any arbitration or litigation arising out of this Agreement, the prevailing Party shall be entitled to recover all costs thereof, including reasonable attorneys’ fees, court costs, and disbursements for services rendered in connection with such arbitration or litigation (including appellate proceedings and post-judgment proceedings).

18.13 Governing Law; Jurisdiction.

This Agreement will be governed by and construed under the laws of the State of New Jersey without regard for its conflict of laws rules. The Parties irrevocably submit to the exclusive jurisdiction of New Jersey State Courts Located in Hudson County, New Jersey or Federal Courts located in Newark, New Jersey, and the appellate courts thereof and the Arbitration provisions set forth in Section 18.12. Each Party waives any right to trial by jury in connection with this Agreement or any matter arising hereunder.

18.14 Entire Agreement

This Agreement (including any applicable SOWs related thereto) is the entire agreement between the Parties and supersedes all previous and contemporaneous communications, presentations, proposals, or agreements regarding the subject matter hereof. This Agreement may not be amended except by a written agreement signed by authorized representatives of both parties. . The United Nations Convention on Contracts for the International Sale of Goods (CISG) and the Uniform Computer Information Transactions Act shall not apply to this Agreement or any transactions between the Parties.

18.15 Survival. All obligations with respect to confidentiality and the following Sections shall survive the expiration or termination of this Agreement for any reason: _Sections 8, 9, 10, 11, 12, 13, and 19.

19. LIMITATION OF LIABILITY

19.1 Cap on Liability. Except with respect to each Party's indemnification obligations under this Agreement, Subscriber's payment obligations for amounts due hereunder, or damages arising from a Party's gross negligence, willful misconduct, or fraud, in no event shall either Party's aggregate liability arising out of or related to this Agreement, whether in contract, tort (including negligence), or under any other theory of liability, exceed the total amount of fees actually paid by Subscriber to Balcony under the applicable SOW giving rise to the claim during the twelve (12) month period immediately preceding the event giving rise to the liability.

19.2 Exclusion of Consequential Damages. In no event shall either Party be liable to the other or to any third party for any indirect, incidental, special, exemplary, punitive, or consequential damages of any kind (including lost profits, lost revenues, loss of data, loss of business opportunity, or business interruption), arising out of or related to this Agreement, however caused, even if such Party has been advised of the possibility of such damages.

19.3 Essential Purpose. The Parties acknowledge and agree that the limitations of liability set forth in this Section are an essential basis of the bargain between the Parties and that, absent such limitations, the terms of this Agreement would be substantially different.

IN WITNESS HEREOF, each of the Parties hereto has caused this Agreement to be executed by its duly authorized representative.

BALCONY TECHNOLOGY GROUP, INC.

SUBSCRIBER

By: _____

By: _____

Name:

Name:

Title:

Title:

Date:

Date:

Exhibit “A”
SERVICE LEVEL AGREEMENT

1. DEFINITIONS

For the purpose of this SLA, the following terms shall have the corresponding definitions:

“Availability” means the total percentage of time within a Calendar Month that the Service are available, excluding Scheduled Downtime and Emergency Maintenance, and shall be calculated as follows:

$$\textit{Availability} = \textit{Maximum Availability} - \textit{Service Outage} / \textit{Maximum Availability} \times 100$$

“Calendar Month” means each calendar month during the Service Term.

“Emergency Maintenance Support” means instances where it is not practical for Balcony to provide advance notice of a maintenance event, such as an unforeseen disruption of a critical service. Addressing these events may require that emergency maintenance be performed which may result in the disruption of the Hosting Services in order to conduct this emergency maintenance without prior notice.

“Incident” means a report issued to Balcony by Subscriber informing Balcony that the Service is experiencing a Service Disruption.

“Maximum Availability” means the total number of minutes in a Calendar Month less the Scheduled Downtime.

“Scheduled Downtime” means routine tests, maintenance, upgrades, or repairs performed by Balcony on the Hosting Environment; provided, Balcony will use reasonable commercial efforts to provide Subscriber fourteen (14) days prior notice of Schedule Downtime.

“Service Disruption” means each occasion of 10 or more consecutive minutes in which Subscriber is unable to access the Service.

“Service Level” means the Availability of the Service in a Calendar Month.

“Service Level Exceptions” means the exclusions from a Service Outage set out in Section 3, below.

“Service Outage” means the aggregate of Service Disruptions in a Calendar Month, excluding the Service Level Exceptions.

2. INCIDENT PRIORITIZATION

All Incidents that are reported to Balcony or that Balcony otherwise becomes aware of will initially be assigned a priority by Balcony as Critical-unable to connect to or use Balcony Software; High-an impaired ability to use the Software according to the standards of the Subscription Services; and Low-other issues that do not impact access to or use of the Subscription Services. Balcony will make every reasonable effort to resolve such incidents in the following time frames: Critical Incidents-within 24 hours;High-48 hours; Low-5 business days.

3. SERVICE CREDITS

Subject to the Service Level Exceptions, Balcony shall provide Subscriber with the following Service Level Credits, that are capped at 10% of the total fees paid during the term of this agreement, if in any Calendar Month the Service Availability is 99.5% or lower:

AVAILABILITY	SERVICE LEVEL CREDIT
99% - 99.49%	1%
95% - 98.90%	2.5%
90.1% - 94.9%	4%
<90.0%	6%

4. SCHEDULED MAINTENANCE SUPPORT

Standard Support, including the implementation of Enhancements and routine maintenance for the Service shall be scheduled outside of standard business hours. The expected window for Support that, for whatever reason, has to be conducted during business hours is between 10:00 AM and 3:00 PM Eastern Time. Balcony shall notify Subscriber as provided herein if Scheduled Downtime is required.

5. NOTICE OF SERVICE OUTAGE; REMEDY

If Subscriber is unable to access the Service, Subscriber shall promptly notify Balcony. To receive a Service Level Credit, Subscriber must notify Balcony during the occurrence of the outage problem to provide Balcony an opportunity to resolve the outage. Upon the conclusion of each Calendar Month, Balcony shall determine the Service Level for such Calendar Month. If Subscriber is entitled to a Service Level Credit, Balcony shall, as Subscriber's sole and exclusive remedy for the Service Outage, include the Service Level Credit on the subsequent monthly invoice. If the Service Level Credit occurs in the last month of the Service Term, Balcony shall

provide Subscriber with a refund equal to the Service Level Credit within thirty (30) days following termination of the applicable Service Term.

6. SERVICE LEVEL EXCEPTIONS

Balcony shall not be liable for any failure to meet the Service Levels, to the extent such failure was caused by one or more of the following:

- Scheduled Downtime or Emergency Maintenance.
- non-production use of the Services.
- Force Majeure.
- any act or omission of Subscriber, including the failure to comply with the Agreement or SOW.
- an outage caused by Subscriber's hardware, software or other third-party equipment procured, licensed, or controlled by Subscriber, including network connections and telecommunication problems.

7. RESPONSE TO SERVICE LEVEL FAILURE

In the event of a Service Failure, Balcony shall promptly address such failure as provided herein:

- Promptly investigate and report on the causes of such problem based on the assigned severity level.
- Provide a root cause analysis of such failure as soon as practical after such failure or at Subscriber's request.
- Correct such Service Failure that is Balcony's fault or responsibility as provided herein.
- Advise Subscriber of the status of remedial efforts being undertaken with respect to such problem.
- Demonstrate that the causes of such problem (that is Balcony' fault or responsibility) has been, or shall be, corrected.
- Take corrective actions to prevent any recurrence of such problem (that is Balcony' fault or responsibility).



COMMISSION STAFF REPORT

MEETING DATE: May 19, 2026

ITEM TITLE, PRESENTER: Consideration and approval of a Data Sharing Agreement (DSA) between the Utah Department of Health and Human Services and the San Juan County Public Health Department, by Mike Moulton, Public Health Interim Director

RECOMMENDATION: Approval

SUMMARY

The purpose of this agreement is to establish conditions, safeguards, and requirements under which the Utah DHHS agrees to disclose data to the San Juan County Public Health Department (SJPH) to analyze, calculate, trend, and monitor: population outlooks, infant health and mortality, newborn screenings, prenatal and maternal care, causes of death, disease surveillance, overdose and suicide deaths, location and other circumstances of deaths, and data quality and validation.

HISTORY/PAST ACTION

Similar data-sharing agreements with the Utah DHHS have been approved.

FISCAL IMPACT

None

**UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES
DATA SHARING AGREEMENT**

This data sharing agreement (“Agreement”) is by and between the Utah Department of Health and Human Services (DHHS) (“Department”) and San Juan County Public Health Department (“Recipient”). This Agreement establishes conditions, safeguards, and requirements under which the Department agrees to disclose data (“Data” as defined below) to the Recipient and to ensure the confidentiality and security of all such Data.

The purpose of this Agreement is to authorize the Department to share Data with Recipient through a shared technology platform (“Shared Environment”) to be used for the public health activities defined below. The Recipient is the public health agency responsible for monitoring the health of San Juan County. Recipient is a member of the Utah Association of Local Health Departments and is recognized by the Utah Department of Health and Human Services.

1. AUTHORIZING STATUTE:

The Department is authorized to disclose data to recipient by Utah State Code Title 26B and the data sharing authorities therein. The Department will maintain separately from this Agreement a list of data sources and data elements to be included in the Shared Environment, along with their associated record series and statutes authorizing their disclosure.

2. DEFINITIONS:

“Data” means information about individuals, identifiable and non-identifiable, within the Department’s possession, custody, or control, and any data that the Department has disclosed to Recipient.

“Shared Environment” means a database in which the department will load approved Data which can be accessed by the Recipient to access and download the Data subject to the terms and conditions of this Agreement.

3. PERMITTED USES AND DISCLOSURES:

3.1. Recipient shall only access, use, or disclose Data for public health activities. The Recipient may not use the Data for any other purpose without prior approval of the Department. The Recipient may only access, use, or disclose the Data to analyze, calculate, trend, and monitor:

- 3.1.1. population outlooks;
- 3.1.2. infant health and mortality;
- 3.1.3. newborn screenings;
- 3.1.4. prenatal and maternal care;
- 3.1.5. causes of death;
- 3.1.6. disease surveillance;
- 3.1.7. overdose and suicide deaths;

- 3.1.8. location and other circumstances of deaths; and
 - 3.1.9. data quality and validation.
 - 3.2. Recipient shall ensure any access to, or use of Data is limited to authorized individuals within its organization who need to access or use the Data in the performance of Recipient's duties under this Agreement. This includes requiring users to only access the Shared Environment and data using their employee credentials.
 - 3.3. Unless specified otherwise, Recipient shall not disclose or distribute any information from the Data that identifies or shall be used to identify an individual to any other organizations or persons. If the Data does not include sufficient information to allow a person to identify the individual described in it or an organization that supplied the Data, Recipient may not attempt to identify an individual whose information is included in the Data through linkage to other databases or through any other methods or process without the prior written approval by the Department. Recipient may not attempt to identify or contact an individual whose information is included in the Data
 - 3.4. Any public release of the Data by Recipient shall only be made in aggregate and with cell suppression in place compliant with the Department's standards posted on the IBIS website.
4. **METHOD OF DATA TRANSMISSION:** All transmissions or exchange of Data between parties shall be performed using a secure transfer method.

The Department agrees to make a Shared Environment available to the Recipient, with appropriate safeguards, protections, and access controls. The Department shall load all approved Data into and provision access for authorized users to the Shared Environment. Recipient's access to the Shared Environment will be granted once the Agreement is signed by both parties. Current files may be uploaded on a recurring schedule at a frequency determined by the Department.

This Data is classified as restricted and requires protection. The Recipient agrees to transfer the Data out of the Shared Environment using a method that protects the Data in transit and at rest that employ cryptographic modules that are not deprecated and are currently validated under the FIPS 140 publications (e.g. TLS 1.2 and 1.3 with validated ciphers).

5. **SAFEGUARDING THE DATA:**

- 5.1. Recipient shall implement and maintain administrative, technical, and physical safeguards necessary to protect the confidentiality, integrity, and availability of the Data and to prevent unauthorized use or access. Such safeguards include, as appropriate and without limitation: (i) securing Recipient's facilities, data centers, paper files, servers, back-up systems and computing equipment, including all mobile devices and other equipment with information storage capability; (ii) implementing network, device application, database and platform security; (iii) securing information transmission, storage and disposal; (iv) implementing authentication and access controls within media, applications, operating systems and equipment; (v) encrypting identifiable Data stored

- on any mobile media and devices and computers/servers that allow remote access; (vi) encrypting identifiable Data transmitted over public or wireless networks; (vii) strictly segregating identifiable Data from information of other unauthorized customers so that Department Data is not commingled with any other types of information where required; (viii) implementing appropriate personnel security and integrity procedures and practices; (ix) providing appropriate privacy and information security training to Recipient's employees; and (x) any other measures reasonably necessary to prevent unauthorized use or access.
- 5.2. Recipient shall report as soon as possible, but not later than 72 hours after discovery, to the Department any unauthorized access, use, disclosure, modification, or destruction of the Data or any interference with system operations in a system that involves Data of which it becomes aware. Recipient agrees to take reasonable steps to mitigate any effects of such incident and limit any further use or disclosure of the Data. Upon the Department's request, Recipient agrees to consult and cooperate with the Department regarding appropriate steps for remediation and any applicable reporting requirements.
 - 5.3. Recipient agrees that no Data will be stored, transmitted or disposed of outside of the United States.
 - 5.4. Recipient shall not enter any Data received under this Agreement into any generative artificial intelligence tool or website.
 - 5.5. Recipient agrees to only access, retrieve, and use the minimum necessary Data from the Shared Environment needed to complete the task for which the Data is being retrieved.
 - 5.6. Recipient agrees to notify the Department as soon as is reasonably possible after an employee with access to the Shared Environment leaves employment with Recipient or for another reason no longer needs access.
6. **DATA OWNERSHIP:** The Department retains all ownership rights to the Data. Recipient does not obtain any right, title, or interest in any Data furnished by the Department. For purposes of the Agreement, Data does not cease to be the Department's Data solely because it was transferred or transmitted beyond the Department's immediate possession, control, or custody. The Department makes no representation or warranty, either expressed or implied, with respect to the accuracy of any Data disclosed to Recipient.
 7. **ACCESS TO BOOKS AND RECORDS REGARDING DATA:** Upon reasonable request by the Department, Recipient shall allow the Department to perform a review of the facilities, systems, books, records, agreements, policies and procedures relating to the access, use, or disclosure of Data to determine Recipient's compliance with the Agreement. The Department may require Recipient to conduct a risk assessment that addresses administrative, technical, and physical risks, if reasonable and appropriate.
 8. **TERM AND TERMINATION:** The Agreement is effective upon the signatures of all parties until April 30, 2031. Either party may terminate the Agreement with or without cause upon thirty (30) days' prior written notice to the other party. The Department may terminate the Agreement at any time if deemed necessary because of requirements of law or policy, upon determination by

any party that there has been a breach of system integrity or security by Recipient, or by a failure of Recipient to comply with the Agreement.

9. **DISPOSITION OF DATA:** Upon termination of the Agreement, Recipient shall securely return or destroy all Data, including all copies, compilations, or derivatives in any form or medium, and at any location such information resides in accordance with the disposition guidance from NIST SP 800-88. If such return or destruction is not feasible, Recipient shall promptly notify the Department of the reasons for such in writing. Recipient shall extend the protections and limitations agreed to in the Agreement and shall limit further uses and disclosures to those purposes that make the return or destruction of the Data infeasible. This provision shall survive termination of the Agreement.
10. **INDEMNIFICATION:**
- 10.1. If Recipient is a governmental entity, the parties mutually agree that each party assumes liability for the negligent and wrongful acts committed by its own agents, officials, or employees, regardless of the source of funding for the Agreement. Notwithstanding the foregoing or anything to the contrary, neither party waives any rights or defenses otherwise available under the Governmental Immunity Act.
- 10.2. If Recipient is a non-governmental entity, Recipient shall be fully liable for the actions of its agents, employees, officers, partners, and Subcontractors. Contractor shall fully indemnify, defend, and save harmless the Department and the state of Utah from all claims, losses, suits, actions, damages, and costs of every name and description arising out of Recipient's performance of the Agreement caused by any intentional act or negligence of Recipient, its agents, employees, or subcontractors, without limitation; provided, however, that Recipient shall not indemnify for that portion of any claim, loss, or damage arising hereunder due to the sole fault of the Department.
11. **NOTICE:** Any notice or other communications required or permitted to be given under this Agreement shall be sent to:

If to the Department:

Kyle Lunt
 Division of Data, Systems & Evaluation director, DHHS
 288 North 1460 West
 Salt Lake City, Utah 84114
 385-332-1578
 kylelunt@utah.gov

If to Recipient:

Mike Moulton
 Interim Health Officer, Operations Manager
 735 S 200 W, Suite 2, Blanding, UT 84511

(435) 587-3838
mmoulton@sanjuancountyut.gov

IN WITNESS WHEREOF, the parties have caused the Agreement to be signed and entered into by their authorized representative.

For the Department:

For Recipient:

Signature

Signature

Name

Name

Title

Title

Date

Date

**FORM D
LOCAL AUTHORITY APPROVAL OF AREA PLAN**

IN WITNESS WHEREOF:

The Local Authority approves and submits the attached Area Plan for State Fiscal Year 2027 in accordance with Utah Code Title 17 Chapter 43.

The Local Authority represents that it has been authorized to approve the attached Area Plan, as evidenced by the attached Resolution or other written verification of the Local Authority's action in this matter.

The Local Authority acknowledges that if this Area Plan is approved by the Utah Department of Human Services Division of Substance Abuse and Mental Health (DHS/DSAMH) pursuant to the terms of Contract # A04834, the terms and conditions of the Area Plan as approved shall be incorporated into the above-identified contract by reference.

LOCAL AUTHORITY: San Juan County

By: _____
(Signature of authorized Local Authority Official, as provided in Utah Code Annotated)

PLEASE PRINT:

Name: _____

Title: _____

Date: _____



Utah Department of
Health & Human Services
Integrated Healthcare

SUMH Local Authority Area Plan

State Fiscal Year 2027

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OVERVIEW

The purpose of this document is to meet contract compliance with the Local Authorities (LA) "Evergreen Contract" Article 1.2: "Area Plan" means a plan prepared and submitted by the LA in accordance with Utah Code §17-77-201(5)(b) and §17-77-301(5)(a)(ii) for funding and service delivery that includes a provision of services and programming for prevention, crisis, treatment, and recovery support services. Please note that the prevention portion of this requirement is located in a separate document.

This document is designed to capture the above outlined programmatic requirements of the LA in the contract and SUMH Office Directives. Sections in this document are inclusive of the sections in which a descriptive response is needed. Please review the full "Evergreen Contract" and SUMH Office Directives for all contractual requirements. Please do not delete any questions or sections; if a section does not apply to the LA, please note that in the section. Please note when completing this document that any embedded links must be viewable by the reader.

SUICIDE PREVENTION SERVICES

Community Suicide Prevention

The following sections are the **Community Suicide Prevention** requirement from both the LA contract and the SUMH Office Directives.

Suicide Prevention (Contract requirement 4.1)

Does the LA have current strategies for suicide prevention, intervention and postvention that are evidenced-based and align to the Utah Suicide Prevention State Plan?

- Yes
 No, not at this time.

Describe strategies and evidence based programs being implemented for:

1) Prevention - Please include a public-facing link to the plan in the space below (if available).

<https://sjcpac.com/live-on/>

2) Intervention - Please include a public-facing link to the plan in the space below (if available).

<https://sanjuancc.org>

3) Postvention - Please include a public-facing link to the plan in the space below (if available).

Suicide Prevention Training (Contract requirement 4.1.a)

Does the LA have at least one staff member with suicide prevention responsibilities trained in the following suicide prevention programs: (1) Suicide Prevention 101 training; (2) Safe and Effective Messaging for Suicide Prevention; (3) Suicide Prevention gatekeeper training, such as Question-Persuade-Refer, Mental Health First Aid, Talk Saves Lives, or Applied Suicide Intervention Skills Training; and (4) counseling on access to lethal means.

- Yes
 No, not at this time.

If yes, please document the LAs staff name, job title, and email for this contract requirement (if multiple, please note which programs each are trained in)

Aaron Duke, Clinical Director- aduke@sanjuancc.org

Community Suicide Prevention

Community Suicide Prevention Coordination (Contract requirement 4.1.b)

Does the local authority coordinate with local health departments and local education agencies for suicide prevention, intervention, and postvention within their communities.

- Yes
 No, not at this time.

Please identify the partners, and describe the role and responsibility of each partner in suicide prevention, intervention, and postvention within their communities. This must include the following partners: LHD, LMHA, LEAs. LAs may include other community partners, organizations, etc as applicable.

Utah Navajo Health Systems (UNHS)-Contracts for southern MCOT team, Partners in Zero Suicide Coalition (all three areas), trains community member in in SafeTalk and ASSIT
 San Juan Health- Partners in Zero Suicide to address all three areas.
 San Juan School District- Involved in SJCPAC Coalition

Suicide Risk Policy (SUMH Office Directives Governance and Oversight general provisions)

LAs shall have a written policy and procedures for screening and responding to suicide risk. The policy must contain a suicide screen, suicide risk assessment, and a suicide/crisis safety plan, when indicated, that includes indication of lethal means counseling when clinically indicated.

Please describe how staff are trained in the policy for screening and responding to suicide risk or provide a public-facing link to the plan.

We have annual training related to this policy and how to screen and respond th suicide risk. All clinicians and CM/CPSS as well as many staff are crisis certified and required to take ongoing education specific to this space

Firearm Safety (SUMH Office Directives)

LAs shall purchase and distribute means safety materials and implementing education. Means safety includes firearm safes, ammunition boxes, medication lockboxes, and other means of disposal.

Please describe the LAs plan for:
 Purchasing and distributing means safety devices

Community Suicide Prevention

We have purchased and distributed means including, firearm safes, medication/ammunition lock boxes, substance washing kits. We advertise through our coalitions, social media, and with community partners and at community events.

Approach to community education

We have time on agendas in our coalitions and various workgroups and meetings to educate the community. We have also utilized radio spots and participated and trained at community events.

Garrett Lee Smith Grant (GLS)

Does the LA have a GLS Grant?

- Yes
 No, not at this time.

If yes, describe how the LA intends to implement GLS as described here or insert document link:

N/A

Comprehensive Suicide Prevention Grants

Does the LA have a Comprehensive Grant award?

- Yes
 No, not at this time.

If yes,

Please identify LA primary contact name and email

N/A

Describe describe how the LA intends to implement the Comprehensive Grant as described here or insert document link:

N/A

Technical Assistance

Is technical assistance requested for Community Suicide Prevention programming or requirements?

Community Suicide Prevention

- Yes
- No, not at this time.

Please indicate sections requested.

N/A

CRISIS SERVICES

Behavioral Health Crisis Services

The following sections are **Behavioral Health Crisis Response** requirements from both the LA contract and the SUMH Office Directives. This section also includes the 24/7 crisis care and services mandated service requirement.

Crisis Line Coordination, MCOT and Receiving Centers Services shall provide services in accordance with UCA 523-18 and 523-21. The LA shall refer to the [SAMHSA National Guidelines for a Behavioral Health Coordinated System of Crisis Care](#) as guidance for development, implementation, and quality improvement efforts.

24 Hour Crisis Care and Services (Mandated Service)

Will the LA provide 24-hour Crisis Care and Services directly, through a contracted provider, or both? (provide public-facing link to or list of contractor(s) below)

	Youth	Adult
Directly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Contracted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Link to or list of contracted providers:

Utah Navajo Health Systems (UNHS)

Mental Health Crisis Outreach Teams (MCOT) (Contract 7.2.b)

Behavioral Health Crisis Services

Does the LA operate MCOT services 24 hours a day, seven days per week providing community based crisis intervention, and assessment?

- Yes
 No, not at this time.

Does the LA deploy MCOT from the statewide crisis line when requested without reassessment or re-triage?

- Yes
 No, not at this time.

Do the LA MCOT teams give priority to law enforcement, emergency medical services, Fire, 911 dispatch, and the statewide crisis line?

- Yes
 No, not at this time.

Do the LA MCOT teams connect individuals to facility-based care as needed through warm handoffs and coordination of transportation?

- Yes
 No, not at this time.

Please detail the following for the LA:

The interdisciplinary makeup of the LA's MCOT, and the communities accessibility to MCOT during regular business hours, after hours, weekends, and holidays

We have a walk-in MCOT team available during office hours based in Blanding. Other times our team is on-call 365. We contract with UNHS for the reservation to have a team available also.

How MCOT supports connection to ongoing care through follow-up outreach

We follow up with both the client and any other entities involved during a crisis to ensure continued continuity of care. We offer two sessions (without cost) to any individual that is seen by our MCOT team

How the LA engages and educates first responders to MCOT services

We hold an annual training with all out first responders and meet monthly to staff cases

MCOT Exemption Request (Contract 7.2.b.7)

Behavioral Health Crisis Services

The MCOT Rule is linked here - [R523-18](#)

Does the LA have an exemption request for any MCOT requirements?

- Yes
 No, not at this time.

If applicable, please document the request for review and approval.

Receiving Centers (Contract 7.2.c)

Does the LA have a Receiving Center?

- Yes
 No, not at this time.

Service Delivery Framework: Describe operational and clinical implementation of the service, outreach, training, access procedures, assessment tools, eligibility criteria, family engagement, transition planning. Please include any prioritization of first responders.

Outcomes Framework: Describe specific metrics used to track performance (e.g., recidivism, length of stay, discharge barriers), process for analyzing data to drive continuous quality improvement.

Youth Crisis Programming (Office Directives, Crisis Services)

Does the LA have a Youth MCOT program/team?

- Yes
 No, not at this time.

Does the LA have a formal Memorandum of Understanding (MOU) with local school districts to allow MCOT/Stabilization and Mobile Response (SMR) teams to respond directly to school campuses to prevent student arrests/suspensions?

- Yes
 No, not at this time.

Behavioral Health Crisis Services

Does the LA have a SMR program/team?

- Yes
- No, not at this time.

How are the following implemented:

Ongoing care coordination and referrals between MCOT and SMR staff to ensure continuity for families

We follow up with clients (youth) and families after every call. We utilize a systems of care structure (when necessary) to explore, educate on additional services

Coordination of Safe-Fam hotline calls and youth needs during times when primary SMR services are unavailable (e.g., late evenings, holidays)

N/A

Technical Assistance

Is technical assistance requested for Behavioral Health Crisis Response programming or requirements?

- Yes
- No, not at this time.

Please indicate sections requested

MENTAL HEALTH TREATMENT SERVICES

Mental Health Mandated Services (UCA17-77-301(5)(b))

The following sections are mandated mental health services. Each LA must complete with an overview of how each service for adults and youth, as indicated, will be implemented in their catchment area. If you use a contractor for a service, please attach an excel or google sheet with all contracted providers for the service, a template has been provided.

Mental Health Mandated Services (UCA17-77-301(5)(b))

For the Service Delivery Framework, describe operational and clinical implementation of the service, outreach, training, access procedures, assessment tools, eligibility criteria, family engagement, transition planning.

For the Outcomes Framework, describe specific metrics used to track performance (e.g., recidivism, length of stay, discharge barriers), process for analyzing data to drive continuous quality improvement.

Inpatient Care and Services

Describe how the LA provides Inpatient Care and Services to adults and youth:

Service Delivery Framework:

We staff each case and work to find the appropriate placement for each case based on the appropriate level of care given the clinical presentation and additional identified needs. Once placed the clinician sets up meetings with the treatment provider and the clinical director receives monthly updates including all clinical information at which time the medical need for continued services are reassessed. We work with the family through the process to ensure buy in and engagement as well as preparation for when transition transpires. We identify the transitional needs and create wrap-around and support services or referrals (to ICC etc.) if appropriate.

Outcomes Framework:

We require all updated clinicals (minimum monthly) as well as look at OQ/DLA data. Previous and collateral information is taken to address things that are/were not working. We ask for releases to be signed and a CM/therapist is assigned to track compliance and progress through the transition home and beyond.

Residential Care and Services

Will the LA provide Residential Care and Services directly or through a contracted provider? Please describe the frameworks in place for adults and youth, and include a list of contractor(s) or a public-facing link to the list.

	Youth	Adult
Directly	<input type="checkbox"/>	<input type="checkbox"/>

Mental Health Mandated Services (UCA17-77-301(5)(b))

Contracted Provider	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Service Delivery Framework:

We staff each case and work to find the appropriate placement for each case based on the appropriate level of care given the clinical presentation and additional identified needs. Once placed the clinician sets up meetings with the treatment provider and the clinical director receives monthly updates including all clinical information at which time the medical need for continued services are reassessed. We work with the family through the process to ensure buy in and engagement as well as preparation for when transition transpires. We identify the transitional needs and create wrap-around and support services or referrals (to ICC etc.) if appropriate.

Outcomes Framework:

We require all updated clinicals (minimum monthly) as well as look at OQ/DLA data. Previous and collateral information is taken to address things that are/were not working. We ask for releases to be signed and a CM/therapist is assigned to track compliance and progress through the transition home and beyond.

Outpatient Care and Services

Describe how the LA will provide Outpatient Care and Services for adults and youth:

Service Delivery Framework:

We provide initial assessment/evaluation which includes DLA, OQ, ASAM/SASSI and prescribe appropriate services that may include, therapy, case management, medication management, peer support services, higher level services (ICC). OQ's/SURE is administered monthly at a minimum

Outcomes Framework:

We administer OQ/SURE minimum of monthly with the option for additional assessments (eg. PHQ-9). We have a framework for improvement in treatment plans based on initial scores. We also utilize ASC when identified progress is slow or stalled to assess for barriers.

Mental Health Mandated Services (UCA17-77-301(5)(b))

24-hour Crisis Care and Services

See Behavioral Health Crisis Services section above

Psychotropic Medication Management

Does the LA provide psychotropic medication management for adults and youth:

- Yes
 No, not at this time.

Psychosocial Rehabilitation (*vocational training, skills development*)

Describe how the LA will provide Psychosocial Rehabilitation for adults and youth:

Service Delivery Framework:

We run PSR groups for youth and adults and have a day treatment program that addresses vocational training and skill development. We are also implementing a youth day treatment program.

Outcomes Framework:

Use of the DLA assessment, improved outcomes on the OQ and monitored progress in ADL's and employment/vocation

Case Management

Describe how the LA will provide Case Management for adults and youth:

Service Delivery Framework:

We utilize CM in our day treatment and in the community for youth and adults. CM is a prescribed service once the initial assessment/evaluation is completed and goals are identified and outlined on an individual's treatment plan. Frequency, duration and focus is dependent on the clients identified needs.

Outcomes Framework:

DLA and OQ are employed as well as frequent reviews of treatment plans where specified

Mental Health Mandated Services (UCA17-77-301(5)(b))

goals are outlined.

Services to Incarcerated Individuals

See Combined Mental Health and Substance Use section below

Coordinate with the Dept of Corrections to Provide Services to High-Risk Habitual Offenders (UCA 64-13-21(8)(a)).

See Combined Mental Health and Substance Use section below

Community Supports

Will the LA provide Community Supports directly or through a contracted provider?

- Directly
- Contracted provider (list contractor(s) below)

Service Delivery Framework: Please include in home services, housing supports, family support services and respite. Please note if there are any additional agency processes to access this level of clinical care.

We utilize CPSS/FPSS for in home services and individual and family support as well as collaborate through Systems of Care to coordinate and allow access to services through entities including public health, DCFS, CJC, JJYS and Families First

Outcomes Framework: Please include in home services, housing supports, family support services and respite.

We monitor outcomes when we staff in monthly meetings and utilize DLA/OQ as well as progress on treatment goals. We measure outcomes utilizing collaborating partners criteria when utilizing services with contracted providers.

Consultation and Education Services

Mental Health Mandated Services (UCA17-77-301(5)(b))

Will the LA provide Consultation and Education Services directly or through a contracted provider?

- Directly
- Contracted provider (list contractor(s) below)

Service Delivery Framework: *Please include case consultations and collaboration with county agencies, public education and public information.*

We collaborate with entities in Systems of Care, San Juan School District, San Juan Public Health and Clinic, JJYS, DCFS, CJC, San Juan County-aging services, UNHS, USU and the University of Utah

Technical Assistance

Is technical assistance requested for Mental Health Mandated Services programming or requirements?

- Yes
- No, not at this time.

Please indicate sections requested

MENTAL HEALTH OFFICE DIRECTIVES

Mental Health Office Directives

The following sections stem from the FY27 SUMH Office Directives that require a LA response.

For the Service Delivery Framework, describe operational and clinical implementation of the service, outreach, training, access procedures, assessment tools, eligibility criteria, family engagement, transition planning.

For the Outcomes Framework, describe specific metrics used to track performance (e.g., recidivism, length of stay, discharge barriers), process for analyzing data to drive continuous quality improvement.

Mental Health Office Directives Clinical Care

Mental Health Office Directives

Assertive Community Treatment (ACT)

Will the LA provide ACT team programming (more than one box can be checked if multiple teams)?

- Yes, with a DACTS/TMACT score greater than 4.0
 Yes, with a DACTS/TMACT score between 3.0 and 4.0.
 No, not at this time

Please indicate the number of ACT or ACT-like teams in the catchment area and how many individuals are served. For network models, please note the provider agencies who deliver this service.

High-Need Client Care Plan

Does the LA have an agency plan, as defined in the SUMH Office Directives, to address appropriate service provision for individuals with complex behavioral health conditions who require frequent engagement, have multiple systems involvement, and who are clinically indicated to need multiple mental health supports to remain in the community?

- Yes for adults
 Yes for youth
 No, not at this time

Please submit or insert a public-facing link to the agency plan

Utah State Hospital (USH) Coordination

Please document the LAs identified USH liaison name and email for compliance with administrative rule UCA R523-2-11.

Adult

Youth

Mental Health Office Directives

Technical Assistance

Is technical assistance requested for any components of SUMH Office Directives Clinical Care programming or requirements section?

- Yes
 No, not at this time.

Please indicate sections requested

Mental Health Office Directives - Quality and Access Improvement

First Episode Psychosis (FEP) (service code: EBI)

Will the LA provide First Episode Psychosis (FEP) services ?

- Directly
 Contracted provider (list contractor(s))
 No, not at this time

If yes, are services provided to fidelity?

