**SAN JUAN TRANSPORTATION**
**SPECIAL SERVICE DISTRICT**

---

AGENDA
Monday, June 15, 2026, at 7:00 pm
San Juan Transportation Special Service District Meeting
117 S Main, Monticello, Utah 84535

1. Welcome and Call to Order
2. Public Comment
3. Board Member Comments
4. Consider for Approval: March 23, 2026 Minutes (action)
5. Consider for Approval: Appointment of Melissa Gill as Recorder (action)
6. 2025 Audit Review (discussion)
7. Consider for Approval: Payables and Upcoming Payables (action)
8. Financial Review (discussion)
9. Funding Requests (discussion/action)
10. Proposed Managerial and Fiscal Policies (discussion/action)
11. Follow Up Items (discussion)
12. Upcoming Agenda Items (information)
13. Adjournment (action)

/s/ Melissa Gill, CMC, UCC

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

SAN JUAN TRANSPORTATION SPECIAL SERVICE DISTRICT

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

1. Welcome and Call to Order: Board member Haviken called the SJC Transportation Department meeting to order at 7:05 pm. Those attending: Board member Shane Shumway, Board member Mike Christensen, Board member Michael Haviken, Board member Lloyd Wilson (Via Teams), SJC Commissioner Lori Maughan (via Teams), Kirk Crowley, Recorder Melissa Gill, Monticello City Manager Kaeden Kulow, Eric Grover Board Chair (not present)

2. Public Comment: There was no public present for comment.

3. Welcome to new faces
   a. Melissa Gill - Secretary
   b. Lloyd Wilson - Board Member from Spanish Valley

Administrator Crowley introduced Melissa Gill as the new secretary and requested formal approval be placed on the future agenda.
Lloyd Wilson was welcomed as the new board member representing Spanish Valley. He provided a brief introduction.

4. Consider for Approval: November 24, 2025, Minutes (action): MOTION to approve the minutes of November 24, 2025, was made by Board member Shumway and seconded by Board Member Christensen. The motion passed unanimously.

5. Review Funding Requests (discussion/action): Discussion as follows:

**City of Blanding:**
Blanding had completed sufficient work to qualify for a 50% funding match, and approval was requested.

**Town of Bluff:**
Two funding request amounts were presented for consideration.

**Monticello:**
City Manager Kulow stated Monticello had not yet submitted a funding request, preferring to wait until specific projects were underway.

**San Juan County Request:**
A funding request from the County was reviewed.

**Spanish Valley Allocation:**
Discussion was held regarding allocation of funds for Spanish Valley.

**PTIF Funds:**
Board Member Wilson noted that funds held in the PTIF must have a designated allocation. Administrator Crowley stated he would seek clarification prior to the next meeting.

**Trails and Access Discussion:**
Commissioner Maughan inquired whether funds could be used for B roads and trail access in Spanish Valley. Discussion included potential economic benefits and shared impacts between counties.

6. Consider for Approval: Payables and Funding Requests (action): Administrator Crowley introduced the pending payables to the board.
MOTION to approve all payables and funding requests was made by Board member Shumway

DRAFT

SAN JUAN TRANSPORTATION SPECIAL SERVICE DISTRICT

and seconded by Board member Haviken. The motion passed unanimously.

7. Financial Review, Including Potential Funding Requests for 2026 (action): Administrator Crowley provided a financial summary showing remaining balances after approval of funding requests. Board Member Shumway stated a preference that municipalities submit requests before the Board allocates set amounts for each. Administrator Crowley responded by stating that it may be beneficial for municipalities to have predictable funding amounts for planning purposes.

8. Consider for Approval: Matching B&C Road Funds for the Municipalities for 2026 (discussion/action): MOTION to approve matching B&C Road Funds for municipalities for the 2025-2026 period was made by Board Member Haviken and seconded by Board Member Christensen. The motion passed unanimously.

9. Discuss Improving Fraud Prevention for the District (discussion): Administrator Crowley reported that the annual audit fraud risk questionnaire indicated a high risk for fraud in the department. He reviewed risk factors and requested approval to evaluate current procedures, develop improved internal controls, and increase oversight of financial accounts. He stated a formal plan would be presented at a future meeting.

