

DAGGETT COUNTY COMMISSION AND RDA MEETING AGENDA
Tuesday, June 2, 2026 AT 9:00 A.M.
Daggett County Courthouse (95 North 1st West; Manila, UT 84046)
Public Access Is Available Through Electronic Means At
meet.google.com/ewi-tjqt-axq

9:00 A.M. STANDING BUSINESS FOR DAGGETT COUNTY COMMISSION & RDA

- A. Welcome And Introduction Of Those Attending Electronically By Name
- B. Invocation And Pledge of Allegiance
- C. Motion To Go In And Out of Redevelopment Agency Meeting
- D. Review of Minutes
- E. Issues Updates – Discussion Only
 - a. Redevelopment Agency (RDA)
 - b. Municipal Building Authority
 - c. Affordable/Workforce Housing
 - d. EMS/EMT Sheriff's Office Updates
 - e. Airports
 - f. Clinic Updates
 - g. Roads
 - h. Code Enforcement Issues
 - i. Legislation
 - j. Tourism
 - k. Citizen Comments - 5 minutes
- F. Cash Summary Report & Accounts Receivable Report
- G. Open Invoice Register & Reimbursement Register
- H. Disbursement Summary
- I. Correspondence
- J. Commission Calendar Review

DAGGETT COUNTY COMMISSION POLICY AND LEGISLATION

- 1. 9:30 AM Recess For MBA Meeting.
- 2. Discussion And Consideration Of Financial Commitment For 2026 Co-op Marketing Grant
- 3. Discussion And Consideration Of Partnership And Sponsorship With Daggett Heritage PRCA Rodeo & Celebration
- 4. Discussion And Consideration Of Bylaws Of The Silver Lining Senior Center
- 5. Discussion And Consideration Of MOA With The Silver Lining Senior Center
- 6. Discussion And Consideration Of State Of Utah Contract Assignment Of Court Bailiffs - Contract And Costs
- 7. Discussion Of Town Of Manila's new Ordinances And The Senior Meeting Plans
- 8. Opening and Awarding Sealed bids for Search and Rescue Surplused Items

Closed Session For Discussion Of Items Permitted By §52-4-205 Of State Code**

REDEVELOPMENT AGENCY (RDA) POLICY & LEGISLATION

- a) Closed Session For Discussing Of Purchase, Exchange, Or Lease Of Real Property.

COMMITTEE/MAINTENANCE REPORTS

- 1) Mechelle Miller – Dept. Of Public Safety – Emergency Management
- 2) Justice Court Updates
- 3) Board And Committee Updates
- 4) U.S. Forest Service Updates

Notes: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Larinda Isaacson at 95 North 1st West, Manila, Utah 84046, Telephone: 435-784-3154.

**Pursuant To § 52-4-205 of State Code Closed Session Is For The Purpose Of Discussing The Character, Professional Competence, Or Physical Or Mental Health Of An Individual; Collective Bargaining; Litigation, Purchase, Exchange, Or Lease Of Real Property.

Draft Minutes of the Meeting of the Daggett County Commission and the Daggett County Redevelopment Agency held on **Tuesday, May 26, 2026** in the Commission Chambers in the Daggett County Courthouse at 95 North 1st West in Manila, Utah and through electronic means. Commissioners Matt Tippetts and Randy Asay and Jack Lytle attended in person. Auditor Keri Pallesen and Attorney Kent Snider and Clerk Larinda Isaacson attended virtually. The meeting was called to order at 9:04 am by Commissioner Tippetts. The invocation was given by Matt Tippetts. Commissioner Tippetts then led those in attendance in the Pledge of Allegiance.

Present In Person: Peggy White, Mayor Kathi Knight, Cordell McCracken, Mike Mussleman, Jeff Shipton, Bill West, Patty Park

Present Online or by Phone: Jeremy Larsen, Jordynn Hewitt

Motion to Go In and Out of Redevelopment Agency (RDA): Commissioner Lytle moved to go in and out of the Redevelopment Agency (RDA) Meeting Agenda. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioners Tippetts:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Approve Minutes: Minutes from the May 19 21, 2026 Commission and RDA Meeting were provided by the Clerk's Office for review by the Commissioners. Commissioner Asay motioned to approve the minutes from April 21, 2026 Commission and RDA Meeting. Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:			X	
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Issue Updates

RDA: There was no new information.

MBA: They are getting ready to have the final inspection on the water treatment plant. We will have a ribbon cutting and open house in the near future.

Affordable Workforce Housing: There was nothing reported at this time.

Sheriff Office, EMS, Code Enforcement: There was no new information at this time.

Airports: There was nothing new to discuss.

Clinic: Things are moving along. They are working on the x-ray room.

Roads: Nothing new to report.

Tourism: Peggy White attended the Mountain West Trails conference. During the event, she guided a tour of the county for six individuals who had no prior experience with the region. The group expressed significant appreciation for the area following the tour.

Citizen Comment: Mike Musselman expressed his strong opposition to the proposed RV Dump station. He questioned the oversight process for ensuring town accountability regarding established conditions, which the County Attorney then clarified. Bill West raised safety concerns, but it was noted that a hired engineer has already worked to mitigate potential risks. Commissioner Matt Tippetts confirmed that necessary compliance measures have been completed, noting that the project will return to UDOT for a mandatory final review. Jeremy Larsen of SunRise Engineering also provided testimony confirming the progress of the completed work.

Jack did state for the record that he did receive a call from Mike Musselman over the weekend regarding his objections to the RV Dump.

Policy And Legislation

Recess 10:04 am for the MBA Meeting. Back from recess at 10:27 am.

Cash Summary and Accounts Receivable Reports: The Cash Summary and Accounts Receivable Reports were provided by the Treasurer's Office and reviewed by the Commissioners. Commissioner Lytle motioned to acknowledge receipt of the Cash Summary and Accounts Receivable Report for the County and RDA dated May 22, 2026. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Open Invoice Register: The Open Invoice Register was provided by the Auditor's Office and reviewed by the Commissioners. Commissioner Asay motioned to approve the Open Invoice Register dated May 21, 2026 in the amount of \$57,582.76. Commissioner Lytle seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Reimbursement Register: There was no Reimbursement Register at this time.

County Disbursement Summary: The Disbursement Summary was provided by the Auditor's Office and reviewed by the Commissioners. Commissioner Lytle motioned to acknowledge receipt of the Disbursement Listing as being reviewed from May 15, 2026 to May 21, 2026 for Daggett County Zion's Checking in the amount of \$149,551.45 Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:	X			

Commissioner Asay: X
The motion carried.

Calendar /Correspondence: Commissioners Matt Tippetts and Jack Lytle will be attending the CIB retreat in June. Commissioner Asay has a meeting with Northeastern Counseling next week.

POLICY AND LEGISLATION

Discussion And Consideration Of Opening Of Search And Rescue Surplused Sealed Bids: Time was given to Jesse Platt. There was some discussion. There was one sealed bid received by the clerk's office.

Available Equipment:

Non Functioning Message Trailer serial # ending 7M825367 - Leonard Isaacson bid \$200 for the Non Functioning Message Trailer serial # ending 7M825367

2003 Voyager 12' Utility Trailer serial # ending 4A016239

2003 Yacht Club SnowmobileTrailer w/ 1993 Arctic Cat JAG Snowmobile (missing Carburetor)

Commissioner Tippetts motioned to award the Non Functioning Message Trailer serial # ending 7M825367 to Leonard Isaacson for the \$200 bid and the other two items will be extended another week. Commissioner Asay seconded the motion. The Commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Victim Advocate Update given by Monica Guymon: The floor was given to Monica. She gave an update on her office and her work as a victim's advocate for Daggett County. It was stated what a wonderful asset to our community she is. She was thanked for all her efforts.

Discussion and Consideration of Letter of RecommendationFor Conditional Use Permit Request On Parcel 01-0090-0268 Serial Number A268 For The Purpose Of Installing A RV Dump Station: Following earlier discussion in the meeting, Attorney Kent Snider advised that decisions regarding this matter fall under the sole jurisdiction of Planning and Zoning and do not require a Commission vote. Consequently, the item was tabled to allow Mr. Snider to contact Chad Reed for necessary clarification. It was further determined that Planning and Zoning should be providing the final decision rather than issuing a formal letter of recommendation to the Commissioners. Accordingly, Kent Snider will collaborate with Carrie Poulsen to revise the documentation for all three letters of recommendation listed on the agenda.

Discussion And Consideration Of Recommendation Of Conditional Use Permit for Bonnie Youngberg Short Term Rental: This letter will be revised by the County Attorney and Carrie Poaulsen.

Discussion And Consideration Of Recommendation Of Conditional Use Renewal Permit For Bob and Beckie Niederer Short Term Rental: This letter will be revised by the County Attorney and Carrie Poulsen.

Discussion And Consideration Of Purchase Request To Civic Plus In The Amount Of \$5,565.00 for IT: Time was given to Cordell McCracken This is for a social media archiving program. Commissioner Lytle motioned to approve the Purchase request and sole source to Civic Plus in the amount of \$5,565.00 for IT. Commissioner Asay seconded the motion. The commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Ratification Of State Of Utah Contract Division Of Outdoor Recreation Utah Outdoor Recreation Grant (UORG) FY 2026 For The Daggett County Centennial Park Restoration: Commissioner Lytle motioned to ratify State of Utah contract Division of Outdoor Recreation Utah Outdoor Recreation Grant (UORG) FY 2026 for the Daggett County Centennial Park Restoration. Commissioner Asay seconded the motion. The commissioners voted as follows on the motion:

	Yes	No	Abstained	Absent
Commissioner Tippetts:	X			
Commissioner Lytle:	X			
Commissioner Asay:	X			

The motion carried.

Recess at 11:18 am. Back from Recess at 11:28 am.