- Yes
 No, not at this time

Service Delivery Framework:

Once identified we provide therapy, case and medication management as well as focus on supported employment and family/community outreach and education. We are identifying individuals to take training.

Outcomes Framework:

Improved MH outcomes as well as improvement in ADL's and reduction of negative symptoms

Clinical High-Risk for Psychosis (CHRP) (Service Code EBI1/EBI2)

Mental Health Office Directives

Will the LA provide Clinical High-Risk for Psychosis (CHRP) services ?

- Directly
 Contracted provider (list contractor(s))
 No, not at this time

Service Delivery Framework:

Once identified we provide therapy, case and medication management as well as focus on supported employment and family/community outreach and education. Peer support services are also utilized. We have these individuals utilize our day treatment services.

Outcomes Framework:

Improved MH outcomes as well as improvement in ADL's and reduction of negative symptoms and continued functioning within the community.

Transition-age youth (TAY, 14-26 years of age)

Please identify the LAs identified TAY liaison for this SUMH office directive including name, email address and job role/title:

Aaron Duke - aduke@sanjuancc.org

Infant and Early Childhood Mental Health (IECMH)

Does the LA have a provider(s) trained in IECMH.

- Yes
 Contracted provider
 No, not at this time

As applicable,

Please identify a public-facing link or a list of the provider(s) or team trained (direct or contracted). For network models, please identify contracted agencies who specialize in this service

Four Corners Behavioral Health

Describe the training that the provider(s) have received on developmentally appropriate screening, diagnosis, and evidence-based treatment modalities.

Mental Health Office Directives

We collaborate with Four Corners Behavioral Health as needed and have identified a therapist that will take the training they provide in 2026/27

Behavioral Health Home (Service Code: BHH)

Does the LA provide behavioral health home services ?

- Directly
- Contracted provider (list contractor(s))
- No, not at this time

Service Delivery Framework:

We have a day treatment program that runs five days a week and offers checks/assistance on weekends with medication compliance, transportation etc. They collaborate with the entities that provide physical health services in the community and other entities that provide education and social support.

Outcomes Framework:

Outcomes are based on treatment plans/compliance and staffed as needed (monthly at a minimum) We look at the mental health side including OQ/DLA for ADL's and collaborate with outside entities to ensure adherence to medical directives are followed.

Intellectual and Developmental Disabilities (IDD)

Please identify the LAs identified IDD liaison for this SUMH office directive. Include name, email and job role/title:

Aaron Duke- aduke@sanjuancc.org- therapist

Does the LA have a provider(s) trained in IDD and co-occurring mental health.

- Yes
- Contracted provider
- No, not at this time

As applicable,

Mental Health Office Directives

Please identify a public-facing link or a list of the provider(s) or team trained (direct or contracted). For network models, please identify contracted agencies who specialize in this service. LAs are encouraged to have a provider listed on the IDD provider list website.

Aaron Duke, Grady Shumway- San Juan Counseling
Betty Higley - Intensive Care Coordination

Mental Health Early Intervention (Service Code: EIM)

Will the LA implement Mental Health Early Intervention (MHEI) programming for the population outlined in SUMH Office Directives?

- Directly
 Contracted/partnership provider (list contractor(s) below)
 Not at this time

Please indicate what allowable services under the EIM service code will be used for:

- School based behavioral health services
 Youth MCOT
 Family Peer Support Services
 Other pre-approved early mental health interventions

Service Delivery Framework:

Evaluation therapy, case management, peer/family peer support, medication management when appropriate

Please identify name, email and title of the individual who will submit quarterly and annual outcome reporting:

Shurrell Meyers- smeyer@sanjuancc.org , Matt Lyman- malyman@sanjuancc.org

Older Adults

Has the LA developed and is it maintaining a strategic plan for service delivery programming for the older adult population outlined in SUMH Office Directives?

- Yes
 No, not at this time

Mental Health Office Directives

If applicable, please include a link to a summary document or website to address this question or briefly summarize how the LA intends to provide service delivery to this population.

We have a monthly staffing with DHHS/San Juan County to identify and assess service needs for older adults.

Perinatal Mental Health

Identify the provider(s) trained in perinatal mental health to the requirement outlined in the SUMH Office Directives. For network models, please identify contracted agencies who specialize in this service.

Katie Reiher - kreiher@sanjuancc.org

Is this provider(s) listed on the Utah Maternal Mental Health Network website?

- Yes
 No, not at this time

Utah Behavioral Health Planning and Advisory Council (UBHPAC)

Please identify the LAs identified UBHPAC representative for this SUMH office directive including name, email address and job role/title:

Tammy Squires- tsquires@sanjuancc.org- Director

***Please note that UBHPAC meets every other month for 2 hours. The agency should consider a person with lived experience who is a consumer of services or peer as the LA representative.*

Unfunded clients

Describe how the LA intends to deliver the services/programs to **unfunded clients**. This must include:

1) The LAs process to help the client access to insurance

We assign them to a case manager that helps them through the process of obtaining insurance.

2) LAs policies related to unfunded client service provision (ie. sliding scale, time limited services)

Mental Health Office Directives

We utilize a sliding fee scale. We will see clients regardless of ability to pay and have no time limits if they are actively involved in their process of trying to secure funding with our case managers or furnish proof of their efforts.

3) Service continuum accessible to unfunded clients.

They are able to access all necessary services.

Technical Assistance

Is technical assistance requested for any components of SUMH Office Directives Quality and access improvement programming or requirements section?

- Yes
- No, not at this time.

Please indicate sections requested.

SUBSTANCE USE DISORDER TREATMENT SERVICES

Substance Use - Adults

The following sections are the **Substance Use Adult services** requirement from both the LA contract and the SUMH Office Directives.

For the Service Delivery Framework, describe operational and clinical implementation of the service, outreach, training, access procedures, assessment tools, eligibility criteria, family engagement, transition planning.

For the Outcomes Framework, describe specific metrics used to track performance (e.g., recidivism, length of stay, discharge barriers), process for analyzing data to drive continuous quality improvement.

Early Intervention

Will the LA provide Early Intervention directly or through a contracted provider?

Substance Use - Adults

- Directly
 Contracted provider (Please include a list or a link of contracted provider)

Service Delivery Framework: *Please also include services provided to an individual not seeking clinical treatment for substance use, including education, skills development, services to reduce the harms associated with substance misuse and to reduce risk behaviors before they lead to injury, etc.*

We utilize our prevention team for early intervention, including community and individual education, access to groups/therapy/peer support services to develop skill, resources and understanding/insight.

Outcomes Framework:

We utilize the ASAM and SURE as well as OQ. We track (monthly) progress and staff weekly in our meetings specified for SUD clients.

Ambulatory Care and Withdrawal Management (Detox) ASAM IV-D, III.7-D, III.2-D, II-D or I-D (Contract 5.2 b)

Will the LA provide Ambulatory Care and Withdrawal Management

- Directly
 Contracted provider (Please include a list or a link of contracted providers)
 Referral (non contracted provider, service is unfunded but referrals provided)

What level of Ambulatory Care and Withdrawal Management service are funded by the LA?

- ASAM IV-D Medically Managed Intensive Inpatient Detoxification
 ASAM III.7-D Medically Monitored Inpatient Detoxification
 ASAM III.2-D Clinically Managed Residential Detoxification
 ASAM III.D Residential/Inpatient Detoxification
 ASAM II-D Ambulatory Detoxification with Extended on-site monitoring
 ASAM I-D Ambulatory Detoxification without Extended on-site monitoring
 None of these levels are available.

If not available, what are the plans to develop and provide this level of care?

Service Delivery Framework:

Substance Use - Adults

We fund services related to detox that are not medically focused first (social detox) and refer out for medical detox. We use the ASAM to determine the appropriate level of care.

Outcomes Framework:

Residential Care and Services (ASAM III.7, III.5, III.3, III.1) (Contract 5.2 b)

Will the LA provide Residential Care and Services directly or through a contracted provider?

- Directly
- Contracted provider (Please include a list of providers or a link to contracted providers below)
- Referral (non contracted provider and service is unfunded but referrals provided)

What level of Residential Care services are funded by the LA?

- ASAM III.7 Medically Monitored Intensive Inpatient Services
- ASAM III.5 Clinically Managed High-Intensity Residential Services
- ASAM III.3 Clinically Managed Population-specific High-Intensity Residential
- ASAM III.1 Clinically Managed Low-Intensity Residential
- None of these levels of care are available.

If not available, what are the plans to develop and provide this level of care?

Service Delivery Framework: *Please also include the list of providers or a link to contracted providers.*

ASAM is used to monitor progress and appropriate level of care. We coordinate the transition and discharge planning with the contracted entity, ensuring services are in place prior to discharge.

Outcomes Framework:

ASAM and treatment goals as well as a specific transition plan is used. We employ the SURE once released from treatment

Substance Use - Adults

Intensive Outpatient (ASAM II.5 or II.1) (Contract 5.2 b)

Will the LA provide Intensive Outpatient and Services directly or through a contracted provider?

- Directly
 Contracted provider (Please include a list or a link of contracted provider)

Service Delivery Framework:

We have a dual diagnosis IOP program that can be utilized for those that meet this level of care

Outcomes Framework:

Compliance related to minimum number of services with the SURE/OQ, DLA and treatment plan monitored for progress. ASAM is completed monthly.

Outpatient Care and Services (Non-methadone - ASAM I) (Contract 5.2 b)

Will the LA provide Outpatient Care and Services directly or through a contracted provider?

- Directly
 Contracted provider (Please include a list or a link of contracted provider)

Service Delivery Framework:

We provide outpatient services including therapy, CM, CPSS, medication management, and referrals to RSS services.

Outcomes Framework:

SURE/OQ and treatment goals are used to track and monitor progress.

Treatment for Opioid Use Disorder (OTP-Methadone)

- OTP-Methadone is available .
 OTP-Methadone is not available.

If not available, what are the plans to develop and provide this level of care?

Substance Use - Adults

We refer to Grand County - Four Corners as needed

Will the LA provide Treatment for Opioid Use Disorder directly or through a contracted provider?

- Directly
 Contracted provider (Please include a list or a link of contracted provider)

Service Delivery Framework: *Please also note if there are any additional agency processes to access this level of clinical care, including if the LA agency serves "Meds only" clients.*

We always do an evaluation and prescribe necessary/desired services. This may include therapy, CM, Medication management collectively or "Meds only". Meds only still need an initial evaluation that must be updated every 6 months (min)

Outcomes Framework:

Based on SURE/OQ, treatment goal completion and compliance with medication

Medications for Opioid Use Disorder (Vivitrol, Naltrexone, Buprenorphine) (Contract 5.2 c)

Will the LA provide Medications for Opioid Use Disorder directly or through a contracted provider?

- Directly
 Contracted provider (Please include a list or a link of contracted provider)

Does your agency have a Medication for Opioid Use Disorder (MOUD/MAT) policy in place? When was it last reviewed and updated to ensure the use of best practices?

Yes- Put in place in 2018 and currently under review.

Service Delivery Framework: *Please also note if there are any additional agency processes to access this level of clinical care, including if the LA agency serves "Meds only" clients.*

Drug testing is often required when we have MOUD/MAT clients that do not receive additional services

Outcomes Framework:

Based on medication compliance and clean UA's. Can also include completion of treatment goals

Substance Use - Adults

Women's Treatment Services (Directives) (Contract 5.2)

Will the LA provide Women's or Parent services directly or through a contracted provider?

- Directly
 Contracted provider (Please include a list or a link of contracted provider)

Service Delivery Framework:

We provide individual therapy, CPSS, CM education and support groups and have additional resources we refer to.

Outcomes Framework:

Based on SURE?ASAM/Treatment goal completion

Pregnant Women and Women with Dependent Children - SAMHSA Priority Population (Contract 5.2d a & 45 CFR Part 96 Subpart L)

Will the LA provide Pregnant Women and Women with Dependent Children services directly or through a contracted provider?

- Directly
 Contracted provider (Please include a list or a link of contracted provider)

Select the Women's Service Requirements that the LA meets or provides:

- Pregnant women admitted within 48 hours.
 A comprehensive referral for interim services if treatment admission for pregnant women is not available within 24 hours of the time the request for services is made.
 Block Grant funds are used to support pregnant women, parenting women, and women working to regain custody.
 Primary medical care for individuals including referrals for prenatal care.
 Primary Pediatric care for children of individuals in SUD treatment including immunizations.
 Therapeutic interventions for children in custody of individuals in SUD treatment that address development needs, issues of sexual and physical abuse and neglect.
 Sufficient case management and transportation services (clients and children).

Service Delivery Framework:

Substance Use - Adults

We assess needs and provide services within our capacity as well as refer to community partners for additional needs not provided in the mental health space.

Outcomes Framework:

Based on needs and access to services/resources.

Parents and Children's Residential Treatment (Service Code: WTX). (Directives)

Will the LA provide Parents and Children's Residential Treatment directly or through a contracted provider?

- Directly
- Contracted provider (Please include a list or a link of contracted provider)

LAs receiving these funds must ensure they meet the requirements of the SUMH Directives for WTX services and data collection, including a three year application and a budget by March 27th. Contact Becky King (Rebecca King (DHHS)) for more information.

Children with Parents in Residential Treatment Services (Service Code: CFT) (Directives)

Will the LA provide Children with Parents in Residential Treatment Services directly or through a contracted provider?

- Directly
- Contracted provider (Please include a list or a link of contracted provider)
- Not receiving CFT funds

Check the boxes for all the services for Children with Parents in Residential Treatment that are available.

- Therapeutic Day Care- which provides developmentally focused care for young children whose parent is in treatment, offering support, early learning, and a safe, nurturing environment.
- Case Management & Transportation - for behavioral and physical health services.
- Ongoing Assessment- covers development, health, interactions, and overall functioning.
- Residential Therapeutic Services- supports children in care with a goal of reunification.

Service Delivery Framework:

Substance Use - Adults

Outcomes Framework:

Persons who Inject Drugs - SAMHSA Priority Population (Contract 5.1 a, 5.2 e)

Describe how the LA identifies and ensures that persons who inject drugs are prioritized for admission in accordance with federal requirements (within 14 days from request of admission or 120 days after the request is made if there is no program capacity and interim services are provided until treatment becomes available)?

We are able to refer as soon as the ASAM is completed and shows medical necessity for level of care. We continue to see them in outpatient or utilize IOP services while waiting for treatment to become available. They will also work with CPSS

Communicable Disease Testing, Education and Resources (TB) - SAMHSA Priority Population (Contract 4.2f)

Check the boxes of services that are provided for individuals who maybe or are infected by mycobacteria tuberculosis (TB)?

Screening and testing.

Who is responsible for providing screening and testing for TB

Education services.

Who is responsible for providing education for TB

Counseling services.

Who is responsible for providing counseling in respect to TB

Referral for medical evaluation and treatment.

Technical Assistance - Adult SUD

Substance Use - Adults

Is technical assistance requested for any components of the Adult Substance Use programming or requirements section?

- Yes
 No, not at this time.

Please name sections requested and provide description of requested TA.

Substance Use - Youth

The following sections are the Substance Use Youth services requirement from both the LA contract and the SUMH Office Directives.

For the Service Delivery Framework, describe operational and clinical implementation of the service, outreach, training, access procedures, assessment tools, eligibility criteria, family engagement, transition planning.

For the Outcomes Framework, describe specific metrics used to track performance (e.g., recidivism, length of stay, discharge barriers), process for analyzing data to drive continuous quality improvement.

Early Intervention

Will the LA provide Early Interventions directly or through a contracted provider?

- Directly
 Contracted provider (Please include a list or a link of contracted provider)

Service Delivery Framework:

We utilize our prevention team for early intervention, including community and individual education, access to groups/therapy/peer support services to develop skill, resources and understanding/insight.

Outcomes Framework:

We utilize the ASAM and collateral information as well as the Y-OQ. We track (monthly) progress and staff weekly in our meetings specified for SUD clients and work with SOC as necessary

Substance Use - Youth

Residential Care and Services (ASAM III.7, III.5, III.3, III.1) (Contract 5.2 b)

Will the LA provide Residential Care and Services - Youth directly or through a contracted provider?

- Directly
- Contracted provider (Please include a list or a link of contracted provider)
- Referral (non contracted provider and service is unfunded, but referrals provided)

What level of Residential Care service are funded by the LA?

- ASAM III.7 Medically Monitored Intensive Inpatient Services
- ASAM III.5 Clinically Managed High-Intensity Residential Services
- ASAM III.3 Clinically Managed Population-specific High-Intensity Residential
- ASAM III.1 Clinically Managed Low-Intensity Residential
- None of these levels of care are available.

If not available, what are the plans to develop and provide this level of care?

Service Delivery Framework:

We assess and make appropriate referrals with monthly staffings (min)

Outcomes Framework:

Based on treatment plans and goals of the treatment facility.

Intensive Outpatient (ASAM II.5 or II.1) (Contract 5.2 b)

Will the LA provide Intensive Outpatient Services directly or through a contracted provider?

- Directly
- Contracted provider (Please include a list or a link of contracted provider)

Service Delivery Framework:

We will run a children's day treatment program that has capacity for dual diagnosis, IOP treatment.

Substance Use - Youth

Outcomes Framework:

Based on Y-OQ and ASAM (when appropriate) as well as treatment goals and program requirements

Outpatient Care and Services (ASAM I) (Contract 5.2 b)

Will the LA provide Outpatient Care and Services directly or through a contracted provider?

- Directly
 Contracted provider (Please include a list or a link of contracted provider)

Service Delivery Framework:

We assess, provide therapy, CM, CPSS/FPSS, groups and staff weekly

Outcomes Framework:

YOQ, ASAM, treatment /program goals

Access and Quality of Youth Treatment Services

What plans does the LA have to coordinate, support and increase access and quality care for youth services?

We hold monthly meetings to staff at risk youth or youth in the system. Part of that is identifying gaps in the system and programs that could be bought in to improve access.

Technical Support - Youth SUD

Is technical assistance requested for any components of the Youth Substance Use programming or requirements section?

- Yes
 No, not at this time.

Please name sections requested and provide description of requested TA

Substance Use - Quality Improvement

The following sections are the Quality Improvement requirement from both the LA contract and the SUMH Office Directives.

Drug Testing (Directives)

Will the LA provide Drug Testing directly or through a contracted provider?

- Directly
 Contracted provider (Please include a list or a link of contracted provider)

Redwood

When was the last time your Drug Testing policy was updated?

2019- is current under review and revision (as needed)

What is the LA process to ensure that all Drug Testing done directly or via a contract, follows SAMHSA recommended guidelines and the requirements as outlined in the SUMH Directives in the Quality Improvement section for Drug Testing Requirements?

Ensure that direct and subcontracted providers are aware and compliant with best practices.

Outreach to Individuals Who are Using Alcohol and Other Drugs- Overdose Prevention and Education (Contract 5.3.4)

What is the process used to ensure staff are educated in the identification of overdoses and how to administer naloxone?

We hold annual training sessions that both educate staff and community partners how to identify and administer naloxone as well as update them on current laws and legislation pertaining to naloxone.

Does the LA maintain naloxone in each facility?

Yes- we also provide community partners and individuals with Naloxone

What is the process in providing naloxone kits, education and training to individuals with Opioid Use disorder and their family and friends regarding overdose prevention?

We have them at every community event and advertise through SM/ word of mouth and

Substance Use - Quality Improvement

community partners. Our CPSS has kits to hand out.

Policy Review (Directives)

What is your process for the development and review of agency policies?

We meet as an admin team and are redoing all P&P's. We will then review and update bi-annually

How often are policies reviewed and updated?

Bi-annually. All changes have to be approved by our Board

Technical Assistance- Quality Improvement

Is technical assistance requested for any components of the Quality Improvement section?

- Yes
 No, not at this time.

Please name sections requested and provide description of requested TA

COMBINED MENTAL HEALTH AND SUBSTANCE USE SECTIONS

Mental Health and Substance Use Services

The following section stems from both the LA contract and the FY27 SUMH Office Directives that require a LA response. Each LA must complete with an overview of how components of the directives will be implemented in their catchment area.

For the Service Delivery Framework, describe operational and clinical implementation of the service, outreach, training, access procedures, assessment tools, eligibility criteria, family engagement, transition planning.

For the Outcomes Framework, describe specific metrics used to track performance (e.g., recidivism, length of stay, discharge barriers), process for analyzing data to drive continuous quality improvement.

Integrated Care Programming (Contract 2.4, 5 & Directives)

Will the LA implement Integrated Care Programming directly or through a contracted/partnership provider?

- Directly
- Contracted provider (Please include a list or a link of contracted provider)

San Juan Health, San Juan Clinic, UNHS

Service Delivery Framework: Please also include how the LA will cooperate with efforts to promote integrated programming that address individuals' mental health, substance use, and physical health needs. This must include, but is not limited to, the wellness education of all ages for obesity, HIV, TB, Hep-C, diabetes, pregnancy, and dental.

Adult

We make appropriate referrals to the appropriate entities after our assessments are complete. We are housed in the same building as public health and San Juan Health and use CM to help set appointments related to integrated care.

Adaptations for YOUTH programming

We utilize systems of Care to address youth integrated care needs. Our prevention team also promotes and educates as well as refers for parents and youth


Outcomes Framework: Please also outline the screening tools and assessments for physical health and social determinants, and physical health documentation.

Adult:

We have a comprehensive assessment while primarily focused on MH/SUD also assesses for physical health and other integrated care needs that then triggers a referral process to the appropriate entities

Adaptations for YOUTH programming

We have a comprehensive assessment while primarily focused on MH/SUD also assesses physical health and other integrated care needs that then triggers a referral process to the appropriate entities. We also have collaborate and educate caregivers to youth specific needs and give direction and support through FPSS/CM

Evidence-Based Practice Tracking
Please review and update the SUMH provided list of clinical evidence-based practices and assessments to include practices and assessments across the lifespan and service continuum.  FY27 LA EBP Matrix
Telehealth (Contract 2.5)
Does the LA provide Telehealth services? <input checked="" type="checkbox"/> Yes, directly - LA agency staff provide therapeutic services to clients directly <input type="checkbox"/> Yes, via contracted provider is utilizing telehealth services <input type="checkbox"/> Not not at this time, but we would be interested <input type="checkbox"/> No
What Telehealth platform does the LA utilize for telehealth services? <div style="border: 1px solid black; padding: 2px;">Zoom</div>
If applicable, list services are available through telehealth. Please include mental health and substance use treatment services in this response. <div style="border: 1px solid black; padding: 2px;">MH/SUD, CPSS</div>
Translation Services
Does the LA have a provider(s) that utilize languages in addition to English, including ASL, in services. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, not at this time
Does the LA have a policy and process for utilizing translation services to meet the communication needs of clients who receive services and those who seek services with the LA? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, not at this time
Smoking Cessation (Directives)
Does the LA implement Smoking Cessation best practices as outlined in the SUMH Office Directives? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, not at this time
Will the LA provide tobacco-free classes directly, a contracted provider or in collaboration with a health organization?

- Directly
- Health Organization (Health Department or other clinic)
- Contracted provider (Please include a list or a link of contracted provider)

Dimensions

Does the LA maintain a nicotine free environment?

- Yes
- No, not at this time

If deemed applicable, please add additional information about the LAs smoking cessation or nicotine free environment.

Community Assessment

Describe how the LA assesses service continuum access for the community they serve. This must include: population demographics (both in services and in LA catchment), location of provided services, and a plan for improving access to care for Medicaid members, unfunded, underfunded individuals not currently receiving services.

We meet regularly with community partners and have a good working relationship with each. Most transpire monthly and there is a lot of crossover

Collaboration and partnerships

Describe the collaboration efforts the LA will be doing over the next 1-3 years in order to increase client engagement and outcomes and community partnerships (i.e, Hospital, FQHCs, Receiving Centers, Health Department, Clinics, State, City and County agencies, community partners, committees, other, etc).

We will continue to develop relationships with community partners. We will offer trainings, education, and promote services.

Mental Health and Substance Use - Justice Services

The following sections are the Mental Health and Substance Use Justice Services requirement from the Code and SUMH Office Directives. Each LA must complete with an overview of how each service will be implemented in their catchment.

For the Service Delivery Framework, describe operational and clinical implementation of the service, outreach, training, access procedures, assessment tools, eligibility criteria, family engagement, transition planning.

For the Outcomes Framework, describe specific metrics used to track performance (e.g., recidivism, length of stay, discharge barriers), process for analyzing data to drive continuous quality improvement.

Justice Involved Individuals (including JRI funds) (Mandated Services, Directives)

For Justice Involved Individuals, please describe:

Service Delivery Framework: *Please also include what criminogenic screening tools are utilized and do you include criminogenic risk goals in the client treatment plans?*

We meet clients weekly in both the jail and JJYS. We utilize the RANT and LS/RNR. We provide individual, group and some medication management services. We also provide CM/CPSS services and transportation (limited) upon release.

Outcomes Framework:

Engagement and integration into services as soon as released.

Will JRI funding be used to provide services to individuals that are or were incarcerated directly or through a contracted provider?

- Directly
 Contracted provider (Please include a list or a link of contracted provider)
 Organized by Jail Facility

Department of Corrections (UDC) (Directives, Mandated Service)

Will the LA provide services to individuals referred or approved by the Department of Corrections directly or through a contracted provider?

- Directly
 Contracted provider (Please include a list or a link of contracted provider)

UDC funding can be utilized for Mental Health, Substance Use and/or Recovery Support Services (RSS). Please describe the services the LA intends on providing with the use of these funds. If RSS services will be provided, please indicate this will be covered in the RSS section.

We do not currently utilize these funds

Drug Courts (ADC) (Directives)

Will the LA provide services to individuals involved in a Drug Court directly or through a contracted provider?

- Directly
 Contracted provider (Please include a list or a link of contracted provider)

Select the drug court(s) that the LA provides services to:

- Family Dependency Court
 Youth Specialty Court
 Adult Specialty Court
 DUI Court
 Mental Health Court
 Vet Court
 Other Courts? Please specify what other courts

Service Delivery Framework: Please also include validated criminogenic screening tools used to screen drug court participants, federally approved Medication Assisted Therapy (MAT) allowed, and any restrictions to MAT. Include plans to remove/reduce barriers.

We have very few specialty courts but utilize RANT/LS-RNR in courts related to SUD> we provide MAT and therapy and CM/CPSS for individuals and groups as approved by the jail and courts. WE have agreements in place for reduction of fines pending successful outpatient treatment completion (with some courts)

Outcomes Framework:

Reduction in recidivism, access and adherence to treatment and medication, OQ/SURE

When was the last time the specialty court manuals and policies were updated?

2019- Currently working on a revision

Coordinate with the Dept of Corrections to Provide Treatment Services to High-Risk Habitual Offenders

(UCA 64-13-21(8)(a)).

Will the LA coordinate with the Dept of Corrections (DOC) directly or through a contracted provider for Treatment Services to High-Risk Habitual Offenders?

- Directly
- Contracted provider (list contractor(s) below)

Service Delivery Framework:

We get referrals through the court and collaborate to address identified needs and barriers that lead to reoffense.

Outcomes Framework:

Treatment/med compliance, reduction in future offenses, treatment goal completion, OQ/SURE

Guilty with a Mental Health Condition (GMC)

Will the LA provide court-ordered evaluations, treatment plans, treatment and supervision for the GMC population?

- Yes
- No, not at this time

Technical Assistance - Justice Services

Is technical assistance requested for any components of the Justice Services sections?

- Yes
- No, not at this time.

Please name sections requested and provide description of requested TA

RECOVERY SUPPORTS

Mental Health and Substance Use Recovery Supports

The following section stems from both the LA contract and the FY27 SUMH Office Directives that require a LA response. Each LA must complete with an overview of how components of the directives will be implemented in their catchment.

For the Service Delivery Framework, describe operational and clinical implementation of the service, outreach, training, access procedures, assessment tools, eligibility criteria, family engagement, transition planning.

For the Outcomes Framework, describe specific metrics used to track performance (e.g., recidivism, length of stay, discharge barriers), process for analyzing data to drive continuous quality improvement.

Recovery Support (non-clinical services) (Contract 8.2 & Directives)

Will the LA provide Recovery Support Services directly or through a contracted provider?

- Directly
- Contracted provider (Please include a list or a link of contracted provider)

What funding will you be using to support and provide Recovery Support Services? Check box(s)

- BJA (BJA)
- Drug Court (ADC)
- State General (SGF)
- JRI (JRI)
- Mental Health (MHBG)
- Opioid Grant (SOR)
- Substance Use Block Grant (SUBG)
- Department of Corrections (UDC)
- Other- please specify below

Service Delivery Framework: Please include responses that address adult and youth services. Please also include what the process is for identifying and approving Recovery Support Services to ensure that services are needed and appropriate to eliminate fraud, waste and abuse of funds and that the funding is being used for allowable services based on the funding source?

Outcomes Framework:

Mental Health and Substance Use Recovery Supports

Peer Support Services (PSS)

Will the LA provide Peer Support Services directly or through a contracted provider?

- Directly
 Contracted provider (list contractor(s) below)

We are hiring due to our former CPSS needing to quit due to medical reasons

Does the LA currently employ or contract the following for services:

- Certified Peer Support Specialists (CPSS)
 Family Peer Support Specialists (FPSS)
 Certified Peer Support Specialists (CPSS) in SUD services.

Service Delivery Framework:

Outcomes Framework:

Based on the framework of getting support and access to services related to recovery and needed resources as part of a prescribed services from an evaluation.

Please confirm that the LA is in compliance with the following office directive: "The LA's PSS team, or a representative peer support specialist, shall meet with LA leadership semi-annually to discuss the peer support program and peer involvement in the agency"

- Yes
 No, not at this time

Homeless Services Supports

Please identify the LAs identified Local Homeless Council (LHC) or Continuum of Care (COC) representative for this SUMH office directive:

Name	Aaron Duke
Email	aduke@sanjuancc.org
Job role/title	Clinical Director

Mental Health and Substance Use Recovery Supports

Sober Living Program-Homeless services (SLF) (Directives)

Will the LA provide Sober Living Services

- Directly
 Contracted provider (Please include a list or a link of contracted providers)

When needed we refer. Working on providing directly

Service Delivery Framework:

Being developed

Outcomes Framework:

Sobriety, completion of treatment goals, employment, SURE

Supported Employment Services including Individual Placement Support (IPS)

Will the LA provide Supported Employment Services directly or through a contracted provider?

- Directly
 No, not at this time
 Contracted provider (provide link or list contractor(s) below)

We provide a pseudo form of IPS but not to fidelity due to size

Service Delivery Framework: *Please also include how the LA implements collaboration with the Utah State Office of Rehabilitation/Vocational Rehabilitation Services. Also include adaptations for youth.*

We have a working relationship and quarterly meetings and staffing with Voc Rehab and have created a streamlined referral, assessment, treatment, and update protocol

Outcomes Framework:

Focused on obtaining employment through skills and managing SUD/MH

Technical Assistance - Recovery Support

Mental Health and Substance Use Recovery Supports

Is technical assistance requested for any components of the Recovery Support section?

- Yes
 No, not at this time.

Please name sections requested and provide description of requested TA

SERVICE SATISFACTION AND OUTCOME DATA

Service Satisfaction and Outcome Data

The following section stems from the LA contract and the FY27 SUMH Office Directives that require a LA response. Each LA must complete with an overview of how components of the directives will be implemented in their catchment.

Consumer Satisfaction

Describe the LA's process for administering the Mental Health Statistical Improvement Program (MHSIP) and Youth Satisfaction Survey (YSS).

We begin administering months in advance when clients come in and do OQ/SURE/YOQ assessments

Mental Health Outcome Questionnaire

Does the LA have a training process for clinical teams on utilization of the Outcome Questionnaire/Youth Outcome Questionnaire (OQ).

- Yes
 No, not at this time

If applicable, briefly describe information on training, implementation, oversight, data analysis, and associated quality improvement.

We go over results and identify areas of improvement and create an annual goal as a team on how we can improve.

Service Satisfaction and Outcome Data

Recovery Support Screenings and Tools

What Recovery Support screening or tools are you utilizing? (i.e., SURE, SUD OQ, etc).

SURE/OQ/YOQ/SASSI/DLA

If you are not utilizing any Recovery Support screenings or tools can you please provide details on the barriers?

Technical assistance

Is technical assistance requested for any components of SUMH Office Directives Service Satisfaction and Outcome Data section? This may include data submission requirements.

- Yes
 No, not at this time.

Please indicate sections requested

Form C – Substance use prevention narrative

3 year area plan: FY 2027 – FY 2029

This plan outlines how the LA is utilizing sound prevention science to address substance misuse issues by reducing risk factors and increasing protective factors. The plan illustrates how the LA is supporting Community Centered Evidence Based Prevention (CCEBP) to increase implementation of evidence-based programs, strategies, events, and policies.

LA area plans should be informed by the planning process conducted by community coalitions.

- Using the table, explain the LA's goals for coalition development over the next 3 years. List all identified communities whether there is a current coalition or not. Put N/A where necessary.

CCEBP community	<u>Current CCEBP rating</u> Provide the rating and description of the rating	List current phase (CTC or SPF) List more than 1 phase where appropriate List how many times the coalition has completed the process through phase 5	LA priority rating for each CCEBP community High/medium/low	Operating system used by the community (CTC, CADCA, etc.)	LA's plan to support this community
SJCPAC Coalition	G - Established coalition	Phase 1: 95.14% Phase 2: 79.69% Phase 3: 73.91% Phase 4: 58.75% Phase 5: 42.11%	High	CTC, CADCA	*Funding to support strategies *Funding for coalition coordinator *TA sessions with coordinator and coalition leadership *Community Px Education
Monticello	C-1 Currently, this is a community workgroup	NA	Medium	CADCA, CTC	*Funding to support strategies *Community Px Education *TA sessions with workgroup leadership

	under the SJCPAC Coalition umbrella - but has potential for growing into a coalition.				
Monument Valley	D-2, D-4 Currently, a workgroup but is a coalition in development - struggling with engagement	NA	Medium	CTC, CADCA	*Funding to support strategies *Funding for coalition coordinator *CTC Coaching with SDRG *Community Px Education *TA sessions with workgroup leadership
Montezuma Creek	A-4, A-5	NA	Medium	CADCA	*Funding to support strategies *Community Px Education
White Mesa	Lack of capacity, funding and readiness to initiate coalition development				
Bluff		NA	Low	CADCA	*Funding to support strategies *Community Px Education
Navajo Mountain					

2. Using the table, explain why each program, strategy, event, or policy is being implemented by the LA. Add rows and tables as needed.

