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.

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

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

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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 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 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 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 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 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. For each transaction selected, we determined the whether the disbursement: 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 10. For each depository account, we obtained the year-end bank reconciliation and one additional month's bank reconciliation and performed the following: 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 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 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 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 17. **<u>Deficit Fund Balances</u>:** 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. **<u>General Fund Balance Limitations:</u>** We determined whether the maximum unrestricted (committed, assigned, and unassigned) general fund balance is restricted to the greater of: a. 100% of the most recently adopted budget; Plus b. 100% of the current years property tax collections	*No exceptions noted*
TRAINING 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: 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 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 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 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 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

San Juan County Transportation Special Service District

Transaction List by Date

March 24-September 30, 2026

DATE	TRANSACTION TYPE	NUM	POSTING (Y/N)	NAME	MEMO	AMOUNT
03/25/2026	Check	4338	Yes	Mike V Christensen	03/23/26 regular meeting	-50.00
03/25/2026	Check	4339	Yes	Cindi Holyoak	02/02/26 regular meeting	-200.00
03/25/2026	Check	4340	Yes	Michael Haviken	02/02/26 regular meeting	-50.00
03/25/2026	Check	4341	Yes	Kirk Crowley	Dec 2025-Feb 2026 Administrator Services	-3,000.00
03/25/2026	Check	4342	Yes	Shane Shumway	03/23/26 regular meeting	-50.00
03/25/2026	Check	4343	Yes	Michael Haviken	03/23/26 regular meeting	-50.00
03/25/2026	Check	CB032526	Yes	City of Blanding	2025 Project Match PTIF Transfer to 1620-6180 Blanding City-Trans Trust: PTIF Conf. #3117038/XFR- 3117039/XFR+	-254,481.40
03/27/2026	Check	4344	Yes	Melissa Gill	03/23/26 regular meeting	-200.00
03/30/2026	Check	SJC033026	Yes	San Juan County - Road Department	SRS Funds ProjectFunds were transferred to San Juan County via a PTIF transfer to the San Juan County PTIF account #897-5660, San Juan County General Fund	-100,000.00
03/30/2026	Check	TB033026	Yes	Town of Bluff	Road Fund Request February and March 2026	-104,053.78
04/17/2026	Check	INT041726	Yes	Quickbooks	Online Software	-79.99
05/18/2026	Check	QB051826	Yes	Quickbooks	Online Software	-79.99
06/03/2026	Check	4345	Yes	Larson & Company, PC	2025 Agreed-Upon Procedures	-2,500.00
06/15/2026	Check		Yes	Lloyd Wilson	03/23/26 regular meeting	-50.00
06/15/2026	Check		Yes	Michael Haviken	06/15/26 regular meeting	-50.00
06/15/2026	Check		Yes	Shane Shumway	06/15/26 regular meeting	-50.00
06/15/2026	Check		Yes	Kirk Crowley	Mar 2026-May 2026 Administrator Services	-3,000.00
06/15/2026	Check		Yes	Mike V Christensen	06/15/26 regular meeting	-50.00
06/15/2026	Check		Yes	Lloyd Wilson	06/15/26 regular meeting	-50.00
06/15/2026	Check		Yes	Erik Grover	06/15/25 regular meeting	-75.00
06/15/2026	Check		Yes	Melissa Gill	06/15/26 regular meeting, Clerk/Recorder services.	-200.00
06/15/2026	Check		Yes	Town of Bluff	Road Fund Request dated 06-15-26. 50% matching of road expenses from 3/24//26 to 6/1/26.	-4,946.75
06/18/2026	Check		Yes	Quickbooks	Online Software	-79.99
07/18/2026	Check		Yes	Quickbooks	Online Software	-79.99
08/18/2026	Check		Yes	Quickbooks	Online Software	-79.99
TOTAL						**-$473,506.88**

Approved on 3/23/26

To be approved.

To approve today

BLUFF
UTAH

Town of Bluff

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

June 15, 2026

Submitted via email to: **kcrowley@armanda3pl.com**

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

Re: Request for Reimbursement of Eligible Town of Bluff Road Expenses

Dear Mr. Kirt Crowley and Members of the San Juan Transportation Board:

On behalf of the Town of Bluff, I respectfully request reimbursement for qualified Bluff Class C Town Road-related expenses incurred between March 19, 2026, and June 14, 2026, in accordance with the matching funding awarded by the San Juan Transportation Board. Our total qualified expenditures totaled $9,893.49, resulting in a request for reimbursement of $4,946.75. Enclosed are copies of invoices and supporting documentation for eligible expenses incurred during this period.