With nothing further to discuss. The meeting was adjourned by acclamation by Commissioner Matt Tippetts at 11:37 pm.

County of Daggett
Cash Summary
All Bank Accounts as of 05/29/2026

Bank Account	Account No.	Account Name	Amount
Zions Checking	10.1122	Zions Checking - General	(\$417,890.04)
Zions Checking	11.1122	Cash - checking - Zions Fd 11	\$1,632,304.72
Zions Checking	12.1122	Cash - checking - Zions Fd 12	\$185,614.12
Zions Checking	13.1122	Cash - checking - Zions Fd 13	\$432,099.37
Zions Checking	15.1122	Zions Checking - General	(\$50,429.15)
Zions Checking	17.1122	Cash - Checking - Zions Fd 17	\$9,131.96
Zions Checking	18.1122	Cash - Checking - Zions Fd 18	\$39,844.61
Zions Checking	19.1122	Zions Checking - General	\$345,121.91
Zions Checking	20.1122	Cash-Checks-Zions fd 20	\$3,667.26
Zions Checking	22.1122	Cash - checking Zions Fd 22	\$450,322.46
Zions Checking	23.1122	Cash - checking - Zions Fd 23	\$519,669.71
Zions Checking	24.1122	Cash - checking - Zions Fd 24	\$4,529.54
Zions Checking	25.1122	Cash - checking - Zions Fd 25	\$731,629.89
Zions Checking	27.1122	Cash - checking - Zions Fd 27	\$3,745.51
Zions Checking	28.1122	Cash - checking - Zions Fd 28	\$501,466.66
Zions Checking	30.1122	Cash - Checking - Zions Fd 30	\$17,204.60
Zions Checking	32.1122	Cash - checking Zions FD 32	\$26,402.70
Zions Checking	33.1122	Cash - checking - Zions Fd	(\$32,881.87)
Zions Checking	34.1122	Cash-Checking-Zions Fd 34	\$999,879.99
Zions Checking	35.1122	Zions Checking	(\$21,456.66)
Zions Checking	37.1122	Zions Checking - Combined	\$24,787.35
Zions Checking	40.1122	Cash - checking - Zions Fd 40	\$257,714.36
Zions Checking	45.1122	Cash - Checking - Zions Fd 45	(\$702,036.52)
Zions Checking	47.1122	Zions Checking - General	\$19,791.16
Zions Checking	49.1122	Checking - Zions Fd 49	\$58,472.72
Zions Checking	50.1122	Cash-Checking-Zions Fd 50	\$33,580.82
Zions Checking	72.1122	Cash - checking - Zions Fd 72	\$15,552.56
Zions Checking	74.1122	Cash - checking - Zions Fd 74	\$23,518.40
Zions Checking	75.1122	Cash - checking - Zions Fd 75	\$24,482.98
Zions Checking	76.1122	Cash - checking - Zions Fd 76	\$30,655.58
Zions Checking	77.1122	Cash - checking - Zions Fd 77	(\$196.53)
Zions Checking	78.1122	Cash - checking - Zions Fd 78	\$10,643.39
Zions Checking	80.1122	Cash - checking - Zions Fd 80	\$17,157.35
Zions Checking	81.1122	Zions Checking - General	\$1.53
			\$5,194,102.44
PTIF 2259 General Accounts	10.1151	PTIF 2259 General	\$11,857.14
PTIF 2259 General Accounts	11.1151	PTIF 2259 General	\$255,562.97
PTIF 2259 General Accounts	12.1151	PTIF 2259 General	\$42,256.92
PTIF 2259 General Accounts	13.1151	PTIF 2259	\$103,949.81
PTIF 2259 General Accounts	50.1151	PTIF 2259 General	\$170.00
			\$413,796.84
PTIF 2552 General Fund	10.1161	PTIF 2552 General Fund	\$6,182.93
PTIF 2552 General Fund	28.1161	PTIF 2552 Home Sales	\$21,066.06
			\$27,248.99
PTIF 2772 Farm & Ranch Protection	10.1162	PTIF 2772 General Fund	\$20,922.88
PTIF 2772 Farm & Ranch Protection	47.1162	PTIF 2772 General Fund	\$18.21
			\$20,941.09
PTIF 2834 General Fund	10.1153	PTIF 2834 General Fund	\$195.52
PTIF 3465 General Fund	10.1163	PTIF 3465 General Fund	\$23,932.60
PTIF 3932 General Fund	10.1154	PTIF 3932 General Fund	\$12,580.70
PTIF 5583 Daggett County RDA Fund	25.1151	PTIF 5583 Daggett County RDA	\$1,415,135.32
PTIF 5610 Daggett County Redevelopment #1	25.1158	PTIF 5610 Daggett County RDA	\$875,146.34
PTIF 8676 Water Revenue Bond	28.1168	PTIF 8676 Water Revenue Bond	\$125,017.72
PTIF 8699 WT Bond Reserve Account	28.1169	PTIF 8699 WT Bond Reserve Account	\$25,541.67
PTIF 8700 WT 2015 Replacement Account	28.1170	PTIF 8700 WT 2015 Replacement Account	\$123,586.29
Zions Tax Collection 026134668	81.1130	Zions Checking - Tax Collection	\$143,401.50
PTIF 3200 Motor Vehicle	81.1131	PTIF 3200 Motor Vehicle	\$34,460.46
UNDEPOSITED PAYMENTS	10.1175	Cash clearing	\$2,549.30
UNDEPOSITED PAYMENTS	12.1175	Cash clearing	\$0.02
UNDEPOSITED PAYMENTS	25.1175	Cash Clearing	\$965.42
UNDEPOSITED PAYMENTS	28.1175	Cash clearing	\$4,074.57

**County of Daggett
Cash Summary
All Bank Accounts as of 05/29/2026**

Bank Account	Account No.	Account Name	Amount
UNDEPOSITED PAYMENTS	32.1175	Cash clearing	\$750.00
UNDEPOSITED PAYMENTS	33.1175	Cash clearing	(\$1,548.60)
UNDEPOSITED PAYMENTS	35.1175	Cash Clearing	\$400.00
UNDEPOSITED PAYMENTS	40.1175	Cash Clearing	\$0.01
UNDEPOSITED PAYMENTS	72.1175	Cash clearing	\$784.98
UNDEPOSITED PAYMENTS	74.1175	Cash clearing	\$0.03
UNDEPOSITED PAYMENTS	80.1175	Cash clearing	\$43.00
UNDEPOSITED PAYMENTS	81.1175	Cash clearing	\$6,934.54
			\$14,953.27
General Ledger Cash Total:			\$8,450,040.75

**County of Daggett
Cash Summary
All Bank Accounts as of 05/29/2026**

Description	Amount
Zions Checking	\$5,194,102.44
PTIF 2259 General Accounts	\$413,796.84
PTIF 2552 General Fund	\$27,248.99
PTIF 2772 Farm & Ranch Protection	\$20,941.09
PTIF 2834 General Fund	\$195.52
PTIF 3465 General Fund	\$23,932.60
PTIF 3932 General Fund	\$12,580.70
PTIF 5583 Daggett County RDA Fund	\$1,415,135.32
PTIF 5610 Daggett County Redevelopment #1	\$875,146.34
PTIF 8676 Water Revenue Bond	\$125,017.72
PTIF 8699 WT Bond Reserve Account	\$25,541.67
PTIF 8700 WT 2015 Replacement Account	\$123,586.29
Zions Tax Collection 026134668	\$143,401.50
PTIF 3200 Motor Vehicle	\$34,460.46
UNDEPOSITED PAYMENTS	\$14,953.27
General Ledger Cash Total:	\$8,450,040.75

Accounts Receivable Report for Commission

Who:	Fund:	What:	 How Much:	Received:	Notes:	
UDOT	50	Advertising Invoice for SR-43 Trail	\$1,320.00		Followed up w/ Larry Montoya 04/01/2026	

County of Daggett
Reimbursement Register
Payroll Period: 05/10/2026 to 05/23/2026

<u>Employee No.</u>	<u>Employee</u>	<u>Payroll Date</u>	<u>Amount</u>	<u>Reimbursement</u>	<u>Ledger Account/Project</u>	<u>Activity</u>
T32	Tate, Matthew R.	05/23/2026	184.47	Inspections Mileage	104180.232 - P&Z building inspector mileage	
			\$184.47			

Daggett County
Open Invoice Register - 5/28/2026

Invoice No.	Vendor	General Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
10073603	Advanced Towing & Automotive	5/17/26	5/17/26	\$ 718.75			
				\$ 718.75	114415.255	BRoads Fleet Vehicle Maintenance	Tow from South Valley Road to Daggett County Road Dept
26E1105	Chemtech-Ford, LLC	5/20/26	5/20/26	\$ 31.00			
				\$ 31.00	284420.451	DJ Water Treatment	New Water Plant
2026222	Civco Engineering, Inc.	5/4/26	5/4/26	\$ 2,200.00			
				\$ 2,200.00	114415.310	BRoads Professional Services	Professional Services From April 5- May 2 2026
46169	Daggett County	5/27/26	5/27/26	\$ 6,600.62			
				\$ 6,600.62	134415.320	FS roads 25% admin fee	25% admin fee FS roads
CD2149451	Election Systems and Software, LLC	5/12/26	5/12/26	\$ 411.25			
				\$ 91.00	104170.250	Elections equip supplies & maint	Election Day Ballot
				\$ 43.03	104170.250	Elections equip supplies & maint	Freight
				\$ 3.64	104170.250	Elections equip supplies & maint	Test Ballot
				\$ 252.00	104170.250	Elections equip supplies & maint	Absentee Ballots
				\$ 3.38	104170.250	Elections equip supplies & maint	Sample Ballot
				\$ 18.20	104170.250	Elections equip supplies & maint	Coding Ballor
CD2149584	Election Systems and Software, LLC	5/13/26	5/13/26	\$ 498.30			
				\$ 49.20	104170.250	Elections equip supplies & maint	Audio:Candidates/Yes-No
				\$ 410.00	104170.250	Elections equip supplies & maint	Audio: Set-up Language
				\$ 39.10	104170.250	Elections equip supplies & maint	Audio: Contest/Issues