- Template for [compliance check action plan](#) if that helps you plan activities for Synar and EASY. Completed template is not required. If the template is used, activities need to be listed in the table below.

Substance: Alcohol				
Risk/protective factor	Program, policy, strategy, or event (one per table box)	Activities (what are you, your contractors, and coalitions doing)	Short term outcomes (risk factors) Make SMART*	Long term outcomes (substance) Make SMART
Parental Attitudes Favorable to ASB	Parents Empowered Media campaign	<ul style="list-style-type: none"> • CPP Installations in county communities - Media campaigns 	Reduce Parental Attitudes Favorable to ASB in grade 12 from 32.3% in 2023 to 28% in 2029	Reduce Lifetime Use of Alcohol in 2029 from 4.7% in 2023 to 3% in 2029
	Social Development Strategy	<ul style="list-style-type: none"> • Community Spotlight and Coalition Champion awards 		
Perceived Risk of Drugs	CTC Coalitions	<ul style="list-style-type: none"> • Provide TA to coalitions as they work through the CTC and SPF processes. • Support coalition workgroup strategies with funding and staff if possible • Help train coalition leadership on M&B tools 	Decrease Perceived risk of drug use for all grades from 44.1% in 2023 to 40% in 2029	
Availability	EASY Checks	<ul style="list-style-type: none"> • Work with county sheriff's office to conduct checks twice a year in at least one area community 	Increase EASY checks from one time a year to at least twice in more than one area community	
Family Attachment	Strengthening Families Classes	<ul style="list-style-type: none"> • Train two more facilitators to help implement SF classes. • Work with community partners to help advertise SF classes 	Increase Family Attachment in all grades from 58.7% in 2023 to 70% in 2029	
	CTC Coalitions	*Community Family Events		
Rewards for prosocial involvement	Youth Coalition	<ul style="list-style-type: none"> • Work with youth coalition to train and educate peers on prevention in schools. • Prevention weeks • Send youth coalition members to Bryce youth summit 	Increase Rewards for Prosocial Involvement in all grades from 51.4% in 2023	

		<ul style="list-style-type: none"> • SDS implementation of Making a Difference Community Youth awards 	to 65% in 2029	
Rewards for ASB			Lower Rewards for ASB in all grades from 21.6% in 2025 to 15% in 2029	

Substance: Marijuana				
Risk/protective factor	Program, policy, strategy, or event (one per table box)	Activities (what are you, your contractors, and coalitions doing)	Short term outcomes (risk factors) Make SMART	Long term outcomes (substance) Make SMART
Family Attachment	Talk They Hear You Campaign	<ul style="list-style-type: none"> • Music in the Park Series • Family Movie Nights • Community Family Events 	Increase Family Attachment in all grades from 58.7% in 2023 to 70% in 2029	Reduce Lifetime use of marijuana from 17.9% in grade 12 in 2025 to 13% in 2029
	Strengthening Families Classes	<ul style="list-style-type: none"> • Train two more facilitators to help implement SF classes. • Work with community partners to help advertise SF classes 		
Perceived Risk of Drug Use	CTC Coalitions	<ul style="list-style-type: none"> • Provide TA to coalitions as they work through the CTC and SPF processes. • Support coalition workgroup strategies with funding and staff if possible • Help train coalition leadership on M&B tools 	Decrease Perceived risk of drug use for all grades from 44.1% in 2023 to to 40% in 2029	
Rewards for Prosocial Involvement	Youth Coalition	<ul style="list-style-type: none"> • Work with youth coalition to train and educate peers on prevention in schools. • Prevention weeks • Send youth coalition members to Bryce youth summit 	Increase Rewards for Prosocial Involvement in all grades from 51.4% in	

		<ul style="list-style-type: none"> • SDS implementation of Making a Difference Community Youth awards 	2023 to 65% in 2029
Depression	CTC Coalition / Youth Coalition	<ul style="list-style-type: none"> • Promote LiveOn campaign • Kindness weeks in area schools • Prevention weeks in area schools • Community Family Events 	Decrease depressive symptoms in all grades from 45.6% in 2023 to 30% in 2029

Substance: Nicotine				
Risk/protective factor	Program, policy, strategy, or event (one per table box)	Activities (what are you, your contractors, and coalitions doing)	Short term outcomes (risk factors)	Long term outcomes (substance)
			Make SMART	Make SMART
Family Attachment	Talk They Hear You Campaign	<ul style="list-style-type: none"> • Music in the Park Series • Family Movie Nights 	Increase Family Attachment in all grades from 58.7% in 2023 to 70% in 2029	Reduce lifetime use of vaping nicotine in grade 12 from 9.3% in 2025 to 7% in 2029
	Strengthening Families Classes	<ul style="list-style-type: none"> • Train two more facilitators to help implement SF classes. • Work with community partners to help advertise SF classes 		
Perceived Risk of Drug Use	Youth Coalition	<ul style="list-style-type: none"> • Work with youth coalition to train and educate peers on prevention in schools. • Prevention weeks • Send youth coalition members to Bryce youth summit • SDS implementation of Making a Difference Community Youth awards 	Decrease Perceived risk of drug use for all grades from 44.1% in 2023 to to 40% in 2029	
Availability	Synar Checks	Will continue collaboration efforts with Public Health to make sure these checks are happening		

3. What is your plan to ensure communities/coalitions follow a strategic planning process (SPF, CTC, etc.)? Provide evidence you will collect to show that this process was followed (CTC worksheets, logic models, etc.). We will provide training of coalition leadership and workgroup leadership to help them understand the importance of the CTC and SPF process in planning strategies that are effective and evidence-based. We will use CTC worksheets to help implement this and request that proposed strategies are tied to a logic model.

4. How will the LA monitor and support coalitions in developing and utilizing quality logic models? Training at our SJCPAC Coalition meetings. Logic models will need to be tied to requested strategies for funding in community workgroup settings.

5. How will the LA ensure programs are evidence-based for substance use prevention? Working with Regional Director and EB registries - we will help coalition members understand the science behind EB strategies.

6. How are programs/strategies monitored for implementation fidelity? Coalition will work on better implementation practices through support and TA from Regional Director and LA prevention staff.

7. What is your plan to increase collaboration across the behavioral health continuum? In what ways may your strategies impact mental or physical health? We will continue collaborative efforts with the LSAA, Early Childhood and Zero Suicide sister coalitions, USARA and other community partners to ensure continued relationship building. This collaboration will impact mental and physical health across the lifespan and in area communities.

Although we don't have high numbers noted on our SHARP Survey findings, in relation to prescription drug use, local qualitative data suggests concern over local opioid misuse as an issue. Through targeted strategies and shared risk and protective factor involvement, we plan to continue working on this as a coalition focus.

8. How will you provide services to all prevention populations (universal, selective, and indicated)? Or what are you going to do to increase the reach of your prevention services to include all prevention populations? Our community workgroups have done a great deal to branch out to specific and unique needs in area communities. We are building capacity in each community with the hopes of new coalitions in area communities that can identify and address upstream prevention efforts across the county. Funding has been a challenge in building needed

prevention infrastructure throughout the county. In our continued efforts to make things happen, our relationship building continues to grow. Partnering with coalition members across the county will be helpful in providing prevention at each level. Currently, we do mostly universal, and some selective services. We do have a coalition partner that provides indicated services as requested.

9. Explain your sustainability plan for prevention funding. If you do not have a sustainability plan explain why, and tell us how you will meet this requirement by the next area plan due date. We do not currently have a sustainability plan, beyond our relationship and partnership building efforts. We will work together as a coalition to talk about ways we can sustain and strengthen current upstream efforts. Thank you for the template - it will be helpful in planning.

- Link to a [sustainability plan template](#). The template is not required to complete. If the template is complete we still need question 9 answered in narrative form.

*SMART Goals are Specific, Measurable, Achievable, Relevant, and Time-bound.



Utah Department of

Health & Human Services

Integrated Healthcare

Item 20.

SUMH G&O Narrative

State Fiscal Year 2027

Local Authority: San Juan County

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Overview

The purpose of this document is to meet contract compliance with the Local Authorities (LA) "Evergreen Contract" Article 1.2. "Office Directives" refers to the annual instructions promulgated by Department of Health and Human Services (DHHS), Office of Substance Use and Mental Health (SUMH), identified in Utah Code §26B-5-102(2). These directives describe the use and allowable expenditure of state and federal funds for the purpose of mental health and substance use prevention, crisis, treatment, and recovery support services.

This document is designed to be an addendum to the "Evergreen Contract". It is updated prior to the start of the State Fiscal Year and may be updated during the State Fiscal Year when approved by the SUMH director or designee. DHHS will alert LA leadership via email to any updates to this document after the start of the State Fiscal Year. The LA is responsible to review both the "Evergreen Contract" and this document to ensure contract compliance.

Governance and Oversight (G&O)

General Auditing

Describe how auditing will be conducted, what items will be monitored and how required documentation will be kept up to date. [State Code 26-B-5-102\(2\)\(ee\)](#)

Auditing will be conducted through regular internal reviews to monitor records, staff qualifications, incident reports, and required client documentation. All documentation will be kept current through timely updates, routine file checks, and correction of any identified deficiencies. Audit results will be presented to the administrative team quarterly and incorporated into the IQAPI process.

Fiscal Auditing

The [Service Code Auditing Guidelines](#) identify the mental health and substance use disorder treatment service codes that require documentation of services to be uploaded by spreadsheet for the audit. Services that can not be described by CPT/HCPCS code such as prevention, FRF and MCV (MCOT Vehicle costs) can be audited by providing a summary of invoices billed to Kissflow. There shall be a tab for each funding code utilized in the fiscal year.

Service Code Auditing Guidelines

The service code auditing guidelines are located at the end of the FFY for the Fiscal Year. These are the guidelines that the auditor uses to justify year end costs:

Has the LA read the guidelines provided in the FFH? **Yes** No

Are there any issues with complying with these guidelines with any service code allocated to you for FY27? Yes **No**

If there are any issues please identify each code and give an explanation:

Subcontractor Auditing and Tools

A list of subcontractors/subrecipients shall be provided prior to the audit. The subcontractor monitoring tool developed by SUMH shall be used in monitoring subcontractors. Subcontractor audits should be designed to evaluate the quality of services being provided, identify areas for improvement or training of subcontractors to help improve outcomes, ensure compliance with statute and office directives and provide accountability for state and federal funding. Explain how you use the provided state monitoring and other tools developed to fulfill the requirement of annually monitoring each subcontracted provider. (See FY27 Office Directives Subcontractor Monitoring Review (1) page (5))

We use state monitoring tools and internally developed review tools to conduct an annual review of each subcontracted provider. The review includes required documentation, provider performance, compliance with contract and regulatory requirements, corrective actions, and quality outcomes. Monitoring may occur more frequently if issues are identified. Findings are documented, shared with the administrative team, and incorporated into the IQAPI process to support follow-up, accountability, and continuous improvement.

Mechanisms for Citizen Input

Are you currently receiving public input and comments in the development of the annual area plan and budgets? State Code 17-77-301(5)(a)(vii), 17-77-201(5)(g)

Yes, we are always open to receiving public input and comments for the development of the annual area plan and budgets. We believe community involvement is crucial to creating a plan the reflects the needs and priorities of the public.

How do you, or will you, solicit public comments and input on your annual area plan and budgets?

All San Juan Counseling board meetings are open to the public, with a designated time for public comments. Meeting schedules are published on the Public Notice Website. Each year, when the board approves the operating budget, a public hearing is held to gather

input, and this hearing is also advertised in the local newspaper to encourage participation. Additionally, the Area Plan is approved by the County Commission during a public meeting, where the public is invited to provide comments and feedback.
How do you track this public input? (Please provide supporting docs)
Public input provided during board meetings will be documented and included in the official meeting minutes.
Did you receive any input for the FY27 Area Plan?
No.
Who are the local advocates and coalitions that will be invited to the public review of the Area Plans and Budgets for FY27?
All citizens during the commission meeting. Area plan will be publicized on PMN website along with commission meeting action items.
If none were invited to participate, who are the local coalitions and advocates that should be invited to participate this year for FY27?

Policies Procedures and Auditing

Per the [FY27 SUMH Office Directives](#), each LA shall develop, implement, and maintain written policies and procedures that encompass all requirements, including:

- i) governance and oversight,
- ii) substance use disorder prevention services,
- iii) suicide prevention services,
- iv) crisis services,
- v) mental health treatment services,
- vi) substance use disorder treatment services,
- vii) recovery support services,
- viii) data reporting, and
- ix) grant and contract reporting.

Does the Local Authority have the policies above in place? Yes No - Not yet
--

Are the policies up to date (5 years or less)? Yes No
--

Please provide these policies with your uploads
--

Additional Policy Auditing

Does the Local Authority have the policies below in place? Yes No
--

Are the policies up to date (5 years or less)? Yes No

Please provide these policies with your uploads
--

The following audit items are located in the [SUMH FY27 Monitoring Handbook](#).

- A) Corrective Action Policy
- B) Standardized finding format
- C) Standardized CAP Tool/Root Cause Format
- D) Standardized Operating Procedure for CAP's
- E) Quality and Effectiveness Standards for Subcontractor Monitoring
- F) A Link to the FY27 Standardized Audit Tool

FY27 Mental Health Area Plan & Budget

Local Authority: San Juan County

Form A

	State General Fund	County Funds	Used for Medicaid Match	Net Medicaid	Mental Health Block Grant (Formula)	10% Set Aside Federal Intervention	Other OSUMH State/Federal Expenditures	Third Party Collections	Client Collections (eg. co-pays, private pay, fees)	Other Non-OSUMH Expenditures	TOTAL FY2027 Expenditures Budget	Total FY2027 Unique Clients Served	TOTAL FY2027 Cost/Client Served
PY2027 Mental Health Revenue	State General Fund	NOT used for Medicaid Match	Used for Medicaid Match	Net Medicaid	Mental Health Block Grant (Formula)	10% Set Aside Federal Intervention	Other OSUMH State/Federal Expenditures	Third Party Collections	Client Collections (eg. co-pays, private pay, fees)	Other Non-OSUMH Expenditures	TOTAL FY2027 Expenditures Budget	Total FY2027 Unique Clients Served	TOTAL FY2027 Cost/Client Served
JRI													
Local Treatment Services	\$627,725	\$330,005	\$76,777	\$1,188,614	\$38,498			\$88,000	\$26,500	\$17,000	\$2,393,119	State	Other
FY2027 Mental Health Revenue by Source	\$627,725	\$330,005	\$0	\$76,777	\$1,188,614	\$38,498	\$0	\$88,000	\$26,500	\$17,000	\$2,393,119	\$596,278	\$1,396,691
		\$957,730				\$38,498							
	State General Fund	County Funds											
FY2027 Mental Health Expenditures Budget	State General Fund	NOT used for Medicaid Match	Used for Medicaid Match	Net Medicaid	Mental Health Block Grant (Formula)	10% Set Aside Federal Intervention	Other OSUMH State/Federal Expenditures	Third Party Collections	Client Collections (eg. co-pays, private pay, fees)	Other Non-OSUMH Expenditures	TOTAL FY2027 Expenditures Budget	Total FY2027 Unique Clients Served	TOTAL FY2027 Cost/Client Served
Inpatient Services (1700)				\$150,000							\$150,000	18	\$8,333
Residential Care (171 & 173)											\$0		#DIV/0!
Outpatient Care (22-24 and 30-50)	\$49,139	\$223,002	\$51,882	\$695,091	\$34,724			\$80,253	\$24,167		\$1,158,258	420	\$2,758
24-Hour Crisis Care (outpatient based service with emergency and = yes)	\$147	\$665	\$155	\$2,074	\$104			\$240	\$72		\$3,457	10	\$346
Psychotropic Medication Management (61 & 62)	\$4,597	\$20,861	\$4,853	\$65,022	\$3,248			\$7,507	\$2,261		\$108,349	120	\$903
Psychoeducation services (Vocational 80) Psychosocial Rehabilitation (Skills Dev. 100)		\$80,166	\$18,651	\$249,875							\$348,692	45	\$7,749
Case Management (120 & 130)		\$5,180	\$1,205	\$16,145							\$22,530	27	\$834
Community Supports, including - Housing (174) (Adult) - Respite services (150) (Child/Youth)		\$51	\$12	\$5,159						\$12,000	\$17,222	10	\$1,722
Peer Support Services (140): - Adult Peer Specialist - Family Support Services (RRF Database)		\$80	\$19	\$5,248						\$5,347	\$5,347	15	\$356
Consultation and education services, including case consultation, collaboration with other county service agencies, public education and public information											\$0		
Services to persons incarcerated in a county jail or other county correctional facility										\$5,000	\$5,000	10	\$500
Adult Outplacement (USH Liaison)										\$0	\$0	135	\$4,254
Other Non-mandated MH Services	\$573,842			\$422							\$574,264		
FY2027 Mental Health Expenditures Budget	\$627,725	\$330,005	\$0	\$76,777	\$1,188,614	\$38,498	\$0	\$88,000	\$26,500	\$17,000	\$2,393,119	810	\$2,954
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
	State General Fund	County Funds											
FY2027 Mental Health Expenditures Budget	State General Fund	NOT used for Medicaid Match	Used for Medicaid Match	Net Medicaid	Mental Health Block Grant (Formula)	10% Set Aside Federal Intervention	Other OSUMH State/Federal Expenditures	Third Party Collections	Client Collections (eg. co-pays, private pay, fees)	Other Non-OSUMH Expenditures	TOTAL FY2027 Expenditures Budget	Total FY2027 Unique Clients Served	TOTAL FY2027 Cost/Client Served
ADULT	\$498,833	\$259,261	\$60,318	\$850,106	\$27,517			\$62,620	\$18,857	\$17,000	\$1,834,512	355	\$5,168
YOUTH/CHILDREN	\$128,892	\$70,744	\$16,459	\$298,508	\$10,981			\$25,380	\$7,643		\$558,607	225	\$2,483
Total FY2027 Mental Health Expenditures	\$627,725	\$330,005	\$0	\$76,777	\$1,188,614	\$38,498	\$0	\$88,000	\$26,500	\$17,000	\$2,393,119	580	\$4,126

FY27 Mental Health Early Intervention Plan & Budget

Local Authority: San Juan County

Form A2

	State General Fund	State General Fund used for Medicaid Match	NOT used for Medicaid Match	Used for Medicaid Match	Net Medicaid	Third Party Collections	Client Collections (eg, co-pays, private pay, fees)	Other Revenue	TOTAL FY2027 Revenue
FY2027 Mental Health Revenue									
FY2027 Mental Health Revenue by Source	\$17,940								\$17,940

	State General Fund	County Funds	State General Fund used for Medicaid Match	NOT used for Medicaid Match	Used for Medicaid Match	Net Medicaid	Third Party Collections	Client Collections (eg, co-pays, private pay, fees)	Other Expenditures	TOTAL FY2027 Expenditures Budget	Total Clients Served	TOTAL FY2027 Cost/Client Served
FY2027 Mental Health Expenditures Budget												
MCOT 24-Hour Crisis Care-ADMIN										\$0	0	\$0
MCOT 24-Hour Crisis Care-CLINICAL										\$0	0	\$0
FPSS-ADMIN										\$0		
School Based Behavioral Health-CLINICAL	\$16,146									\$16,146	10	\$1,615
School Based Behavioral Health-ADMIN	\$1,794									\$1,794		
FY2027 Mental Health Expenditures Budget	\$17,940	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,940	10	\$1,790

* Data reported on this worksheet is a breakdown of data reported on Form A.

FY27 Substance Use Disorder Treatment Area Plan Budget

Local Authority: San Juan County

Form B

FY2027 Substance Use Disorder Treatment Expenditures Budget by Level of Care	State Funds NOT used for Medicaid Match	State Funds used for Medicaid Match	County Funds NOT used for Medicaid Match	County Funds Used for Medicaid Match	Federal Medicaid	SAPT Treatment Revenue	SAPT Women's Treatment Set aside	Other OSUMH State/Federal Expenditures	3rd Party Collections (eg. insurance)	Client Collections (eg. co-pays, private pay, fees)	Other Non-OSUMH Expenditures (gifts, donations, reserves etc)	TOTAL FY2027 Expenditures	Total FY2027 Client Served	Total FY2027 Cost/Client Served
Drug Court	\$16,423		\$7,526			\$4,735		\$22,601		\$2,000		\$53,285 [1]		
JRI	\$22,745		\$4,549					\$2,500	\$1,000	\$5,000		\$467,723		
Total Treatment Services	\$69,764	\$113,548	\$36,663			\$108,866		\$2,500	\$1,000	\$5,000		\$548,302	366	\$187,120
Total FY2027 Substance Use Disorder Treatment Revenue	\$108,932	\$113,548	\$48,738	\$0	\$130,382	\$113,601	\$0	\$25,101	\$1,000	\$7,000	\$0	\$548,302	245	\$2,238
		\$222,480				\$113,601								
FY2027 Substance Use Disorder Treatment Expenditures Budget by Level of Care	State Funds NOT used for Medicaid Match	State Funds used for Medicaid Match	County Funds NOT used for Medicaid Match	County Funds Used for Medicaid Match	Federal Medicaid	SAPT Treatment Revenue	SAPT Women's Treatment Set aside	Other OSUMH State/Federal Expenditures	3rd Party Collections (eg. insurance)	Client Collections (eg. co-pays, private pay, fees)	Other Non-OSUMH Expenditures (gifts, donations, reserves etc)	TOTAL FY2027 Expenditures	Total FY2027 Client Served	Total FY2027 Cost/Client Served
Ambulatory Care and Withdrawal Management (Detox) ASAM IV-D, III 7-D, III 2-D, I-D or II-D) - 2												\$0	4	#DIV/0!
Residential Treatment Services: (ASAM III 7, III 5, III 3, III 1) - 3			\$8,000		\$42,000							\$50,000	4	\$12,500
Treatment for Opioid Use Disorder (OTP-Methadone) - 4												\$0		#DIV/0!
Medications for Opioid Treatment - (Vicodin, Naltrexone, Buprenorphine) - 5								\$2,500				\$2,500	4	\$625
Outpatient: Non-Methadone (ASAM I) - 6	\$92,592	\$89,716	\$41,428		\$75,125	\$93,455		\$22,601	\$850	\$5,950		\$421,717	125	\$3,374
Intensive Outpatient (ASAM II.5 or II.1) - 7	\$3,268	\$3,166	\$1,462		\$2,651	\$5,497			\$50	\$350		\$16,444	7	\$2,349
Recovery Support (includes housing, peer support, case management and other non-clinical) - 8+9	\$2,179	\$2,111	\$975		\$1,768	\$3,654						\$10,687	15	\$712
FY2027 Substance Use Disorder Treatment Expenditures Budget	\$108,932	\$113,548	\$48,738	\$0	\$130,382	\$113,601	\$0	\$25,101	\$1,000	\$7,000	\$0	\$548,302	245	\$2,238
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
FY2027 Substance Use Disorder Treatment Expenditures Budget by Population	State Funds NOT used for Medicaid Match	State Funds used for Medicaid Match	County Funds NOT used for Medicaid Match	County Funds Used for Medicaid Match	Federal Medicaid	SAPT Treatment Revenue	SAPT Women's Treatment Set aside	Other OSUMH State/Federal Expenditures	3rd Party Collections (eg. insurance)	Client Collections (eg. co-pays, private pay, fees)	Other Non-OSUMH Expenditures (gifts, donations, reserves etc)	TOTAL FY2027 Expenditures		
Pregnant Women and Women with Dependent Children, (Please include pregnant women under age of 18)	\$35,948	\$37,471	\$16,084		\$43,026	\$37,489		\$8,369	\$330	\$2,310		\$181,027		
All Other Women (18+)	\$12,745	\$13,285	\$5,702		\$15,255	\$13,291		\$2,962	\$117	\$819		\$64,176		
Youth (12- 17) (Not including pregnant women or women with dependent children)	\$56,971	\$59,385	\$25,490		\$68,190	\$59,413		\$13,770	\$523	\$3,661		\$287,403		
Total FY2027 Substance Use Disorder Expenditures Budget by Population Served	\$108,932	\$113,548	\$48,738	\$0	\$130,382	\$113,601	\$0	\$25,101	\$1,000	\$7,000	\$0	\$548,302		

FY27 Drug Offender Reform Act & Drug Court Expenditures

Local Authority: San Juan County

Form B1

FY2027 DORA and Drug Court Expenditures Budget by Level of Care	Drug Offender Reform Act (DORA)	Felony Drug Court	Family Drug Court	Juvenile Drug Court	DUI Fee on Fines	TOTAL FY2027 Expenditures
Screening and Assessment Only						\$0
Detoxification: ASAM IV-D or III.7-D) (ASAM III.2-D) ASAM I-D or II-D)						\$0
Residential Services (ASAM III.7, III.5, III.1 III.3 III.1 or III.3)						\$0
Outpatient: Contracts with Opioid Treatment Providers (Methadone: ASAM I)						\$0
Office based Opioid Treatment (Buprenorphine, Vivitrol, Naloxone and prescriber cost) Non- Methadone						\$0
Outpatient: Non-Methadone (ASAM I)		\$49,631				\$49,631
Intensive Outpatient (ASAM II.5 or II.1)						\$0
Recovery Support (includes housing, peer support, case management and other non-clinical)		\$3,654				\$3,654
FY2027 DORA and Drug Court Expenditures Budget	\$0	\$53,285	\$0	\$0	\$0	\$53,285 [1]

\$53,285

FY27 Substance Abuse Prevention Area Plan & Budget

Local Authority: San Juan County

Form C

	State Funds	County Funds	County Funds	County Funds	Federal Medicaid	SAPT Prevention Revenue	Partnerships for Success PES Grant	Other OSU/MH State & Federal Revenues (TRANF, Discretionary Grants, etc)	3rd Party Collections (eg. Insurance)	Client Collections (eg. co-pays, private pay, fees)	Other Non-OSU/MH Revenue (gifts, donations, reserves etc)	TOTAL FY2027 Revenue	State
FY2027 Substance Abuse Prevention Revenue	State Funds NOT used for Medicaid Match	State Funds used for Medicaid Match	County Funds NOT used for Medicaid Match	County Funds Used for Medicaid Match	Federal Medicaid	\$120,091	\$22,750	\$0				\$142,841	\$142,841
FY2027 Substance Abuse Prevention Revenue	\$0	\$0	\$0	\$0	\$0	\$120,091	\$22,750	\$0				\$142,841	\$142,841

\$0

	State Funds	County Funds	County Funds	County Funds	Federal Medicaid	SAPT Prevention Revenue	Partnerships for Success PES Grant	Other OSU/MH State & Federal Expenditures (TRANF, Discretionary Grants, etc)	3rd Party Collections (eg. Insurance)	Client Collections (eg. co-pays, private pay, fees)	Other Non-OSU/MH Expenditures (gifts, donations, reserves etc)	Projected number of clients served	TOTAL FY2027 Expenditures	TOTAL FY2027 Evidence-based Program Expenditures
FY2027 Substance Abuse Prevention Expenditures Budget	State Funds NOT used for Medicaid Match	State Funds used for Medicaid Match	County Funds NOT used for Medicaid Match	County Funds Used for Medicaid Match	Federal Medicaid	\$35,000	\$10,000	\$80,091	\$17,750				\$45,000	\$142,841
Universal Direct													\$97,841	\$97,841
Universal Indirect													\$0	\$0
Selective Services													\$0	\$0
Indicated Services													\$0	\$0
Unspecified													\$0	\$0
FY2027 Substance Abuse Prevention Expenditures Budget	\$0	\$0	\$0	\$0	\$0	\$115,091	\$27,750	\$0	\$0	\$0	\$0	0	\$142,841	\$142,841

SAPT FY2027 Prevention Set Aside Primary Prevention Expenditures	Information Dissemination	Education	Alternatives	Problem Identification & Referral	Community Based Process	Environmental	Total
	\$25,091	\$20,000			\$90,000	\$7,750	\$142,841

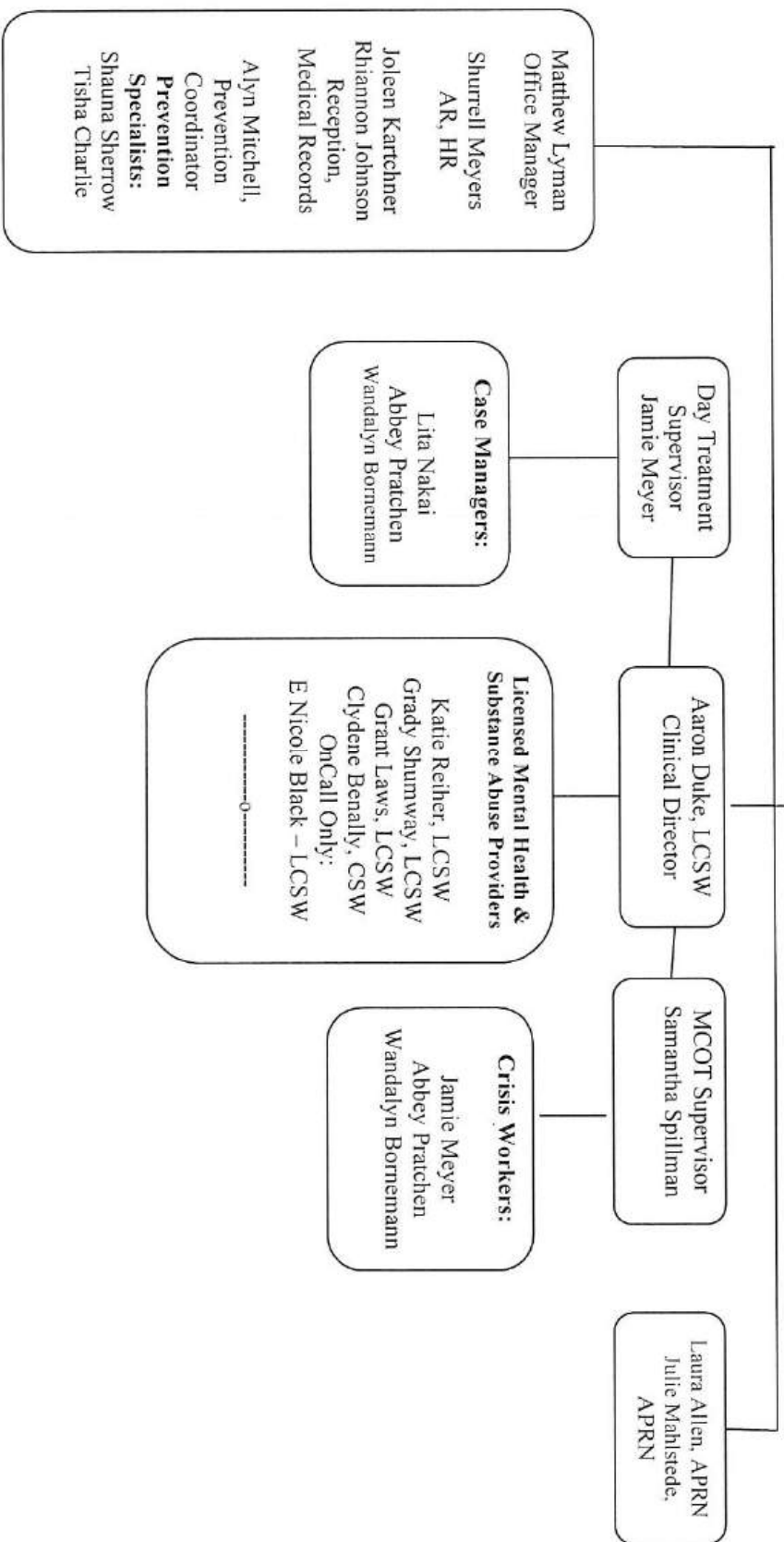
Cost Breakdown Category	Salary	Fringe Benefits	Travel	Equipment	Contracted	Other	Indirect	Total FY2027 Expenditures
	\$82,841	\$80,000						\$142,841

Organizational Chart San Juan Counseling May 2026

San Juan County Commission
Local Mental Health Authority
Local Substance Abuse Authority

BOARD OF DIRECTORS
San Juan Mental Health/Substance Abuse Special Service District
Chair- Andy Bayless, Co Chair – Ann Austin
Treasurer – Wendy Haws; Board Member - Stephen Jense,
Board Member - Leslie McNaughtan

Tammy J Squires
Director



San Juan Counseling's Sliding Fee Schedule

**Including all programs: Mental Health, Substance Use Disorder, & Drug Court

Approved 12/12/16

Estimated 2024 Poverty Guideline
 Estimated 2024 200% Poverty

Monthly Income		100%	150%	200%	250%	300%	350%	400%	400%+
% of Poverty		Cost Per Service							
Family Size	\$5.00	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00	\$60.00	Full Fee	
1	0-\$1255	\$1256-\$1883	\$1884-\$2510	\$2511-\$3138	\$3139-\$3765	\$3766-\$4393	\$4394-\$5020	\$5021+	\$5021+
2	0-\$1703	\$1704-\$2555	\$2556-\$3406	\$3407-\$4258	\$4259-\$5109	\$5110-\$5961	\$5962-\$6812	\$6813+	\$6813+
3	0-\$2152	\$2153-\$3228	\$3229-\$4304	\$4305-\$5380	\$5381-\$6456	\$6457-\$7532	\$7533-\$8608	\$8609+	\$8609+
4	0-\$2600	\$2601-\$3900	\$3901-\$5200	\$5201-\$6500	\$6501-\$7800	\$7801-\$9100	\$9101-\$10400	\$10401+	\$10401+
5	0-\$3048	\$3049-\$4572	\$4573-\$6096	\$6097-\$7620	\$7621-\$9144	\$9145-\$10668	\$10669-\$12192	\$12193+	\$12193+
6	0-\$3497	\$3498-\$5246	\$5247-\$6994	\$6995-\$8743	\$8744-\$10491	\$10492-\$12240	\$12241-\$13988	\$13989+	\$13989+
7	0-\$3945	\$3946-\$5918	\$5919-\$7890	\$7891-\$9863	\$9864-\$11835	\$11836-\$13808	\$13809-\$15780	\$15781+	\$15781+
8	0-\$4393	\$4394-\$6590	\$6591-\$8786	\$8787-\$10983	\$10984-\$13179	\$13180-\$15376	\$15377-\$17572	\$17573+	\$17573+
Total Person add	\$ 448.00	\$ 672.00	\$ 896.00	\$ 1,120.00	\$ 1,344.00	\$ 1,568.00	\$ 1,792.00	\$ 2,016.00	\$ 2,016.00

* based on Current Year Poverty Guidelines



COMMISSION STAFF REPORT

MEETING DATE: May 19, 2026

ITEM TITLE, PRESENTER: 2026 Purchase of Fencing Material, Jed Tate, Landfill Manager

RECOMMENDATION: Consideration and Approval of Purchase of Fencing Material

SUMMARY

We would like to purchase an additional 500 feet of fencing material to complete our current fencing project. The cost of this fencing material is \$5,216.53. This will complete the portion of fencing where the most windblown trash leaves the landfill.