10. Discuss Potential Change to Bylaws to Eliminate Terms of Board Members, as suggested by Commissioner Maughan (discussion): Commissioner Maughan led a discussion regarding potential changes to district bylaws, which included eliminating staggered board member terms, simplifying processes for board member removal, and providing additional training for all board members. Further clarification and review of bylaws were recommended.

11. Other Business and Administrative Communications (discussion): There was no other business or administrative communications discussed.

12. Upcoming Meeting Schedule (information): June 15, 2026, September 21, 2026, and November 16, 2026.

13. Upcoming Agenda Items (information): Fraud Prevention and Policies Discussion – Financial Review – Funding Requests – Approval of Minutes
It was requested that a reminder notification be sent out to all board members prior to meetings.

14. Adjournment (action): MOTION to adjourn was made by Board Member Christensen and seconded by Board Member Shumway. The motion passed unanimously and Board Member Haviken adjourned the meeting at 8:25 pm,

/s/ Melissa Gill, CMC, UCC

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

DRAFT

# SAN JUAN COUNTY TRANSPORTATION SPECIAL SERVICE DISTRICT

## REPORT UPON AGREED UPON PROCEDURES

*For the Year Ended December 31, 2025*

Larson
CERTIFIED PUBLIC ACCOUNTANTS

# INDEPENDENT ACCOUNTANT'S REPORT ON AGREED-UPON PROCEDURES

To the Governing Board Members
San Juan County Transportation SSD
Monticello, Utah 84535

In accordance with Utah Code 51-2a-201, we have performed the procedures enumerated below, which were agreed to by the Governing Board Members of the San Juan County Transportation Special Service District and the Office of the State Auditor, related to the San Juan County Transportation Special Service District's Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements for the year ended December 31, 2025.

The San Juan County Transportation Special Service District's management is responsible for its Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

This agreed-upon procedures engagement was conducted in accordance with the standards applicable to attestation engagements contained in Government Auditing Standards, issued by the Comptroller General of the United States.

The procedures that we performed, and our findings are summarized as follows:

| PROCEDURES | FINDINGS |
|---|---|
| **FINANCIAL SURVEY** | |
| **GENERAL**<br>1. We obtained a copy of the entity's Financial Survey which was completed by the entity. | *No exceptions noted* |
| 2. We agreed amounts reported on the Financial Survey to the entity's general ledger. | *No exceptions noted greater than 5% of total revenues* |
| **REVENUES**<br>3. We compared each revenue account on the Financial Survey to the corresponding prior period amounts. For changes greater than 5% of total revenues and 10% of the individual line item from the prior year, we inquired of management and reviewed applicable supporting documentation and determined whether the entity's explanation for the change was in accordance with the entity's policies and procedures, GAAP, and State and/or Federal policies as applicable. | *No exceptions noted* |

| PROCEDURES | FINDINGS |
|---|---|
| **DISBURSEMENTS**<br>4. We compared each expense account on the Financial Survey to the corresponding prior period amounts. For changes greater than 5% of total expenses and 10% of the individual line item from the prior year, we inquired of management and reviewed applicable supporting documentation to determine whether the entity's explanation for the change was in accordance with the entity's policies and procedures, GAAP, and State and/or federal policies as applicable. | *No exceptions noted* |
| **ACCOUNTING RECORDS** | |
| **GENERAL**<br>5. We inquired with those charged with governance, the chief administrative officer, and the chief financial officer (as designated in UCA 11-50-202) of any instances of fraud, illegal acts, or noncompliance. | *No exceptions noted* |
| **DISBURSEMENTS**<br>6. We determined whether financial reports were prepared monthly or quarterly as required, and reviewed by the governing body. We selected one financial report and (1) scanned the general ledger and determined that all funds were included in the report, and (2) agreed the lesser of 10% or 15 line items from the report to the general ledger. | *No exceptions noted* |
| 7. We inquired with the chief administrative officer and the chief financial officer whether there were disbursements to related parties. We also scanned disbursement records for disbursements to related parties and determined who has credit cards or purchasing cards issued by the entity. We selected the lesser of 25 disbursements or 10% of disbursements ensuring that the selection includes disbursements to related parties as well as credit card or purchase card disbursements made by members of the governing body and executive level of management.<br><br>For each transaction selected, we determined the whether the disbursement:<br><br>a. Was consistent with the entity's purpose. | *No exceptions noted* |
| b. Agreed to the receipt or invoice supporting the amount and payee. | *No exceptions noted* |
| c. Was authorized consistent with the entity's policies and procedures. | *No exceptions noted* |