Daggett County
Open Invoice Register - 5/28/2026

Invoice No.	Vendor	General Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
CD2149784	Election Systems and Software, LLC	5/14/26	5/14/26	\$ 693.00			
				\$ 693.00	104170.250	Elections equip supplies & maint	Layout Charge
	Vendor Total:			\$ 1,602.55			
134228866	Fleet Pride	4/30/26	4/30/26	\$ 289.27			
				\$ 289.27	114415.250	BRoads Equip supplies & expense	Fuel Spin on, air element, Lube spin on, Fuel/ water Seperator
134393609	Fleet Pride	5/7/26	5/7/26	\$ 173.25			
				\$ 173.25	114415.250	BRoads Equip supplies & expense	Fuel/Water Separator, Primary Fuel/water, High Efficiency Fuel, Cab Air, Fuel/water Serarator element
134465048	Fleet Pride	5/11/26	5/11/26	\$ 453.39			
				\$ 453.39	114415.250	BRoads Equip supplies & expense	Fuel/Water Separator, Primary Fuel/water separator, Lube spin on, Inner air element, Filter air element, Panel air element
134748545	Fleet Pride	5/21/26	5/21/26	\$ 38.40			
				\$ 38.40	114415.250	BRoads Equip supplies & expense	Cab Air Elements
	Vendor Total:			\$ 954.31			
905815-1	IBS, Inc.	5/8/26	5/8/26	\$ 92.13			
				\$ 92.13	114415.250	BRoads Equip supplies & expense	Shrink tube. 4In Nylon tie wrap, 5In Nylon tie wrap, 7In nylon tie wrap, 3/16 Shrink tube, 3/8 Shrink Tube, NC8 Hex
010P71707	Kenworth Sales Company, Inc - Vernal	5/13/26	5/13/26	\$ 131.71			
				\$ 131.71	114415.255	BRoads Fleet Vehicle Maintenance	Fender- Quarter XTRMWTHR K
253116	Mountain West Propane Inc.	5/14/26	5/14/26	\$ 386.40			
				\$ 386.40	104162.270	BldgGrnds utilities	Propane

Daggett County
Open Invoice Register - 5/28/2026

Invoice No.	Vendor	General Ledger Date	Due Date	Amount	Account No.	Account Name.	Description
253864	Mountain West Propane Inc.	5/18/26	5/18/26	\$ 157.63			
				\$ 157.63	104210.270	Sheriff Utilities	Propane
254123	Mountain West Propane Inc.	5/19/26	5/19/26	\$ 460.00			
				\$ 460.00	114415.270	BRoads Utilities	Propane
	Vendor Total:			\$ 1,004.03			
ACHX22	Standard Plumbing Supply Co.	3/4/26	3/4/26	\$ 125.00			
				\$ 75.00	284420.614	DJ Water Sm Equip (\$1 - \$999)	29 piece drill bits set
				\$ 50.00	284430.614	DJ Sewer Sm Equip (\$1 - \$999)	29 piece drill bits set
2.0261E+12	Thatcher Company	5/26/26	5/26/26	\$ 2,526.48			
				\$ 2,526.48	284420.451	DJ Water Treatment	TI-2906
46162	Uintah Basin Medical Center	5/20/26	5/20/26	\$ 18,615.05			
				\$ 18,615.05	344316.320	Health Clinic Assistance	Manila Loss April 2026
46113	Uintah County Jail	5/27/26	5/27/26	\$ 1,016.99			
				\$ 1,016.99	104210.310	Sheriff jail contracted services	Inmate Housing
5.28.2026	US Postal Service (CMRS-FP)	5/28/26	5/28/26	\$ 2,000.00			
				\$ 2,000.00	104150.241	NonDept postage	Postage for Meter
6070576	Whisler Chevrolet	4/27/26	4/27/26	\$ 69.95			
				\$ 69.95	104150.255	NonDep Fleet Vehicle Maintenance	Chevrolet Equinox
	Total			\$ 37,688.57			

GL Account Summary

\$ 2,000.00	104150.241	NonDept postage
\$ 69.95	104150.255	NonDep Fleet Vehicle Maintenance
\$ 386.40	104162.270	BldgGrnds utilities
\$ 1,602.55	104170.250	Elections equip supplies & maint
\$ 157.63	104210.270	Sheriff Utilities

Daggett County

Open Invoice Register - 5/28/2026

Invoice No.	Vendor	General		Amount	Account No.	Account Name.	Description
		Ledger Date	Due Date				
				\$ 1,016.99	104210.310	Sheriff jail contracted services	
				\$ 1,046.44	114415.250	BRoads Equip supplies & expense	
				\$ 850.46	114415.255	BRoads Fleet Vehicle Maintenance	
				\$ 460.00	114415.270	BRoads Utilities	
				\$ 2,200.00	114415.310	BRoads Professional Services	
				\$ 6,600.62	134415.320	FS roads 25% admin fee	
				\$ 2,557.48	284420.451	DJ Water Treatment	
				\$ 75.00	284420.614	DJ Water Sm Equip (\$1 - \$999)	
				\$ 50.00	284430.614	DJ Sewer Sm Equip (\$1 - \$999)	
				\$ 18,615.05	344316.320	Health Clinic Assistance	
				\$ 37,688.57		Total	

Daggett County
Disbursement Summary
Zions Checking - 05/21/2026 to 05/28/2026

Payee Name	Reference No.	Payment Date	Payment Amount	Void Date	Void Amount	Source
	527261200	5/27/2026	\$ 256.20			Paycheck
	528261200	5/28/2026	\$ 54,412.65			Paycheck
AJoules, Inc.	101221	5/26/2026	\$ 2,500.00			Purchasing
Amazon Capital Services	101222	5/26/2026	\$ 953.25			Purchasing
Benedicts Ace Hardware	101223	5/26/2026	\$ 164.61			Purchasing
Boyd, Gary A.	101224	5/26/2026	\$ 826.12			Purchasing
Chemtech-Ford, LLC	101225	5/26/2026	\$ 112.00			Purchasing
Mountainland Supply	101226	5/26/2026	\$ 2,804.75			Purchasing
Quill Corporation	101228	5/26/2026	\$ 187.01			Purchasing
Seven County Infrastructure Coalition	101229	5/26/2026	\$ 950.00			Purchasing
Sunrise Engineering, Inc.	101230	5/26/2026	\$ 6,120.25			Purchasing
Superior	101231	5/26/2026	\$ 576.90			Purchasing
Johnson Mark LLC	101233	5/28/2026		46170	\$ 869.47	Payroll
Olympus Law Group, PLLC	101234	5/28/2026	\$ 150.00			Payroll
Johnson Mark LLC	101235	5/28/2026	\$ 661.72			Payroll
Johnson Mark LLC	101236	5/28/2026	\$ 539.44			Payroll
Johnson Mark LLC	101237	5/28/2026	\$ 613.27			Payroll
Ameritas Life Insurance Corp.	ACH 5/27/26-1	5/26/2026	\$ 400.24			Purchasing
Assurity Life Insurance Company	ACH 5/27/26-1	5/28/2026	\$ 1,109.54			Payroll
Ameritas Life Insurance Corp.	ACH 5/27/26-2	5/26/2026	\$ 2,161.66			Purchasing
EFTPS	ACH 5/27/26-2	5/28/2026	\$ 15,773.44			Payroll
Lincoln Financial Group	ACH 5/27/26-3	5/26/2026	\$ 1,862.67			Purchasing
HealthEquity	ACH 5/27/26-3	5/28/2026	\$ 6,464.46			Payroll
Utah State Tax Commission	ACH 5/27/26-4	5/28/2026	\$ 2,671.98			Payroll
Utah Retirement Systems	ACH 5/27/26-5	5/28/2026	\$ 12,939.94			Payroll
Total			\$ 115,212.10		\$ 869.47	

Flaming Gorge Notification: May 27, 2026

1 message

UpperGreenResOps, BOR UCR <bor-sha-ucr-upgnrsop@usbr.gov>
 To: "UpperGreenResOps, BOR UCR" <bor-sha-ucr-upgnrsop@usbr.gov>

Wed, May 27, 2026 at 9:31 AM

Greetings,

The Fish and Wildlife Service (FWS) has requested to initialize the smallmouth bass (SMB) flow experiment.

Beginning on June 08, 2026, Flaming Gorge Dam releases shall begin ramping up to full power plant capacity for the SMB flow experiment. The experiment is scheduled to last 72 hours and ramp down will begin on June 11, 2026. Reclamation has coordinated with Western Area Power Administration to create the hourly scheduled release pattern for the ramp down period. Please note that releases in this schedule include fluctuations for power generation.

Release for June 13, 2026, and thereafter will be covered in a separate notification.