HISTORY/PAST ACTION

No Prior Action.

FISCAL IMPACT

The Landfill will use our savings account for this purchase to be included with mid-year adjustments.



COMMISSION STAFF REPORT

MEETING DATE: 5/19/2026

ITEM TITLE, PRESENTER: Consideration and Approval of a 6-Week Trial Implementation of the Flock License Plate Recognition (LPR) System. Lehi Lacy, County Sheriff

RECOMMENDATION: Approval

SUMMARY

This item requests consideration and approval to move forward with a 6-week trial implementation of the Flock License Plate Recognition (LPR) system for the San Juan County Sheriff's Office. This proposal is structured as a pilot program to evaluate the technology's effectiveness in our country.

The primary purpose of the trial is to determine if LPR technology can enhance our ability to:

- Identify and locate stolen vehicles.
- Assist in criminal investigations.
- Improve response to alerts involving wanted or missing people.
- Increase overall public safety through timely and actionable intelligence.

The agreement is responsible and data-driven, as it includes a built-in evaluation period. Specifically, the contract provides a **30-day opt-out period** following the installation of the first cameras, allowing the County to discontinue the program without penalty if it does not meet expectations. During the trial, usage, effectiveness, and any concerns related to privacy or community impact will be monitored and reported back to the Commission before any commitment to a full-term agreement.

HISTORY/PAST ACTION

N/A

FISCAL IMPACT

N/A

**Flock Safety + UT - San Juan County
SO**

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Jason Lanthier
jason.lanthier@flocksafety.com
+16309628794

Quote Number: Q-203785
Expiration Date: 06/07/2026

flock safety

ORDER FORM

Customer: UT - San Juan County SO
 Legal Entity Name: UT - San Juan County SO
 Accounts Payable Email: llacy@sanjuancounty.org
 Address: 297 S Main St Monticello, Utah 84535

Initial Term: 36 Months
 Renewal Term: 36 Months
 Payment Terms: Net 30
 Billing Frequency: Annual Plan - Invoiced at the end of the pilot period.
 Retention Period: 30 Days

PROJECT PROVE IT

Customer will have a 30 day opt-out period ("Opt-Out Period") after implementation of the first Flock Hardware to terminate this Agreement without penalty or fees. After the Opt-Out Period, Customer may not terminate the Agreement, and Customer will pay any invoice(s) for the remainder of the Term, Net 30.

Hardware and Software Products

Recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$33,500.00
Flock Safety Platform			
Flock Safety Platform - Essentials	Included	1	Included
Flock Safety Flock OS			
Enhanced LPR Upgrade	Included	1	Included
Flock Safety LPR Products			
Flock Safety LPR, fka Falcon	Included	10	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$650.00	10	\$6,500.00

Subtotal Year 1: \$40,000.00
Annual Recurring Subtotal: \$33,500.00
Estimated Tax: \$0.00
Contract Total: \$107,000.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

If Customer is located in any of the state(s) listed at <https://www.flocksafety.com/legal/state-required-provisions>, the applicable state-required terms set forth therein are incorporated into the Agreement.

Billing Schedule

Item 22.

Billing Schedule	Amount (USD)
Year 1	
At PPI End Date	\$40,000.00
Annual Recurring after Year 1	\$33,500.00
Contract Total	\$107,000.00

*Tax not included

Product and Services Description

Item 22.

Flock Safety Platform Items	Product Description
Enhanced LPR Upgrade	The Enhanced LPR Package is a software add-on for any of the FlockOS™ tiers designed to help detectives and patrol officers conduct more efficient, informed, and collaborative investigations. Its advanced License Plate Recognition (LPR) features streamline investigations, providing officers with immediate access to essential information and improving communication within and across departments.
Flock Safety Platform - Essentials	An integrated public safety platform that detects, centralizes and decodes actionable evidence to increase safety, improve efficiency, and connect the community.
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
Convoy Search	Unearth hidden connections by detecting suspect vehicles that frequently travel together. This tool is invaluable for investigating organized or serial crimes and identifying accomplices.
Visual Search	Transforms any digital photo into a potent investigative lead, enhancing evidence collection. Upload the image of a vehicle into FlockOS™ to initiate a reverse image search that will help you identify crucial suspect vehicle information and unlock dead-end investigations.
Multi Geo Search	Connects the dots between multiple crimes and crime scenes. Link a suspect vehicle to multiple incidents based on location, without needing a vehicle description or plate number.
Custom Hot List Attachments	The ability to add case notes, photos, reports, and other relevant case information to Custom Hot List Alerts
Custom Hot List Deconfliction	Allows Flock Safety users to identify overlapping investigations within their agency and within other law enforcement agencies and provide the contact information of opted-in parties to facilitate collaboration.
Unlimited Vehicle Description Alerts	Users can set up and receive notifications for suspect vehicles based on body type, make, color, location and timeframe. Notifications are sent via app, SMS or email when a vehicle matching the predetermined criteria passes a camera in your organization's network.
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Create a list of vehicles of interest and receive real-time alerts when they're detected by your Flock LPR cameras.

By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>.

Item 22.

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: UT - San Juan County SO

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

PO Number: _____



COMMISSION STAFF REPORT

MEETING DATE: May 19, 2026

ITEM TITLE, PRESENTER: Consideration and Approval of a 2026 Cooperative Agreement Between San Juan County and Utah State University, Presented by Talia Hansen, Economic Development Director

RECOMMENDATION: Approve the MOU

SUMMARY

San Juan County Economic Development is requesting approval of a Cooperative Agreement between San Juan County and Utah State University (USU) related to the Regional Agriculture Incubator & Business Development Initiative. The agreement establishes a collaborative partnership to support rural business development, workforce training, agricultural education, and technical assistance activities throughout San Juan County and surrounding rural and Tribal communities.

The agreement term runs from October 1, 2025, through September 30, 2026. Under the agreement, USU will support project activities identified in the project scope, specifically activities 1.0, 2.0, and 4.0 outlined within Appendix A of the agreement. These activities include:

- Vertical Farming and Agricultural Framework Development
- Indigenous Agriculture and Cultural Knowledge Programming
- Farming and Agriculture Education Programs

The initiative is designed as a countywide economic and workforce development effort delivered through rural business hubs, coworking spaces, community centers, and educational partnerships. The project focuses on strengthening small and emerging businesses, entrepreneurs, workforce participants, and agricultural producers through technical assistance, workshops, mentorship, and education programming.

The agreement outlines responsibilities for both parties, including coordination, program implementation, invoicing, and compliance with applicable laws and grant requirements. The County will provide reimbursement to USU for approved project-related activities as identified in the agreement budget.

HISTORY/PAST ACTION

Utah State University Extension has been a longstanding regional partner supporting agriculture, education, and community development programming within San Juan County. This agreement

formalizes collaborative responsibilities associated with implementation of the project activities identified within the Rural Business Development Grant-supported initiative.

FISCAL IMPACT

The project is funded through approved Rural Business Development Grant (RBDG) project funds and associated program funding sources.

No additional County General Fund appropriation is requested beyond approved project funding allocations.

**COOPERATIVE AGREEMENT
BETWEEN
UTAH STATE UNIVERSITY and SAN JUAN COUNTY**

This Cooperative Agreement (“Agreement”) is dated as of the last dated signature below and is between San Juan County (“County”), having an office and place of business at 117 South Mainstreet Monticello UT 84535, and Utah State University (“USU”), having an office and place of business at Old Main Hill, Logan, Utah. County and USU may each be referred to as “Party” or collectively as the “Parties.”

WHEREAS, the County coordinates the Regional Agriculture Incubator & Business Development Initiative (“Program”), which is described in more detail in Appendix A, and desires to have USU contribute to the County’s implementation of the Program;

WHEREAS, USU is interested in participating in and contributing to the Program as set forth herein.

NOW, THEREFORE, USU and County agree as follows:

1. **Term and Renewal.** This Agreement shall be for the period beginning **October 1, 2025** and ending **September 31, 2026** (“Term”). Either Party may terminate this Agreement by providing sixty (60) days advance written notice to the other Party. Either Party may terminate this Agreement immediately by providing written notice if the other Party materially breaches any term of this Agreement.

2. **Coordination.** The Parties will regularly coordinate with one another regarding the Program and designate the following points of contact points:

USU	Reagan Wytalucy San Juan County Extension Director 435.587.3239 Reagan.wytalucy@usu.edu
County	Talia Hansen San Juan County Economic Development Department 435-485-8502 thansen@sanjuancountyut.gov

3. **USU Responsibilities.** USU will support the Program by performing activity numbers 1.0, 2.0, and 4.0 as set forth in Appendix A.

4. **Financial Support.** The County will pay USU the amounts set forth in Appendix A associated with the activities. USU will invoice the County throughout the Term and payment shall be due within thirty (30) days of the County’s receipt of an invoice.

5. **Employees.** Neither Party assumes any responsibility for the actions or management of the other Party’s employees. All USU employees shall be governed by USU policies and procedures. All County employees shall be governed by County policies and procedures. Each Party will be responsible for the activities of its own employees and for complying with its own policies and procedures.

6. **Non-Discrimination.** Neither USU nor County will discriminate in any way based on race, color, religion, sex, national origin, age, genetic information, sexual orientation or gender

identity/expression, disability, status as a protected veteran, or any other status protected by local, state, or federal law.

7. **Compliance with the Law.** USU and County shall comply with all applicable federal and state laws associated with performance under this Agreement.

8. **Liability.** Each Party shall be responsible for its own acts and omissions and shall be liable for payment of that portion of any and all claims, liabilities, injuries, suits, and demands and expenses of all kinds that may result or arise out of any alleged malfeasance or neglect caused or alleged to have been caused by such Party or its employees, agents, or subcontractors, in the performance or omission of any act or responsibility of said Party under this Agreement. Neither Party shall be liable for any special, consequential, lost profit, expectation, punitive or other indirect damages in connection with any claim arising out of or relating to this Agreement, whether grounded in tort (including negligence), strict liability, contract, or otherwise.

9. **Miscellaneous.**

9.1. **Choice of Law and Venue.** The Agreement will be governed by the laws of the State of Utah, without regard to conflicts of laws principles. Venue for any lawsuits, claims, or other proceedings between the Parties relating to or arising under the Agreement shall be exclusively in the State of Utah.

9.2. **Government Records and Management Act.** The Parties acknowledge that each is a governmental entity subject to the Utah Government Records Access and Management Act, Utah Code section 63G-2-101 et seq., as amended ("*GRAMA*"); that certain records within either Party's possession or control, including without limitation, the Agreement, may be subject to public disclosure; and that any confidentiality obligations shall be subject in all respects to compliance with GRAMA.

9.3. **Governmental Immunity.** The Parties further acknowledge that each is a governmental entity under the Governmental Immunity Act of Utah, Utah Code section 63G-7-101 et seq., as amended ("*Immunity Act*"). Nothing in the Agreement shall be construed as a waiver by either Party of any protections, rights, or defenses applicable to either Party under the Immunity Act, including, without limitation, the provisions of Section 63G-7-604 regarding limitation of judgments. It is not the intent of either Party to incur by contract any liability for the operations, acts, or omissions of the other Party or any third party, and nothing in the Agreement shall be so interpreted or construed.

9.4. **Notice.** Any notice or other communication required or permitted to be given to either party hereto shall be in writing and shall be deemed to have been properly given and effective: (a) on the date of delivery if delivered in person during recipient's normal business hours; or (b) on the date of attempted delivery if delivered by courier, express mail service or first-class mail, registered or certified. Such notice shall be sent or delivered to the respective addresses listed in the opening paragraph of this Agreement.

9.5. **Assignment.** Neither Party may assign, transfer, or otherwise dispose of its rights, interests, or duties hereunder, in whole or in part, to any third party without prior written approval from the other Party.

9.6. **Relationship of Parties.** In assuming and performing the obligations of this Agreement, the Parties are each acting as independent parties, and neither shall be considered or represent itself as a joint venture, partner, agent, or employee of the other.

9.7. **Amendment and Supplement.** Any amendment and/or supplement of this Agreement shall come into force only after a written agreement is signed by both Parties. The amendment and supplement duly executed by both Parties shall be part of this Agreement and shall have the same legal effect as this Agreement.

9.8. **Merger.** This Agreement embodies the entire understanding of the Parties and supersedes all previous communications, representations, or understandings, either oral or written, between the Parties relating to the subject matter thereof.

9.9. Severability. The provisions of this Agreement are severable, and in the event that any provision of this Agreement shall be determined to be invalid or unenforceable under any controlling body of the law, such invalidity or unenforceability shall not in any way affect the validity or enforceability of the remaining provisions herein.

IN WITNESS THEREOF the Parties hereto have caused this Agreement to be duly executed on their behalf by a duly authorized representative as of the Effective Date set forth above.

Utah State University:

San Juan County:

By: _____
Print Name:
Title:
Date: _____

By: _____
Print Name: Lori Maughn
Title: Chair - Commissioner
Date: _____

Appendix A: Project Summary *[Provide a concise summary of your proposed project]*

The Regional Agriculture Incubator & Business Development Initiative is a countywide program designed to strengthen small and emerging businesses, entrepreneurs, and workforce participants across San Juan County and surrounding rural and Tribal communities. Delivered through a network of rural business hubs, coworking spaces, community centers, and education partners, the initiative supports economic development by providing technical assistance, workforce training, and business education tailored to local needs.

While agriculture and food systems remain an important focus area, the initiative is intentionally structured to support a broad range of rural industries, including agriculture, trades, tourism, artisan enterprises, and service-based businesses. By leveraging collaborative partnerships, flexible training delivery, and shared facilities, the program ensures equitable access to resources across geographically dispersed communities.

Objectives:

- **Innovation and Capacity Building:** Support the adoption of innovative practices, technologies, and business models that enhance productivity, sustainability, and market readiness across rural sectors.
- **Business Development Support:** Provide technical assistance, mentorship, and business education to small and emerging businesses, enabling them to start, stabilize, and grow.
- **Community Engagement:** Foster collaboration among local stakeholders, Tribal partners, service providers, and economic development organizations to align resources and strengthen regional impact.
- **Workforce Development:** Deliver workforce and entrepreneurship training that equips residents with skills applicable to modern rural economies, including but not limited to agriculture-related careers.

Key Components:

- **Incubation and Coworking Access:** Shared access to workspace, business support services, and networking opportunities through multiple rural business hubs and community facilities.
- **Training and Education Programs:** Workshops, demonstrations, and education broadcasting focused on business readiness, workforce skills, and sector-specific opportunities.
- **Mentorship and Technical Assistance:** Guidance from experienced professionals to support business planning, operations, value-added production, and workforce development
- **Resource Navigation:** Assistance in identifying and accessing capital, funding opportunities, and partner programs that support long-term business sustainability.

This initiative strengthens rural economic resilience by supporting entrepreneurs, expanding workforce capacity, and improving access to business development services across San Juan County. Through flexible, multi-site delivery and strategic partnerships, the program advances inclusive economic growth and serves as a scalable model for rural development.

4. Development or Financing of Small & Emerging Private Businesses - §4280.417(b)(2) **[Describe how grant funds will be used to finance and/or develop Small and Emerging Businesses in Rural Areas. Supporting documentation may be included in Appendix E]**

The USDA Rural Business Development Grant funds will be strategically allocated to support the development of small and emerging businesses in rural areas within San Juan County, Utah, and surrounding Tribal and rural communities. The primary objective of this project is to promote economic growth and resilience through business development services, workforce training, and technical assistance that support entrepreneurs and small businesses across multiple rural industry sectors.

Grant-funded activities will focus on building business readiness and capacity through training, mentorship, and technical assistance tailored to the needs of rural entrepreneurs. Services will support businesses at various stages of development, helping them improve operations, access markets, strengthen workforce skills, and pursue sustainable growth opportunities. While agriculture and food-related enterprises remain an important focus area, the program is designed to serve a broader range of small and emerging businesses, including trades, tourism, artisan enterprises, and service-based businesses.

Educational programming and technical assistance will be delivered through workshops, demonstrations, and partner-supported training opportunities. Topics may include business planning, regulatory navigation, workforce development, value-added production, and access to available resources and funding programs. Technical assistance will be structured to meet businesses where they are in their development and help them progress to the next stage of growth.

One area of emphasis will include supporting business readiness and coordination related to local and regional food systems. Activities may include planning-level support, stakeholder coordination, and educational workshops that help small and emerging businesses better understand distribution pathways, market access, and supply chain considerations. These efforts focus on strengthening business decision-making and operational capacity rather than the construction or operation of physical distribution infrastructure.

In addition, the project will support culturally grounded programming related to Indigenous agriculture and traditional knowledge. This may include documentation, community-based workshops, and educational activities that preserve and share Indigenous agricultural practices while supporting entrepreneurship and economic participation. These activities will be delivered across multiple rural and Tribal locations to ensure broad access and community relevance.

Workforce and entrepreneurship training programs will also be implemented to strengthen the local labor pipeline. These programs may include workshops, apprenticeships, certifications, and skill-building opportunities designed to support both business owners and workers. By investing in human capital, the project will help ensure that small and emerging businesses have access to a skilled workforce capable of supporting long-term sustainability and competitiveness.

Overall, the strategic use of grant funds will support the development of small and emerging businesses by providing technical assistance, workforce training, and education that strengthen rural economic participation. This flexible, countywide approach allows the program to respond to evolving community needs while remaining aligned with Rural Business Development Grant eligibility requirements and performance outcomes.

Pass Thru Prohibition §4280.423(m)(4)

[To prevent the grant funds from being classified as “Pass Thru” please provide a description of how the grantee (applicant) will establish and charge benefitting businesses (ultimate recipients) for the “fair market use” of the equipment.]

Grant funds are not passed directly to benefit businesses. Any access to facilities, equipment, or training resources supported by this grant is provided through fair market use arrangements that are consistent with standard operating practices of participating facilities.

Facilities utilized under this project operate as open-access business hubs and community training spaces. Businesses and participants access coworking space, training rooms, shared equipment, and program services through established fee structures, memberships, or program participation requirements that reflect fair-market value. These fees are paid directly to the facility operators and are not subsidized or offset on a per-business basis using grant funds.

Grant funds support the availability and coordination of shared facilities and resources necessary to deliver grant-funded business development services, workforce training, and technical assistance. Use of facilities and equipment is limited to program-related activities and is available broadly to eligible participants rather than dedicated to individual businesses.

Any sector-specific programming, including agriculture-related training or demonstrations, is delivered as education and technical assistance and does not involve the transfer of equipment or infrastructure ownership to participating businesses. All training activities are structured to comply with pass-through prohibitions and Rural Business Development Grant requirements.

Basis for Project Success or Failure §4280.417(c)

[C] Project Elements: [Describe the major elements of the project]

The major elements of the project include:

- The development of vertical farming initiatives
- Agriculture and Food Systems Education
- Indigenous Agriculture and Cultural Knowledge preservations programs
- Countywide Service Delivery Through Shared Facilities
- Workforce and Entrepreneurship Training that include programing for young farmers and ranchers

Each component is tailored to meet specific community needs and is implemented in coordination with local partners, including Tribal governments, educational institutions, and workforce organizations.

Proposed Scope of Work - §4280.427(c)

3.1 Project Description – Opportunity Projects §4280.417(a)(1) or Enterprise Projects §4280.417(a)(2) *[Describe the project type: Technical Assistance, Revolving Loan Fund, Industrial Site or Business Opportunity]*

This project is an Enterprise / Technical Assistance initiative designed to support the development of small and emerging businesses in rural areas within the Four Corners Region. Led by San Juan County Economic Development, the project focuses on business development, workforce training, and technical assistance that strengthen business readiness, operational capacity, and entrepreneurship.

Agriculture and farming remain key application areas of the project, including education, feasibility, and early-stage framework development related to agricultural production systems and food systems. Activities emphasize training, planning, and capacity-building rather than construction or permanent infrastructure.

The project is structured to serve rural and Tribal communities across the Four Corners Region through countywide, multi-site delivery. Services are provided through shared facilities, rural business hubs, community centers, and partner locations to ensure broad access for geographically dispersed communities.

3.2 Project Activities and Timeline

[Detail the key project activities to be accomplished and identify corresponding timeframes for each task.]

The project will be implemented through a series of coordinated activities designed to support small and emerging businesses, farmers, ranchers, and rural entrepreneurs across the Four Corners Region.

Activities emphasize training, technical assistance, and early-stage framework development.

Key project activities include:

- Vertical Farming and Agricultural Framework Development:
Educational activities, demonstrations, and planning-level support related to vertical farming and agricultural production systems that support small and emerging agricultural businesses.
- Agriculture and Food Systems Education:

Workshops and training that strengthen business decision-making, operational planning, and market readiness for agricultural and food-based enterprises.

- **Indigenous Agriculture and Cultural Knowledge Programming:**
Community-based workshops, documentation, and educational activities that preserve and share Indigenous agricultural practices while supporting entrepreneurship and economic participation.
- **Workforce and Entrepreneurship Training:**
Training and technical assistance for farmers, ranchers, and other rural business owners, including programming for young farmers and ranchers.
- **Countywide Service Delivery Through Shared Facilities:**
Delivery of grant-funded training, technical assistance, and education through rural business hubs, coworking spaces, community centers, and partner facilities across the region.

3.2 Project Duration

[Outline the months of project duration – explain (if applicable) any major breaks between activity points.]

Timeline:

Project activities will occur over a 12-month period beginning shortly after grant approval. Training sessions, workshops, and technical assistance will be delivered on a rolling basis throughout the project term.

3.2 Project Duration

[Outline the months of project duration – explain (if applicable) any major breaks between activity points.]

The project period will run from October 1, 2025, through September 30, 2026, consistent with the approved performance period outlined in the grant agreement. The project is expected to span 12 months, with activities occurring continuously throughout the performance period. There are no anticipated significant breaks between activity points, allowing for steady implementation of training, technical assistance, and business development activities.

4.2 Project Benefits

[Explain the benefits of the proposed project. Supporting documents can be inserted in Appendix E]

The proposed project offers a multitude of benefits aimed at fostering economic growth, sustainability, and resilience in the rural areas of the Four Corners Region, specifically focusing on San Juan County, Utah, the Ute Mountain Reservation, the Northern Navajo Nation, and Kayenta Township. Here are the key benefits:

- **Strengthened Small and Emerging Businesses:**
Increased access to business development services, technical assistance, and training that support entrepreneurs, farmers, and ranchers in improving business readiness, operational capacity, and long-term sustainability.
- **Expanded Agriculture and Food Systems Education:**
Educational programming and demonstrations that support agricultural businesses through training, feasibility, and early-stage framework development related to farming and food systems.
- **Preservation of Indigenous Agricultural Knowledge:**
Culturally grounded workshops, documentation, and education that preserve and share Indigenous agricultural practices while supporting economic participation and entrepreneurship in Tribal communities.
- **Workforce and Entrepreneurship Development:**
Workforce and entrepreneurship training, including programming for young farmers and ranchers, that strengthen skills applicable to modern rural economies and support local workforce pipelines.
- **Countywide and Regional Access to Services:**

Multi-site delivery of grant-funded activities through shared facilities, rural business hubs, community centers, and partner locations, ensuring equitable access across geographically dispersed rural and Tribal communities.

a. Project Budget Summary

Summarize the total project budget by task. Project should reasonably be completed within 1 full year after it has begun.

Insert additional rows as needed.

Activity #	Task Name and Description	Start Date	End Date	RBDG Funds	Supplemental Funds	Total Project Costs
0.00	Facilities, Coworking, and Connectivity – Shared use of rural business hubs, coworking spaces, training rooms, and internet connectivity to support countywide delivery of training and technical assistance.	Oct 1, 2025	Sep 30, 2026	\$16,300	\$00.00	\$16,300
1.0	Vertical Farming & Agricultural Framework Development – Education, demonstrations, planning-level support, and limited shared equipment to support early-stage agricultural business development.	Oct 1, 2025	Sep 30, 2026	\$3,000	\$00.00	\$3,000
2.0	Indigenous Agriculture & Cultural Knowledge Programming – Community-based workshops, documentation, and educational activities delivered across rural and Tribal communities.	Oct 1, 2025	Sep 30, 2026	\$7,000	\$00.00	\$7,000
3.0	Workforce & Entrepreneurship Training – Workforce and entrepreneurship training, including programming for young farmers and ranchers.	Oct 1, 2025	Sep 30, 2026	\$9,700	\$00.00	\$9,700
4.0	Farming & Agriculture Education Programs – Agriculture and food systems education, workshops, and training	Oct 1, 2025	Sep 30, 2026	\$7,000	\$00.00	\$7,000

	to strengthen business decision-making and operational capacity.					
5.0	Technical Assistance & Business Development Support – One-on-one and group technical assistance to support small and emerging businesses across the Four Corners Region.	Oct 1, 2025	Sep 30, 2026	\$20,000	\$00.00	\$20,000
	TOTAL PROJECT			\$	\$63,000	\$63,000

a. Task Budget Format

Provide a budget table for **each task** that will be completed for **each main activity** listed above. Add additional task tables as needed.

Task #0 – Facilities, Coworking, and Connectivity

Task #0 Budget Categories	RBDG Funds	Supplemental Funds	Total Project Costs
Personnel	\$0.00		
Fringe Benefits	\$0.00		
Travel	\$0.00		
Supplies	\$0.00		
Contractual	\$16,300		\$16,300
Total	\$16,300	\$	\$16,300

Contractual costs include: fair-market facility rentals, coworking access, training space use, and internet connectivity at shared rural business hubs and partner facilities.

Task #1 – Vertical Farming & Agricultural Framework Development

Task #1 Budget Categories	RBDG Funds	Supplemental Funds	Total Project Costs
Personnel	\$0.00		
Fringe Benefits	\$0.00		
Travel	\$0.00		
Supplies	\$2,000		\$2,000
Contractual	\$1,000		\$1,000
Total	\$3,000	\$	\$3,000

Supplies include: shared-use vertical farming and agricultural training equipment, instructional materials, and demonstration tools used for education and feasibility activities. USU partnership up to \$3,000

Task #2 – Indigenous Agriculture & Cultural Knowledge Programming

Task #2 Budget Categories	RBDG Funds	Supplemental Funds	Total Project Costs
Personnel	\$0.00		\$0.00
Fringe Benefits	\$0.00		\$0.00
Travel	\$1000		\$1000
Supplies	\$500		\$500
Contractual	\$5,500		\$5,500
Total	\$7,000	\$	\$7,000

Contractual costs include: facilitators, cultural educators, and program delivery support.
Supply costs: for program supplies and snacks. *USU partnerships up to \$7,000*

Task #3 – Workforce & Entrepreneurship Training

Task #3 Budget Categories	RBDG Funds	Supplemental Funds	Total Project Costs
Personnel	\$0.00		\$0.00
Fringe Benefits	\$0.00		\$0.00
Travel	\$1,000		\$1,000
Supplies	\$700		\$700
Contractual	\$8,000		\$8,000
Total	\$9,700	\$	\$9,700

Contractual costs include: trainers, facilitators, and workshop delivery support.
Supplies include: training materials and instructional resources.

Task #4 – Farming & Agriculture Education Programs

Task #4 Budget Categories	RBDG Funds	Supplemental Funds	Total Project Costs
Personnel	\$0.00		\$0.00
Fringe Benefits	\$0.00		\$0.00
Travel	\$1000		\$1,000
Supplies	\$2,500		\$2,500
Contractual	\$3,500		\$3,500
Total	\$7,000	\$	\$7,000

Contractual costs include: instructors and workshop facilitation.
Supplies include: curriculum materials and instructional tools, seeds, gardening supplies.
Related materials to education programming, and snacks. *USU partnerships up to \$7,000*

Task #5 – Technical Assistance & Business Development Support

Task #5 Budget Categories	RBDG Funds	Supplemental Funds	Total Project Costs
Personnel	\$0.00		\$0.00
Fringe Benefits	\$0.00		\$0.00
Travel	\$0.00		\$0.00
Supplies	\$0.00		\$0.00
Contractual	\$20,000		\$20,000
Total	\$20,000	\$	\$20,000

Contractual costs include: business advisors, consultants, and technical assistance providers. *USU partnership up to \$12,000*



STAFF REPORT

MEETING DATE: May 19th, 2026

TITLE: CONSIDERATION AND APPROVAL OF AN ORDINANCE AMENDING ORDINANCE 2020-04 ESTABLISHING THE PURCHASING POLICY WITHIN SAN JUAN COUNTY. Tranner Sharpe, Human Resources

RECOMMENDATION: Approval

SUMMARY

San Juan County Purchasing Policy has been reviewed by the heads of the departments, it has been updated and is needing to be approved by the Commissioners, so that San Juan County can adopt the changes.

San Juan County Purchasing Policy

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San Juan County Purchasing Policy

A. The underlying purposes of this policy are:

1. To ensure fair and equitable treatment of all persons who wish to, or do conduct business with San Juan County.
2. To provide for the greatest possible economy in the County's procurement activities.
3. To foster effective broad-based competition within the free enterprise system to ensure that the County will receive the best possible services or products at the lowest possible price and/or the most responsive price based on quality of workmanship and performance.
4. It is the intention of San Juan County to get the best value on purchases. The lowest price provider does not always constitute the best value to San Juan County. When purchasing equipment or services, considerations should include product quality, product support, service provider experience, maintenance fees, renewal fees, and end-user application of the purchase. In instances in which the low quote is not selected, the Department must provide written justification for not selecting the lowest quote and include this written justification with the purchasing record.

B. Compliance – Exemptions from this policy:

1. This policy shall not prevent the County from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law.
2. When procurement involves the expenditure of Federal and/or State funds the County shall comply with all applicable Federal and/or State laws and regulations.

C. Definitions:

- ~~1. Alternate Procurement Method: Those methods of procuring goods and services allowed, beside from sealed bidding.~~
- ~~2. Best Value: The basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors. Such basis shall reflect, wherever possible, objective and quantifiable analysis.~~
- ~~3. Blanket Purchase Order: A purchase order containing multiple delivery dates over a period of time, often negotiated to take advantage of predetermined pricing; normally used when there is a recurring need for goods.~~
- ~~4. Board: The San Juan County Board of Commissioners.~~
- ~~5. Business: Business means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, vendor, contractor or any other private legal entity.~~
- ~~6. Contract: A written document that includes an agreement between the San Juan County Board of Commissioners and another party regardless of whether or not the document is labeled or characterized as a "contract", "agreement", "memorandum",~~

- ~~“letter of understanding”, “statement of understanding”, “grant application”, “donation form” or other legally binding document. All county contracts shall be approved as to content and form by the San Juan County Attorney.~~
- ~~7. Emergency Purchases: “If the governing body determines that a natural disaster or fiscal emergency exists, and that the expenditure of money in excess of San Juan County general fund budget is necessary to respond to the natural disaster or fiscal emergency, San Juan County Board of Commissioners may make expenditures and incur deficits that are reasonably necessary to meet the natural disaster or fiscal emergency” (see U.C.A. 173627).~~
 - ~~8. Encumbrance: San Juan County “shall use an encumbrance system or other budgetary controls to ensure that no expenditure is made for any item of an appropriation unless there is a sufficient unencumbered balance in the appropriation and available funds, except in cases of an emergency” (U.C.A. 173619).~~
 - ~~9. Equipment: Tangible property (other than land and buildings) used in the operation of a department.~~
 - ~~10. Invoice: A formal billing, submitted by a vendor, showing the amount due and terms of payment for supplies delivered or services rendered.~~
 - ~~11. Professional Services: Those services provided to San Juan County, including those that involve specialized expertise, use of professional judgment, and/or a high degree of creativity. The individual or company may be based on qualifications to include, but not limited to specialized skills, education and training, experience, demonstrated effectiveness, judgment and integrity. These qualifications are not necessarily found in the individual or company that offers the lowest price.~~
 - ~~12. Public Works Projects: All works constructed for public use, protection, or enjoyment, ordinarily of a fixed nature, such as buildings, docks, canals, waterworks, highways, roads etc., and shall apply to those commodities or projects involving labor or both materials and labor and shall include such items as construction, paving and repair contracts.~~
 - ~~13. Quote: A stated price by a vendor for goods, services, or equipment. Quotes may be provided by fax, mail, email, or by printing listed prices of vendor websites.~~
 - ~~14. Request for Proposals (RFP): A formal competitive solicitation made to potential vendors in which vendors propose the best method or solution to a clearly defined County need.~~
 - ~~15. Request for Quotes (RFQ): The process to request information, where quotes are obtained from vendors without formal advertising or receipt of sealed bids. Used where price competition is desired, but the situation does not require competitive sealed bids, small or emergency purchases.~~
 - ~~16. Requisition: A request to the Purchasing Agent for the purchase of one or more goods or services necessary to carry on or improve a particular function of San Juan County.~~

- ~~17. Sole Source Purchase: A procurement method that allows, under certain conditions, for procuring goods or services from a single source without soliciting bids from multiple sources.~~
- ~~18. Specifications: A written description of the physical functional characteristics needed commodities and/or services setting forth, in a clear concise manner, the performance and/or physical characteristics of the commodities and/or services to be purchased, and the circumstances under which the purchase shall be made.~~
- ~~19. State Contract: Any contract entered into by the State of Utah from which counties within the State of Utah are authorized to make purchases from and pursuant to the terms of said contract.~~
- ~~20. Vendor: A supplier of goods or services to San Juan County.~~

C. Definitions

1. **Alternate Procurement Method:** A procurement method authorized by Utah Code and this Policy other than competitive sealed bidding, including (as applicable) competitive sealed proposals, sole source procurement, emergency procurement, and other allowable methods.
2. **Best Value:** The basis for awarding a contract to an offeror that optimizes quality, cost, and efficiency among responsive and responsible offerors, based on objective and quantifiable evaluation criteria where possible.
3. **Blanket Purchase Order:** A purchase order authorizing multiple purchases and/or deliveries over a defined period of time, often used when there is a recurring need for goods and predetermined pricing.
4. **Board:** The San Juan County Board of Commissioners.
5. **Business:** Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, vendor, contractor, or other private legal entity.
6. **Contract:** A written document establishing legally binding obligations between the County and another party, regardless of label (e.g., “contract,” “agreement,” “memorandum,” “letter of understanding,” “grant application,” “donation form,” etc.). All County contracts shall be reviewed and approved as to form and content by the San Juan County Attorney’s Office before execution.
7. **Emergency Purchases / Emergency Expenditures:** Procurements necessary to respond to a declared or actual emergency, including circumstances where the governing body determines a natural disaster or fiscal emergency exists and expenditures are reasonably necessary to respond under **Utah Code Title 17, Chapter 63** (Uniform Fiscal Procedures Act for Counties), including emergency expenditure authority. (See **Utah Code § 17-63-404.**)
8. **Encumbrance:** A reservation of budget authority to ensure no expenditure is made unless sufficient unencumbered appropriation and available funds exist, except in cases of emergency as permitted by law. County fiscal controls and budgetary requirements are governed by **Utah Code Title 17, Chapter 63**, including encumbrance/budget controls. (See **Utah Code § 17-63-501.**)
9. **Equipment:** Tangible property (other than land and buildings) used in the operation of a department.