We greatly appreciate the San Juan Transportation Board's continued support of transportation improvements within our community. Your investment helps the Town of Bluff maintain and enhance critical infrastructure that benefits residents, businesses, and visitors alike.

Please contact me if any additional information or documentation is needed to process this reimbursement request. Thank you for your consideration and continued partnership.

Sincerely,

Josh Ewing
Josh Ewing (Jun 15, 2026 09:53:26 MDT)

Josh Ewing
Mayor, Town of Bluff

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

Attachments:
Town of Bluff_06.15.2026 Transportation Board Request for Matching Funds Documentation

Town of Bluff

Roads Department Summary of Spending

Submitted to San Juan Transportation Board on June 15, 2026

Invoices from 3/18/2026 - 6/14/2026

Date Invoiced	Amount	Invoice/Order Number	Vendor	Copy of Check or Online Bill Pay Confirmation	Exhibit Letter
3/24/2026	$ 1,450.00	140588	Jones and Demille Engineering	Online Payment Confirmation	A
4/28/2026	$ 1,050.00	2159	Bunker Engineering	Copy of Check	B
5/6/2026	$ 469.09	05052204559	Traffic Safety Store	Payment Confirmation	C
5/11/2026	$ 5,599.40	198013	Safety Supply & Sign Company, Inc.	Copy of Check	D
5/14/2026	$ 75.00	1011	Pueblo Tierra	Copy of Check	E
6/1/2026	$ 1,250.00	6/1	BEYALE’S DYNAMIC HANDYMAN SERVICES - Joydino Beyale	Copy of Check	F

Total Expenses	$ 9,893.49
50% Match Requested from San Juan Transportation Board:	**$ 4,946.75**

Exhibit Letter	Check or Online Payment?
A	See Online Payment Confirmation
B	Check 1047 (below)
C	Online Payment Confirmation
D	Check 1048 (below)
E	Check 1050 (below)
F	Check 1053 (below)

B

1047

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

DATE 5/12/2026 31-5/1240

PAY TO THE ORDER OF Bunker Engineering $ 1050.00

One Thousand Fifty and no/100 DOLLARS

ZIONS BANK.
1-800-974-8800

FOR Invoice #2159

00001047 124000054 981526064

D

1048

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

DATE 5/14/2026 31-5/1240

PAY TO THE ORDER OF Safety Supply & Sign Company, Inc. $ 5599.40

Five Thousand Five Hundred Ninety Nine + 40/100 DOLLARS

ZIONS BANK.
1-800-974-8800
zionsbank.com

FOR Invoice # 198013

00001048 124000054 981526064

E

1050

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

DATE 5/19/2026 31-5/1240

PAY TO THE ORDER OF Pueblo Tierra Construction, Inc $ 75.00

Seventy Five and no/100 DOLLARS

ZIONS BANK.
1-800-974-8800

FOR Invoice 1011 - Sign unload @ BCC

00001050 124000054 981526064

F

1053

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

DATE 6/9/2026 31-5/1240

PAY TO THE ORDER OF Joydino Beyale $ 1,250.00

One thousand Two Hundred Fifty and no/100 DOLLARS

ZIONS BANK.
1-800-974-8800
zionsbank.com

Invoice 6/1

FOR Road Sign Installation 50% Deposit

00001053 124000054 981526064

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

Professional Services Invoice

March 24, 2026
Project No: 2505-034.00
Invoice No: 0140588
Town of Bluff - 2025 Pavement Management Plan
Project Manager: Danny Flannery

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

TOTAL THIS INVOICE	**$1,450.00**
OUTSTANDING INVOICES	
TOTAL AMOUNT DUE	**$1,450.00**

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

Professional Services from February 01, 2026 to February 28, 2026

Phase 30 Town of Bluff - 2025 Pavement Management Plan

Fee

Total Fee	14,500.00			
Percent Complete	100.00	Total Earned	14,500.00	
		Previous Fee Billing	13,050.00	
		Current Fee Billing	1,450.00	
		Total Fee		**1,450.00**

Total this Phase **$1,450.00**

TOTAL THIS INVOICE **$1,450.00**

	Current	Prior	Total Billed	Received	A/R Balance
Billings to Date	**1,450.00**	**13,050.00**	**14,500.00**	**13,050.00**	**1,450.00**

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

Erin Nelson

From: Jones & Demille Engineering Inc <system@paysimple.com>
Sent: Monday, April 20, 2026 12:08 PM
To: Town of Bluff Bookkeeping
Cc: ap@jonesanddemille.com
Subject: Thank You for Your Payment to Jones & Demille Engineering Inc (Transaction ID #152123192) for the amount of $1450.00

===
Web Authorization Payment Receipt
===

Dear Erin Nelson:

We have successfully processed your payment.