Additionally, to further disadvantage the SMB, the selective withdrawal structure (SWS) will be adjusted to release colder water during this period. **Recreationists on the Green River should take caution and be aware the increased flows in the river will be cold and swift.**

SMB Flow Experiment Release Schedule

Hour (Mountain Time)	Monday 6/08/2026 CFS	Tuesday 6/09/2026 CFS	Wednesday 6/10/2026 CFS	Thursday 6/11/2026 CFS	Friday 6/12/2026 CFS
0:00	1105	4600*	4600*	4600*	2313
1:00	1075	4600*	4600*	4600*	1349
2:00	1075	4600*	4600*	4600*	1349
3:00	1075	4600*	4600*	4600*	1349
4:00	1075	4600*	4600*	4600*	1349
5:00	1075	4600*	4600*	4600*	1767
6:00	1382	4600*	4600*	4600*	2281
7:00	1382	4600*	4600*	4600*	2281
8:00	1075	4600*	4600*	4600*	2281
9:00	890	4600*	4600*	4600*	2281
10:00	890	4600*	4600*	4600*	2281
11:00	890	4600*	4600*	4600*	2281
12:00	1600	4600*	4600*	4600*	1767
13:00	2400	4600*	4600*	4600*	1767
14:00	3200	4600*	4600*	4600*	1767
15:00	4000	4600*	4600*	4600*	1767
16:00	4600*	4600*	4600*	4144	2345
17:00	4600*	4600*	4600*	3598	2345
18:00	4600*	4600*	4600*	2827	2345

19:00	4600*	4600*	4600*	2827	2345
20:00	4600*	4600*	4600*	2827	2345
21:00	4600*	4600*	4600*	2827	2345
22:00	4600*	4600*	4600*	2827	2345
23:00	4600*	4600*	4600*	2827	2345

NOTE: The hourly release schedule above is an approximation of releases. All data is provisional and is subject to change.

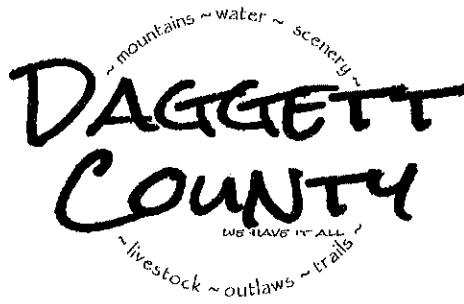
This data is considered the most likely scenario given the current forecast and is subject to changing conditions. Forecasted (tentative) hourly release schedules can be found by visiting the Colorado River Basin Forecast Center at this website:

https://www.cbrfc.noaa.gov/dbdata/station/flowgraph/flowgraph_hc.html?id=GRZU1&ptype=3&linear_flow=0.

Please note that the CBRFC data is in Zulu time, which is 6 hours later than MDT. For example, 6 pm Zulu (Z) is 12 pm MDT.

Notifications such as this one could take some time, a day or so, to be reflected on the website.

Thank you,
Mike Callahan, P.E.



95 North 1st West • P.O. Box 219 • Manila, UT 84046

Utah Office of Tourism
Cooperative Marketing Grant Program

RE: Financial Commitment for Co-op Marketing Grant Application

To Whom It May Concern,

The Daggett County Commission is pleased to support the Daggett County Tourism Office and its application for the Utah Office of Tourism Co-op Marketing Grant Program.

This letter serves as formal confirmation that Daggett County will provide the required matching funds and financial support necessary to complete the proposed tourism marketing campaign. The Commission recognizes the importance of tourism promotion in supporting local businesses, increasing visitation, and strengthening the local economy.

The campaign supports Daggett County's tourism goals by promoting Flaming Gorge and the surrounding area as a year-round outdoor recreation destination while encouraging regional travel and event visitation.

Daggett County is committed to providing the resources needed to successfully carry out the project and fulfill all grant requirements.

Thank you for your consideration and continued support of rural Utah tourism.

Sincerely,

Daggett County Commissioners

Matt Tippetts - Chairman, Daggett County Commission

Commissioners

Matt Tippetts, Chairman
mtippetts@daggettcountry.org
Randy Asay
rasay@daggettcountry.org
Jack Lytle
jlytle@daggettcountry.org
435-784-3218

Assessor

Jesse Platt
jplatt@daggettcountry.org
435-784-3222

Auditor

Keri Pallesen
kpallesen@daggettcountry.org
435-784-3210

Clerk

Larinda Isaacson
larindai@daggettcountry.org
435-784-3154

Recorder/Treasurer

Brianne Carter
bcarter@daggettcountry.org
435-784-3180

Attorney

Kent Snider
ksnider@daggettcountry.org
435-784-3218

Sheriff

Erik Bailey
ebailey@daggettcountry.org
435-784-3255

2026 DAGGETT HERITAGE PRCA RODEO & CELEBRATION

DAGGETT COUNTY RODEO GROUNDS - MANILA UTAH



2025 Daggett Heritage PRCA Rodeo & Celebration Directors, Volunteers, & Contract Personnel

You are formally invited to be a part of Daggett Heritage PRCA Rodeo & Celebration!

The Daggett Heritage PRCA Rodeo Directors are hosting the 9th Annual PRCA Rodeo & Celebration Friday September 4th, and Saturday September 5th, 2026 in honor of **Daggett County Families and their Legacy of Faith, Family, Freedom, and America's 250th to Daggett County, Southwestern Wyoming, Northwestern Colorado, and Northeastern Utah.** The Daggett Heritage PRCA Rodeo & Celebration held during the Labor Day weekend is a way to introduce our western culture, values, and heritage to the many visitors of Daggett County while simultaneously highlighting and showcasing your contributions as partners, sponsors, vendors and volunteers throughout the year.

Your contributions support the production of the Daggett Heritage PRCA Rodeo and Celebration. Additionally, to enhance the impact and recognition of your contributions for the event and throughout the year, a portion will go to directly support the Flaming Gorge Fire & EMS District, Daggett County Search and Rescue, Local Youth Rodeo, Local 4-H, Manila High School VOAG/FFA, Manila High School Student Volunteers, and the Maintenance/Improvement of the Daggett County Rodeo Grounds, Daggett County Food Pantry, and Daggett County Museum. Your generosity helps to continue growing Daggett County's Legacy of **"Utah's Smallest County With A Whole Lot Going On."**

Please see the enclosed information and agreement forms that outline the various Partner, Sponsor and Vendor opportunities. If a monetary contribution is not possible, there are other opportunities for support. We are looking for volunteers to help with the rodeo and celebration. Additionally, items for hospitality packets (1,000) that are given to the PRCA and WPRA Contestants, Veterans, Active Military, & Flaming Gorge Fire & EMS District, Daggett County Search & Rescue, Rodeo Sponsors, Partners, and Volunteers are needed as well.

Please notify us on or before July 1st as to your intent; we will be getting advertising out soon and want to properly recognize our Partners, Sponsors, Vendors and Volunteers.

If you have any questions or comments, please email us; jack.lytle@icloud.com, or contact any of the Rodeo Directors listed below.

Sincerely, Daggett Heritage PRCA Rodeo & Celebration Directors:

Jack Lytle:	(435) 823-8224	Annamarie Martin:	(435) 880-8763	Hank Gutz:	(435) 880-7600
Matt Henry:	(307) 747-8761	Blace Martin:	(307) 780-6473	Shiloh Johnson:	(307) 747-2517
Marty Henry:	(307) 747-8765	Dylan Martin:	(435) 890-5242	Jean Dickinson:	(307) 389-1711
Curtis Harwick:	(307) 350-0801	Jay Carroll:	(435) 503-1836	Marty Kennedy:	(385) 519-2098

Raymond & Roxey Pallesen: (435) 790-5614



DAGGETT HERITAGE PRCA RODEO & CELEBRATION

SEPTEMBER 4TH - 5TH, 2026 | MANILA, UT

Become a Partner! - \$10,000+

**WE RESERVE A FEW OPPORTUNITIES TO BECOME A PARTNER IN OUR PREMIER EVENT.
IF YOU ARE INTERESTED PLEASE CONTACT JACK LYTTLE AT 435-823-8224 OR EMAIL
JACK.LYTTLE@ICLOUD.COM**

PARTNER BENEFITS:

PRE RODEO & ALL YEAR LONG PREMIER RECOGNITION ADVERTISING & MARKETING

ON SITE EVENT BANNER OF COMPANY LOGO/INFORMATION(PRE/DURING/POST RODEO):
LARGE AND HIGH VISIBILITY LOCATIONS
COVERAGE ON THE DAGGETT HERITAGE PRCA RODEO & CELEBRATION SOCIAL MEDIA
YOUR BUSINESS MENTIONED WITH A LINK TO YOUR WEBSITE
WEBSITE RECOGNITION
WWW.MANILAUTAHPRCARODEO.COM
RADIO ANNOUNCEMENTS (PRE/DURING/POST)
KLCY EAGLE COUNTRY
CHAMBER OF COMMERCE COVERAGE (DIGITAL/PRINT)
VERNAL AREA CHAMBER OF COMMERCE (VERNAL, UT)
FLAMING GORGE (DAGGETT COUNTY, UT)

ON SITE DURING RODEO

BIG SCREEN CONTINUOUS ON SITE VISUAL DISPLAY DURING RODEO AND COWBOY CHANNEL+ (IF AVAILABLE)
YOUR COMPANY LOGO AND INFORMATION AS PER PARTNER REQUEST
GRAND ENTRY
YOUR COMPANY WILL BE ANNOUNCED & RECOGNIZED AS YOU OR YOUR REPRESENTATIVES ARE PULLED
AROUND THE ARENA IN A HORSE DRAWN WAGON
RODEO PROGRAM, DAY SHEETS & TICKETS
YOUR COMPANY LOGO OR NAME DISPLAYED
HOSPITALITY PACKET
YOU WILL BE ABLE TO GIVE PROMOTIONAL ITEMS (1,000)
COVERAGE ON THE DAGGETT HERITAGE PRCA RODEO & CELEBRATION SOCIAL MEDIA
8 TICKETS PER PERFORMANCE
RODEO ADMISSION & HOSPITALITY TENT
VIP BOX SEATS
YOUR NAME/COMPANY ANNOUNCED BY RODEO ANNOUNCER FREQUENTLY THROUGHOUT RODEO
YOUR NAME/LOGO DISPLAYED ON HORSEBACK FLAG PRESENTATION DURING GRAND ENTRY AND AFTER
EACH RODEO EVENT

POST RODEO

THE ONSITE BANNERS WITH YOUR BUSINESS/NAME WILL REMAIN IN HIGH VISIBILITY LOCATIONS
YOUR BUSINESS WILL CONTINUE TO GET RECOGNITION ON OUR WEBSITE & SOCIAL MEDIA
RADIO AND PRINT RECOGNITION WILL CONTINUE FOR YOU OR YOUR BUSINESS AFTER THE RODEO
RODEO AVAILABLE ON COWBOY CHANNEL+ APP



**We sincerely thank you for your support
and look forward to working with you!**

2026 DAGGETT HERITAGE PRCA RODEO - MANILA, UT

PARTNER AGREEMENT

This Agreement is made & entered into as of the _____ day of _____, 2026 by & between Daggett Heritage PRCA Rodeo & Celebration, hereinafter called the Partner and _____, hereinafter called "Partner".