10. **Invoice:** A vendor billing document showing the amount due and terms of payment for supplies delivered or services rendered.
11. **Professional Services:** Services involving specialized expertise, professional judgment, and/or a high degree of creativity, where selection may be based on qualifications (including education/training, experience, demonstrated effectiveness, judgment, and integrity) and not solely on lowest price.
12. **Public Works Projects / Construction:** Works constructed for public use, protection, or enjoyment, ordinarily of a fixed nature, including buildings, roads, bridges, waterworks, paving, and repairs, involving labor and/or materials and labor.
13. **Quote:** A stated price from a vendor for goods, services, or equipment. Quotes may be obtained by phone, email, fax, mail, or printed pricing from vendor websites, provided the documentation is retained in the purchase file.
14. **Request for Proposals (RFP):** A formal competitive solicitation where offerors propose solutions and pricing to meet a defined County need, and award may be based on best value criteria.
15. **Request for Information (RFI):** A process used to collect information from vendors to help define needs, specifications, or procurement strategy. An RFI is not a request for pricing and does not result in award.
16. **Request for Quotes (RFQ – Quotes):** An informal competitive process to obtain pricing for goods or services without formal advertising or sealed bids, generally used for small purchases and permitted procurements consistent with Utah Code and this Policy.
17. **Requisition:** A request submitted to the Purchasing Agent to initiate the purchase of goods or services.
18. **Sole Source Purchase:** A procurement method allowing purchase from a single source only when the requirement is reasonably available from only one supplier and the sole source justification is documented and approved in accordance with this Policy and Utah Code.
19. **Specifications:** A clear written description of required goods and/or services, including physical/functional characteristics, performance requirements, and other requirements necessary for evaluation and procurement.
20. **State Contract / Cooperative Contract:** A contract established by the State of Utah or another authorized public procurement unit that the County is permitted to use under Utah Code and contract terms.
21. **Vendor:** A supplier of goods or services to San Juan County.

D. Ethics

~~Purpose: To avoid both direct conflicts as well as the appearance of impropriety in purchasing and procurement of goods and services in San Juan County. Questions regarding this section should be directed to the San Juan County Attorney's Office.~~

~~1. San Juan County elected officials, employees, and agents shall procure goods,~~

~~equipment, and services and shall make purchases with County funds in accordance with all applicable federal, state and local laws, rules and regulations, (U.C.A. 6716 Utah Public Officers' and Employees' Ethics Act).~~

- ~~2. San Juan County elected officials, employees, and agents shall recuse themselves and shall not participate in selecting, awarding, or administering procurement, purchasing, or procurement and purchasing if, he or she knew or should have known, any of the following has a financial, or other interest, in a prospective company, contractor, vendor, entity, or person considered to be paid by San Juan County in exchange for goods, equipment, or services:

 - ~~a. The elected official, employee or agent;~~
 - ~~b. Any member of his/her immediate family ("immediate family" is defined wife, husband, child, mother, father, brother, sister, mother in law, father in law, grandmother, grandfather, grandchild, brother in law, sister in law, daughter in law, son in law, stepchild, stepmother and stepfather");~~
 - ~~c. His or her partner or significant other; or~~
 - ~~d. An organization which employs any of the above, which any of them have any arrangement concerning prospective employment, or any of them have an independent contractor relationship or similar arrangement.~~~~
- ~~3. No personal benefit should be incurred by any individual as a result of purchases made using public funds regardless of their source; i.e. Federal, State or Local funds.~~
- ~~4. San Juan County elected officials, employees, or agents should neither solicit, nor accept gratuities, favors, or anything of monetary value from vendors or potential vendors or from any County purchasing action. Strict compliance with the San Juan~~

~~County Personnel Policy regarding professional conduct should be observed.~~

- ~~5. San Juan County elected officials, employees, and agents should demonstrate appropriate duty of care when engaging in fiduciary activities, including obtaining and assessing appropriate materials/documentation in a judicious manner to insure the promotion of the best interest of San Juan County.~~
- ~~6. No purchase shall be intentionally or knowingly be split or divided into two or more smaller purchases with the intent of avoiding the competitive bidding process or other requirements contained in this policy. This includes: making two or more separate purchases, dividing an invoice or purchase order into two or more invoices or purchase orders, or making smaller purchases over a period of time. A person who divides purchases may be subject to the criminal penalties described in Section U.C.A. 63G6a2404.3.~~
- ~~7. All San Juan County elected officials, employees, and agents shall comply with the provisions set for in Utah Code Annotated Title 67, Chapter 16 – Utah Public Officers’ and Employees’ Ethics Act.~~
- ~~8. Cost plus a percentage of cost contracts are prohibited (see U.C.A. 63G-6a-1205). Subject to the limitations of this section, any type of contract which will promote the best interest of the County may be used, provided that the use of a cost plus a percentage of cost is prohibited. A cost reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the County than any other type of contract or that it is impracticable to obtain the supplies, services, or construction required except under such a contract.~~

D. Ethics

Purpose: To avoid direct conflicts and the appearance of impropriety in the purchasing and procurement of goods and services for San Juan County. Questions regarding this section should be directed to the San Juan County Attorney’s Office.

1. **Compliance with Ethics Law.** San Juan County elected officials, employees, and agents shall procure goods, equipment, and services in accordance with applicable federal, state, and local law, including the **Utah Public Officers’ and Employees’ Ethics Act (Utah Code Title 67, Chapter 16)**.
2. **Conflicts and Recusal.** County officials, employees, and agents shall recuse themselves and shall not participate in selecting, awarding, or administering a procurement when they knew or should have known that any of the following has a financial or other interest in a prospective vendor/contractor:
 - a. The official, employee, or agent;
 - b. Any member of the individual’s immediate family;
 - c. The individual’s partner or significant other; or
 - d. Any organization employing any of the above, or where any of the above has an arrangement concerning prospective employment, an independent contractor relationship, or similar arrangement.
3. **No Personal Benefit.** No personal benefit shall be incurred by any individual as a result of purchases made using County funds, regardless of funding source.
4. **Gifts and Gratuities.** County officials, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors, potential vendors, or parties

involved in any County procurement. County Personnel Policy professional conduct standards shall be followed.

5. **Duty of Care.** County officials, employees, and agents shall exercise appropriate duty of care in procurement activities, including obtaining and reviewing adequate documentation to promote the best interests of San Juan County.
6. **No Dividing Purchases.** No purchase shall be intentionally or knowingly split, divided, phased, or otherwise arranged into two or more smaller procurements for the purpose of avoiding competition requirements, approval requirements, contract requirements, or any threshold in this Policy or Utah law. Violations may be subject to administrative and criminal penalties under applicable Utah Code, including provisions addressing dividing a procurement.
7. **Cost-Plus Percentage Prohibited.** Cost-plus-a-percentage-of-cost contracts are prohibited. Other contract types may be used when in the County's best interest, consistent with Utah Code and this Policy. A cost-reimbursement contract may be used only when a written determination is made that it is likely to be less costly than other contract types or it is impracticable to obtain the required supplies, services, or construction except under such a contract.

E. Purchasing Agent Authority and Duties

AUTHORITY:

Except as otherwise provided herein, the Purchasing Agent shall serve as the principal purchasing official for San Juan County. The Purchasing Agent is authorized to enforce and review of this Policy.

DUTIES:

In accordance with this Policy, the Purchasing Agent or his/her designee shall:

1. Periodically review this policy and recommend changes to be approved by the San Juan County Board of Commissioners;
2. Review and confirm that goods and services are purchased in accordance with this policy;
3. Maintain all supporting documentation (e.g. requisitions, quotes, RFPs and proposals, RFIs and responses, sole source requests, notices, correspondence);
4. Open and record RFP responses and detail the history of procurement, rationale for method of procurement, selection of contract type, selection or rejection, and the basis for price;

5. Work with the respective Department Director(s) to review approval of a bid if the cost of a good or service is expected to exceed the bid limit;
6. Work with the respective Department Director(s) to determine whether it is advantageous to bid any purchase contracts less than the statutory limits;
7. Review forms for completeness and approve or deny the request, thereby converting the requisition to a purchase order;
8. Oversee the P-Card program, including issuing cards, suspending cards, and closing cards when employees terminate;
9. Determine when open vendor accounts may be necessary and in the best interest of San Juan County, and establish terms and conditions of use for such accounts (including Sam's Club, Costco, Amazon, etc....); and
10. Oversee capital equipment purchases.

F. Department Directors or Supervisor's Responsibilities

DUTIES:

It is the responsibility of the Department Directors or Supervisors to:

1. Identify the purchases to be made by his or her department in a fiscal year, thereby constituting the annual departmental budget, pursuant to this policy and the Uniform Fiscal Procedures Act for Counties (U.C.A. 1736).
2. Determine whether it is advantageous to San Juan County to bid any contract less than what is stated in this policy;
3. Be responsible for compliance with this policy and procedure by employees within the department and delegate tasks pursuant to purchasing procedures;
4. Submit annual "Conflicts Disclosure Statements" to the San Juan County Clerk/Auditor;
5. Ensure that San Juan County does not incur sales tax charges on exempt purchases by providing vendors documentation of tax exempt status, a TC721G Exemption Certificate for Governments and Schools;
6. Maintain oversight to ensure that contracted vendors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders and inform the Purchasing Agent of any material breach of such;
7. Contact the Purchasing Agent to initiate a purchase of capital items after the annual adopted budget has passed by resolution of the San Juan County Board of Commissioners;
8. Ensure expenditures are appropriately budgeted and submit Budget Amendment Form when necessary;
9. Determine the amount of a blanket purchase order and the length of time it will remain in effect (all purchase orders expire at the end of the calendar year);

10. Order from Vendors preapproved by the Purchasing Agent or submit a request to add new vendor to County Polaris system with appropriate back-up documentation including a copy of vendors insurance and a current and valid W-9); and
11. Approve or deny all designated invoices for payment, with the exception of self-reimbursement, which must be approved by another authorized individual in the department.

G. General Provisions

- ~~1. **Purchasing Agent Designated.** The Chief Administrative Officer is hereby appointed and designated as the San Juan County Purchasing Agent. The Purchasing Agent may from time to time appoint another person to undertake all or some of the duties of the Purchasing Agent set forth herein or appointed to him/her.~~
- ~~2. **Authority to Enter into and Execute Contracts.** All contracts are to be approved by the San Juan County Board of Commissioners unless otherwise as indicated here within. No department, office, advisory or policy board or other organization of San Juan County nor any officer or employee thereof, shall be empowered to execute any purchase order or contract except as specifically authorized in this ordinance or by other applicable law. All contracts in violation of this provision are considered void and may result in the personal obligation and liability of persons at fault for such violations.~~
- ~~3. **Competitive Procurement.** Unless exempted by this policy, all purchases and contracts shall be awarded on a competitive basis, as required by this Ordinance and applicable State and Federal law.~~
- ~~4. **Participation in State Procurement Unit Agreement and Contracts.** Pursuant to U.C.A. 63G6a2105, San Juan County may make purchases from or participate in state public procurement unit agreements and contracts, pursuant to the terms of said agreements and contracts without soliciting additional procurement options.~~
- ~~5. **San Juan County purchases are not subject to sales tax.** For vendors requiring documentation of tax exempt status, a TC-712G Exemption Certificate for Governments may be obtained from the Chief Administrative Officer.~~
- ~~6. **When procurement involves the expenditure of State or Federal funds, San Juan County shall comply with the applicable State and Federal laws and regulations.**~~

G. General Provisions

1. **Purchasing Agent Designated.** ~~The Chief Administrative Officer~~ is hereby appointed and designated as the San Juan County Purchasing Agent. The Purchasing Agent may designate qualified personnel to perform all or part of the Purchasing Agent's duties under this Policy.
2. **Authority to Enter into and Execute Contracts.** All contracts shall be approved by the San Juan County Board of Commissioners unless specifically delegated by the Board or authorized by applicable law. No department, office, board, or employee is authorized to execute a contract, agreement, or purchase order except as provided in this Policy, Board action, or applicable law. Contracts executed in violation of this section may be void and may result in personal liability for persons responsible.

3. **Competitive Procurement.** Unless exempted by Utah law or this Policy, procurements shall be conducted on a competitive basis using the appropriate method (quotes, invitation for bids, request for proposals, etc.), with documentation retained in the procurement file.
4. **Use of State and Cooperative Contracts.** Pursuant to Utah procurement law, the County may purchase from state contracts or cooperative contracts (including public procurement unit agreements) where authorized, without soliciting additional procurement options, provided the purchase is within the scope and terms of the contract and is properly documented.
5. **Sales Tax Exemption.** County purchases are generally exempt from sales tax. Departments shall provide appropriate documentation to vendors when required (e.g., TC-721G).
6. **Grant/Federal/State Requirements.** When procurement involves the expenditure of grant, state, or federal funds, the County shall comply with the applicable requirements in addition to this Policy. Where requirements conflict, the more restrictive requirement shall apply.

H. Authorization Requirements for Purchases

- ~~1. **Purchases up to \$1,000.** All procurements of services and goods in an amount less than \$1,000 may be approved by the Department Head, provided such procurements have been budgeted for within the department and are in line with the budgeted purposes and responsibilities of said department. A Department or Division may not~~

~~spend a maximum of \$50,000 in a fiscal year with an individual vendor using the small purchase limit. This rule cannot be used for ongoing services. Contracts at this limit, if required, can be executed by the Purchasing Agent. No quotes are required at this limit.~~

- ~~2. Purchases over \$1,000 and up to \$5,000. All procurements of services and goods in an amount over \$1,000 and up to \$5,000 must have a purchase order approved by the Department Director and the Purchasing Agent prior to initiating the purchase. Descriptions of items or services will use sufficient and descriptive terminology to allow the reviewer to understand what is being purchased and why, part numbers by themselves are not sufficient. When the individual procurement item cost is more than \$1,000 for one or more items AND the total procurement is less than \$5,000, the Department or Division must obtain competitive quotes. All purchases between this limit shall be made after obtaining a minimum of two bids. The agency must purchase the item/service from the supplier offering the lowest quote meeting specifications unless one is of a higher and better quality. Contracts at this limit can be executed by the Purchasing Agent. See Exhibit A for the required quote sheet. See Exhibit B for the required the Purchase Order.~~
- ~~3. Purchases over \$5,000 and up to \$15,000. All goods, services, and equipment over \$5,000.00 but less than \$15,000.00 require (at a minimum) three (3) written quotes from three (3) different vendors. Quotes may be provided by fax, mail, e-mail, or by printing listed prices from vendor websites. The Purchasing Agent may require the department to conduct an RFP to ensure pricing is competitive. A waiver of the required minimum number of quotes will be granted by the Purchasing Agent or designee upon a showing that a diligent effort was made to obtain the quotes or a Sole Source justification has been provided and approved. All quotes (and wavier, if applicable) shall be submitted electronically with the requisition or contracted award as part of the formal purchasing record. The Department Director must sign the quote selected for the procurement.~~

~~Once quotes have been obtained, the method of procurement is determined by type of expenditure and total cost, as follows:~~

- ~~a) Goods/Equipment under \$10,000.00 — San Juan County Purchase Order.~~
- ~~b) Goods/Equipment between \$10,000.00 and \$15,000.00 — may constitute a capital purchase and requires assistance from the Purchasing Agent and requires a San Juan County Purchase Order with appropriate terms and conditions.~~
- ~~c) Services between \$5,000.00 and \$15,000 — County approved Contract is required executed by the San Juan County Board of Commissioners unless delegated to the Purchasing Agent.~~

~~Documentation of the solicitation of three quotes or reference to the exemption of those requirements must be attached. Purchases within this range will need a County approved contract.~~

- ~~4. Purchases over \$15,000 and up to \$50,000. Purchases over \$15,000 require a written contract to be approved in an open meeting. Purchases between \$15,000 which are~~

- ~~ongoing services must be put out for competitive bid with a public notice. All procurements of services and goods in an amount over \$50,000 must be put out for competitive bid with a public notice and to be prepared and approved by the Department Director, Supervisor, Purchasing Agent and San Juan County Board of Commissioners (See section of Competitive Bids for requirements).~~
- ~~5. Purchases over \$50,000. Acquisitions of goods, equipment or services over \$50,000.00 are subject to the following requirements, depending on type of expenditure and total cost:~~
- ~~a) Goods/Equipment/Services over \$50,000.00 — RFP and County Approved Contract.~~
 - ~~b) Building Improvements over \$50,000.00 — RFP and County Approved Contract.~~
 - ~~c) Road Department and Public Works Projects under \$150,000.00 — Three (3) written quotes from three (3) different vendors (see details in previous section) and County Approved Contract.~~
 - ~~d) Road Department and Public Works Projects over \$150,000.00 — RFP and County Approved Contract.~~
- ~~6. Avoidance of approval and written contract requirements. Purchases shall not be divided into smaller purchases for the purpose of evading the approval process required by this policy, or for the purpose of avoiding the need to obtain a written contract.~~
- ~~7. Sole Source Procurement. Conditions For Use of Sole Source Procurement:~~
- ~~a. Sole source procurement shall be used only if a requirement is reasonably available from a single supplier. A requirement for a particular proprietary item does not justify sole source procurement if there is more than one potential bidder or offeror for that item.~~
 - ~~b. Examples of circumstances which could necessitate sole source procurement are:

 - ~~i. where the compatibility of equipment, accessories, replacement parts, or service is the paramount consideration;~~
 - ~~ii. where a sole supplier's item is needed for trial use or testing;~~
 - ~~iii. procurement of items for resale;~~
 - ~~iv. procurement of public utility services. The determination as to whether a procurement shall be made as a sole source shall be made by the purchasing agent. Each request shall be submitted in writing by the using agency. Such officer may specify the application of such determination and its duration. In cases of reasonable doubt, competition should be solicited. Any request by a using agency that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.~~~~

H. Authorization Requirements for Purchases (Drop-In Replacement)

General Rule: Purchases shall be made only when budgeted and with appropriate approvals. The method of procurement and required documentation depend on (a) the total anticipated cost, (b) whether the procurement is one-time or ongoing, and (c) the type of purchase (goods, services,

construction/public works).

1. **Purchases up to \$1,000**

- May be approved by the Department Head, provided the purchase is budgeted and within the department's authorized purpose.
- **No quotes required** at this level, but documentation (vendor, item/service description, date, amount, and business purpose) shall be retained.
- This level **shall not be used** to establish or continue **ongoing services** or recurring purchases in a manner that avoids the thresholds and competition requirements in this Policy.

2. **Purchases over \$1,000 and up to \$5,000**

- Requires a **Purchase Order** approved by the Department Director and the Purchasing Agent **before** initiating the purchase.
- The requisition/purchase description must clearly describe what is being purchased and why (part numbers alone are not sufficient).
- Requires a minimum of **two (2) competitive quotes** unless a documented exception applies (e.g., sole source or emergency as provided in this Policy).
- Award shall generally be made to the lowest quote meeting specifications unless a higher-priced quote provides better value (quality, lifecycle costs, support, etc.). If not selecting the lowest quote, written justification shall be included in the purchase file.
- Contracts at this limit may be executed by the Purchasing Agent when a written contract is required and when delegated/authorized by the Board or applicable law.

3. **Purchases over \$5,000 and up to \$15,000**

- Requires a **Purchase Order** approved by the Department Director and the Purchasing Agent **before** initiating the purchase.
- Requires a minimum of **three (3) written quotes** from three different vendors unless a documented exception applies or the Purchasing Agent grants a written waiver after a showing of diligent effort.
- All quotes (and any waiver/exception documentation) shall be retained electronically as part of the purchasing record.
- **Services** in this range typically require a **County-approved written contract**. Contracts shall be executed by the Board unless delegated/authorized.

4. **Purchases over \$15,000 and up to \$50,000**

- Requires a **written contract** and **Board approval in an open meeting**, unless delegated/authorized by the Board or applicable law.
- The Purchasing Agent shall determine and document the appropriate competitive method (quotes where allowed, Invitation for Bids, or RFP).
- **Ongoing services** in this range shall be competitively procured using an appropriate formal process with public notice as required by the solicitation method and County practice.

5. **Purchases over \$50,000**

- Requires formal competitive procurement and **Board approval in an open meeting**, unless an exception applies (emergency/sole source) and is properly documented.
- Requirements by type:
 - a. **Goods/Equipment/Services over \$50,000:** RFP or Invitation for Bids as determined by the Purchasing Agent, and a County-approved contract.
 - b. **Building Improvements over \$50,000:** Formal solicitation (RFP/IFB as

appropriate) and County-approved contract.

c. **Road/Public Works Projects:** Procured using the appropriate construction/public works method as determined by the Purchasing Agent and County counsel, consistent with this Policy and applicable law, with required documentation, bonding/security where applicable, and a County-approved contract.

6. **Avoidance Prohibited**

- o Purchases shall not be divided into smaller purchases to evade approval, competition, documentation, or contract requirements. See Ethics section.

7. **Sole Source Procurement**

- o Sole source procurement may be used only when a requirement is reasonably available from a single supplier.
- o A requirement for a particular proprietary item does not justify sole source if more than one potential vendor can provide the item.
- o Sole source requests must be submitted in writing to the Purchasing Agent with a clear explanation of why no other source is suitable, the expected duration of the sole source determination, and sufficient documentation to support the determination.
- o In cases of reasonable doubt, competition should be solicited.

I. **Request for Proposal, Information, or Qualifications Process (RFP, RFI, RFQ)**

~~1. Competitive Sealed Bids—When Required~~

- ~~a.—All procurements of goods which are reasonably anticipated to exceed \$50,000 shall be obtained by competitive sealed bidding. The San Juan County Board of Commissioners may also require competitive sealed bidding for the procurement of goods and services for any amount.~~
- ~~b.—In the event that bids exceed available funds and the lowest responsive and responsible bid does not exceed funds available by more than 5% (five percent), the Board may, where time or economic considerations preclude re-solicitation of work of a reduced scope, negotiate an adjustment of the bid price, including changes in the bid requirements, with the lowest responsive and responsible bidder, in order to bring the bid within the amount of available funds.~~
- ~~e.—Content of the Invitation for Bids:

 - ~~i.—Use. The Invitation for Bids is used to initiate competitive sealed bid procurement.~~
 - ~~ii.—Content. The Invitation for Bids include the following:

 - ~~1.—Instructions and information to bidders concerning the bid submission requirements, including the time and closing date for submission of bids, the address of the office to which bids are to be delivered, and any other special information;~~
 - ~~2.—The purchase description, evaluation factors, delivery or performance schedule, and inspection and acceptance requirements not included in the purchase description; and;~~
 - ~~3.—The contract terms and conditions, including warranty and bonding or other security requirements, as applicable.~~~~
 - ~~iii.—Incorporation by Reference. The Invitation for Bids may incorporate documents by reference provided that the Invitation for Bids specifies where such documents can be obtained.~~
 - ~~iv.—Acknowledgment of Amendments. The Invitation for Bids shall require the acknowledgment of the receipt of all amendments issued.~~~~

v. ~~Bidding Time.~~

1. ~~Bidding time is the period of time between the date of distribution of the Invitation for Bids and the date set for opening of bids. In each case bidding time will be set to provide bidders a reasonable time to prepare their bids. A minimum of 10 calendar days shall be provided unless a shorter time is deemed necessary for a particular procurement as determined in writing by the purchasing agent.~~

vi. ~~Bidder Submissions.~~

1. ~~Bid Form. The Invitation for Bids shall provide a form which shall include space in which the bid price shall be inserted and which the bidder shall sign and submit along with all other necessary submissions.~~
2. ~~Facsimile Bids. The Invitation for Bids may state that facsimile bids will be considered whenever they are received in hand at the designated office by the time specified for bid opening. Such facsimile or electronic mail bids shall contain specific reference to the Invitation for Bids, the time and place of delivery, and a statement that the bidder agrees to all the terms, conditions, and provisions of the Invitation for Bids. Bidders submitting facsimile bids shall submit a formal bid on the Invitation for Bids form within three days of the bid opening date or a time designated by the purchasing agent.~~
3. ~~Bid Samples and Descriptive Literature.~~
 - a. ~~Descriptive literature means information available in the ordinary course of business which shows the characteristics, construction, or operation of an item and assists the purchasing agency in considering whether the item meets requirements or criteria set forth in the invitation.~~
 - b. ~~Bid sample means a sample to be furnished by a bidder to show the characteristics of the item offered in the bid.~~
 - c. ~~Bid samples or descriptive literature may be required when it is necessary to evaluate required characteristics of the items bid.~~
4. ~~Samples of items, when called for in the Invitation for Bids, must be furnished free of expense, and if not destroyed by testing, will upon request, be returned at the bidder's expense.~~
 - a. ~~Samples submitted by the successful bidder may be held for comparison with merchandise furnished and will not necessarily be returned. Samples must be labeled or otherwise identified as called for by the purchasing agency.~~
5. ~~Bid Security. Bid bonds and performance bonds or other security may be required for supply contracts or service contracts as the purchasing agent deems advisable to protect the interests of the purchasing agency. Any such requirements must be set forth in the solicitation. Bid or performance bonds should not be used as a substitute for a determination of a bidder or offeror responsibility.~~
6. ~~Bid Price. Bid prices submitted in response to an invitation for bids must stand alone and may not be dependent upon a bid submitted by any other bidder. A bid reliant upon the submission of another bidder will not be considered for award.~~

vii. ~~Public Notice.~~

- ~~1. Distribution. Invitation for Bids or notices of the availability of Invitation for Bids shall be mailed or otherwise furnished to a sufficient number of bidders for the purpose of securing reasonable competition. Notices of availability shall indicate where, when, and for how long.~~
 - ~~2. Invitation for Bids may be obtained; generally describe the supply, service, or construction desired; and may contain other appropriate information. (See also "Bidder Lists" section).~~
 - ~~3. Where appropriate, the purchasing agent may require payment of a fee or a deposit for the supplying of the Invitation for Bids.~~
 - ~~4. Publication. Every procurement in excess of \$50,000 shall be publicized in any or all of the following:

 - ~~a. in a newspaper of general circulation;~~
 - ~~b. in a newspaper of local circulation in the area pertinent to the procurement;~~
 - ~~c. in industry media; or~~
 - ~~d. in a government publication designed for giving public notice such as Sequest.~~~~
 - ~~5. Public Availability. A copy of the Invitation for Bids shall be made available for public inspection at the purchasing agent's office.~~
- ~~viii. Bidder List.~~
- ~~1. Purpose. Lists of qualified prospective bidders by commodity shall be electronically compiled and maintained by the Purchasing Agent or obtained by local searches on the internet or news media.~~
 - ~~2. Public Availability. Subject to procedures established by the purchasing agent, names and addresses on bidder lists shall be available for public inspection.~~
- ~~ix. Pre-Bid Conferences.~~
- ~~1. Pre-bid conferences may be conducted to explain the procurement requirements. They shall be announced to all prospective bidders known to have received an Invitation for Bids. The conference should be held long enough after the Invitation for Bids has been issued to allow bidders to become familiar with it, but sufficiently before bid opening to allow consideration of the conference results in preparing their bids. Nothing stated at the pre-bid conference shall change the Invitation for Bids unless a change is made by written amendment as provided in the "Amendments to Invitation for Bids" section and the Invitation for Bids and the notice of the pre-bid conference shall so provide. If a written summary of the conference is deemed advisable by the purchasing agent, a copy shall be supplied to all those prospective bidders known to have received an Invitation for Bids and shall be available as public record.~~
- ~~d. Amendments to Invitation for Bids.~~
- ~~i. Application. Amendments should be used to:

 - ~~1. make any changes in the Invitation for Bids such as changes in quantity, purchase descriptions, delivery schedules, and opening dates;~~
 - ~~2. defects or ambiguities; or~~
 - ~~3. furnish to other bidder's information given to one bidder if such information will assist the other bidders in submitting bids or if the lack of such information would be equitable to other bidders.~~~~

- ii. ~~Form. Amendments to Invitation for bids shall be identified as such and shall require that the bidder acknowledge receipt of all amendments issued.~~
 - iii. ~~Distribution. Amendments shall be sent to all prospective bidders known to have received an Invitation for Bids.~~
 - iv. ~~Timeliness. Amendments shall be distributed within a reasonable time to allow prospective bidders to consider them in preparing their bids. If the time set for bid opening will not permit such preparation, to the extent possible such time shall be increased in the amendment or, if necessary, by telegram or telephone and confirmed in the amendment.~~
- e. ~~Pre-Opening Modification of Withdrawal of Bids.~~
 - i. ~~Procedure. Bids may be modified or withdrawn by written, electronic mail or telegraphic notice received in the office designated in the Invitation for Bid prior to the time set for bid opening. A telegraphic modification or withdrawal received by telephone prior to bid opening from the receiving telegraph company will be effective if the telegraph company confirms the message by sending a copy of the written telegram showing that the message was received at such office prior to bid opening.~~
 - ii. ~~Disposition of Bid Security. Bid security, if any, shall be returned to the bidder when withdrawal of the bid is permitted.~~
 - iii. ~~Records. All documents relating to the modification or withdrawal of bids shall be made a part of the appropriate procurement file.~~
- f. ~~Late Bids, Late Withdrawal, and Late Modifications.~~
 - i. ~~Any bid, withdrawal, or modification received at the address designated in the Invitation for Bids after the time and date set for receipt of bids at the place designated for receipt is late. No late bid, late withdrawal, or late modification will be considered unless received before contract award, and the bid, withdrawal, or modification would have been timely but for the action or inaction of personnel directly serving the procurement activity or lateness in the delivery of the bid otherwise not attributable to the bidder's fault or negligence. The purchasing agent, in consultation with the San Juan County Attorney's Office, shall determine whether to accept a late bid, late withdrawal, or late modification. All documents relating to the late bid, late withdrawal, or late modification shall be made a part of the appropriate procurement file.~~
- g. ~~Receipt, Opening, and Recording of Bids.~~
 - i. ~~Receipt. Upon receipt, all bids and modifications will be time stamped, but not opened. They shall be stored in a secure place until bid opening time.~~
 - ii. ~~Opening and Recording. Bids and modifications shall be opened publicly, in the presence of one or more witnesses, at the time and place designated in the Invitation for Bids. The names of the bidders, the bid price, and such other information as is deemed appropriate by the purchasing agent, shall be read aloud or otherwise be made available. The opened bids shall be available for public inspection except to the extent the bidder designates trade secrets or other proprietary data to be confidential as set forth in Subsection (3) of this Section. Material so designated shall accompany the bid and shall be readily separable from the bid in order to facilitate public inspection of the nonconfidential portion of the bid. Make and model, and model or catalogue numbers of the items offered, deliveries, and terms of payment shall be publicly available at the time of bid opening regardless of any designation to the contrary.~~

~~iii. Confidential Data. The purchasing agent shall examine the bids to determine the validity of any requests for nondisclosure of trade secrets and other proprietary data identified in writing. If the parties do not agree as to the disclosure of data, the purchasing agent shall inform the bidders in writing what portions of the bids will be disclosed.~~

~~h. Mistakes in Bids:~~

~~i. If a mistake is attributable to an error judgment, the bid may not be corrected. Bid correction or withdrawal by reason of an inadvertent, nonjudgmental mistake is permissible, but at the discretion of the purchasing agent and to the extent it is not contrary to the interest of the purchasing agency or the fair treatment of the other bidders.~~

~~ii. Mistakes Discovered Before Opening. A bidder may correct mistakes discovered before bid opening by withdrawing or correcting the bid as provided in Section xi (Pre-Opening Modification or Withdrawal of Bids).~~

~~iii. Confirmation of Bid. When it appears from a review of the bid that a mistake has been made, the bidder should be requested to confirm the bid. Situations in which confirmation should be requested include obvious, apparent errors on the face of the bid or a bid unreasonably lower than the other bids submitted. If the bidder alleges mistake, the bid may be corrected or withdrawn if the conditions set forth in Subsection (1), (4) and (6) of this Section are met.~~

~~iv. Mistakes Discovered After Opening but Before Award. This Subsection sets forth procedures to be applied in three situations described in paragraphs (a), (b) and (c) below in which mistakes in bids are discovered after opening but before award.~~

~~1. Minor Informalities. Minor informalities are matters of form rather than substance evident from the bid document, or insignificant mistakes that can be waived or corrected without prejudice to other bidders; that is, the effect on price, quantity, quality, delivery, or contractual conditions is not significant. The purchasing agent may waive such informalities. Examples include the failure of a bidder to:~~

~~a. return the number of signed bids required by the Invitation for Bids;~~

~~b. sign the bid, but only if the unsigned bid is accompanied by other material indicating the bidder's intent to be bound;~~

~~c. acknowledge receipt of an amendment to the Invitation for Bids, but only if:~~

~~i. it is clear from the bid that the bidder received the amendment and intended to be bound by its terms; or~~

~~ii. the amendment involved had a negligible effect on price, quantity, quality, or delivery.~~

~~iii. Mistakes Where Intended Bid is Evident. If the mistake and the intended bid are clearly evident on the face of the bid document, the bid shall be corrected to the intended bid and may not be withdrawn. Examples of mistakes that may be clearly~~

~~evident on the face of the bid document are typographical errors, errors in extending unit prices, transposition errors, and arithmetical errors.~~

~~iv. Mistakes Where Intended Bid is not Evident. A bidder may be permitted to withdraw a low bid if:~~