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

Date: 04/20/2026
Customer ID: 42892406
Transaction ID: 152123192
Amount: $1450.00
Account: Zions Bank Corp., ending in 6064
Project #: 2505-034.00
Invoice #: 0140588
Retainer Payment: False
Description:

We have your billing address on file as:
Town of Bluff
Erin Nelson
PO Box 324
Bluff, UT 84512

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

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

Thank you for your business.

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

Erin Nelson

From:	Michael Haviken
Sent:	Wednesday, May 6, 2026 10:12 AM
To:	Erin Nelson
Subject:	Fw: TrafficSafetyStore.com Confirmation - Order#: 05052204559

Hello Erin, please find the order confirmation for the delineator reflectors. Tat Thompson plans to deliver the signs and posts next Tuesday or Wednesday. We will need help unloading the posts and signs. He will give us a heads up before he gets here.

I'll be out of town tomorrow and Friday and back in the office next week.

Thanks,
Michael

From: TrafficSafetyStore.com <contact@trafficsafetystore.com>
Sent: Tuesday, May 5, 2026 10:51 AM
To: Michael Haviken <roads@townofbluffutah.gov>
Subject: TrafficSafetyStore.com Confirmation - Order#: 05052204559

800-429-9030

Thank you for your order

We'll let you know as soon as your items have shipped.

View Order Status

Billing Address	Shipping Address

Michael Haviken
Town of Bluff
190 NE 3rd Street
Bluff, UT 84512

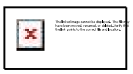
Phone: 9178051221

Michael Haviken
Town of Bluff
190 NE 3rd Street
Bluff, UT 84512

Phone: 9178051221

Date Ordered
5/5/2026

Order Number
05052204559

	Qty	Product	Description	Price	Total
	6	DD48ORG1WRC	Shur-Flex Premium Ground Mount Delineator Posts	$61.80	$370.80

Color: Orange
Sheeting Color: White

Subtotal	$370.80
Shipping	$98.29
Tax	✓ Exempt
Order Total	**$469.09**

Question about your order? Call us at 800-429-9030

Track Your order Here

Order Comment/Note:

Your Visa card ending in XXXX will be charged $469.09 once the order is processed.

Note: All returns require an RMA # issued from TrafficSafetyStore.com.

Invoice

Reference No.:	**198013**
Date:	11-May-2026
Due Date:	10-Jun-2026
Customer ID:	01911

Safety Supply & Sign Company, Inc.
3200 South Redwood Road
West Valley City, UT, 84119
Phone: (801) 973-2266
Web: https://safetysupplyandsign.com

PAY NOW

641000

BILL TO:	SHIP TO:
BLUFF TOWN	BLUFF TOWN

CUSTOMER REF. NUMBER	TERMS	CONTACT
	Net 30 Days	

SO TYPE	SO NUMBER	SHIPMENT NUMBER	CUSTOMER P.O. NO.
SO	083884	011951	

NO.	ITEM	QTY.	UOM	UNIT PRICE	EXTENDED PRICE
1	REG 30 HISTOP: 30" STOP HI R1-1	2.00	EA	47.0000	94.00
2	CUST,12X18,HI: CUSTOM 12X18,HI NOTE: 2) NPA 1) NO OFF ROAD PARKING 2) NO IDLING 2) NO CAMPING 1) NOT A THRU STREET	8.00	EA	23.6900	189.52
3	CUST,30X30,HI: CUSTOM 30X30,HI, DEAD END NO TURN AROUND	5.00	EA	70.5000	352.50
4	REG 36 HIYIELD: 36" YIELD HI R1-2	4.00	EA	48.0000	192.00
5	SNS,30X8,HI: 30X8,DOUBLE BLADE,6" LETTERS,HI NOTE: 2nd Street East - 2 pc 7th Street West N - 1 pc 6th Street West S - 1 pc 5th Street West S - 1 pc 2nd Street West S - 1 pc Prickly Pear Place - 2 pc So Mesa View Lane – 1 pc No Mesa View Lane – 2 pc Rabbitbrush Avenue – 1pc Nielson Road - 1 pc Cottonwood Wash Road - 1 pc Willow Avenue - 1 pc (Prismatic) East Black Locust - 1 pc 2) Bluff Bench Road 1) Cottonwood Ave	19.00	EA	41.3200	785.08
6	REG 24X30 HISL20: 24X30 SPEED LIMIT 20 HI BLK/WHITE R2-1	14.00	EA	70.5000	987.00
7	POST T2X10' 14GA: 2"X10' TELESPAR 14GA	50.00	EA	39.7700	1,988.50
8	ANCHOR 30 TELE: 2.25"X30",TELESPAR ANCHOR 12 GA.	50.00	EA	15.1200	756.00
9	BOLT CORNER W/O: 5/16" MEDIUM CORNER BOLT THRU 2 1/4" ANCHOR (nut sold separately)	100.00	EA	1.1700	117.00

Continued...