PARTNER CONTACT INFORMATION:

Partner Name: _____

Contact Name: _____

Phone Number: _____

Address: _____

City, State, Zip: _____

E-mail: _____

Website: _____

CONTRIBUTION

\$ _____ Check # _____

Contributions of more than \$10,000 please indicate the dollar amount above.

PARTNER LEVEL

Please make a ✓ in the box below.

☐

Partner—\$10,000 and above

Partner is responsible for providing logo.

Please see logo guidelines below.

Banner & Flag:

DHPRCAR Will Make/Provide

RODEO TICKETS/SEATS

If applicable, I want my tickets:

Sent to me through the mail ☐

If applicable, I will use the box seats: ☐ Yes ☐ No

PREVIOUS CONTRIBUTOR:

YES or NO (circle)

PAYMENT

- ♦ Any money due from **Partner** as agreed upon within this agreement will be paid to **Daggett Heritage PRCA Rodeo/ Uintah Basin EDD** on or before **July 1st, 2026**. Any partnership received after July 1st, may not receive full advertising and marketing benefits. Send payment to: **Daggett Heritage PRCA Rodeo/Uintah Basin EDD 330 East 100 South, Roosevelt, UT 84066 Attn: Laurie Brummond**. Daggett Heritage PRCA Rodeo will provide you with an invoice if needed, otherwise copy this form to serve as your receipt.

- ♦ Invoice needed? ☐ Yes ☐ No

- ♦ For online payments go to:

www.manilautahprcarodeo.com/sponsors

THOSE NEEDING 501-C-3 INFORMATION FOR DONATIONS,
PLEASE EMAIL YOUR CONTACT INFORMATION TO:

jack.lytle@icloud.com or call (435) 823-8224

laurieb@ubaog.org or call (435) 299-9781

Please email a minimum of 1 MG ".jpeg or PDF" file of your logo along with your contact information to:
store3042@theupsstore.com & info@get-hookedup.com

Dated this _____ day of _____, 2026

Partner Signature 1

Partner name as you wish it to appear

Partner Signature 2 (if needed)

Daggett Heritage PRCA Rodeo & Celebration Signature

2026 DAGGETT HERITAGE PRCA RODEO - MANILA, UT

SPONSOR AGREEMENT

This Agreement is made & entered into as of the _____ day of _____, 2026 by & between Daggett Heritage PRCA Rodeo & Celebration, hereinafter called the Partner and _____, hereinafter called "Sponsor".

SPONSOR CONTACT INFORMATION:

Sponsor Name: _____

Contact Name: _____

Phone Number: _____

Address: _____

City, State, Zip: _____

E-mail: _____

Website: _____

CONTRIBUTION

\$ _____ Check # _____

Please make a ☒ in the box below.

SPONSORSHIP LEVEL

- ☐ *Platinum / Event Sponsor: \$5000 to \$9999
- ☐ Gold Sponsor: \$2000 to \$4999
- ☐ Silver Sponsor: \$500 to \$1999
- ☐ Bronze Sponsor: \$150 up to \$499

****Banner:**

☐ Stored by DHPRCAR ☐ Sponsor will provide ☐ DHPRCAR will make

* DHPRCAR will provide and make flag

**If you are providing your own banner please ship UPS/FedEx on or before August 1, 2026 to:

Daggett Heritage PRCA Rodeo & Celebration

182 South Blvd, Dutch John, UT 84023

Sponsor is responsible for delivery and pick up of banner unless you would like it housed with the Daggett Heritage PRCA Rodeo & Celebration.

RODEO TICKETS/SEATS

If applicable, I want my tickets:

Sent to me through the mail ☐

If applicable, I will use the box seats: ☐ Yes ☐ No

PREVIOUS CONTRIBUTOR:

YES or NO (circle)

PAYMENT

- ♦ Any money due from **Sponsor** as agreed upon within this agreement will be paid to Daggett Heritage PRCA Rodeo/ Uintah Basin EDD on or before July 1st, 2026. Any sponsorship received after July 1st, may not receive full advertising and marketing benefits. Send payment to Daggett Heritage PRCA Rodeo/Uintah Basin EDD 330 East 100 South, Roosevelt, UT 84066 Attn: Laurie Brummond. Daggett Heritage PRCA Rodeo will provide you with an invoice if needed, otherwise copy this form to serve as your receipt.

- ♦ Invoice needed? ☐ Yes ☐ No

- ♦ For online payments go to:

www.manilautahprcarodeo.com/sponsors

THOSE NEEDING 501-C-3 INFORMATION FOR DONATIONS, PLEASE EMAIL YOUR CONTACT INFORMATION TO:

jack.lytle@icloud.com or call (435) 823-8224

laurieb@ubaog.org or call (435) 299-9781

Please email a minimum of 1 MG ".jpeg or PDF" file of your logo along with your contact information to:

store3042@theupsstore.com & info@get-hookedup.com

Dated this _____ day of _____, 2026

Sponsor Signature 1

Sponsor name as you wish it to appear

Sponsor Signature 2 (if needed)

Daggett Heritage PRCA Rodeo & Celebration Signature

Daggett Heritage PRCA Rodeo & Celebration

SEPTEMBER 4TH - 5TH 2026 | DAGGETT COUNTY RODEO GROUNDS MANILA, UT

2026 VENDOR / CONCESSIONAIRE AGREEMENT

NAME: _____

BUSINESS: _____

PHONE NUMBER(S): _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

Date Paid:

Check #:

\$100 Fee Paid

☐

VENDOR CATEGORY (CIRCLE ONE):

FOOD

NON - PROFIT

COMMERCIAL

BOOTH DIMENSIONS: _____ X _____ FT.

Description: _____

By submitting this form, I understand all the rules and regulations and release Daggett Heritage PRCA Rodeo and Celebration and Daggett County from all liability of any kind and character due to loss, damage, or injury to this or any other property which the undersigned may have at the Daggett County Rodeo Grounds. Please also sign and date the Vendor Acknowledgement & Waiver Liability on the reverse side of this form.

Signature: _____ Date: _____

Space is limited, submit a signed and completed vendor application form with payment on or before July 1st, 2026.

A \$100 payment per booth space made payable to Daggett Heritage PRCA Rodeo/Uintah Basin EDD and is required at the time of agreement submittal from all vendor/concessionaire.

Make payment to: Daggett Heritage PRCA Rodeo/Uintah Basin EDD

**Please send Payments, Vendor/Concessionaire Agreement, and Liability Wavier to:
Daggett Heritage PRCA Rodeo, 330 East 100 South, Roosevelt, UT 84066,
Attn: Laurie Brummond**

Please make a copy of this page for your receipt

For any questions, please contact

Curtis Harwick (Director of Vending) at (307) 350-0801 or cdharwick@gmail.com

We sincerely thank you for your support!

*****Please note: Vendor/Concessionaire Agreement will not be accepted without Signature, Date, and Payment.**

2026 DAGGETT HERITAGE PRCA RODEO & CELEBRATION Manila, UT Vendor / Concessionaire Information

Vendors must operate their booth(s) September 4th & 5th, 2026

Booths must be operating by 4PM on September 4th & 5th, 2026

- Gates open at 12PM. The gates will be closed and locked at 3PM
- Vendors/Booths are required to be on-site and operating no later than 4PM, and operating throughout each of the two main Rodeo Performances
- Operation during Slack Performance September 5th, 6:30 AM is encouraged but optional

Space is limited, submit the provided Vendor agreement form with payment on or before July 1st, 2026.

Everyone is responsible for their set-up, property, and clean up.

The booths are approximately 12' X 12'. This space can be reasonably altered to your needs.

Daggett Heritage PRCA Rodeo & Celebration reserves the right to refuse the sale of a specific product. Daggett Heritage PRCA Rodeo & Celebration also reserves the right to refuse anyone from vending.

Daggett Heritage PRCA Rodeo & Celebration and Daggett County is not responsible for any lost, stolen, or damaged articles.

Applicants may request a specific space; however, Daggett Heritage PRCA Rodeo & Celebration reserves the right to assign areas.

A \$100 payment per booth payable to “Daggett Heritage PRCA Rodeo & Celebration” is required from all applicants renting a space at the time of agreement submittal.

All booth exhibitors are required to keep their area in a neat and sanitary condition, and they must help patrol areas for trash. NO GLASS of any kind is to be distributed.

Booth exhibits and exhibitors should always be clean, professional and presentable.

All rules and regulations, written or verbal, set by the event management must be followed. You are required to comply with the rules as set by the State of Utah, Daggett County.

For questions or more information please contact:

Daggett Heritage PRCA Rodeo Director of Vending Curtis Harwick (307-350-0801) and leave your contact information.

If you prefer, email your contact information to:
cdharwick@gmail.com

We sincerely thank you for your support!

BYLAWS
of
The Silver Lining Senior Center

ARTICLE I. Name

Section 1. The name of this organization shall be The Silver Lining Senior Center.