~~1. a mistake is clearly evident on the face of the bid document but the intended bid is not similarly evident; or~~

~~2. The bidder submits proof of evidentiary value which clearly and convincingly demonstrates that a mistake was made.~~

~~v. Mistakes Discovered After Award. Mistakes shall not be corrected after award of the contract.~~

~~vi. Written Approval or Denial Required. The purchasing agent shall approve or deny, in writing, a bidder's request to correct or withdraw a bid. Such approval or denial may be so indicated on the bidder's written request for correction or withdrawal.~~

~~i. Bid Evaluation and Award.~~

~~i. General. The contract is to be awarded to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the Invitation for Bids. The Invitation for Bids shall set forth the requirements and criteria which will be used to determine the lowest responsive and responsible bidder. No bid shall be evaluated for any requirements or criteria that are not disclosed in the Invitation for Bids. An Invitation for Bids, a Request for Proposals, or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or in part, when it is in the best interest of the purchasing agency, as determined by the purchasing agency. In the event of cancellation of the solicitation or rejection of all bids or proposals received in response to a solicitation, the reasons for cancellation or rejection shall be made a part of the bid file and shall be available for public inspection and the purchasing agency shall~~

~~1. re-solicit new bids using the same or revised specifications;~~

~~2. or withdraw the requisition for supplies or services.~~

~~ii. Responsibility and Responsiveness. Responsibility of prospective contractors is covered by Responsibility and Prequalification of these regulations.~~

~~iii. Product Acceptability. The Invitation for Bids shall set forth the evaluation criteria to be used in determining product acceptability. It may require the submission of bid samples, descriptive literature, technical data, or other material. It may also provide for:~~

~~1. inspection or testing of a product prior to award for such characteristics as quality or workmanship;~~

~~2. examination of such elements as appearance, finish, taste, or feel; or~~

~~3. other examinations to determine whether it conforms with any other purchase description requirements. The acceptability evaluation is~~

~~not conducted for the purpose of determining whether one bidder's item is superior to another but only to determine that a bidder's offering is acceptable as set forth in the Invitation for Bids. Any bidder's offering which does not meet the acceptability requirements shall be rejected.~~

~~iv. Determination of Lowest Bidder. Bids will be evaluated to determine overall economy for the intended use, in accordance with the evaluation criteria set forth in the Invitation for Bids. Examples of such criteria include but are not limited to, transportation cost, energy cost, ownership and other identifiable costs or life cycle cost formula. Evaluation factors need not be precise predictors of actual future costs, but to the extent possible such evaluation factors shall:~~

- ~~1. be reasonable estimates based on upon information the purchasing agency has available concerning future use; and~~
- ~~2. treat all bids equitably.~~

~~v. Extension of Time for Bid or Proposal Acceptance. After opening bids or proposals, the purchasing agent may request bidders or offerors to extend the time during which their bids or proposals may be accepted, provided that, with regard to bids, no other change is permitted. The reasons for requesting such extension shall be documented.~~

~~vi. Only One Bid or Proposal Received. If only one responsive bid is received in response to an Invitation for Bids (including multi-step bidding), an award may be made to the single bidder if the purchasing agent finds that the price submitted is fair and reasonable, and that either other prospective bidders had reasonable opportunity to respond, or there is not adequate time for re-solicitation. Otherwise, the bid may be rejected and:~~

- ~~1. new bids or offers may be solicited;~~
- ~~2. the proposed procurement may be canceled; or~~
- ~~3. if the purchasing agent determines in writing that the need for the supply of service continues but that the price of the one bid is not fair and reasonable and there is no time for re-solicitation or re-solicitation would likely be futile, the procurement may then be conducted under a Sole Source Procurement or an Emergency Procurement as appropriate.~~

~~vii. Multiple or Alternate Bids or Proposals. Unless multiple or alternate bids or offers are specifically provided for, the solicitation shall state they will not be accepted. When prohibited, the multiple or alternate bids or offers shall be rejected although a clearly indicated base bid shall be considered for award as though it were the only bid or offer submitted by the bidder or offeror. The provisions of this subsection shall be set forth in the solicitation, and if multiple or alternate bids are allowed, it shall specify their treatment.~~

~~j. Tie Bids.~~

~~i. Definition. Tie bids are low responsive bids from responsible bidders that are identical in price.~~

- ~~ii. Award. Award shall not be made by drawing lots, except as set forth below, or by dividing business among identical bidders. In the discretion of the purchasing agent, award shall be made in any permissible manner that will discourage tie bids. Procedures which may be used to discourage tie bids include:~~
- ~~1. where identical low bids include the cost of delivery, award the contract to the bidder farthest from the point of delivery;~~
 - ~~2. award the contract to the identical bidder who received the previous award and continue to award succeeding contracts to the same bidder so long as all low bids are identical;~~
 - ~~3. award to the identical bidder with the earliest delivery date;~~
 - ~~4. award to a Utah resident bidder or for a Utah produced Product where other tie bid(s) are from out of state; or~~
 - ~~5. if price is considered excessive or for other reason such bids are unsatisfactory, reject all bids and negotiate a more favorable contract in the open market.~~
 - ~~6. if no permissible method will be effective in discouraging tie bids and a written determination is made so stating, award may be made by drawing lots.~~
- ~~iii. Record. Records shall be made of all Invitations for Bids on which tie bids are received showing at least the following information:~~
- ~~1. the Invitation for Bids;~~
 - ~~2. the supply, service, or construction item;~~
 - ~~3. all the bidders and the prices submitted; and~~
 - ~~4. procedure for resolving tie bids.~~
- ~~k. Multi-Step Sealed Bidding.~~
- ~~i. Definition. Multi-step sealed bidding is a two-phase process consisting of a technical first phase composed of one or more steps in which bidders submit unpriced technical offers to be evaluated by the purchasing agency, and a second phase in which those bidders whose technical offers are determined to be acceptable during the first phase have their price bids considered. It is designed to obtain the benefits of competitive sealed bidding by award of a contract to the lowest responsive, responsible bidder, and at the same time obtain the benefits of the competitive sealed proposals procedure through the solicitation of technical offers and the conduct of discussions to arrive at technical offers and terms acceptable to the purchasing agency and suitable for competitive pricing.~~
 - ~~ii. Use. The multi-step sealed bidding method will be used when the purchasing agent deems it to the advantage of the purchasing agency. Multi-step sealed bidding will thus be used when it is considered desirable.~~
 - ~~1. to invite and evaluate technical offers to determine their acceptability to fulfill the purchase description requirements;~~
 - ~~2. to conduct discussions for the purposes of facilitating understanding of the technical offer and purchase description requirements and, where appropriate, obtain supplemental information, permit amendments of technical offers, or amend the purchase description;~~

- ~~3. to accomplish Subsections (a) and (b) of this section prior to soliciting priced bids; and~~
- ~~4. to award the contract to the lowest responsive and responsible bidder in accordance with the competitive sealed bidding procedures.~~
- ~~iii. Pre-Bid Conferences in Multi-Step Sealed Bidding. Prior to the submission of unpriced technical offers, a pre-bid conference as contemplated by Pre-Bid Conferences may be conducted by the purchasing agent. The purchasing agent may also hold a conference of all bidders at any time during the evaluation of the unpriced technical offers.~~
- ~~iv. Procedure for Phase One of Multi-Step Sealed Bidding.~~
 - ~~1. Form. Multi-step sealed bidding shall be initiated by the issuance of an Invitation for Bids in the form required by the Content of the Invitation for Bids, except as hereinafter provided. In addition to the requirements set forth in above, the multi-step Invitation for Bids shall state:

 - ~~a. that unpriced technical offers are requested;~~
 - ~~b. whether price bids are to be submitted at the same time as unpriced technical offers; if they are, such price bids shall be submitted in a separate sealed envelope;~~
 - ~~c. that it is a multi-step sealed bid procurement, and priced bids will be considered only in the second phase and only from those bidders whose unpriced technical offers are found acceptable in the first phase;~~
 - ~~d. the criteria to be used in the evaluation of the unpriced technical offers;~~
 - ~~e. that the purchasing agency, to the extent the purchasing agent finds necessary, may conduct oral or written discussions of the unpriced technical offers;~~
 - ~~f. that bidders may designate those portions of the unpriced technical offers which contain trade secrets or other proprietary data which are to remain confidential; and~~
 - ~~g. that the item being procured shall be furnished generally in accordance with the bidder's technical offer as found to be finally acceptable and shall meet the requirements of the Invitation for Bids.~~~~
 - ~~2. Amendments to the Invitation for Bids. After receipt of unpriced technical offers, amendments to the Invitation for Bids shall be distributed only to bidders who submitted unpriced technical offers and they shall be allowed to submit new unpriced technical offers or to amend those submitted. If, in the opinion of the purchasing agent, a contemplated amendment will significantly change the nature of the procurement, the Invitation for Bids shall be canceled in accordance with the Cancellation of Solicitations of these regulations and a new Invitation for Bid issued.~~
 - ~~3. Receipt and Handling of Unpriced Technical Offers. Unpriced technical offers shall not be opened publicly nor be disclosed to~~

- unauthorized persons. Bidders may request nondisclosure of trade secrets and other proprietary data identified in writing.
- ~~4. Evaluation of Unpriced Technical Offers. The unpriced technical offers submitted by bidders shall be evaluated solely in accordance with the criteria set forth in the Invitation for Bids. The unpriced technical offers shall be categorized as:~~
- ~~a. Acceptable;~~
 - ~~b. potentially acceptable, that is, reasonably susceptible of being made acceptable; or~~
 - ~~c. unacceptable. The purchasing agent shall record in writing the basis for finding an offer unacceptable and make it part of the procurement file.~~
 - ~~d. The purchasing agent may initiate phase two of the procedure if, in the purchasing agent's opinion, there are sufficient acceptable unpriced technical offers to assure effective price competition in the second phase without modification or alteration of the offers. If the purchasing agent finds that such is not the case, the purchasing agent shall issue an amendment to the Invitation for Bids or engage in technical discussions as set forth in Subsection (5) of this Section.~~
- ~~5. Discussion of Unpriced Technical Offers. Discussion of its technical offer may be conducted by the purchasing agent with any bidder who submits an acceptable or potentially acceptable technical offer. During the course of such discussions the purchasing agent shall not disclose any information derived from one unpriced technical offer to any other bidder. Once discussions are begun, any bidder who has not been notified that its offer has been finally found unacceptable may submit supplemental information modifying or otherwise amending its technical offer at any time until the closing date established by the purchasing agent. Such submissions may be made at the request of the purchasing agent or upon the bidder's own initiative.~~
- ~~6. Notice of Unacceptable Unpriced Technical Offer. When the purchasing agent determines a bidder's unpriced technical offer to be unacceptable, such officer shall notify the bidder. Such bidders shall not be afforded an additional opportunity to supplement technical offers.~~
- ~~v. Mistakes During Multi-Step Sealed Bidding.~~
- ~~1. Mistakes may be corrected or bids may be withdrawn during phase one;~~
 - ~~2. before unpriced technical offers are considered;~~
 - ~~3. after any discussions have commenced under the procedure for Phase One of Multi-Step Sealed Bidding, Discussion of Unpriced Technical Offers; or~~

4. ~~when responding to any amendment of the Invitation for Bids. Otherwise mistakes may be corrected or withdrawal permitted in accordance with the Mistakes in Bids.~~
- vi. ~~Carrying Out Phase Two.~~
1. ~~Initiation. Upon the completion of phase one, the purchasing agent shall either:~~
- a. ~~open price bids submitted in phase one (if price bids were required to be submitted) from bidders whose unpriced technical offers were found to be acceptable; provided, however, that the offers have remained unchanged, and the Invitation for Bids has not been amended; or~~
- b. ~~invite each acceptable bidder to submit a price bid.~~
2. ~~Conduct. Phase two is to be conducted as any other competitive sealed bid procurement except:~~
- a. ~~as specifically set forth in Section 3-114 through Section 3-120 of these regulations; and~~
- b. ~~no public notice need be given of this invitation to submit~~
- l. ~~Purchase of Items Separately from Construction Contract.~~
- i. ~~The purchasing agent is authorized to determine whether a supply item or group of supply items shall be included as a part of, or procured separately from, any contract for construction.~~
- m. ~~Exceptions to Competitive Sealed Bid Process.~~
- i. ~~The purchasing agent, head of a purchasing agency or designee may utilize alternative procurement methods (ie. Auctions, repossession sales, negotiation based upon industry indexes) to purchase items such as the following when determined to be more practicable or advantageous to the County.~~
- ii. ~~Documentation of the alternative procurement method utilized shall be part of the contract file.~~
- n. ~~Proposal Preparation Time.~~
- i. ~~Proposal preparation time shall be set to provide offerors a reasonable time to prepare their proposals. A minimum of 10 working days shall be provided unless a shorter time is deemed necessary for a particular procurement as determined in writing by the purchasing agent.~~
- o. ~~Form of Proposal.~~
- i. ~~The manner in which proposals are to be submitted, including any forms for that purpose, may be designated as a part of the Request for Proposals.~~
- p. ~~Public Notice.~~
- i. ~~Public notice shall be given by distributing the Request for Proposals in the same manner provided for distributing an Invitation for Bids under Public Notice.~~
- q. ~~Pre-Proposal Conferences.~~
- i. ~~Pre-proposal conferences may be conducted in accordance with Pre-Bid Conferences. Any such conference should be held prior to submission of initial proposals.~~

r.—Evaluation of Proposals:

- i. ~~The Request for Proposals shall state all of the evaluation factors and their relative importance, including price.~~
- ii. ~~Evaluation. The evaluation shall be based on the evaluation factors set forth in the Request for Proposal. Numerical rating systems may be used but are not required. Factors not specified in the Request for Proposals shall not be considered in determining award of contract.~~
- iii. ~~The Purchasing Agent shall establish a selection committee which shall review the proposals and shall make award recommendations. The requesting organization may submit a list of potential evaluation committee members to the Purchasing Agent for consideration by the Purchasing Agent in establishing the evaluation committee. The committee members should be knowledgeable and have good judgment in the field to which the proposal applies or the need that the procurement item is intended to address. All selection committee members will impartially review the submitted proposals to insure a well-founded, fair award recommendation and the possibility of a successful contract. No selection committee member shall have a conflict of interest with any offeror. The Purchasing Agent may designate an expert, consultant, or other individual to assist the selection committee, provided that such expert, consultant, or individual shall not be a member of the selection committee and shall not participate in the evaluation scoring.~~
- iv. ~~Once selection committee members are appointed to the selection committee, they will not confer with any prospective offerors. If information or clarification is needed as to the RFPs, the prospective offerors are to contact the Purchasing Agent.~~
- v. ~~All proposals received shall be evaluated and scored independently by each member of the selection committee on the scoring sheets provided by the Purchasing Agent. The evaluation criteria will be based on the information described in the Request for Proposal.~~
- vi. ~~Final evaluation will take into consideration both written proposals and oral presentation, if any, and must be consistent with the evaluation criteria defined in the Request for Proposal. The award recommendation will be based on the best evaluated proposal and shall constitute only a recommendation to the Board of County Commissioners.~~
- vii. ~~Committee members may discuss the proposals together, but, each committee member will privately score and/or rank their selection. The score sheets and/or ranking will be turned into the Purchasing Agent for tabulation and disclosure to the full committee.~~

s.—Oral Presentations:

- i. ~~Oral presentations should be scheduled if clarifications or additional information is necessary. The selection committee may decide if they wish to invite the complete list of offerors for oral presentations or only a "short list" of the top proposal scorers. Oral presentations will be conducted with the following directions.~~

~~All members or their representative of the selection committee should be present during the presentations at the committee meetings. Interview meetings are to be directed by the committee chair.~~

- ~~2. All offerors must be afforded equal opportunity to respond in an oral interview. Time limits for oral presentations will be equal in length.~~
- ~~3. No offeror will be given information pertaining to another offeror's proposal, or their present standing in the evaluation process, during the presentation.~~
- ~~4. The offeror's original proposal cannot be changed in any aspect at the oral presentation. The oral presentation is only to allow offerors to clarify portions of their proposal and is an extension of their written proposal.~~

~~t. Award.~~

~~1.~~

- ~~i. Award of Contract. After taking into consideration the selection committee's recommendations, tabulations, and rankings, the Board of County Commissioners shall award the contract to the top ranked offerors, or may elect to reject all proposals.~~
- ~~ii. In making its decision, the selection committee will make a recommendation to the Board of County Commissioners who will issue a "notice to award" in which offeror's proposal is in the best interest of the County, after considering all applicable factors.~~
- ~~iii. Award Documentation. A written determination in the form of a notice to award shall be made showing the basis on which the award was found to be most advantageous to the purchasing agency based on the factors set forth in the Request for Proposals.~~
- ~~iv. One Proposal Received. If only one proposal is received in response to a Request for Proposals, the purchasing agent may, as such agent deems appropriate, either make an award or, if time permits, resolicit for the purpose of obtaining additional competitive sealed proposals.~~
- ~~v. Publicizing Awards.

 - ~~1. After a notice to award is issued, a contract is entered into which shall be available in the Clerk/Auditors office.~~~~

~~u. Exceptions to Competitive Sealed Proposal Process.~~

- ~~i. The purchasing agent or designee may determine that for a given request it is either not practicable or not advantageous for the county to procure a commodity or service referenced in the above by soliciting competitive sealed proposals. When making this determination, the purchasing agent or designee may take into consideration whether the potential cost of preparing, soliciting and evaluating competitive sealed proposals is expected to exceed the benefits normally associated with such solicitations. In the event of such a determination, the purchasing agent or designee may elect to utilize an alternative, more cost effective procurement method, which may include but shall not be limited to direct negotiations with a qualified vendor or contractor.~~

- ~~ii. Further Negotiations. Notwithstanding the provisions of above, the Board of County Commissioners may make the awarding of a contract subject to further negotiations and modifications deemed to be in the best interest of the County, without a substantial change to the scope of the Request for Proposals, and the award of contract shall be subject to the County and the offeror entering into a contract acceptable to the County.~~
- ~~iii. Documentation of the alternative procurement method selected shall state the reasons for selection and shall be made a part of the contract file~~
- ~~v. Emergency Exemption.~~
 - ~~i. Exemptions from competitive bid requirements may include the following: Sole source providers, service contracts with professionals or specialists, emergency purchases. The Purchasing Agent shall sufficiently document the reason for not competitively bidding the procurement and have it approved by the San Juan County Board of Commissioners.~~
- ~~w. Protests.~~
 - ~~i. Protests to the bidding process shall be submitted to the Chief Administrative Officer in writing within 5 business days. The Chief Administrative Officer will respond to the protest within 5 business days of receiving the complaint. The Chief Administrative Officer's decision may be appealed to the San Juan County Board of Commissioners in writing within 5 business days. The San Juan County Board of Commissioners may address the appeal at its next regularly scheduled meeting or hold a special meeting to evaluate the merits of the protest appeal.~~

I. Request for Proposal, Invitation for Bids, and Related Competitive Processes (RFP / IFB / RFI / Quotes)

1. Competitive Procurement – General

Unless otherwise exempted by Utah law or this Policy, procurements exceeding small purchase thresholds shall be conducted using a competitive process appropriate to the type and complexity of the purchase.

The Purchasing Agent shall determine the appropriate method, including:

- Invitation for Bids (IFB) – Competitive Sealed Bidding
- Request for Proposals (RFP) – Competitive Sealed Proposals
- Request for Information (RFI) – Informational only
- Quotes (informal competition within thresholds)
- Sole Source or Emergency Procurement (when properly documented)

All competitive procurements shall be documented in the procurement file.

2. Invitation for Bids (IFB) – Competitive Sealed Bidding

A. When Used

The IFB process is used when:

- Specifications are clear and complete;
- Award can be based primarily on price; and
- Discussions are not necessary.

Competitive sealed bidding is typically required for higher-value procurements where price is the primary factor.

B. Content of the Invitation for Bids

The IFB shall include:

1. Instructions to bidders (submission deadline, location, format requirements)
2. Clear specifications or scope of work

3. Evaluation criteria (lowest responsive and responsible bidder)
4. Contract terms and conditions
5. Bonding or security requirements, if applicable
6. Requirement to acknowledge amendments

Documents may be incorporated by reference if access is clearly stated.

C. Public Notice

For procurements requiring formal competitive bidding:

Public notice shall be provided in a manner reasonably designed to promote competition, which may include:

- Posting on the County website
- Posting through the Utah Public Procurement Place (U3P) or other approved electronic procurement system
- Publication in a newspaper of general or local circulation when appropriate
- Direct notification to known vendors

The Purchasing Agent shall determine the appropriate notice method based on the size and nature of the procurement.

D. Bidding Time

A minimum of **10 calendar days** shall generally be provided between issuance of the IFB and bid opening unless a shorter time is justified in writing by the Purchasing Agent due to urgency or special circumstances.

E. Receipt and Opening of Bids

- Bids shall be time-stamped upon receipt.
- Bids shall be securely maintained until opening.
- Bids shall be opened publicly at the time and place stated in the IFB.
- The names of bidders and bid amounts shall be read aloud or otherwise made publicly available.
- Procurement records shall be retained in accordance with County record retention requirements.

F. Evaluation and Award

1. Award shall be made to the **lowest responsive and responsible bidder** meeting all material requirements of the IFB.
2. Responsibility may include:
 - Financial capability
 - Past performance
 - Compliance history
 - Ability to meet delivery or performance requirements
3. If only one bid is received, award may be made if:
 - The price is determined to be fair and reasonable; and
 - Adequate competition was reasonably solicited.
4. The Purchasing Agent shall document the basis for award in the procurement file.

G. Cancellation or Rejection

The County may cancel a solicitation or reject any or all bids when in the best interest of the County. The reason shall be documented in the procurement file.

3. Request for Proposals (RFP) – Competitive Sealed Proposals

A. When Used

The RFP process is used when:

- Factors other than price are important;
- Technical approach, qualifications, or experience must be evaluated; or
- Discussions may be necessary.

Award shall be based on **best value**, considering all evaluation criteria stated in the RFP.

B. Content of the RFP

The RFP shall include:

1. Scope of work or project description
2. Proposal submission instructions
3. Evaluation factors and relative importance
4. Contract terms and conditions
5. Deadline and submission requirements

Only evaluation criteria stated in the RFP may be used in scoring proposals.

C. Evaluation Committee

1. The Purchasing Agent shall appoint a selection committee.
2. Committee members shall:
 - Have relevant subject matter knowledge;
 - Have no conflicts of interest;
 - Independently evaluate proposals prior to group discussion.
3. Each member shall score proposals using the established evaluation criteria.
4. Scores shall be documented and retained in the procurement file.

Committee members shall not communicate with offerors outside the formal process.

D. Oral Presentations (Optional)

If oral presentations are conducted:

1. All invited offerors shall be given equal opportunity and time.
2. Oral presentations may clarify but may not materially alter the original proposal.
3. No offeror shall receive information about another offeror's proposal.

E. Discussions and Best and Final Offers

If permitted in the RFP, the County may conduct discussions with one or more offerors to clarify proposals or request best and final offers, provided:

- All offerors are treated fairly;
- No proprietary information is disclosed;
- Documentation is retained in the file.

F. Award

1. The evaluation committee shall make a recommendation to the Board of County Commissioners.
2. The Board may:
 - Award to the highest ranked offeror;
 - Reject all proposals; or
 - Authorize limited negotiations consistent with the scope of the RFP.
3. A written Notice of Award shall document the basis for selection.

Contracts shall not be effective until approved and executed as required by this Policy.

4. Request for Information (RFI)

An RFI may be issued to gather information about vendor capabilities, pricing structures, or industry standards prior to issuing a formal solicitation.

An RFI:

- Is not a request for pricing;
- Does not result in award;
- Does not obligate the County.

Information gathered through an RFI may be used to develop specifications or scope of work.

5. Sole Source Procurement

Sole source procurement may be used only when:

- The requirement is reasonably available from only one supplier; and
- The determination is documented in writing and approved by the Purchasing Agent.

The written justification shall include:

- Description of the good/service;
- Explanation of uniqueness;
- Efforts made to identify alternative sources;
- Duration of sole source determination.

Where reasonable doubt exists, competition shall be solicited.

6. Emergency Procurement

Emergency procurement may be used when immediate action is required to:

- Protect public health or safety;
- Prevent substantial property damage;
- Respond to a declared or actual emergency.

Emergency procurements shall:

- Be limited to the goods or services necessary to address the emergency;
- Be documented in writing;
- Be presented to the Board of County Commissioners as soon as practical.

7. Protests

1. Protests regarding a solicitation or award must be submitted in writing to the Chief Administrative Officer within **5 business days** of the event giving rise to the protest.
2. The Chief Administrative Officer shall issue a written response within **5 business days**.
3. The decision may be appealed in writing to the Board of County Commissioners within **5 business days** of the response.
4. The Board's decision shall be final.

8. Documentation and Record Retention

All competitive procurement files shall include:

- Solicitation documents
- Amendments
- Notices
- Bids or proposals received
- Evaluation materials
- Award documentation
- Contract and approvals

Procurement records shall be retained in accordance with County record retention schedules and applicable law.

J. Public Works and Construction Procurement

1. Purpose

This section governs the procurement of public works and construction projects, including building improvements, road projects, infrastructure repairs, and other fixed public improvements. Construction procurement shall comply with this Policy, applicable provisions of the Utah Procurement Code (Title 63G-6a), and applicable fiscal controls under Title 17, Chapter 63.

2. Applicability

This section applies to:

- Building construction or renovation
- Road construction and paving
- Public infrastructure improvements
- Major repairs or capital improvements

- Projects involving labor and materials

3. Procurement Method

The Purchasing Agent, in consultation with the requesting department and County Attorney, shall determine the appropriate procurement method based on:

- Project complexity
- Estimated cost
- Risk allocation
- Timeline
- Market conditions

Methods may include:

- Invitation for Bids (IFB) – traditional low bid
- Request for Proposals (RFP) – when qualifications/technical approach matter
- Multi-step sealed bidding
- Approved cooperative/state contracts (if legally permissible)

4. Thresholds and Competition Requirements

A. Projects \$15,000 and Below

- Minimum quote requirements as outlined in Section H.
- Documentation retained in procurement file.

B. Projects \$15,000 – \$50,000

- Written contract required.
- Board approval in an open meeting.
- Competitive process required (formal quotes or IFB/RFP as determined by Purchasing Agent).

C. Projects Over \$50,000

- Formal competitive procurement required (IFB or RFP).
- Public notice required.
- Written contract required.
- Board approval in open meeting.

5. Bonding and Security

The Purchasing Agent may require:

- Bid security
- Performance bonds
- Payment bonds

Bonding requirements shall:

- Be stated in the solicitation;
- Be proportional to project risk;
- Not be used as a substitute for determining contractor responsibility.

6. Change Orders

1. Change orders must:
 - Be in writing;
 - Clearly describe scope change and cost/time impact;
 - Be signed by authorized County officials.
2. Change orders that materially alter:
 - The scope of work; or
 - The total contract amount beyond approved authority

Shall require Board approval.

3. All change orders shall be retained in the contract file.

7. Contractor Responsibility

Prior to award, the County may evaluate:

- Contractor licensing
- Financial stability

- Insurance coverage
- Past performance
- Safety record
- Compliance history

The County may reject a contractor deemed non-responsible.

8. Emergency Construction

Emergency construction work necessary to protect life, safety, or property may be authorized consistent with emergency procurement provisions in this Policy.

Emergency construction expenditures shall:

- Be limited to immediate needs;
- Be documented;
- Be reported to the Board as soon as practical.

9. Retainage and Final Payment

Where appropriate, the County may:

- Withhold retainage;
- Require final inspection;
- Require lien releases;
- Require certification of payment to subcontractors.

Final payment shall not be issued until contractual requirements are satisfied.

San Juan County Procurement Authority Matrix

Estimated Total Procurement Amount	Competition Required	Contract Required	Board Approval Required	Notes
\$0 – \$5,000	None required	No	No	Must be budgeted; documentation required
\$5,001 – \$10,000	Minimum 2 quotes	PO required	No	Not for ongoing services
\$10,001 – \$15,000	Minimum 3 written quotes	Yes (services)	Possibly (if contract delegated otherwise Purchasing Agent)	Written justification required if not lowest
\$15,001 – \$50,000	Competitive process (quotes or formal solicitation)	Yes	Yes (open meeting)	Ongoing services require formal competition
Over \$50,000 (Goods/Services)	Formal IFB or RFP	Yes	Yes	Public notice required
Construction \$15k–\$50k	Competitive process	Yes	Yes	See Public Works Section
Construction Over \$50k	Formal IFB or RFP	Yes	Yes	Bonding may be required
Sole Source (Any Amount)	Justification required	Yes	Yes (if over Board threshold)	Must be documented
Emergency Procurement	Competition may be waived	Yes	Ratification as soon as practical	Must be documented

AN ORDINANCE AMENDING ORDINANCE 2020-04 ESTABLISHING THE PURCHASING POLICY WITHIN SAN JUAN COUNTY

WHEREAS, the Board of San Juan County Commissioners adopted ordinance 2020-04 on February 18, 2020 establishing the Purchasing Policy for San Juan County; and

WHEREAS, the Purchasing Policy provides the framework for procurement and purchasing activities within the County; and

WHEREAS, while the core Purchasing Policy is codified by ordinance, the County may also utilize resolutions for specific procurement-related actions, adjustments, and administrative implementations consistent with the adopted policy; and

WHEREAS, Utah Code Annotated § 17-75-602 formulates the process for Counties to establish a personnel and policy system administered in a manner that will provide for the effective implementation of the following principles: (1)(d) develop and implement programs to improve employee effectiveness; and

NOW THEREFORE, THE COUNTY LEGISLATIVE BODY OF SAN JUAN COUNTY ORDAINS AS FOLLOWS:

Section 1: SEVERABILITY: If any provision or clause of this ordinance or the application thereof to any person or circumstances is held to be unconstitutional or otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect other sections, provisions, clauses or applications hereof which can be implemented without the invalid provision, clause or application hereof. To this end the provision and sections of this ordinance are declared to be severable.

Section 2: EFFECTIVE DATE: This amended ordinance shall take effect, fifteen (15) days after the enactment, and after depositing a copy in the Clerk/Auditor's Office and publication in a newspaper having general circulation in the County, as required by Utah Code Annotated § 17-64-501.

PASSED AND APPROVED on this 19st day of May 2026

Lori Maughan, Chair

Board of San Juan County Commissioners

Attest:

Lyman Duncan

San Juan County Clerk/Auditor



San Juan County Purchasing Policy

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San Juan County Purchasing Policy

The underlying purposes of this policy are:

1. To ensure fair and equitable treatment of all persons who wish to, or do conduct business with San Juan County.
2. To provide for the greatest possible economy in the County's procurement activities.
3. To foster effective broad-based competition within the free enterprise system to ensure that the County will receive the best possible services or products at the lowest possible price and/or the most responsive price based on quality of workmanship and performance.
4. It is the intention of San Juan County to get the best value on purchases. The lowest price provider does not always constitute the best value to San Juan County. When purchasing equipment or services, considerations should include product quality, product support, service provider experience, maintenance fees, renewal fees, and end-user application of the purchase. In instances in which the low quote is not selected, the Department must provide written justification for not selecting the lowest quote and include this written justification with the purchasing record.

Compliance – Exemptions from this policy:

5. This policy shall not prevent the County from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law.
6. When procurement involves the expenditure of Federal and/or State funds the County shall comply with all applicable Federal and/or State laws and regulations.

A. Definitions

1. **Alternate Procurement Method:** A procurement method authorized by Utah Code and this Policy other than competitive sealed bidding, including (as applicable) competitive sealed proposals, sole source procurement, emergency procurement, and other allowable methods.
2. **Best Value:** The basis for awarding a contract to an offeror that optimizes quality, cost, and efficiency among responsive and responsible offerors, based on objective and quantifiable evaluation criteria where possible.
3. **Blanket Purchase Order:** A purchase order authorizing multiple purchases and/or deliveries over a defined period of time, often used when there is a recurring need for goods and predetermined pricing.
4. **Board:** The San Juan County Board of Commissioners.
5. **Business:** Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, vendor, contractor, or other private legal entity.

6. **Contract:** A written document establishing legally binding obligations between the County and another party, regardless of label (e.g., “contract,” “agreement,” “memorandum,” “letter of understanding,” “grant application,” “donation form,” etc.). All County contracts shall be reviewed and approved as to form and content by the San Juan County Attorney’s Office before execution.
7. **Emergency Purchases / Emergency Expenditures:** Procurements necessary to respond to a declared or actual emergency, including circumstances where the governing body determines a natural disaster or fiscal emergency exists and expenditures are reasonably necessary to respond under **Utah Code Title 17, Chapter 63** (Uniform Fiscal Procedures Act for Counties), including emergency expenditure authority. (See **Utah Code § 17-63-404.**)
8. **Encumbrance:** A reservation of budget authority to ensure no expenditure is made unless sufficient unencumbered appropriation and available funds exist, except in cases of emergency as permitted by law. County fiscal controls and budgetary requirements are governed by **Utah Code Title 17, Chapter 63**, including encumbrance/budget controls. (See **Utah Code § 17-63-501.**)
9. **Equipment:** Tangible property (other than land and buildings) used in the operation of a department.
10. **Invoice:** A vendor billing document showing the amount due and terms of payment for supplies delivered or services rendered.
11. **Professional Services:** Services involving specialized expertise, professional judgment, and/or a high degree of creativity, where selection may be based on qualifications (including education/training, experience, demonstrated effectiveness, judgment, and integrity) and not solely on lowest price.
12. **Public Works Projects / Construction:** Works constructed for public use, protection, or enjoyment, ordinarily of a fixed nature, including buildings, roads, bridges, waterworks, paving, and repairs, involving labor and/or materials and labor.
13. **Quote:** A stated price from a vendor for goods, services, or equipment. Quotes may be obtained by phone, email, fax, mail, or printed pricing from vendor websites, provided the documentation is retained in the purchase file.
14. **Request for Proposals (RFP):** A formal competitive solicitation where offerors propose solutions and pricing to meet a defined County need, and award may be based on best value criteria.
15. **Request for Information (RFI):** A process used to collect information from vendors to help define needs, specifications, or procurement strategy. An RFI is not a request for pricing and does not result in award.
16. **Request for Quotes (RFQ – Quotes):** An informal competitive process to obtain pricing for goods or services without formal advertising or sealed bids, generally used for small purchases and permitted procurements consistent with Utah Code and this Policy.