| PROCEDURES | FINDINGS |
|---|---|
| d. Was in compliance with the entity's purchasing policy (bids, quotes, etc.). | *No exceptions noted* |
| e. Was classified and recorded in accordance with the entity's chart of accounts and policies and procedures, GAAP, and State/Federal policies as applicable. | *No exceptions noted* |
| 8. For each credit or purchasing card used, we selected one month during the period and determined whether card purchases were reconciled to receipts monthly by someone other than the card holder. | *No exceptions noted* |
| 9. Through inquiry with management and scanning receipt records, we determined what restricted revenue was received by the entity and selected the lesser of 10% or 5 disbursements from restricted funds and determined whether the disbursements were in compliance with restrictions placed on the funds. | *No exceptions noted* |
| **CASH**<br>10. For each depository account, we obtained the year-end bank reconciliation and one additional month's bank reconciliation and performed the following:<br>a. Traced the bank balance on the reconciliation to the balance per the bank statement. | *No exceptions noted* |
| b. Traced the reconciled book balance to the general ledger and the amount reported on the Financial Survey. | *No exceptions noted* |
| c. Tested the clerical accuracy of the reconciliation. | *No exceptions noted* |
| d. For reconciling items greater than 5% of annual revenues, inquired of management and reviewed applicable supporting documentation to determine that the items were consistent with the entity's policies and procedures, GAAP, and State/Federal policies. Traced the lesser of 10% or five reconciling items to a subsequent bank statement. | *No exceptions noted* |
| e. Traced the lesser of 10% or five deposit transactions and 10% or five disbursement transactions to the general ledger. | *No exceptions noted* |
| 11. For each depository bank reconciliation selected above, through inquiry of management and review of the reconciliation, we determined whether the bank reconciliation was performed by someone who does not have access to receipts or disbursements (including direct access to perform withdrawals/transfers in the bank accounts). If the individual did have access to receipts or disbursements, we determined whether a separate individual reviewed the completed bank reconciliation. | *No exceptions noted* |

| PROCEDURES | FINDINGS |
|---|---|
| **MEETINGS**<br><br>12. We reviewed the governing board's meeting minutes for the period applicable to the engagement through the report date of the engagement. For all financial transactions discussed in the minutes exceeding 5% of total revenues, and a selection of the lesser of 10% or 3 less-significant financial transactions discussed, we traced the transactions to the entity's accounting records and determined whether the transactions were recorded and reported in accordance with the entity's policies and procedures, GAAP, and State and/or Federal policies, as applicable. | *No exceptions noted* |
| **COMPLIANCE** | |
| **MEETINGS**<br><br>13. We selected and obtained the agenda and meeting minutes for two public meetings held during the engagement year and performed the following: | |
| a. We determined if the entity gave proper notice of the meeting at least 24 hours before each meeting by posting the notice on the Utah Public Notice Website. | *No exceptions noted* |
| b. We determined if the agenda was reasonably specific to enable lay persons to understand the topics to be discussed. | *No exceptions noted* |
| c. We determined if the public body took any final actions on a topic in the meeting that was not listed under an agenda item. | *No exceptions noted* |
| d. We determined whether the minutes were posted to the Utah Public Notice Website within three days of the minutes being approved. (Exceptions: Charter schools are required only to make the meeting minutes available to the public within three days of being approved.) | *No exceptions noted* |
| e. If a portion of the meeting was closed to the public, we determined that 1) before the meeting was closed, the reason for holding the closed meeting was documented in the meeting minutes and a roll call vote was taken, 2) the reason for closing the meeting was permitted under UCA 52-4-205, and 3) an audio recording of the closed meeting was made, or in the case of meetings closed to discuss Section 52-4-205(1)(a)(i)(f) or (2), the presiding person had executed a sworn statement that the sole purpose of the closed meeting was to discuss those issued. | *No exceptions noted* |
| **BUDGET**<br><br>14. We determined if a budget was approved before the start of the budget year and if the budget presented to the public and governing body contained the required financial information. | *No exceptions noted* |