Invoice

Reference No.:	**198013**
Date:	11-May-2026
Due Date:	10-Jun-2026
Customer ID:	01911

Safety Supply & Sign Company, Inc.
3200 South Redwood Road
West Valley City, UT, 84119
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PAY NOW

641000

BILL TO:	SHIP TO:
BLUFF TOWN	BLUFF TOWN

CUSTOMER REF. NUMBER	TERMS	CONTACT
	Net 30 Days	

SO TYPE	SO NUMBER	SHIPMENT NUMBER	CUSTOMER P.O. NO.
SO	083884	011951	

10	NUT CORNERBOLT: 5/16" FLANGED NUT FOR CORNERBOLT VCN168-2	100.00	EA	0.1280	12.80
11	RIVET DRIVE: 3/8" STEEL DRIVE RIVET	100.00	EA	1.2500	125.00

Sales Total:	5,599.40
Tax Total:	0.00
Total (USD):	**5,599.40**

Exhibit E

INVOICE

Pueblo Tierra Construction
507 S San Francisco St
Flagstaff, AZ 86001-5746

pueblotierra1@gmail.com
+1 (435) 459-1545
https://pueblotierraconstruct.com

Bill to
Malia Collins
Town of Bluff
po box 324
Bluff, Utah 84512
United States

Ship to
Malia Collins
Town of Bluff
po box 324
Bluff, Utah 84512
United States

Invoice details
Invoice no.: 1011
Terms: Net 30
Invoice date: 05/14/2026
Due date: 06/14/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**fork lift use**	Sign post unload	0.5	$150.00	$75.00

Total **$75.00**

BEYALE'S DYNAMIC HANDYMAN SERVICES

INVOICE # 6/1
DATE: 5/1/2026

BY:
Joydino Beyale
Beyale's Dynamic Handyman Services
P.O. Box 704 Montezuma Creek, Utah 84534
Phone: 435-320-1170

FOR:
Erin Nelson/Michail Haviken
Roads Department Town of Bluff
190 N 3rd East Street
Bluff, Utah 84512
Phone: (435) 672-9990/(917) 805-1221

COMMENTS OR SPECIAL INSTRUCTIONS:
Invoice for 41 Telespar Posts, 46 Signs, and 6 Delineator Reflectors Installments.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
41	Telespar Posts	$60.00 $50.00	$2050. ~~$2460.00~~
46	Signs	$15.0	$690.00
6	Delineator Reflector	$55.00	$330.00
		Subtotal	~~$3480.00~~
		Shipping and handling	0.00
		TOTAL DUE	~~3480.00~~

$2500.00
50% UPFRONT

JOYDINO AGREED 6/5/26

Town of Bluff June 15, 2026 Request for Roads Matching Funds Reimbursement

Final Audit Report 2026-06-15

Created:	2026-06-15
By:	Erin Nelson (manager@townofbluffutah.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKi7qPRa9ocyrIIIf9o1SwISuToHTmCrn

"Town of Bluff June 15, 2026 Request for Roads Matching Fund s Reimbursement" History

Document created by Erin Nelson (manager@townofbluffutah.gov)
2026-06-15 - 1:29:43 AM GMT

Document emailed to Josh Ewing (mayorewing@townofbluffutah.gov) for signature
2026-06-15 - 1:29:50 AM GMT

Email viewed by Josh Ewing (mayorewing@townofbluffutah.gov)
2026-06-15 - 3:53:03 PM GMT

Document e-signed by Josh Ewing (mayorewing@townofbluffutah.gov)
Signature Date: 2026-06-15 - 3:53:26 PM GMT - Time Source: server - Signature Appearance Selected: TYPE

Agreement completed.
2026-06-15 - 3:53:26 PM GMT

SAN JUAN TRANSPORTATION SPECIAL SERVICES DISTRICT
Fraud Risk Prevention & Internal Controls Policy
Adopted by the Board on: _________________

1. Purpose

The purpose of this policy is to establish clear internal controls, ethical standards, reporting mechanisms, and governance practices to prevent fraud, waste, and abuse within the San Juan Transportation Special Services District (“the District”). This policy ensures compliance with the Utah State Auditor’s **Fraud Risk Assessment** requirements.