17. **Requisition:** A request submitted to the Purchasing Agent to initiate the purchase of goods or services.
18. **Sole Source Purchase:** A procurement method allowing purchase from a single source only when the requirement is reasonably available from only one supplier and the sole source justification is documented and approved in accordance with this Policy and Utah Code.
19. **Specifications:** A clear written description of required goods and/or services, including physical/functional characteristics, performance requirements, and other requirements necessary for evaluation and procurement.
20. **State Contract / Cooperative Contract:** A contract established by the State of Utah or another authorized public procurement unit that the County is permitted to use under Utah Code and contract terms.
21. **Vendor:** A supplier of goods or services to San Juan County.

B. Ethics

Purpose: To avoid direct conflicts and the appearance of impropriety in the purchasing and procurement of goods and services for San Juan County. Questions regarding this section should be directed to the San Juan County Attorney's Office.

1. **Compliance with Ethics Law.** San Juan County elected officials, employees, and agents shall procure goods, equipment, and services in accordance with applicable federal, state, and local law, including the **Utah Public Officers' and Employees' Ethics Act (Utah Code Title 67, Chapter 16)**.
2. **Conflicts and Recusal.** County officials, employees, and agents shall recuse themselves and shall not participate in selecting, awarding, or administering a procurement when they knew or should have known that any of the following has a financial or other interest in a prospective vendor/contractor:
 - a. The official, employee, or agent;
 - b. Any member of the individual's immediate family;
 - c. The individual's partner or significant other; or
 - d. Any organization employing any of the above, or where any of the above has an arrangement concerning prospective employment, an independent contractor relationship, or similar arrangement.
3. **No Personal Benefit.** No personal benefit shall be incurred by any individual as a result of purchases made using County funds, regardless of funding source.
4. **Gifts and Gratuities.** County officials, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors, potential vendors, or parties involved in any County procurement. County Personnel Policy professional conduct standards shall be followed.
5. **Duty of Care.** County officials, employees, and agents shall exercise appropriate duty of care in procurement activities, including obtaining and reviewing adequate documentation to

promote the best interests of San Juan County.

6. **No Dividing Purchases.** No purchase shall be intentionally or knowingly split, divided, phased, or otherwise arranged into two or more smaller procurements for the purpose of avoiding competition requirements, approval requirements, contract requirements, or any threshold in this Policy or Utah law. Violations may be subject to administrative and criminal penalties under applicable Utah Code, including provisions addressing dividing a procurement.
7. **Cost-Plus Percentage Prohibited.** Cost-plus-a-percentage-of-cost contracts are prohibited. Other contract types may be used when in the County's best interest, consistent with Utah Code and this Policy. A cost-reimbursement contract may be used only when a written determination is made that it is likely to be less costly than other contract types or it is impracticable to obtain the required supplies, services, or construction except under such a contract.

Purchasing Agent Authority and Duties

AUTHORITY:

Except as otherwise provided herein, the Purchasing Agent shall serve as the principal purchasing official for San Juan County. The Purchasing Agent is authorized to enforce and review of this Policy.

DUTIES:

In accordance with this Policy, the Purchasing Agent or his/her designee shall:

7. Periodically review this policy and recommend changes to be approved by the San Juan County Board of Commissioners;
8. Review and confirm that goods and services are purchased in accordance with this policy;
9. Maintain all supporting documentation (e.g. requisitions, quotes, RFPs and proposals, RFIs and responses, sole source requests, notices, correspondence);
10. Open and record RFP responses and detail the history of procurement, rationale for method of procurement, selection of contract type, selection or rejection, and the basis for price;

11. Work with the respective Department Director(s) to review approval of a bid if the cost of a good or service is expected to exceed the bid limit;
12. Work with the respective Department Director(s) to determine whether it is advantageous to bid any purchase contracts less than the statutory limits;
13. Review forms for completeness and approve or deny the request, thereby converting the requisition to a purchase order;
14. Oversee the P-Card program, including issuing cards, suspending cards, and closing cards when employees terminate;
15. Determine when open vendor accounts may be necessary and in the best interest of San Juan County, and establish terms and conditions of use for such accounts (including Sam's Club, Costco, Amazon, etc....); and
16. Oversee capital equipment purchases.

Department Directors or Supervisor's Responsibilities

DUTIES:

It is the responsibility of the Department Directors or Supervisors to:

17. Identify the purchases to be made by his or her department in a fiscal year, thereby constituting the annual departmental budget, pursuant to this policy and the Uniform Fiscal Procedures Act for Counties (U.C.A. 1736).
18. Determine whether it is advantageous to San Juan County to bid any contract less than what is stated in this policy;
19. Be responsible for compliance with this policy and procedure by employees within the department and delegate tasks pursuant to purchasing procedures;
20. Submit annual "Conflicts Disclosure Statements" to the San Juan County Clerk/Auditor;
21. Ensure that San Juan County does not incur sales tax charges on exempt purchases by providing vendors documentation of tax exempt status, a TC721G Exemption Certificate for Governments and Schools;
22. Maintain oversight to ensure that contracted vendors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders and inform the Purchasing Agent of any material breach of such;
23. Contact the Purchasing Agent to initiate a purchase of capital items after the annual adopted budget has passed by resolution of the San Juan County Board of Commissioners;
24. Ensure expenditures are appropriately budgeted and submit Budget Amendment Form when necessary;
25. Determine the amount of a blanket purchase order and the length of time it will remain in effect (all purchase orders expire at the end of the calendar year);

26. Order from Vendors preapproved by the Purchasing Agent or submit a request to add new vendor to County Polaris system with appropriate back-up documentation including a copy of vendors insurance and a current and valid W-9); and
27. Approve or deny all designated invoices for payment, with the exception of self-reimbursement, which must be approved by another authorized individual in the department.

C. General Provisions

1. **Purchasing Agent Designated.** ~~The Chief Administrative Officer~~ is hereby appointed and designated as the San Juan County Purchasing Agent. The Purchasing Agent may designate qualified personnel to perform all or part of the Purchasing Agent's duties under this Policy.
2. **Authority to Enter into and Execute Contracts.** All contracts shall be approved by the San Juan County Board of Commissioners unless specifically delegated by the Board or authorized by applicable law. No department, office, board, or employee is authorized to execute a contract, agreement, or purchase order except as provided in this Policy, Board action, or applicable law. Contracts executed in violation of this section may be void and may result in personal liability for persons responsible.
3. **Competitive Procurement.** Unless exempted by Utah law or this Policy, procurements shall be conducted on a competitive basis using the appropriate method (quotes, invitation for bids, request for proposals, etc.), with documentation retained in the procurement file.
4. **Use of State and Cooperative Contracts.** Pursuant to Utah procurement law, the County may purchase from state contracts or cooperative contracts (including public procurement unit agreements) where authorized, without soliciting additional procurement options, provided the purchase is within the scope and terms of the contract and is properly documented.
5. **Sales Tax Exemption.** County purchases are generally exempt from sales tax. Departments shall provide appropriate documentation to vendors when required (e.g., TC-721G).
6. **Grant/Federal/State Requirements.** When procurement involves the expenditure of grant, state, or federal funds, the County shall comply with the applicable requirements in addition to this Policy. Where requirements conflict, the more restrictive requirement shall apply.

D. Authorization Requirements for Purchases

General Rule: Purchases shall be made only when budgeted and with appropriate approvals. The method of procurement and required documentation depend on (a) the total anticipated cost, (b) whether the procurement is one-time or ongoing, and (c) the type of purchase (goods, services, construction/public works).

1. **Purchases up to \$5,000**
 - o May be approved by the Department Head, provided the purchase is budgeted and within the department's authorized purpose.
 - o **No quotes required** at this level, but documentation (vendor, item/service

description, date, amount, and business purpose) shall be retained.

- o This level **shall not be used** to establish or continue **ongoing services** or recurring purchases in a manner that avoids the thresholds and competition requirements in this Policy.
2. **Purchases over \$5,000 and up to \$10,000**
 - o Requires a **Purchase Order** approved by the Department Director and the Purchasing Agent **before** initiating the purchase.
 - o The requisition/purchase description must clearly describe what is being purchased and why (part numbers alone are not sufficient).
 - o Requires a minimum of **two (2) competitive quotes** unless a documented exception applies or State Approved Vendor (e.g., sole source or emergency as provided in this Policy).
 - o Award shall generally be made to the lowest quote meeting specifications unless a higher-priced quote provides better value (quality, lifecycle costs, support, etc.). If not selecting the lowest quote, written justification shall be included in the purchase file.
 - o Contracts at this limit may be executed by the Purchasing Agent when a written contract is required and when delegated/authorized by the Board or applicable law.
 3. **Purchases over \$10,000 and up to \$15,000**
 - o Requires a **Purchase Order** approved by the Department Director and the Purchasing Agent **before** initiating the purchase.
 - o Requires a minimum of **three (3) written quotes** from three different vendors unless a documented exception applies or the Purchasing Agent grants a written waiver after showing of diligent effort.
 - o All quotes (and any waiver/exception documentation) shall be retained electronically as part of the purchasing record.
 - o **Services** in this range typically require a **County-approved written contract**. Contracts shall be executed by the Board unless delegated/authorized.
 4. **Purchases over \$15,000 and up to \$50,000**
 - o Requires a **written contract** and **Board approval in an open meeting**, unless delegated/authorized by the Board or applicable law.
 - o The Purchasing Agent shall determine and document the appropriate competitive method (quotes where allowed, Invitation for Bids, or RFP).
 - o **Ongoing services** in this range shall be competitively procured using an appropriate formal process with public notice as required by the solicitation method and County practice.
 5. **Purchases over \$50,000**
 - o Requires formal competitive procurement and **Board approval in an open meeting**, unless an exception applies (emergency/sole source) and is properly documented.
 - o Requirements by type:
 - a. **Goods/Equipment/Services over \$50,000:** RFP or Invitation for Bids as determined by the Purchasing Agent, and a County-approved contract.
 - b. **Building Improvements over \$50,000:** Formal solicitation (RFP/IFB as appropriate) and County-approved contract.
 - c. **Road/Public Works Projects:** Procured using the appropriate construction/public

works method as determined by the Purchasing Agent and County counsel, consistent with this Policy and applicable law, with required documentation, bonding/security where applicable, and a County-approved contract.

6. Avoidance Prohibited

- o Purchases shall not be divided into smaller purchases to evade approval, competition, documentation, or contract requirements. See Ethics section.

7. Sole Source Procurement

- o Sole source procurement may be used only when a requirement is reasonably available from a single supplier.
- o A requirement for a particular proprietary item does not justify sole source if more than one potential vendor can provide the item.
- o Sole source requests must be submitted in writing to the Purchasing Agent with a clear explanation of why no other source is suitable, the expected duration of the sole source determination, and sufficient documentation to support the determination.
- o In cases of reasonable doubt, competition should be solicited.

E. Request for Proposal, Invitation for Bids, and Related Competitive Processes
(RFP / IFB / RFI / Quotes)

1. Competitive Procurement – General

Unless otherwise exempted by Utah law or this Policy, procurements exceeding small purchase thresholds shall be conducted using a competitive process appropriate to the type and complexity of the purchase.

The Purchasing Agent shall determine the appropriate method, including:

- Invitation for Bids (IFB) – Competitive Sealed Bidding
- Request for Proposals (RFP) – Competitive Sealed Proposals
- Request for Information (RFI) – Informational only
- Quotes (informal competition within thresholds)
- Sole Source or Emergency Procurement (when properly documented)

All competitive procurements shall be documented in the procurement file.

2. Invitation for Bids (IFB) – Competitive Sealed Bidding

A. When Used

The IFB process is used when:

- Specifications are clear and complete;
- Award can be based primarily on price; and
- Discussions are not necessary.

Competitive sealed bidding is typically required for higher-value procurements where price is the primary factor.

B. Content of the Invitation for Bids

The IFB shall include:

1. Instructions to bidders (submission deadline, location, format requirements)
2. Clear specifications or scope of work
3. Evaluation criteria (lowest responsive and responsible bidder)
4. Contract terms and conditions
5. Bonding or security requirements, if applicable
6. Requirement to acknowledge amendments

Documents may be incorporated by reference if access is clearly stated.

C. Public Notice

For procurements requiring formal competitive bidding:

Public notice shall be provided in a manner reasonably designed to promote competition, which may include:

- Posting on the County website
- Posting through the Utah Public Procurement Place (U3P) or other approved electronic procurement system
- Publication in a newspaper of general or local circulation when appropriate
- Direct notification to known vendors

The Purchasing Agent shall determine the appropriate notice method based on the size and nature of the procurement.

D. Bidding Time

A minimum of **10 calendar days** shall generally be provided between issuance of the IFB and bid opening unless a shorter time is justified in writing by the Purchasing Agent due to urgency or special circumstances.

E. Receipt and Opening of Bids

- Bids shall be time-stamped upon receipt.
- Bids shall be securely maintained until opening.
- Bids shall be opened publicly at the time and place stated in the IFB.
- The names of bidders and bid amounts shall be read aloud or otherwise made publicly available.
- Procurement records shall be retained in accordance with County record retention requirements.

F. Evaluation and Award

1. Award shall be made to the **lowest responsive and responsible bidder** meeting all material requirements of the IFB.
2. Responsibility may include:
 - Financial capability
 - Past performance
 - Compliance history
 - Ability to meet delivery or performance requirements
3. If only one bid is received, award may be made if:
 - The price is determined to be fair and reasonable; and
 - Adequate competition was reasonably solicited.
4. The Purchasing Agent shall document the basis for award in the procurement file.

G. Cancellation or Rejection

The County may cancel a solicitation or reject any or all bids when in the best interest of the County. The reason shall be documented in the procurement file.

3. Request for Proposals (RFP) – Competitive Sealed Proposals

A. When Used

The RFP process is used when:

- Factors other than price are important;
- Technical approach, qualifications, or experience must be evaluated; or
- Discussions may be necessary.

Award shall be based on **best value**, considering all evaluation criteria stated in the

RFP.

B. Content of the RFP

The RFP shall include:

1. Scope of work or project description
2. Proposal submission instructions
3. Evaluation factors and relative importance
4. Contract terms and conditions
5. Deadline and submission requirements

Only evaluation criteria stated in the RFP may be used in scoring proposals.

C. Evaluation Committee

1. The Purchasing Agent shall appoint a selection committee.
2. Committee members shall:
 - o Have relevant subject matter knowledge;
 - o Have no conflicts of interest;
 - o Independently evaluate proposals prior to group discussion.
3. Each member shall score proposals using the established evaluation criteria.
4. Scores shall be documented and retained in the procurement file.

Committee members shall not communicate with offerors outside the formal process.

D. Oral Presentations (Optional)

If oral presentations are conducted:

1. All invited offerors shall be given equal opportunity and time.
2. Oral presentations may clarify but may not materially alter the original proposal.
3. No offeror shall receive information about another offeror's proposal.

E. Discussions and Best and Final Offers

If permitted in the RFP, the County may conduct discussions with one or more offerors to clarify proposals or request best and final offers, provided:

- All offerors are treated fairly;
- No proprietary information is disclosed;
- Documentation is retained in the file.

F. Award

1. The evaluation committee shall make a recommendation to the Board of County Commissioners.
2. The Board may:
 - o Award to the highest ranked offeror;
 - o Reject all proposals; or
 - o Authorize limited negotiations consistent with the scope of the RFP.
3. A written Notice of Award shall document the basis for selection.

Contracts shall not be effective until approved and executed as required by this Policy.

4. Request for Information (RFI)

An RFI may be issued to gather information about vendor capabilities, pricing structures, or industry standards prior to issuing a formal solicitation.

An RFI:

- Is not a request for pricing;
- Does not result in award;
- Does not obligate the County.

Information gathered through an RFI may be used to develop specifications or scope of work.

5. Sole Source Procurement

Sole source procurement may be used only when:

- The requirement is reasonably available from only one supplier; and
- The determination is documented in writing and approved by the Purchasing Agent.

The written justification shall include:

- Description of the good/service;
- Explanation of uniqueness;
- Efforts made to identify alternative sources;
- Duration of sole source determination.

Where reasonable doubt exists, competition shall be solicited.

6. Emergency Procurement

Emergency procurement may be used when immediate action is required to:

- Protect public health or safety;
- Prevent substantial property damage;
- Respond to a declared or actual emergency.

Emergency procurements shall:

- Be limited to the goods or services necessary to address the emergency;
- Be documented in writing;
- Be presented to the Board of County Commissioners as soon as practical.

7. Protests

1. Protests regarding a solicitation or award must be submitted in writing to the Chief Administrative Officer within **5 business days** of the event giving rise to the protest.
2. The Chief Administrative Officer shall issue a written response within **5 business days**.
3. The decision may be appealed in writing to the Board of County Commissioners within **5 business days** of the response.
4. The Board's decision shall be final.

8. Documentation and Record Retention

All competitive procurement files shall include:

- Solicitation documents
- Amendments
- Notices
- Bids or proposals received
- Evaluation materials
- Award documentation
- Contract and approvals

Procurement records shall be retained in accordance with County record retention schedules and applicable law.

J. Public Works and Construction Procurement

1. Purpose

This section governs the procurement of public works and construction projects, including building improvements, road projects, infrastructure repairs, and other fixed public improvements. Construction procurement shall comply with this Policy, applicable provisions of the Utah Procurement Code (Title 63G-6a), and applicable fiscal controls under Title 17, Chapter 63.

2. Applicability

This section applies to:

- Building construction or renovation
- Road construction and paving
- Public infrastructure improvements
- Major repairs or capital improvements
- Projects involving labor and materials

3. Procurement Method

The Purchasing Agent, in consultation with the requesting department and County Attorney, shall determine the appropriate procurement method based on:

- Project complexity
- Estimated cost
- Risk allocation
- Timeline
- Market conditions

Methods may include:

- Invitation for Bids (IFB) – traditional low bid
- Request for Proposals (RFP) – when qualifications/technical approach matter
- Multi-step sealed bidding
- Approved cooperative/state contracts (if legally permissible)

4. Thresholds and Competition Requirements

A. Projects \$15,000 and Below

- Minimum quote requirements as outlined in Section H.
- Documentation retained in procurement file.

B. Projects \$15,000 – \$50,000

- Written contract required.
- Board approval in an open meeting.
- Competitive process required (formal quotes or IFB/RFP as determined by Purchasing Agent).

C. Projects Over \$50,000

- Formal competitive procurement required (IFB or RFP).
- Public notice required.
- Written contract required.
- Board approval in open meeting.

5. Bonding and Security

The Purchasing Agent may require:

- Bid security

- Performance bonds
- Payment bonds

Bonding requirements shall:

- Be stated in the solicitation;
- Be proportional to project risk;
- Not be used as a substitute for determining contractor responsibility.

6. Change Orders

1. Change orders must:
 - Be in writing;
 - Clearly describe scope change and cost/time impact;
 - Be signed by authorized County officials.
2. Change orders that materially alter:
 - The scope of work; or
 - The total contract amount beyond approved authority

Shall require Board approval.

3. All change orders shall be retained in the contract file.

7. Contractor Responsibility

Prior to award, the County may evaluate:

- Contractor licensing
- Financial stability
- Insurance coverage
- Past performance
- Safety record
- Compliance history

The County may reject a contractor deemed non-responsible.

8. Emergency Construction

Emergency construction work necessary to protect life, safety, or property may be authorized consistent with emergency procurement provisions in this Policy.

Emergency construction expenditures shall:

- Be limited to immediate needs;
- Be documented;
- Be reported to the Board as soon as practical.

9. Retainage and Final Payment

Where appropriate, the County may:

- Withhold retainage;
- Require final inspection;
- Require lien releases;
- Require certification of payment to subcontractors.

Final payment shall not be issued until contractual requirements are satisfied.

San Juan County Procurement Authority Matrix

Estimated Total Procurement Amount	Competition Required	Contract Required	Board Approval Required	Notes
\$0 – \$5,000	None required	No	No	Must be budgeted; documentation required
\$5,001 – \$10,000	Minimum 2 quotes	PO required	No	Not for ongoing services
\$10,001 – \$15,000	Minimum 3 written quotes	Yes (services)	Possibly (if contract delegated otherwise Purchasing Agent)	Written justification required if not lowest
\$15,001 – \$50,000	Competitive process (quotes or formal solicitation)	Yes	Yes (open meeting)	Ongoing services require formal competition
Over \$50,000 (Goods/Services)	Formal IFB or RFP	Yes	Yes	Public notice required
Construction \$15k–\$50k	Competitive process	Yes	Yes	See Public Works Section
Construction Over \$50k	Formal IFB or RFP	Yes	Yes	Bonding may be required
Sole Source (Any Amount)	Justification required	Yes	Yes (if over Board threshold)	Must be documented
Emergency Procurement	Competition may be waived	Yes	Ratification as soon as practical	Must be documented



STAFF REPORT

MEETING DATE: May 19th, 2026

TITLE: CONSIDERATION AND APPROVAL OF A RESOLUTION FROM THE SAN JUAN COUNTY BOARD OF COMMISSIONERS APPROVING THE RECLASSIFICATION OF ELIGIBLE EMERGENCY MEDICAL SERVICES EMPLOYEES INTO APPROPRIATE URS RETIREMENT LANES

Tranner Sharpe, Human Resources

RECOMMENDATION: Approval

SUMMARY

San Juan County EMS Personnel have opted to reclassify URS lanes. We will need this Resolution passed in order to change lanes from a Public Employee to a Firefighter/EMS retirement lane

Resolution No. 2026-05**A RESOLUTION OF THE SAN JUAN COUNTY BOARD OF COMMISSIONERS APPROVING THE RECLASSIFICATION OF ELIGIBLE EMERGENCY MEDICAL SERVICES EMPLOYEES INTO THE APPROPRIATE UTAH RETIREMENT SYSTEMS (URS) RETIREMENT LANE**

WHEREAS, the Utah Retirement Systems (URS) provides retirement coverage for eligible county employees under classifications defined by Utah Code Title 49; and

WHEREAS, Emergency Medical Services (EMS) personnel employed by San Juan County provide essential public safety services in high-risk and emergency response capacities similar to other public safety personnel; and

WHEREAS, a review of job duties, URS statutes, and guidance has determined that Eligible EMS employees meet the criteria for classification under the Firefighter/Paramedic retirement lane; and

WHEREAS, proper classification ensures legal compliance with state retirement laws, provides accurate retirement benefits for employees, and aligns San Juan County with other counties and municipalities across Utah; and

WHEREAS, the Board of County Commissioners finds it in the best interest of employees and the public to adjust Eligible EMS personnel to the appropriate URS retirement lane effective July 1, 2026;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of San Juan County, State of Utah, that:

1. Emergency Medical Services employees shall be reclassified into the Firefighters/Paramedic retirement lane,
 2. San Juan County hereby formally elects to pick up and pay the employee contributions for Emergency Medical Services personnel.
 3. The effective date of this reclassification shall be July 1st, 2026
 4. County staff are hereby directed to take all necessary steps to implement this change with URS and ensure proper reporting and compliance.
-

PASSED, APPROVED, AND ADOPTED this ___ day of _____, 2026 by the Board of County Commissioners of San Juan County, Utah.

BOARD OF COUNTY COMMISSIONERS

San Juan, Utah

Chair

Commissioner

Commissioner

SAN JUAN COUNTY, UTAH
RESOLUTION NO. _____-2026

**AN AMENDED RESOLUTION CLARIFYING THE COUNTY COMMISSION FORM OF
GOVERNMENT AND THE GOVERNING AUTHORITY OF THE SAN JUAN COUNTY
BOARD OF COMMISSIONERS**

Adopted this 19TH day of May, 2026.

WHEREAS, San Juan County (the “County”) is a political subdivision of the State of Utah and is governed by an elected Board of Commissioners (the “Board”) as provided by the Utah Constitution and the Utah Code;

WHEREAS, under Utah law, counties may operate under different forms of county government, including the county commission form, which vests the legislative and executive authority of county government in the board of county commissioners except as otherwise provided by law;

WHEREAS, the County also has other elected and appointed county officers and employees whose powers and duties are established by state law and County ordinances, and who carry out day-to-day administration of their respective offices and functions;

WHEREAS, the Board finds that it is in the public interest to restate and clarify—without expanding or limiting—(i) the County’s form of government, (ii) the Board’s role as the County’s governing body, and (iii) the relationship between the Board’s policy-making authority and the administration of County operations by County officers and staff;

WHEREAS, to address these issues the San Juan County Board of Commissioners, adopted a Resolution Clarifying the County Commission Form of Government on April 21, 2026. Since adopting that Resolution, the Commission desires to add language to the Resolution addressing meetings to be held with department heads or elected officials, as more fully set forth in Paragraph 6 herein

NOW, THEREFORE, BE IT RESOLVED by the San Juan County Board of Commissioners as follows:

1. **County Commission Form of Government.** The County operates under the **county commission** form of county government. The Board is the County’s governing body and exercises the County’s legislative and executive authority to the extent provided by the Utah Constitution and Utah Code and subject to the limits of state and federal law.
2. **Governing Authority; Policy Direction.** The Board establishes County policy through duly noticed public meetings and action taken by ordinance, resolution, motion, or other lawful means. The Board may provide direction to County staff through the County’s administrative structure consistent with law, adopted budgets, and County policies.

3. **Administration; County Officers.** Nothing in this Resolution is intended to, or shall be construed to, alter the statutory duties, autonomy, or responsibilities of other elected county officers. Each elected county officer administers the day-to-day operations of their respective office as provided by law, and coordinates with the Board on budget, policy, and interdepartmental matters.
4. **Chair and Presiding Officer; Execution of Documents.** The Board shall select a Chair as provided by law. The Chair (or other commissioner acting as presiding officer when the Chair is absent) may execute documents authorized by the Board, including contracts, interlocal agreements, deeds, and other instruments, subject to any additional signature, attestation, or recording requirements imposed by law or Board policy.
5. **Public Meetings; Transparency.** The Board shall conduct its business in compliance with Utah's Open and Public Meetings Act and all other applicable transparency, notice, and records requirements. Official Board action shall be taken only during properly noticed public meetings and recorded in the County's minutes.
6. **Meetings with Department Heads.** A Commissioner may meet with a department head or elected official to discuss that department's or office's day-to-day operations, but must invite the other Commissioners to any meeting to address any legislative or executive changes to that department's or officer's policies or procedures.
7. **Budget and Fiscal Oversight.** The Board is responsible for adopting the County budget and providing fiscal oversight in accordance with Utah law. County officers and departments shall administer expenditures within appropriations and applicable procurement and financial policies.
8. **Employment Contracts; Consistency With Utah Law and Governing Authority.** Pursuant to the County's authority under Utah Code Title 17, Chapter 62a, including Utah Code § 17-62a-201 and § 17-62a-203, and the general powers of counties set forth in Utah Code § 17-66-102, any employment contract, agreement, memorandum of understanding, or similar arrangement entered into by or on behalf of San Juan County that conflicts with this Resolution, the County's adopted county commission form of government, or the lawful authority of the San Juan County Board of Commissioners is hereby declared null and void to the extent of such conflict. Nothing in this section shall be construed to impair vested rights protected by state or federal law, nor to invalidate any contract provision that is otherwise lawful and consistent with the Utah Constitution and Utah Code. **This provision is consistent with Utah Code § 67-16-14, which authorizes a political subdivision to rescind or void contracts entered into in violation of law.**

Commission

Administration

Elected Officials

Attorney

Assessors

Clerk

Justice Court

Recorder

Sheriff

Surveyor

Treasurer

Departments with Commission Supervision

Commissioner Maughan

Commissioner Harvey

Commissioner Stubbs

Human Resource

Road

Library

Aging

Public Health

Economic Development

Emergency Management

Landfill

Visitor Services

EMS

Fire

Maintenance

Public Lands

Building Inspection

IT

Commission Assignments

Commissioner Maughan

Commissioner Harvey

Commissioner Stubbs

Association of Governments

Navajo Revitalization Board

Navajo Revitalization Board

Aging Board

Liaison Between Navajo Tribe, Utah Navajo Commission, and the Utah Chapters

Liaison Between Navajo Tribe, Utah Navajo Commission and the Utah Chapters

Southeastern Utah Watershed Council

San Juan County Public Health Board

Local Homeless Coordinating Committee

SJ Transportation District

San Juan Mental Health/Substance Abuse Board

County Economic Development Board

Weed and Rodent Control

Rac

Rac

UCIP Board Alternate

Federal, State, Regional Affairs

Federal, State, Regional Affairs

UAC Board Representative

San Juan Counseling

Seven County Infrastructure

Rodeo/Fair Board

County Criminal Justice Coordinating Council

Tourism Tax Advisory Board

Jail Building Committee

Children's Justice Center Advisory Board

Serda

Library Board

UCIP Board Primary

San Juan County Utah250 Community Committee

Mack McDonald

Local Homeless Coordinating Committee

Communications/TV

Canyon County Partnership

Southeastern Utah Watershed Council (Co-Chair)

SAN JUAN COUNTY, UTAH
RESOLUTION NO. _____-2026

**AN AMENDED RESOLUTION CLARIFYING THE COUNTY COMMISSION FORM OF
GOVERNMENT AND THE GOVERNING AUTHORITY OF THE SAN JUAN COUNTY
BOARD OF COMMISSIONERS**

Adopted this 19TH day of May, 2026.

WHEREAS, San Juan County (the “County”) is a political subdivision of the State of Utah and is governed by an elected Board of Commissioners (the “Board”) as provided by the Utah Constitution and the Utah Code;

WHEREAS, under Utah law, counties may operate under different forms of county government, including the county commission form, which vests the legislative and executive authority of county government in the board of county commissioners except as otherwise provided by law;

WHEREAS, the County also has other elected and appointed county officers and employees whose powers and duties are established by state law and County ordinances, and who carry out day-to-day administration of their respective offices and functions;

WHEREAS, the Board finds that it is in the public interest to restate and clarify—without expanding or limiting—(i) the County’s form of government, (ii) the Board’s role as the County’s governing body, and (iii) the relationship between the Board’s policy-making authority and the administration of County operations by County officers and staff;

WHEREAS, to address these issues the San Juan County Board of Commissioners, adopted a Resolution Clarifying the County Commission Form of Government on April 21, 2026. Since adopting that Resolution, the Commission desires to add language to the Resolution dealing with the ability of a single commissioner to meet with the County Administrator or with department heads and elected officials as more fully set forth in Paragraph 6 herein

NOW, THEREFORE, BE IT RESOLVED by the San Juan County Board of Commissioners as follows:

1. **County Commission Form of Government.** The County operates under the **county commission** form of county government. The Board is the County’s governing body and exercises the County’s legislative and executive authority to the extent provided by the Utah Constitution and Utah Code and subject to the limits of state and federal law.
2. **Governing Authority; Policy Direction.** The Board establishes County policy through duly noticed public meetings and action taken by ordinance, resolution, motion, or other lawful means. The Board may provide direction to County staff through the County’s administrative structure consistent with law, adopted budgets, and County policies.

3. **Administration; County Officers.** Nothing in this Resolution is intended to, or shall be construed to, alter the statutory duties, autonomy, or responsibilities of other elected county officers. Each elected county officer administers the day-to-day operations of their respective office as provided by law, and coordinates with the Board on budget, policy, and interdepartmental matters.
4. **Chair and Presiding Officer; Execution of Documents.** The Board shall select a Chair as provided by law. The Chair (or other commissioner acting as presiding officer when the Chair is absent) may execute documents authorized by the Board, including contracts, interlocal agreements, deeds, and other instruments, subject to any additional signature, attestation, or recording requirements imposed by law or Board policy.
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6. **Meetings with Administrator or Department Heads.** No Commissioner shall meet with the County Administrator unless timely notice of the meeting is sent to the other two commissioners. A Commissioner may meet with a department head or elected official to discuss that department's or office's day-to-day operations, but must invite the other Commissioners to any meeting involving legislative or executive policies or procedures related to said department or office.
7. **Budget and Fiscal Oversight.** The Board is responsible for adopting the County budget and providing fiscal oversight in accordance with Utah law. County officers and departments shall administer expenditures within appropriations and applicable procurement and financial policies.
8. **Employment Contracts; Consistency With Utah Law and Governing Authority.** Pursuant to the County's authority under Utah Code Title 17, Chapter 62a, including Utah Code § 17-62a-201 and § 17-62a-203, and the general powers of counties set forth in Utah Code § 17-66-102, any employment contract, agreement, memorandum of understanding, or similar arrangement entered into by or on behalf of San Juan County that conflicts with this Resolution, the County's adopted county commission form of government, or the lawful authority of the San Juan County Board of Commissioners is hereby declared null and void to the extent of such conflict. Nothing in this section shall be construed to impair vested rights protected by state or federal law, nor to invalidate any contract provision that is otherwise lawful and consistent with the Utah Constitution and Utah Code. **This provision is consistent with Utah Code § 67-16-14, which authorizes a political subdivision to rescind or void contracts entered into in violation of law.**

Commission

Administration

Elected Officials

Attorney	Assessors	Clerk	Justice Court
Recorder	Sheriff	Surveyor	Treasurer

Departments with Commission Supervision

Commissioner Maughan	Commissioner Harvey	Commissioner Stubbs
Human Resource	Road	Library
Aging	Public Health	Economic Development
Emergency Management	Landfill	Visitor Services
EMS		
Fire		
Maintenance		
Public Lands		
Building Inspection		
IT		

Commission Assignments

Commissioner Maughan	Commissioner Harvey	Commissioner Stubbs
Association of Governments	Navajo Revitalization Board	Navajo Revitalization Board
Aging Board	Liaison Between Navajo Tribe, Utah Navajo Commission, and the Utah Chapters	Liaison Between Navajo Tribe, Utah Navajo Commission and the Utah Chapters
Southeastern Utah Watershed Council	San Juan County Public Health Board	Local Homeless Coordinating Committee

SJ Transportatiop District

Weed and Rodent Control

UCIP Board Alternate

UAC Board Representative

Rodeo/FairBo ard,

Jail Building Cernmittee

Serda

San JuanMental Health/Substance
Abuse Board

Rae

Federal, State, Regicm<ilAffairs

San Juan Counseling

County Criminal Justice Coordinating
Council

County Economic
Development Board

Rae

Federal, State, Regional

Seven County Infrastructure

Tourism Tax Mvisory Board

Children's Justice Center
Advisory Board

Library Board

UCIP Board Primary

San Juan County Utah250
Community Committee

Mack McDonald

Local Homeless Coordinating
Committee

Communications/TV

Canyon County Partnership

Southeastern Utah
Watershed Council (Co-Chair)

Commission

Administration

Elected Officials

Attorney

Assessors

Clerk

Justice Court

Recorder

Sheriff

Surveyor

Treasurer

Departments with Commission Supervision

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Commissioner Stubbs

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County Criminal Justice Coordinating Council

Tourism Tax Advisory Board

Jail Building Committee

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Local Homeless Coordinating Committee

Communications/TV

Canyon County Partnership

Southeastern Utah Watershed Council (Co-Chair)

AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

Project Information	Client Information
Project Name: San Juan County ▪ 2026 La Sal Fire Station Remodel and Septic Design	Client Name: San Juan County
Project Number: 2601-058	Contact Name: Sam Long
Agreement Date: May 1, 2026	Address: PO Box 338 / 117 South Main Street
Project Manager: Wyatt Hansen	City, State, Zip: Monticello UT 84535
PM Phone Number: 435-896-8266	Phone Number: (801) 891-5513
	Email Address: samlong@sanjuancountyut.gov

This is an Agreement effective as of May 1, 2026, between **SAN JUAN COUNTY** (“OWNER”) and **JONES & DeMILLE ENGINEERING, INC.** (“ENGINEER”).