ARTICLE II. Purpose

Section 1. The Silver Lining Senior Center is committed to offering senior programs and services that enhance the quality of life for Senior Adults in the area of Daggett County.

ARTICLE III. Limitation of Methods

Section 1. The Silver Lining Senior Center is organized in accordance with these Bylaws. The organization has not been formed for the making of any profit, or personal financial gain. The assets and income of the organization shall not be distributed to, or benefit the trustees, directors, officers, or other individuals. The assets and income shall only be used to promote senior center purposes as described above and in The Silver Lining Senior Center Policies and Procedures Manual. Nothing contained herein, however, shall be deemed to prohibit the payment of reasonable compensation to employees and independent contractors for services provided for the benefit of the organization. The organization shall not endorse, contribute to, work for, or otherwise support (or oppose) a candidate for public office.

ARTICLE IV. Senior Center Obligatory and Service Requirements

Section 1. The Silver Lining Senior Center primarily serves Daggett County residents who are age 60 and older, and any other visiting senior age 60 and older, regardless of residency. All may participate in The Silver Lining Senior Center functions and activities. The Senior Center does not allow any form of discrimination and follows the Civil Rights Act stating there is no discrimination tolerated in centers nationwide.

ARTICLE V. Meetings

Section 1. The Board of Directors shall call a meeting whenever it may be considered necessary or desirable.

Section 2. *Annual Meeting:* An Annual Meeting shall be held once each fiscal year for the purpose of presenting directors and for the transaction of such other business as may properly come before the meeting. The annual meeting shall be held at the time and place designated by the Board of Directors.

Section 3. *Regular Meetings:* The Board of Directors shall meet at regular periods as determined by the Program Administrator and Board of Directors; the time and place to be fixed by the Board of Directors.

- Section 4. *Informal Action:* Any action required to be taken, or which may be taken, at a meeting, may be taken without prior notice if consent in writing, setting for the action so taken, is signed by *all* Directors with respect to the subject matter of the vote.

ARTICLE VI. **Board of Directors**

- Section 1. The government of The Silver Lining Senior Center, the direction of its work and the control of its property shall be vested in a Board of Directors consisting of four (4) positions being filled with one (1) elected official from Daggett County, one (1) elected official from the Town of Manila, one (1) elected official from the Town of Dutch John, and the Program Administrator. The three (3) elected officials will be appointed among their fellow commissioners and council members to service for a period appropriate to the needs of the Board of Directors. Elected official positions are considered to be appointed positions within their respective organizations. The Board of Directors of The Silver Lining Senior Center, through the Program Administrator, shall provide a full report of the work and the finances of the organization at the annual meeting. The Program Administrator will act as Chairperson of the Board of Directors and have only tie breaker voting capabilities.
- Section 2. The Board of Directors and officers shall be presented at the annual meeting, or a meeting of the Board called for that purpose.
- Section 3. Upon selection, the newly appointed Directors and officers shall begin attending all meetings.
- Section 4. The Board of Directors shall meet at regular periods as determined by the Program Administrator and Board of Directors; the time and place to be fixed by the Board.
- Section 5. Three (3) board members shall constitute a quorum at any Board meeting. Quorum determination will be based on total number of board members, not total number of voting members. As deemed necessary, a board member may be allowed to attend a board meeting through electronic communication, such as conference call or by other virtual meeting avenues, where they can be seen and/or heard to actively participate and vote and will be counted as present and as part of the quorum.
- Section 6. *Adverse Interest:* In the determination of a quorum, or in voting, the disclosed adverse interest of a Director shall not disqualify the Director or invalidate his or her vote. Upon disclosure of the adverse interest, the Director should recuse themselves from the vote but is not required to do so.
- Section 7. All three (3) appointed officials of The Silver Lining Senior Center Board of Directors shall have one vote each. The Program Administrator will be allowed to vote *only* when a tie breaking vote is required. All other officers shall have no voting rights.
- Section 8. In the event that the term of elected office for Mayor, Council Member, or Commissioner expires and the elected official changes, new names will be submitted and approved for the Director's vacant seat by each respective seat's governing body of elected officials.

ARTICLE VII.

Officers

- Section 1. The officers of The Silver Lining Senior Center shall be the Program Administrator, Secretary, and Treasurer. An elected official who has been appointed to the Board of Directors will not be allowed to serve as an officer of The Silver Lining Senior Center. All officers of The Silver Lining Senior Center will be appointed by the Board of Directors. Unless otherwise determined based on need, the Program Administrator will be the Mayor of Manila and the Treasurer will be a member of the Town of Manila staff. The Secretary will be a resident of Daggett County. The Secretary and Treasurer do not have a vote and simply act as officers of the Board (Exception outlined in Article VI, Section 7).
- Section 2. The Program Administrator shall preside as chairperson at all Board meetings and perform all duties incident to this office. The Program Administrator may, subject to the approval of the Board of Directors, appoint or approve committees and committee members. The Program Administrator may recommend to the Board of Directors those things that promote the prosperity of and increase the usefulness of The Silver Lining Senior Center within the bounds of The Silver Lining Senior Center Bylaws and Policy and Procedure Manual.
- Section 3. The most senior director shall preside in the absence of the Program Administrator. If both are absent, then a meeting will not be held.
- Section 4. The Secretary shall actively promote The Silver Lining Senior Center and maintain an accurate record (agendas and minutes) of the proceedings of The Silver Lining Senior Center Board of Directors and all committees.
- Section 5. The Program Administrator and/or Treasurer shall receive and disburse the funds of The Silver Lining Senior Center under the direction of The Silver Lining Senior Center Policy and Procedure Manual. The Program Administrator and/or Treasurer shall keep all monies deposited in The Silver Lining Senior Center's name under a separate accounting line item (both income and expenses) and shall make quarterly financial reports available to the Board of Directors or more or less frequently as requested.
- Section 6. The Program Administrator shall be the administrative officer of The Silver Lining Senior Center. It shall be the duty of the Program Administrator, to review and prepare the official correspondence, preserve all books, documents, and communications, and keep books of accounts. The Program Administrator shall have general supervision over all employees/volunteers of The Silver Lining Senior Center. The Program Administrator shall perform such duties as may be incident to the office, subject to the direction of the Board of Directors and The Silver Lining Senior Center Policy and Procedure manual. In the event of voluntary resignation or dismissal, the Program Administrator shall hand over to the Board of Directors all books, papers, and property of The Silver Lining Senior Center.
- Section 7. In the interim meetings of the Board, the officers shall have charge of the routine business of The Silver Lining Senior Center. The Program Administrator and/or Treasurer shall have general charge of the finances and property of The Silver Lining Senior Center under the direction of the Board of Directors and shall maintain and follow

budgets. The Program Administrator shall have authority to order disbursements for necessary expenses.

ARTICLE VIII. Committees

- Section 1. The Board of Directors shall authorize and define the powers and duties of all committees.
- Section 2. Committee members are appointed as outlined by Article VII, Section 2 subject to confirmation by the Board of Directors
- Section 3. It shall be the function of the committees to formulate a plan of work for the year or for a specific event, to investigate issues, and to make recommendations to the Board of Directors. No committee shall have the power to commit The Silver Lining Senior Center financially or otherwise.
- Section 4. Some committees may include, but are not limited to, event committees or fund-raising committees. Events committees, temporary or long-term, may be formed and appointed or disbanded (Article VII, Section 2) as needed.

ARTICLE IX. Disbursements

- Section 1. No disbursements of funds of The Silver Lining Senior Center shall be made unless the same shall have been approved by the Board of Directors, except as provided in Article VII, Section 5-6. The Program Administrator and one other approved Board Member shall sign checks. In the event the Program Administrator is unavailable, then the Treasurer and one other Board Member shall disburse the funds of The Silver Lining Senior Center as approved by the Board and in accordance with the established budget as provided in Article VII, Sections 5 & 6. Whomever is preparing the checks for disbursement is not eligible to sign checks (*Eligible check signers: Program Administrator, Town of Manila senior board appointed Council Member, and Daggett County senior board appointed Commissioner*).

ARTICLE X. Budget

- Section 1. With the help of the Treasurer, the Program Administrator shall prepare an allowable budget of estimated expenses and revenues for the new fiscal year to the Board of Directors at least one month prior to the beginning of said year. This budget shall contain all allowable financing. Deviation from the approved budget will be approved by the Board of Directors with the advice and recommendation of the Program Administrator.

ARTICLE XI. Funding and In-Kind Resources

- Section 1. Appointed and organized committees, as provided in Article VII, Section 2, may perform fund-raising activities in order to provide additional funding to The Silver Lining Senior Center that will be used as an additional source of funding and to aid in the occurrences provided in Article VIII and any additional expenditures and needs of The Silver Lining Senior Center as deemed appropriate by the Board of Directors and Program Administrator. Committees have no decision-making authority regarding the use of The Silver Lining Senior Center funds.

Section 2. Daggett County, the Town of Manila, and the Town of Dutch John will provide the documented funding and in-kind resources as outlined in the corresponding memorandum of agreement (MOA) between each of their entities and The Silver Lining Senior Center. These funds and in-kind donations will be used to fulfill the purposes of The Silver Lining Senior Center as outlined in this document and as deemed appropriate by the Board of Directors and Program Administrator.

ARTICLE XII. Fiscal Year

Section 1. The fiscal year shall run from July 1 through June 30 of any given year.

ARTICLE XIII. Parliamentary Procedure

Section 1. The proceedings of The Silver Lining Senior Center meetings shall be governed by and conducted according to Robert's Rules of Order. Closed meetings will be entered into during regular meetings deemed necessary to discuss any senior misconduct that needs to be handled in a discreet manner.