2. Scope

This policy applies to:

- All board members
- All employees
- All contractors, consultants, and volunteers acting on behalf of the District

3. Conflict of Interest Policy

3.1 Disclosure Requirement

All board members and employees must annually complete a **Conflict of Interest Disclosure Form**.

3.2 Prohibited Actions

Individuals may not:

- Participate in decisions where they have a financial or personal interest
- Use District resources for personal gain
- Accept gifts, favors, or compensation from vendors

3.3 Reporting

Conflicts must be reported to the Board Chair or CAO immediately.

4. Procurement Policy

The District shall follow Utah Procurement Code and internal purchasing thresholds. All purchases must be:

- Documented
- Approved by authorized personnel
- Supported by receipts or invoices

5. Ethical Behavior Policy

5.1 Annual Ethics Statement

All employees and elected officials must sign an **Ethical Behavior Commitment Statement** annually.

5.2 Standards of Conduct

Personnel must:

- Act with honesty, integrity, and transparency
- Protect District assets
- Avoid misuse of position
- Maintain confidentiality

6. Fraud, Waste & Abuse Reporting Policy

6.1 Reporting Channels

The District shall maintain at least one confidential reporting method:

- A dedicated email address (e.g., **fraud@sjtransportation.gov**)

- A phone hotline (San Juan County's phone line???

6.2 Non-Retaliation

No employee or board member may retaliate against a person who reports suspected fraud in good faith.

6.3 Required Response

All reports must be reviewed by:

- The CAO, **and**
- The Board Chair

If the allegation involves either of them, the report goes directly to the full board.

7. Travel Policy

The District shall adopt a written travel policy that includes:

- Pre-approval requirements
- Per-diem rates
- Mileage reimbursement
- Required receipts
- Prohibited expenses

8. Credit & Purchasing Card Policy

If the District issues cards in the future:

- Cards must be issued in the employee's name
- Monthly statements must be sent directly to someone **other than the cardholder**
- All purchases must include receipts
- The CAO or Board Chair must review all statements

9. Personal Use of District Assets Policy

District assets (vehicles, tools, equipment, fuel, computers, etc.) may only be used for official business unless:

- A written exception is approved by the CAO
- Usage is logged and documented

Unauthorized personal use is grounds for disciplinary action.

10. IT & Computer Security Policy

The District shall maintain basic cybersecurity controls, including:

- Unique user accounts for all systems
- Strong password requirements
- Regular backups of financial data
- Antivirus and firewall protection
- Restricted access to financial systems

11. Cash Receipting & Deposit Policy

If the District receives cash or checks:

- Receipts must be issued for all payments
- Deposits must be made within **3 business days**
- The person receiving payments **cannot** make general ledger entries
- Bank reconciliations must be performed by someone **other than** the clerk/treasurer

12. Professional Certification & Training Policy

To meet the Fraud Risk Assessment requirements:

12.1 Certified Professional Requirement

The District realizes that meeting this requirement is not necessary or practical. The requirement is hereby waived.

13. Governing Body Training Requirement

All board members must complete the required **State Auditor online training** within four years of appointment or election.

The District Clerk shall maintain training records.

14. Fraud Hotline Policy

The District shall maintain a fraud hotline or reporting mechanism as described in Section 6.

The hotline must be:

- Publicly posted
- Listed on the District website
- Included in employee onboarding materials

15. Internal Audit Function

If feasible, the District shall:

- Establish an internal audit function, **or**
- Contract with an external auditor to perform periodic internal control reviews

16. Audit Committee Policy

The District shall maintain an Audit Committee consisting of:

- At least two board members
- One independent member (optional but recommended)

Responsibilities:

- Review financial statements
- Oversee external audits
- Review fraud reports
- Monitor internal controls

17. Separation of Duties Policy

The District shall maintain adequate separation of duties as defined by the Utah State Auditor, including:

- Cash receipting separate from ledger entry
- Access to blank checks separate from authorized signers
- Independent review of bank statements
- Independent review of general ledger activity
- Independent verification of goods/services received
- Independent review of payroll (if applicable)

Where separation is not possible due to staffing limits, **mitigating controls** must be documented and approved by the Board.

18. Annual Review & Certification

The CAO and CFO shall:

- Review this policy annually
- Update procedures as needed
- Complete the Fraud Risk Assessment each fiscal year
- Present results to the Board

19. Adoption

This policy is adopted by the San Juan Transportation Special Services District Board on:
Date: ________________________
Board Chair: ________________________
CAO: ________________________
CFO: ________________________