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

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

Approved 06/15/2026

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.