ARTICLE XIV. Amendments

Section 1. Bylaws may be amended or altered by a unanimous vote of all Board Members at any special or regular meeting of The Silver Lining Senior Center, as provided in Article V.

ARTICLE XV. Policy and Procedures Manual

Section 1. As necessary, the Program Administrator will prepare and maintain a Policy and Procedures Manual to further implement the articles of these Bylaws and the administration of programs provided by The Silver Lining Senior Center.

ARTICLE XVI. Reporting Requirements

Section 1. The Program Administrator shall report *annually*, directly to the governing body of the Town of Manila, the Town of Dutch John, and Daggett County regarding the senior program and service activities and in-kind and financial donation uses of the preceding year and of plans for the coming year. During the annual report, the Senior Center will renew their requests of support, in-kind or financial, provided through an MOA.

ARTICLE XVII. Dissolution

Section 1. In the event of the dissolution of this organization, or in the event it shall cease to carry out the objects and purposes herein set forth, all the assets of The Silver Lining Senior Center shall go and be distributed to a body politic, or municipal organization as selected by the Board of Directors of The Silver Lining Senior Center to be used for the same purpose as outline in these Bylaws.

Certification

Mayor Kathi Knight, Program manager of The Silver Lining Senior Center, *Marie Bowers*, Secretary of The Silver Lining Senior Center, *Jennifer Allphin*, Treasurer of The Silver Lining Senior Center, *Jack Lytle*, Daggett County duly elected official, *Bill Rylander*, Town of Manila duly elected official, and *Sandy Kunkel*, Town of Dutch John duly elected official, certify that the foregoing is a true and correct copy of the Bylaws of the above-named organization, duly adopted by the initial Board of Directors on [date].

I certify that the foregoing is a true and correct copy of the bylaws of the above-named organization, duly adopted by the initial Board of Directors on [date].

By: *Kathi Knight* Date: *5/20/26*
Mayor Kathi Knight, Program Manager, Silver Lining Senior Center

By: *Marie A. Bowers* Date: *5/22/26*
Marie Bowers, Secretary, Silver Lining Senior Center

By: _____ Date: _____
Jennifer Allphin, Treasurer, Silver Lining Senior Center

By: _____ Date: _____
Jack Lytle, Daggett County, Duly Elected Official

By: _____ Date: _____
Bill Rylander, Town of Manila, Duly Elected Official

By: _____ Date: _____
Sandy Kunkel, Town of Dutch John, Duly Elected Official

ATTEST:

By: _____ Date: _____

Certification

Mayor Kathi Knight, Program manager of The Silver Lining Senior Center, Marie Bowers, Secretary of The Silver Lining Senior Center, Jennifer Allphin, Treasurer of The Silver Lining Senior Center, Jack Lytle, Daggett County duly elected official, Bill Rylander, Town of Manila duly elected official, and Sandy Kunkel, Town of Dutch John duly elected official, certify that the foregoing is a true and correct copy of the Bylaws of the above-named organization, duly adopted by the initial Board of Directors on [date].

I certify that the foregoing is a true and correct copy of the bylaws of the above-named organization, duly adopted by the initial Board of Directors on [date].

By: Kathi Knight Date: 5/20/24
Mayor Kathi Knight, Program Manager, Silver Lining Senior Center

By: _____ Date: _____
Marie Bowers, Secretary, Silver Lining Senior Center

By: _____ Date: _____
Jennifer Allphin, Treasurer, Silver Lining Senior Center

By: _____ Date: _____
Jack Lytle, Daggett County, Duly Elected Official

By: _____ Date: _____
Bill Rylander, Town of Manila, Duly Elected Official

By: Sandy Kunkel Date: 5/20/26
Sandy Kunkel, Town of Dutch John, Duly Elected Official

ATTEST:

By: _____ Date: _____

MEMORANDUM OF AGREEMENT (MOA)
between
THE TOWN OF MANILA, THE TOWN OF DUTCH JOHN, DAGGETT COUNTY
and
THE SILVER LINING SENIOR CENTER

This Memorandum of Agreement ("MOA") is entered into by and between the Town of Manila ("MANILA"), the Town of Dutch John ("DUTCH JOHN"), Daggett County ("COUNTY"), and The Silver Lining Senior Center ("SENIOR CENTER").

WHEREAS, the SENIOR CENTER is an organization located in MANILA and is committed to offering senior programs and services that enhance the quality of life for senior adults living within MANILA, DUTCH JOHN, and COUNTY; and

WHEREAS, the SENIOR CENTER agrees to abide by all policies and procedures contained in the Silver Lining Senior Center Policy and Procedure Manual and by the Bylaws outlined for the SENIOR CENTER; and

WHEREAS, the SENIOR CENTER desires to improve its offering of senior programs and services and its ability to provide properly equipped and trained staff for its function and mission; and

WHEREAS, offering senior programs and services that enhance the quality of life for senior adults provides benefit and advantage to MANILA, DUTCH JOHN, and COUNTY; and

WHEREAS, the MANILA, DUTCH JOHN, AND COUNTY desire to continue to receive for their residents the senior programs and services the SENIOR CENTER provides; and

WHEREAS, the services to be provided herein are determined to have value to the public equal to the amounts being expended therefore; and

WHEREAS, MANILA, DUTCH JOHN, and COUNTY are willing to assist through providing in-kind and/or financial support and services to promote senior programs; and

WHEREAS, the SENIOR CENTER, by its governing body, has authorized this MOA after determining that its interest will best be served by this MOA.

NOW THEREFORE, in consideration of the promises, representations and conditions set forth herein, the parties agree as follows:

1. Administration and Board of Directors. For purposes of the MOA, the parties understand that the SENIOR CENTER Board of Directors shall consist of four (4) members. The four (4) board members shall be appointed as follows: one (1) from the Town Council of MANILA, one (1) from the Town Council of DUTCH JOHN, one (1) from the Commission of the COUNTY, and one (1) will be the Program Administrator. All board members shall have term limits consistent with the Bylaws and governing documents of the SENIOR CENTER. The Board of Directors

shall meet regularly, as determined by the Board, and at such other times as are determined necessary to discuss the administration of the MOA and the progress and provision of services set forth herein, and to address any and all issues or concerns that may arise with respect to the administration of the MOA and the SENIOR CENTER, and to perform all other functions typical to a Board of Directors.

2. Funding/In-Kind Support (MANILA). MANILA will provide in-kind contribution of the hourly time of a Silver Lining Senior Center Board member as well as the following in-kind and financial contributions on a fiscal year basis: donation of all hourly-time and finances utilized in the overall operation and maintenance requirements of the SENIOR CENTER building; financial administration, in conjunction with the Program Administrator for the SENIOR CENTER; and any other support or services required in an in-kind or supportive manner.
3. Funding/In-Kind Support (DUTCH JOHN). DUTCH JOHN will provide an in-kind contribution of the hourly time of a Silver Lining Senior Center Board member.
4. Funding/Budget (COUNTY). COUNTY will provide in-kind contribution of the hourly time of a Silver Lining Senior Center Board member as well as a contribution of *a specified dollar amount* made in *one (1) payment*, to be repeated annually and will only occur upon the SENIOR CENTER fulfilling the reporting requirements of the SENIOR CENTER Bylaws. This payment is provided to the SENIOR CENTER in order to help support the financial requirements and burdens placed on the SENIOR CENTER and for whatever other needs the SENIOR CENTER may have currently or in the future.
5. Reporting. The Program Administrator shall report *annually*, directly to the governing body of MANILA, DUTCH JOHN, and the COUNTY on the senior program and service activities and in-kind and financial donation uses of the preceding year and of plans for the coming year. During the annual report, the SENIOR CENTER will renew their requests of support, in-kind or financial, provided through this MOA.
6. Effective Date and Term. This MOA shall become effective immediately upon execution thereof by the authorized representative of each of the parties hereto.
7. Termination of Extension. This MOA shall continue in effect for one year. The Parties anticipate negotiating and entering into a new agreement based on the results of the programs and services offered.
8. Amendments. Any changes or amendments to this MOA shall be approved in writing and by resolution of the governing body of each of the parties hereto prior to becoming effective.
9. Indemnification. Each of the parties to this MOA shall defend, hold harmless, and indemnify all other parties for the wrongful or negligent acts or omissions of their officer, employees, agents, and assigns against any and all liabilities, claims, damages, actions, suits, proceedings, costs and expenses which may arise by reason of any accidents, damages, injuries (including injuries resulting in death) either to persons or property; provided however, that in no event shall the indemnification obligations of the parties hereunder exceed the amounts set forth in the Utah

Governmental Immunity Act, which are in effect at the time judgment is entered. Personal injury or property damage shall have the same meaning as defined in the Utah Governmental Immunity Act. In no event shall this section be constructed with respect to third parties as a waiver of any governmental immunity to which the parties are otherwise entitled.

10. Warranties and Participants. Each participant hereby represents and warrants that:

- a. It is duly authorized to execute and deliver the MOA; and
- b. There is no litigation or legal or governmental action, proceeding, inquiry or investigation pending or threatened by governmental authorities or other or to which such participant is a party or to which any of its property is subject which if determined adversely to such participant would individually or in aggregate (1) affect the validity or enforceability of this MOA, or (2) otherwise materially adversely affect the ability of such participant to comply with its obligations hereunder or the transactions contemplated hereby.

11. Documents on File. Executed copies of this MOA shall be placed on file in the office of the keeper of the records of all participants and shall remain on file for public inspection during the term of this MOA.

12. Non-Assignability. No participant shall transfer or delegate any of its rights, duties, powers, or obligations under this MOA without the consent of each of the participants.

13. Laws of Utah. It is understood and agreed by the Parties hereto that this MOA shall be governed by the laws of the State of Utah both as to interpretation and performance.