OWNER retains ENGINEER to perform professional services, in connection with San Juan County ▪ 2026 La Sal Fire Station Remodel and Septic Design (“Assignment”).

OWNER and ENGINEER, in consideration of their mutual covenants as set forth herein, agree as follows:

ARTICLE 1–ENGINEER’S SERVICES

1.01 Scope

- A. ENGINEER shall provide the services set forth in Exhibit A and shall not be responsible to provide any services not expressly contained in Exhibit A (Scope of Work) and Exhibit B (Standard Terms and Conditions).
- B. Upon this Agreement becoming effective, ENGINEER is authorized to begin services set forth in Exhibit A.
- C. If authorized in writing by OWNER, and agreed to by ENGINEER, services beyond the scope of this Agreement will be performed by ENGINEER for additional compensation.

ARTICLE 2–OWNER’S RESPONSIBILITIES

2.01 General

- A. OWNER shall have the responsibilities set forth herein and in Exhibit A.

ARTICLE 3–TIMES FOR RENDERING SERVICES

3.01 ENGINEER’s services will be performed within the time period or by the date stated in Exhibit A.

3.02 If ENGINEER’s services are delayed or suspended in whole or in part by OWNER. ENGINEER shall be entitled to equitable adjustment of the time for performance and rates and amounts of compensation provided

for elsewhere in this Agreement to reflect reasonable costs incurred by ENGINEER in connection with, among other things, such delay or suspension and reactivation and the fact that the time for performance under this Agreement has been revised.

ARTICLE 4–PAYMENTS TO ENGINEER

4.01 Methods of Payment for Services of ENGINEER.

A. OWNER shall pay ENGINEER for services rendered under this Agreement as follows:

1. OWNER shall pay ENGINEER for services rendered under this Agreement as described in Exhibit A and in the amounts and by the methods described in Exhibit C.
2. Approved Hourly Rates plus Reimbursable Expenses to be paid for services described in Exhibit A and to be paid as outlined in Exhibit C.
3. Or, if both the OWNER and the ENGINEER agree to a defined Scope of Work, a Lump Sum amount may be agreed upon. Lump sum progress payments may be invoiced monthly by percentage of completion throughout the project.

4.02 Other Provisions Concerning Payment

- A. *Adjustments.* ENGINEER’s compensation is conditioned on time to complete the Assignment not exceeding the time identified in Exhibit A. Should the time to complete the Assignment be extended beyond this period due to reasons not the fault of and beyond the control of ENGINEER, the total compensation to ENGINEER shall be appropriately adjusted.
- B. *Reimbursable Expenses.* Reimbursable Expenses means the actual expenses incurred by ENGINEER or ENGINEER’s consultants directly in connection with the Assignment.
- C. *For Additional Services.* OWNER shall pay ENGINEER for all services not included in the scope of this Agreement on the basis agreed to in writing by the parties at the time such services are authorized by OWNER.

ARTICLE 5–DESIGNATED REPRESENTATIVES

5.01 Contemporaneous with the execution of this Agreement, ENGINEER and OWNER shall each designate specific individuals as ENGINEER’s and OWNER’s representatives with respect to the services to be performed or furnished by ENGINEER and responsibilities of OWNER under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to the Assignment on behalf of their respective party.

ARTICLE 6–CONTENT OF AGREEMENT

6.01 The following Exhibits are incorporated herein by reference:

- A. *Exhibit A*, “Further Description of Services, Responsibilities, Time, and Related Matters,” consisting of 1 page.
- B. *Exhibit B*, “Standard Terms and Conditions,” consisting of 5 pages.
- C. *Exhibit C*, “Reimbursable Expenses Schedule,” consisting of 1 page, and “Engineering Services Hourly Rates,” attached hereto as Attachment C1 of Exhibit C, consisting of 1 page.
- D. *Exhibit D*, “Duties, Responsibilities, and Limitations of Authority of Resident Project Representative,” consisting of 4 pages.

6.02 Total Agreement

This Agreement (consisting of pages 1 to 3, inclusive, together with the Exhibits identified in Paragraph 6.01) constitutes the entire agreement between OWNER and ENGINEER and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date which is indicated on page 1.

OWNER:

ENGINEER:

San Juan County

Jones & DeMille Engineering, Inc.

By: _____

By: Ryan Jolley

Name: _____

Name: Ryan Jolley

Date Signed: _____

Date Signed: May 1, 2026

Address for giving notices:

Address for giving notices:

PO Box 338 / 117 South Main Street
Monticello UT 84535

1535 South 100 West
Richfield UT 84701

Designated Representative:

Designated Representative:

Name: Sam Long

Name: Wyatt Hansen

Title: County Employee

Title: Project Manager

Phone Number: (801) 891-5513

Phone Number: (435) 896-8266

Email Address: samlong@sanjuancountyut.gov

Email Address: wyatt.h@jonesanddemille.com

This **EXHIBIT A**, consisting of 1 page, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated May 1, 2026.

Further Description of Services, Responsibilities, Time and Related Matters

Specific articles of the Agreement are amended and supplemented to include the following agreement of the parties:

A.1.01 ENGINEER's Services

- A. ENGINEER's services shall be provided consistent with and limited to the standard of care applicable to such services, which is that Engineer shall provide its services consistent with the professional skill and care ordinarily provided by consultants practicing in the same or similar locality under the same or similar circumstances. ENGINEER and/or its consultants shall complete the Assignment and related work including the following:
 - a. The Scope of Work included in the Proposal provided as **Attachment A**, is hereby incorporated by reference.

A.2.01 OWNER's Responsibilities

- A. OWNER shall do the following in a timely manner, so as not to delay the services of ENGINEER:
 - a. The Owner Requirements included in the Proposal provided as **Attachment A**, is hereby incorporated by reference.
- B. ENGINEER shall be entitled to use and rely upon all such information and services provided by OWNER or others in performing ENGINEER's services under this Agreement.
- C. OWNER shall bear all costs incident to compliance with its responsibilities pursuant to this paragraph A.2.01.

A.3.01 Times for Rendering Services

- A. The time period for the performance of ENGINEER's services shall be within the milestones established as follows:
 - a. The Schedule included in the Proposal provided as **Attachment A**, is hereby incorporated by reference.
- B. ENGINEER's services under this Agreement will be considered complete when all deliverables set forth in Exhibit A are submitted to OWNER.

This **EXHIBIT B**, consisting of 5 pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated May 1, 2026.

Standard Terms and Conditions

Article 6 of the Agreement is amended and supplemented to include the following agreement of the parties:

B.6.01.B Standard Terms and Conditions

1. **Standard of Care**

The standard of care for all professional services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by member of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

2. **Independent Contractor**

All duties and responsibilities and undertaken pursuant to this Agreement will be for the sole and exclusive benefit of OWNER and ENGINEER and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's services under this Agreement are being performed solely for OWNER's benefit, and no other entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of services hereunder. OWNER agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

3. **Payments to ENGINEER**

Retainer amounts shall be made in accordance with Article C4.01. Work will be halted if additional retainer amounts are not made in a timely manner.

4. **Insurance**

ENGINEER will maintain insurance coverage for Workers Compensation, General Liability, and Automobile Liability and will provide certificates of insurance to OWNER upon request.

5. **Indemnification and Allocation of Risk**

a. To the fullest extent permitted by law, ENGINEER shall indemnify and hold harmless OWNER, OWNER's officers, directors, partners, and employees from and against costs, losses, and damages (including but not limited to reasonable fees and charges of engineers, architects, attorneys, and other professionals, and reasonable court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of ENGINEER or ENGINEER's officers, directors, partners, employees, and consultants in the performance of ENGINEER's services under this Agreement.

b. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, ENGINEER's officers, directors, partners, employees, and consultants from and against costs, losses, and damages (including, but not limited to, reasonable fees and charges of engineers, architects, attorneys, and other professionals, and reasonable court or arbitration or other disputes resolution costs) caused by the negligent acts or omissions of OWNER or OWNER's officers, directors, partners, employees, and consultants with respect to this Agreement.

c. To the fullest extent permitted by law, ENGINEER's total liability to OWNER and anyone claiming by, through, or under OWNER for any injuries, losses, damages and expenses caused in part by the negligent entity or individual, shall not exceed the percentage share that ENGINEER's negligence bears to the total negligence of OWNER, ENGINEER, and all other negligent entities and individuals.

d. In addition to the indemnity provided under paragraph B. 6.01.B.5.b. of this Exhibit, and to the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER and ENGINEER's officers, directors, partners, employees, and consultants from and against injuries, losses, damages and expenses (including, but not limited to, all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other disputes resolution costs) caused by, arising out of, or resulting from Hazardous Environmental Condition, provided that (i) any such injuries, losses, damages and expenses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom; and (ii) nothing in this paragraph B.6.01.B.5.d shall obligate OWNER to indemnify any individual or entity to the extent of that individual or entity's own negligence or willful misconduct.

e. The indemnification provision of paragraph B.6.01.B.5.a. is subject to and limited by the provisions agreed to by OWNER and ENGINEER in paragraph B.6.01.B.6, "Limit of Liability," of this Agreement.

f. ENGINEER's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event OWNER later elects to reduce design professional's scope of services, OWNER hereby agrees to release, hold harmless, defend and indemnify ENGINEER from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.

6. Limit of Liability

To the fullest extent permitted by law, the total liability, in the aggregate, of ENGINEER and ENGINEER's officers, directors, partners, employees, agents, and consultants, or any of them to OWNER and anyone claiming by, through, or under OWNER, for any and all injuries, losses, damages and expenses, whatsoever arising out of, resulting from, or in any way related to this Agreement from any cause or causes, including, but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or warranty, express or implied, of engineer or engineer's officers, directors, partners, employees, agents, and consultants, or any of them, shall not exceed the total amount of compensation for services.

7. Consequential Damages

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither OWNER nor ENGINEER, their respective officers, directors, partners, employees, contractors or subconsultants, shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Assignment or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action, including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both OWNER and ENGINEER shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in the Assignment.

8. Dispute Resolution

a. OWNER and ENGINEER agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("disputes") to mediation.

b. If a party alleges a dispute or controversy with the other party arising out of or relating to the performance of services under this Agreement, then either party shall have the right to request mediation within 20 days after the claiming party has-provided the other party with written notice describing the dispute and the claiming party's position with reference to the resolution of the dispute.

c. Except as otherwise agreed, mediation will proceed pursuant to the Construction Industry Mediation Rules of the American Arbitration Association in effect on the Effective Date of the Agreement. A mediator will be appointed within 30 days of receipt of a written request. The mediator will endeavor to complete the mediation within 30 days thereafter.

d. No performance obligation under or related to this Agreement shall be interrupted or delayed during any mediation proceeding except upon written agreement of both parties.

e. The mediator shall not be a witness in any legal proceedings related to this Agreement.

9. Termination of Contract

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, OWNER shall pay to ENGINEER all amounts owing to ENGINEER under this Agreement, for all work performed up to the effective date of termination, plus reasonable termination costs.

10. Access

OWNER shall arrange for safe access to and make all provisions for ENGINEER and ENGINEER's Consultants to enter upon public and private property as required for ENGINEER to perform services under this Agreement.

11. Hazardous Environmental Conditions

It is acknowledged by both parties that ENGINEER's scope of services does not include any services related to a "Hazardous Environmental Condition," i.e., the presence at the site of asbestos, PCBs, petroleum, hazardous waste, or radioactive materials in such quantities or circumstances that may present a substantial danger to persons or property exposed there in connection with the Assignment. In the event ENGINEER or any other party encounters a Hazardous Environmental Condition, ENGINEER may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Assignment affected thereby until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the site is in full compliance with applicable laws and regulations. OWNER acknowledges that ENGINEER is performing professional services for OWNER and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the site in connection with ENGINEER's activities under this Agreement.

12. Patents

ENGINEER shall not conduct patent searches in connection with its services under this Agreement and assumes no responsibility for any patent or copyright infringement arising therefrom. Nothing in this Agreement shall be construed as a warranty or representation that anything made, used, or sold arising out of the services performed under this Agreement will be free from infringement of patents or copyrights.

13. Ownership and Reuse of Documents

All documents prepared or furnished by ENGINEER pursuant to this Agreement are instruments of service, and ENGINEER shall retain an ownership and property interest therein. Reuse of any such documents by OWNER shall be at OWNER's sole risk; and OWNER agrees to indemnify, and hold ENGINEER harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by OWNER or by acting through OWNER.

14. Use of Electronic Media

a. Copies of Documents that may be relied upon by OWNER are limited to the printed copies (also known as hard copies) that are signed or sealed by the ENGINEER. Files in electronic media format of text, data, graphics, or of other types that are furnished by ENGINEER to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

b. When transferring documents in electronic media format, Engineer makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by ENGINEER at the beginning of this Assignment.

- c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. ENGINEER shall not be responsible to maintain documents stored in electronic media format after acceptance by OWNER.
15. Opinions of Probable Construction Cost
- a. Construction Cost is the cost to OWNER to construct proposed facilities. Construction Cost does not include costs of services of ENGINEER or other design professionals and consultants, cost of land, rights-of-ways, or compensation for damages to properties, or OWNER's costs for legal, accounting, insurance counseling or auditing services, or interest and financing charges incurred in connection with OWNER's contemplated project, or the cost of other services to be provided by others to OWNER, pursuant to this Agreement. Construction Cost is one of the items comprising Total Project Costs.
- b. ENGINEER's opinions of probable Construction Cost provided for herein are to be made on the basis of ENGINEER's experience and qualifications and represent ENGINEER's best judgment as an experienced and qualified professional generally familiar with the industry. However, since ENGINEER has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. ENGINEER cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by ENGINEER. If OWNER wishes greater assurance as to probable Construction Cost, OWNER shall employ an independent cost estimator.
16. Opinions of Total Project Costs
- a. Total Project Costs are the sum of the probable Construction Cost, allowances for contingencies, the estimated total costs of services of ENGINEER or other design professionals and consultants, cost of land, rights-of-way, or compensation for damages to properties, and OWNER's cost for legal, accounting, insurance counseling or auditing services, and interest and financing charges incurred in connection with a proposed project, and the cost of other services to be provided by others to OWNER pursuant to this Agreement.
- b. ENGINEER assumes no responsibility for the accuracy of opinions of Total Project Costs.
17. Force Majeure
ENGINEER shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond ENGINEER's reasonable control.
18. Assignment
Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.
19. Binding Effect
This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.
20. Severability and Waiver of Provisions
Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and ENGINEER, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

21. Survival

All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

22. Headings

The headings used in this Agreement are for general reference only and do not have special significance.

23. Controlling Law

This Agreement is to be governed by the law of the state in which the ENGINEER's principal office is located.

24. Notices

Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

25. Betterment

If, due to the ENGINEER's negligence, a required item or component of the Project is omitted from the ENGINEER's construction documents, the ENGINEER shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the ENGINEER be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

26. Estimates of Probable Construction Cost

In providing estimates of probable construction cost, the OWNER understands that the ENGINEER has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the ENGINEER's estimates of probable construction costs are made on the basis of the consultant's professional judgment and experience. The ENGINEER makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the ENGINEER's estimate of probable construction cost.

This **EXHIBIT C**, consisting of 1 page, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated May 1, 2026.

Payments to ENGINEER for Services and Reimbursable Expenses

Article 4 of the Agreement is amended and supplemented to include the following agreement of the parties:

ARTICLE 4 – PAYMENTS TO THE ENGINEER

C4.01 *For Basic Services Having a Determined Scope*

- A. The total fee for services under this Agreement is **\$87,000**. A retainer is required for select project types. If applicable, the required retainer amount is **\$-0-**, to be paid prior to the commencement of any work. Any paid retainer will be applied to the total fee.
- B. For a detailed breakdown of project phases, billing methods, and estimated fees, please refer to the Proposal provided as **Attachment A**.

C4.02 *Standard Hourly Rates*

- A. Standard hourly rates are set forth in Attachment C1 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative, overhead, non-project operating costs, and operation margin or profit.
- B. The Approved Hourly Rates and Reimbursable Expenses may be adjusted or updated periodically (by mutual agreement of the parties) to reflect equitable changes in the compensation payable to ENGINEER or addition of new employee classes.

This ATTACHMENT C1, consisting of 1 page, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated May 1, 2026.

Engineering Services Hourly Rates as of January 1, 2026

ENGINEERING SERVICES		ENVIRONMENTAL SERVICES	
Principal	\$ 295.00	Environmental Project Manager	\$ 210.00
Senior Planner	\$ 230.00	Environmental Specialist IV	\$ 185.00
Planner III	\$ 160.00	Environmental Specialist III	\$ 165.00
Planner II	\$ 140.00	Environmental Specialist II	\$ 150.00
Planner I	\$ 115.00	Environmental Specialist I	\$ 140.00
Structural Engineer	\$ 275.00	Environmental Technician	\$ 115.00
Senior Project Manager II	\$ 285.00		
Senior Project Manager I	\$ 255.00	ARCHITECTURAL SERVICES	
Project Manager III	\$ 235.00	Senior Architect	\$ 215.00
Project Manager II	\$ 215.00	Architect II	\$ 190.00
Project Manager I	\$ 195.00	Architect I	\$ 170.00
Assistant Project Manager	\$ 165.00	Architectural Project Manager II	\$ 200.00
Senior Project Engineer IV	\$ 255.00	Architectural Project Manager I	\$ 185.00
Senior Project Engineer III	\$ 235.00	Architectural Designer III (non-licensed)	\$ 165.00
Senior Project Engineer II	\$ 215.00	Architectural Designer II (non-licensed)	\$ 140.00
Senior Project Engineer I	\$ 195.00	Architectural Designer I (non-licensed)	\$ 125.00
Project Engineer III	\$ 185.00		
Project Engineer II	\$ 175.00	CAD SERVICES	
Project Engineer I	\$ 165.00	Senior CAD Designer II	\$ 225.00
Graduate Engineer III	\$ 160.00	Senior CAD Designer I	\$ 190.00
Graduate Engineer II	\$ 140.00	CAD Designer III	\$ 165.00
Graduate Engineer I	\$ 125.00	CAD Designer II	\$ 155.00
		CAD Designer I	\$ 140.00
CONSTRUCTION SERVICES		CAD Technician II	\$ 115.00
Senior Construction Project Manager II	\$ 205.00	CAD Technician I	\$ 105.00
Senior Construction Project Manager I	\$ 190.00		
Construction Project Manager II	\$ 175.00	GIS SERVICES	
Construction Project Manager I	\$ 160.00	GIS Manager	\$ 200.00
Senior Construction Engineering Technician III	\$ 220.00	GIS Specialist III	\$ 190.00
Senior Construction Engineering Technician II	\$ 175.00	GIS Specialist II	\$ 165.00
Senior Construction Engineering Technician I	\$ 155.00	GIS Specialist I	\$ 155.00
Construction Engineering Technician III	\$ 140.00	GIS Technician II	\$ 125.00
Construction Engineering Technician II	\$ 125.00	GIS Technician I	\$ 105.00
Construction Engineering Technician I	\$ 110.00		
Construction Contract Specialist III	\$ 195.00	ADMINISTRATIVE	
Construction Contract Specialist II	\$ 150.00	Project Accounting Manager	\$ 235.00
Construction Contract Specialist I	\$ 115.00	Project Accountant	\$ 135.00
		Project Accounting Assistant	\$ 115.00
SURVEY/STAKING SERVICES		Contract Administrator	\$ 140.00
Professional Land Surveyor III	\$ 225.00	Strategic & Communication Manager	\$ 245.00
Professional Land Surveyor II	\$ 200.00	Project Administrative Manager	\$ 185.00
Professional Land Surveyor I	\$ 185.00	Administrator II	\$ 170.00
Office Surveyor III	\$ 180.00	Administrator I	\$ 150.00
Office Surveyor II	\$ 170.00	Project Administrative Assistant II	\$ 125.00
Office Surveyor I	\$ 160.00	Project Administrative Assistant I	\$ 100.00
Field Surveyor III	\$ 160.00	Website Specialist	\$ 135.00
Field Surveyor II	\$ 150.00	Software Developer	\$ 290.00
Field Surveyor I	\$ 125.00		
		INTERN SERVICES	
LAB/MATERIALS TESTING		Intern II	\$ 95.00
Testing rates/fees – available upon request		Intern I	\$ 85.00
Senior Materials Technician	\$ 155.00		
Materials Technician III	\$ 130.00	OTHER DIRECT COSTS (ODC)	
Materials Technician II	\$ 110.00	Vehicle Mileage (per mile)	\$ 0.725
Materials Technician I	\$ 95.00	Reimbursable Expenses	Cost
		Professional Subconsultants	Cost + 15%

This **EXHIBIT D**, consisting of 4 pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated May 1, 2026.

Duties, Responsibilities, and Limitations of Authority of Resident Project Representative

Article 5 of the Agreement is supplemented to include the following agreement of the parties:

5.02 *Resident Project Representative*

- A. ENGINEER shall furnish a Resident Project Representative (“RPR”) to assist ENGINEER in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree.
- B. Through RPR's observations of Contractor’s work in progress and field checks of materials and equipment, ENGINEER shall endeavor to provide further protection for OWNER against defects and deficiencies in the Work. However, ENGINEER shall not, during such RPR field checks or as a result of such RPR observations of Contractor’s work in progress, supervise, direct, or have control over Contractor’s Work, nor shall ENGINEER (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for security or safety at the Site, for safety precautions and programs incident to any contractor’s work in progress, or for any failure of a contractor to comply with Laws and Regulations applicable to such contractor’s performing and furnishing of its work. The ENGINEER (including RPR) neither guarantee the performances of any contractor nor assumes responsibility for Contractor’s failure to furnish and perform the Work in accordance with the Contract Documents. In addition, the specific terms set forth in Paragraph A1.01 of Exhibit A of the Agreement are applicable.
- C. The duties and responsibilities of the RPR are as follows:
 1. *General:* RPR is ENGINEER’s representative at the Site, will act as directed by and under the supervision of ENGINEER, and will confer with ENGINEER regarding RPR’s actions. RPR’s dealings in matters pertaining to the Contractor’s work in progress shall in general be with ENGINEER and Contractor. RPR’s dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with OWNER only with the knowledge of and under the direction of ENGINEER.
 2. *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by Contractor and consult with ENGINEER concerning acceptability.
 3. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
 4. *Liaison:*
 - a. Serve as ENGINEER’s liaison with Contractor. Working principally through Contractor’s authorized representative or designee, assist in providing information regarding the intent of the Contract Documents.
 - b. Assist ENGINEER in serving as OWNER’s liaison with Contractor when Contractor’s operations affect OWNER’s On-Site operations.
 - c. Assist in obtaining from OWNER additional details or information, when required for proper execution of the Work.

5. *Interpretation of Contract Documents:* Report to ENGINEER when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by ENGINEER.
6. *Shop Drawings and Samples:*
 - a. Record date of receipt of Samples and approved Shop Drawings.
 - b. Receive Samples which are furnished at the Site by Contractor and notify ENGINEER of availability of Samples for examination.
 - c. Advise ENGINEER and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal for which RPR believes that the submittal has not been approved by ENGINEER.
7. *Modifications:* Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report such suggestions, together with RPR's recommendations, to ENGINEER. Transmit to Contractor in writing decisions as issued by ENGINEER.
8. *Review of Work and Rejection of Defective Work:*
 - a. Conduct on-Site observations of Contractor's work in progress to assist ENGINEER in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - b. Report to ENGINEER whenever RPR believes that any part of Contractor's work in progress will not produce a completed Project that conforms generally to the Contract Documents or will imperil the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise ENGINEER of that part of work in progress that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection, or approval.
9. *Inspections, Tests, and System Start-ups:*
 - a. Consult with ENGINEER in advance of scheduled inspections, tests, and systems start-ups.
 - b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate OWNER's personnel, and that Contractor maintains adequate records thereof.
 - c. Observe, record, and report to ENGINEER appropriate details relative to the test procedures and systems start-ups.
 - d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to ENGINEER.
10. *Records:*
 - a. Maintain at the Site orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all change orders, field orders, work change directives, addenda, additional Drawings issued subsequent to the execution of the Construction Contract, ENGINEER's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor, and other Project-related documents.

- b. Prepare a daily report or keep a diary or logbook, recording Contractor's hours on the Site, weather conditions, data relative to questions of change orders, field orders, work change directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to ENGINEER.
- c. Record names, addresses, fax numbers, e-mail addresses, web site locations, and telephone numbers of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
- d. Maintain records for use in preparing Project documentation.
- e. Upon completion of the Work, furnish original set of all RPR Project documentation to ENGINEER.

11. *Reports:*

- a. Furnish to ENGINEER periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b. Draft and recommend to ENGINEER proposed change orders, work change directives, and field orders. Obtain backup material from Contractor.
- c. Furnish to ENGINEER and OWNER copies of all inspection, test, and system start-up reports.
- d. Immediately notify ENGINEER of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, damage to property by fire or other causes, or the discovery of any Constituent of Concern.

12. *Payment Requests:* Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to ENGINEER, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

13. *Certificates, Operation and Maintenance Manuals:* During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to ENGINEER for review and forwarding to OWNER prior to payment for that part of the Work.

14. *Completion:*

- a. Participate in visits to the Project to determine Substantial Completion, assist in the determination of Substantial Completion and the preparation of lists of items to be completed or corrected.
- b. Participate in a final visit to the Project in the company of ENGINEER, OWNER, and Contractor, and prepare a final list of items to be completed and deficiencies to be remedied.
- c. Observe whether all items on the final list have been completed or corrected and make recommendations to ENGINEER concerning acceptance and issuance of the Notice of Acceptability of the Work.

D. Resident Project Representative shall not:

- 1. Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items).

2. Exceed limitations of ENGINEER's authority as set forth in this Agreement.
3. Undertake any of the responsibilities of Contractor, Subcontractors or Suppliers.
4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of Contractor's work.
5. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of OWNER or Contractor.
6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by ENGINEER.
7. Accept shop drawing or sample submittals from anyone other than Contractor.
8. Authorize OWNER to occupy the Project in whole or in part.

Jones & DeMille Engineering, Inc.
ATTACHMENT A



**Jones & DeMille
Engineering**

www.jonesanddemille.com | 800.748.5275

January 15, 2026

San Juan County
Attn: Sam Long
117 South Main Street
Monticello, UT 84535

RE: San Juan County – La Sal Fire Station – Remodel and Septic System Design

Mr. Long

We appreciate the opportunity to provide a proposal for the above-referenced project. It is our understanding that the owner, San Juan County is looking to remodel the existing Fire Station located in La Sal, Utah to include a restroom. The existing building is a pre-engineered metal building that provides parking for 4 fire vehicles and a conference/break room. The owner is requesting this proposal for architectural design services to design a remodel to the existing space that includes a restroom. The building is currently not connected to a sewer system and a septic system will be required. The design will conform to the 2021 International Building Code (IBC) and all applicable jurisdictional requirements. The restroom will need to be designed to ADA standards. JDE understands the owner intends to apply for the Community Development Block Grant (CDBG) to fund this project.

Jones & DeMille Engineering (JDE) and its subsidiary, Campbell Architecture (JDE/CA), have the necessary expertise to complete this project and are pleased to submit the following scope, assumptions, schedule, and fee proposal.

SCHEMATIC DESIGN

The proposed scope of work for Schematic Design is as follows:

- Conduct a kickoff coordination meeting with the Owner.
- Review project program, site constraints, and applicable building and life-safety codes.
- Perform (1) site visit to measure existing building.
- Prepare schematic design drawings including:
 - Schematic floor plan
 - Preliminary exterior elevations
 - Primary building sections
- Provide one (1) schematic design review meeting to obtain Owner approval.
- Incorporate one (1) round of Owner comments.
- Deliver a final schematic design package for written approval prior to beginning Pre-Construction Design Services.
- Provide probable cost of construction and project description.

1535 South 100 West
Richfield, UT 84701
435.896.8266

50 South Main, Suite 4
Manti, UT 84642
435.835.4540

38 West 100 North
Vernal, UT 84078
435.781.1988

1675 South Highway 10
Price, UT 84501
435.637.8266

520 West Highway 40
Roosevelt, UT 84066
435.722.8267

775 West 1200 North
Suite 200
Springville, UT 84663
801.692.0219

1664 South Dixie Drive
Building G
St. George, UT 84770
435.986.3622

7 South Main Street
Suite 314
Tooele, UT 84074
435.268.8089

696 North Main Street
PO Box 577
Monticello, UT 84535
435.587.9100

545 East Cheyenne Drive
Suite C
Evanston, WY 82930
307.288.2005

20 West Main Street
Suite 112
Cortez, CO 81320
970.739.5400

PRE-CONSTRUCTION DESIGN SERVICES

The proposed scope of work for Pre-Construction Design Services is as follows:

- Civil Engineering Design Services
 - Establish horizontal and vertical control (NAD83 / NAVD88).
 - Perform ground-based topographic survey for necessary design elements only.
 - Prepare an existing-conditions base map in AutoCAD Civil 3D.
 - Septic System Design
 - Perform percolation testing in accordance with applicable state and local health department requirements.
 - Prepare a percolation test report for the authority having jurisdiction (AHJ).
 - Design a conventional septic system, including septic tank and leach field sizing.
 - Response to one round of agency comments.
 - Site Civil Design
 - Prepare utility layout for sewer septic system.
 - Provide construction notes and basic specifications.
 - Submit drawings suitable for building permit.
- Architectural Design
 - Prepare a complete, coordinated set of architectural construction drawings suitable for permitting and construction.
 - Design per 2021 IBC and all applicable local ordinances.
 - Drawings will be stamped by a Utah-licensed Architect.
 - Respond to plan review comments from Building Department.
 - Prepare revised drawings and resubmit as required by Building Department.
- MEP Design Services — Resolut
 - Plumbing
 - Domestic cold/hot-water piping and specification of plumbing fixture(s).
 - Electrical
 - Interior and exterior lighting systems.
 - Power distribution systems.
 - One-line diagrams, panel schedules, load calculations.
 - Mechanical
 - Coordinate equipment type.
 - Prepare heating/cooling load calculations.
 - Design general exhaust systems.

CONSTRUCTION ADMINISTRATION SERVICES

The proposed scope of work for Construction Administration Services is as follows:

- Construction Administration
 - Perform bi-monthly (twice per month) site visits for an anticipated 2-month duration (4 total visits).
 - Conduct meetings during each visit with owner and contractor.
 - Respond to and document RFIs.
 - Review submittals for conformance with design intent.
 - Process pay applications and change order requests.
 - Maintain construction logs and field reports.



- Construction Staking
 - Provide staking of building corners, gridlines, foundations, utilities, paving, grading, and other improvements as required.
 - Establish horizontal and vertical control benchmarks (NAD83 / NAVD88).
 - Provide digital cut sheets and staking reports.
 - Provide inspection reports documenting findings, corrective actions, and compliance.

ASSUMPTIONS & LIMITATIONS

- Schematic Design Changes: Any design changes after schematic design approval will be billed hourly until revised schematics are approved.
- Building Size Assumption: Fees are based on the remodel being limited to the existing building footprint. Any additions or other significant deviation may require renegotiation of fees.
- Geotechnical Report: Not included. If no report is provided, assumed soil values will be used; Owner accepts all associated risks.
- A conventional gravity septic system is assumed.
- All utilities, except sanitary sewer, are assumed to be existing, metered, and stubbed to the building. Civil site plans will not show water, gas, or electrical utilities.
- Permits: JDE/CA is not responsible for project-related permits, permit fees, training, or certification requirements.
- Utilities: Utility record drawings will be provided by utility providers; JDE/CA is not responsible for the accuracy of record data.
- Procurement: Contractor procurement, bidding, advertising, or bid management are excluded unless added separately.
- Construction Duration: Construction Administration fee assumes a 2-month construction period with 4 site visits.
- Exclusions: Landscape design, renderings, public involvement, photometrics, interior design, and other specialty studies are excluded unless requested.
- Unknown Conditions: JDE/CA is not responsible for unknown site or subsurface conditions revealed during design or construction.
- Owner Responsibilities: Owner will provide access, timely decisions, approvals, and all available existing documentation.

SCHEDULE

JDE will work to complete the above scope of work in a reasonable, timely manner according to the project and funding needs. An earnest effort will be made to complete the services within owner's time constraints.

FEES

The foregoing scope of work for architectural and engineering services can be completed for a lump sum fee per the schedule below. Progress payments will be invoiced monthly throughout the project. Any adjustments to the scope of work can be completed for a negotiated lump sum fee or according to JDE's standard hourly rates. JDE reserves the right to adjust billing rates based on market conditions. This fee proposal shall remain valid for 30 (thirty) days from the proposal's issuance date. If contract is not signed within said term, fees may be subject to review. The breakdown of fees are as follows:



Schematic Design	\$11,000
Pre-Construction Design Services	\$58,000
Construction Administration Services	\$18,000
TOTAL	\$87,000

CLOSURE

We appreciate the opportunity to support San Juan County on this important project. Our team has the experience and resources necessary to deliver a coordinated design and efficient construction process. Please review this proposal and let us know if any modifications are desired.

Sincerely,

JONES & DeMILLE ENGINEERING, INC.



Wyatt Hansen, P.E.
Project Manager