| PROCEDURES | FINDINGS |
|---|---|
| 15. We determined if the entity provided the required 7-day notice for its original and final budget adoption hearing. | *No exceptions noted* |
| 16. We examined the entity's records and financial reports and determined whether the total expenditures stayed within the amounts appropriated in the final adopted budget. | *No exceptions noted* |
| **FUND BALANCES**<br>17. **Deficit Fund Balances:** For any fund that had a deficit fund balance in the year under review, we determined whether the entity included in the subsequent budget year an appropriation to retire the deficit of an amount equal to or greater than 5% of the fund's total actual revenue of the year under review. | *No exceptions noted* |
| 18. **General Fund Balance Limitations:**<br><br>We determined whether the maximum unrestricted (committed, assigned, and unassigned) general fund balance is restricted to the greater of:<br>a. 100% of the most recently adopted budget; Plus<br>b. 100% of the current years property tax collections | *No exceptions noted* |
| **TRAINING**<br><br>19. Through inquiry with officials of the entity and observation of meeting agendas, certificates or other relevant evidence, we determined whether the following training had occurred as applicable:<br><br>a. Open and public meetings – UCA 52-4 requires that the presiding officer of a governing body ensure that members of the governing body are provided with annual training on the requirements of open and public meetings. | *No exceptions noted* |
| b. GRAMA – UCA 63G-2-108 requires that the entity's designated records officer shall annually complete an online training course on the requirements of GRAMA. | *No exceptions noted* |
| c. Local and Special Service Districts – UCA 17B-1-312 requires that each member of a board of trustees of a local or special service district, at least once a term, complete training developed by the Office of the Utah State Auditor in cooperation with the Utah Association of Special Districts. | *No exceptions noted* |

| PROCEDURES | FINDINGS |
|---|---|
| **Fraud Risk Assessment**<br>d. We reviewed the entity Fraud Risk Assessment and verified that it was signed by the appropriate officers and discussed by the governing body as represented in the minutes. | *No exceptions noted* |
| **OTHER COMPLIANCE**<br>20. Ensure that the entity requires and maintains a conflict-of-interest disclosure for all officials and employees with decision-making or management responsibilities that is updated annually. | *No exceptions noted* |
| 21. If the entity collects Personally Identifiable Information (PII), ensure that it is collected in compliance with the requirements for collecting PII found in Utah Code 63D-2-103 | *No exceptions noted* |
| **PUBLIC TREASURER'S BOND**<br>22. We determined whether the Treasurer was bonded or insured in accordance with Money Management Council Rule R628-4-4. | *No exceptions noted* |
| **Government Fees**<br>23. We determined that Government Fees collected by the entity were approved, tracked and reasonable according to the prescribed criteria. | *No exceptions noted* |

We were not engaged to and did not conduct an examination or review, the objectives of which would be the expression of an opinion or conclusion, respectively, on the San Juan County Transportation Special Service District's Financial Survey, accounting records, or compliance with applicable state laws, rules, and requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of our testing of the San Juan County Transportation Special Service District's Financial Survey, accounting records, and compliance with applicable state laws, rules, and requirements and the results of that testing, and not to provide an opinion or conclusion on the Financial Survey, the accounting records, or compliance with applicable state laws, rules, and requirements. Accordingly, this communication is not suitable for any other purpose.

Larson & Company, PC

Larson & Company, PC

Spanish Fork, Utah
May 4, 2026