IN WITNESS WHEREOF, the SENIOR CENTER has caused this MOA to be subscribed by its President of the Board of Directors; by the appointed council members and Commissioner of MANILA, DUTCH JOHN, and the COUNTY; and attested by the MANILA Recorder and approved by the MANILA attorney.

Silver Lining Senior Center

Kathi Knight
Chairman, Silver Lining Senior Center Board of Directors

May 20, 2024
Date

Town of Manila

Appointed Council Member

Date

Town of Dutch John

Appointed Council Member

Date

Daggett County

Appointed County Commissioner

Date

APPROVE: _____
Manila Attorney

Date

ATTEST: _____
Manila Recorder

Date

Silver Lining Senior Center

Kathi Knight
Chairman, Silver Lining Senior Center Board of Directors

May 20, 2026
Date

Town of Manila

Sandy Kumbal
Appointed Council Member

5/20/26
Date

Town of Dutch John

Appointed Council Member

Date

Daggett County

Appointed County Commissioner

Date

APPROVE: _____
Manila Attorney

Date

ATTEST: _____
Manila Recorder

Date



Contract # _____

STATE OF UTAH CONTRACT

1. **CONTRACTING PARTIES:** This contract is between the State of Utah, Administrative Office of the Courts, referred to as STATE, and the following CONTRACTOR:

Name_____
Address_____
City State Zip

Contact Person: _____ Phone: _____ Email: _____

Vendor #: _____ Commodity Code #: 96480**LEGAL STATUS OF CONTRACTOR**

- ☐ **Sole Proprietor**
☐ **For-Profit Corporation**
☐ **Non-Profit Corporation**
☐ **Partnership**
☒ **Government Agency**

2. **GENERAL PURPOSE OF CONTRACT:** To provide court perimeter and bailiff services at the courthouse/s in this county.
(Required by Statute **17-72-708 Paragraph 2. Sheriff – Assignment of court bailiffs – Contract and Costs**)
3. **PROCUREMENT:** This contract is entered into as a result of: **No procurement required (Government Agency).**
4. **CONTRACT PERIOD:** Effective Date: _____ Termination Date: _____ unless terminated early or extended in accordance with the terms and conditions of this contract. **RENEWALS: NONE**
5. **CONTRACT AMOUNT:** CONTRACTOR will be paid based on the following for this Contract Period:
Maximum Contract Hours: 1,040 at Rate: \$23.59 Maximum Budget: \$24,533.60
6. **ATTACHMENT A:** Terms and Conditions
ATTACHMENT B: Scope of Work
ATTACHMENT C: Costs/Payment
Any conflict between Attachment A and other Attachments will be resolved in favor of Attachment A.
7. **DOCUMENTS INCORPORATED INTO THIS CONTRACT BY REFERENCE BUT NOT ATTACHED:**
- All other governmental laws, regulations, or actions applicable to the goods and/or services authorized by this contract.
 - Utah State Procurement Code

IN WITNESS WHEREOF, the parties sign and cause this contract to be executed.

CONTRACTOR:**STATE:**_____
County Sheriff Date_____
Court Security Director or AOC Designee Date_____
County Commission Date

Keisa Williams 5/19/26

Approved as to Form Date

County Attorney Date_____
Approved as to Availability of Funds Date_____
State Division of Finance Date

ATTACHMENT A: TERMS AND CONDITIONS – Bailiff and Security Contracts

1. **AUTHORITY:** Provisions of this contract are pursuant to the authority set forth in 11-13-101 commonly referred to as the Inter-local Cooperation Act, 17-72-301, 17-72-708 and UC78A-2-602.
2. **SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of this contract is illegal, and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.
3. **RENEGOTIATION OR MODIFICATIONS:** This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by the same persons or by persons holding the same position as persons who signed the original agreement on behalf of the parties hereto, and attached to the original signed copy of the contract. Automatic renewals will not apply to this contract.
4. **TERMINATION:** This contract may be terminated in advance of the specified expiration date, by either party, upon ninety (90) days written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination. Termination shall not affect the rights and duties of either party as may be required by law.
5. **NONAPPROPRIATION OF FUNDS:** The provision of this contract placing an obligation upon the State to compensate the Sheriff for services is contingent upon, and limited to the extent that, funds are appropriated and available for this purpose by the Legislature. The State will actively seek adequate funding from the Legislature to fulfill the obligations of this contract. In the event that funds are not appropriated or otherwise available to honor the terms of this contract, the State may renegotiate the agreement or may terminate the agreement without penalty upon 30 days written notice to the Sheriff.
6. **LIABILITY:** The State shall be responsible for all damages to persons or property that occurs as a result of the negligence or fault of State employees in connection with the performance of this contract. The County shall be responsible for all damages to persons or property that occurs as a result of the negligence or fault of the County in connection with the performance of this Contract. The parties do not waive and this agreement is subject to the terms and conditions of the Governmental Immunity Act of Utah, UCA 63G-7-101 *et seq.*, including, but not limited to, the liability limits contained therein.
7. **EMPLOYMENT STATUS:** All persons performing duties under the terms of this Contract shall be County employees and shall have no right to any state pension, civil service, workers' compensation, unemployment or any other state benefit for services provided hereunder. The County will have full supervision authority, subject to the Scope of Work, over all persons employed to carry out the requirements of this Contract.
8. **PAYMENT:** Payments are normally made within 30 days following the date a correct invoice is received. All invoices must be submitted in an approved format.
9. **COMPENSATION:** The compensation paid by the State to the County pursuant to this Agreement shall be used only for the services provided pursuant to the Agreement, and County shall not have the authority or right to use such funds for other purposes. The State shall compensate the County for salary and benefits of sworn officers in conformance with the provisions of Sections 17-72-301, 17-72-707, 17-72-708, and UC78A-2-602, and Rule 3-414 of the Code of Judicial Administration. This agreement shall not serve to compensate County for costs related to security administration, supervision, travel, equipment and training.
10. **EQUIPMENT:** The equipment used by County personnel shall be provided and maintained by the County except for elements of the security systems (i.e. magnetometers, surveillance and other monitoring devices) provided by the State.
11. **NOTICE:** The Sheriff shall respond to a request for assistance with additional law enforcement personnel and services, without compensation, upon the occurrence of a breach of peace or when a security problem is anticipated.

12. **PROBLEM RESOLUTION:** The State's designated representative or representatives shall have the right, upon request, to meet and confer with the Sheriff, and/or his designated contract representatives, to discuss any problems arising from the Sheriff's performance or the individual deputies performing services under this Agreement, the costs for future periods under this contract, or any other issues related to this contract.

13. **CONTINUITY OF COURT OPERATIONS:** The Sheriff shall continue to provide bailiff and security services to the State if a natural disaster or other disruption forces the Court to modify its operations or convene at an alternate site(s) within the County.

14. **SECURITY INCIDENT REPORTING:** The Sheriff shall report all breaches of security, criminal acts, or threats to the Court or court personnel to the Local Security Coordinator. Such incidents include, but are not limited to: threats, suspicious incidents, vandalism, theft/burglary/robbery, medical assists and assaults. The Sheriff further agrees to provide a written report of the incident to the Local Security Coordinator on the Sheriff's standard departmental report form or on a Court Security Incident form provided by the local Security Coordinator. This will be completed as soon as is reasonably possible after the incident.

15. **SECURITY REVIEWS:** The Sheriff will cooperate with the Court Security Director and Court Facilities Manager in conducting periodic court security reviews to determine compliance with physical and procedural security standards and will assist in correcting any deficiencies identified. To the extent possible, the Sheriff will implement the standards set forth in the Model Post Orders document (as applicable) dated March, 2014, and provided by the Courts.

16. **TRAINING:** The Sheriff agrees to send bailiffs and court security officers to the 16 hours of basic court security training provided free-of-charge by the Court, as soon as possible after their appointment.

17. **ENTIRE CONTRACT:** This Contract, including all Attachments and documents incorporated hereunder, constitutes the entire agreement between the parties with respect to the subject matter, and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written.

Revised (03/18/2026)

ATTACHMENT B: SCOPE OF WORK

Bailiff Services:

A. County shall assign such law enforcement or special function officers as bailiffs in each courtroom when court is in session in the Eighth District, District and Juvenile Courts in Daggett County.

B. County and AOC through their designees shall coordinate the staffing, scheduling and service levels at the various court locations with the goal of promoting efficiency and quality. The County is hiring authority for all officers assigned under this contract; however, the appointment or reassignment of a courtroom bailiff is subject to the concurrence of the judges with whom the bailiff will work/works.

Court Security Plan:

In accordance with Rule 3-414, *Utah Code of Judicial Administration*, the court executive in consultation with the Sheriff, has developed a court security plan. The plan outlines the responsibilities of the Sheriff, and a written copy of that plan has been provided to the Sheriff. The Court Security Plan is hereby incorporated by reference into this contract.

Revised (04/24/2024)

ATTACHMENT C: PAYMENT

1. The AOC agrees to pay the CONTRACTOR the annual amounts listed on page one (1) of this contract, not to exceed the total contract amount.
2. The CONTRACTOR will invoice the AOC once every month, within thirty (30) days after the end of the month; however, the last invoice for the fiscal year will be due no later than July 10.
3. The AOC will remit payment to the CONTRACTOR within thirty (30) days of receipt of the invoice.
4. The invoice shall include the total hours of security services provided for the invoiced period, as well as the contract number. (located on the Cover Page)
5. Any invoice submitted in connection with this agreement shall be sent (USPS or electronically) to the Contact Information for Courts listed below.

Please send invoices to:

Administrative Office of the Courts (AOC)
Attn: Security Department
Address: 450 South Main Street, N231B
City/Zip: Salt Lake City, UT 84111
Phone: 801-578-3841
E-mail: courtsecurity@utcourts.gov

Revised (03/18/2026)